

Agenda of Work Session/Regular Meeting

The Board of Trustees Sayre Area School District

A Work Session/Regular Meeting of the Board of Trustees of Sayre Area School District will be held Monday, July 13, 2026, beginning at 6:00 PM Sayre Junior/Senior High School Auditorium, 333 W. Lockhart Street, Sayre, PA 18840.

1. Welcome

Speaker(s): Mrs. Blythe

1.A. Call to Order

1.B. Pledge of Allegiance

1.C. Public Comment

Speaker(s): Mrs. Blythe

Description: The Chair is to recognize a resident or taxpayer of the Sayre Area School District who wishes to address the Board about Title I programming or any other matter of concern or interest, provided it is properly raised in a public session. Please give your name and address, and the subject of the content you will be addressing. It is requested that all comments be kept to three (3) minutes. Moreover, please note that comments regarding private student or employee matters should be directed to the Superintendent outside the meeting.

2. Minutes (Consent)

Speaker(s): Mrs. Blythe

Description: Minutes from the June 15, 2026, meeting of the Sayre Area Board of Directors.

3. Instruction (Consent)

Speaker(s): Mrs. Agnew

3.A. Field Trips

Speaker(s): Mrs. Agnew

Description: Field Trip

3.B. Conference Request

Speaker(s): Mrs. Agnew

Description: Conference Request

3.C. District Volunteer

Speaker(s): Mrs. Agnew

4. Finance (Consent)

Speaker(s): Mr. Hickey

4.A. Treasurer's Report (Consent)

Speaker(s): Mr. Hickey

Description: Monthly Treasurer's Report

4.B. Transfers

Speaker(s): Mr. Hickey

4.C. Berkheimer Tax Report

Speaker(s): Mr. Hickey

Description: Monthly ACT 32 Earned Tax Monthly Report

4.D. Memorandum of Understanding

Description: The Memorandum of Understanding between Sayre Area School District and Bradford-Tioga Head Start, Inc. establishes working procedures for the provision of meals to the Sayre Head Start classroom in the H. Austin Snyder Elementary Building.

4.E. Contract for Services

Description: Contract for reservation of secondary services and elementary services with River Rock Academy for the 2026-2027 school year.

4.F. Contract Renewal

Speaker(s): Mr. Hickey

Description: Renew the contract between Sayre Area School District and The Nutrition Group for one (1) year beginning July 1, 2026, for the 2026-2027 school year.

5. Athletics and Recreations (Consent)

Speaker(s): Mrs. Blythe

5.A. Purchase of App

Speaker(s): Mrs. Blythe

Description: Assign from the 2025-2026 budget: \$2,000.00 to purchase the Teambuilder app for the strength and conditioning and gym programs.

5.B. Athletics and Recreation Personnel

Speaker(s): Mrs. Blythe

Description: Employment of Coaches

6. Personnel (Consent)

Speaker(s): Mrs. Blythe

6.A. Employment (Consent)

Speaker(s): Mrs. Blythe

Description: District Employment

7. District Policy (Consent)

7.A. Final Reading

Description: District Policies 231 Social Events and Class Trips, 246 School Wellness, 702.1 Crowdfunding, 707 Vol II 2024, Use of School Facilities, 805.1 Vol VI 2025 Relations with Law Enforcement Agencies, and 805.2 Vol VI 2025 School Security Personnel will be presented for a final reading.

8. Roll Call Items

Speaker(s): Mrs. Blythe

8.A. Superintendent's Evaluation

Speaker(s): Mrs. Blythe

Description: Based upon the Board's annual evaluation and determination that the Superintendent has met expectations at a proficient level, the Board approves a 2.5% salary increase effective July 1, 2026.

8.B. Employment of Administration

Speaker(s): Mrs. Blythe

Description: Employment of Brian Wilcox, Elementary Principal, H. Austin Snyder Elementary School. Mr. Willcox's salary for the 2026–2027 school year will be prorated at \$113,500.00.

8.C. Bills

Description: Monthly Bills for July 2026

8.D. ACT 93 Contract Updates

Speaker(s): Mrs. Blythe

Description: Modify the ACT 93 Agreement to reflect the noted changes to the Elementary Principal and Federal Program Coordinator salary for the 2026–2027 school year.

8.E. Support Staff Retirement

Speaker(s): Mrs. Blythe

Description: Mr. Richard Satterly, Custodian, submitted his letter of retirement effective Friday, August 21, 2026. Mr. Satterly has served our District for the past 18 years.

9. Reports

9.A. High School Principal's Report

9.B. PSBA

9.C. NTCC

9.D. Committee Reports (Committee Chair)

9.E. Board President's Report

9.F. Superintendent's Report

10. Future Meetings

Description: The future meeting of the Sayre Area Board of Directors will be held on August 3, 2026, beginning at 7:00 p.m. in the Auditorium of the Junior/Senior High School.

11. Adjournment

Work Session/Regular Meeting (Monday, June 15, 2026)*Generated by Debra Luchaco on Wednesday, June 17, 2026*

The Board of Directors of the Sayre Area School District met at 6:54 p.m. on June 15, 2026, with the following members in attendance: Debra Agnew, Tricia Blythe, Ron Cole, Andrew Hickey, Felicia Kmetz, Brian Rich, and Mike Shaw. Excused: Peter Quattrini. Administrators present: Barry Claypool, Michelle Murrelle, Dayton Handrick, Michael Wells and Dr. Tricia Tietgen.

1. Welcome-Mrs. Blythe

Procedural: A. Call to Order - Mrs. Blythe noted that the Board had met at 6 p.m. that evening to discuss the District's Safety report with Mr. Claypool.

Information: C. Public Comment

2. Conduct Board Interviews

Procedural: A. Interview Interested Candidates for the Open Board Position - At this point in the meeting, the Board interviewed two candidates for the open board position: Katelyn Boggs and Kurt Golden. Candidates provided responses to the following questions: Why are you interested in the position, what do you feel are the strengths of the School District, what do you think are the challenges facing the district, and how would you respond to a complaint by a community member? Following the interviews, the Board thanked both candidates for their interest in the position.

Procedural: B. Nomination for Open Board Position

On a motion made by A. Hickey and seconded by F. Kmetz, K. Golden was nominated for the board position. On the motion, 4 voted nay, 3 voted yes. Not carried.

On a motion made by P. Blythe and seconded by B. Rich, K. Boggs was nominated for the board position. On the motion, 6 voted yes, 1 voted nay. Motion #2 carried.

3. Special Presentation

Information: A. PAYS Survey - Ms. Colleen McCarthy, Bradford County Human Services Prevention Specialist, presented to the Board information from the district's PAYS survey. Two hundred thirteen students from grades 6, 8, 10 and 12 were surveyed last Fall regarding drug use, stress factors, etc. Ms. McCarthy discussed risk factors for Sayre students as compared with students within the State as well as protective factors. Mr. Wells added that several programs are planned for next school year including Signs of Suicide and Catch Your Breath. Bradford County also offers parenting classes and preventive education training.

4. Minutes (Consent)-Mrs. Blythe

Action (Consent): A. Minutes

Recommended Action: Recommend the Board approve the minutes as presented.

5. Instruction (Consent)- Mrs. Agnew

Action (Consent): A. Conference Request

Recommended Action: Motion to approve the Conference Requests as presented.

Action (Consent): B. District Volunteer

Recommended Action: Motion to approve the request for the district volunteer as presented.

6. Finance (Consent)- Mr. Hickey

Action (Consent): A. Berkheimer Tax Report

Recommended Action: Motion to approve the Berkheimer ACT 32 Earned Income tax monthly report as presented.

Action (Consent): B. Treasurer's Report

Recommended Action: Motion to approve the Treasurer's Report as presented.

Action (Consent): C. Transfers

Recommended Action: Motion to approve the transfers as presented.

Action (Consent): D. River Rock Academy ACT 48 Program

Recommended Action: Motion to approve the River Rock Academy LLC, for AEDY services for the 2026-2027 school year as presented.

Action (Consent): E. Memorandum of Understanding

Recommended Action: Motion to approve the Memorandum of Understanding between Sayre Area School District and Bradford-Tioga Head Start, Inc., as presented for the 2026-2027 school year.

Action (Consent): F. Agreement

Recommended Action: Motion to approve the agreement between Sayre Area School District and Bradford Tioga Head Start, Inc., to provide a preschool program at the H. Austin Snyder Elementary School beginning on July 1, 2026, and shall continue through the 2030-31 school year.

Action (Consent): G. 2026 Homestead/Farmstead

Recommended Action: Motion to approve the 2026 Homestead and Farmstead Exclusion Resolution as presented.

Action (Consent): H. MOU Northern Tier Regional Planning and Development Commission

Recommended Action: Motion to approve the Memorandum of Understanding between Sayre Area School District and Northern Tier Regional Planning and Development Commission to provide career coach services two (2) days per week for the 2026-2027 school year as presented.

Action (Consent): I. Service Agreement

Recommended Action: Motion to approve the services agreement between Sayre Area School District and Robert Packer Hospital to provide sports medicine and athletic training services for the 2026-2027 school year, as presented.

Action (Consent): J. Extension of MOU

Recommended Action: Motion to approve the extension of the MOU between Sayre Area School District and Mr. Dayton Handrick, Substitute Principal at Snyder Elementary School, through August 30, 2026, or until the Elementary Principal position has been filled at the rate of \$75.00 a day.

7. Athletics and Recreations (Consent)- Mrs. Blythe

Action (Consent): A. Athletics and Recreation Personnel

Recommended Action: Motion to approve the Athletics and Recreation personnel as presented.

8. Personnel (Consent)- Mrs. Blythe

Action (Consent): A. Employment

Recommended Action: Motion to approve the District Personnel requests as presented.

Action (Consent): B. Tenure

Recommended Action: The Administration recommends that Mrs. Jaimie Wheeler, Ms. Jennifer Riley, Ms. Amber Schreiber, Mr. Stephen Satterly, Ms. Carrie Ackerman, Ms. Taylor Wentzel, Mrs. Sarah Conden, Mrs. Audrey Learn, and Ms. Sarah Lehman be granted tenure, as they have completed all the requirements set by the State of Pennsylvania.

On a recommendation made by D. Agnew and seconded by B. Rich, the Board agreed to list the retirement motion as a roll call agenda item.

On a motion made by D. Agnew and seconded by F. Kmetz, the consent agenda was recommended for approval. On the motion, all voted yea. (M. Shaw abstain #6 Athletics report). Motion #3 carried.

9. Roll Call Items

Action: A. Bills

Recommended Action: Motion to approve the bills as presented.

On a motion made by A. Hickey and seconded by R. Cole the bills as presented were recommended for approval. On the motion, all voted yea. Motion #4 carried.

Action: B. 2026-2027 Final Budget

Recommended Action: Motion to approve the 2026-2027 final budget as presented.

On a motion made by R. Cole and seconded by A. Hickey the 2026-2027 final budget was recommended for approval. On the motion, all voted yea. Motion #5 carried.

Action: C. 2026-2027 Tax Levied

Recommended Action: Motion to approve the school millage for the 2026-2027 school year be levied and assessed at 59.103 mills on the dollar, amounting to \$5.910 per \$100 on the total assessed valuation of all property taxable for school purposes; and further, recommend that the wage tax and real estate property transfer tax continue as previously levied.

On a motion made by A. Hickey and seconded by R. Cole, the school millage rate as presented was recommended for approval. On the motion, all voted yea. Motion #6 carried.

Action, Procedural: D. New Strength and Conditioning Coach

Recommended Action: Motion to approve the addition of a Strength and Conditioning Coach as presented.

On a motion made by D. Agnew and seconded by A. Hickey, the addition of a Strength and Conditioning Coach was recommended for approval. On the motion, 6 voted yea, 1 voted nay. Motion #7 carried.

Action: D. Administrator Retirement

Recommended Action: Motion to approve the retirement of Mrs. Michelle Murrelle, Elementary Principal, after 35 years of services in the Sayre Area School District, effective June 30, 2026. Ms. Murrelle will receive a payment of \$12,377 for the 25 vacation days she would have earned for the 2026-2027 school year. This payment will be added to her 2025-2026 salary. She will also be contracted up to 10 transitional days with a new Elementary Principal at a rate of \$400/day. These days will be completed by December 31, 2026 and will be monitored by the Superintendent.

On a motion made by A. Hickey and seconded by F. Kmetz, the retirement of Mrs. Murrelle was recommended for approval. On the motion, all voted yea. Motion #8 carried. Mrs. Murrelle was thanked for her many years of dedicated service to the district.

10. Reports

A. Elementary School - Mr. Handrick reported the 6th grade commencement ceremony was well attended. A social emotional program for primary grade students will be offered next year, entitled Character Strong. On July 1st, the Sapphire record keeping system will be implemented.

B. PSBA - Mr. Cole said candidates for PSBA will be presented in August. The PSBA Conference later this year will be October 18-20th. Northern Tier Career Center meets Thursday at 6:30 p.m.

C. Committee reports - Athletics - Mrs. Blythe stated athletic signups are open; information is available on Family ID.

D. Board President Report - On behalf of the Board, Mrs. Blythe acknowledged Mrs. Murrelle and her years of service.

E. Superintendent's Report - Mr. Wells commented senior graduation went well and he thanked the custodial/maintenance staff as they will be busy this summer working on the buildings.

11. Future Meetings

Information: A. Sayre Area Board of Directors Meeting - August 3, 2026.

12. Adjournment

Action: A. Adjournment

Recommended Action: Motion to Adjourn Moved by: D. Agnew. Seconded by: M. Shaw. 7:50 p.m.

Respectfully submitted,

Debra J. Luchaco
Board Secretary



**Sayre Area School District
Field Trip Request
July 13, 2026**

Group	Teacher/Advisor	Destination	Funding Source	Cost
FBLA	Mrs. Ramsey	Hershey	N/A	No cost to the District



**Sayre Area School District
Conference Request
July 13, 2026**

Employee Name	Conference Title	Location	Date	Cost of Conference
Cambria Ely	Exploring the Redesigned SAS Website	Lycoming College, Williamsport, PA	October 22, 2026	Not to exceed \$120.00
Cambria Ely	Learning Leader Book Study	Virtual	October 13, 2026 October 21, 2026 November 2, 2026 November 9, 2026 November 19, 2026	Not to exceed \$150.00
Aaron Roy	Chain Reactions	Penn State University	August 3-6, 2026	Not to exceed \$200.00

Michael Wells	Milliken Leadership Conference	Spartanburg, SC	October 21-23, 2026	Not to exceed \$450.00
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**Sayre Area School District
District Volunteers
July 13, 2026**

Volunteers

No#	Name:	Effective Date:
1	Pamela Heisman	2026-2027 School year

Treasurer's Report Cafeteria Fund 6/1/2026 to 6/30/2026			
	Description	Revenues	
6/1/2026	Beginning Balance		\$ 10,807.86
6/1/2026	Meals Sold	\$ 154.75	
6/2/2026	Meals Sold	\$ 33.05	
6/3/2026	Meals Sold	\$ 139.51	
6/4/2026	Meals Sold	\$ 44.45	
6/4/2026	School Café Deposits	\$ 206.80	
6/5/2026	Meals Sold	\$ 170.38	
6/5/2026	Special Functions	\$ 300.00	
6/5/2026	Startup Funds	\$ 87.00	
6/10/2026	Transfer from PLGIT	\$ 150,000.00	
6/11/2026	School Café Deposits	\$ 101.65	
6/18/2026	Special Functions	\$ 799.00	
6/19/2026	Summer Feeding Program	\$ 66.00	
6/30/2026	Interest	\$ 296.00	
	Total Revenue	\$ 152,398.59	\$ 163,206.45
	Total Expenses		\$ 133,068.17
	Ending Balance		\$ 30,138.28

Treasurer's Report Capital Projects Fund
6/1/2026 to 6/30/2026

Capital Projects - Satterlee Creek Environmental Center

Date	Description	Revenues	Expenses	Balance
6/1/2026	Beginning Balance			\$ 16,911.45
6/30/2026	Interest	\$ 24.65		
	Total Deposits	\$ 24.65		\$ 24.65
			\$ -	
	Total Expenses		\$ -	\$ -
6/30/2026	Ending Balance			\$ 16,936.10

Capital Projects - Money Market 2001 Issue

	Description	Revenues	Expenses	Balance
6/1/2026	Beginning Balance			\$ 105,942.10
6/30/2026	Interest	\$ 216.20		
	Total Deposits	\$ 216.20		\$ 216.20
	Total Expenses			
6/30/2026	Ending Balance			\$ 106,158.30

Capital Projects - Checking Account

	Description	Revenues	Expenses	Balance
6/1/2026	Beginning Balance			\$ 54,756.09
6/1/2026	Transfer from General Fund	\$ 30,750.00		
6/12/2026	Transfer from General Fund	\$ 400,000.00		
6/30/2026	Interest	\$ 901.79		
	Total Deposits	\$ 431,651.79		\$ 431,651.79
6/16/2026	#2462 Anthony J Giammarino Associates LLC		\$ 19,400.00	
6/25/2026	#2463 Anthony J Giammarino Associates LLC		\$ 25,000.00	
6/30/2026	#2464 Jeff Paul Plumbing & Heating		\$ 11,616.49	
6/30/2026	#2465 Keystone Associates Architects		\$ 1,394.10	
6/30/2026	#2466 Liberty Flagpoles		\$ 4,624.00	
6/30/2026	#2467 Maiden USA, LLC		\$ 63,932.00	
6/30/2026	#D000000008 The Trane Co.		\$ 21,404.00	
	Total Expenses		\$ 147,370.59	\$ 147,370.59
6/30/2026	Ending Balance			\$ 339,037.29

Capital Projects - PLGIT Savings Account

	Description	Revenues	Expenses	Balance
6/1/2026	Beginning Balance			\$ 1,404,073.51
6/30/2026	Interest	\$ 3,999.74		
	Total Deposits	\$ 3,999.74		\$ 3,999.74
			\$ -	
	Total Expenses		\$ -	\$ -
6/30/2026	Ending Balance			\$ 1,408,073.25
6/30/2026	Total Capital Projects Accounts			\$ 1,870,204.94

Treasurer's Report Federal Fund				
6/1/2026 to 6/30/2026				
Date	Description	Revenues	Expenses	Balance
6/1/2026	Beginning Balance			\$ 8,942.82
6/30/2026	Interest	\$ 24.16		
	Total Revenue	\$ 24.16		\$ 24.16
			\$ -	
	Total Expenses		\$ -	\$ -
6/30/2026	Ending Balance			\$ 8,966.98

Treasurer's Report First Citizens Community Bank General Fund 6/1/2026 to 6/30/2026				
Date	Description	Revenues	Expenses	Balance
6/1/2026	Beginning Balance			\$ 1,293,176.09
6/3/2026	COBRA	\$ 2,127.66		
6/5/2026	Reimbursements	\$ 3,161.21		
6/8/2026	Reimbursements	\$ 81.00		
6/10/2026	Transfer from PLGIT	\$ 1,500,000.00		
6/12/2026	EIT	\$ 4,396.46		
6/12/2026	Reimbursements	\$ 4,385.35		
	Truancy/Tax - May	\$ 106.39		
	Donation for Cheer Camp	\$ 1,000.00		
	Summer School	\$ 325.00		
	Student Parking Fees	\$ 75.00		
6/17/2026	EIT	\$ 5,420.93		
6/18/2026	Summer School	\$ 1,150.00		
	Restitution	\$ 792.66		
	MWEE Grant	\$ 1,950.00		
6/22/2026	EIT	\$ 9,710.46		
6/22/2026	Transfer from Foundation	\$ 588.00		
6/23/2026	Summer Recreation	\$ 9,995.00		
6/24/2026	Transfer from PLGIT	\$ 500,000.00		
6/25/2026	COBRA	\$ 2,900.60		
	Wellness Incentives	\$ 3,275.00		
	Delinquent RE Taxes - June	\$ 50,932.85		
	Summer School	\$ 1,300.00		
6/26/2026	EIT	\$ 5,300.69		
6/29/2026	Transfer from Cafeteria Fund	\$ 100,871.63		
6/30/2026	Summer School	\$ 412.50		
	Summer Recreation	\$ 410.00		
	COBRA	\$ 600.00		
	25-26 Fair Share - Blast	\$ 14,528.57		
6/30/2026	Interest	\$ 3,070.81		
Total June Receipts		\$ 2,228,867.77		
Total Beginning Balance and June Receipts				\$ 3,522,043.86
Total June Expenditures				\$ 2,894,594.41
First Citizens Community Bank General Fund Checking Account Balance				\$ 627,449.45
PLGIT General Fund Account				
6/1/2026	Beginning Balance			\$ 3,702,938.66
6/1/2026	PDE Subsidy	\$ 289,776.30		
6/1/2026	PDE Subsidy	\$ 1,822,163.32		
6/10/2026	Comm of PA - Copies Reimbursement	\$ 37.52		
6/16/2026	PDE Subsidy	\$ 449,859.48		
6/18/2026	Comm of PA - Copies Reimbursement	\$ 37.52		
6/23/2026	PDE Subsidy	\$ 27,534.50		
6/23/2026	PDE Subsidy	\$ 7,892.00		
Total Subsidy Payments		\$ 2,597,300.64		
6/30/2026	PLGIT Interest	\$ 13,903.88		
Total Beginning Balance and June Receipts		\$ 2,611,204.52		\$ 6,314,143.18
6/10/2026	Transfer to General Fund		1,500,000.00	
6/24/2026	Transfer to General Fund		500,000.00	
Total Disbursements			2,000,000.00	
Total PLGIT June Checking Account Balance				\$ 4,314,143.18
General Fund Summary				
Total First Citizens Community Bank General Fund				\$ 627,449.45
Total PLGIT General Fund Checking Account Balance				\$ 4,314,143.18
Grand Total FCCB & PLGIT Checking Account Balance				\$ 4,941,592.63

Sayre Area School District
FINANCE/TRANSFERS
JULY 2026

TRANSFERS - BOARD APPROVAL

	NAME	ITEM		AMOUNT
1	SASD	PAYROLL 06/26/2026	\$	672,179.53
2	SASD	PAYROLL 07/10/2026	\$	296,178.79
		TOTAL	\$	968,358.32

Schedule A: Earned Income Tax (EIT) Collections, Receipts, and Distributions for PSD**Collections and Receipts:** **Monthly Total****Collections:**

Resident EIT from Employers/Taxpayers within the TCD	10,659.85
Resident EIT from other TCDs	11,178.80
Non-Resident EIT for Political Subdivisions within TCD	0.00
Delinquent Earned Income Taxes Collected	<u>10,756.08</u>

Total Collections	32,594.73
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Receipts:

Investment Income	715.63
Cost Collected by Tax Officer	<u>637.86</u>

Total Receipts	1,353.49
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Total Collections and Receipts	<u>33,948.22</u>
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Distributions and Disbursements:**Distributions:**

Distributions to PSD	<u>26,147.48</u>
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Total Distributions	26,147.48
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Disbursements:

Taxpayer Refunds	4,006.64
Tax Officer Commissions on Collections	262.13
Investment Income Retained by Tax Officer	715.63
Cost Retained by Tax Officer	<u>637.86</u>

Total Disbursements	5,622.26
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Total Distributions and Disbursements	<u>31,769.74</u>
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APPROVED BY: _____


BUSINESS MANAGERDATE: 7/2/26

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SAYRE AREA SCHOOL DISTRICT
333 W. Lockhart St., Sayre, PA 18840
AND
BRADFORD-TIOGA HEAD START, INC.
5 Riverside Plaza, Blossburg, PA 16912
2026 - 2027**

I. PURPOSE

The purpose of this agreement is to establish working procedures between the Sayre Area School District and Bradford-Tioga Head Start, Inc. for the provision of meals to the Sayre Head Start classroom in the H. Austin Snyder Elementary School in compliance with Federal, State, and Head Start (Program Performance Standards) regulations.

II. GOALS/OBJECTIVES

The outcomes to be achieved through this interagency agreement are:

Serving the Sayre Head Start classroom breakfast and lunch that meet the Child and Adult Care Food Program Standards, each day that the classroom is open. Sayre Area School District will claim each meal through the Community Eligibility Provision (CEP).

III. TIMELINE

This Memorandum of Understanding is effective beginning July 1, 2026, and ending at the end of the 2031-2032 school year unless the Community Eligibility Provision (CEP) is no longer reimbursable for Sayre Area School District or if Bradford-Tioga Head Start, Inc. is no longer able to participate in this agreement. Either party would then provide a 30-day notice to the other party.

IV. GUIDING PRINCIPLES

Bradford-Tioga Head Start, Inc. provides meals to children that will help meet their daily nutritional needs in an environment that will support and promote learning during meals. Breakfast and lunch times are structured and used as learning opportunities that support teaching staff-child interactions and foster communication and conversations that contribute to a child's learning. Family style meal service is encouraged when possible.

Bradford-Tioga Head Start, Inc. ensures there is sufficient time for children to eat. Adults encourage children to try all foods.

V. AGENCY RESPONSIBILITIES:

Sayre Area School District agrees to the following:

1. Ensure that each child in the Head Start Program receives meals that provide one-third to one-half of the child's daily nutritional needs.
2. Ensure that alternative items will be supplied for children with food allergies or special feeding needs when specified by a doctor and documented on an Individual Health Plan. This includes changes in milk.
3. Serve meals by family style when possible, in the Head Start classroom.
4. Serve meals that conform to USDA requirements in 7 CFR parts 210, 220, and 226 and are high in nutrients and low in fat, sugar, and salt. (See Child Meal Pattern attachments for breakfast and lunch). All meals must follow the required Meal Components & Portion Sizes (Ages 3-5).
5. Guarantee that meals will be delivered within the prescribed time period as mutually agreed upon by both parties.
6. Provide menu to the Head Start Nutrition Coordinator monthly
7. Will not discriminate against any employee or applicant for employment because of race, color, national origin, age, sex or disability. The School District will take affirmative action to ensure that applicants are employed and that employees are treated while employed without regard to their race, color, national origin, age sex or disability. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The School District agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this Equal Opportunity clause.
8. Will comply with all provisions of Executive Order Number 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, and of the rules, regulations and relevant orders of the Secretary of Labor.
9. Guarantees that there has not been any audit or CRE findings or sanctions within the past three years, which would indicate that the District was incapable of preparing proper meals, planning quality menus or maintaining adequate records.
10. Should the Sayre Area School District lose their CEP funding, they will provide Bradford Tioga Head Start Inc. with a 30-day notice in order to secure new funding.
11. Will perform required food monitoring per regulations of CEP
12. Will invoice Bradford Tioga Head Start, Inc for adult meals that are provided.

Bradford Tioga Head Start Inc. agrees to the following:

1. Will order meals, inclusive of milk, daily based on child attendance and number of adult meals required.
2. Will provide a class roster at the beginning of the agreement period, and updates as changes to enrollment occur.
3. Using the class roster, will track the number of meals consumed daily and report to the School District.
4. Agrees to pay monthly for the number of adult meals ordered, according to mutually agreed price. In the 2026-2027 program year, breakfast is \$3.05 per adult meal and lunch is \$5.05 per adult meal. This price may be updated annually through an addendum.

VI. CONFIDENTIALITY

Confidentiality must be maintained in accordance with all program policies and requirements of the Sayre Area School District and Bradford-Tioga Head Start, Inc.

VIII. COMPLIANCE

Sayre Area School District agrees to comply with the requirements of all applicable state, federal, and local laws, rules, regulations, ordinances and Executive Orders prohibiting or relating to discrimination, including but not limited to, Executive Order No. 11246, as amended and supplemented and 41 C.F.R. Section 60-1.4.

In the event of termination or withdrawal of federal and/or state funding of the Head Start Program, for any reason outside Bradford-Tioga Head Start, Inc's. control, Bradford-Tioga Head Start, Inc. shall be permitted to terminate this agreement with 30 days written notice to the Contractor.

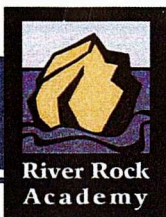
Date: 6/30/26 By: Wendy Swingle

Wendy Swingle, Executive Director
Bradford Tioga Head Start, Inc.

Date: 6/30/2026 By: Michael B. Wells
Signature

Printed Name: Michael B. Wells

Title: Superintendent
Sayre Area School District



River Rock Academy Administration

2124 Ambassador Circle • Lancaster, PA 17603 • Ph: 717-208-3349 • Fax: 717-517-7932

CONTRACT FOR RESERVATION OF SECONDARY SERVICES + ELEMENTARY SERVICES WITH RIVER ROCK ACADEMY 2026-2027 SCHOOL YEAR

This Services Contract ("Contract") is dated this 24th day of June 2026, between Sayre Area School District (hereafter referred to as the "District") and River Rock Academy (hereafter referred to as the "Provider").

1. District agrees to student services from Provider or its assigns for the Bradford Campus (AEDY or Secondary Special Education 7-12) at a per diem rate of \$257.00.
2. If needed, District agrees to purchase elementary student services for the Provider's Bradford Campus Private Licensed Academic Elementary Program at a per diem rate of \$283.00.
3. Provider agrees to send District an itemized invoice detailing all District students in the Provider Programs. Provider shall invoice the District on a monthly basis within ten (10) days of the beginning of the month for services provided in the prior month. Payment shall be remitted within 30 days' receipt of such invoices. Payments not paid within thirty (30) days of invoice date shall bear interest at the rate of 1.5% per month. If Provider pursues collection of any unpaid amounts, the District will be responsible for any costs of collection, including attorney's fees.
4. Provider agrees to keep an open line of communication with the District and provide a structured, disciplined, nurturing environment for their students.
5. Provider and the District will collaborate in the development of an individualized instruction program for all students and the implementation of special education services for students identified. Special Education Services and provisions required under Chapter 14 of State Board of Education regulations will be strictly followed, including without limitations: (a.) a consultation with the student, parents/guardian will occur securing the student, parents/guardians written approval to enroll the student in the program (34 CFR 300.322); (b.) the student's I.E.P. will be updated to reflect the decision to enroll the student in the program. The referring district will also update the Evaluation Report prior to admission (34 CFR 300.324); (c.) Any services that are not provided by Provider or cannot be provided by Provider during the period of enrollment will be the responsibility of District and the student shall be considered as a "dual enrollment" under applicable law; (d.) if a student is enrolled and it is later determined that the student should be evaluated under applicable Special Education provisions, including the I.D.E.A. "Child Find" provisions and related reporting (34 CFR 300.111), Provider will notify the referring public school. The referring district agrees to fully comply with the applicable law regarding the identification and evaluation of said student for Special Education Services; (e.) once a Special Education Student is enrolled, Provider will insure that the student's I.E.P. is updated by the referring district prior to enrollment and once the I.E.P. is received, Both parties will insure that all provisions of the I.E.P. are implemented during the education of the student through the use of a Certified Special Education Teacher, or a designee from the referring public school will monitor special education provisions, and ongoing communication with the student, parents/guardians, relevant teaching staff and administration. Provider agrees to update the student I.E.P. annually via a conference with student, parents/guardians, and a designated referring special education representative in accordance with applicable law.

6. In the event of an extended school closure, Provider agrees to make a good faith effort to provide continuity of education for District students using alternative means during the period of closure. This plan is available upon request. Provider's plan to reopen after an extended school closure will comply with applicable law and will be available upon request. Provider will support the District's provision of FAPE as outline in any special education student's IEP as revised by the IEP team upon admission into the program.
7. Transportation. The District will be solely responsible for the transportation of students to Provider under this Agreement in accordance with applicable law, including, but not limited to, 24 P.S. 13-1361 and 67 Pa. Code Chapter 171. Once District transportation vehicles have departed from Provider property, they are not permitted to return with students. In the event of an off-site safety concern, District transportation personnel are expected to follow the District, or the District contractor's, established emergency procedures. These procedures should not include returning to Provider's location. Provider is unable to provide transportation support after school hours or off-site once students have been released to the care of the District and the District's transportation contractor. To maintain clear and consistent communication, Provider does not directly coordinate with transportation contractors. All communication should be routed through the appropriate District or designated transportation contractor. While Provider does not have a direct contractual relationship with transportation contractors, we remain committed to working closely with our District partners to support student needs within the scope of our agreements.
8. This Contract may be terminated by either party upon twenty-one (21) calendar days' written notification to the other party. School District shall remain obligated to pay all amounts due to Provider through the enrollment termination and such obligation shall survive any termination of this Contract. If student becomes hospitalized or placed at an alternate placement, after ten (10) consecutive days, District can disenroll or choose to pay the per diem rate to maintain enrollment.

Provider reserves the right to terminate a Student's enrollment at the Provider whenever Provider determines, in its sole discretion, that Student is not benefiting from the program being offered, Provider is unable to effectively deliver services to Student, Student presents a serious risk to the safety of others, and/or Student is in need of services which Provider is unable to provide. Serious disciplinary infractions shall be defined at the sole discretion of Provider. However, the parties acknowledge that Provider is designed and intended to educate students with behavioral challenges and that serious disciplinary infractions as defined by Provider must present exceptional challenges to be so defined.

If enrollment continues beyond either party's twenty-one (21) calendar day notice for any reason, then Provider shall continue providing services until the District is able to find a new placement for a student for a total period up to sixty (60) days, provided the District is making a good faith effort to find a new placement. If the student's continued placement beyond the twenty-one (21) day notice would create a risk to the health, safety, or welfare of the student, other students, or Provider's staff, Provider reserves the right to provide virtual instruction to the student in its sole discretion.

If Provider gives twenty-one (21) calendar days' notice of termination due to the District's failure to pay amounts due and owing, Provider shall have the right to disenroll the student on the twenty-second (22nd) day following such notice.

If the student is no longer a resident of the District, it is the District's responsibility to immediately notify Provider and take affirmative action to terminate the student's placement. Student's placement shall terminate upon the District's written notification to Provider. District shall be responsible for payment through the date of notification to Provider.

To the extent the student's residency status is uncertain, and/or the District is disputing residency with other districts or parties, the District remains responsible for payment through the date it notifies the Provider.

If the student becomes habitually truant, the student's placement shall terminate upon the District's written notification to Provider that student has been discharged. District shall be responsible for payment through the date of notification to Provider.

9. In the event that the approval status of Provider is discontinued by the Pennsylvania Department of Education, Provider must immediately provide written notice to the District and this Contract shall be terminated. The District shall be responsible for tuition for the days the student is enrolled.
10. Provider shall not assign this Contract or any portion thereof to any other entity; however, Provider, may use employees and/or independent contractors to perform services under this Contract.
11. Provider shall maintain, at its own expense, any required licenses and certifications to provide the aforementioned services. Provider employs certified personnel as defined by the Pennsylvania Department of Education, including Private School certification, and otherwise meets regulatory requirements for a private licensed school. Provider shall be responsible for obtaining any and all necessary permits and licenses and for ensuring that each of its employees and/or independent contractors comply with all applicable laws, rules and regulations, whether federal, state or local, and the policies of Provider.
12. Provider agrees that all of its employees and staff shall possess the following valid clearances and certifications:
 - a) PA Child Abuse History Clearance (Act 151);
 - b) Federal Criminal History Records (Act 114);
 - c) Pennsylvania Background Checks (Act 34);
 - d) Employment History Review (Act 168);
 - e) Mandated reporter training and all other training required by law;
 - f) Tuberculin testing (28 Pa Code 23.44).

Provider agrees to bear any costs or fees associated with obtaining these clearances, trainings and certifications. Provider agrees to provide proof of the aforementioned clearances upon request by the District. Provider will notify the District in writing within seventy-two (72) hours if it learns that a Provider Employee is arrested for or convicted of a crime. Provider will also notify the District in writing within seventy-two (72) hours of notification that a Provider employee has been named a perpetrator in an indicated or founded report pursuant to the Child Protective Services Law.

13. Non-Solicitation. The District shall not, directly or indirectly: (i) recruit, solicit or otherwise induce or attempt to induce any employee or independent contractor of Provider to leave the employ or service of Provider or such subsidiary or affiliate, or in any way interfere with the relationship between Provider, its subsidiaries or its affiliates and their respective employees or independent contractors; or (ii) employ, hire or otherwise retain any person listed above while such person has such employment or contractual relationship with Provider, its subsidiaries or its affiliates for one year thereafter.
14. Provider shall maintain the following insurance coverages in the following limits for the term of this Contract:

Commercial General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Automobile Liability	\$1,000,000 each accident
Umbrella Liability	\$3,000,000 per occurrence/\$3,000,000 aggregate
Workers Compensation	\$1,000,000 per occurrence
Professional Liability	\$6,000,000 per claim/\$8,000,000 aggregate
15. District agrees to indemnify, defend, and hold Provider harmless from any claims, losses, suits or damages caused by or arising from the negligence or willful misconduct of District, its agents and its employees. District's obligation to indemnify shall survive the termination of this Contract.

Provider agrees to indemnify, defend, and hold District harmless from any claims, losses, suits or damages caused by or arising from the negligence, or willful misconduct of Provider, its agents, and its employees. Provider's obligation to indemnify shall survive the termination of this Contract.

16. It is hereby understood and agreed that Provider, in performing this Contract, is acting in the capacity of an independent contractor, and that Provider, in such capacity, is not an agent, servant, partner, or employee of the District. None of the benefits provided by the District to its employees, including but not limited to workers' compensation insurance, disability insurance, medical insurance, and unemployment insurance are available from the District to Provider for the services provided to this Contract. Provider has no authority hereunder to assume or create any obligation or responsibility, express or implied, on behalf or in name of the District or to bind the District in any way whatsoever.
17. Provider and District shall assure that the Services provided pursuant to this Contract are rendered without regard to race, sex, national origin, age, disability, or any other protected category under federal, state or local law.
18. All information of any kind regarding Student, including (without limitation) confidential Student data, shall be kept strictly confidential by District and Provider, and shall not be used or disclosed for any purpose except as provided in this Contract. This obligation of confidentiality shall survive the expiration or termination of this Contract. As used herein, the term "confidential Student data" shall include, without limitation, any personal or identifying Student information, names, addresses, date of birth, social security or other identification numbers, attendance records, grades, test results, assessments, work product, disciplinary records, and any information deemed to be a "Student record" under the Family Educational Rights and Privacy Act (FERPA).

Provider further acknowledges and agrees that through its performance under this Contract it may possess, maintain, store or manage Personal Information, as that term is defined by the Pennsylvania Breach of Personal Information Notification Act, 73 P.S. § 2301 et seq., and that the unauthorized access or acquisition of such information may expose the District to loss or injury. Provider shall maintain a policy to govern the proper data storage of Personal Information. Such policy shall require current, commercially reasonable best practices for data storage and shall be reviewed at least annually and updated as necessary. Provider shall utilize encryption and other commercially reasonable security measures to protect the transmission of Personal Information over the internet from being viewed or modified by any unauthorized third party. Provider shall maintain a policy to govern the proper encryption and other security measures it utilizes to protect the transmission of Personal Information. Provider must provide immediate notification to the District of any suspected Discovery, as defined by the Breach of Personal Information Notification Act, of an unauthorized access or acquisition of Personal Information. Provider specially acknowledges and understands that time is of the essence in providing such notification to the District, and that any failure to immediately notify the District constitutes a material breach of this Contract. Upon any suspected unauthorized access or acquisition of Personal Information, Provider will provide District access to all data or information requested by District as necessary to comply with any requirements to notify impacted individuals. Notwithstanding any other provision of this Contract, Provider agrees to indemnify, defend, and hold harmless the District, its directors, officers, employees, agents and representatives, from and against any and all claims, demands, liabilities, suits, actions, damages, losses and any amounts payable whatsoever including, without limitation, court costs, investigative fees and expenses, and reasonable attorney's fees, arising out of or caused by the gross negligence, malfeasance or intentional recklessness of Provider and/or its partners, principals, agents, employees, subcontractors, and representatives or by their failure to perform pursuant to this Section 18 of this Contract.

19. This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania without giving effect to any laws or principles of conflicts of laws that would cause the laws of any other jurisdiction to apply.

20. As it pertains to third parties, nothing contained herein shall be construed as or imply that the District is waiving its sovereign immunity. Notwithstanding anything contained in this Contract, nothing in this Contract shall be deemed to be a direct or indirect waiver of or limitation to any sovereign or governmental immunity in any respect applicable to the District, its directors, officers, employees and agents, including without limitation under the Pennsylvania Political Subdivision Tort Claims Act.
21. All official notices and other communications required or permitted under this Contract must be in writing and delivered to the recipient as provided below:

River Rock Academy
Attn: Brandon Hoff
2124 Ambassador Circle
Lancaster, PA 17603

22. Provider and District consent and agree that any legal proceedings relating to the subject matter hereof shall be maintained in the Court of Common Pleas in the county in which Provider is located, or, if applicable, the United States District Court of the Middle District of Pennsylvania, and all Parties hereto consent and agree that jurisdiction and venue for such proceedings shall lie exclusively within said courts. Service of process in any such proceeding may be made by certified mail, return receipt requested, directed to the respective Party at the address set forth at the end of this Contract.
23. No change, amendment or modification to this Contract shall be effective unless it is in writing and signed by both the District's and Provider's authorized personnel.
24. This Contract may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same Contract. Electronic signatures are acceptable. A signed copy of this Contract delivered by facsimile, e-mail, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Contract.
25. District represents and warrants that the individual executing this Contract is duly authorized to execute and deliver this Contract on its behalf and this Contract is a valid and binding obligation of District.
26. This Contract contains the entire understanding between the Parties with respect to their subject matter and superseded all prior or contemporaneous Contracts or understandings between the Parties with respect to subject matter contained herein. The headings in this Contract are solely for convenience of reference and are not to be given any effect in the construction or interpretation of this Contract.

Thank you for this opportunity to serve the Sayre Area School District.

Christina Spielbauer
Christina Spielbauer
Senior Vice President

Sayre Area School District
Authorized Signer



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
607 SOUTH DRIVE
HARRISBURG, PA 17120
www.education.pa.gov

Food Service Management Company (FSMC)
Renewal Year **Cost Reimbursable Contract**

Sayre Area School District

117-08-600-3

July 1, 2026 to June 30, 2027

Any School Food Authority (SFA) selecting to renew a contract with their current FSMC must prepare a Renewal Year Contract utilizing this document which may not be re-typed or changed in any way.

Agreement Page

The Pennsylvania Department of Education (PDE) provides this contract as a service to sponsors, therefore; PDE shall not be named as a party to this contract. The School Food Authority, hereafter referred to as the SFA, is the responsible authority, without recourse to PDE and/or the United States Department of Agriculture (USDA) regarding the settlement and satisfaction of all issues arising under this contract. This includes, but is not limited to, disputes, claims, protests of award or source evaluation.

The FSMC certifies that they shall comply and operate in accordance with rules, regulations, policies, and instructions of PDE and USDA, and any additions or amendments thereto, including but not limited to, Title 7 CFR parts 210, 215, 220, 245, 250, 225 and 226; Title 2 CFR part 180, 200, 417, and 418;,, as applicable.

The FSMC certifies that all terms and conditions within the Bid Solicitation shall be considered a part of the contract as if incorporated therein.

This Agreement shall be in effect for one year starting **July 1, 2026** and may be renewed, by mutual agreement, for up to **1** additional one-year period(s).

IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed by their duly authorized representative on the date signed.

Sayre Area School District

SFA

Barry Claypool

Digitally signed by Barry Claypool
Date: 2026.04.27 08:42:04 -04'00'

SFA Authorized Representative Signature

Barry Claypool

Printed Name of SFA Authorized Representative

Business Manager

SFA Authorized Representative Title

The Nutrition Group

FSMC

FSMC Authorized Representative Signature

Katie Galinsky

Printed Name of FSMC Authorized Representative

Regional Manager

FSMC Authorized Representative Title

Appendix A

SFA Renewal Certification of Acknowledgement

Initial below each statement certifying that you have read and fully understand the contents of this contract.

- A. I certify that I, **Barry Claypool**, on behalf of **the SFA**, have read and fully understand the contents of this contract. I understand that the SFA must maintain oversight of the food service operations and that these responsibilities will not be delegated to the FSMC. I also understand that the SFA is responsible for closely monitoring the FSMC contract and the FSMC's daily activities.

Initial Here: **BC**

- B. I certify that I, nor any employees (including School Board members) of **the SFA** will not solicit or accept donations, gratuities, nor favors from current or potential FSMCs (i.e. gifts, golf outings, meals, etc.).

Initial Here: **BC**

- C. I certify that **the SFA** has a written Code of Conduct that addresses conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts, and will make sure all employees are aware of said standards.

Initial Here: **BC**

- D. I have read and understand what the allowable costs are for all of the applicable CN programs.

Initial Here: **BC**

- E. I certify that **the SFA** will be legally responsible for the conduct of the food service program and shall supervise the food service operations in such manner as will ensure compliance with the rules and regulations of PDE and the USDA regarding each of the CN programs covered by this contract.

Initial Here: **BC**

- F. I certify that this **SFA position** **Business Manager** will fulfill the SNP director responsibilities. The SFA must identify a SNP director who is an employee of the SFA. The SNP director must meet the minimum Professional Standards hiring and annual training requirements. In addition, the SNP director must ensure program oversight, including but not limited to, ensuring that the FSMC's food service director and all food service staff also meet the Professional Standards requirements (Title 7 CFR §210.30). Directors must complete an eight-hour food safety course upon hire. The training must not be more than 5 years prior to their starting date or completed within 30 days of the employee's start date and every five years thereafter.

Initial Here: **BC**

- G. I certify that **the SFA** shall retain control of the CN programs' non-profit school food service account, signature authority, and overall financial responsibility for the CN programs. This includes access to the PEARS account, COMPASS, or PrimeroEdge Student Eligibility System.

Initial Here: **BC**

- H. I certify that CN programs are the responsibility of **the SFA** and **the SFA** is responsible for all contractual agreements entered into in connection with the CN programs.

Initial Here: **BC**

I. I certify that **the SFA** will be responsible for determining student eligibility for all applicable programs and that **the FSMC** will not be involved in the process.

Initial Here: BC

J. I certify that **the SFA** will retain all records for the current year plus the three additional years beyond the end of the contract.

Initial Here: BC

K. I certify that all food will be in compliance with the current meal standard requirements, Smart Snack requirements and Local Wellness Policy.

Initial Here: BC

L. I certify that **the SFA** will monitor **the FSMC** in order to ensure compliance with USDA regulations.

Initial Here: BC

M. I certify that **the SFA** has created an advisory board composed of students, teachers, and parents to assist in menu planning.

Initial Here: BC

N. I certify that **the SFA** will not delegate any of the above responsibilities to the FSMC.

Initial Here: BC

O. I hereby certify that neither **the SFA** nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

Initial Here: BC

P. I further certify that neither **the SFA** nor any of its principals/authorized representatives has a reported criminal background that would affect the receipt of Federal funds.

Initial Here: BC

Q. I certify that **the FSMC** is not a paid consultant or contractor with **the SFA** in any other capacity than for this contract.

Initial Here: BC

I certify under penalty of perjury that the information on these forms is true and correct, and that I will immediately report to the State Agency any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of Federal funds. The State Agency may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable Federal and State criminal statutes.

On behalf of **the SFA**, I hereby agree to comply with all State and Federal laws and regulations governing the CN programs administered by the State Agency. In accordance with Federal law and USDA policy, **the SFA** does not discriminate on the bases of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Printed Name of SFA Authorized Representative

Barry Claypool

SFA Authorized Representative Title

Business Manager

SFA Authorized Representative Signature

Appendix B

FSMC Certification of Acknowledgement

Initial below next to each statement certifying that you have read and fully understand the contents of this contract.

- A. I certify that I, **Katie Galinsky**, on behalf of **the FSMC**, have read and fully understand the contents of this contract.

Initial Here: **KG**

- B. I certify that I, nor any of the employees of **the FSMC** have not received any solicitations from any **the SFA** employee. In addition, I certify that no gifts, donations, or anything of monetary value (i.e. golf outings, meals, etc.) have been provided.

Initial Here: **KG**

- C. I certify that employees of **the FSMC** will be trained to understand and comply with all necessary trainings including the current written Code of Conduct authored by **the SFA**.

Initial Here: **KG**

- D. I certify that all of **the FSMC** food service employees meet the minimum Professional Standards requirements.

Initial Here: **KG**

- E. I certify that **the SFA** will be legally responsible for the conduct of the food service program, and shall have access to all necessary documents, which will be maintained onsite, including but not limited to all contracts with vendors so that they may supervise the food service operations in such manner as will ensure compliance with the rules and regulations of PDE and the USDA regarding each of the CN programs covered by this contract.

Initial Here: **KG**

- F. I certify that **the FSMC** will not have control or access to the CN programs' non-profit school food service account, signature authority, and overall financial responsibility for the CN programs. This includes access to the PEARS account, COMPASS, or the PrimeroEdge Student Eligibility System.

Initial Here: **KG**

- G. I certify that **the SFA** will be responsible for determining student eligibility for all applicable programs and that **the FSMC** will have no involvement in the process.

Initial Here: **KG**

- H. I certify that all food will be in compliance with the current meal standard requirements, Smart Snack requirements and Local Wellness Policy.

Initial Here: **KG**

- I. I hereby certify that neither **the FSMC** nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

Initial Here: **KG**

- J. I certify that **the FSMC** will comply with all applicable standards, orders, or requirements issued under the Clean Air Act and the Federal Water Pollution Control Act and will report violations to the Federal awarding agency and the Regional Office of the Environmental Protection Agency.

Initial Here: **KG**

- K. I certify that neither **the FSMC** nor any of its principals/authorized representatives has a reported criminal background that would affect the involvement in CN programs.
- Initial Here: **KG**
- L. I certify that **the FSMC** is not a paid consultant or contractor with **the SFA** in any other capacity than for this contract.

Initial Here: **KG**

I certify under penalty of perjury that the information on these forms is true and correct, and that I will immediately report to the SFA any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of Federal funds. The State Agency may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable Federal and State criminal statutes.

On behalf of **the FSMC**, I hereby agree to comply with all State and Federal laws and regulations governing the CN programs administered by the State Agency. In accordance with Federal law and USDA policy, **the FSMC** does not discriminate on the bases of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Printed Name of FSMC Authorized Representative	Katie Galinsky
FSMC Authorized Representative Title	Regional Manager
FSMC Authorized Representative Signature	

Acknowledgement of Personnel Relationships

☐ Yes ☒ No (choose one), **the SFA** employs the same person/people that is/ are employee(s) of the **FSMC**.

If Yes, we the undersigned certify that the employee(s):

- Does/will not have a real or apparent conflict of interest.
- Does/will not participate in the selection, award, or administration of the contract.
- Does/will not have access to or control of the food service financial account.
- Does/will not be involved in the establishment of the selling prices for all reimbursable and non-reimbursable meals, a la carte items, adult meals, catering, or vending items.
- Does/will not have access to CN PEARS, COMPASS, or the PrimeroEdge Student Eligibility System.
- Does/will not be involved in the completion, distribution or collection of the parent letters and household applications for free and reduced price meals.
- Does/will not be involved in the determination or verification of eligibility for free and reduced price meals.

Employee Name	SFA Position Title and Job Duties	FSMC Position Title and Job Duties

Sayre Area School District

SFA

Barry Claypool Digitally signed by Barry Claypool
Date: 2026.04.27 08:44:54 -04'00'

SFA Authorized Representative Signature

The Nutrition Group

FSMC

FSMC Authorized Representative Signature

Barry Claypool

Printed Name of SFA Authorized Representative

Katie Galinsky

Printed Name of FSMC Authorized Representative

Business Manager

SFA Authorized Representative Title

Regional Manager

FSMC Authorized Representative Title

Appendix D

Certification Regarding Debarment and Suspension

This certification is required by the regulations implementing Executive Order 12549 and 12689, “Debarment and Suspension” (Title 2 CFR Part 180). These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

- (1) The prospective participant certifies, by submission of this proposal, that neither it nor its principals:
 - (a) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

FSMC

The Nutrition Group

Printed Name of FSMC Authorized Representative

Katie Galinsky

FSMC Authorized Representative Title

Regional Manager

FSMC Authorized Representative Signature

Certification Regarding Lobbying

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

FSMC

The Nutrition Group

Printed Name of FSMC Authorized Representative

Katie Galinsky

FSMC Authorized Representative Title

Regional Manager

FSMC Authorized Representative Signature

Appendix E

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

☐ Applicable ☒ Not Applicable
(This form must be signed regardless of Applicability)

1. Type of Federal Action: _____ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: _____ a. bid/offer/ application b. initial award c. post-award	3. Report Type: _____ a. initial filing b. material change For Material Change Only: Year _____ Quarter _____ Date of Last Report _____
4. Name and Address of Reporting Entity: Prime Subawardee Tier, if known: Congressional District, if known:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable:	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Entity: (last name, first name, MI) 10. b. Individuals Performing Services (including address if different from No. 10,a.) (Attach Continuation Sheet(s) SF-LLL-A If Necessary) (if individual, last name, first name, middle)		
11. Amount of Payment (check all that apply): \$ _____ Actual \$ _____ Planned	13. Type of payment (check all that apply): ____ a. retainer ____ b. one-time fee ____ c. commission ____ d. contingent fee ____ e. deferred ____ f. other; specify:	
12. Form of Payment (check all that apply): ____ a. cash ____ b. in-kind; specify: Nature _____ Actual _____		
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contracted for Payment indicated in Item 11: (Attach Continuation Sheet(s) SF-LLL-A, if necessary)		
15. Are Continuation Sheet(s) SF-LLL-A Attached: Yes _____ (Number _____) No _____		
16. Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Signature: _____ Name: <u>Katie Galinsky</u> Title: <u>Regional Manager</u> Telephone: <u>570-241-6044</u>		

Disclosure of Lobbying Activities
Continuation Sheet SF-LLL-A

Reporting Entity: _____ Page _____ of _____

Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use of SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee; e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state, and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) Number, Invitation for Bid (IFB) Number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check all that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check all that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether a SF-LLL-A Continuation Sheet(s) is attached. List number of sheets, if yes.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget. Paperwork Reduction Project (0348-00046), Washington, DC 20503.

SNP Cost Reimbursable

Projected Operating Costs for Participating Sites

SFA : Sayre Area School District

FSMC: The Nutrition Group

Contract Begin Date 07/01/2026

Contract End Date 06/30/2027

Days of Service 177

Section 1 - Actual "In-School" Revenue			
To be completed by SFA (include SSO Reimbursements, if applicable)			
<u>BREAKFASTS:</u>	<u>MEALS</u>	<u>RATES</u>	<u>REVENUE</u>
Adult Paid			\$ 0.00
A la Carte Sales			\$ 0.00
Subtotal Breakfasts			\$ 0.00
<u>LUNCHES:</u>			
Elementary Paid	7,819		\$ 0.00
Elementary Tiered Paid			\$ 0.00
Middle Paid			\$ 0.00
Middle Tiered Paid			\$ 0.00
Secondary Paid	5,859		\$ 0.00
Secondary Tiered Paid			\$ 0.00
Adult Paid	6,018	\$ 1.00	\$ 6,018.00
A la Carte Sales	31,683	\$ 1.00	\$ 31,683.00
Subtotal Lunches	13,678		\$ 37,701.00
<u>SNACKS/SUPPLEMENTS:</u>			
Paid			\$ 0.00
Reduced Price			\$ 0.00
Adult Paid			\$ 0.00
A la Carte Sales			\$ 0.00
Subtotal Snacks/Supplements	0		\$ 0.00
<u>OTHER:</u>			
Special Milk			
Vending Machine Sales			
Subtotal Other			\$ 0.00
Total "In-School" Revenue	13,678		\$ 37,701.00

SNP Cost Reimbursable

Projected Operating Costs for Participating Sites

SFA Name: Sayre Area School DistrictContract Begin Date: 07/01/2026**Section 2 - Federal Reimbursements****To be completed by SFA (include SSO Reimbursements, if applicable)**

<u>BREAKFASTS:</u>	<u>MEALS</u>	<u>RATES</u>	<u>Reimbursements</u>
Free		\$ 2.46	\$ 0.00
Free, Severe Need	46,079	\$ 2.94	\$ 135,472.26
Reduced		\$ 2.16	\$ 0.00
Reduced, Severe Need		\$ 2.64	\$ 0.00
Paid		\$ 0.40	\$ 0.00
Paid, Severe Need	7,198	\$ 0.40	\$ 2,879.20
Subtotal Breakfasts	53,277		\$ 138,351.46
<u>HIGH RATE LUNCHES:</u>			
Free	87,566	\$ 4.62	\$ 404,554.92
Reduced		\$ 4.22	\$ 0.00
Paid	13,678	\$ 0.46	\$ 6,291.88
Subtotal High Rate Lunches	101,244		\$ 410,846.80
<u>LOW RATE LUNCHES:</u>			
Free	0	\$ 4.60	\$ 0.00
Reduced		\$ 4.20	\$ 0.00
Paid		\$ 0.44	\$ 0.00
Subtotal Low Rate Lunches	0		\$ 0.00
<u>SNACKS/SUPPLEMENTS:</u>			
Free		\$ 1.26	\$ 0.00
Reduced		\$ 0.63	\$ 0.00
Paid		\$ 0.11	\$ 0.00
Subtotal Snacks/Supplements	0		\$ 0.00
<u>SPECIAL MILK:</u>			
Paid		\$ 0.27	\$ 0.00
<u>Performance Based Reimbursement (if certified):</u>			
Lunches	101,244	\$ 0.09	\$ 9,111.96
Total Federal Reimbursement	154,521		\$ 558,310.22

SNP Cost Reimbursable

Projected Operating Costs for Participating Sites

SFA Name: Sayre Area School DistrictContract Begin Date: 07/01/2026**Section 3 - State Reimbursements****To be completed by SFA (include SSO Reimbursements, if applicable)**

<u>BREAKFASTS:</u>	<u>MEALS</u>	<u>RATES</u>	<u>Reimbursements</u>
Free		\$ 0.10	\$ 0.00
Free, Severe Need	46,079	\$ 0.10	\$ 4,607.90
Reduced		\$ 0.40	\$ 0.00
Reduced, Severe Need		\$ 0.40	\$ 0.00
Paid		\$ 2.16	\$ 0.00
Paid, Severe Need	7,198	\$ 2.64	\$ 19,002.72
Subtotal Breakfasts	53,277		\$ 23,610.62
<u>LUNCHES:</u>			
Free	87,566	\$ 0.10	\$ 8,756.60
Reduced		\$ 0.50	\$ 0.00
Paid	13,678	\$ 0.10	\$ 1,367.80
Additional amount for Lunch if Breakfast participation <=20%		\$ 0.02	\$ 0.00
Additional amount for Lunch if Breakfast participation >20%	101,244	\$ 0.04	\$ 4,049.76
Subtotal Lunches	101,244		\$ 14,174.16
Total State Reimbursement	154,521		\$ 37,784.78

Section 4 - Other Income**To be completed by SFA**

Other Income: Internal Catering (Special Functions)	\$ 3,186.00
Other Income: External Catering (To Outside Organizations)	
Other Income: Sponsor-to-Sponsor Agreements (Sold to other Sponsors of Child Nutrition Programs)	
Interest Income	\$ 8,100.41
Total Other Income	\$ 11,286.41

Revenue Summary

Total "In-School Revenue"			\$ 37,701.00
Total All Reimbursements			\$ 596,095.00
Total Other Income			\$ 11,286.41
Total Revenue			\$ 645,082.41
Commodity Usage @	\$ 0.3050	101,244	-\$ 30,879.42

SNP Cost Reimbursable

Projected Operating Costs for Participating Sites

SFA Name: Sayre Area School DistrictContract Begin Date: 07/01/2026

Section 5 - Meal Equivalents

A la Carte Meal Equivalents

Federal reimb. - free, high lunch	\$ 4.6200	A la carte revenue	\$ 31,683.00
Federal reimb. - free, low lunch		Adult meal revenue	\$ 6,018.00
Performance Based reimb.	\$ 0.0900	Vending Sales	\$ 0.00
State reimb. - free, lunch	\$ 0.1000		\$ 37,701.00
Commodity Usage	\$ 0.3050		
Total	\$ 5.1150	Meal Equivalents	7,371
		Reimbursable Meals	154,521
		Total Meals	161,892

Section 6 - SFA Costs

To be completed by SFA (if applicable)

EXPENSES:

TOTAL COST

Direct Labor and Benefits

SFA Labor Costs (must equal to grand total on Attachment 6)	\$ 202,026.64
SFA Fringe Costs (must equal to grand total on Attachment 7)	\$ 123,421.07

Subtotal Labor and Benefits \$ 325,447.71

Direct Costs (Must itemize)

Subtotal Direct Costs \$ 0.00

Indirect Costs (Must Itemize)

Subtotal Indirect Costs \$ 0.00

Subtotal SFA Costs \$ 325,447.71

SNP Cost Reimbursable

Projected Operating Costs for Participating Sites

SFA Name: Sayre Area School DistrictContract Begin Date: 07/01/2026

<u>Section 7 - FSMC Costs</u> To be completed by FSMC	
<u>EXPENSES:</u>	<u>TOTAL COST</u>
Food Costs-Including Commodities	\$ 297,676.69
Enter the amounts of food and milk purchased and received. Include the Commodity Distribution Assessment Fee, Commodity Value and Bonus Commodity Value (Do not include rebates, discounts and credits)	
Less: Commodity Usage	-\$ 30,879.42
Subtotal Food Costs	\$ 266,797.27
Commodity Delivery Charge	\$ 2,197.00
Direct Labor and Benefits	
FSMC Labor Costs (must equal grand total on Attachment 4)	\$ 36,310.00
FSMC Fringe Costs (must equal grand total on Attachment 5)	\$ 17,113.72
Subtotal Labor and Benefits	\$ 53,423.72
Direct Costs	
Accounting	\$ 1,753.00
Background Checks, Fingerprinting, and/or Drug Testing	
Car/Truck Rental or Mileage/Fuel (cannot have mileage and fuel)	\$ 1,327.00
China, Silverware, Glassware	
Cleaning and Janitorial Supplies	\$ 2,599.09
Computer and Technology	\$ 1,523.00
Courier Services (Air & Ground)	
Dues/Subscriptions	\$ 275.00
Employee Meals	
Employee Recruitment and Advertising	
Equipment Depreciation/Rental/Buy Back Investment	
Equipment Maintenance	
Equipment Repairs	
Equipment Replacement - Expendable	
Freight and Delivery Charges	
Insurance (Liability, Workman's Compensation, Vehicle, etc.)	\$ 2,507.14
Licenses and/or Permits	
Office Supplies and Printing	\$ 2,519.00
Paper Products and Disposable Supplies	\$ 15,464.57
Payroll Processing	
Performance Bond	\$ 622.00
POS Systems, Support and Service	
Postage	
Promotional Materials (Program Specific)	\$ 2,519.00
Smallware/Replacement Wares	

SNP Cost Reimbursable

Projected Operating Costs for Participating Sites

SFA Name: Sayre Area School DistrictContract Begin Date: 07/01/2026**Section 7 - FSMC Costs (continued)**

Staff Training and Certification	\$ 2,350.00
Storage Costs (Food and/or supplies)	
Taxes (sales and other)	
Telephone, including Mobile and Internet	
Tickets, tokens	
Trash Removal and Pest Control	
Uniforms, Linens, and Laundry	\$ 1,261.00
Vending Rental	
Wellness Programs and materials	\$ 961.00
Subtotal Direct Costs	\$ 35,680.80

Other Costs included in the RFP (Section Q) required of the FSMC by the SFA (Must Itemize)

Subtotal Other Costs	\$ 0.00

Internal Catering (Special Functions)	\$ 3,014.12
External Catering (To Outside Organizations)	
Sponsor-to-Sponsor (Sold to other Sponsors of Child Nutrition Programs)	

Administrative Fee: Cannot include any costs already covered in other categories. Documentation must be provided outlining all methodologies used to calculate the Administrative Fee on Attachment 9.

Billed Over: 12 months**Fees charged on the basis of:** Flat Fees Only

Corporate Overhead: Business Office Expense	flat fee	\$ 10,622.24
Corporate Overhead: Upper Management Expense	flat fee	\$ 2,276.19
Corporate Overhead: Support Service Expense	flat fee	\$ 6,069.85
	flat fee	
	per-meal fee	\$ 0.00
Reimb. Meals Plus Equivalents: 161,892	Subtotal Administrative Fee	\$ 18,968.28
Per-Meal Rate: (if applicable)		
Total per-meal fees: \$ 0.00		

FSMC Management Fee (enter the fee that will be charged to manage the program)

Billed Over: 12 months**Fees charged on the basis of:** Flat Fees Only

Reimb. Meals Plus Equivalents: 161,892	flat fee	\$ 17,508.88
Per-Meal Rate: (if applicable)	per-meal fee	\$ 0.00
Total per-meal fees: \$ 0.00	Subtotal Management Fee	\$ 17,508.88

SNP Cost Reimbursable

Projected Operating Costs for Participating Sites

SFA Name: Sayre Area School DistrictContract Begin Date: 07/01/2026

<u>Section 7 - FSMC Costs (continued)</u>	
Subtotal FSMC Costs	\$ 397,590.07
Less Rebates, Discounts and Applicable Credits (Enter as a negative number)	-\$ 9,611.10
Total FSMC Costs	\$ 387,978.97
Select the Guarantee Option:	
Guaranteed Loss	
Enter amount of Guaranteed Loss or Profit (if applicable):	
-\$ 68,344.27	
<u>Section 8 - Contract Summary</u>	
	<u>SUMMARY</u>
Total Revenue	\$ 645,082.41
SFA Costs	\$ 325,447.71
Total FSMC Costs	\$ 387,978.97
School Nutrition Program - Profit or (Loss)	-\$ 68,344.27

Summary of FSMC Labor

Enter the subtotals from the FSMC Labor Worksheets.

FSMC: The Nutrition Group

For SFA: Sayre Area School District

Subtotal Page 1	\$ 36,310.00
Subtotal Page 2	
Subtotal Page 3	
Subtotal Page 4	
Subtotal Page 5	
Subtotal Page 6	
Subtotal Page 7	
Subtotal Page 8	
Subtotal Page 9	
Subtotal Page 10	
Subtotal Page 11	
Subtotal Page 12	
Subtotal Page 13	
Subtotal Page 14	
Subtotal Page 15	
Subtotal Page 16	
Subtotal Page 17	
Subtotal Page 18	
Subtotal Page 19	
Subtotal Page 20	

Total: \$ 36,310.00

For Fixed Price Contracts Only

Number of Meals

Cost Per Meal

**Labor to be completed by FSMC for FSMC Staff
Worksheet must accurately reflect any and all employees employed by the FSMC**

The Nutrition Group

For SFA:

[illegible]

Sub Total: \$ 36,310.00

Page 1 of 1

Enter on Summary of FSMC Labor

Summary of FSMC Fringe Benefits

Enter the subtotals from the FSMC Fringe Benefits Worksheets.

FSMC: The Nutrition Group

For SFA: Sayre Area School District

Subtotal Page 1	\$ 17,113.72
Subtotal Page 2	
Subtotal Page 3	
Subtotal Page 4	
Subtotal Page 5	
Subtotal Page 6	
Subtotal Page 7	
Subtotal Page 8	
Subtotal Page 9	
Subtotal Page 10	
Subtotal Page 11	
Subtotal Page 12	
Subtotal Page 13	
Subtotal Page 14	
Subtotal Page 15	
Subtotal Page 16	
Subtotal Page 17	
Subtotal Page 18	
Subtotal Page 19	
Subtotal Page 20	
Total:	\$ 17,113.72

For Fixed Price Contracts Only

Number of Meals

Cost Per Meal

**Fringe Benefits to be completed by FSMC for FSMC Staff
Worksheet must accurately reflect any and all employees employed by the FSMC.**

FSMC: The Nutrition Group

For SFA: Sayre Area School District

[illegible]

Sub Total: \$ 17,113.72

Enter on Summary of FSMC Fringe Benefits

Summary of SFA Labor

Enter the subtotals from the SFA Labor Worksheets.

SFA: **Sayre Area School District**

Subtotal Page 1	\$ 202,026.64
Subtotal Page 2	
Subtotal Page 3	
Subtotal Page 4	
Subtotal Page 5	
Subtotal Page 6	
Subtotal Page 7	
Subtotal Page 8	
Subtotal Page 9	
Subtotal Page 10	
Subtotal Page 11	
Subtotal Page 12	
Subtotal Page 13	
Subtotal Page 14	
Subtotal Page 15	
Subtotal Page 16	
Subtotal Page 17	
Subtotal Page 18	
Subtotal Page 19	
Subtotal Page 20	
Total:	\$ 202,026.64

SFA Labor

Labor to be completed by SFA for SFA Staff

Worksheet must accurately reflect any and all employees employed by the SFA

SFA: Sayre Area School District

Site Name	Position	Hourly Rate	Daily Hours	# of Days Paid	Total Wages
Snyder Elementary	FSW	\$ 17.50	5.00	181	\$ 15,837.50
Snyder Elementary	FSW	\$ 18.50	7.50	181	\$ 25,113.75
Snyder Elementary	FSW	\$ 21.22	6.00	181	\$ 23,044.92
High School	FSW	\$ 21.22	6.00	181	\$ 23,044.92
High School	MGR	\$ 193.38	1.00	185	\$ 35,775.30
High School	FSW	\$ 17.00	4.50	181	\$ 13,846.50
Snyder Elementary	FSW	\$ 17.50	4.50	181	\$ 14,253.75
High School	FSW	\$ 24.17	2.00	260	\$ 12,568.40
High School	FSW	\$ 17.50	5.00	181	\$ 15,837.50
High School	FSW	\$ 21.22	5.00	181	\$ 19,204.10
District	Substitute	\$ 3,500.00	1.00	1	\$ 3,500.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00

Sub Total: \$ 202,026.64

Enter on Summary of SFA Labor Benefits

Summary of SFA Fringe Benefits

Enter the subtotals from the SFA Fringe Benefits Worksheets.

SFA: **Sayre Area School District**

Subtotal Page 1	\$ 123,421.07
Subtotal Page 2	
Subtotal Page 3	
Subtotal Page 4	
Subtotal Page 5	
Subtotal Page 6	
Subtotal Page 7	
Subtotal Page 8	
Subtotal Page 9	
Subtotal Page 10	
Subtotal Page 11	
Subtotal Page 12	
Subtotal Page 13	
Subtotal Page 14	
Subtotal Page 15	
Subtotal Page 16	
Subtotal Page 17	
Subtotal Page 18	
Subtotal Page 19	
Subtotal Page 20	

Subtotal Total: \$ 123,421.07

Fringe Benefit Reimbursement:

Total: \$ 123,421.07

SFA Benefits

Fringe Benefits to be completed by SFA for SFA Staff
Worksheet must accurately reflect any and all employees employed by the SFA.

SFA: Sayre Area School District

		PLACE AN X IN THE APPROPRIATE BOXES														
Site Name	Position	Single	Single +1	Family	Dental	Disability	Hospitalization	Life	Longevity or Annuity	Retirement	Social Security	Unemployment	Vision	Worker's Comp	Other	Total Fringe Benefits
Snyder Elementary	FSW									x	x			x		\$ 3,368.63
Snyder Elementary	FSW	x			x		x	x		x	x			x		\$ 15,762.69
Snyder Elementary	FSW		x		x		x	x		x	x			x		\$ 33,547.65
High School	FSW				x		x	x		x	x			x		\$ 10,322.65
High School	FSW									x	x			x		\$ 7,609.41
High School	FSW									x	x			x		\$ 2,945.15
Snyder Elementary	FSW									x	x			x		\$ 3,031.78
High School	FSW			x	x		x	x		x	x			x		\$ 38,635.29
High School	FSW									x	x			x		\$ 3,368.63
High School	FSW									x	x			x		\$ 4,084.72
District	Substitutes									x	x			x		\$ 744.47

Sub Total: \$ 123,421.07

Enter on Summary
of SFA Fringe Benefits

Sayre Area School District

Page 28 of 29 KJM

Summer Food Service Program

SFSP Projected Operating Costs

SFA:	Sayre Area School District
FSMC:	The Nutrition Group

SFA Instructions: Enter the SFSP Operating Dates.
 Complete the Estimated Daily Servings and Serving Days Per Summer for each Meal type.
 FSMC Instructions: Complete the Price Per Meal for each Meal Type, as applicable.

If SFSP Operating Dates are before July 1 of the current year, then the contract must be Fully Executed before start of SFSP.

SFSP Operating Dates: 06/15/2026 to 07/24/2026

The FSMC agrees to supply meals/snacks, inclusive of milk or juice to the SFA for the prices listed below:

Meal Type	Estimated Daily Servings	Serving Days Per Summer	Estimated Total Servings	Price Per Meal	Estimated Total
Breakfast	20	29	582	\$ 2.1959	\$ 1,279.08
AM Snack			0		\$ 0.00
Lunch	39	29	1,130	\$ 2.1959	\$ 2,481.74
PM Snack			0		\$ 0.00
Supper			0		\$ 0.00
PM Snack			0		\$ 0.00
			0		\$ 0.00
			0		\$ 0.00
			0		\$ 0.00
			0		\$ 0.00
			0		\$ 0.00
			0		\$ 0.00
			0		\$ 0.00
Grand Total					\$ 3,760.82



**Sayre Area School District
Athletic/Recreation Personnel
July 13, 2026**

A. Coaching Staff

No#	Name	Position	Effective Date
1.	Andrew Podolinski	Junior High Girls Basketball Coach	2026-2027 school year

B. Resignation of Coaching Staff

No#	Name	Position	Effective Date
1.	Craig Matthews Fuller	Assistant Varsity Football Coach	July 1, 2026



**Sayre Area School District
Personnel
July 13, 2026**

A. Professional Staff Employment

Employee	Position	Salary/Step	Start Date
Adam Zwierlein	Elementary	\$79,319.00 Step 5	2026-2027 School year

B. Support Staff Employment

Employee	Position	Start Date
Jessica Roberts	Elementary Principal Secretary	June 29, 2026
Maxwell Barry	Percussion Coordinator/Marching Band	Fall 2025 Retroactive

C. Department Heads

Employee	Department	Start Date
Mr. Larry Templeton	Social Studies	2026-2027 school year
Mr. Richard Krall	Science	2026-2027 school year
Mrs. Terah Ramsey	English Language Arts	2026-2027 school year
Mrs. Kara Short	Mathematics	2026-2027 school year
Mrs. Courtney Gunza	Learning Support	2026-2027 school year
Mr. William Trump	Humanities	2026-2027 school year
Mr. Douglas Ault	Health/PE	2026-2027 school year

Mrs. Andrea Dahl-Edgerton	Tech Ed	2026-2027 school year
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D. Mentor/Mentee

Mentor	Mentee	Date
Jennifer Riley	Adam Zwierlein	2026-2027 2027-2028

E. Summer Employment

Employee	Position	Start Date
Maryze Rivera	Rec Camp Counselor	6/29/2026 Retroactive

F. Support Staff Termination

Employee #	End Date
1558	6/22/2026



Book	Policy Manual
Section	200 Pupils
Title	Social Events and Class Trips
Code	231
Status	Final Reading
Adopted	August 17, 2020
Last Revised	November 6, 2023
Last Reviewed	June 1, 2026

Purpose

The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for students, and understands that not all learning occurs in the classroom. Nonetheless, student trips--either individual or group--are considered a privilege, and participation, as well as trip arrangements, shall be at the discretion of the administration and subject to applicable Board policy and law.

Authority

The Board shall make school facilities available and provide appropriate staff for social events within the school facilities that have been approved by the building principal.[\[1\]](#)

The Board shall make appropriate staff available for the conduct of student trips which have been properly approved, but the school district is under no financial obligation to defray any expense for those chaperoning or participating in the trips.

Class trips and social events that take place outside of school facilities require approval by the Board. Exceptions may be made in those cases where it is not practical for the Board to meet prior to the trip. In these cases and in the event of a last minute unforeseen situation subsequent to Board approval which involves a deviation from this policy, final approval for the trip will be at the discretion of the Superintendent.[\[2\]](#)

As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district policies and rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program, and may result in the offending student being sent home at the students/parents/guardians expense.[\[3\]](#)

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for Board policies, administrative regulations or school rules.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations governing the conduct of student social events and class trips.

Guidelines

Students and parents/guardians shall be required to sign the appropriate district form(s) before the student will be allowed to participate in the trip.

Day Trips

Day trips are student trips which do not require overnight accommodations and are usually sponsored by clubs/organizations through short-term fundraising activities designated for the trips (for example: Sophomore class trip to Knoebels Amusement Park for a day, baseball team trip to New York City to see a major league game, sixth grade picnic at World's End State Park).

The Board may give approval for day trips provided the following conditions are met:

1. The advisor of the sponsoring organization must simultaneously submit a written request to the building principal and the Superintendent seeking Board approval for the trip prior to the making of any arrangements or the initiation of any fundraising for that purpose and/or making of any financial obligations for the trip. No arrangements or financial obligations may be made until proper approval has been obtained. This written request must include:
 - a. The purpose of the trip.
 - b. Procedures for funding the trip.
 - c. Approximate number of students participating in the trip (recommended fifty percent (50%) of the standing membership).
 - d. Estimated out-of-pocket cost per individual student.
 - e. Tentative trip itinerary with possible dates and times.
 - f. Arrangements for chaperones.
 - g. Other information as requested by the administration or Board.
2. All students involved in the trip must be members of the requesting club/organization and be approved by the building principal. Any students restricted from taking the trip must be restricted by the building principal. Only the building principal may approve participation of nonmembers in order to meet required minimums or defray costs. All participating students must meet established eligibility requirements.
3. There shall be a ratio of one (1) chaperone for every twenty (20) students with at least one (1) chaperone being the advisor of the group, with at least two (2) chaperones per trip. The group of chaperones should be representative of both sexes to the same extent as the student group or as much as possible. When chaperones cannot all be staff members, parents/guardians of participating students are preferred as chaperones. Other adults may be recruited as chaperones if necessary. All chaperones must be approved by the building principal.
4. Other relevant conditions as established by the Board.

Overnight Trips

Overnight trips are student trips which require overnight accommodations and are usually sponsored by classes or clubs/organizations which engage in long-term fundraising activities and use travel agencies and/or touring groups to make arrangements for the trips. For example: senior class trip and foreign language trips abroad.

The Board may give approval for overnight trips provided the following conditions are met:

1. The advisor of the sponsoring organization must simultaneously submit a written request to the building principal and the Superintendent seeking Board approval for the trip prior to the making of any arrangements or financial obligations for the trip, including short-term fundraising activities targeted for just the trip. No arrangements or financial obligations may be made until proper approval has been obtained. This written request must include:
 - a. The purpose of the trip.
 - b. Procedures for funding the trip.
 - c. Approximate number of students participating in the trip (recommended fifty percent (50%) of the standing membership).
 - d. Estimated out-of-pocket cost per individual student.
 - e. Tentative trip itinerary with possible dates and times.
 - f. Arrangements for chaperones.
 - g. Other information as requested by the administration or Board.
2. Each class or club/organization is limited to one (1) overnight trip in any given school year except as approved otherwise by the Board.
3. All students involved in the trip must be members of the requesting club/organization and be approved by the building principal. Any students restricted from taking the trip must be restricted by the building principal. Only the building principal may approve participation of nonmembers in order to meet required minimums or defray costs. All participating students must meet established eligibility requirements.
4. There shall be a ratio of one (1) chaperone for every ten (10) students with at least one (1) chaperone being the advisor of the group with at least two (2) chaperones per trip. There must be at least two (2) staff members if the number of students exceeds (20). The group of chaperones should be representative of both sexes to the same extent as the student group or as much as is possible. When chaperones cannot all be staff members, parents/guardians of participating students are preferred as chaperones. Other adults may be recruited as chaperones if necessary. All chaperones must be approved by the building principal and a member of the school administration must be a chaperone on any overnight senior class trip.
5. Overnight trips shall not exceed two (2) nights in duration unless they are trips abroad or are trips which require a certain number of days to participate in an event. Trips abroad shall not exceed two (2) weeks including the days of departure and return. Overnight trips shall be planned and scheduled under the direction of the building principal so as to minimize the negative educational impact of missing school.
6. Other relevant conditions as established by the Board.

Student Trips Abroad

It is the opinion of the Board that under certain conditions, trips to a foreign country can constitute a valuable learning experience for senior high school students.

The Board will give approval for trips of this nature provided that the following conditions are met by any professional employee(s) or organization(s) sponsoring such a trip:

1. Approval for trips abroad in any school year will be subject to the following limitations:
 1. Only one (1) group from a high school department can take a trip abroad
 2. A maximum of three (3) groups from the high school at large, representing three (3) different disciplines or subject areas, may be granted approval for a trip abroad.
2. The Board is under no financial obligation to defray any expenses for students, chaperones, or district staff members traveling abroad. District staff members will receive their normal daily stipend during the trip abroad.
3. The itinerary for the trip can include up to a maximum of ten (10) school days.
4. All students involved in the trip must be approved by the faculty trip sponsor and the high school principal or designee members of the 10th, 11th, or 12th grades, and students in good standing in the school.
5. When feasible, the trip should be planned in conjunction with another school district.
6. For groups of up to and including twenty (20) students, there is to be at least one (1) chaperone in addition to a faculty member sponsoring the trip. A faculty sponsor of the trip should make every attempt to obtain a chaperone of the opposite sex.

For a group involving more than twenty (20) students, there is to be one (1) additional chaperone for each additional group of from one (1) to ten (10) students.

A chaperone must be either a parent/guardian of one of the students in the trip group or an adult as approved by the administration and Board.

7. The lodging, food, and travel costs for the chaperone(s) must be paid for the group taking the trip.

8. The sponsor of the trip must submit a written request to the high school principal for tentative approval at least one (1) year prior to the trip departure date.

This written request must include the purpose of the trip, a tentative itinerary, the approximate number of students, and the estimated cost per student.

9. Within three (3) months after the sponsor has received tentative approval from the high school principal, the sponsor is to present it to the Board. This written request must include the trip itinerary with accompanying dates, purpose of the trip, number of students involved, and grade level, signed parental approval forms, a financial statement including the cost to the student, procedures for funding the trip, and names of possible chaperones.

10. The high school principal shall submit this request for the trip abroad to the Board for consideration at the next Board meeting following receipt of the written request. If Board approval is granted, it will be under the provision that all policy regulations have been fulfilled prior to the time of trip departure.

11. In the event of a last-minute unforeseen situation subsequent to Board approval, which involves a deviation from the policy, final approval for the trip will be at the discretion of the high school principal and the Superintendent.

12. The high school principal will make a progress report concerning the trip at the monthly Board meeting preceding the trip departure date.

13. Within a reasonable period of time during the school year in which the trip was conducted, the trip sponsor is to submit a written summary regarding the trip, which is to be included in the monthly report made by the Superintendent to the Board. It is highly recommended that the trip sponsor, aided by some of the students, also render an oral report concerning the trip at the Board meeting.

Family Educational Travel/Trips

The Board recognizes that increased mobility enables families to make extended continental and intercontinental trips during times when school may be in session and these trips can be valuable learning experiences. It is the intent of this policy to permit such educational trips with a minimum of negative educational impact on the student for his/her school absences.

In order for the student to qualify for excused absences from school for a family educational trip, the following shall be required:[4]

1. The trip shall not exceed ten (10) school days. Upon the request from the building principal, the Superintendent may grant an extension of the time restriction for a specific educational trip to twenty (20) school days. The Superintendent, after a review of the circumstances surrounding the extension, shall determine whether to grant or not grant the extension based on whether the student can benefit from the experience and not suffer irreparable educational loss by the extended absence.
2. A request for a family educational trip shall be submitted to the building principal at least five (5) days prior to the first day of school absence and include the itinerary for the trip except that, in the event that such an opportunity would occur spontaneously, the educational trip request should be submitted to the principal immediately upon return and the principal will review it. If approved, it will be retroactive to the first day of the educational trip. No such review can, however, omit any condition of a preapproved educational trip other than the advance notice and conditions dependent on that notice.
3. School assignments and required materials for the duration of the absence shall be procured from the teacher(s) prior to the absence and submitted to the teacher(s) no later than five (5) school days after the return to school.
4. Chaperones for the educational trip must be parents/guardians unless the Superintendent approves otherwise upon the advanced written request of the parents/guardians.
5. The building principal shall evaluate the request and approve/disapprove the absence from school based on the academic and attendance record of the student and teacher input. If approved, the absence shall be an excused absence and if not approved, the absence shall be unexcused and may be illegal based on the age of the student.

Nonschool District-Sponsored Educational Tours/Trips

The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:[4][5]

1. The parent/guardian submits a written request for excusal prior to the absence.
2. The student's participation has been approved by the Superintendent or designee.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.

Legal

[1. 24 P.S. 511](#)

[2. 24 P.S. 517](#)

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

4. Pol. 204

[5. 22 PA Code 11.26](#)

Pol. 121



Book	Policy Manual
Section	200 Pupils
Title	PSBA - School Wellness
Code	246
Status	Final Reading

Purpose

_____ Sayre Area _____ School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Authority

The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations.[\[1\]](#)[\[2\]](#)

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

Delegation of Responsibility

The Superintendent or designee shall be responsible for the implementation and oversight of this policy to ensure each of the district's schools, programs and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations.[\[1\]](#)[\[2\]](#)

Each building principal or designee shall annually report to the Superintendent or designee regarding compliance in his/her school.[\[2\]](#)

Staff members responsible for programs related to school wellness shall report to the Superintendent or designee regarding the status of such programs.

~~{ } The Superintendent or designee shall annually report to the Board on the district's compliance with law and policies related to school wellness. The report may include:~~

- ~~1. { } Assessment of school environment regarding school wellness issues.~~
- ~~2. { } Evaluation of food services program.~~
- ~~3. { } Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.~~
- ~~4. { } Listing of activities and programs conducted to promote nutrition and physical activity.~~
- ~~5. { } Recommendations for policy and/or program revisions.~~
- ~~6. { } Suggestions for improvement in specific areas.~~
- ~~7. { } Feedback received from district staff, students, parents/guardians, community members and the Wellness Committee.~~

The Superintendent or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include: [\[1\]](#)[\[2\]](#)

1. The extent to which each district school is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by the district in attaining the goals of this policy.

At least once every three (3) years, the district shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued. [\[2\]](#)

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership. [\[1\]](#)[\[2\]](#)

Guidelines

Recordkeeping

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include: [\[2\]](#)[\[3\]](#)

1. The written School Wellness policy.

2. Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
3. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the district to inform the public of their ability to participate in the review.
4. Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

Wellness Committee

The district shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public. It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.[\[1\]](#)

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness policy that complies with law to recommend to the Board for adoption.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.
[\[2\]](#)

~~{ } Advisory Health Council~~

~~{ } An Advisory Health Council may be established by the Superintendent to study student health issues and to assist in organizing follow up programs.[\[4\]](#)~~

~~{ } The Advisory Health Council may examine related research, assess student needs and the current school environment, review existing Board policies and administrative regulations, and raise awareness about student health issues.~~

~~{ } The Advisory Health Council may make policy recommendations to the Board related to other health issues necessary to promote student wellness.~~

~~{ } The Advisory Health Council may survey parents/guardians and/or students; conduct community forums or focus groups; collaborate with appropriate community agencies and organizations; and engage in similar activities, within the budget established for these purposes.~~

~~{ } The Advisory Health Council shall provide periodic reports to the Superintendent or designee regarding the status of its work, as required.~~

~~Individuals who conduct student medical and dental examinations shall submit to the Advisory Health Council annual reports and later reports on the remedial work accomplished during the year, as required by law.[\[4\]](#)~~

Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health and ; Safety and Physical Education. , and Family and Consumer Sciences.[\[5\]](#)[\[6\]](#)[\[7\]](#)

{x } Nutrition education in the district shall teach, model, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

{x } Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.

{x } Nutrition education lessons and activities shall be age-appropriate.

{x } Nutrition curriculum shall teach behavior-focused skills, which may include menu planning, reading nutrition labels and media awareness.

~~{ } School food service and nutrition education classes shall cooperate to create a learning laboratory.~~

{x } Nutrition education shall be integrated into other subjects such as math, science, language arts and social sciences to complement but not replace academic standards based on nutrition education.

{x } Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.

{ } The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development. The district shall develop standards for such training and professional development.[8]

{x } Nutrition education shall extend beyond the school environment by engaging and involving families and the community.

{ } _____ other.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

{x } District schools may ~~shall~~ promote nutrition through the implementation of Farm to School activities, where possible. Activities may include, but not be limited to, the initiation/maintenance of school gardens, taste-testing of local products in the cafeteria and classroom, classroom education about local agriculture and nutrition, field trips to local farms and incorporation of local foods into school meal programs.

{x } District staff may ~~shall~~ cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.

{x } District food service personnel may ~~shall~~ review and implement research-based, behavioral economics techniques in the cafeteria to encourage consumption of more whole grains, fruits, vegetables and legumes, and to decrease plate waste.

{x } Consistent nutrition messages may ~~shall~~ be disseminated and displayed throughout the district, schools, classrooms, cafeterias, homes, community and media.

{x } Consistent nutrition messages may ~~shall~~ be demonstrated by avoiding use of unhealthy food items in classroom lesson plans and school staff avoiding eating less healthy food items in front of students.

{ x } District schools may ~~shall~~ offer resources about health and nutrition to encourage parents/guardians to provide healthy meals for their children.

{ } _____ other.

Physical Activity

{ } District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

{ } District schools shall contribute to the effort to provide students opportunities to accumulate at least sixty (60) minutes of age-appropriate physical activity daily, as recommended by the Centers for Disease Control and Prevention. Opportunities offered at school will augment physical activity outside the school environment, such as outdoor play at home, sports, etc.

{ } Students shall participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness and performance benefits.

{ x } Age-appropriate physical activity opportunities, such as outdoor and indoor recess, before and after school programs, during lunch, clubs, intramurals and interscholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education.

{ } A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.

{ } Extended periods of student inactivity, two (2) hours or more, shall be discouraged.

{ } Physical activity breaks shall be provided for students during classroom hours.

{ x } Before and ~~for~~ after-school programs may ~~shall~~ provide developmentally appropriate physical activity for participating children.

{ x } District schools may ~~shall~~ partner with parents/guardians and community members and organizations, such as YMCAs, Boys & Girls Clubs, local and state parks, hospitals, etc., to institute programs that support lifelong physical activity.

~~{ } Physical activity shall not be used or withheld as a form of punishment.~~

{ x } District schools shall promote physical activity through encouragement of walking and biking as a means of transportation to and from school.

{ x } Students and their families shall be encouraged to utilize district-owned physical activity facilities, such as playgrounds and fields, outside school hours in accordance with established district rules.

{ } _____ other.

Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.[6][7][9]

{ x } Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

{x } Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

{x } A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.

{x } A varied and comprehensive curriculum that promotes both team and individual activities and leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.

{ x} Adequate amounts of planned instruction shall be provided in order for students to achieve the proficient level for the Health, Safety and Physical Education academic standards.

~~{ } A local assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards.~~

{x } Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.

{ x} Safe and adequate equipment, facilities and resources shall be provided for physical education courses.

{x } Physical education shall be taught by certified health and physical education teachers.

{x } Appropriate professional development shall be provided for physical education staff.

{x } Physical education classes shall have a teacher-student ratio comparable to those of other courses for safe and effective instruction.

~~{ } Physical activity shall not be used or withheld solely as a form of punishment.~~

{ } _____ other.

Other School Based Activities

Safe drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations.[\[8\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

{x } District schools shall provide adequate space, as defined by the district, for eating and serving school meals.

{x } Students shall be provided a clean and safe meal environment.

{x } Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.

{x } District schools shall implement alternative service models to increase school breakfast participation where possible, such as breakfast served in the classroom, "grab & go breakfast" and breakfast after first period to reinforce the positive educational, behavioral and health impacts of a healthy breakfast.

{ x } Meal periods shall be scheduled at appropriate hours, as required by federal regulations and as defined by the district.[\[10\]](#)

{ x } Students shall have access to hand washing or sanitizing before meals and snacks.

{ x } Access to the food service operation shall be limited to authorized staff.

{ x } Nutrition content of school meals shall be available to students and parents/guardians.

{ x } Students and parents/guardians may be involved in menu selections through various means, such as taste testing and surveys.

{ x } To the extent possible, the district shall utilize available funding and outside programs to enhance student wellness.

{ x } The district may ~~shall~~ provide appropriate training to all staff on the components of the School Wellness policy.

{ x } Goals of the School Wellness policy may ~~shall~~ be considered in planning all school based activities.

{ x } Fundraising projects submitted for approval may ~~shall~~ be supportive of healthy eating and student wellness.

{ x } Administrators, teachers, food service personnel, students, parents/guardians and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts.

{ x } The district may ~~shall~~ support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.

{ x } The district shall maintain a healthy school environment to optimize conditions for learning and minimize potential health risks to students, in accordance with the district's school environmental health program and applicable laws and regulations.

{ } _____ other.

Nutrition Guidelines for All Foods/Beverages at School

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.[\[10\]](#)[\[11\]](#)[\[14\]](#)[\[15\]](#)

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

Competitive Foods -

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.[\[2\]](#)[\[17\]](#)[\[18\]](#)

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, **school campus** means any area of property under the jurisdiction of the school that students may access during the school day.[\[2\]](#)[\[17\]](#)

For purposes of this policy, **school day** means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.[\[2\]](#)[\[17\]](#)

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[\[17\]](#)

Fundraiser Exemptions -

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations.[\[19\]](#)

The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. **Exempt fundraisers** are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.[\[17\]](#)

The district shall establish administrative regulations to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption.

Non-Sold Competitive Foods -

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives: **(CHOOSE ONE OF THE OPTIONS BELOW)**

- a. ~~{ }~~ Foods and beverages shall not be used as a reward or incentive in district schools.
- b. ~~{ }~~ Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).
- c. { x } Food and Beverages may be used as a reward or incentive in district schools while encouraging healthy choices _____ other.

2. Classroom Parties and Celebrations: **(CHOOSE ONE OR MORE OF THE OPTIONS BELOW)**

- a. ~~{ }~~ Only non food based parties and celebrations shall occur on the school campus during the school day in district schools.
- b. ~~{ }~~ Classroom parties/celebrations with food/beverages shall be limited to no more than one (1) per month in each classroom.

- c. ~~{ }~~ Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.
- d. ~~{ }~~ Classroom parties shall offer a minimal amount of foods (maximum 2-3 items) containing added sugar as the primary ingredient (e.g., cupcakes, cookies) and will provide the following:
 - i. Fresh fruits/vegetables; and
 - ii. Water, 100 percent juice, 100 percent juice diluted with water, low-fat milk or nonfat milk.
- e. { x } When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.
- f. ~~{ }~~ Food celebrations shall not occur until thirty (30) minutes after the end of the last lunch period.
- g. { } _____ other.

3. Shared Classroom Snacks: **(CHOOSE ONE OF THE OPTIONS BELOW)**

- a. { x } Shared classroom snacks are ~~not~~ permitted in district schools. Healthy choices are encouraged.
- b. { } _____ other.

The district shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

Marketing/Contracting -

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations. [\[2\]](#)[\[17\]](#)

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions. [\[20\]](#)

Management of Food Allergies in District Schools

The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to: [\[21\]](#)

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

Safe Routes to School

{ x } The district shall assess and, to the extent possible, implement improvements to make walking and biking to school safer and easier for students.

{ x } The district shall cooperate with local municipalities, public safety agency, police departments and community organizations to develop and maintain safe routes to school.

{ x } District administrators shall seek and utilize available federal and state funding for safe routes to school, when appropriate.

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Legal

[1. 42 U.S.C. 1758b](#)

[2. 7 CFR 210.31](#)

[3. 7 CFR 210.15](#)

[4. 24 P.S. 1422](#)

[5. 24 P.S. 1513](#)

6. Pol. 102

7. Pol. 105

8. Pol. 808

[9. 24 P.S. 1512.1](#)

[10. 7 CFR 210.10](#)

[11. 7 CFR 220.8](#)

[12. 24 P.S. 701](#)

[13. 24 P.S. 742](#)

[14. 42 U.S.C. 1751 et seq](#)

[15. 42 U.S.C. 1773](#)

[16. 7 CFR 210.30](#)

[17. 7 CFR 210.11](#)

[18. 7 CFR 220.12](#)

19. Pol. 229

[20. 24 P.S. 504.1](#)

21. Pol. 209.1

[24 P.S. 1337.1](#)

[24 P.S. 1422.3](#)

[P.L. 111-296](#)

[7 CFR Part 210](#)

[7 CFR Part 220](#)

Pol. 103

Pol. 103.1



Book	Policy Manual
Section	700 Property
Title	Crowdfunding
Code	702.1
Status	Final Reading

Purpose

The Board recognizes that crowdfunding has become an increasingly popular method by which school districts can procure funding for specific projects and/or programs.

Authority

(If the second paragraph below is chosen, disregard remainder of the policy)

{x } The Board permits district employees and eligible organizations to maximize opportunities to obtain resources for the benefit of students and the district; however, unregulated use of crowdfunding on behalf of the district can expose the district, the employee, and an organization to significant potential legal liability. The Board adopts this policy to effectively mitigate risks and establish parameters for the use of crowdfunding on behalf of the district. Organizations not granted formal recognition by the Board as an eligible organization shall not engage in crowdfunding on behalf of the district.

{ } The Board prohibits the use of crowdfunding by district employees or organizations on behalf of the district.

Definitions

Crowdfunding shall mean a mechanism by which an individual or organization solicits and accepts donations from the general public, via specially-designed websites, to fund a specific purpose or cause. **Crowdfunding** shall not include requests for donations the district makes using its own website or social media platforms.

Eligible organizations shall mean

{x } booster groups

{x } parent organizations

{x } school-sponsored student organizations [1]

{ } educational foundations

{ } Other _____

that have been formally recognized by the Board and may be granted permission to utilize crowdfunding upon proper application and subsequent approval.

A **crowdfunding campaign** shall mean an approved crowdfunding request that has been set up and is actively soliciting and accepting donations.

A **crowdfunding request** shall mean the form and related information submitted by an individual who, or eligible organization that, seeks permission to engage in a crowdfunding campaign.

A **crowdfunding site**, for the purposes of this policy, shall mean one that has been approved by the Board or designated administrator.

Individual, for purposes of this policy, shall mean a district employee.

Resources include donated funds, items purchased with donated funds, and, when the crowdfunding site directly provides the items, the items themselves.

Delegation of Responsibility

The

☐ Board

☒ Superintendent

☐ Business Manager

shall approve crowdfunding sites for use by individuals and eligible organizations based on the criteria outlined in this policy.

The

☐ Business Manager

☐ Superintendent

☐ Other _____

shall maintain a list of approved crowdfunding sites and update the list as needed.

It shall be the responsibility of the

☐ Board to approve all crowdfunding requests.

☒ Superintendent

☐ Business Manager

to approve all crowdfunding requests totaling \$5,000.00_____ or less. When the crowdfunding request is more than \$5,001.00_____, Board approval shall be required.

If the crowdfunding request is approved, the requester shall be responsible for:

1. Preparing all materials and information related to the crowdfunding campaign.
2. Keeping district administrators apprised of the status of the campaign.

3. Following all applicable laws, Board policies, and administrative regulations, including the requirements, policies and/or regulations established by the crowdfunding site.

Guidelines

The district reserves the right to withhold approval of any crowdfunding request or terminate a pre-approval for a crowdfunding campaign for any reason.

The district reserves the right to refuse to accept funds that have been raised through a crowdfunding campaign if it discovers that the campaign violated this policy or any of the crowdfunding site's requirements, policies and/or regulations.

All resources obtained through crowdfunding campaigns are the property of the district.[2]

While preference shall be given for the resources to be used and maintained by the individual or eligible organization who originally obtained them through crowdfunding, the district reserves the right to transfer such resources to another classroom, program and/or individual, as necessary.
[3][4][5]

Approval of Crowdfunding Sites

When evaluating crowdfunding sites to be approved for use by individuals or eligible organizations, the

{ } Board

{ x } Superintendent

{ } Business Manager

shall consider the following:

1. The crowdfunding site shall be operated by a legitimate corporation or limited liability company with no history of fraud, unlawful activity, financial mismanagement, or other misconduct.
2. ~~{ } The crowdfunding site shall publicly display details about each resource funded (unit cost, vendor, etc.) and provide easy to understand explanations of fees and overhead costs.~~
3. Crowdfunding sites that provide requested items in lieu of direct funds shall be given preference.
4. The crowdfunding site shall require that all resources secured by an individual or eligible organization on behalf of the district go directly to the school or district program listed in the crowdfunding request, not the individual who, or the eligible organization that, submitted the crowdfunding request.
5. Sites designed for crowdfunding by schools and/or educators shall be given preference, as long as they otherwise meet the requirements of this section.
6. { } Other _____.

All crowdfunding campaigns shall utilize one (1) of the approved crowdfunding sites.

Approval of the Crowdfunding Request

Individuals who, and eligible organizations that, wish to use crowdfunding to obtain resources for classroom or school purposes shall submit a written request to the

{ } Board

{x } Superintendent

{ } Business Manager

for approval at least _30____ days before the desired start of the crowdfunding campaign.

The crowdfunding request shall include:

1. The name and job title of the individual requester or, if the applicant is an eligible organization, the names of two (2) members of the eligible organization, and their position within the eligible organization, who shall be responsible for overseeing the crowdfunding campaign.
2. The crowdfunding site to be used.
3. The requested item(s) and/or the amount of funds targeted to be raised in order to purchase the item(s).
4. The school, classroom, program, and/or activity to be benefited.
5. The exact language, as well as any graphics, that will be included in the post on the crowdfunding site.
6. The projected start and end dates of the post on the crowdfunding site.
7. A list and description of any social media platforms and/or accounts that will be used to promote the crowdfunding campaign, including the identification of the individuals/organizations to whom such accounts belong.
8. A description of any other methods/channels that will be used to promote/market the crowdfunding campaign.
9. { } Other _____.

The individual(s) reviewing the crowdfunding request shall ensure that:[1][2]

1. The crowdfunding request does not conflict with other district fundraising efforts.
2. The district does not already have the requested resources.
3. The district can adequately utilize, support, store, and maintain the resources, if received.
4. The crowdfunding campaign is compliant with all applicable federal and state laws and regulations, and Board policies and administrative regulations.
5. The district, staff and/or students are not portrayed in a negative light.
6. The crowdfunding request is compatible with the district's educational program, mission, vision, shared values, curriculum, and district initiatives.

Use of Crowdfunding

{x } To ensure the successful use of crowdfunding for district purposes, the district may provide the following:

1. ~~{ } Training for individuals and members of eligible organizations on the use of crowdfunding, including district technology requirements or preferences, to best align with district initiatives and curriculum.~~
2. {x } District expectations, Board policies and administrative regulations for the protection of private information.[6][7][8]
3. {x } Recommended external messaging or logo/branding guidelines that align with district standards.
4. {x } A maximum dollar amount permitted to be raised by crowdfunding.
5. { x} A listing of items that may and may not be obtained through crowdfunding.

Where crowdfunding resources are in the form of funds, such funds shall be sent to the district's Business Manager, who shall ensure the appropriate accounting and holding of such funds until they are used for their stated purpose.

Where crowdfunding resources are in the form of the requested items, all items must be delivered directly to the principal of the building in which they will be used.

{x } For every crowdfunding campaign, individuals and eligible organizations shall be required to report the following to the individual approving crowdfunding requests: how the resources were used in the school, classroom, program, and/or activity to be benefited and how the students and the district benefited.

All crowdfunding campaigns involving classroom materials, projects or resources must be consistent with district-approved curriculum.

The Business Manager shall be promptly notified of any unused funds.

The building principal shall maintain control and discretion over unused items or items that can be used after the conclusion of the project for which the items were sought.

Prohibitions

Crowdfunding campaigns may not:

1. Include pictures or personally identifying information of district students in the crowdfunding post, or on the posting individual's home or biography page on the crowdfunding site, without proper consent.[6][7][9][10][11]
2. Be used for the personal gain of any individual.
3. Request food items that do not meet the Smart Snacks standards of the USDA regulations for school nutrition.[12][13]
4. Contain language that suggests, infers or states that:
 - a. The resources sought are required for, or otherwise integral to, a student's special education program, necessary for a student to achieve his/her Individualized Education Program (IEP) goals, or essential to ensure participation of a student or students with disabilities in school or any program offered by the district.[14][15]

b. The school does not have enough resources.

Individuals may not keep resources for personal use.

Individuals who are not employees of the district or authorized as part of an eligible organization may not engage in crowdfunding on behalf of the district.

NOTES:

If district has a booster club or similar policy (typically 915), add policy reference after the following language: "Organizations not granted formal recognition by the Board as an eligible organization shall not engage in crowdfunding on behalf of the district."

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Legal

1. Pol. 229
2. Pol. 702
3. Pol. 122
4. Pol. 123
5. Pol. 150
6. Pol. 113.4
7. Pol. 216
8. Pol. 324
- [9. 20 U.S.C. 1232g](#)
- [10. 22 PA Code 15.9](#)
- [11. 34 CFR 99.3](#)
- [12. 7 CFR 210.11](#)
13. Pol. 246
14. Pol. 103.1
15. Pol. 113
- [24 P.S. 216](#)
- [24 P.S. 1603-C](#)
- [34 CFR Part 99](#)
- [7 CFR Part 210](#)



Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Code	707 Vol II 2024
Status	Final Reading

Purpose

The Board recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and community groups without discrimination and in accordance with this policy, provided the use does not interfere with the educational program of the schools. This policy establishes conditions, restrictions and procedures for the use of school facilities for nonschool-sponsored purposes.

Authority

The Board directs that use of school facilities may be granted to individuals and community groups for the following types of activities:

1. {x } Instruction in any branch of education, learning and the arts, consistent with the district's mission.
2. {x } Social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community; but such use shall be non-exclusive and open to the public without charge.
3. {x } Polling places for holding primaries, elections and special elections, as permitted or required by state law.
4. {x } Recreation, physical training and athletics, including competitive athletic contests for children and adults.

The Board shall establish a schedule of fees for the use of school facilities by approved groups. [\[1\]](#)

Delegation of Responsibility

The Superintendent shall ensure that this policy is posted on the district's publicly accessible website. [\[2\]](#)

The Superintendent or designee shall implement administrative regulations or procedures for requesting and granting permission for use of school facilities and shall distribute the necessary information to individuals affected by them.

An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the

- ☒ Superintendent.
- ☒ Business Manager.
- ☐ Board Secretary.
- ☒ Building Principal.
- ☒ Supervisor of Buildings and Grounds.

Guidelines

Application Process

An individual or community group requesting permission to use school buildings, facilities or school property must submit a written request on the prescribed application form at least fourteen ~~ten~~ (10/14) days in advance of the proposed date to the

- ☐ Superintendent.
- ☒ Business Manager.
- ☐ Board Secretary.
- ☒ Building Principal ~~building principal~~.
- ☒ Supervisor of Buildings and Grounds.

The application must specify the portion of the school facilities requested for use; proposed activities; number of individuals participating; and the date, time and duration of the proposed event.

Along with the completed application, the individual or group must submit the following:

1. ☒ Payment of the specified rental fee.
2. ☒ Evidence of organizational liability to limits required by district guidelines.
3. ☒ Documentation evidencing the district shall be held harmless by the user for any liability that arises from use of school facilities by the individual or group.

Application Evaluation

No application to use school facilities shall be approved if the proposed activity would result in any of the following:

1. ☒ Conflict with any school-sponsored activity.
2. ☒ Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar or Board action.
3. ☒ Access to school facilities containing equipment or furnishings which would be detrimental to the operation of a district program if damaged or operated by an unqualified operator.

4. {x } The proposed use would prevent or encumber district personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity.
5. ~~{ } Individual or community group uses school facilities in excess of five (5) times during any calendar year for the same purpose. This limitation shall not apply to individual athletic contests for children or adults that are part of an overall athletic season schedule, when the use is approved by the Board.~~

Limitations

When individuals and community groups receive written permission to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:

1. {x } Individuals shall not use, access or enter upon any portions of the school facilities or their contents not specified in the approved written request form.
2. {x } Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.
3. { } All activities must begin after 5:00 p.m.
4. { } All activities must terminate and all individuals and community group members must exit the school premises by _____ p.m.
5. { x} When advertising or promoting activities held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the district.
6. {x } School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the school.

Prohibited Activities

The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities: [\[3\]](#)

1. Possession, use or distribution of controlled substances prohibited by state or federal law.
2. Possession of weapons.
3. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.
4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
5. Use of tobacco and vaping products, **and other** e-cigarettes, as defined in the law. [\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

~~{ }, except as expressly permitted in designated areas which must be located at least fifty (50) feet from school buildings, stadiums and bleachers.~~

Products approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold

solely for such approved purpose, are permitted, as long as the product is not inhaled.

6. Medical marijuana products as prohibited by federal law.
7. { x } Possession, use or distribution of alcoholic beverages.
8. { } ~~Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board or administration.~~^[8]^[9]

Violations

The district reserves the right to remove from district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.^[3]

In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use district property, unless otherwise decided by the Board.

Fee Schedule

Use of school facilities for activities directly related to the educational program and district operations shall be without cost to users.

{ } except that the user shall be responsible for extra custodial fees.

NOTES:

SC 777 Defacing, damaging school property.

Watch for discriminatory language, i.e., not allowing Boy Scouts to use but allowing other nonschool groups.

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Legal

- [1. 24 P.S. 775](#)
- [2. 24 P.S. 510.2](#)
- [3. 24 P.S. 511](#)
- [4. 18 Pa. C.S.A. 6306.1](#)
- [5. 20 U.S.C. 7972](#)
- [6. 20 U.S.C. 7973](#)
- [7. Pol. 904](#)
- [8. 10 P.S. 328.101 et seq](#)
- [9. 61 PA Code 901.701](#)
- [24 P.S. 779](#)
- [35 P.S. 637.1 et seq](#)
- [61 PA Code 901.1](#)

[20 U.S.C. 7905](#)

[20 U.S.C. 7971 et seq](#)



Book	Policy Manual
Section	800 Operations
Title	Relations With Law Enforcement Agencies
Code	805.1 Vol VI 2025
Status	Final Reading

Purpose

The Board recognizes that cooperation with law enforcement agencies is considered essential for protecting students and staff, maintaining a safe environment in schools and safeguarding district property.

Authority

It shall be the policy of the Board to establish and maintain a cooperative relationship between the school district and law enforcement agencies with jurisdiction over school property of the school district in maintaining school safety and security; responding to school safety and security reports; and reporting and resolution of incidents that occur on school property, at any school-sponsored activity or on any conveyance providing transportation to or from a school or school-sponsored activity. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The Board directs the Superintendent to execute and update, on a biennial basis, a memorandum of understanding with each law enforcement agency that has jurisdiction over school property in accordance with state law and regulations. [\[1\]](#)[\[2\]](#)[\[6\]](#)

Definition

Incident - an instance involving an act of violence; the possession of a weapon by any person; the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco products by any person on school property; or conduct that constitutes an offense listed in the school safety and security provisions of School Code. [\[2\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

Guidelines

Memorandum of Understanding

In accordance with state law and regulations, the Superintendent shall form an advisory committee composed of relevant school staff to assist in the development of a memorandum of understanding with law enforcement. The Superintendent shall execute and update, every two (2) years, a memorandum of understanding with each law enforcement agency that has jurisdiction over school property. The memorandum of understanding shall be signed by the

Superintendent, chief of police of the law enforcement agency with jurisdiction over the relevant school property and each building principal, and be filed with the PA Department of Education.[\[1\]](#)[\[2\]](#)[\[6\]](#)

In developing and updating the memorandum of understanding, the district shall consult and consider the model memorandum of understanding, in accordance with applicable law and regulations.[\[1\]](#)[\[2\]](#)[\[6\]](#)

The memorandum of understanding shall comply with state law and regulations and set forth:[\[1\]](#)[\[2\]](#)[\[6\]](#)

1. A procedure for law enforcement agency review of the district's annual incident report required by law, prior to the Superintendent filing the report with the PA Department of Education.
2. A procedure for the resolution of incident data discrepancies in the report prior to filing the report.
3. **A procedure for the timely coordination between the district's threat assessment team and the law enforcement agency, as necessary.**[\[17\]](#)
4. Additional matters pertaining to crime prevention agreed to between the Superintendent and the law enforcement agency.

Students With Disabilities

The district shall provide a copy of its administrative regulations and procedures for behavior support, developed in accordance with the Special Education Plan, to each law enforcement agency that has jurisdiction over school property. Updated copies shall be provided each time the administrative regulations and procedures for behavior support are revised by the district.[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)

The district shall invite representatives of each law enforcement agency that has jurisdiction over school property to participate in district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention, as included in the district's Special Education Plan and positive behavior support program.[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)

{x } Training

{x } The district may ~~shall~~ invite representatives of each law enforcement agency that has jurisdiction over school property to participate in district training related to subjects that enhance understanding of and build positive relationships with students, which may include but not be limited to training on trauma-informed approaches, restorative practices, suicide awareness and prevention, child abuse recognition and reporting, maintaining confidentiality of students' personally identifiable information and maintaining professional adult/student boundaries.[\[4\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)

Referral to Law Enforcement

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the law enforcement agency that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.[\[1\]](#)[\[2\]](#)[\[7\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[21\]](#)[\[29\]](#)[\[30\]](#)[\[31\]](#)[\[32\]](#)

School Safety and Security Incidents Report

Annually, by July 31, the Superintendent shall report on the designated form, to the PA Department of Education, all new incidents as required by state law.[\[2\]](#)

Prior to submitting the incidents report, the Superintendent and each law enforcement agency having jurisdiction over school property shall do all of the following:[\[2\]](#)

1. No later than thirty (30) days prior to the deadline for submitting the report to the PA Department of Education, the Superintendent shall submit the report to the law enforcement agency that has jurisdiction over the relevant school property. The law enforcement agency shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine whether the report accurately reflects law enforcement incident data.
2. No later than fifteen (15) days prior to the deadline for the Superintendent to submit the report to the PA Department of Education, the law enforcement agency shall notify the Superintendent, in writing, whether the report accurately reflects law enforcement incident data. Where the law enforcement agency determines that the report accurately reflects law enforcement incident data, the chief of police shall sign the report. Where the law enforcement agency determines that the report does not accurately reflect law enforcement incident data, the law enforcement agency shall indicate any discrepancies between the report and law enforcement incident data.
3. Prior to submitting the report to the PA Department of Education, the Superintendent and the law enforcement agency shall attempt to resolve any discrepancy between the report and law enforcement incident data. If a discrepancy remains unresolved, the law enforcement agency shall notify the Superintendent and the PA Department of Education in writing.
4. Where a law enforcement agency fails to take action as required above, the Superintendent shall submit the report to the PA Department of Education and indicate that the law enforcement agency failed to take the required action.

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Legal

[1. 24 P.S. 1306.2-B](#)

[2. 24 P.S. 1319-B](#)

[3. 22 PA Code 10.1](#)

4. Pol. 805

5. Pol. 805.2

[6. 22 PA Code 10.11](#)

[7. 22 PA Code 10.2](#)

[8. 35 P.S. 780-102](#)

9. Pol. 218

10. Pol. 218.1

11. Pol. 218.2

12. Pol. 222

13. Pol. 227

14. Pol. 323

- 15. Pol. 351
- 16. Pol. 904
- [17. 24 P.S. 1302-E](#)
- [18. 22 PA Code 10.23](#)
- [19. 22 PA Code 14.104](#)
- 20. Pol. 113
- 21. Pol. 113.2
- [22. 22 PA Code 14.133](#)
- 23. Pol. 113.4
- 24. Pol. 216
- 25. Pol. 333
- 26. Pol. 806
- 27. Pol. 819
- 28. Pol. 824
- [29. 22 PA Code 10.21](#)
- [30. 22 PA Code 10.22](#)
- 31. Pol. 103.1
- 32. Pol. 113.1
- [22 PA Code 10.24](#)
- [75 Pa. C.S.A. 3345.1](#)
- Pol. 909



Book	Policy Manual
Section	800 Operations
Title	School Security Personnel
Code	805.2 Vol VI 2025
Status	Final Reading

Authority

The Board shall employ, contract for and/or assign staff to coordinate the safety and security of district students, staff, visitors and facilities.

The district shall employ or contract for at least one (1) full-time school security personnel who has completed the training required by law and this Board policy to be on duty during the school day.[\[1\]](#)

The district shall certify to the state School Safety and Security Committee annually that it has met the requirements for school security personnel or has received a waiver, in accordance with applicable law.[\[1\]](#)

Definitions

School security personnel - school police officers, school resource officers and school security guards.[\[2\]](#)

Independent contractor - an individual, including a retired federal agent or retired state, municipal or military police officer or retired sheriff or deputy sheriff, whose responsibilities, including work hours, are established in a written contract with the district for the purpose of performing school security services.[\[2\]](#)

School day - the hours between the morning opening of a school building and the afternoon dismissal of students on a day which classes are in session.[\[1\]](#)

Third-party vendor - a company or entity approved by the PA Commission on Crime and Delinquency that provides school security services in accordance with law.[\[2\]](#)

Delegation of Responsibility

The Superintendent shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law. When a vacancy occurs in the role of the School Safety and Security Coordinator, the Superintendent shall appoint another school administrator to serve as the School Safety and Security Coordinator within thirty (30) days of the vacancy and shall notify the Board regarding the appointment.[\[3\]](#)

The Superintendent or designee shall submit the name and contact information for the appointed School Safety and Security Coordinator to the state's School Safety and Security Committee within thirty (30) days of the appointment.[\[3\]](#)

The School Safety and Security Coordinator shall report directly to the Superintendent, and shall be responsible for the following:[\[3\]](#)

1. Oversee all

☐ school police officers

☒ School Resource Officers (SROs)

☐ school security guards.

2. Review and provide oversight of all Board policies, administrative regulations and procedures related to school safety and security, and ensure compliance with federal and state laws and regulations regarding school safety and security.
3. Coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide and bullying awareness, substance use awareness, emergency procedures and training drills, and identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with the standards established by the state's School Safety and Security Committee and the requirements of applicable law and regulations.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)
4. **Meet with school employees annually to seek their input on the mandatory school safety and security training.**
5. Coordinate a tour of the district's buildings and grounds biennially, or when a building is first occupied or reconfigured, with law enforcement and first responders responsible for protecting and securing the district to discuss and coordinate school safety and security matters.
6. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.
7. Serve on the district's threat assessment team(s) and participate in required training and the threat assessment process.[\[7\]](#)[\[14\]](#)
8. Coordinate School Safety and Security Assessments, School Safety and Security grant requirements and respond to School Safety and Security surveys, as applicable.[\[11\]](#)[\[15\]](#)
9. **Coordinate school safety and security meetings with school and building leadership, at least on a quarterly basis.**

The School Safety and Security Coordinator shall, within one (1) year of appointment, complete required training as specified by the state's School Safety and Security Committee for serving in the role of a School Safety and Security Coordinator. This training shall be in addition to other training requirements for school administrators, but shall count toward professional education credit, where applicable.[\[3\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

The School Safety and Security Coordinator must complete any additional continuing education as required by the School Safety and Security Committee.[\[3\]](#)

By June 30 of each year, the School Safety and Security Coordinator shall make a report to the Board at an executive session on the district's current safety and security practices, and identify strategies to improve school safety and security.[3][19]

The Board directs the School Safety and Security Coordinator to include the following information in the annual report:

1. Threat assessment team information, including verification of compliance with law and regulations, the number and composition of the district's threat assessment team(s), the total number of threats assessed in the past year and additional information on threat assessment required by the Superintendent or designee, in accordance with Board policy. [7][14]
2. The number and type(s) of school security personnel contracted or employed by the district, including:[3]
 - a. The number of school security personnel that are armed, listed by type(s) of personnel.
 - b. The school building at which each school security personnel is assigned, listed by type(s) of personnel.
 - c. The training, including the type of training and completion dates, of each school security personnel, listed by type(s) of personnel.
 - d. A listing of other individuals utilized by the district for school safety-related duties.
3. **An attendance report of the school and building personnel present at each school safety and security meeting, including yearly attendance totals.**
4. {x } Reports of required emergency preparedness, fire, bus evacuation and school security drills.[11]
5. {x } Information on required school safety and security training and resources provided to students and staff.[11]
6. {x } Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
7. ~~{ } Behavioral health and school climate information, including aggregate data from surveys and assessments issued in the district, information on referrals and services accessed by students and families, and identification of additional resources needed in the district.[20]~~
8. {x } School safety and security incident reports for the previous year(s) and/or data collected to date for the current year.[21]
9. {x } Updates regarding the district's memorandum of understanding with law enforcement agencies.[21]
10. ~~{ } Updates to laws, regulations and/or Board policies related to school safety and security.~~
11. {x } Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.

12. ~~{ } Information on grants or funding applied for and/or received in support of school safety and security efforts.~~

A copy of the report, including the required information on threat assessment and school security personnel, shall be submitted to the state's School Safety and Security Committee.[\[3\]](#)

The Superintendent or designee shall implement job descriptions and procedures to address the responsibilities and requirements specific to each category of school security personnel in carrying out their duties.

School security personnel shall carry weapons, including firearms, in performance of their duties only if, and to the extent, authorized by the Board, including as provided in an agreement with a law enforcement agency for the stationing of a School Resource Officer or in a contract with an independent contractor or third-party vendor approved by the Board.

[NOTE: Select the applicable option(s) below with the appropriate corresponding language for each option, based on the district's school security personnel.]

Guidelines

~~{ } School Police Officers~~

~~The district shall employ and/or contract for one or more school police officers and apply to the appropriate court for appointment and powers of authority, in accordance with the provisions of law.~~[\[2\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)

~~Within thirty (30) days of court approval for appointment of a school police officer, the district shall notify the School Safety and Security Committee and submit a copy of the court's order.~~[\[22\]](#)

~~School police officer~~ [\[2\]](#)[\[23\]](#)[\[24\]](#)

- ~~1. A law enforcement officer employed by the district whose responsibilities, including work hours, are established by the district; or~~
- ~~2. An independent contractor or an individual provided through a third-party vendor who has been appointed in accordance with law, and who meets the requirements of contracted services personnel, in accordance with Board policy.~~[\[26\]](#)

~~Background Checks~~

~~Prior to receiving an offer of employment, all school police officers shall comply with the requirements for background checks/certifications and employment history reviews for all school employees, in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for school police employed by the district and Board policy 818 for school police employed by an independent contractor or third-party vendor.~~[\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#)

~~The district shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school police employed by the district and shall review a background investigation conducted for all school police employed by an independent contractor or third-party vendor.~~[\[31\]](#)[\[32\]](#)

~~Following an offer of employment, the district shall request the separation record for a school police officer employed or contracted by the district, in accordance with applicable law and regulations for a law enforcement agency.~~[\[33\]](#)[\[34\]](#)

Requirements -

The district shall annually report the following information regarding school police officers receiving required training to the PA Department of Education, the School Safety and Security Committee and the PA Commission on Crime and Delinquency: [35]

1. The district's name and the number of school police officers employed or contracted by the district.
2. The municipalities comprising the district.
3. The date and type of training provided to each school police officer.

The district shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations. [32] [36]

School police officers shall take and subscribe to the Oath of Office required by law. [37]

{ } The district shall request that the court grant the school police officer authority to carry a firearm, in accordance with law. The school police officer shall maintain all applicable firearm license and training requirements, in accordance with applicable law and Board policy. [22] [38]

School police officers shall successfully complete required training, in accordance with law, and other required staff training, including district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to behavior for students with disabilities, in accordance with law, regulations and Board policy. [38] [39] [40] [41] [42]

School police officers shall possess and exercise the following duties: [43]

1. Enforce good order in school buildings, on school buses or vehicles owned or leased by the district, and on school grounds.
2. If authorized by the court, issue summary citations or detain individuals who are in school buildings, on school buses and on school grounds in the district until local law enforcement is notified.
3. If authorized by the court, a school police officer who is a law enforcement officer employed by the district whose responsibilities, including work hours, are established by the district, may exercise the same powers as exercised under authority of law or ordinance by the police of the municipality in which the school property is located.

School police officers shall wear the assigned metallic shield or badge provided by the district in plain view when on duty. [44]

{x } School Resource Officers (SROs)

The district shall establish an agreement with _____ Sayre Borough _____, in accordance with the provisions of law, for the assignment of a School Resource Officer(s) to specified district schools. [2] [45]

School Resource Officer (SRO) - a law enforcement officer commissioned and employed by a law enforcement agency whose duty station is located in the district and whose stationing is established by an agreement between the law enforcement agency and the district. The term includes an active certified sheriff or deputy sheriff whose stationing in the district is established by a written agreement between the county, the sheriff's office and the district. [2]

The agreement shall address the powers and duties conferred on SROs, which shall include but not be limited to: [\[46\]](#)

1. Assist in identification of physical changes in the environment which may reduce crime in or around a school.
2. Assist in developing Board policy, administrative regulations or procedures which address crime, and recommending procedural changes.
3. Develop and educate students in crime prevention and safety.
4. Train students in conflict resolution, restorative justice and crime awareness.
5. Address crime and violence issues, gangs and drug activities affecting or occurring in or around a school.
6. Develop or expand community justice initiatives for students.
7. Other duties as agreed upon between the district and municipal agency.

Prior to assignment in the district, the district shall confirm that the law enforcement agency has completed a law enforcement agency background investigation and received the SRO's separation record, when required, in compliance with applicable law and regulations. The district shall coordinate with the law enforcement agency in making required reports regarding hiring and separation, and maintaining all required records, in accordance with applicable law and regulations. [\[32\]](#)[\[36\]](#)

~~SROs shall successfully complete required training, in accordance with law. [\[46\]](#)~~

~~{ } School Security Guards~~

~~The district shall employ and/or contract for one or more school security guards, in accordance with the provisions of law. [\[2\]](#)[\[25\]](#)[\[26\]](#)[\[47\]](#)~~

~~**School security guard**—an individual employed by the district or a third party vendor or an independent contractor who is assigned to a school for routine safety and security duties, and has not been granted powers by the court to issue citations, detain individuals or exercise the same powers as exercised by police of the municipality in which the school property is located, in accordance with law. An independent contractor or individual employed by a third party vendor contracted with the district shall meet the requirements of contracted services personnel, in accordance with Board policy and the provisions of applicable law. [\[2\]](#)[\[24\]](#)[\[26\]](#)[\[47\]](#)~~

~~*Background Checks—*~~

~~Prior to receiving an offer of employment, all school security guards shall comply with the requirements for background checks/certifications and employment history reviews for all school employees, in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for school security guards employed by the district and Board policy 818 for school security guards employed by an independent contractor or third party vendor. [\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#)~~

~~The district shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school security guards employed by the district and shall review a background investigation conducted for all school security guards employed by an independent contractor or third party vendor. [\[31\]](#)[\[32\]](#)~~

~~Following an offer of employment, the district shall request the separation record for a school security guard employed or contracted by the district, in accordance with applicable law and regulations for a law enforcement agency.[33][34]~~

~~Requirements—~~

~~School security guards shall provide the following services, as directed by the district:[47]~~

- ~~1. School safety support services.~~
- ~~2. Enhanced campus supervision.~~
- ~~3. Assistance with disruptive students.~~
- ~~4. Monitoring visitors on campus.[48]~~
- ~~5. Coordination with law enforcement officials,
{ } including school police officers.
{ } including SROs.~~
- ~~6. Security functions which improve and maintain school safety.~~

~~School security guards shall successfully complete required training, in accordance with law, and applicable staff training in accordance with Board policy.[47]~~

~~{ } School security guards authorized to carry a firearm shall maintain an appropriate license and successfully complete required firearm training in accordance with law.[47]~~

~~The district shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.[32][36]~~

~~{ x} Other Agreements~~

~~{ x} The district shall enter into a cooperative police service agreement(s) with a municipality(ies), in accordance with the provisions of law.[45][49][50][51]~~

~~{ } The district shall enter into an intergovernmental agreement(s) otherwise providing for School Resource Officers with other political subdivisions, in accordance with the provisions of law.[45][46][51]~~

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Legal

[1. 24 P.S. 1316-C](#)

[2. 24 P.S. 1301-C](#)

[3. 24 P.S. 1309-B](#)

4. Pol. 146.1

5. Pol. 227

6. Pol. 236

7. Pol. 236.1

8. Pol. 249
9. Pol. 333
10. Pol. 351
11. Pol. 805
12. Pol. 819
- [13. 24 P.S. 1310-B](#)
- [14. 24 P.S. 1302-E](#)
- [15. 24 P.S. 1305-B](#)
- [16. 24 P.S. 1316-B](#)
- [17. 24 P.S. 1205.1](#)
- [18. 24 P.S. 1205.5](#)
19. Pol. 006
20. Pol. 235.1
21. Pol. 805.1
- [22. 24 P.S. 1302-C](#)
- [23. 24 P.S. 1310-C](#)
- [24. 24 P.S. 1311-C](#)
25. Pol. 304
26. Pol. 818
- [27. 24 P.S. 111](#)
- [28. 24 P.S. 111.1](#)
- [29. 23 Pa. C.S.A. 6344](#)
- [30. 23 Pa. C.S.A. 6344.3](#)
- [31. 37 PA Code 241.5](#)
- [32. 44 Pa. C.S.A. 7301 et seq](#)
- [33. 37 PA Code 241.6](#)
- [34. 44 Pa. C.S.A. 7310](#)
- [35. 24 P.S. 1303-C](#)
- [36. 37 PA Code 241.1 et seq](#)
- [37. 24 P.S. 1304-C](#)
- [38. 24 P.S. 1305-C](#)
- [39. 22 PA Code 10.23](#)
- [40. 22 PA Code 14.104](#)
- [41. 22 PA Code 14.133](#)
42. Pol. 113.2
- [43. 24 P.S. 1306-C](#)
- [44. 24 P.S. 1307-C](#)
45. Pol. 909
- [46. 24 P.S. 1313-C](#)
- [47. 24 P.S. 1314-C](#)

48. Pol. 907

[49. 24 P.S. 1309-C](#)

[50. 42 Pa. C.S.A. 8953](#)

[51. 53 Pa. C.S.A. 2303](#)

[24 P.S. 1306.2-B](#)

[24 P.S. 1319-B](#)

[53 Pa. C.S.A. 2301 et seq](#)

Pol. 705

Pol. 709



Book	Policy Manual
Section	100 Programs
Title	Field Trips
Code	121
Status	Final Reading

Purpose

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important component of the instructional program of the schools. Properly planned and executed field trips can:

1. {x } Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.
2. {x } Arouse new interests among students.
3. {x } Help students relate academic learning to the reality of the world outside of school.
4. {x } Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational.
5. {x } Afford students the opportunity to study real things and real processes in their actual environment.

Definition

For purposes of this policy, a **field trip** shall be defined as

{x } any trip by students away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or district employee.

{ } any planned travel activity that supplements or enriches the classroom curriculum.

Authority

The Board shall

{ x} be informed of all field trips approved by the Superintendent.[\[1\]](#)

{ } consider field trips included in planned instruction guides to have been approved in advance. All field trips not listed in the guides must be approved individually by the Board.

{ } approve annually a list of potential field trips. All proposed field trips not listed must be approved individually by the Board.

{x } approve only those field trips that

(x) take students more than 5 miles from this district.

() are planned to keep students out of the district overnight or longer.

Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations.

{x } The Board does not endorse, support nor assume responsibility in any way for any district staff member who takes students on trips not approved by the Board or Superintendent. No staff member may solicit district students for such trips within district facilities or on district grounds without Board permission.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations for the operation of field trips.

Guidelines

Field trips shall be governed by guidelines which ensure that:

1. {x } The safety and well-being of students will be protected at all times.
2. {x } Permission of the parent/guardian is sought and obtained before any student may participate.
3. {x } The principal approves the purpose, itinerary and duration of each proposed trip.
4. {x } Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value.[2]
5. {x } The effectiveness of field trip activities is monitored and evaluated continuously.
6. {x } Teachers are allowed flexibility and innovation in planning field trips.
7. {x } No field trip will be approved unless it contributes to the achievement of specified instructional objectives.

Administration of Medication

The Board directs planning for field trips to start early in the school year and to include collaboration between administrators, teachers, nurses, parents/guardians and other designated health officials.

Decisions regarding administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs.[3][4]

Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.[5][6]

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Legal

[1. 24 P.S. 517](#)

2. Pol. 105

3. Pol. 103.1

4. Pol. 113

5. Pol. 210

6. Pol. 210.1

[24 P.S. 510](#)

**SAYRE AREA SCHOOL DISTRICT
FINANCE/BILLS
JULY 13, 2026**

NAME	ITEM	AMOUNT
<u>GENERAL FUND</u>	<u>BILLS PAID</u>	
1 AGORA CYBER CHARTER SCHOOL	CHARTER SCHOOL TUITION	\$ 5,145.43
2 AIRTRACK	GENERAL SUPPLIES	\$ 1,014.00
3 AMAZON.COM SERVICES INC	GENERAL SUPPLIES	\$ 368.43
4 ANDRE & SON INC	TECHNICAL SERVICES	\$ 232.40
5 AQUA PENNSYLVANIA	WATER	\$ 51.05
6 ARBITERSPORTS LLC	DUES AND FEES	\$ 2,745.00
7 AVANTI CONTROL SYSTEMS INC	REPAIR & MAINT - BLDG	\$ 772.00
8 BAND SHOPPE	GENERAL SUPPLIES	\$ 514.70
9 BEARING & DRIVE SOLUTIONS INC	GENERAL SUPPLIES	\$ 1,440.00
10 BEST LINE EQUIPMENT	REPAIR & MAINT - EQUIP	\$ 1,421.69
11 BISHOPS FULL TIME PORTABLES	EQUIPMENT RENTAL	\$ 220.00
12 BLAST IU 17	IEP REVIEWS	\$ 160.00
13 BLAST IU 17	WAN	\$ 678.40
14 BOROUGH OF SAYRE	SRO	\$ 15,750.00
15 BUCKS COUNTY	TUITION	\$ 227,249.63
16 CASELLA WASTE SERVICES INC	GARBAGE	\$ 1,810.46
17 CHAMBERS BUSING	TRANSPORTATION	\$ 5,509.21
18 CLARE PRINTING	GENERAL SUPPLIES	\$ 1,014.45
19 CM REGENT LLC	DISABILITY INSURANCE PREMIUM	\$ 2,281.17
20 COACHES PIZZA LLC	GENERAL SUPPLIES	\$ 80.70
21 CROFT LUMBER	REPAIR & MAINT - BLDG	\$ 44.99
22 CULLIGAN WATER CONDITIONING	GENERAL SUPPLIES	\$ 80.32
23 ANDREA DAHL-EDGERTON	REIMBURSEMENT	\$ 15.72
24 DIRECT ENERGY BUSINESS	NATURAL GAS	\$ 16,549.69
25 JOY DRAKE	REIMBURSEMENT	\$ 66.53
26 ECKERT SEAMANS CHERIN & MELLOTT LLC	LEGAL SERVIUCES	\$ 324.50
27 CAMBRIA ELY	MILEAGE REIMBURSEMENT	\$ 58.00
28 ENVELOPE SERVICE	GENERAL SUPPLIES	\$ 98.00
29 ESS NORTHEAST LLC	CONTRACTED SERVICES	\$ 4,711.31
30 FIRSTLIGHT FIBER	COMMUNICATIONS	\$ 1,849.93
31 FURMAN & JONES BODY SHOP	VEHICLE MAINTENANCE	\$ 184.45
32 HERFF JONES LLC	GENERAL SUPPLIES	\$ 1,319.52
33 HEP SALES	GENERAL SUPPLIES	\$ 140.40
34 HIGHMARK BLUE SHIELD	VISION INSURANCE PREMIUM	\$ 1,695.54
35 HIGHER DOCUMENT SERVICES LLC	EQUIPMENT RENTAL	\$ 3,183.05
36 INTEGRITEC INC	TECHNICAL SERVICES	\$ 860.00
37 IRR SUPPLY CENTERS INC	GENERAL SUPPLIES	\$ 486.01
38 JEFFREY AGNEW DBA D&J SCHOOL BUS	TRANSPORTATION	\$ 14,916.08
39 JEFF PAUL PLUMBING & HEATING	REPAIR & MAINT - BLDG	\$ 13,536.51
40 JENKINS SCHOOL BUS	TRANSPORTATION	\$ 14,079.17
41 KELLEY BROS	GENERAL SUPPLIES	\$ 204.00
42 KARISSA LAUGHLIN	REIMBURSEMENT	\$ 69.47
43 ROGER LEARN JR	ATHLETIC OFFICIAL	\$ 520.00
44 SARAH LEHMAN	TRAVEL REIMBURSEMENT	\$ 195.61
45 LEONARD BUSSING LLC	TRANSPORTATION	\$ 9,154.57
46 NRG BUSINESS MARKETING	NATURAL GAS	\$ 3,693.77
47 NRG CONTROLS NORTH INC	TECHNICAL SERVICES	\$ 9,531.56
48 NTIC	HEALTH INSURANCE PREMIUM	\$ 302,728.65
49 ORIGINAL ITALIAN PIZZA	GENERAL SUPPLIES	\$ 159.43

50 PA VIRTUAL CHARTER SCHOOL	CHARTER SCHOOL TUITION	\$	1,361.23
51 PACE ANALYTICAL SERVICES LLC	OTHER PURCH SVC	\$	1,110.00
52 PARRISH FAMILY DELI	GENERAL SUPPLIES	\$	335.19
53 PENELEC	ELECTRICITY	\$	3,710.34
54 PINNACLE HOOPS DEVELOPMENT	DUES AND FEES	\$	494.00
55 PITNEY BOWES	GENERAL SUPPLIES	\$	546.99
56 PMEA DISTRICT 6	DUES AND FEES	\$	130.00
57 POSITIVE PROMOTIONS	GENERAL SUPPLIES	\$	598.03
58 POWERNET	COMMUNICATIONS	\$	74.41
59 RANDY'S GREENHOUSE	GENERAL SUPPLIES	\$	456.00
60 ROBERT PACKER HOSPITAL	CONTRACTED SERVICES	\$	3,400.00
61 LINDSEY ROSENBERGER	TRAVEL REIMBURSEMENT	\$	20.74
62 SANICO	GENERAL SUPPLIES	\$	4,223.61
63 SAYRE ROTARY CLUB	DUES AND FEES	\$	125.00
64 TK ELEVATOR CORPORATION	TECHNICAL SERVICES	\$	1,687.80
65 TRANE CO	REPAIR & MAINT - BLDG	\$	805.00
66 UPPER ST.CLAIR TOWNSHIP SCHOOL DISTRICT	TUITION	\$	622.08
67 US OMNI & TSACG COMPLIANCE SERVICE	CONTRACTED BENEFIT	\$	32,076.67
68 VALVOLINE INSTANT OIL CHANGE	VEHICLE MAINTENANCE	\$	216.15
69 VERIZON	COMMUNICATIONS	\$	362.91
70 WALMART COMMUNITY	GENERAL SUPPLIES	\$	38.20
71 WHITE'S REFRIGERATION INC	REPAIR & MAINT - BLDG	\$	923.98
72 WILMINGTON COMPANY CORP TRUST	FEES	\$	780.00
73 MIKE WELLS	TRAVEL REIMBURSEMENT	\$	21.75
74 JAIMIE WHEELER	REIMBURSEMENT	\$	252.39
75 WJ GRAPHICS	GENERAL SUPPLIES	\$	140.00
	TOTAL	\$	723,427.97

ACTIVITY/FOUNDATION FUND

1 AMAZON.COM SERVICES INC

BILLS PAID

GENERAL SUPPLIES

\$ 128.02

TOTAL

\$ 128.02

CAPITAL FUND

1 ANTHONY J. GIAMMARINO ASSOCIATES LLC
2 JEFF PAUL PLUMBING & HEATING
3 KEYSTONE ASSOCIATES ARCHITECTS
4 LIBERTY FALGPOLES
5 MAIDEN USA LLC
6 TRANE CO

BILLS PAID

NEW EQUIPMENT
NEW EQUIPMENT
NEW EQUIPMENT
NEW EQUIPMENT
NEW EQUIPMENT
NEW EQUIPMENT

\$ 25,000.00
\$ 11,616.49
\$ 1,394.10
\$ 4,624.00
\$ 63,932.00
\$ 21,404.00

TOTAL

\$ 127,970.59

CAFETERIA FUND

1 ART'S EXTERMINATING
2 TIMOTHY GARRITY
3 DANIEL GOLDEN
4 TERESA KELLEY
5 KRISTIN LANDMESSER
6 FRANCIS LARSEN
7 CORINE McCONNELL
8 KARI NOTHSTEIN
9 BETTY ROBUES
10 SAYRE AREA SCHOOL DISTRICT
11 SAYRE AREA SCHOOL DISTRICT
12 OLIVIA SCOTT

BILLS PAID

PEST CONTROL
REFUND
REFUND
REFUND
REFUND
REFUND
REFUND
REFUND
REFUND
BENEFITS
PAYROLL
REFUND

\$ 80.00
\$ 15.00
\$ 53.20
\$ 35.20
\$ 6.30
\$ 12.05
\$ 16.35
\$ 6.25
\$ 20.00
\$ 4,286.86
\$ 39,177.02
\$ 10.10

13 TAMI SEDDON	REFUND	\$ 2.10
14 THE NUTRITION GROUP	FOOD	\$ 31,937.44
15 ELIZABETH WILLIAMS	REFUND	\$ 2.55
TOTAL		\$ 75,660.42

<u>GENERAL FUND</u>	<u>BILLS FOR PAYMENT</u>	
1 A/CAPA	DUES AND FEES	\$ 240.00
2 AMAZON.COM SERVICES INC	GENERAL SUPPLIES	\$ 879.63
3 ATHENS AGWAY	GENERAL SUPPLIES	\$ 413.88
4 BOROUGH OF SAYRE	SEWER	\$ 1,644.30
5 COOPER ELECTRIC	GENERAL SUPPLIES	\$ 32.14
6 CULLIGAN WATER	GENERAL SUPPLIES	\$ 65.98
7 EPIC SPORTS	GENERAL SUPPLIES	\$ 200.18
8 HENRY DUNN INC	INSURANCE	\$ 108,509.00
9 HMH EDUCATION COMPANY	BOOKS AND PERIODICALS	\$ 697.57
10 MARTHA LLOYD SCHOOLS	TUITION	\$ 700.00
11 MOORE'S AUTOMOTIVE INC	VEHICLE MAINTENANCE	\$ 202.58
12 MYERS LOCKSMITH	GENERAL SUPPLIES	\$ 60.00
13 NASSP/NHS	DUES AND FEES	\$ 770.00
14 NORTH CENTRAL SIGHT SERVICES INC	GENERAL SUPPLIES	\$ 802.00
15 ON HAND SCHOOLS INC	TECHNICAL SERVICES	\$ 14,122.49
16 PA PRINCIPALS ASSOCIATION	DUES AND FEES	\$ 605.00
17 PARSS	DUES AND FEES	\$ 975.00
18 PASA	DUES AND FEES	\$ 1,735.00
19 PSBA	DUES AND FEES	\$ 11,644.16
20 PSBA INSURANCE TRUST	DUES AND FEES	\$ 7,047.32
21 QUALITY MICROSCOPE & BALANCE	EQUIPMENT REPAIR & MAINT	\$ 1,305.00
22 QUESTEQ INC	CONTRACTED SERVICES	\$ 29,493.58
23 SAPPHIREK12, INC	DUES AND FEES	\$ 26,500.00
24 SAYRE ROTARY CLUB	DUES AND FEES	\$ 125.00
25 SMALL BEGINNINGS PHYSICAL THERAPY	CONTRACTED SERVICES	\$ 6,476.00
26 SOLARWINDS INC	TECHNICAL SERVICES	\$ 409.92
27 SPORTSMANS	GENERAL SUPPLIES	\$ 1,795.00
28 LARRY TEMPLETON	TUITION REIMBURSEMENT	\$ 399.00
29 VERIZON WIRELESS	COMMUNICATIONS	\$ 274.45
30 WASABI	TECHNICAL SERVICES	\$ 42.87
	TOTAL	\$ 218,167.05

<u>CAPITAL FUND</u>	<u>BILLS FOR PAYMENT</u>	
1 CYBERSOFT PRIMERO EDGE	SUBSCRIPTION	\$ 2,294.25
	TOTAL	\$ 2,294.25

<u>CAFETERIA</u>	<u>BILLS FOR PAYMENT</u>	
	TOTAL	\$ -

	<u>SUMMARY OF BILLS</u>	
1 GENERAL FUND - BILLS PAID		\$ 723,427.97
2 ACTIVITIES FUND - BILLS PAID		\$ 128.02
3 CAFETERIA - BILLS PAID		\$ 75,660.42
4 CAPITAL FUND - BILLS PAID		\$ 127,970.59
5 GENERAL FUND - BILLS FOR PAYMENT		\$ 218,167.05
6 CAPITAL FUND - BILLS FOR PAYMENT		\$ 2,294.25
7 CAFETERIA - BILLS FOR PAYMENT		\$ -
TOTAL		\$ 1,147,648.30

SAYRE AREA SCHOOL DISTRICT

COMPREHENSIVE NON BARGAINING UNIT

COMPENSATION PLAN

July 1, 2022 – June 30, 2027

APPROVED:	6.20.22
REVISED:	8.1.22
REVISED:	7.30.25
Revised:	7.13.26

PART A

SAYRE AREA SCHOOL DISTRICT

ADMINISTRATIVE/SUPERVISORY STAFF

COMPENSATION PLAN

July 1, 2022 – June 30, 2027

Sayre Area School District
Administrative and Supervisory Staff
Compensation Plan 2020-2022

The salary and benefits plan herein prescribed is written in accordance with Act 93 of 1984 for the year beginning July 1, 2022 and concluding June 30, 2027.

The Sayre Area School District administrative staff positions covered by this plan are as follows: Elementary Principal and Government Programs Coordinator, High School Principal, Assistant High School Principal, Director of Special Education, and Supervisor of Buildings and Grounds.

The Sayre Area School District Board of Education reserves the right to periodically evaluate each of the staff positions covered by this compensation plan as well as the plans in Parts B-C. The district further reserves the right to modify the duties of said positions, including a determination of whether said positions should continue as described below or even be eliminated, and to adjust the salary levels of each position accordingly subject to law. When elimination of a position results in loss of employment of the occupant with the school district (i.e. no other position is available), such individual shall be given two full calendar weeks notice of termination and two weeks severance pay.

Further, the Sayre Area School District Board of Education reserves the right to develop and implement in consultation with its superintendent a performance based administrative compensation plan for each and every individual holding a position covered by this administrative compensation plan as well as the plans in Parts B-C, and reserves all rights in that regard granted under the Pennsylvania School Code of 1949 as amended.

Specified salaries are as follows:

	0%	0%	3%	2.5%	2%	2%	2%
	20-21	21-22	22-23	23-24	24-25	25-26	26-27
Elementary Principal & Federal Programs Coordinator*	\$114,888	\$114,888	\$118,335	\$121,293	\$123,719	\$126,193	\$113,500
High School Principal	\$114,888	\$114,888	*\$105,000	\$107,625	\$109,778	\$111,974	\$114,213
Asst. High School Principal	\$79,568	\$79,568	\$81,955	\$84,004	\$85,684	\$87,398	\$89,146
Director of Student Services/Grant Writer	\$85,234	\$85,234	**\$103,241	\$105,822	\$107,938	\$110,097	\$112,299
Curriculum/Communication Specialist		\$80,000	\$82,400	\$84,460	\$86,149	\$87,872	\$89,630
Director of Student/Academic Affairs/LLF		\$78,000	*\$95,000	\$97,375	\$99,323	\$101,309	\$103,335
Building & Grounds**	\$64,717	\$64,717	\$66,659	\$68,325	\$69,692	\$71,086	\$72,508

* Notes person in a new role/position

** Notes the grant writer stipend added to the salary

All positions are 260-day positions except Asst. High School Principal who will work 230 days. The High School Principal will set the Assistant High School Principal's summer schedule in coordination with the Assistant High School Principal. It is expected that from August 15 to June 15, the Assistant High School Principal will work a full schedule.

- Any Member of the ACT 93 Agreement receiving a final rating of "Needs Improvement" in any one of the four

categories, or a final rating of "Unsatisfactory" will not receive a salary increase for the following fiscal year.

FRINGE BENEFITS:

All fringe benefits contained in the current professional contract. plus the following:

1. Term life insurance in the amount equal to double the amount of salary but not less than \$100,000.
2. Bereavement leave up to five (5) days for each member of the immediate family.
3. Twelve (12) month administrative/supervisory staff shall be eligible for twelve (12) sick leave days. The sick leave days shall accumulate without limitation.

Administrative/supervisory staff who work less than 12 months shall be entitled to one sick day for each month worked.

4. Administrators and supervisors contracted for twelve (12) months (260 days per year) shall be eligible for twenty (20) days of paid vacation per year. The Asst. High School Principal will be eligible for ten (10) days of paid vacation per year. Administrators with 20 years of service with the Sayre Area School District shall be eligible for 25 days of paid vacation per year. Vacation days shall be awarded effective July 1 of each year. Vacation days shall accumulate in the following manner: Administrators may save a maximum of 80 days total throughout their years of employment with the Sayre Area School District. The saved days will be awarded upon retirement from the Sayre Area School District as a retirement benefit only. Vacation days may be accrued in the following manner: an administrator may save as many days from their allotted days to a maximum of 40 days. Upon having 40 days saved, an administrator may only add up to 10 vacation days per school year until the maximum of 80 days is reached. At the close of business on June 30 on any calendar year, any vacation days unused and/or unable to be saved will be forfeited.
5. The district shall pay for national, state and local administrators' and supervisors' professional dues.
6. Prepaid tuition and fees for work related courses/seminars/training as approved by the superintendent shall be paid at the rate established by the sponsoring institution. Pay for all required books and supplies with payment for supplies shall not exceed \$100.00 per attendance period.

In the event an employee leaves from the School District within four years of attaining credits, for which the District paid for, the following obligations shall apply:

1. The employee who leaves the District within two (2) years of attaining credits, for which the District paid, shall owe the District 100% of the amount paid.
2. An employee who leaves the District within three (3) years of attaining credits, for which the District paid, shall owe the District 75% of the amount paid.
3. An employee who leaves the District within four (4) years of attaining credits, for which the District paid, shall owe the District 50% of the amount paid.
4. An employee who leaves the District within five (5) years of attaining credits, for which the District paid, shall owe the District 25% of the amount paid.
7. Any administrator or supervisor who retires after having completed a minimum of twenty (20) years of service with a minimum of ten (10) years with the Sayre Area School District and is participating in the Public School Employee Retirement System, but who is not eligible for Medicare, shall be afforded continuing medical insurance coverage at the expense of the District to the same extent as is provided by the District to other administrators or supervisors, unless grandfathered under a previous agreement.
8. Long term disability insurance shall be provided for administrators.
9. Regarding individual annuity/retirement accounts, the district shall match 50% of the contribution by the employee. The maximum matched employee contribution shall be 5% of the employee's contracted salary per year.
10. All holidays/non-school days as indicated on the regular school calendar will continue as non-work days.
11. Any administrator who so desires will be eligible for a comprehensive physical exam every two years at district expense less what is covered by the district's health insurance plan.

PART B

SAYRE AREA SCHOOL DISTRICT

CONFIDENTIAL EMPLOYEES

COMPENSATION PLAN

July 1, 2022 – June 30, 2027

Sayre Area School District
Confidential Employees
Benefits and Salary Provisions

Positions Covered:

The Sayre Area School District Confidential Employee positions covered by this plan are as follows:

- Accountant
- Payroll, Benefits, and Transportation Clerk
- Superintendent's Administrative Assistant, Central Registration Coordinator, and Social Media Manager
- Business Office Administrative Secretary (Purchasing Accounts Payable)
- Administrative/Special Education Secretary

and any Confidential Employee who by definition may be employed during the term of this plan.

Confidential Employee Salary and Salary Increases Provision:

Specified salaries are as follows:

Part "B"	1.5%	1.5%	3%	3%	2%	2%	2%
	20-21	21-22	22-23	23-24	24-25	25-26	26-27
Accountant	\$55,825	\$56,662	\$58,362	\$60,113	\$61,315	\$62,541	\$63,792
Business Office Administrative Secretary (Purchasing Accounts Payable)	\$37,555	\$38,118	\$39,262	\$40,440	\$41,249	\$42,074	\$42,915
Payroll & Benefits, Transportation Clerk	\$62,930	\$63,874	\$65,790	\$67,764	\$69,119	\$70,501	\$71,911
Superintendent's Administrative Assistant, Central Registration Coordinator, and Social Media Manager	\$47,702	\$48,418	\$49,871	\$51,367	\$52,394	\$53,442	\$54,511
Administrative/Special Education Secretary	\$36,730	\$37,281	\$38,399	\$39,551	\$40,342	\$41,149	\$41,972

- Salaried Employees are not eligible for overtime or comp time.

CONFIDENTIAL EMPLOYEE BENEFITS PROVISIONS:

All benefits contained in the current support staff contract plus the following:

1. Term Life Insurance in the amount equal to double the amount of salary but not less than \$40,000.00.
2. Vacation - 12 month (260 days per year) confidential employees will receive the following vacation days:

<u>Years of Service as Confidential Employee</u>	<u>Number of Days/Year</u>
1-5 years	10 days
6-15 years	15 days
16+ years	20 days

Confidential employees contracted for less than twelve (12) months (260 days), but not less than two hundred (200) days, shall be eligible for five (5) days paid vacation per year.

Confidential Employees Vacation days will follow part "A" of this agreement.

The allocation of vacation time will be determined by the needs of the district office and must be approved by the superintendent or his/her designee.

3. Confidential Employees personal days will follow part "A" of this agreement.
4. Confidential Employees may use personal days as half days.
5. Tuition and fees for position oriented courses/seminars and training directly related to the position of a confidential employee, upon prior approval by the Superintendent, shall be paid at the rate established by the sponsoring institution. If, prior to enrolling in a course or seminar or other training program not directly related to the position of the confidential employee, said employee signs an agreement to continue in the employ of the School District for two years, in any position, following completion of the course of study, the School District may pay for said continuing education intended by the employee for career improvement. In all events, however, payment of any tuition or fees is subject to the prior approval of the Superintendent. If such approval is granted, the School District shall pay for all required books and other written material required for the course work. If the course of study extends beyond one (1) year, the employee's progress shall be reviewed by the Superintendent annually and the Superintendent shall determine, in his or her sole discretion, whether the School District shall continue to pay the expenses referred to herein regarding that course of study. The number of credits shall be limited to those provided for in the professional staff agreement.

In the event that, upon completion of the course of study, the employee does not remain in the employ of the School District for two years, for any reason, said employee shall be obligated to reimburse the School District for all expenses incurred by the School District arising from employee's participation in the course of study.
6. Any Confidential Employee who retires after having completed a minimum of 20 years of credited service to the Sayre Area School District and is participating in the Public School Employee Retirement System but is not yet eligible for Medicare, shall be afforded continuing medical insurance coverage at the expense of the District to the same extent as is provided by the District to other Confidential Employees.
7. Twelve (12) month administrative/supervisory staff shall be eligible for twelve (12) sick leave days. The sick leave days shall accumulate without limitation. Confidential employees who work less than 12 months shall be entitled to one sick day for each month worked.

Confidential Employees have the option of selling back sick days during the month of July. In order to qualify, an employee must have and maintain a minimum of 50 sick days at the end of the prior school year. Up to 10 days may be sold back to the School District at a rate of \$50 per day.

Confidential Employees may donate up to five (5) sick days to another Confidential Employee who does not have any time and needs sick time due to health reasons.

Upon retirement, remaining sick leave days will be paid at \$50.00 per day.

7. All holidays/non-school days as indicated on the regular school calendar will continue as non-work days.
8. Mileage for business trips taken by Confidential Employees will be paid at the rate set by the Internal Revenue Service.
9. Long term disability insurance will be provided to all Confidential Employees.

PART C

Other specified salaries are as follows:

Position Description

	1.5%	3%	3%	2%	2%	2%
	21-22	22-23	23-24	24-25	25-26	26-27
Cafeteria Manager (Daily Rate)	\$171.77	\$176.92	\$182.23	\$185.87	\$189.59	\$193.38
Athletic Director	\$16,144.73	\$16,629.07	\$17,127.94	\$17,470.50	\$17,819.91	\$18,176.31
Recreation Director	\$8,611.01	\$8,869.34	\$9,135.42	\$9,318.13	\$9,504.49	\$9,694.58
Board Secretary	\$3,438.42	\$3,541.57	\$3,647.82	\$3,720.78	\$3,795.20	\$3,871.10
Crossing Guard/ Drivers (Daily Rate)	\$29.78	\$30.67	\$31.59	\$32.22	\$32.86	\$33.52
	21-22	22-23	23-24	24-25	25-26	26-27
Census Takers/ Sayre Boro	\$1,747.00	\$1,747.00	\$1,747.00	\$1,747.00	\$1,747.00	\$1,747.00
South Waverly Boro	\$669.00	\$669.00	\$669.00	\$669.00	\$669.00	\$669.00
Litchfield Township	\$631.00	\$631.00	\$631.00	\$631.00	\$631.00	\$631.00

Other Benefits Provisions:

The benefits provisions for the positions/groups in Part C are defined in the following manner:

- Cafeteria Managers follow the support staff contract
- Crossing Guards/Drivers follow the support staff contract where applicable
- All other positions/groups in Part C are without provisions