School Board Meeting
Susquehanna Township School District
Monday, November 2, 2026 at 7:00 PM

Administration Building
2579 Interstate Drive
Harrisburg, PA 17110

Agenda

1. **CALL TO ORDER, SILENT MEDITATION, PLEDGE OF ALLEGIANCE TO THE FLAG AND INTRODUCTIONS**

   A. **Call to Order**
   Description: Board President will call the meeting to order.

   BOARD MEMBERS:
   Mr. Jesse Rawls, Sr. - President
   Ms. Tameka Hatcher - Vice President
   Ms. Elise LeMelle - Secretary
   Mrs. Jackie Hill - Treasurer
   Mr. Warren Enoch
   Mr. Jayonn Folks
   Mr. Eric Hedenberg
   Keita Kalonji Johnson, Esq.
   Dr. Anita Mareno

   ADMINISTRATORS:
   Dr. Tamara C. Willis - Superintendent
   Dr. Andrae R. Martin - Assistant Superintendent
   Mrs. Kathy Ciaciulli - Chief Finance and Operations Officer

   SOLICITOR:
   Eckert Seamans Cherin & Mellott, LLC

   STUDENT REPRESENTATIVE(S):
   Amare Johnson (Senior)
   Nyelli Rosario (Junior)

   BOARD RECORDING SECRETARY:
   Ms. Ann-Marie Rathmell

   B. **Moment of Silent Meditation and Pledge of Allegiance to the Flag**
   Description: Board President will lead the Board and those in attendance in a moment of silent meditation and Pledge of Allegiance to the Flag.

   C. **Roll Call**

   D. **Announcement of Executive Session**

   E. **Introductions / Guest Presentations**

      1. **Celebrating Families: Thomas W. Holtzman, Jr. Elementary School**

2. **Pink Out 2026 Donations**
   Description: Aliyah Swanson, STHS student, and Mr. Lance Deane, Athletic Director, to present.

2. **APPROVAL OF AGENDA FOR MEETING**

Recommended Motion(s):
Approve the meeting agenda for November 2. 2026.

3. **HEARING OF THE PUBLIC AND BOARD MEMBER COMMENTS**

A. **Hearing of the Public**
Description:
- People will be called in the order they appear on the "sign-in" sheet.
- Time limit is three (3) minutes per person.
- Individuals listed on the "sign-in" sheet are limited to one opportunity to address the board, either before or after "Presentations and Discussions."
- When called, please stand, state your name before beginning.
- This part of the agenda is the only time when members of the audience should address the board.

B. **Board Member Comments**

4. **PRESENTATION AND DISCUSSION (with approximate duration)**

A. **Crabtree Rohrbaugh and Associates**
Description: Seth Wentz, Senior Project Manager, and Fred Whithm III, Ed. D., Director of Educational Planning to present
Attachments:
Crabtree Rohrbaugh and Associates Board Presentation 2026-11-02 8

5. **MINUTES**

A. **Minutes: October 5, 2026**

Recommended Motion(s):
Approve the Minutes of the October 5, 2026, Board Meeting.

Attachments:
Minutes October 5, 2026 draft 35

6. **PROGRAM**

A. **Wales Global Partnership: Student Travel**

Recommended Motion(s):
Approve student and staff travel to Cardiff, Wales, from March 12-19, 2027, as part of the District's global partnership with St. Teilo's School.

7. **PERSONNEL**

A. **Employee Separations**

Recommended Motion(s):
Approve the following Employee Separations:

Description:

EMPLOYEE SEPARATIONS - * The employee is being held (60 days) but could be released earlier.

	Name	Position	Location	Reason	Agreement	Effective Date
	Kristin Cusick	Elementary Teacher	TWH	Resignation	STEA	December 18, 2026. Employee will be held 60 days or until a replacement can be found, whichever occurs first.
	Ahkee Cox-Cowan	Special Education Teacher	STMS	Resignation	STEA	October 30, 2026
	Shannen DeLaurentis	Math Teacher	STMS	Resignation	STEA	December 20, 2026. Employee will be held 60 days or until a replacement can be found, whichever occurs first.
	Nicole Zart	Assistant Field Hockey Coach	STMS	Resignation	Coach	October 29, 2026
	Jennifer Weller	Heath and Physical Education Teacher	STHS	Retirement	STEA	December 23, 2026

B. **Transfers**

Recommended Motion(s):
Approve the following Transfers:

Description:

	TRANSFERS					
	Name	**Position/Location**	**to Position/Location**	**Salary**	**Agreement**	**Effective Date**
	Alan Carter	Mid-shift Custodian / STHS	Head Custodian / STHS	$20.20 per hour	Teamsters	October 30, 2026

C. **Employment**

Recommended Motion(s):
Approve the following Employments:

Description:

	EMPLOYMENT - All hires are contingent upon successful completion of all requirements						
	Name	**Position**	**Location**	**Reason**	**Salary/Rate**	**Agreement**	**Effective Date**
	Eric Anderson	Night Custodian	STHS	Replacing Maria Gongora	$17.50 + $.45 shift differential per hour	Teamsters	TBD

	Ti'azanae McDonald-Neely	Special Education Paraprofessional	STHS	New Hire	$19.84 per hour	STESPA	TBD
	Helierys Berrios-Collazo	Food Service Student Worker	STMS	New Hire	$12.00	N/A	November 2, 2026
	Dominique McClain	Night Custodian	STHS	Replacing Maria Castillo	$17.50 + $.45 shift differential per hour	Teamsters	TBD

D. **Extensions and Supplementals**

Recommended Motion(s):
Approve the following Extensions and Supplementals:

Description:

	EXTENSIONS/SUPPLEMENTALS				
	Name	**Position**	**Location**	**Salary/Rate**	**Effective Date**
	Mary Girven	Team Lead	TWH	$1,750.00	2026-2027 School Year
	Tacoya Faucette	Team Lead	TWH	$1,750.00	2026-2027 School Year
	Brandon Popp	Team Lead	TWH	$1,750.00	2026-2027 School Year
	Celeste Brummel	Team Lead	TWH	$1,750.00	2026-2027 School Year
	Teah Bennett	Team Lead	TWH	$1,750.00	2026-2027 School Year
	Chelsea Wagner	Team Lead	TWH	$1,750.00	2026-2027 School Year
	Jolene Connelly	AAP Tutor	STMS	$40.00 per hour	2026-2027 School Year
	Justin Hollenberg	Garage Band	STHS	$500.00	2026-2027 School Year
	Amanda Neenan	Intermural Volleyball Advisor	STHS	$1,000.00 (Pro-rated)	March 8, 2027-June 2027
	Morgan Barksdale	Rescind as mentor for Ahkee Cox-Cowen	MS	$1,000.00 (Pro-rated)	October 30, 2026
	Ahkee Cox-Cowan	Rescind as Indoor Track Coach	STHS	$1,200.00	October 30, 2026
	Franklin Wilson Jr.	JV Boys Basketball Coach	STHS	$3,600.00	2026-2027 School Year

	Natalie Pickering	Volunteer Swim Coach	STHS	$0.00	2026-2027 School Year
	Christopher Fleming	Volunteer Swim Coach	STHS	$0.00	2026-2027 School Year
	Colton Jones	Assistant Girls Wrestling Coach	STHS	$4,500.00	2026-2027 School Year
	Shannen DeLaurentis	Rescind as Math Counts Advisor	STMS	$500.00 (pro-rated)	2026-2027 School Year

E. **Updates**

Recommended Motion(s):
Approve the following Updates:

Description:

1. Amend Andreina Guerrene as Substitute Food Service Worker from effective date to be determined to effective October 26, 2026.

2. Amend Robyn Russotto from Mentor for Howard Johnson to Mentor for Michael Howard.

F. **Position Elimination: Purchasing and Accounts Payable Clerk**

Recommended Motion(s):
Approve the elimination of the Purchasing and Accounts Payable position (STESPA).

G. **Approve New Position: Purchasing and Transportation Routing Specialist**

Recommended Motion(s):
Approve the creation of a new Purchasing and Transportation Routing Specialist position (STESPA).

Attachments:
STESPA-Purchasing and Transportation Routing Specialist 50

8. **FINANCES**

A. **Activity Fund 9/26/26 – 10/23/26**

Recommended Motion(s):
Approve the payment of Activity Fund bills from the First National Bank Activity Fund Checking, as listed on the Computer Check Summary, totaling $2,032.61.

Attachments:
ACTIVITY FUND 11-2-26-1 53

B. **Food Service Checking 10/9/26 – 10/23/26**

Recommended Motion(s):
Approve the payment of Food Service bills from the Food Service Checking, as listed on the Computer Check Summary, totaling $54,018.43.

Attachments:

FOOD SERVICE (11-2-26-2) 54

C. **First National General Fund Checking 10/13/26 – 10/26/26**

Recommended Motion(s):
Approve the payment of First National General Fund Checking bills from the First National General Fund Checking, as listed on the Computer Check Summary, totaling $6,067,500.40.

Attachments:
GENERAL FUND (11-2-26) 55

D. **General Fund PSDLAF Account 9-16-26 Through 10-28-26**

Recommended Motion(s):
Approve the payment of PSDLAF General Fund Account bills from the PSDLAF General Fund Account, as listed on the Computer Check Summary, totaling $5,552.62

Attachments:
General Fund PSDLAF Account 9-16-26 Through 10-28-26 62

E. **New Capital Project Fund – 2025 Bond Fund Checking 10/9/26 – 10/23/26**

Recommended Motion(s):
Approve the payments of New Capital Project Fund - 2025 Bond Fund Checking bills from the New Capital Project Fund - 2025 Bond Fund Checking, as listed on the Computer Check Summary, totaling $481,078.44.

Attachments:
NEW CPF 2025 (11-2-26) 63

9. **CONTRACTS**

A. **Thomas Holtzman Rodent Exclusion**

Recommended Motion(s):
Approve the agreement with Ehrlich Pest Control for $4,434.60 to perform a rodent exclusion and supply bait stations around the exterior and interior of building. Service for all bait stations will be billed monthly at $270 per month. This rodent exclusion has been completed at Sara Lindemuth and the Middle School with much success.

Attachments:
Ehrlich Agreement TWH Rodent Exclusion 64

10. **POLICY**

11. **OTHER**

A. **Pink Out 2026 Donation to Pennsylvania Breast Cancer Coalition**

Recommended Motion(s):
Approve the donation of all proceeds generated from Pink Out 2026 to the Pennsylvania Breast Cancer Coalition.

Description:
Football Game after expenses - $994.00
Walk - $1,467.00
Pink Out Shirts - $206.00

District Dress Down - $471.00

_____

Total - $3,188.00

12. **NEW BUSINESS**
13. **ADJOURNMENT**



Crabtree, Rohrbaugh & Associates

SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT

DISTRICT-WIDE FEASIBILITY STUDY

FACILITY STUDY UPDATE

NOVEMBER 2, 2026

PROJECT TEAM



Anthony Colestock, AIA, REFP
Principal and Senior Project Manager
Crabtree, Rohrbaugh & Associates



Arif Hasanbhai
Principal | Director of Design
Crabtree, Rohrbaugh & Associates



Seth Wentz, AIA, NCARB
Senior Project Manager
Crabtree, Rohrbaugh & Associates



Fred Withum III, Ed.D.
Director of Educational Planning
Crabtree, Rohrbaugh & Associates

200+
studies in the past 10 years

$19.2M
of grant dollars for K12 clients

3MSF
of sustainable & LEED certified educational buildings

Improved educational spaces for over
24,000
students

21M
SF of educational design expertise in the last 15 years

1997-2016
PA Department of Education
Report 30
Publication
Most Cost Effective Design

25
High School projects in the last 10 years

25
Middle School projects in the last 10 years

55
Elementary School projects in the last 10 years



PURPOSE OF THE STUDY

Short and long term planning	Implement future-focused educational vision	Plan for projected enrollment
Capital Improvement Plan to maintain facilities & assets	Guide for decision making	Eligible for PlanCon reimbursement

STUDY APPROACH



Define Goals

- Educational Visioning
- Financial
- Guiding principles
- Indicators of quality
- Establish benchmarks



Information Gathering

- Building Capacity Analysis
- Enrollment Analysis
- Facility Assessments
- Utility cost history
- Current Use of Space Program
- Existing Documents



Analyze Data

- Space analysis
- Energy modeling
- Benchmarking
- Educational adequacy
- Program Compliance
- Right sizing the box

Board



Develop Options

- Infrastructure improvements
- Educational improvements
- Community Use
- Cost Estimating
- Operational Savings
- Phasing
- Prioritize Projects



Recommendations

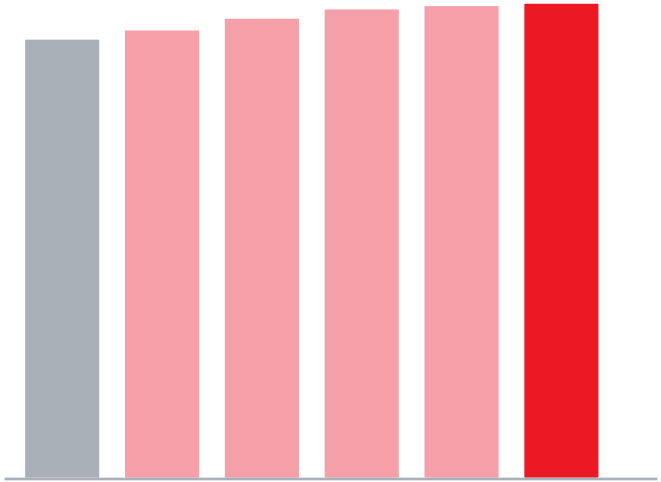
- Short and Long Term Planning
- Final report
- Option Selection

Board

Susquehanna Township School District: Enrollment Forecast, 2026 to 2031

Board of Education Presentation

Anchor year 2025/26



District enrollment: 2025/26 actual (3,178, gray) to 2030/31 projected (3,437)

Executive Findings: Continued Moderate Growth, Led by the High School, With a Range of Outcomes

3,178 → ≈3,437

The CRA Model projects 8.2% growth by 2030/31, after 15.6% growth since 2016/17.

3,300–3,640

Plausible range for 2030/31. Plan to the range, not a single number.

3,396

CRA continues to recommend the midpoint of the Conservative (3,297) and Moderate (3,495) scenarios as the long-range planning target.

+22% at high school

793 to 970 students as large middle-grade classes move up.

CRA Model validates

From 2027/28 on, the CRA Model falls between the Power School scenarios every year.

Beyond 2030/31

The District should continue planning with an eye toward growth beyond 2030-31. The pace of residential development and other demographic factors suggest that additional expansion may eventually be necessary.

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SECTION 1 OF 3

The Enrollment Forecast

How enrollment has grown, where the CRA Model says it is headed, and which grade levels drive the change.

KEY QUESTION **How many students should we expect by 2030/31?**

Growth Slows Each Year After 2027/28, and the Range of Outcomes Widens

Metric	2025/26 (A)	2026/27	2027/28	2028/29	2029/30	2030/31
Projected enrollment (CRA Model)	**3,178**	**3,244**	**3,329**	**3,396**	**3,420**	**3,437**
Change from prior year	—	+66	+85	+67	+24	+17
Range, lower estimate	—	3,219	3,278	3,319	3,314	3,304
Range, upper estimate	—	3,273	3,389	3,495	3,566	3,637
Power School average (recommended)	3,235	3,322	3,377	3,382	3,392	3,396

+259

students added by 2030/31 (+8.2%), with the largest gain, +85, in 2027/28

+66 → +17

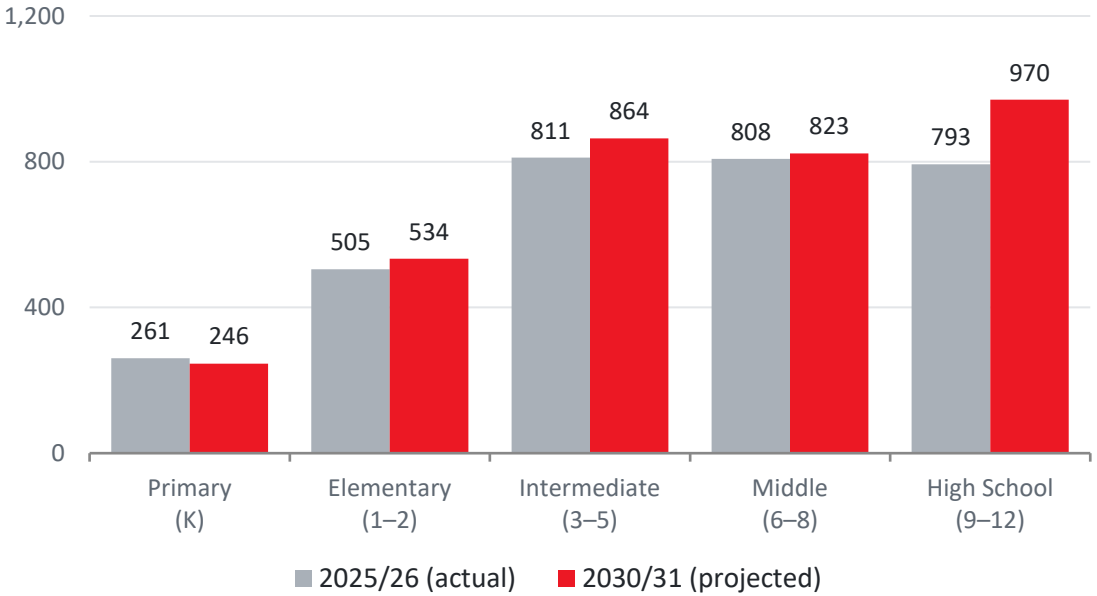
yearly gain shrinks as the large classes pass through

16

54 → 333

width of the plausible range, 2026/27 to 2030/31

The High School Drives the Growth: 177 More Students by 2030/31



+177 High School (+22.3%)

+53 Intermediate (+6.5%)

+29 Elementary (+5.8%)

+15 Middle Level (+1.9%)

–15 Primary / K (–5.8%)

Vertical axis starts at zero. Cohorts add to the District totals: 3,178 in 2025/26 and 3,437 in 2030/31. Source: District Analysis Framework, CRA cohort model.

High School Climbs Every Year as Large Middle-Grade Classes Move Up

Cohort	2025/26 (A)	2026/27	2027/28	2028/29	2029/30	2030/31	Change
Primary (K)	261	242	256	241	248	246	**–15**
Elementary (1–2)	505	539	551	546	544	534	**+29**
Intermediate (3–5)	811	816	791	821	836	864	**+53**
Middle Level (6–8)	808	806	823	844	849	823	**+15**
High School (9–12)	**793**	**841**	**908**	**944**	**943**	**970**	**+177**
District total	**3,178**	**3,244**	**3,329**	**3,396**	**3,420**	**3,437**	**+259**

Cross-check
A simpler growth-rate method agrees on direction for 3 of 5 cohorts; it differs for Primary and High School.

Kindergarten is the hardest grade
Two methods (grade-to-grade trends and birth records) were averaged for the projection.

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SECTION 2 OF 3

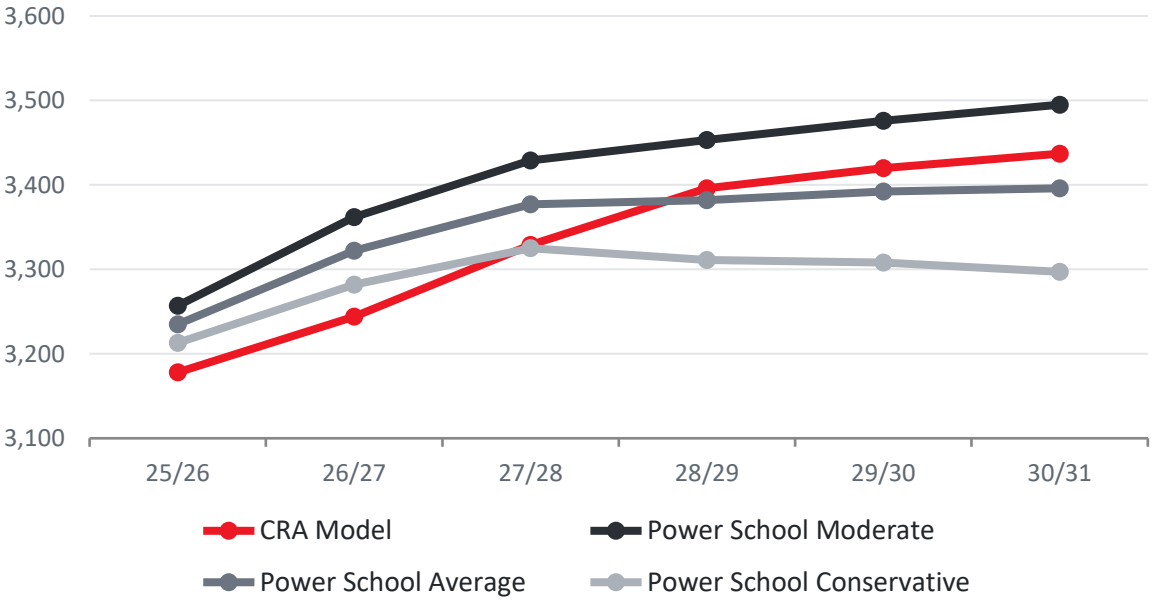
Testing the Forecast

Test the Power School scenarios against the CRA Model, and see why CRA recommends planning to their average.

KEY QUESTION **How much confidence can we place in the projections?**

TESTING THE FORECAST

The CRA Model Validates the Power School Projections From 2027/28 On



3,297–3,495

Power School range in 2030/31; the CRA Model is 3,437

+58 / –41 / –140

students: Moderate, Average, Conservative vs. the CRA Model in 2030/31

2027/28 on

the CRA Model falls between Conservative and Moderate every year

20

Vertical axis starts at 3,100, not zero, to make differences visible. Power School scenarios were supplied by an outside analytics provider; year labels aligned to the 2025/26 anchor.

TESTING THE FORECAST

Year by Year, the CRA Model Validates the Power School Average Within 41 Students

Projection	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	vs. CRA, 2030/31
CRA Model	**3,178**	**3,244**	**3,329**	**3,396**	**3,420**	**3,437**	**—**
Power School Conservative	3,213	3,282	3,325	3,311	3,308	3,297	**−140**
Power School Moderate	3,257	3,362	3,429	3,453	3,476	3,495	**+58**
Power School Average	3,235	3,322	3,377	3,382	3,392	3,396	**−41**

+35 to +79

students: every Power School scenario starts above the actual 3,178 (Conservative +35, Average +57, Moderate +79)

CRA Model validates

from 2027/28 on, the CRA Model falls between the Power School Conservative and Moderate paths

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Use the midpoint

CRA recommends the midpoint of Conservative and Moderate (3,396 in 2030/31). Enrollment sits below it now, and the gap may narrow. Reconcile the base-year gap with the provider first

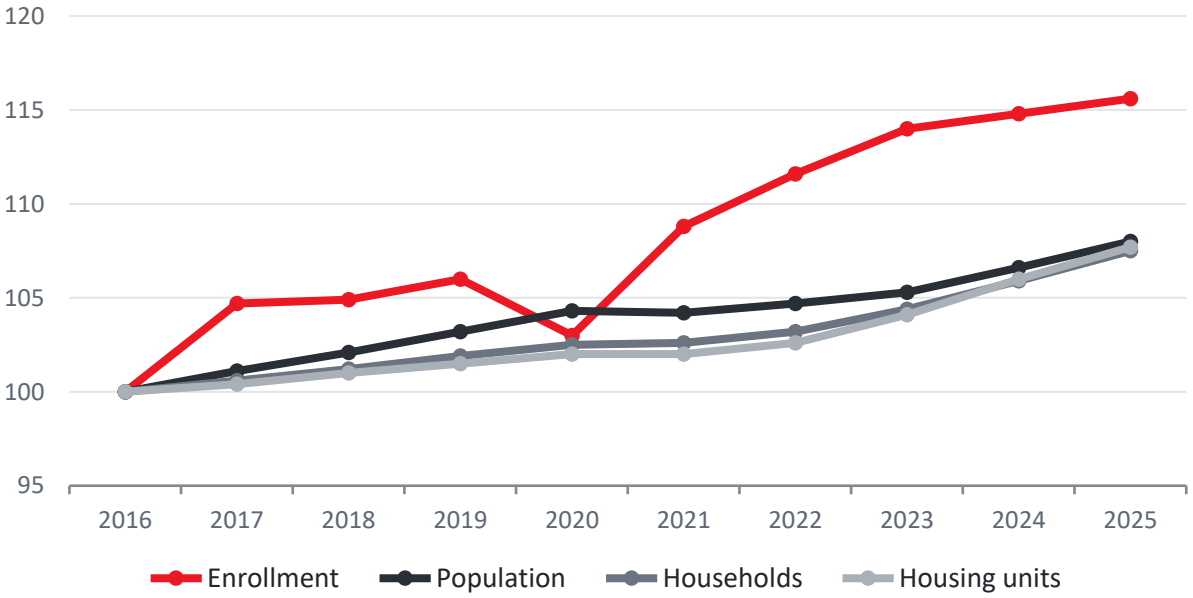
SECTION 3 OF 3

Community Context

Whether the Township's population, households, and housing support the Power School projections and the recommended average, and how much of the projected growth they explain.

KEY QUESTION **Does the community point to growth, or to a slowdown?**

Enrollment Has Grown About Twice as Fast as the Community Around It



+15.6%

enrollment, 2016/17 to 2025/26

+8.0%

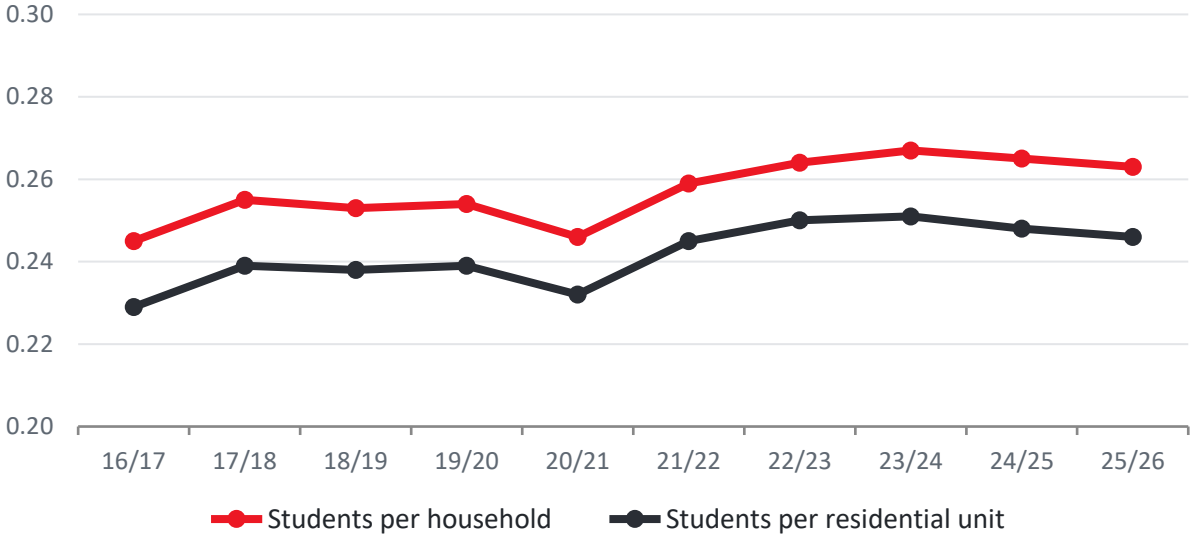
population, 2016 to 2025 (households +7.5%, housing units +7.7%)

+4.4%

population since 2020 (26,680 to 27,861 in 2026)

Index, first year = 100; vertical axis starts at 95. Sources: Esri and U.S. Census Bureau; District enrollment records. Looking ahead, the Power School average projects +6.9% enrollment growth by 2030/31 (CRA Model +8.2%).

Students per Household Rose Through 2023/24, Then Leveled Off



0.267 → 0.263

students per household: peak in 2023/24, now

11.50%

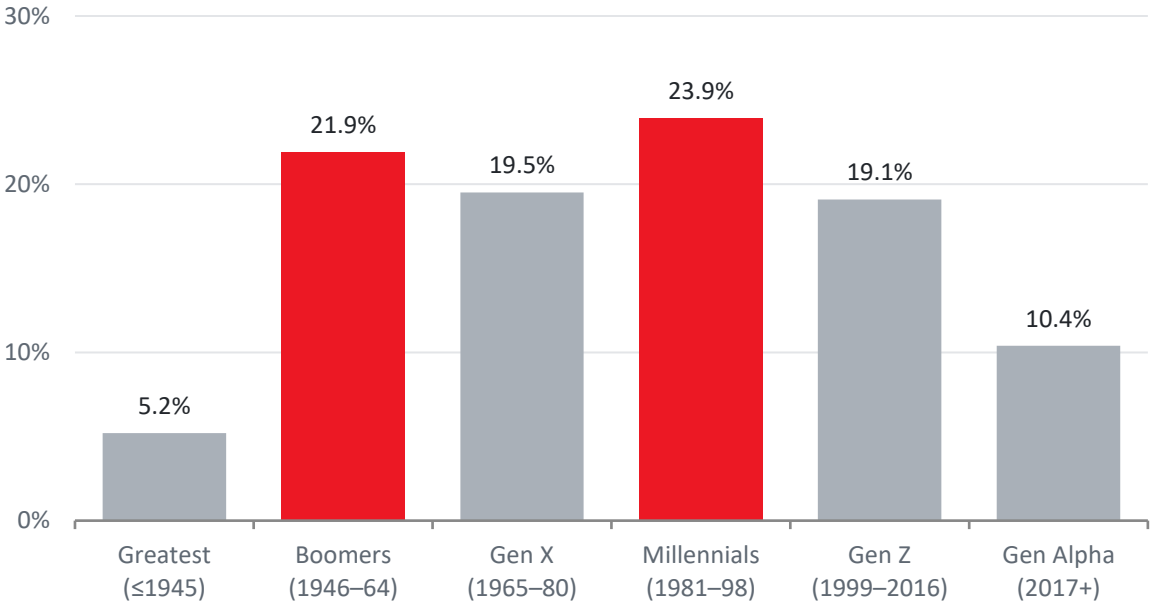
of residents are District students (2025/26)

0.248

five-year average students per residential unit

Rule of thumb: every 100 new homes ≈ 25 students (five-year average).

A Growing but Aging Community: Only 19% of Residents Are Under 18



Source: Esri Population Trends (September 2026).

19.0%

of residents are under 18; 23.2% are 65 or older

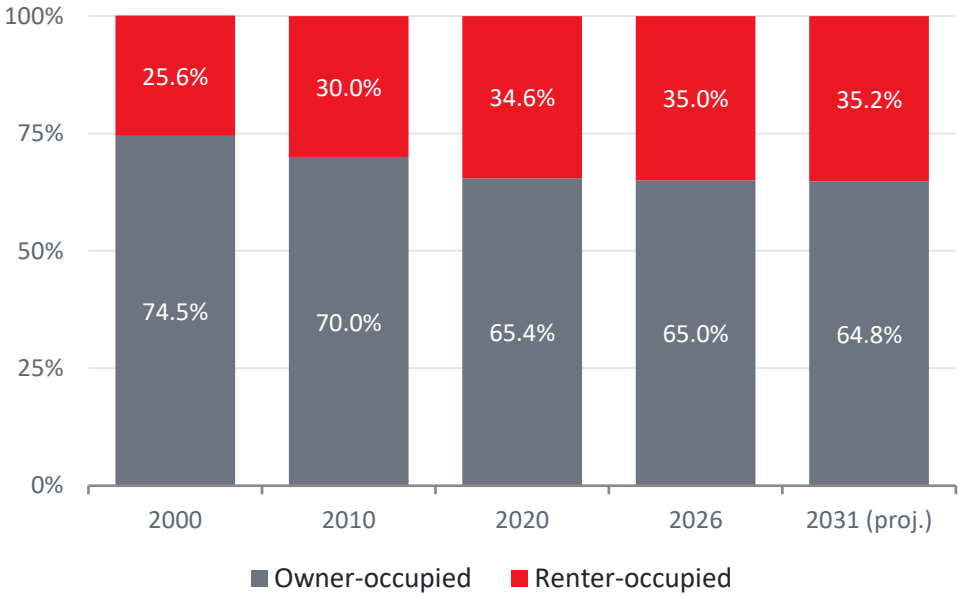
42.4 → 44.6

median age, 2010 to 2031 (43.3 today)

2 largest

groups: Millennials (23.9%) and Baby Boomers (21.9%)

Housing Is Affordable and Growing Faster Than Population, but Renters Are a Rising Share



+15.2%

housing units, 2010 to 2031 (11,559 to 13,316), faster than population

$248,492

median home value: 51.4% below the U.S.; affordability index 135

25.6% → 35.2%

renter share, 2000 to 2031; average household size is 2.26

Sources: Esri Community Change Snapshot and Housing Market Summary (September 2026); U.S. Census Bureau.

Housing Pipeline: 184 Units Are Under Construction, and 613 More Are Uncertain

Stage	Multi-family	Townhouse	Single-family	Total
Under construction	156	28	0	**184**
Planning / approval	443	0	170	**613**
Potential future	0	~90	~100	**~190**
All stages	**599**	**~118**	**~270**	**~987**

184

under construction, due mid-2027 (156 multi-family, 28 townhouse)

613

in planning or approval; unclear whether any will be built soon

~190

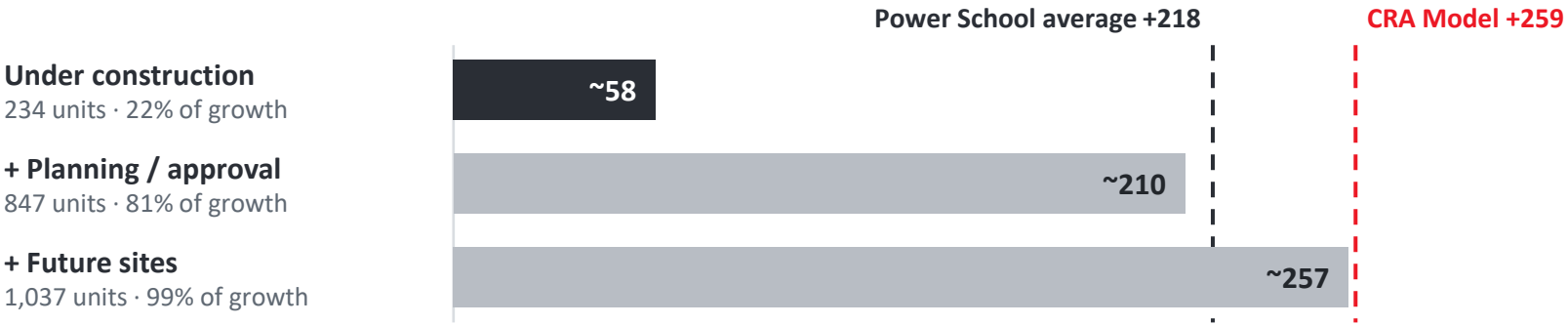
on potential future sites, with no formal submittals yet

Weighted toward multi-family

61% of all 987 units are multi-family, 27% single-family detached and 12% townhouse. One-off lots add about 10 units a year.

Unit counts and statuses as of October 2026, subject to change. Future sites: Linglewood (~90 townhouses) and Sturbridge Drive (~100 single-family detached, by-right). Source: Township development information.

Firm Housing Explains About a Fifth of Projected Growth; the Pipeline Decides the Rest



What it supports

184 units open by mid-2027, supporting continued growth and the 3,396 midpoint as the planning target.

What it challenges

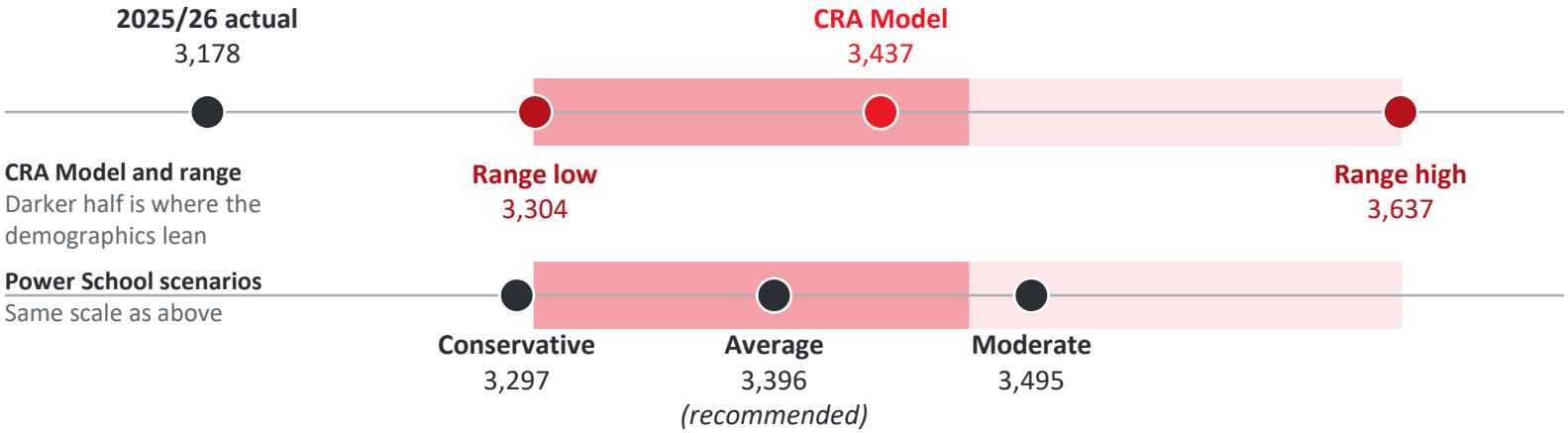
The upper range needs +459 students. Building every project adds only about 250.

What to watch

Creekview, Reichert Road, Beaufort and Blue Mountain approvals decide years 3 to 5 and the Moderate case.

Students = units × 0.248, the five-year average per residential unit; multi-family typically yields fewer. Totals include about 10 one-off units a year. Sources: Township development information (October 2026); CRA Model.

The Community Supports the Power School Average, in the Lower Half of the Range



Aligned

Power School average growth of 6.9% (CRA Model 8.2%) outpaces population growth of 4.4% (2020 to 2026). Large middle-grade classes explain the rest.

Leading indicators

More renters and smaller households are a mild headwind; housing units growing faster than population could support growth.

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Net assessment

No exhibit contradicts the projections. The midpoint (3,396) stays the target, and Moderate (3,495) is no less plausible than Conservative.

Planning Guidance: Plan to the Midpoint, Watch Kindergarten, and Prepare for High School Growth

1 Near term: plan directly

Years 1–2 are the most confident part of the forecast; the CRA Model and all three Power School scenarios show growth.

2 Long term: plan to the midpoint

Plan to the Conservative–Moderate midpoint (3,396 by 2030/31) for long-range facility and capacity decisions.

3 Watch kindergarten

It is the least predictable grade. Check fall registration and revise near-term projections.

4 Prepare for high school growth

793 to 970 students. Flag early for staffing and space, given program lead times.

5 Get building-level data

Request a corrected building-level file before decisions that depend on which schools change.

6 Refresh every year

Update with new enrollment, birth, and demographic data, or sooner if actuals leave the range.

30

Beyond 2030/31: Keep the Midpoint as the Target and Preserve the Ability to Expand

3,178 vs 3,235

Actual vs. midpoint

2025/26 enrollment sits 57 below the midpoint's estimate. The gap may narrow as growth drivers persist through 2030/31.

3,396

The planning target

The midpoint of Conservative (3,297) and Moderate (3,495) is the most reasonable target for long-range facility and capacity decisions.

3,495

Moderate is realistic

No less plausible than Conservative, and a realistic outcome given current development trends.

Preserve the ability to expand

Enrollment pressure is expected to moderate, but the pace of residential development and other demographic factors suggest more capacity may eventually be needed. Improvements made today should keep expansion possible. Weigh any decision that could constrain expansion, and any chance to add capacity, in long-term planning.

USING THE FORECAST

Three Signals to Watch, and One Data Gap to Close

3,244 vs 3,282+

This Fall's Total

The CRA Model projects 3,244 (range 3,219–3,273); Power School scenarios run 3,282 to 3,362. The October count shows which path holds.

242 students

Kindergarten Registration

The hardest grade to forecast. A count well off 242 would change every later year.

793 → 841

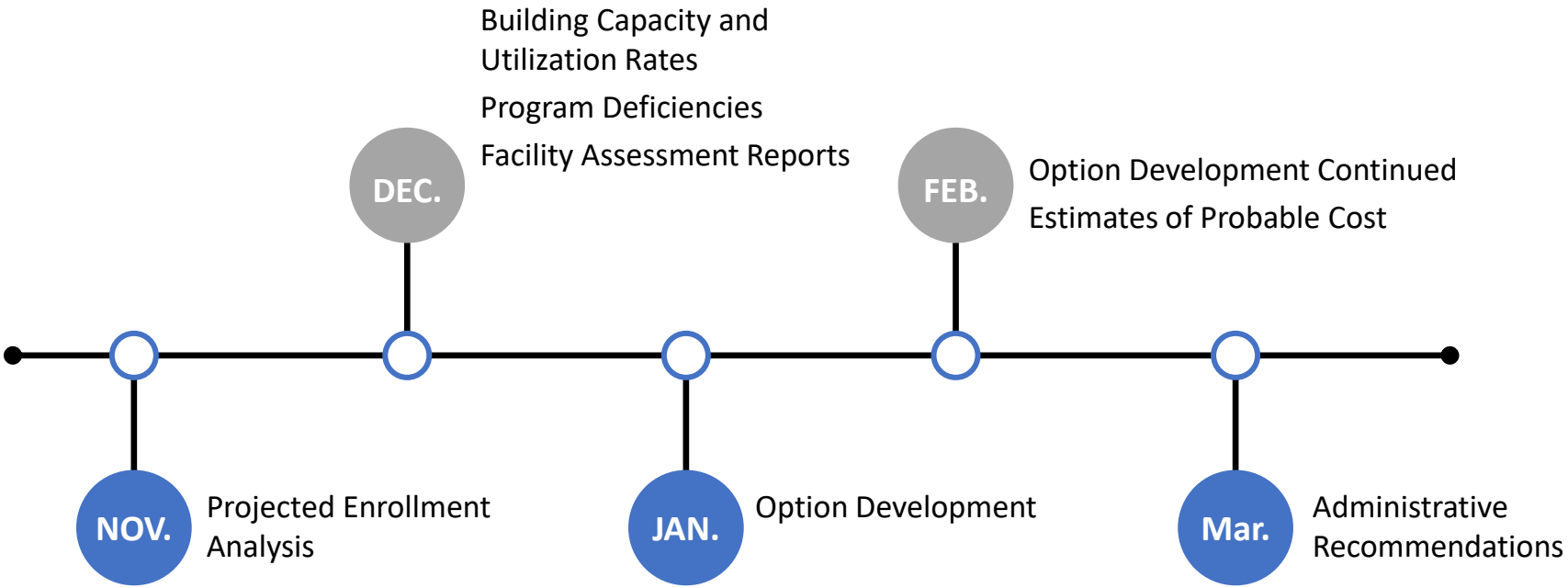
High School Climb

First step of the projected rise to 970. Early confirmation matters for staffing and space.

Data gap to close

A building-level worksheet in the source workbook held another district's data, so enrollment by school building is not shown. Request a corrected file before decisions that depend on which schools change.

STUDY NEXT STEPS



QUESTIONS?





Crabtree, Rohrbaugh & Associates - Architects
www.cra-architects.com

MINUTES

Administration Building
2579 Interstate Drive
Harrisburg, PA 17110

Monday, October 5, 2026
School Board Meeting

Mr. Warren Enoch:	Present
Mr. Jayonn Folks:	Present
Ms. Tameka Hatcher:	Present
Mr. Eric Hedenberg:	Present
Mrs. Jackie Hill:	Present
Keita Kalonji Johnson Esq.:	Present
Ms. Elise LeMelle:	Present
Dr. Anita Mareno:	Present
Mr. Jesse Rawls:	Present

District Office Present: Dr. Tamara Willis, Dr. Andrae Martin, Mrs. Kathy Ciaciulli, Mrs. Carrie Martin, Ms. Ann-Marie Rathmell, Mr. Justin Green, Mr. Jonathan Bishop, Mr. Terry Heller

1. **CALL TO ORDER, SILENT MEDITATION, PLEDGE OF ALLEGIANCE TO THE FLAG AND INTRODUCTIONS**
   - A. **Call to Order**
   - B. **Moment of Silent Meditation and Pledge of Allegiance to the Flag**
   - C. **Roll Call**
   - D. **Announcement of Executive Session**
     Discussion: The Board President announced that an executive session was held immediately prior to the meeting for the purpose of personnel, student and legal matters.
   - E. **Introductions / Guest Presentations**
     1. **American Heart Association - Jump Rope for Heart Recognition**
        Discussion: Molly Emrich of the American Heart Association recognized Zaya Youells, a student at Sara Lindemuth / Anna Carter Primary School, for her outstanding fundraising efforts in the Kids Heart Challenge. Zaya raised $1,746 in support of the program.
     2. **Celebrating Families - Sara Lindemuth / Anna Carter Primary School**
        Discussion: Ms. Amanda Pressley, Principal of Sara Lindemuth / Anna Carter Primary School, and Nicole Stewart, Assistant Principal of Sara Lindemuth / Anna Carter Primary School, honored the Ealey Family for their contributions to fostering a positive and supportive learning environment in our school community. The family was presented with a certificate and a token of appreciation from Dr. Willis.
2. **APPROVAL OF AGENDA FOR MEETING**
   Recommended Motion(s):
   Approve the meeting agenda for October 5, 2026.
   Action(s):
   Approve the meeting agenda for October 5, 2026. This motion, made by Mr. Eric Hedenberg and seconded by Mrs. Jackie Hill, Carried.

Voting Detail:

Mr. Warren Enoch:	Yea
Mr. Jayonn Folks:	Yea
Ms. Tameka Hatcher:	Yea
Mr. Eric Hedenberg:	Yea
Mrs. Jackie Hill:	Yea
Keita Kalonji Johnson Esq.:	Yea
Ms. Elise LeMelle:	Yea
Dr. Anita Mareno:	Yea
Mr. Jesse Rawls:	Yea

Voting Summary: Yea: 9, Nay: 0

3. **HEARING OF THE PUBLIC AND BOARD MEMBER COMMENTS**

   A. **Hearing of the Public**
   Discussion: Mr. Russell Davis requested clarification regarding academic performance data presented in recent board materials and encouraged consistency in the reporting of student achievement measures.

   B. **Board Member Comments**
   Discussion: None

4. **PRESENTATION AND DISCUSSION (with approximate duration)**
   Discussion: Dr. Martin presented a Curriculum Department Review (attached to Keystone Agenda).

   A. **Curriculum Department Review (approx. 10 mins.)**
   Speaker(s): Dr. Andrae Martin, Assistant Superintendent; Cara Klinger, Director of Curriculum and Instruction

5. **MINUTES**

   A. **Minutes: September 21, 2026**
   Recommended Motion(s):
   Approve the Minutes of the September 21, 2026, Board Meeting.
   Action(s):
   Approve the Minutes of the September 21, 2026, Board Meeting. This motion, made by Mr. Jayonn Folks and seconded by Mr. Eric Hedenberg, Carried.
   Voting Detail:

Mr. Warren Enoch:	Yea
Mr. Jayonn Folks:	Yea
Ms. Tameka Hatcher:	Yea
Mr. Eric Hedenberg:	Yea
Mrs. Jackie Hill:	Yea
Keita Kalonji Johnson Esq.:	Yea
Ms. Elise LeMelle:	Yea
Dr. Anita Mareno:	Yea
Mr. Jesse Rawls:	Yea

   Voting Summary: Yea: 9, Nay: 0

6. **PROGRAM**
   Discussion: None

7. **PERSONNEL**
   Action(s):
   Approve Personnel items 5. A.B.C.D.E.F. as attached. This motion, made by Mr. Eric Hedenberg and seconded by Mr. Jayonn Folks, Carried.

Voting Detail:

Mr. Warren Enoch:	Yea
Mr. Jayonn Folks:	Yea
Ms. Tameka Hatcher:	Yea
Mr. Eric Hedenberg:	Yea
Mrs. Jackie Hill:	Yea
Keita Kalonji Johnson Esq.:	Yea
Ms. Elise LeMelle:	Yea
Dr. Anita Mareno:	Yea
Mr. Jesse Rawls:	Yea

Voting Summary: Yea: 9, Nay: 0

A. **Employee Separations**
Recommended Motion(s):
Approve the Employee Separations as attached.

B. **Employment**
Recommended Motion(s):
Approve Employments as attached.

C. **Extensions and Supplementals**
Recommended Motion(s):
Approve Extensions and Supplementals as attached.

D. **Updates**
Recommended Motion(s):
Approve Personnel Updates as attached.

E. **Job Description Revision — Director of Transportation**
Recommended Motion(s):
Approve the revised job description for Director of Transportation

F. **2025-2026 Superintendent Evaluation**
Recommended Motion(s):
Approve the evaluation of Superintendent, Dr. Tamara Willis, with a rating of Satisfactory. This evaluation, prepared in June for the 2025-2026 school year, was completed by the School Board of Directors.

8. **FINANCES**
Action(s):
Approve Finance items 8.A.B.C.D.E.F. This motion, made by Mrs. Jackie Hill and seconded by Ms. Tameka Hatcher, Carried.
Voting Detail:

Mr. Warren Enoch:	Yea
Mr. Jayonn Folks:	Yea
Ms. Tameka Hatcher:	Yea
Mr. Eric Hedenberg:	Yea
Mrs. Jackie Hill:	Yea
Keita Kalonji Johnson Esq.:	Yea
Ms. Elise LeMelle:	Yea
Dr. Anita Mareno:	Yea
Mr. Jesse Rawls:	Yea

Voting Summary: Yea: 9, Nay: 0

A. **Activity Fund 9/2/26 – 9/25/26** 37

Recommended Motion(s):
Approve the payment of Activity Fund bill from the First National Bank Activity Fund Checking, as listed on the Computer Check Summary, totaling $6,305.00.

B. **Capital Project Fund – 2025 Bond Fund Checking 9/16/26 – 9/25/26**
Recommended Motion(s):
Approve the payments of Capital Project Fund - 2025 Bond Fund Checking bills from the Capital Project Fund - 2025 Bond Fund Checking, as listed on the Computer Check Summary, totaling $9,577.20.

C. **First National General Fund Checking 9/17/26 – 9/28/26**
Recommended Motion(s):
Approve the payment of First National General Fund Checking bills from the First National General Fund Checking, as listed on the Computer Check Summary, totaling $3,497,950.12.

D. **Food Service Checking 9/16/26 – 9/25/26**
Recommended Motion(s):
Approve the payment of Food Service bills from the Food Service Checking, as listed on the Computer Check Summary, totaling $17,048.09.

E. **Food Service Van Purchase**
Recommended Motion(s):
Approve the purchase of a Food Service Van in the amount of $59,733.20. This budgeted 2026-2027 expenditure will be fully funded by Food Services.

F. **Krapf Bus Company**
Recommended Motion(s):
Authorize the administration, in collaboration with the district solicitor, to work with Krapf Bus Company to provide supplemental pupil transportation.

9. **CONTRACTS**
Action(s):
Approve Contract items 9.A.B.C. This motion, made by Mrs. Jackie Hill and seconded by Mr. Eric Hedenberg, Carried.
Voting Detail:

Mr. Warren Enoch:	Yea
Mr. Jayonn Folks:	Yea
Ms. Tameka Hatcher:	Yea
Mr. Eric Hedenberg:	Yea
Mrs. Jackie Hill:	Yea
Keita Kalonji Johnson Esq.:	Yea
Ms. Elise LeMelle:	Yea
Dr. Anita Mareno:	Yea
Mr. Jesse Rawls:	Yea

Voting Summary: Yea: 9, Nay: 0

A. **Moore Engineering**
Recommended Motion(s):
Approve the design proposal from Moore Engineering to prepare bid specifications for the replacement of the existing chiller and pumps serving Susquehanna Township Middle School, in the amount of $26,900.00, to be funded through the General Obligation Bonds, Series 2025.

B. **Lobar Change Orders - Oslwen C. Anderson, Jr. Center**
Recommended Motion(s):
Approve the following Job Order changes with Lobar Associates Construction. The changes resolve remaining construction change-order items associated with the Building Renovations project and result in a net project increase of $164,625.42.

C. **We Believe in Your Child Too**
Recommended Motion(s):
Approve the Agreement with We Believe in Your Child Too for a mentoring program at the Susquehanna Township High School for the 2026-2027 school year.

10. **POLICY**

11. **OTHER**
Discussion: None

A. **Designation of 2027 School Board Meeting Dates**
Recommended Motion(s):
Approve proposed 2027 School Board Meeting dates as attached.
Action(s):
Approve proposed 2027 School Board Meeting dates as attached. This motion, made by Ms. Tameka Hatcher and seconded by Mrs. Jackie Hill, Carried.
Voting Detail:

Mr. Warren Enoch:	Yea
Mr. Jayonn Folks:	Yea
Ms. Tameka Hatcher:	Yea
Mr. Eric Hedenberg:	Yea
Mrs. Jackie Hill:	Yea
Keita Kalonji Johnson Esq.:	Yea
Ms. Elise LeMelle:	Yea
Dr. Anita Mareno:	Yea
Mr. Jesse Rawls:	Yea

Voting Summary: Yea: 9, Nay: 0

B. **Adjudication of Student #2026-27/002**
Recommended Motion(s):
The Board panel for student #2026-27/002 recommends the Adjudication and Disposition, as discussed in executive session, be adopted by the full Board of Directors of the Susquehanna Township School District.
Action(s):
The Board panel for student #2026-27/002 recommends the Adjudication and Disposition, as discussed in executive session, be adopted by the full Board of Directors of the Susquehanna Township School District. This motion, made by Mr. Eric Hedenberg and seconded by Ms. Tameka Hatcher, Carried.
Voting Detail:

Mr. Warren Enoch:	Nay
Mr. Jayonn Folks:	Yea
Ms. Tameka Hatcher:	Yea
Mr. Eric Hedenberg:	Yea
Mrs. Jackie Hill:	Yea
Keita Kalonji Johnson Esq.:	Nay
Ms. Elise LeMelle:	Yea
Dr. Anita Mareno:	Yea
Mr. Jesse Rawls:	Nay

Voting Summary: Yea: 6, Nay: 3

12. **NEW BUSINESS**
Discussion: None

13. **ADJOURNMENT**

Action(s):
Motion to adjourn the meeting at 8:28 p.m. This motion, made by Mr. Eric Hedenberg and seconded by Mrs. Jackie Hill, Carried.
Voting Detail:

Mr. Warren Enoch:	Yea
Mr. Jayonn Folks:	Yea
Ms. Tameka Hatcher:	Yea
Mr. Eric Hedenberg:	Yea
Mrs. Jackie Hill:	Yea
Keita Kalonji Johnson Esq.:	Yea
Ms. Elise LeMelle:	Yea
Dr. Anita Mareno:	Yea
Mr. Jesse Rawls:	Yea

Voting Summary: Yea: 9, Nay: 0

_____
Elise LeMelle, Board Secretary

EMPLOYEE SEPARATIONS - * The employee is being held (60 days) but could be released earlier.					
Name	**Position**	**Location**	**Reason**	**Agreement**	**Effective Date**
Diana Cooper	Director of Transportation	DO	Retirement	Act 93	October 31, 2026
Tramayne Hawthorne	Business Teacher	STHS	Resignation	STEA	September 21, 2026
Nicolette Hoover	Food Service Assistant Manager	STHS	Resignation	Teamsters	October 9, 2026
Jean Maxco Clerge	Special Education Paraprofessional	TWH	Rescind Job Offer	STESPA	September 23, 2026
Zion Patterson	Boys Basketball Coach	STHS	Resignation	Coach	September 25, 2026
Denise Van Buschbach	Special Education Paraprofessional	STMS	Resignation	STESPA	September 2, 2026

EMPLOYMENT - All hires are contingent upon successful completion of all requirements						
Name	**Position**	**Location**	**Reason**	**Salary/Rate**	**Agreement**	**Effective Date**
Enjoli Edwards	LTS - Business Teacher	STHS	Replacing Tramayne Hawthorne	$62, 571.00 (pro-rated)	STEA	September 28, 2026
Cherrena Trinta	Special Education Paraprofessional	SLAC	Donna Buser	$19.84 per hour	STESPA	October 13, 2026

EXTENSIONS/SUPPLEMENTALS				
Name	**Position**	**Location**	**Salary/Rate**	**Effective Date**
Kenny Stone	Head Boys Basketball Coach	STHS	$6,700.00	2026-2027 School Year
Daron Dickerson	Head Girls Basketball Coach	STHS	$6,700.00	2026-2027 School Year
Jahaad Proctor	Assistant Boys Basketball Coach	STHS	$4,600.00	2026-2027 School Year
Jaylen Hawthorne	JV Assistant Girls Basketball Coach	STHS	$4,000.00	2026-2027 School Year
Courtney Colston	Assistant Girls Basketball Coach	STHS	$2,050.00	2026-2027 School Year
Taylor Dippery	Assistant Girls Basketball Coach	STHS	$2,050.00	2026-2027 School Year
Terrance Williams	Girls Basketball Volunteer	STHS	$0.00	2026-2027 School Year
Alvin Kyle	Head Boys Basketball Coach	STMS	3,700.00	2026-2027 School Year
Jordan Lynch Rexroth	Assistant Boys Basketball Coach (Freshman)	STHS	$2,700.00	2026-2027 School Year
Jecon Alphonso	Head Girls Basketball Coach	STMS	$3,700.00	2026-2027 School Year
Casey Hayth	Assistant Girls Basketball Coach	STMS	$2,700.00	2026-2027 School Year
Cecelia Pharris	Head Cheerleading Coach	STHS	$4,700.00	2026-2027 School Year
Dionna Reeves	Assistant Cheerleading Coach	STHS	$3,700.00	2026-2027 School Year
LuAnn Hetherington	Head Swimming Coach	STHS	$4,700.00	2026-2027 School Year
Evelyn Lambert	Assistant Swimming Coach	STHS	$2,700.00	2026-2027 School Year
Dwayne McCarthur	Head Indoor Track Coach	STHS	$2,700.00	2026-2027 School Year
Erica Dickerson	Assistant Indoor Track Coach	STHS	$1,200.00	2026-2027 School Year
Ahkee Cox-Cowan	Assistant Indoor Track Coach	STHS	$1,200.00	2026-2027 School Year
Kemal Pegram	Head Boys Wrestling Coach	STHS	$6,700.00	2026-2027 School Year
James Braderman	Head Girls Wrestling Coach	STHS	$6,700.00	2026-2027 School Year
Matt Herniak	Assistant Boys Wrestling Coach	STHS	$2,600.00	2026-2027 School Year
Colton Jones	Volunteer Coach	STHS	$0.00	2026-2027 School Year
Zach Behrens	Head Wrestling Coach (Co-Ed)	STMS	$2,700.00	2026-2027 School Year

Christian Vaughn	Assistant Wrestling Coach	STMS	$2,600.00	2026-2027 School Year
Judy Hodgson	Rescind as mentor for Kody Schriner	SLAC	$1,000.00	2026-2027 School Year
Heather Philippe	Mentor for Kody Schriner	SLAC	$1,000.00 (pro-rated)	2026-2027 School Year
Robyn Russoto	Mentor for Michael Howard	STHS	$1,000.00 (pro-rated)	2026-2027 School Year
Christa Sepp	Special Educators Stipend	SLAC	$1,200.00	2026-2027 School Year
Katie McQuate	Special Educators Stipend	SLAC	$1,200.00	2026-2027 School Year
Hannah Zimmerman	Special Educators Stipend	SLAC	$1,200.00	2026-2027 School Year
Maya Swims	Special Educators Stipend	SLAC	$1,200.00	2026-2027 School Year
Joni Osterhout	Special Educators Stipend	SLAC	$1,200.00	2026-2027 School Year
Stephanie Wolfe	Special Educators Stipend	SLAC	$1,200.00	2026-2027 School Year
Rebecca DeLisio	Special Educators Stipend	SLAC	$1,200.00	2026-2027 School Year
Jordan Harner	Special Educators Stipend	SLAC	$1,200.00	2026-2027 School Year
Celia Bolich	Special Educators Stipend	SLAC	$1,200.00	2026-2027 School Year
Felicia Rivera-O'Brien	Special Educators Stipend	SLAC	$1,200.00	2026-2027 School Year
Kimarie Brown	Special Educators Stipend	SLAC	$1,200.00	2026-2027 School Year
Rebecca Zeigler	Special Educators Stipend	TWH	$1,200.00	2026-2027 School Year
Richard Anderson	Special Educators Stipend	TWH	$1,200.00	2026-2027 School Year
Denise Nassip	Special Educators Stipend	TWH	$1,200.00	2026-2027 School Year
Lalita Bajgai	Special Educators Stipend	TWH	$1,200.00	2026-2027 School Year
Caitlin Uffelman	Special Educators Stipend	TWH	$1,200.00	2026-2027 School Year
Sarah Codispoti	Special Educators Stipend	TWH	$1,200.00	2026-2027 School Year
MacKenzie Lynn	Special Educators Stipend	TWH	$1,200.00	2026-2027 School Year
Darcy Wallace	Special Educators Stipend	TWH	$1,200.00	2026-2027 School Year
Rachel Moose	Special Educators Stipend	TWH	$1,200.00	2026-2027 School Year

Daniella Rosado	Special Educators Stipend	TWH	$1,200.00	2026-2027 School Year
Kelly Burk	Special Educators Stipend	TWH	$1,200.00	2026-2027 School Year
Bridget Derr	Special Educators Stipend	TWH	$1,200.00	2026-2027 School Year
Diana Smulktis	Special Educators Stipend	TWH	$1,200.00	2026-2027 School Year
Emily Litz	Special Educators Stipend	STMS	$1,200.00	2026-2027 School Year
Nicole Thomas	Special Educators Stipend	STMS	$1,200.00	2026-2027 School Year
Jackie Hoffman	Special Educators Stipend	STMS	$1,200.00	2026-2027 School Year
Kennedi Welsh	Special Educators Stipend	STMS	$1,200.00	2026-2027 School Year
Morgan Barksdale	Special Educators Stipend	STMS	$1,200.00	2026-2027 School Year
Amanda Hookway	Special Educators Stipend	STMS	$1,200.00	2026-2027 School Year
Ahkee Cox-Cowan	Special Educators Stipend	STMS	$1,200.00	2026-2027 School Year
Sarah McCleaf	Special Educators Stipend	STMS	$1,200.00	2026-2027 School Year
Benjamin Wiker	Special Educators Stipend	STMS	$1,200.00	2026-2027 School Year
Karen Buckley	Special Educators Stipend	STMS	$1,200.00	2026-2027 School Year
Melissa Rico	Special Educators Stipend	STMS	$1,200.00	2026-2027 School Year
Nicholas Dean	Special Educators Stipend	STMS	$1,200.00	2026-2027 School Year
Marge Baum	Special Educators Stipend	STHS	$1,200.00	2026-2027 School Year
Sherri Coonelly	Special Educators Stipend	STHS	$1,200.00	2026-2027 School Year
Jennifer Nolt	Special Educators Stipend	STHS	$1,200.00	2026-2027 School Year
Kelly Eure	Special Educators Stipend	STHS	$1,200.00	2026-2027 School Year
Mark May	Special Educators Stipend	STHS	$1,200.00	2026-2027 School Year
Heather Otstot	Special Educators Stipend	STHS	$1,200.00	2026-2027 School Year
Nicole Leas	Special Educators Stipend	STHS	$1,200.00	2026-2027 School Year
April Seward	Special Educators Stipend	STHS	$1,200.00	2026-2027 School Year

Amber Jackson	Special Educators Stipend	STHS	$1,200.00	2026-2027 School Year
Kaitlin Putric	Special Educators Stipend	STHS	$1,200.00	2026-2027 School Year
Amanda Neenan	Special Educators Stipend	STHS	$1,200.00	2026-2027 School Year
Kemal Pegram	Special Educators Stipend	STHS	$1,200.00	2026-2027 School Year
John Kopack	Special Educators Stipend	STHS	$1,200.00	2026-2027 School Year
Kaitlyn McGovern	Special Educators Stipend	District Wide	$1,200.00	2026-2027 School Year
Kabita Acharya	Special Educators Stipend	District Wide	$1,200.00	2026-2027 School Year

UPDATES				
Name	**Position**	**Location**	**Original Date**	**Effective Date**
Brittany Burgess	Special Education Paraprofessional	TWH	TBD	October 5, 2026
Kelly Eure	Learning Support Teacher	STHS	TBD	October 19, 2026
Jessica Hull	Intructional Interventionist	SLAC	TBD	October 19, 2026
Matthew Herniak	Special Education Paraprofessional	STMS	TBD	September 28, 2026
Nicole Leas	Special Education Teacher	STHS	September 22, 2026	September 23, 2026
Gladys Campos	Special Education Paraprofessional	TWH	TBD	September 28, 2026
Weslande Toussaint	Special Education Paraprofessional	STMS	TBD	September 29, 2026
Danielle Puhala	Instructional Interventionist	SLAC	TBD	November 9, 2026

Susquehanna Township School Board
2027 Proposed Meeting Dates

Updated 9/17/2026 amr

Monday, January 4, 2027	Work Session
Tuesday, January 19, 2027	Regular Meeting (moved due to MLK Day)
Monday, February 1, 2027	Work Session
Tuesday, February 16, 2027	Regular Meeting (moved due to President's Day Holiday)
Monday, March 1, 2027	Work Session
Monday, March 15, 2027	Regular Meeting
Monday, April 5, 2027	Work Session (moved due to Spring Recess)
Monday, April 19, 2027	Regular Meeting
Monday, May 3, 2027	Work Session
Monday, May 17, 2027	Regular Meeting
Monday, June 7, 2027	Work Session
Monday, June 21, 2027	Regular Meeting
No July Meeting	
Monday, August 2, 2027	Work Session
Monday, August 16, 2027	Regular Meeting
Tuesday September 7, 2027	Work Session (moved due to Labor Day Holiday)
Monday, September 20, 2027	Regular Meeting
Monday, October 4, 2027	Work Session
Monday, October 18, 2027	Regular Meeting
Monday, November 1, 2027	Work Session
Monday, November 15, 2027	Regular Meeting
Monday, December 6, 2027	Reorganization Meeting
Monday, December 20, 2027	Regular Meeting

Susquehanna Township School District
Policy Committee Meeting Summary
For Addendum to Board Minutes

Committee Purpose / Scope
This committee reviews, writes, and revises policies that govern the operation of the School District.
Recommend policy action to the Board; no final action is taken by the committee.

Meeting Date: Monday, September 28, 2026
Meeting Time: 6:00 PM
Location: District Office

Persons Present
Committee Members: ☒ Mr. K. Johnson (Chair) ☒Mr. Folks ☒ Mr. Warren Enoch ☐ Dr. A. Mareno

Administrative Liaisons: ☒ Dr. Erika Willis

Others Present (Include titles of appropriate):
Micah Simms-Gantt, Sabre Hedgepetch

1. Call to Order
- The meeting was called to order at 6:03 PM by Kalonji Johnson.

2. Public Comments
- None regarding the agenda

3. Review of Previous Minutes
- Approval of Meeting Minutes – N/A

4. Administrative Reports – Policy Review/Discussion

a. Policy Review – Act 44 (discussion)
- **Summary of Discussion:** Kalonji Johnson gave an overview of Act 44 to include the updates regarding reporting notifications and specifically what can be shared and with whom.
    i. **Committee Recommendation**: Informational Only - No Board Action Requested

5. **Adjournment:** Time: 6:55 PM by Kalonji Johnson

6. **Next meeting:** November 19, 2026, at 6:00 PM

Position Title: Purchasing and Transportation Routing Specialist
Reports To: Director of Transportation and Director of Business Administrative Services
Supervises: None
Terms of Employment: STESPA CBA, Non-Exempt, 260 Days

Job Summary:

The Purchasing and Transportation Routing Specialist provides clerical, technical, and administrative support to the Business Office and Transportation Department. The position is responsible for assisting with purchasing and procurement activities, including the review and processing of requisitions and purchase orders, vendor communication, and compliance with District purchasing procedures. The position also administers transportation routing and student transportation data; assists with the development, maintenance, and auditing of bus routes; and supports safe, efficient transportation services for District students. The Specialist works collaboratively with District staff, transportation providers, schools, families, and vendors to ensure accurate records, responsive service, compliance with applicable laws and District procedures, and effective day-to-day operations.

Qualifications:

- High school diploma or equivalent required.
- Associate's degree in business, or related field preferred.
- Minimum of two (2) years of experience in school district experience.

Essential Duties and Responsibilities:

Purchasing

- Review requisitions for accuracy, completeness, and compliance with district purchasing policies, bid requirements, and state procurement laws (PA Public School Code and PDE guidelines).
- Review account codes to ensure accounts have sufficient funds.
- Process purchase requisitions and convert them into purchase orders in the financial system.
- Ensure full compliance with local, state, and federal procurement guideline.
- Communicate with vendors, administrators, and staff to obtain quotes, clarify specifications, and resolve discrepancies.
- Maintain vendor database and ensure current W-9 and contact information are on file.
- Monitor open purchase orders and follow up with vendors and departments on delivery status, pricing, and changes.
- Assist with the preparation and coordination of bid documents and request for proposals (RFPs) as assigned.

Transportation Routing

- Assists transportation director with review and assignments of routes at beginning of year and with route changes during year (e.g. physically measuring route distances, evaluating and designating bus stops, etc.) for the purpose of ensuring that routes meet state guidelines and requirements.
- Plan, prepare, and implement bus routes, runs, stops, starting times, load rosters into the system, maps, etc.
- Research school attendance zones and perform site visits to all areas that require bus routes.
- Assists in coordinating regular education and special education bus routing (e.g. bus routes between home and school, etc.) for the purpose of adjusting routes and schedules, creating routing solutions for safe and efficient transport of students.
- Operates as a liaison between parents, students, drivers, school administrators, and the public to resolve complaints by interpreting, analyzing, and anticipating the caller's situation to resolve problems, provide information and/or refer to the appropriate department.
- Assist Director of Transportation in the planning, evaluating, and implementing improvements and changes for effective and efficient routing of school buses.
- Manage all correspondences to parents and schools when changes occur with bus stops, route times or adding or deleting a stop.
- Answers high volume of telephone and return calls in timely and professional manner. Provide information and/or direct calls as needed.
- Provide communication, information and problem-solving for parents, school and central administration as required.
- Utilize the Routing Software to maintain effective and efficient routing systems.
- Create files to provide instruction and information such as correspondences, memos, etc.
- Maintain a positive and respectful work environment to be able to collaborate with co-workers.
- Provide courteous, respectful and professionalism in all interactions with others.
- Performs other job duties as assigned.

General Business Office and Transportation Support

- Support the Director of Transportation as needed
- Perform other duties as assigned by the CFOO, Director of Business Administrative Services, Director of Transportation, or designee.

Physical/Mental/Environmental Demands:

Knowledge, Skills, and Abilities

- Proficiency in Microsoft Office (Excel, Word, Outlook) and financial management software.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities under deadlines.
- Ability to communicate effectively, both verbally and in writing, with staff, vendors, and administrators.

- Ability to interpret and apply district policies, state procurement laws, and audit requirements.
- Demonstrated ability to work collaboratively and maintain positive relationships within a team environment.

Physical Demands:

- Sitting at a desk for extended periods.
- Standing for limited periods of time.
- Occasional bending, stooping.
- Light lifting - up to 15 lbs. Occasional need to lift up to 25 lbs.
- Manual dexterity to prepare mailings and use office equipment.
- Repetitive movement of fingers and hands for keyboarding.

Sensory Abilities:

- Visual acuity to read correspondence and computer screen.
- Auditory acuity to be able to use telephone and greet visitors.
- Ability to speak clearly and distinctly.

Temperament:

- Ability to work as a member of a team.
- Must be courteous and able to deal effectively with people.
- Must be cooperative, congenial and service-oriented.
- Ability to work in an environment with frequent interruptions.
- Ability to work with little supervision.

Mental Demands:

- High degrees of patience and tolerance.
- Ability to interpret detailed written and verbal communications.
- Ability to perform basic math skills.

Environment:

- Normal office environment.

Equal Employment Opportunity (EEO) Statement:

The Susquehanna Township School District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or any other characteristic protected by law.

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: AF - FIRST NATIONAL ACTIV **Payment Dates:** 09/26/2026 - 10/23/2026

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001512	10/15/2026	Nothing Bundt Cakes	Bundt Cakes		1,660.00
0000001513	10/20/2026	TAYLOR PUBLISHING CO	Yearbook		372.61

21 - Student Sponsored Activ	**2,032.61**
Grand Total All Funds	**2,032.61**
Grand Total Credit Cards	**0.00**
Grand Total Direct Deposits	**0.00**
Grand Total Manual Checks	**0.00**
Grand Total Other Disbursement Non-negotiables	**0.00**
Grand Total Procurement Card Other Disbursement Non-negotiables	**0.00**
Grand Total Regular Checks	**2,032.61**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**2,032.61**

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: FS - FOOD SERVICE CKG **Payment Dates:** 10/09/2026 - 10/23/2026

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001880	10/14/2026	AHOLD FINANCIAL SERVICES	Snack Storage Bins		307.85
0000001881	10/14/2026	DEAN FOODS CO.	Open PO Milk for Deliveries		3,002.27
0000001882	10/14/2026	DPSG OF EASTERN PA (HB)	Beverages for School Meals		957.12
0000001883	10/14/2026	FEESERS FOOD DISTRIBUTORS	Open PO for food for school meals		25,348.92
0000001884	10/14/2026	HERSHEY CREAMERY CO	Ice cream for school meals		2,043.96
0000001885	10/14/2026	Johnson Controls Fire Protection LP	Open PO for kitchen fire equipment and hoods		88.00
0000001886	10/14/2026	KINT CORP	Slush Machine Items for School Meals		1,053.00
0000001887	10/14/2026	MORABITO BAKING CO. INC.	Open PO for Bread for School Meals		970.70
0000001888	10/14/2026	SYSCO CENTRAL PENNSYLVANIA	Food for School Meals		20,246.61

51 - FOOD SERVICE/CAFETERIA	**54,018.43**
Grand Total All Funds	**54,018.43**
Grand Total Credit Cards	**0.00**
Grand Total Direct Deposits	**0.00**
Grand Total Manual Checks	**0.00**
Grand Total Other Disbursement Non-negotiables	**0.00**
Grand Total Procurement Card Other Disbursement Non-negotiables	**0.00**
Grand Total Regular Checks	**54,018.43**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**54,018.43**

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FIRST NATIONAL GENER **Payment Dates:** 10/13/2026 - 10/26/2026

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000049170	10/14/2026	BRANCHING MINDS, LLC	Branching Minds MTSS		6,867.50
0000049171	10/14/2026	PA Principals Association	Principal Membership		1,210.00
0000049172	10/15/2026	WILLIAMS SCOTSMAN, INC	RENTAL OF EQUIPMENT		486.12
0000049173	10/15/2026	AMAZON CAPITAL SERVICES	One Community One Mission Supplies	Behavior Interventionist	86.70
0000049174	10/15/2026	COMCAST	Open PO to Comcast		5,498.41
0000049175	10/15/2026	RYDER TRANSPORTATION SVCS	Transportation		563.10
0000049176	10/15/2026	SHI INTERNATIONAL CORP	Senso Renewal		17,685.00
0000049177	10/15/2026	UPMC HEALTH BENEFITS INC.	UPMC Health Benefits Invoice		13,060.00
0000049178	10/15/2026	VEOLIA WATER PENNSYLVANIA	Veolia Open PO TWH	Veolia Open PO- OAC	1,481.73
0000049179	10/15/2026	VERIZON	Open PO		180.06
0000049180	10/16/2026	JON BREEDEN ENTERPRISES	OTHER PROFESSIONAL SVC		6,000.00
0000049181	10/20/2026	AHOLD FINANCIAL SERVICES	Bottle Water Open PO		189.62
0000049182	10/20/2026	Alera Group Inc	Open PO		4,166.67
0000049183	10/20/2026	AMAZON CAPITAL SERVICES	Behavior Interventionist	Supplies	177.56
0000049184	10/20/2026	ANDREW RUTHERFORD	Open PO/Security Services		160.00
0000049185	10/20/2026	Anne Miller	Charger-Reimbursement		25.00
0000049186	10/20/2026	Ashley Clemons	Refund-HS Senior Obligation		17.00
0000049187	10/20/2026	Blick Art	Supplies For Adam. McQuaig		720.16
0000049188	10/20/2026	BLUE MOUNTAIN SCHOOL DISTRICT	Tuition Invoice Outplaced Student		14,367.06
0000049189	10/20/2026	BSN SPORTS LLC	KPB Bid		258.40
0000049190	10/20/2026	BUILDERS SPECIALTY SERVICE INC	HS Open PO		7,496.00
0000049191	10/20/2026	CAIU	CAIU Emotional Support		17,557.74

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FIRST NATIONAL GENER **Payment Dates:** 10/13/2026 - 10/26/2026

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000049192	10/20/2026	Communities in Schools of PA	OTHER PROFESSIONAL SVC		28,125.00
0000049193	10/20/2026	DAUPHIN COUNTY TECHNICAL SCHOOL	Invoices		227,833.60
0000049194	10/20/2026	EAST PENNSBORO AREA HIGH SCHOOL	25-26 Consortium Student		602.57
0000049195	10/20/2026	EHC ASSOCIATES	TWH Mold Remediation		6,900.00
0000049196	10/20/2026	GHR Healthcare Holdings Inc	Contracted Para		1,993.68
0000049197	10/20/2026	GOPHER	Realcare Baby		1,666.78
0000049198	10/20/2026	Language Line Services	OTHER PROFESSIONAL SVC		910.28
0000049199	10/20/2026	Mobilease Modular Space Inc.	Mobilease Open PO- SLAC	Mobilease Open PO- TWH	4,686.00
0000049200	10/20/2026	NCS PEARSON, INC	School Psychologist		3,256.33
0000049201	10/20/2026	OAK SECURITY GROUP LLC	HS Open PO		239.40
0000049202	10/20/2026	OFFICE BASICS	Nursing Supplies		1,537.88
0000049203	10/20/2026	PA MEDIA GROUP	Legal Notice of School Board Committee Meeting Date Chang		256.36
0000049204	10/20/2026	PYRAMID SCHOOL PRODUCTS	KPN- Athletic		89.90
0000049205	10/20/2026	THE MEADOWS PSYCHIATIC CENTER	Psychiatric Alt Ed 26-27		200.00
0000049206	10/20/2026	Underwood Distributing Co.	TI-108 Elementary Calculator		299.90
0000049207	10/20/2026	UNITED REFRIGERATION INC.	UR Open PO - MS Chillers		12,013.90
0000049208	10/20/2026	Walters Services	Portable Toilet		218.20
0000049209	10/20/2026	YELLOW BREECHES EDUCATIONAL CENTER INC	YBEC Slots		17,419.20
0000049210	10/22/2026	CAREER DEVELOPMENT CENTER	November 12, 2026 Career Fair		165.00
0000049211	10/23/2026	AMERICHEM INTERNATIONAL	Open PO Supplies-TWH	Open PO- Supplies HS	4,151.45
0000049212	10/23/2026	ANDREW RUTHERFORD	Open PO/Security Services		1,490.00

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FIRST NATIONAL GENER **Payment Dates:** 10/13/2026 - 10/26/2026

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000049213	10/23/2026	ASCD	Annual Membership		299.00
0000049214	10/23/2026	AT&T MOBILITY	ATT&T Mobility		2,050.35
0000049215	10/23/2026	AUSTILL'S EDUCATIONAL THERAPY SERVICES	ESY 2026		5,191.72
0000049216	10/23/2026	BELL TECHLOGIX INC	Azure Credits		249.70
0000049217	10/23/2026	BLICK ART MATERIALS	W. Sweigart-Dick Blick		473.00
0000049218	10/23/2026	CAIU	CAIU Emotional Support	DHH Services	97,609.00
0000049219	10/23/2026	CENTRAL DAUPHIN SCHOOL DISTRICT	Psychiatric Alt Ed 25-26		6,294.83
0000049220	10/23/2026	CINTAS CORPORATION #395	GENERAL SUPPLIES		434.30
0000049221	10/23/2026	Collins Sports Medicine	Athletic Training Equipment		5,290.06
0000049222	10/23/2026	COUGHLAN COMPANIES LLC - 171436	Library/Quote with book list		799.80
0000049223	10/23/2026	DANIEL MALINICH	Digital Marketing Services 6/1/2026 - 7/1/2026 Invoice # 45		1,935.00
0000049224	10/23/2026	DEER VALLEY GOLF COURSE	Golf practice rental		1,512.00
0000049225	10/23/2026	DILLSBURG EXCAVATING & SEPTIC INC.	REPAIRS & MAINT BLDGS		4,111.06
0000049226	10/23/2026	EAST PENNSBORO AREA HIGH SCHOOL	TUITION TO OTHER LEA		13,157.76
0000049227	10/23/2026	ECKERT SEAMANS LLP	Open PO Legal Services		21,775.50
0000049228	10/23/2026	ELAN	Supplies & Fees - Technology Related		330.00
0000049229	10/23/2026	GDC IT Solutions	USBC Charging		1,635.42
0000049230	10/23/2026	GHR Healthcare Holdings Inc	Contracted Para		1,225.08
0000049231	10/23/2026	HMH Education Company	English 3D (K-3)		6,771.60
0000049232	10/23/2026	Johnson Controls Fire Protection LP	GENERAL SUPPLIES	Failed Emergency lighting repairs	3,870.25
0000049233	10/23/2026	Kalin Brown	Refund /PSAT		18.00

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FIRST NATIONAL GENER **Payment Dates:** 10/13/2026 - 10/26/2026

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000049234	10/23/2026	KELLY SERVICES, INC	PRO ED SVCS - OTHER		92,265.39
0000049235	10/23/2026	LANCASTER LEBANON IU 13	Psychiatric Alt Ed 25-26		5,660.09
0000049236	10/23/2026	LandPro Equipment	MS Open PO	HS Open PO	1,457.59
0000049237	10/23/2026	Language Line Services	OTHER PROFESSIONAL SVC		1,910.45
0000049238	10/23/2026	Lebanon Valley College	LVC -Fees		150.00
0000049239	10/23/2026	LEFFLER ENERGY	GASOLINE		929.95
0000049240	10/23/2026	Lexia Learning Systems LLC	LETRS Materials Bundle		1,596.00
0000049241	10/23/2026	Michaels Stores, Inc & Subs.	A. Mcquaig	GENERAL SUPPLIES	95.92
0000049242	10/23/2026	NATIONAL COUNCIL FOR THE SOCIAL STUDIES	RHO KAPPA Honor Society		125.00
0000049243	10/23/2026	NEW STORY LLC	Harrisburg		20,370.00
0000049244	10/23/2026	NRG BUSINESS MARKETING	MS NRG Open PO	HS NRG Open PO	296.10
0000049245	10/23/2026	PENN WASTE INC.	Penn Waste- HS	Penn Waste TWH	10,042.64
0000049246	10/23/2026	PENN WEST UNIVERSITY	Penn West Tuition		225.00
0000049247	10/23/2026	PINK CAT STUDIO INC.	ESL		49.99
0000049248	10/23/2026	Pioneer Athletics	HS Pioneer Open PO	MS Pioneer Open PO	78.46
0000049249	10/23/2026	PURE WATER TECHNOLOGY	Pure Water Technology - Capital Region Water- Open PO		49.00
0000049250	10/23/2026	R F FAGER CO	GENERAL SUPPLIES		411.88
0000049251	10/23/2026	RONCO TECHNOLOGY SOLUTIONS, LLC.	Ronco/Bell Schedule		492.00
0000049252	10/23/2026	SUSAN MITCHELL, CONSULTANT	Grant Writer		3,700.00
0000049253	10/23/2026	SUSQ TWP AUTHORITY	MS Open PO		592.00
0000049254	10/23/2026	SUSSC	Open PO for 26-27		694.00
0000049255	10/23/2026	THE HORN HOSPITAL	Open PO Band/Orchestra		263.00

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FIRST NATIONAL GENER **Payment Dates:** 10/13/2026 - 10/26/2026

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount	
0000049256	10/23/2026	Thrive International LLC	Counseling Supplies		96.94	
0000049257	10/23/2026	TK ELEVATOR CORPORATION	TKE SLAC	TKE MS	1,795.44	
0000049258	10/23/2026	TRIANGLE COMMUNICATIONS	Radio Batteries		487.50	
0000049259	10/23/2026	UniFirst Corporation	uniforms and mats		767.46	
0000049260	10/23/2026	UNIVERSITY OF WISCONSIN-MADISON/PLACE	WIDA Virtual Conference		165.00	
0000049261	10/23/2026	VERIZON	Open PO		515.80	
0000049262	10/23/2026	WILLIAMS SCOTSMAN, INC	Temp furniture Storage		865.92	
0000049263	10/23/2026	ZEAGER BROS., INC	TWH Open PO		933.84	
* 00PR102326	10/21/2026	SUSQ TWP SD PAYROLL ACCT	PAYROLL 10-23-2026		1,102,263.12	
* 00VOYATRAN	10/21/2026	SUSQ TWP SD PAYROLL ACCT	VOYA TRANSFER		11,120.10	
D000000087	10/20/2026	JONATHAN T BISHOP	TRAVEL		88.31	*D*
D000000088	10/20/2026	KELLY L DUDLEY	TRAVEL		83.98	*D*
D000000089	10/20/2026	WILLIAMS E PAULINO	TRAVEL		69.01	*D*
D000000090	10/23/2026	JOHN HAMELIN	GENERAL SUPPLIES		50.00	*D*
D000000091	10/23/2026	KELLY L DUDLEY	TRAVEL		90.52	*D*
D000000092	10/23/2026	TAMARA C WILLIS	COMMUNICATIONS		123.52	*D*
* FICA102320	10/21/2026	SUSQ TWP SD PAYROLL ACCT	FICA 10-23-2026		80,847.56	
* G000000241	10/14/2026	UGI Utilities Inc	NATURAL GAS		36.44	
* G000000242	10/14/2026	UGI Utilities Inc	NATURAL GAS		0.00	
* G000000243	10/14/2026	UGI Utilities Inc	NATURAL GAS		79.73	
* G000000244	10/14/2026	UGI Utilities Inc	NATURAL GAS		55.50	
* G000000245	10/14/2026	UGI Utilities Inc	ELECTRICITY		39.47	

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FIRST NATIONAL GENER **Payment Dates:** 10/13/2026 - 10/26/2026

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
* G000000246	10/14/2026	UGI Utilities Inc	NATURAL GAS		213.50
* G000000265	10/22/2026	WILMINGTON TRUST	INTEREST-SERIAL BONDS		346,875.00
* G000000266	10/22/2026	WILMINGTON TRUST	INTEREST-SERIAL BONDS		333,525.00
* G000000267	10/22/2026	WILMINGTON TRUST	INTEREST-SERIAL BONDS		243,892.50
* G000000268	10/22/2026	WILMINGTON TRUST	INTEREST-SERIAL BONDS		117,800.00
* G000000269	10/22/2026	WILMINGTON TRUST	REDEMPTION OF PRINCIPAL		3,010,000.00
* G000000271	10/20/2026	PPL ELECTRIC UTILITIES	ELECTRICITY		3,268.15
* G000000279	10/20/2026	CAPITAL REGION WATER	WATER/SEWAGE		4,691.94
* G000000280	10/20/2026	CAPITAL REGION WATER	WATER/SEWAGE		2,407.33
* G000000281	10/20/2026	CAPITAL REGION WATER	WATER/SEWAGE		17.69
* G000000282	10/20/2026	CAPITAL REGION WATER	WATER/SEWAGE		142.18
* G000000283	10/20/2026	CAPITAL REGION WATER	WATER/SEWAGE		4,384.26
* G000000284	10/20/2026	CAPITAL REGION WATER	WATER/SEWAGE		35.47
* G000000285	10/23/2026	UGI Utilities Inc	NATURAL GAS		39.44
* G000000294	10/22/2026	PA UC FUND	UNEMPLOYMENT COMP		5,046.59
* G000000298	10/26/2026	PPL ELECTRIC UTILITIES	ELECTRICITY		2,088.09
* G000000299	10/19/2026	PPL ELECTRIC UTILITIES	ELECTRICITY		1,380.78
* P10132026A	10/16/2026	Highmark	HRA Payment		13,441.19
* P10132026B	10/16/2026	Highmark	HRA Payment		13,331.73
* P10132026C	10/13/2026	Highmark	HRA Fee		1,544.25
* P10132026D	10/16/2026	Highmark	HRA Payment		11,829.56
* P10132026E	10/16/2026	Highmark	HRA Payment		16,320.11
* P10132026J	10/13/2026	First National Bank	FNB Analysis Charges		544.50

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FIRST NATIONAL GENER **Payment Dates:** 10/13/2026 - 10/26/2026

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
* P10192026A	10/19/2026	MARCO	Copier Lease		5,308.83

10 - GENERAL FUND	**6,067,500.40**
Grand Total All Funds	**6,067,500.40**
Grand Total Credit Cards	**0.00**
Grand Total Direct Deposits	**505.34**
Grand Total Manual Checks	**0.00**
Grand Total Other Disbursement Non-negotiables	**5,332,570.01**
Grand Total Procurement Card Other Disbursement Non-negotiables	**0.00**
Grand Total Regular Checks	**734,425.05**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**6,067,500.40**

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PSDL - PSDLAF General Fund **Payment Dates:** 09/16/2026 - 10/28/2026

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
* IJ10272604	10/02/2026	PNC Procurement Card	PNC Procurement Card		5,552.62

10 - GENERAL FUND	**5,552.62**
Grand Total All Funds	**5,552.62**
Grand Total Credit Cards	**0.00**
Grand Total Direct Deposits	**0.00**
Grand Total Manual Checks	**0.00**
Grand Total Other Disbursement Non-negotiables	**5,552.62**
Grand Total Procurement Card Other Disbursement Non-negotiables	**0.00**
Grand Total Regular Checks	**0.00**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**5,552.62**

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 2025 - 2025 Bond Fund **Payment Dates:** 10/09/2026 - 10/23/2026

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001089	10/16/2026	TK ELEVATOR CORPORATION	Invoice # 1000776767	Invoice # 1000781118	40,078.44
0000001090	10/20/2026	Watts Restoration Co Inc	CR #26044-01	CR #26044-02	441,000.00

39 - CPF - New Facilities Construction	**481,078.44**
Grand Total All Funds	**481,078.44**
Grand Total Credit Cards	**0.00**
Grand Total Direct Deposits	**0.00**
Grand Total Manual Checks	**0.00**
Grand Total Other Disbursement Non-negotiables	**0.00**
Grand Total Procurement Card Other Disbursement Non-negotiables	**0.00**
Grand Total Regular Checks	**481,078.44**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**481,078.44**

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

Susquehanna Township School Dist - Rodent Remediation - Quote

PREPARED BY:
Ryan Adams
Regional Account Executive

ryan.adams@jcehrlich.com

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TAILORED FOR:
Susquehanna Township School Dist
Terry Heller
2579 Interstate Dr.
Harrisburg, PA, 17110

theller@hannasd.org

1125 Berkshire Blvd., Suite 150
Reading, PA 19610
https://www.jcehrlich.com/

September 28, 2026

Terry Heller

Susquehanna Township School Dist
2579 Interstate Dr.
Harrisburg,PA,17110
theller@hannasd.org

Dear Terry,

Thank you for the opportunity to share our recommendations in the following service proposal for Susquehanna Township School Dist. As the industry leader in commercial pest control, Ehrlich Pest Control will partner with you to protect your brand and the health of your employees, customers, and visitors with a solution designed with your needs in mind.

We pride ourselves in our ability to accomplish this effectively with minimal disruption to your operation, enabling you to focus on your business operations and customers. Our team brings the local and national expertise and resources to begin work immediately with Susquehanna Township School Dist.

If you have any questions or require further information, don't hesitate to contact me.

Sincerely,

Ryan Adams
Ehrlich Pest Control
Regional Account Executive

*Treatments and Covered Pests defined in your Plan. Limitations apply. See Plan for details.

SCOPE OF SERVICE

Service Specifications

The specifications and pricing contained herein shall remain valid for 120 days from the original date printed on this proposal for Susquehanna Township School Dist, according to the following schedule(s), plus tax, where applicable. Ehrlich Pest Control shall provide the services listed below according to the following schedule, plus tax, where applicable. The annual cost of the service and the frequencies indicated has been amortized to reflect a flat monthly cost for service.

Service & Product Descriptions and Plan Detail
Service 1 WILDLIFE PEST EXCLUSION
PEST AND WILDLIFE EXCLUSION CORRECTIVE A thorough inspection of the interior and exterior of the facility will be performed to identify areas that may have increased pest pressure. Any holes, gaps, or areas that may allow pests to enter the building will be sealed with various materials to prevent further pests from entering the area. **Plan Limitations and Exclusions:** Unless otherwise specified here or in Service Description, will not remove pests trapped or expiring within voids, cavities or inaccessible areas, nor remove animal wastes, contaminated structural elements or odors. If additional visits for services under this agreement are necessary to address covered pests within 90 days following a service visit, such services will be rendered promptly, without additional charge. The general procedure is to contact clients requesting additional service within four hours of their request, and respond within twenty-four hours.
Service 2 GENERAL PEST MAINTENANCE
EXTERIOR RODENT MONITORING MAINTENANCE Multi-catch traps and/or tamper-resistant rodent bait stations are maintained in appropriate areas around the exterior of the facility. Exterior rodent bait stations are secured to the ground, secured to the building, or weighted to keep them in place; stations are locked to ensure tamper resistance. Rodent bait stations are inspected, cleaned, and maintained with fresh bait, traps, or non-toxic monitoring materials as necessary. **Plan Limitations and Exclusions:** If additional visits for services under this agreement are necessary to address covered pests within 30 days following a scheduled service visit, such services will be rendered promptly, without additional charge.
Service 3 GENERAL PEST MAINTENANCE
INTERIOR RODENT MONITORING MAINTENANCE The facility is inspected to determine if any rodent activity or evidence is present and to identify areas that require corrective sanitation and structural maintenance measures. Rodent management equipment is maintained on the interior of the facility around entry points, along exterior walls, and in other appropriate areas. All traps are inspected and cleaned upon each visit as necessary. **Plan Limitations and Exclusions:** If additional visits for services under this agreement are necessary to address covered pests within 30 days following a scheduled service visit, such services will be rendered promptly, without additional charge.

Investment by Location

Service Details

Linglestown Rd, 1910 Linglestown Road, Harrisburg, PA, 17110, US,	
CORRECTIVE SERVICES	**One-Time Cost**
PEST AND WILDLIFE EXCLUSION CORRECTIVE - 3 courtyards	
Ladder Needed to Service? - No *After Hours Service? - No* *Notes:* *Technicians will cut and install screening around vents(18) in court yard areas where rodent accessible areas have been found. This will eliminate access points for rodents to enter the building in these treatment areas.*	$2,400.00
Total Cost of Corrective Services	**$2,400.00**

Linglestown Rd, 1910 Linglestown Road, Harrisburg, PA, 17110, US	
EQUIPMENT	**Quantity**
Eradico Exterior Rodent Bait Station - Weighted, Black	32.00
Total Cost of Equipment	**$1,209.60**

ROUTINE MANAGEMENT SERVICES	**Initial Service**	**Price Per Service**
EXTERIOR RODENT MONITORING MAINTENANCE		
Qty of Existing Exterior Devices to Monitor - 0 *Service Frequency - Monthly* *After Hours Service? - No* *Notes:* *Initial service includes installation of 32 exterior rodent bait stations around exterior perimeter and the 3 court yard areas. This includes 4 stations in each court yards and the remainder of the exterior of the school.*	$705.00	$150.00
INTERIOR RODENT MONITORING MAINTENANCE		
Qty of Existing Interior Devices to Monitor - 0 *Service Frequency - Monthly* *After Hours Service? - No* *Notes:* *This secondary service is specifically designed to for the technician to inspect and treat all interior areas of the school for rodent activity and remediation. This may include placing additional traps, glue monitors, and/or temporary mechanical devices.*	$120.00	$120.00
Total Cost of Setup & Routine Management Services	**$825.00**	**$270.00**

Investment Summary

Location	One-Time Cost	Initial Svc Cost	Avg Monthly Cost
Linglestown Rd, 1910 Linglestown Road, Harrisburg, PA, 17110, US,	$2,400.00	$0.00	$0.00
Linglestown Rd, 1910 Linglestown Road, Harrisburg, PA, 17110, US	$1,209.60	$825.00	$270.00
Total Investment for all locations	**$3,609.60**	**$825.00**	**$270.00**

See Payment details in **Terms & Conditions**

Documentation

Ehrlich Pest Control places a strong emphasis on communication with designated personnel to ensure proper implementation and ongoing success of the pest management program. That is why, after each service, we will provide you with a documented service report. This report will identify materials used, location of use, pests identified (if any), and any sanitation or structural deficiencies which may exist at the time of service. Our customers will always know what we are doing and will have a written record for future use by Susquehanna Township School Dist or any local governmental agency with a right to know. Documentation to be furnished by Ehrlich Pest Control and maintained in conjunction with Susquehanna Township School Dist in the following format(s):

PESTNETONLINE®

Ehrlich Pest Control's proprietary online reporting system will be implemented, providing the following information via a secured, password-protected portal:

- Service reports
- Certificate of Insurance
- Licenses and certifications
- Material usage reports
- Pest activity tracking reports
- Description of the service program
- Pest management device map
- Product labels and safety data sheets
- Structural and sanitation recommendations
- Submit a Question / Request
- Pay your invoice

Additional Services Available

TERMS & CONDITIONS

GENERAL AGREEMENT

THIS SERVICE AGREEMENT SHALL BE SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

Agreement. Susquehanna Township School Dist and Rentokil North America, Inc. d/b/a Ehrlich Pest Control ("Company") agree to the following terms and conditions in connection with the services indicated on this agreement (hereinafter collectively referred to as "Agreement").

Standard of Care. Company will use its professional expertise to determine the appropriate products and/or services and will follow all label and legal requirements. All reasonable care will be used in installing and maintaining the specified services. Company hereby affirmatively disclaims any liability for damage or injury caused by the use of any materials in accordance with the manufacturer label directions. Reasonable care will be taken in performing the services, however, the nature of the work is such that Company cannot be responsible for the safety of domestic animals, stains, discolorations, or other damages. If, for whatever reason, the Customer is dissatisfied with the service provided, the Customer will provide reasonable notice and allow the Company a period of up to 45 days to remedy the problem to the extent reasonably required.

Customer Responsibilities. Effective service requires the cooperation of the Customer. The Customer, therefore, warrants full cooperation with Company during this Agreement. Customer agrees to maintain premises free from any factor or condition conducive to identified issues and services and following instructions provided. This cooperation includes, but is not limited to, proper garbage handling; repairing structure; not adding chemicals or self-treating in ways that are not part of service; emptying grease traps, not damaging or turning off equipment, etc. Any damage warranty specified in the Agreement will be voided should the presence of pests or issue be associated with conditions arising from Customer's non-cooperation. Company's failure to alert the Customer to any negative conditions does not alter the Customer's responsibility. If Customer is unable to comply with preparation or maintenance requirements, the Company will make determination on site if service can be completed or rescheduled; additional fees may be applied. If the Customer or other occupants of the structure(s), believe they are or may be sensitive to products being used or their odors, or if the Customer or other occupants have consulted with a medical doctor or other healthcare provider, regarding such sensitivity, the Customer must notify Company in writing, in advance of service of the structure(s). Company assumes no liability should Customer fail to warn Company of these sensitivities. Company reserves the right, upon receipt of such notification, to deny or terminate services. Any arrangements, costs or inconvenience resulting from the need to evacuate occupants, or other precautions deemed necessary, shall be the sole responsibility of the Customer. The Customer agrees to give Company complete or reasonable access to all areas, as may be required to enable effective service and maintenance, including individual units of multi-unit residential structures and electrical outlets, if needed.

Modification. Any deviation from the requirements outlined that involve extra cost of material and labor will result in extra charges. If conditions require Company to use specialized equipment or products to perform the service. Company shall advise the Customer of the additional costs. Due to safety concerns and regulations, Company may be required to use fall protection when service involves working on the roof of a structure. Fall protection safety equipment includes a number of devices and may include roof anchors, of which Customer will be advised. Some roof anchors are designed to be left on the roof; others are to be removed. If Customer prefers to have anchors removed, this should be discussed with the sales representative before service is performed.

Moisture, Mold and Mildew. Moisture is a condition found in varying degrees in most structures. Moisture conditions in and around structures can be conducive to a variety of pests and wood destroying insects. Moisture conditions can also provide an environment favorable to the growth of mold, mildew and other fungi. It is the Customer's sole responsibility to direct questions concerning the presence or dispersal of mold, mildew, mold spores or fungi; health-related issues; or indoor air quality to qualified professionals. Company does not possess the knowledge or expertise to identify mold, mildew or fungi that may lower air quality or be injurious to health, nor does it possess the knowledge or expertise to give opinion or recommendation regarding exposure to, or effective remediation of mold, mildew or other fungi (including decay or non-decay) as they might relate to air quality or health related risks. However, Company may provide services to control wood decaying fungus and high moisture conditions in crawl spaces. Company is not responsible for personal injury or property damage resulting from the presence, disruption or dispersal of mold, mold spores, mildew or fungi, even if Company inadvertently causes such disruption or dispersal by its inspection or treatment of pest-related problems. Customer waives and releases Company from any claim or injuries related to mold, mildew or fungal growth.

Warranty. For equipment and products, manufacturer warranties apply; there is no further warranty from Company on equipment and products.

Right to Subcontract. Company, in its sole discretion, may subcontract or delegate to an affiliate or third party any of its duties and obligations hereunder.

Force Majeure. Company shall not be liable for any delay or failure in performing the services due to any cause beyond its reasonable control.

Insurance. Public liability and property damage insurance against injury to members of the public from accidents that may arise from operations will be carried by Company, and evidence of insurance will be issued to the Customer upon request. Georgia Customers, please note: The Georgia Structural Pest Control Act requires all pest control companies to maintain insurance coverage. Information about this coverage is available from this Company.

Limitation of Liability. The Customer agrees that the work provided under this Agreement is not to be construed as Insurance, or as a covenant, guarantee, warranty, or promise of any kind that the Customer is in compliance with any legal guidelines or requirements. Company disclaims any liability or responsibility regarding the practices and operations of the Customer, and bears no responsibility or liability for whether the Customer carries out the recommendations made by Company, and in no event will the Company be liable for consequential, indirect or economic damages. The Customer shall indemnify and hold Company harmless from and against all claims, demands, liabilities, obligations and attorneys' fees or costs brought by any third parties, arising out of, or related to this Agreement, or by failure of the Customer to act in accordance with any requirements in connection with the Services. Company will be responsible for only those damages, claims, causes of action, injuries or legal costs caused by its own direct negligence or misconduct, but then only to an amount not to exceed the fees charged under this Agreement.

Animal Disposal. Company will dispose of any trapped wildlife in accordance with the laws and regulations of local governing authorities; however, if Customer requests the release of the animal on his/her property, Company shall not be responsible for, nor guarantee, that the animal will not return to infest or damage the serviced property.

Choice of Law. Except for the Mandatory Arbitration provision of this Agreement, which is governed by and construed in accordance with the Federal Arbitration Act, this Agreement shall be governed by, and construed in accordance with the laws of the state in which the dispute arises without regard to the conflict of laws provisions.

Mandatory Arbitration. Any claim, dispute or controversy, regarding any contract, tort, statute or otherwise ("Claim"), arising out of or relating to this Agreement or the relationships among the parties hereto, shall be resolved by one arbitrator through binding arbitration administered by the American Arbitration Association ("AAA"), under the AAA Commercial or Consumer, as applicable, Rules in effect at the time the Claim is filed ("AAA Rules"). Copies of the AAA Rules and forms can be located at www.adr.org, or by calling 1.800.778.7879. The arbitrator's decision shall be final, binding, and non-appealable. Judgment upon the award may be

entered and enforced in any court having jurisdiction. This clause is made pursuant to a transaction involving interstate commerce and shall be governed by the Federal Arbitration Act. Neither party shall sue the other party other than as provided herein or for enforcement of this clause or of the arbitrator's award; any such suit may be brought only in Federal District Court for the District or, if any such court lacks jurisdiction, in any state court that has jurisdiction. The arbitrator, and not any federal, state or local court, shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, unconscionably, arbitrability, enforceability or formation of this Agreement, including any claim that all or any part of the Agreement is void or voidable. However, the preceding sentence shall not apply to the clause entitled "Class Action Waiver." Venue for arbitration hereunder shall be within the state where the Customer's property, that is the subject of the services provided, is located.

Class Action Waiver. Any Claim must be brought in the parties' individual capacity, and not as a plaintiff or class member in any purported class, collective, representative, multiple plaintiffs, or similar proceeding ("class action"). The parties expressly waive any ability to maintain any class action in any forum. The arbitrator shall not have authority to combine or aggregate similar claims or conduct any class action nor make an award to any person or entity not a party to the arbitration. Any claim that all or part of this class action waiver is unenforceable, unconscionable, void, or voidable may be determined only by a court of competent jurisdiction and not by an arbitrator. THE PARTIES UNDERSTAND THAT THEY WOULD HAVE HAD A RIGHT TO LITIGATE THROUGH A COURT, TO HAVE A JUDGE OR JURY DECIDE THEIR CASE AND TO BE PARTY TO A CLASS OR REPRESENTATIVE ACTION. HOWEVER, THE PARTIES UNDERSTAND AND CHOOSE TO HAVE ANY CLAIMS DECIDED INDIVIDUALLY, THROUGH ARBITRATION.

Intellectual Property. Except as expressly set forth herein, between Company and Customer, each is and shall remain the owner of all Intellectual Property that it owns or controls as of the effective date of this Agreement, or that it develops or acquires thereafter. This shall be binding upon all successors of the Customer's business.

Data Security. Company may provide Customer with access to Company's online and digital tools to store service reports and visit history, or other applications that may be developed, to give Customers access to their pest management information, if applicable to the Services in this Agreement. While Company follows standard procedures to secure systems and Customer data, including securing online tools and applications through the use of hashed passwords, HTTPS encryption and a secure data center, Customer confirms and acknowledges that:

a. Company and/or any of its subsidiaries are not responsible for the integrity or confidentiality of Customer's access credentials. Customers are encouraged to take precautions to secure login ids and passwords.

b. All usage rights to Company's online or digital tools are immediately discontinued upon the Customer's termination of the Service Agreement.

c. The Customer agrees to indemnify, defend, and hold Company harmless from any claims arising out of, or connected or associated with the use of Company's online and digital tools, including but not limited to, any claims arising from internet hacking.

d. This agreement shall be binding upon all successors of the Customer's business.

In order to establish an account and provide you with service, we may collect personal information about you, such as your name or alias(es), physical address, phone number, and/or email address. During the course of business, we will maintain service records related to your established account. If financing a service via our internal financing options, we will also collect your social security number and date of birth in order to process a credit check for loan purposes. We do not sell your personal information. For additional information about your rights related to data privacy, please review our privacy policy, available at https://www.rentokil-initial.com/site-services/ cookie-and-privacy-policy/privacy-policy.

Third Party and Marketing Disclosure. The Customer agrees to permit Company to use the Customer's name and contact information for sharing with Company's business partners. Company will never sell this data. It is to be used to improve the Customer's experience with Company. Additionally, unless Customer notifies Company otherwise or opts out, Customer agrees to and accepts the receipt of marketing and sales communications relating to Company's service offerings.

Anti-Bribery and Anti-Corruption. Each party represents that neither it nor anyone acting on its behalf has offered, given, requested or accepted any undue financial or other advantage of any kind in entering into this Agreement, and that it will comply with applicable laws and regulations pertaining to corruption, competition and bribery in carrying out the terms and conditions of this Agreement.

Pricing. The price for services is set forth in the specifications of this Agreement.

Payment. Service Fees are due upon completion of the service, unless another payment plan is selected on the Agreement. Other corrective service, rental and/or equipment/product fees will be invoiced upon completion/ delivery. Subsequent services will be invoiced in accordance with the Agreement and payment plan selected by Customer. If a service date has been mutually agreed upon by Company and the Customer, it will be the Customer's responsibility to pay for service if Company has attempted to render service at the Customer's property. Payments for services are due upon receipt of invoice. Customer agrees to remit payment in one of the acceptable forms of payment detailed in the Agreement or invoice. In the event full payment is not made upon receipt of invoice, a finance charge per month will be added to the unpaid balance, up to the maximum allowed by law. Late fee charges may also be applied. Additionally, the Customer is responsible for all collection costs, including reasonable attorneys' fees, for any invoices not paid by the due date. Any check returned for any reason, will result in a fee in the amount charged by Company's bank. All service warranties under this Agreement will be voided should any payment due exceed sixty (60) days. Should it become necessary to temporarily discontinue a periodic service due to causes beyond the Company's control, it is agreed that the periodic payments due under this agreement will be suspended until service is resumed, and that such temporary discontinuation of service will, in no way, breach this agreement.

Fuel/Transportation Surcharge. Like many other companies that are impacted by the price of gasoline, a rise in gasoline prices may necessitate a fuel surcharge. As such, the Company reserves the right to add a fuel surcharge to Customer's invoice for any increase in the cost of fuel as measured above the same time period in the prior year (by the National U.S. Average Motor Gasoline-Regular Fuel Price per Gallon Index reported by the U.S. Department of Energy). The surcharge may be adjusted monthly (up or down) with the price of gasoline.

Environmental, Health & Safety Surcharge. Company incurs significant costs to create sustainable practices to ensure the safety, health, and well-being of its employees, as well as the public and environment as a whole. As such, Company reserves the right to add an Environmental, Health & Safety surcharge, in addition to Customer's standard service fees, to Customer's invoice(s) to offset these costs and promote consistent, sustainable safety-and-health-conscious practices. The surcharge may be adjusted per invoice, as determined necessary by Company.

Severability. If any part of this Agreement is held to be invalid or unenforceable for any reason, the remaining Terms and Conditions of this Agreement shall remain in full force and effect.

Entire Agreement. This Agreement, together with a record of initial application, and all exhibits thereto, constitutes the entire agreement between the parties, supersedes all proposals, oral or written, and all other communications between the parties relating to such subject matter, and no other representations or statements will be binding upon the parties. This Agreement may not be modified or amended in any way without the written consent of both parties.

COMMERCIAL PEST MANAGEMENT MAINTENANCE

THIS SERVICE AGREEMENT SHALL BE SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

Agreement. Susquehanna Township School Dist and Rentokil North America, Inc. d/b/a Ehrlich Pest Control ("Company") agree to the following terms and conditions in connection with the Services and Plan indicated on this agreement (hereinafter collectively referred to as "Agreement").

Standard of Care. Company will use its professional expertise to determine the products and services appropriate for treatment, and will follow all label and legal requirements. All reasonable care will be used in installing and maintaining the specified services. Company hereby affirmatively disclaims any liability for damage or injury caused by the use of any materials in accordance with the manufacturer label directions. Reasonable care will be taken in applying the treatment, however, the nature of the work is such that Company cannot be responsible for the safety of domestic animals, stains, discolorations, or other damages, except those directly caused by willful negligence on the part of the Company. If, for whatever reason, the Customer is dissatisfied with the service provided, the Customer will provide reasonable notice and allow the Company a period of up to 45 days to remedy the problem to the extent reasonably required.

Customer Responsibilities. Effective service requires the cooperation of the Customer. The Customer, therefore, warrants full cooperation with Company during this Agreement. Customer agrees to maintain premises free from any factor or condition conducive to identified issues and services and following instructions provided. This cooperation includes, but is not limited to, proper garbage handling; repairing structure; not adding chemicals or self-treating in ways that are not part of Service; emptying grease traps, not damaging or turning off equipment, etc. Any damage warranty specified in the Agreement will be voided should the presence of pests or issue be associated with conditions arising from Customer's non-cooperation. Company's failure to alert the Customer to any negative conditions does not alter the Customer's responsibility. If Customer is unable to comply with preparation or maintenance requirements, the Company will make determination on site if service can be completed or rescheduled; additional fees may be applied. If the Customer or other occupants of the structure(s), believe they are or may be sensitive to products being used or their odors, or if the Customer or other occupants have consulted with a medical doctor or other healthcare provider, regarding such sensitivity, the Customer must notify Company in writing, in advance of treatment of the structure(s). Company assumes no liability should Customer fail to warn Company of these sensitivities. Company reserves the right, upon receipt of such notification, to deny or terminate services. Any arrangements, costs or inconvenience resulting from the need to evacuate occupants, or other precautions deemed necessary, shall be the sole responsibility of the Customer. The Customer agrees to give Company complete or reasonable access to all areas, as may be required to enable effective service and maintenance, including individual units of multi-unit residential structures and electrical outlets, if needed.

Modification. Any deviation from the requirements outlined that involve extra cost of material and labor will result in extra charges. If conditions require Company to use specialized equipment or products to control the problem(s), Company shall advise the Customer of the additional costs. Due to safety concerns and regulations, Company may be required to use fall protection when Service involves working on the roof of a structure. Fall protection safety equipment includes a number of devices and may include roof anchors, of which Customer will be advised. Some roof anchors are designed to be left on the roof; others are to be removed. If Customer prefers to have anchors removed, this should be discussed with the sales representative before service is performed.

Substructure. Services under this Agreement do not include services to the substructure of the premises. Should substructural treatment be required, additional costs shall apply, of which the Company will advise the Customer.

Moisture, Mold and Mildew. Moisture is a condition found in varying degrees in most structures. Moisture conditions in and around structures can be conducive to a variety of pests and wood destroying insects. Moisture conditions can also provide an environment favorable to the growth of mold, mildew and other fungi. It is the Customer's sole responsibility to direct questions concerning the presence or dispersal of mold, mildew, mold spores or fungi; health-related issues; or indoor air quality to qualified professionals. Company does not possess the knowledge or expertise to identify mold, mildew or fungi that may lower air quality or be injurious to health, nor does it possess the knowledge or expertise to give opinion or recommendation regarding exposure to, or effective remediation of mold, mildew or other fungi (including decay or non-decay) as they might relate to air quality or health related risks. However, Company may provide services to control wood decaying fungus and high moisture conditions in crawl spaces. Company is not responsible for personal injury or property damage resulting from the presence, disruption or dispersal of mold, mold spores, mildew or fungi, even if Company inadvertently causes such disruption or dispersal by its inspection or treatment of pest-related problems. Customer waives and releases Company from any claim or injuries related to mold, mildew or fungal growth.

Warranty. For Equipment and Products, manufacturer warranties apply; there is no further warranty from Company on Products, Equipment or Service. Certain Services may carry limited Company warranty; refer to Service definition.

Right to Subcontract. Company, in its sole discretion, may subcontract or delegate to an affiliate or third party any of its duties and obligations hereunder.

Ownership and Replacement of Equipment. All equipment, devices and components are property of and/or remain property of or under the control of the Company. Company will replace rental devices and components as required, except for those items lost or damaged due to Customer's neglect, in which event, the Customer will be responsible for replacement cost. Company will be granted access to the Customer's location to recover equipment, devices and components at the expiration of this Agreement, or at any time an amount due from the Customer to Company is more than sixty (60) days beyond due date. If Customer terminates an Equipment rental earlier than the term of the Agreement then in effect, Customer is responsible for paying the full amount remaining for rental of devices.

Force Majeure. Company shall not be liable for any delay or failure in performing the services due to any cause beyond its reasonable control.

Insurance. Public liability and property damage insurance against injury to members of the public from accidents that may arise from operations will be carried by Company, and evidence of insurance will be issued to the Customer upon request. Georgia Customers, please note: The Georgia Structural Pest Control Act requires all pest control companies to maintain insurance coverage. Information about this coverage is available from this pest control Company.

Limitation of Liability. The Customer agrees that the work provided under this Agreement is not to be construed as Insurance, or as a covenant, guarantee, warranty, or promise of any kind that the Customer is in compliance with any legal guidelines or requirements. Company disclaims any liability or responsibility regarding the practices and operations of the Customer, and bears no responsibility or liability for whether the Customer carries out the recommendations made by Company, and in no event will the Company be liable for consequential, indirect or economic damages. The Customer shall indemnify and hold Company harmless from and against all claims, demands, liabilities, obligations and attorneys' fees or costs brought by any third parties, arising out of, or related to this Agreement, or by failure of the Customer to act in accordance with any requirements in connection with the Services. Company will be responsible for only those damages, claims, causes of action, injuries or legal costs caused by its own direct negligence or misconduct, but then only to an amount not to exceed the annual fees charged under this Agreement.

Animal Disposal. Company will dispose of any trapped wildlife in accordance with the laws and regulations of local governing authorities; however, if Customer requests the release of the animal on his/her property, Company shall not be responsible for, nor guarantee, that the animal will not return to infest or damage the serviced property.

Choice of Law. Any and all disputes, claims or lawsuits related to this Agreement or to the services shall be determined in accordance with the laws of the Commonwealth of Pennsylvania.

Class Action Waiver. Where permitted under the applicable law, Customer and Company agree that each may bring claims against the other only in each Party's individual capacity and not as a plaintiff or class member in any purported class or representative action. Unless Customer and Company both agree, no action, or court of law, may consolidate more than one person's claims or otherwise preside over any form of a representative or class proceeding.

Mandatory Arbitration. Claims, disputes and other matters in question between the parties to this agreement, arising out of or relating to the agreement or warranty, shall be submitted to arbitration by a single, neutral arbitrator.

Intellectual Property. Except as expressly set forth herein, between Company and Customer, each is and shall remain the owner of all Intellectual Property that it owns or controls as of the Effective Date, or that it develops or acquires thereafter. This shall be binding upon all successors of the Customer's business.

Data Security. Company may provide Customer with access to Company's online and digital tools to store service reports and visit history, or other applications that may be developed, to give Customers access to their pest management information, if applicable to the Services in this Agreement. While Company follows standard procedures to secure systems and Customer data, including securing online tools and applications through the use of hashed passwords, HTTPS encryption and a secure data center, Customer confirms and acknowledges that:

a. Company and/or any of its subsidiaries are not responsible for the integrity or confidentiality of Customer's access credentials. Customers are encouraged to take precautions to secure login ids and passwords.

b. All usage rights to Company's online or digital tools are immediately discontinued upon the Customer's termination of the Service Agreement.

c. The Customer agrees to indemnify, defend, and hold Company harmless from any claims arising out of, or connected or associated with the use of Company's online and digital tools, including but not limited to, any claims arising from internet hacking.

d. This agreement shall be binding upon all successors of the Customer's business.

Refer to Legal Statements and Privacy Policies as posted on online tool Web Sites for additional information.

Third Party and Marketing Disclosure. The Customer agrees to permit Company to use the Customer's name and contact information for sharing with Company's business partners. Company will never sell this data. It is to be used to improve the Customer's experience with Company. Additionally, unless Customer notifies Company otherwise or opts out, Customer agrees to and accepts the receipt of periodic marketing and sales information relating to Company's service offerings.

Anti-Bribery and Anti-Corruption. Each party represents that neither it nor anyone acting on its behalf has offered, given, requested or accepted any undue financial or other advantage of any kind in entering into this Agreement, and that it will comply with applicable laws and regulations pertaining to corruption, competition and bribery in carrying out the terms and conditions of this Agreement.

Term. Service Agreements shall extend from month to month, with either party having the ability to cancel this Agreement upon 60-days notice to the other party.

Termination. Agreements may be terminated by either party with 60 days written notice, providing all accounts are current. See *Ownership and Replacement of Equipment* for further ramification of termination for Services that have *Term* other than month-to-month. In cases of Customer nonpayment or entering bankruptcy or insolvency per the Bankruptcy Code, Company reserves the right to terminate the Agreement upon immediate written notification.

Pricing. The initial price for services is set forth in the specifications of this Agreement. Company reserves the right to annually increase the amount charged for the services, which shall be communicated by written notice to Customer, which notice may be by invoice.

Payment. Introductory Service Fees are due upon completion of the service, unless another payment plan is selected on the Agreement. Other corrective service, rental and/or equipment/product fees will be invoiced upon completion/delivery. Subsequent services will be invoiced in accordance with the Agreement and payment plan selected by Customer. If a service date has been mutually agreed upon by Company and the Customer, it will be the Customer's responsibility to pay for service if Company has attempted to render service at the Customer's property. Payments for services are due within thirty (30) days from the date of each invoice. Customer agrees to remit payment in one of the acceptable forms of payment detailed in the Agreement or invoice. In the event full payment is not made within thirty (30) days after invoicing, a finance charge per month will be added to the unpaid balance, up to the maximum allowed by law. Late fee charges may also be applied. Additionally, the Customer is responsible for all collection costs, including reasonable attorneys' fees, for any invoices not paid by the due date. Any check returned for any reason, will result in a fee in the amount charged by Company's bank. All service warranties under this Agreement will be voided should any payment due exceed sixty (60) days. Should it become necessary to temporarily discontinue a periodic service due to causes beyond the Company's control, it is agreed that the periodic payments due under this agreement will be suspended until service is resumed, and that such temporary discontinuation of service will, in no way, breach this agreement.

Fuel/Transportation Surcharge. Like many other companies that are impacted by the price of gasoline, a rise in gasoline prices may necessitate a fuel surcharge. As such, the Company reserves the right to add a fuel surcharge to Customer's invoice for any increase in the cost of fuel as measured above the same time period in the prior year (by the National U.S. Average Motor Gasoline-Regular Fuel Price per Gallon Index reported by the U.S. Department of Energy). The surcharge may be adjusted monthly (up or down) with the price of gasoline.

Environmental, Health & Safety Surcharge. Company incurs significant costs to create sustainable practices to ensure the safety, health, and well-being of its employees, as well as the public and environment as a whole. As such, Company reserves the right to add an Environmental, Health & Safety surcharge, in addition to Customer's standard service fees, to Customer's invoice(s) to offset these costs and promote consistent, sustainable safety-and-health-conscious practices. The surcharge may be adjusted per invoice, as determined necessary by Company.

Acceptance

Related terms and conditions, diagrams, specification sheets, addendum and/or proposals are integral parts of this agreement and are incorporated herein.

Customer or Company may cancel this transaction at any time prior to midnight on the 3rd business day after the date of this transaction with a full refund of payment.

If Customer selects an automatic payment method, Customer authorizes Company to automatically debit Customer's checking account or credit card, as provided to Company by Customer, in an amount equal to any recurring service charges due to Company under this Agreement within five (5) days of the date such charge becomes due. This authorization will remain in effect until the fifth business day following the Company's receipt from Customer of a written notice to cancel such authorization. Customer understands that cancellation of this authorization does not cancel Customer's obligations under this Agreement. Prices do not include any applicable taxes.

The above Quote and Agreement are hereby accepted in their entirety, including the accompanying Terms and Conditions, which include mandatory arbitration and class action waiver provisions. By signing below, Customer confirms that it has reviewed the terms and conditions applicable to the service(s) purchased and agrees to be bound by them.

for Rentokil d/b/a Ehrlich Pest Control		for Susquehanna Township School Dist	
Ryan Adams		Terry Heller	
Representative Printed Name		Representative Printed Name	
Regional Account Executive			
Title	Date	Title	Date
Signature		Signature	

STATE-SPECIFIC DISCLOSURES.
CALIFORNIA: Supplier shall provide the "Notice to Owner/Tenant" as required by Cal. Bus. & Prof. Code section 8538.
GEORGIA: The Georgia Structural Pest Control Act requires all pest control companies to maintain insurance coverage. Information about this coverage is available from this pest control company.
TEXAS: Licensed and regulated by: Texas Department of Agriculture, PO Box 12847, Austin, TX 78711-2847 Phone 1.866.918.4481 Fax 1.888.232.2567.

TIMELINE

Our goal is to make Ehrlich Pest Control's service an integral part of your business schedule, so we set specific days and times for service in alignment with Susquehanna Township School Dist needs.

Location 1:

Service 1	REQUESTED START DATE	MAINTENANCE SERVICE START MONTH
PEST AND WILDLIFE EXCLUSION CORRECTIVE	10/05/2026	

Location 2:

Service 2	REQUESTED START DATE	MAINTENANCE SERVICE START MONTH
EXTERIOR RODENT MONITORING MAINTENANCE	10/05/2026	November

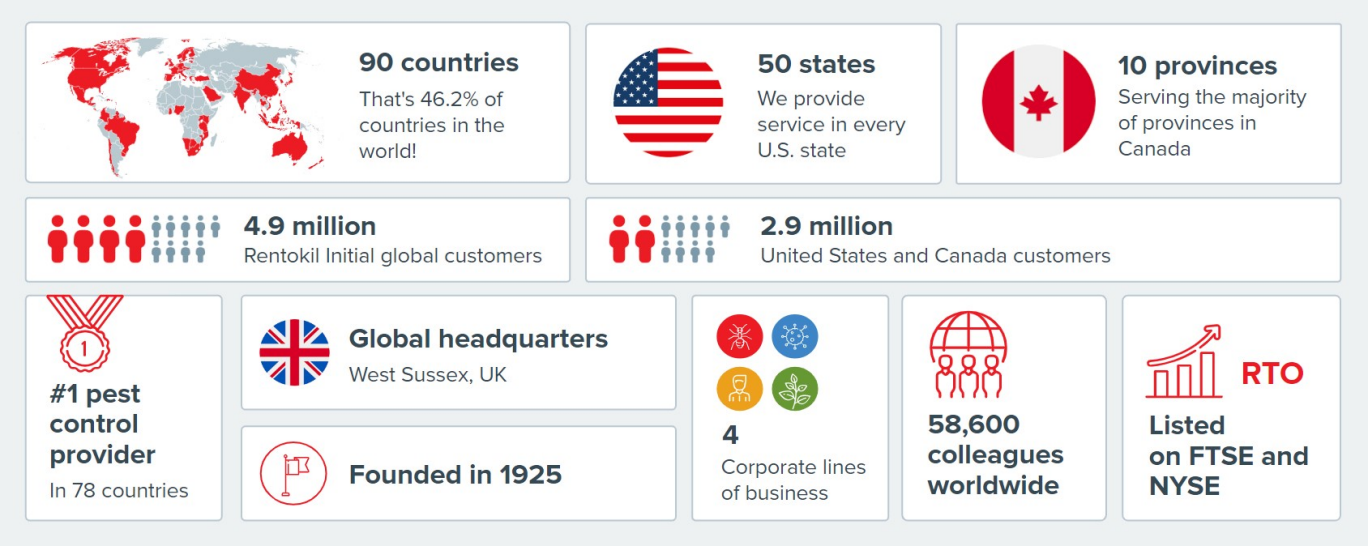
Location 3:

Service 3	REQUESTED START DATE	MAINTENANCE SERVICE START MONTH
INTERIOR RODENT MONITORING MAINTENANCE	10/05/2026	November

WE ARE PART OF THE RENTOKIL INITIAL GROUP

Wherever in the world your business operates, a Rentokil Initial colleague is there to serve you. With operations in 90 countries, we are the world's largest pest management company.

Our global organization has over 58,000 employees – and nearly half of those are here in North America.



Our commitment starts with you and wraps around the planet. We are proud to serve a diverse array of nearly 5 million customers around the world, from commercial properties to people's homes.

In addition to pest control, Rentokil Initial also operates many other environmental, hygiene, and well-being businesses, ready to support your business for specialty needs: from air purification and hygiene solutions to third-party assessments in retail environments, lake management to government vector control, or washroom services and workwear solutions.

CORPORATE AND SOCIAL RESPONSIBILITY

We all play a role in preserving the health of our planet – and at Rentokil, that includes the health of our environment, organization, communities, and colleagues. Rentokil has developed a **Corporate Social Responsibility** plan that includes three key pillars:



Committed to Advancements

Rentokil continues to innovate new ideas and connected technologies, helping our customers stay one step ahead of pests. As we have been since our founding, Rentokil is committed to advancements in pest control to stop pests from interrupting your business.

OUR SOLUTIONS

Pest Control Services



BED BUGS
Our Bed Bug Treatment provides a rapid response to bed bug issues, eliminating infestations and providing ongoing protection with the industry's most comprehensive warranty.



BIRDS
Protect your business from the damage and disruption birds cause with our humane, effective integrated bird management solutions.



CRAWLING INSECTS
Using targeted applications, we eliminate existing crawling insect infestations and prevent new ones through monitoring and exclusion.



FLYING INSECTS
Protect against flying insects with a variety of Rentokil solutions including our powerful range of energy-saving Lumnia LED insect light traps.



RODENTS
Halt disease-carrying rodents in their tracks with our proprietary remote digital monitoring PestConnect devices, inspections, exclusion services, and more.



STORED PRODUCT INSECTS
Protect your food storage from these destructive pests with Rentokil's integrated solutions that include glue boards, species-specific pheromone traps, and fumigation.



TERMITES
Termites can cost billions in property damage annually. Rentokil's comprehensive programs provide the coverage that you need to protect your brand.

Specialized Services



AIR PURIFICATION
Provide clean air people can trust with air purification solutions from our Ambius division.



DISINFECTION
Show employees and customers that you prioritize their health with a comprehensive disinfection program to reduce pathogens on surfaces.



DRAIN LINE
Increase drain line flow capacity, reduce small fly breeding sites, mitigate drain odors, and reduce costs of grease pumping with our drain line services.



FUMIGATION
Whether it's a container, silo, or other bulk product areas, Ehrlich Pest Control can safely perform fumigation to help you protect the safety and quality of your materials and products.



ODOR MANAGEMENT
Enhance your Ehrlich Pest Control experience by neutralizing odors. Our cost-effective odor management solutions are ideal for trash rooms or other problem areas.



VEGETATION MANAGEMENT
Our full-service vegetation management programs remove excess vegetation on your property, increasing curb appeal, enhancing security, and reducing pest harborages.

Reporting & Documentation

PestNetOnline
This secure, always-available online pest data management system provides real-time data, reports, trends, and insights to help you drive decisions.