# Agenda of Work Session/Regular Meeting

## The Board of Trustees
## Sayre Area School District

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A Work Session/Regular Meeting of the Board of Trustees of Sayre Area School District will be held Monday, August 3, 2026, beginning at 7:00 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. **Amend Agenda**
**Description:** Motion was made to amend the agenda and move Athletics and Recreation Coach #5, A, line #2 to a roll call item.

3. **Minutes (Consent)**
**Speaker(s):** Mrs. Blythe
**Description:** Minutes from the July 13, 2026, meeting of the Sayre Area Board of Directors.

4. **Instruction (Consent)**
**Speaker(s):** Mrs. Agnew

4.A. Conference Request
**Speaker(s):** Mrs. Agnew
**Description:** Conference Request

5. **Finance (Consent)**
**Speaker(s):** Mr. Hickey

5.A. Public School Facility Improvement Grant
**Speaker(s):** Mr. Hickey
**Description:** Authorized Official Resolution that the Sayre Area School District of Bradford County requests a Public School Facility Improvement Grant of $5,000,000.00 from the Commonwealth Financing Authority to be used for Electrical repairs, plumbing

upgrades, Heating/Ventilation/Air Conditioning upgrades, as well as overall health and safety upgrades.

5.B. Linkage Agreement
**Speaker(s):** Mr. Hickey
**Description:** Linkage Agreement between Sayre Area School District and The Children's House Child Advocacy Center. This agreement establishes a collaborative partnership effective September 1, 2026, and will remain in effect through August 31, 2027.

6. **Athletics and Recreation (Consent)**
**Speaker(s):** Mrs. Blythe
**Description:** Employment of Athletic/Recreation Personnel.

7. **District Personnel (Consent)**
**Speaker(s):** Mrs. Blythe
**Description:** District Personnel employment requests.

8. **District Policy (Consent)**
**Description:** Updated District policy based on recommendations from PSBA.

9. **Roll Call Items**
**Speaker(s):** Mrs. Blythe

9.A. Employment of Administration
**Speaker(s):** Mrs. Blythe
**Description:** Employment of Mrs. Kristine Podolinski, K-12 Assistant Principal. Mrs. Podolinski's salary for the 2026–2027 school year will be set at $94,000.00.

9.B. Act 93 Contract Updates
**Speaker(s):** Mrs. Blythe
**Description:** Modify the Act 93 Agreement to reflect the noted changes to the K-12 Assistant Principal's salary and work days.

9.C. Bills
**Description:** Monthly bills for board approval.

9.D. Employment of Athletic/Recreation Personnel
**Description:** Employment of an athletic coach Brian Miller.

10. **Reports**

10.A. High School Principal Report
**Speaker(s):** Mrs. Ely

10.B. Elementary Principal Report
**Speaker(s):** Mr. Handrick

10.C. Director of Student Services Report
**Speaker(s):** Dr. Tietjen

10.D. PSBA Report
**Speaker(s):** Mr. Cole

10.E. NTCC Report
**Speaker(s):** Mr. Cole

10.F. Board President Report
**Speaker(s):** Mrs. Blythe

10.G. Superintendent's Report
**Speaker(s):** Mr. Wells

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Work Session/Regular Meeting
Monday, July 13, 2026 6:00 PM Eastern

Sayre Junior/Senior High School Auditorium
333 W. Lockhart Street
Sayre, PA 18840

| | |
|---|---|
| Mrs. Debra Agnew: | Present |
| Mrs. Patricia Blythe: | Present |
| Mr. Ronald Cole: | Present |
| Mr. Andrew Hickey: | Absent |
| Ms. Felicia Kmetz: | Present |
| Mr. Peter Quattrini: | Present |
| Mr. Brian Rich: | Present |
| Mr. Michael Shaw: | Present |

Present: 7, Absent: 1.

| | |
|---|---|
| Mrs. Katelyn Boggs: | Present |

Present: 8, Absent: 1.
Prior to the meeting, Katelyn Boggs was sworn in as a new Board member by District Magistrate, Larry Hurley.

1. Welcome
   1.A. Call to Order

   The meeting was called to order at 6:02 p.m. Prior to the meeting, Katelyn Boggs was sworn in as a board member by District Magistrate, Larry Hurley.

   1.B. Pledge of Allegiance
   1.C. Public Comment

   None
2. Minutes (Consent)
   Recommend the Board approve the minutes as presented. This motion, made by Mr. Peter Quattrini and seconded by Mr. Brian Rich, Carried.
   Mr. Andrew Hickey: Absent, Mrs. Debra Agnew: Yea, Mrs. Patricia Blythe: Yea, Mr. Ronald Cole: Yea, Ms. Felicia Kmetz: Yea, Mr. Peter Quattrini: Yea, Mr. Brian Rich: Yea, Mr. Michael Shaw: Yea
   Yea: 7, Nay: 0, Absent: 1
3. Instruction (Consent)
   3.A. Field Trips
      Motion to approve the field trip requests as presented. This motion, made by Mr. Peter Quattrini and seconded by Mr. Brian Rich, Carried.
      Mr. Andrew Hickey: Absent, Mrs. Debra Agnew: Yea, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Ms. Felicia Kmetz: Yea, Mr. Peter Quattrini: Yea, Mr. Brian Rich: Yea, Mr. Michael Shaw: Yea
      Yea: 8, Nay: 0, Absent: 1
   3.B. Conference Request

Motion to approve the Conference Request as presented. This motion, made by Mr. Peter Quattrini and seconded by Mr. Brian Rich, Carried.
Mr. Andrew Hickey: Absent, Mrs. Debra Agnew: Yea, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Ms. Felicia Kmetz: Yea, Mr. Peter Quattrini: Yea, Mr. Brian Rich: Yea, Mr. Michael Shaw: Yea
Yea: 8, Nay: 0, Absent: 1

3.C. District Volunteer

Motion to approve the list of District Volunteers as presented. This motion, made by Mr. Peter Quattrini and seconded by Mr. Brian Rich, Carried.
Mr. Andrew Hickey: Absent, Mrs. Debra Agnew: Yea, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Ms. Felicia Kmetz: Yea, Mr. Peter Quattrini: Yea, Mr. Brian Rich: Yea, Mr. Michael Shaw: Yea
Yea: 8, Nay: 0, Absent: 1

4. Finance (Consent)

4.A. Treasurer's Report (Consent)

Motion to approve the Treasurer's Report as presented. This motion, made by Mr. Peter Quattrini and seconded by Mr. Brian Rich, Carried.
Mr. Andrew Hickey: Absent, Mrs. Debra Agnew: Yea, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Ms. Felicia Kmetz: Yea, Mr. Peter Quattrini: Yea, Mr. Brian Rich: Yea, Mr. Michael Shaw: Yea
Yea: 8, Nay: 0, Absent: 1

4.B. Transfers

4.C. Berkheimer Tax Report

Motion to approve the Berkheimer ACT 32 Earned Income Tax Monthly Report as presented. This motion, made by Mr. Peter Quattrini and seconded by Mr. Brian Rich, Carried.
Mr. Andrew Hickey: Absent, Mrs. Debra Agnew: Yea, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Ms. Felicia Kmetz: Yea, Mr. Peter Quattrini: Yea, Mr. Brian Rich: Yea, Mr. Michael Shaw: Yea
Yea: 8, Nay: 0, Absent: 1

4.D. Memorandum of Understanding

4.E. Contract for Services

Motion to approve the Contract for Services between Sayre Area School District and River Rock Academy as presented. This motion, made by Mr. Peter Quattrini and seconded by Mr. Brian Rich, Carried.
Mr. Andrew Hickey: Absent, Mrs. Debra Agnew: Yea, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Ms. Felicia Kmetz: Yea, Mr. Peter Quattrini: Yea, Mr. Brian Rich: Yea, Mr. Michael Shaw: Yea
Yea: 8, Nay: 0, Absent: 1

4.F. Contract Renewal

5. Athletics and Recreations (Consent)

5.A. Purchase of App

Motion to approve the purchase of the Teambuilder app at a cost of $2,000. This motion, made by Mr. Peter Quattrini and seconded by Mr. Brian Rich, Carried.
Mr. Andrew Hickey: Absent, Mrs. Debra Agnew: Yea, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Ms. Felicia Kmetz: Yea, Mr. Peter Quattrini: Yea, Mr. Brian Rich: Yea, Mr. Michael Shaw: Yea
Yea: 8, Nay: 0, Absent: 1

5.B. Athletics and Recreation Personnel

Motion to approve the Athletic/Recreation coaching staff as presented. This motion, made by Mr. Peter Quattrini and seconded by Mr. Brian Rich, Carried.
Mr. Andrew Hickey: Absent, Mrs. Debra Agnew: Yea, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Ms. Felicia Kmetz: Yea, Mr. Peter Quattrini: Yea, Mr. Brian Rich: Yea, Mr. Michael Shaw: Yea
Yea: 8, Nay: 0, Absent: 1

6. Personnel (Consent)

6.A. Employment (Consent)

Motion to approve District employment as presented. This motion, made by Mr. Peter Quattrini and seconded by Mr. Brian Rich, Carried.
Mr. Andrew Hickey: Absent, Mrs. Debra Agnew: Yea, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Ms. Felicia Kmetz: Yea, Mr. Peter Quattrini: Yea, Mr. Brian Rich: Yea, Mr. Michael Shaw: Yea
Yea: 8, Nay: 0, Absent: 1
It was noted that Maxwell Barry's employment should be classified as extracurricular.

7. District Policy (Consent)

7.A. Final Reading

Motion to approve the District Policies for a final reading as presented. This motion, made by Mr. Peter Quattrini and seconded by Mr. Brian Rich, Carried.
Mr. Andrew Hickey: Absent, Mrs. Debra Agnew: Yea, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Ms. Felicia Kmetz: Yea, Mr. Peter Quattrini: Yea, Mr. Brian Rich: Yea, Mr. Michael Shaw: Yea
Yea: 8, Nay: 0, Absent: 1

8. Roll Call Items

8.A. Superintendent's Evaluation

Recommend approval of Superintendent evaluation and salary increase. This motion, made by Mr. Ronald Cole and seconded by Ms. Felicia Kmetz, Carried.
Mr. Andrew Hickey: Absent, Mrs. Debra Agnew: Yea, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Ms. Felicia Kmetz: Yea, Mr. Peter Quattrini: Yea, Mr. Brian Rich: Yea, Mr. Michael Shaw: Yea
Yea: 8, Nay: 0, Absent: 1

8.B. Employment of Administration

Motion to approve the employment of Mr. Brian Wilcox, Elementary Principal. This motion, made by Mr. Peter Quattrini and seconded by Mr. Brian Rich, Carried.
Mr. Andrew Hickey: Absent, Mrs. Debra Agnew: Yea, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Ms. Felicia Kmetz: Yea, Mr.

Peter Quattrini: Yea, Mr. Brian Rich: Yea, Mr. Michael Shaw: Yea
Yea: 8, Nay: 0, Absent: 1

8.C. Bills

Motion to approve the monthly bills as presented. D. Agnew abstained from lines #31 and #38 of the bills (personal reason). This motion, made by Mr. Brian Rich and seconded by Mr. Peter Quattrini, Carried.
Mr. Andrew Hickey: Absent, Mrs. Debra Agnew: Yea, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Ms. Felicia Kmetz: Yea, Mr. Peter Quattrini: Yea, Mr. Brian Rich: Yea, Mr. Michael Shaw: Yea
Yea: 8, Nay: 0, Absent: 1

Motion to approve the monthly bills as presented. This motion, made by Mr. Brian Rich and seconded by Mr. Ronald Cole, Carried.
Mr. Andrew Hickey: Absent, Mrs. Debra Agnew: Yea, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Ms. Felicia Kmetz: Yea, Mr. Peter Quattrini: Yea, Mr. Brian Rich: Yea, Mr. Michael Shaw: Yea
Yea: 8, Nay: 0, Absent: 1

8.D. ACT 93 Contract Updates

Recommend approval of the ACT 93 agreement as presented. This motion, made by Mr. Michael Shaw and seconded by Ms. Felicia Kmetz, Carried.
Mr. Andrew Hickey: Absent, Mrs. Debra Agnew: Yea, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Ms. Felicia Kmetz: Yea, Mr. Peter Quattrini: Yea, Mr. Brian Rich: Yea, Mr. Michael Shaw: Yea
Yea: 8, Nay: 0, Absent: 1

8.E. Support Staff Retirement

Motion to accept the retirement of Mr. Richard Satterly as presented. This motion, made by Mr. Michael Shaw and seconded by Ms. Felicia Kmetz, Carried.
Mr. Andrew Hickey: Absent, Mrs. Debra Agnew: Yea, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Ms. Felicia Kmetz: Yea, Mr. Peter Quattrini: Yea, Mr. Brian Rich: Yea, Mr. Michael Shaw: Yea
Yea: 8, Nay: 0, Absent: 1

9. Reports

9.A. High School Principal's Report

Mrs. Ely commented that the maintenance staff is busy with cleaning and painting within the building. Summer school sessions are underway.

9.B. PSBA

Mr. Cole reported PSBA will host a government update tomorrow from 12 to 1 p.m. The Pennsylvania State Budget was passed allotting $58 million for basic education expenses.

9.C. NTCC

Mr. Cole stated a paving project is underway at NTCC near the LPN building.

9.D. Committee Reports (Committee Chair)

Mr. Claypool updated the Board on preliminary numbers of student athletes signed up for sports programs. He reminded students to submit their physical forms.

9.E. Board President's Report

Mrs. Blythe reminded students to sign up for athletics at their earliest convenience, noting that numbers for golf have increased. A meeting date for an Athletics Committee will be posted soon. She welcomed Mr. Wilcox, a member of the audience, as the new principal at H. Austin Snyder. Mrs. Blythe also noted the platform for the meeting agenda and minutes are changing, and Board members will receive information regarding this.

9.F. Superintendent's Report

Mr. Wells welcomed new employees: Adam Zwierlein as 6th grade faculty and Jessica Roberts as secretary for the elementary school principal. He added eight students successfully passed the AP literature exam. He also thanked Mr. Satterly for his years of dedicated service to the school district.

10. Future Meetings
11. Adjournment

Recommend Adjournment at 6:20 p.m. This motion, made by Mrs. Debra Agnew and seconded by Mr. Peter Quattrini, Carried.

Mr. Andrew Hickey: Absent, Mrs. Debra Agnew: Yea, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Ms. Felicia Kmetz: Yea, Mr. Peter Quattrini: Yea, Mr. Brian Rich: Yea, Mr. Michael Shaw: Yea

Yea: 8, Nay: 0, Absent: 1

**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 Berkhimer 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<br>October 21, 2026<br>November 2, 2026<br>November 9, 2026<br>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 |

**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<br>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 |

berkheimer
1883 Jory Road
Pen Argyl, PA 18072
610-588-0965, extension 2394

**ACT 32 Earned Income Tax Monthly Report**
**Sayre ASD - 00 08 600 000**
**Month/Year: June, 2026**

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

| **Collections and Receipts:** | **Monthy 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 | 10,756.08 |
| **Total Collections** | **32,594.73** |
| **Receipts:** | |
| Investment Income | 715.63 |
| Cost Collected by Tax Officer | 637.86 |
| **Total Receipts** | **1,353.49** |
| **Total Collections and Receipts** | **33,948.22** |
| **Distributions and Disbursements:** | |
| **Distributions:** | |
| Distributions to PSD | 26,147.48 |
| **Total Distributions** | **26,147.48** |
| **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 | 637.86 |
| **Total Disbursements** | **5,622.26** |
| **Total Distributions and Disbursements** | **31,769.74** |

**APPROVED BY:** _____ **DATE:** 7/2/26

**BUSINESS MANAGER**

**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 Distict (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 ($22^{nd}$) 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, andunemployment 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, it's 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 deemedto 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 | The Nutrition Group |
| SFA | FSMC |
| Barry Claypool Digitally signed by Barry Claypool Date: 2026.04.27 08:42:04 -04'00' | |
| SFA Authorized Representative Signature | FSMC Authorized Representative Signature |
| Barry Claypool | Katie Galinsky |
| Printed Name of SFA Authorized Representative | Printed Name of FSMC Authorized Representative |
| Business Manager | Regional Manager |
| SFA Authorized Representative Title | 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 | |

Appendix C

## 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 | The Nutrition Group |
| SFA | FSMC |
| Barry Claypool Digitally signed by Barry Claypool Date: 2026.04.27 08:44:54 -04'00' | |
| SFA Authorized Representative Signature | FSMC Authorized Representative Signature |
| Barry Claypool | Katie Galinsky |
| Printed Name of SFA Authorized Representative | Printed Name of FSMC Authorized Representative |
| Business Manager | Regional Manager |
| SFA Authorized Representative Title | 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 | |

Appendix E

## 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: _____<br>a. contract<br>b. grant<br>c. cooperative agreement<br>d. loan<br>e. loan guarantee<br>f. loan insurance | 2. Status of Federal Action: _____<br><br>a. bid/offer/ application<br>b. initial award<br>c. post-award | 3. Report Type: _____<br>a. initial filing<br>b. material change<br><br>For Material Change Only: Year _____<br>Quarter _____<br>Date of Last Report _____ |
| 4. Name and Address of Reporting Entity:<br>Prime<br><br>Subawardee<br><br>Tier, if known:<br><br>Congressional District, if known: | 5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:<br><br>Congressional District, if known: | |
| 6. Federal Department/Agency: | 7. Federal Program Name/Description:<br><br>CFDA Number, if applicable: _____ | |
| 8. Federal Action Number, if known: | 9. Award Amount, if known:<br>$ | |
| 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):<br><br>$ _____ Actual $ _____ Planned | 13. Type of payment (check all that apply):<br>___ a. retainer<br>___ b. one-time fee<br>___ c. commission<br>___ d. contingent fee<br>___ e. deferred<br>___ f. other; specify: | |
| 12. Form of Payment (check all that apply):<br><br>___ a. cash<br><br>___ b. in-kind; specify:<br><br>Nature _____<br><br>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:<br><br>(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:<br>Name: Katie Galinsky<br>Title: Regional Manager<br>Telephone: 570-241-6044 | |

Revised February 2, 2026

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)

| | MEALS | RATES | REVENUE |
|---|---|---|---|
| **BREAKFASTS:** | | | |
| Adult Paid | | | $ 0.00 |
| A la Carte Sales | | | $ 0.00 |
| **Subtotal Breakfasts** | | | $ 0.00 |
| **LUNCHES:** | | | |
| 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 |
| **SNACKS/SUPPLEMENTS:** | | | |
| Paid | | | $ 0.00 |
| Reduced Price | | | $ 0.00 |
| Adult Paid | | | $ 0.00 |
| A la Carte Sales | | | $ 0.00 |
| **Subtotal Snacks/Supplements** | 0 | | $ 0.00 |
| **OTHER:** | | | |
| 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 District Contract Begin Date: 07/01/2026

### Section 2 - Federal Reimbursements

**To be completed by SFA** (include SSO Reimbursements, if applicable)

| | MEALS | RATES | Reimbursements |
|---|---|---|---|
| **BREAKFASTS:** | | | |
| 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 |
| **HIGH RATE LUNCHES:** | | | |
| 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 |
| **LOW RATE LUNCHES:** | | | |
| Free | 0 | $ 4.60 | $ 0.00 |
| Reduced | | $ 4.20 | $ 0.00 |
| Paid | | $ 0.44 | $ 0.00 |
| **Subtotal Low Rate Lunches** | 0 | | $ 0.00 |
| **SNACKS/SUPPLEMENTS:** | | | |
| Free | | $ 1.26 | $ 0.00 |
| Reduced | | $ 0.63 | $ 0.00 |
| Paid | | $ 0.11 | $ 0.00 |
| **Subtotal Snacks/Supplements** | 0 | | $ 0.00 |
| **SPECIAL MILK:** | | | |
| Paid | | $ 0.27 | $ 0.00 |
| **Performance Based Reimbursement (if certified):** | | | |
| 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 District Contract Begin Date: 07/01/2026

### Section 3 - State Reimbursements

**To be completed by SFA** (include SSO Reimbursements, if applicable)

| | MEALS | RATES | Reimbursements |
|---|---|---|---|
| **BREAKFASTS:** | | | |
| 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 |
| **LUNCHES:** | | | |
| 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 District Contract Begin Date: 07/01/2026

### Section 5 - Meal Equivalents

**A la Carte Meal Equivalents**

| | |
|---|---|
| Federal reimb. - free, high lunch | $ 4.6200 |
| Federal reimb. - free, low lunch | |
| Performance Based reimb. | $ 0.0900 |
| State reimb. - free, lunch | $ 0.1000 |
| Commodity Usage | $ 0.3050 |
| **Total** | $ 5.1150 |

| | |
|---|---|
| A la carte revenue | $ 31,683.00 |
| Adult meal revenue | $ 6,018.00 |
| Vending Sales | $ 0.00 |
| | $ 37,701.00 |
| **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 District Contract Begin Date: 07/01/2026

**Section 7 - FSMC Costs**
**To be completed by FSMC**

| **EXPENSES:** | | **TOTAL COST** |
|---|---|---|
| **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 District Contract 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 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 |
| | **Subtotal Administrative Fee** | $ 18,968.28 |

Reimb. Meals Plus Equivalents: 161,892
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

| | | |
|---|---|---|
| | flat fee | $ 17,508.88 |
| | per-meal fee | $ 0.00 |
| | **Subtotal Management Fee** | $ 17,508.88 |

Reimb. Meals Plus Equivalents: 161,892
Per-Meal Rate: (if applicable)
Total per-meal fees: $ 0.00

# SNP Cost Reimbursable

## Projected Operating Costs for Participating Sites

**SFA Name:** Sayre Area School District Contract Begin Date: 07/01/2026

### Section 7 - FSMC Costs (continued)

| | |
|---|---|
| **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

### Section 8 - Contract Summary

| | SUMMARY |
|---|---|
| **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**

# FSMC Labor

**Labor 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

| Site Name | Position | Hourly Rate | Daily Hours | # of Days Paid | Total Wages |
|---|---|---|---|---|---|
| Management Labor Costs | DFN | $ 29,830.00 | 1.00 | 1 | $ 29,830.00 |
| District | Clerical | $ 15.00 | 4.00 | 108 | $ 6,480.00 |
| | | | | | $ 0.00 |
| | | | | | $ 0.00 |
| | | | | | $ 0.00 |
| | | | | | $ 0.00 |
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| | | | | | $ 0.00 |
| | | | | | $ 0.00 |
| | | | | | $ 0.00 |
| | | | | | $ 0.00 |

Sub Total: $ 36,310.00

**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**

# FSMC Benefits

**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

| | | 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 |
| Management Labor Costs | DFN | x | | | x | | x | x | | x | x | x | x | x | | $ 15,625.38 |
| District | Clerical | | | | | | | | | | x | x | | x | | $ 1,488.34 |
| | | | | | | | | | | | | | | | | |
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Sub Total: $ 17,113.72

**Enter on Summary of FSMC Fringe Benefits**



Revised November 6, 2024

# 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 | |
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| 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 | |
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| 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 |
| | | | | | | | | | | | | | | | | |
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Sub Total: $ 123,421.07

**Enter on Summary of SFA Fringe Benefits**

# SFA Site Listing

## General Data and Services to be Provided

SFA: Sayre Area School District

| Site Name | Address | Grade Levels | Self-Prep or Satellite | # of Serving Periods (Lunch) | Meal Service Times | | | Services to be Provided | | | | | | | | | | # of Serving Days |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Breakfast | | | | Lunch | | | | After School Snack | Special Milk Program | |
| | | | | | Breakfast | Lunch | Afterschool Snack | Meal | Offer vs. Serve | A la Carte | Adult Meals | Meal | Offer vs. Serve | A la Carte | Adult Meals | | Pre-K and/or Kindergarten | |
| Snyder Elementary | 130 Cedar St. Sayre, PA | K-6 | SP | 3 | 8:15am-8:45am | 11:00am-1:00pm | | X | X | X | X | X | X | X | X | | | 177 |
| Sayre Jr./Sr. High School | 333 West Lockhart St. Sayre, PA | 7-12 | SP | 3 | 7:45am-8:10am | 11:00am-1:05pm | | X | X | X | X | X | X | X | X | | | 177 |
| | | | | | | | | | | | | | | | | | | |
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# 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 |
| | | | | **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 |

**D. Mentor/Mentee**

| Mentor | Mentee | Date |
|---|---|---|
| Jennifer Riley | Adam Zwierlein | 2026-2027<br>2027-2028 |

**E. Summer Employment**

| Employee | Position | Start Date |
|---|---|---|
| Maryze Rivera | Rec Camp Counselor | 6/29/2026<br>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

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|---|---|
| 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 ~~/or~~ 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 ~~shal~~l 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. Heathy 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.

**PSBA Revision 8/18 © 2018 PSBA**

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

{x } 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.

{x } 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."

**PSBA New 5/19 © 2019 PSBA**

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

{ x} Superintendent.

{ x} Business Manager.

{ } Board Secretary.

{x } Building Principal.

{x } 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.

{x } Business Manager.

{ } Board Secretary.

{ x} Building Principal ~~building principal~~.

{x } 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. {x } Payment of the specified rental fee.
2. {x } Evidence of organizational liability to limits required by district guidelines.
3. {x } 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. { x} Conflict with any school-sponsored activity.
2. {x } Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar or Board action.
3. {x } 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.

**PSBA Revision 5/24 © 2024 PSBA**

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.

**PSBA Revision 12/25 © 2025 PSBA**

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

   {x } 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]~~

**PSBA Revision 12/25 © 2025 PSBA**

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]

**PSBA Revision 4/14 © 2015 PSBA**

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 |
|---|---|---|---|---|
| | GENERAL FUND | BILLS PAID | | |
| 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 REFERIGERATION 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 | BILLS PAID | | |
|---|---|---|---|---|
| 1 | AMAZON.COM SERVICES INC | GENERAL SUPPLIES | $ | 128.02 |
| | | TOTAL | $ | 128.02 |

| | CAPITAL FUND | BILLS PAID | | |
|---|---|---|---|---|
| 1 | ANTHONY J. GIAMMARINO ASSOCIATES LLC | NEW EQUIPMENT | $ | 25,000.00 |
| 2 | JEFF PAUL PLUMBING & HEATING | NEW EQUIPMENT | $ | 11,616.49 |
| 3 | KEYSTONE ASSOCIATES ARCHITECTS | NEW EQUIPMENT | $ | 1,394.10 |
| 4 | LIBERTY FALGPOLES | NEW EQUIPMENT | $ | 4,624.00 |
| 5 | MAIDEN USA LLC | NEW EQUIPMENT | $ | 63,932.00 |
| 6 | TRANE CO | NEW EQUIPMENT | $ | 21,404.00 |
| | | TOTAL | $ | 127,970.59 |

| | CAFETERIA FUND | BILLS PAID | | |
|---|---|---|---|---|
| 1 | ART'S EXTERMINATING | PEST CONTROL | $ | 80.00 |
| 2 | TIMOTHY GARRITY | REFUND | $ | 15.00 |
| 3 | DANIEL GOLDEN | REFUND | $ | 53.20 |
| 4 | TERESA KELLEY | REFUND | $ | 35.20 |
| 5 | KRISTIN LANDMESSER | REFUND | $ | 6.30 |
| 6 | FRANCIS LARSEN | REFUND | $ | 12.05 |
| 7 | CORINE McCONNELL | REFUND | $ | 16.35 |
| 8 | KARI NOTHSTEIN | REFUND | $ | 6.25 |
| 9 | BETTY ROBUES | REFUND | $ | 20.00 |
| 10 | SAYRE AREA SCHOOL DISTRICT | BENEFITS | $ | 4,286.86 |
| 11 | SAYRE AREA SCHOOL DISTRICT | PAYROLL | $ | 39,177.02 |
| 12 | OLIVIA SCOTT | REFUND | $ | 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 |

| | GENERAL FUND | BILLS FOR PAYMENT | | |
|---|---|---|---|---|
| 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 |

| | CAPITAL FUND | BILLS FOR PAYMENT | | |
|---|---|---|---|---|
| 1 | CYBERSOFT PRIMERO EDGE | SUBSCRIPTION | $ | 2,294.25 |
| | | TOTAL | $ | 2,294.25 |

| | CAFETERIA | BILLS FOR PAYMENT | | |
|---|---|---|---|---|
| | | TOTAL | $ | - |

| | SUMMARY OF BILLS | | |
|---|---|---|---|
| 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:

| Years of Service as Confidential Employee | Number of Days/Year |
|---|---|
| 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

**Sayre Area School District**
**Conference Request**
**August 3, 2026**

| Employee Name | Conference Title | Location | Date | Cost of Conference |
|---|---|---|---|---|
| Tammy Shedden | ACAPA | Hershey, PA | November 3-6, 2026 | Not to exceed $800.00 |
| Kristi Zimmer | ACAPA | Hershey, PA | November 3-6, 2026 | Not to exceed $1,300.00 |
| Cambria Ely | NTL Principal Meetings | Various locations | 9/17/26<br>10/15/26<br>11/16/26<br>12/17/26<br>01/21/27 | Not to exceed $400.00 |

| | | | | |
|---|---|---|---|---|
| | | | 02/18/27<br>03/15/27 | |

# Appendix II – Authorized Official Resolution

Be it RESOLVED, that the **Sayre Area School District** of **Bradford County** hereby request a Public School Facility Improvement grant of **$5,000,000** from the Commonwealth Financing Authority to be used for **Electrical repairs, plumbing upgrades, Heating/Ventilation/Air Conditioning upgrades, as well as overall health and safety upgrades.**

Be it FURTHER RESOLVED, that the Applicant does hereby designate **Mr. Barry Claypool, Business Manager,** and **Dr. Tricia Tietjen, Director of Student Services/Grant Writer,** as the official(s) to execute all documents and agreements between the **Sayre Area School District** and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, **Debra Luchaco**, duly qualified Secretary of the **Sayre Area School District, Bradford County**, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the **Sayre Area School District Board of Directors,** at a regular meeting held **August 3, 2026** and said Resolution has been recorded in the Minutes of the **Sayre Area School District** and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Sayre Area School District, this **3rd** day of **August, 2026.**

Sayre Area School District
Name of Applicant

Bradford
County

_____
Mrs. Debra Luchaco, Secretary

**Linkage Agreement Between**
**Sayre Area School District and The Children's House Child Advocacy Center**

## 1. Purpose of the Agreement

This Agreement establishes a collaborative partnership between Sayre Area School District (hereinafter referred to as the "School District") and The Children's House Child Advocacy Center (hereinafter referred to as "CHCAC") to facilitate mental health referrals, assessment, and treatment for students in need of Trauma-Focused Cognitive Behavioral Therapy (TF-CBT), Eye Movement Desensitization and Reprocessing (EMDR), Problematic Sexual Behavior – Cognitive Behavioral Therapy (PSB-CBT), Child and Family Traumatic Stress Intervention (CFTSI), crisis intervention, and short-term mental health support.

This partnership is intended to improve student access to trauma-informed behavioral health services while strengthening collaboration between the School District and CHCAC in support of student well-being.

## 2. Objectives

a. To provide timely and appropriate **TF-CBT, EMDR, PSB-CBT, CFTSI**, crisis intervention, and short-term mental health services to students identified by the School District who have experienced trauma, grief, loss, or problematic sexual behaviors.
b. To streamline the referral process and ensure clear communication between the School District and CHCAC.
c. To maintain confidentiality and safeguard the privacy of students and their families throughout the referral and treatment process.
d. To outline the financial obligations of the School District in supporting the provision of these services.

## 3. Roles and Responsibilities

### a. School District

The School District agrees to:

- Identify students who may benefit from TF-CBT, EMDR, PSB-CBT, CFTSI, or crisis services based on observed behaviors, academic performance, or referrals from teachers, counselors, administrators, and staff.
- Obtain parental or guardian consent for ongoing therapy services as required by applicable law.
- Provide relevant student information necessary for assessment and treatment planning, with appropriate authorization.
- Collaborate with CHCAC to monitor the progress of referred students and participate in case reviews as appropriate.
- Maintain communication with CHCAC regarding student needs and any significant changes that may impact treatment.
- Coordinate with CHCAC during crisis situations to facilitate appropriate student support.

### b. CHCAC

CHCAC agrees to:

- Accept referrals from the School District for TF-CBT, EMDR, PSB-CBT, CFTSI, crisis intervention, and short-term mental health services.
- Conduct comprehensive clinical assessments to determine the most appropriate evidence-based treatment model.

- Provide evidence-based therapy services as clinically indicated, including TF-CBT, EMDR, PSB-CBT, CFTSI, crisis counseling, trauma-informed care, and supportive interventions.
- Keep the School District informed of referral status, attendance, and participation, while ensuring compliance with confidentiality requirements and signed releases of information.
- Coordinate with the School District regarding scheduling, student absences, and participation.
- Provide crisis response services in accordance with the provisions outlined in Section 4.
- Acceptance into treatment is based upon clinical assessment, therapist availability, and program capacity.

**4. Crisis Intervention and Short-Term Mental Health Services**

**Purpose**
To establish procedures for CHCAC to provide crisis intervention and short-term mental health support to students and/or staff following traumatic incidents resulting in grief, loss, or other events significantly impacting the school community.

**Scope of Services**
CHCAC may provide:
- Crisis intervention
- Trauma-informed care
- Traumatic grief support
- Individual or group debriefings
- Short-term grief counseling and emotional support
- Consultation with school administration and staff
- Referral to long-term mental health resources when appropriate

Services may be delivered onsite or virtually in coordination with School District personnel and in accordance with applicable laws and policies.

**Consent and Authorization**
Crisis response services shall be provided in accordance with applicable federal and Pennsylvania laws, School District policies, and any required parental notification or consent procedures.

When clinically appropriate and legally permissible, CHCAC may provide immediate crisis stabilization and support following a traumatic incident.
Ongoing therapeutic treatment beyond the initial crisis response shall require written parental or guardian consent when required by law.

**5. Referral Process**

**Identification**

The School District identifies students who may benefit from TF-CBT, EMDR, PSB-CBT, CFTSI, or crisis intervention services.

**Referral Submission**

The School District submits a referral to CHCAC using the agreed-upon referral process.

**Assessment & Intake**

CHCAC conducts an initial assessment and intake, coordinates with the family and School District personnel as appropriate, and determines the most clinically appropriate treatment model.

**Communication**
CHCAC provides updates regarding referral status, attendance, assessment outcomes, and treatment recommendations consistent with signed releases of information and applicable confidentiality laws.

**6. Treatment Framework**

**Trauma-Focused Cognitive Behavioral Therapy (TF-CBT)**
TF-CBT is an evidence-based treatment that helps children and adolescents process traumatic experiences through psychoeducation, emotional regulation, coping skills, trauma processing, caregiver involvement, and future safety planning.

**Eye Movement Desensitization and Reprocessing (EMDR)**
EMDR is an evidence-based psychotherapy approach that assists children and adolescents in processing traumatic memories and other distressing experiences through the use of bilateral stimulation, reducing emotional distress while strengthening adaptive coping and resilience.

**Problematic Sexual Behavior – Cognitive Behavioral Therapy (PSB-CBT)**
PSB-CBT addresses problematic sexual behaviors through skill development, healthy boundaries, family involvement, behavior management strategies, accountability, and safety planning.

**Child and Family Traumatic Stress Intervention (CFTSI)**
CFTSI is a brief, evidence-based early intervention designed to reduce traumatic stress symptoms and strengthen communication between children and caregivers following a recent traumatic event.

Treatment length varies according to clinical need. Typical treatment ranges include:

- **CFTSI:** Approximately 5–8 sessions
- **TF-CBT:** Approximately 12–25 sessions
- **PSB-CBT:** Approximately 12–25 sessions
- **EMDR:** Individualized based on clinical assessment and treatment goals

Caregivers are actively involved in treatment planning, skill development, and progress monitoring whenever clinically appropriate.

**7. Confidentiality and Data Sharing**

Both parties agree to maintain confidentiality in accordance with all applicable federal and state laws, including the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and Pennsylvania confidentiality requirements.

Information shall only be shared as necessary for the coordination of services, as permitted by law, or with appropriate written consent.

Nothing in this Agreement authorizes the release of protected educational or health information except as permitted by law or through appropriate written authorization.

**8. Financial Agreement**

The School District agrees to pay CHCAC **$3,000 annually** to support the availability of therapy consultation, assessment, evidence-based treatment, crisis response, and related behavioral health services provided under this Agreement.

CHCAC shall invoice the School District at the beginning of each school year.

Funds shall be used to support services provided under this Agreement.

**9. Duration and Review**

This Agreement shall become effective September 1, 2026, and remain in effect through August 31, 2027, unless terminated earlier by either party with thirty (30) days' written notice.

This Agreement shall be reviewed annually and may be renewed or modified by mutual written agreement of both parties.

###

_____ _____

School District Superintendent Date

_____ _____

CHCAC Executive Director Date

**Sayre Area School District**
**Athletic/Recreation Personnel**
**August 3, 2026**

## A. Coaching Staff

| No# | Name | Position | Effective Date |
|---|---|---|---|
| 1. | William Frisbie | Assistant Junior High Football Coach | Pending completion of clearances/trainings |
| 2. | Brian Miller | Junior Varsity Girls Basketball Coach | Pending completion of clearances/trainings |
| 3. | Travis Snyder | Junior Varsity Boys Basketball Coach | Pending completion of clearances/trainings |
| 4. | Bryan Roof | Assistant Wrestling Coach/Junior High Wrestling Coach | Pending completion of clearances/trainings |

## B. Volunteer Coaches

| No# | Name | Position | Effective Date |
|---|---|---|---|
| 1. | Jordan Grover | Volunteer Junior High Football Coach | Pending completion of clearances/trainings |
| 2. | Nick Bostwick | Volunteer Junior High Football Coach | Pending completion of clearances/trainings |
| 3. | Gavin McCutcheon | Volunteer Wrestling Coach | Pending completion of clearances/trainings |

**Sayre Area School District**
**Personnel**

## A. Summer Employment

| Employee | Position | Start Date |
|---|---|---|
| Rylee Lantz | Summer Custodian | 7/13/2026<br>Retroactive |

**Policy 103 — Discrimination/Harassment Affecting Students** Printed 7/30/2026

| | |
|---|---|
| **Policy Number** | 103 |
| **Title** | Discrimination/Harassment Affecting Students |
| **Version** | v1 · 7/30/2026 · DRAFT |

# Discrimination/Harassment Affecting Students

## Authority

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, **religious** creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.[1][2][3][4][5][6][7][8][9]**[10]**[11][12][13][14][15][16][17] **[18]**

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the **Office** for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students **admission,** course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at, or in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures. **[19] [20] [21] [22]**

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student **may have** been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory **law enforcement** or child protective services reports required by law. **[23] [24]**

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the **designated district report form** attached to this policy for purposes of reporting an incident or incidents in writing; however, **oral** reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable. **[19] [21] [25] [26]**

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable. **[19] [20] [21] [25]**

Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary or placement requirements established by state law and Board policy. **[27]** [28]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.[29][30][31][32][33]

Retaliation

The Board prohibits retaliation by the district or any other person against any person for:[32]

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

**Definitions**

**Complainant** shall mean an individual who is alleged to be the victim.

**Pregnancy – the use of assisted reproductive technology, the state of being in gestation, childbirth, breastfeeding, the postpartum period after childbirth and medical conditions related to pregnancy.[34]**

**Race includes all of the following:[34][35]**

1. **Ancestry, national origin or ethnic characteristics.**
2. **Interracial marriage or association.**
3. **Traits associated with race, which includes but is not limited to, hair texture and protective hairstyles, such as braids, locks and twists.**
4. **Hispanic ancestry, national origin or ethnic characteristics.**
5. **Persons of any other national origin or ancestry as specified by a complainant or in a complaint.**

**Religious creed includes all aspects of religious observance, practice or belief.[36]**

**Respondent** shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination

**Discrimination** shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, **religious** creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

**Harassment** is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and

2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Definitions Related to Title IX Sexual Harassment

**Formal complaint** shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. [31][37]

**Supportive measures** shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[37]

**Supportive measures** shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. **Supportive measures** may include, but are not limited to:[37]

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

**Supportive measures** may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy. **The Title IX Coordinator shall consult with the Director of Special Education in the implementation of supportive measures for students with an IEP or Section 504 Service Agreement.** **[18] [19] [25] [26] [38]**

**Title IX sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:[37]

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment.*

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.

3. Sexual assault, dating violence, domestic violence or stalking.

    a. ***Dating violence*** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:[39]

        i. Length of relationship.

        ii. Type of relationship.

        iii. Frequency of interaction between the persons involved in the relationship.

    b. ***Domestic violence*** includes felony or misdemeanor **crimes committed** by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[39]

    c. ***Sexual assault*** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[40]

    d. ***Stalking*****,** under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[39]

        i. Fear for their safety or the safety of others.

        ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district

exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.[30][31][37]

**Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the [41]

*[The district may choose the same or different individuals to fulfill the roles of Compliance Officer and Title IX Coordinator. If designating one (1) individual to fulfill both responsibilities, select the first option and enter the appropriate position title. If designating two (2) individuals to fulfill the separate responsibilities, select the second option and enter the appropriate position titles.]*

{X } _Mr. Dayton Handrick_____ as the district's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:

Address: 333 West Lockhart Street, Sayre, PA 18840

Email: dhandrick@sayresd.org

Phone Number: 570-888-7615

{X } _Mr. Dayton Handrick_____ as the district's Compliance Officer and __Mr. Dayton Handrick_____ as the district's Title IX Coordinator.

The Compliance Officer can be contacted at:

Address: Same as above

Email:

Phone Number:

The Title IX Coordinator can be contacted at:

Address: Same as above

Email:

Phone Number:

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.

2. Training - Provide training for students and staff to prevent, identify and alleviate **conduct which may constitute discrimination.**

3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to **law enforcement**, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.

4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.

5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas. [42]

6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.

7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

**Guidelines**

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

Disciplinary Consequences

A student who is determined to be responsible for **a** violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to: **[19] [20] [21]**

1. {x } Loss of school privileges.

2. {x } Permanent transfer to another school building, classroom or school bus.

3. { x} Exclusion from school-sponsored activities.

4. {x } Detention.

5. {x } Suspension.

6. {x } Expulsion.

7. {x } Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials. [22] [43]

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, **religious** creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

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**Footnotes**

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[42] Pol. 150
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[43] Pol. 317.1
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**Policy 103.1 — Nondiscrimination - Qualified Students With Disabilities** Printed 7/30/2026

| | |
|---|---|
| **Policy Number** | 103.1 |
| **Title** | Nondiscrimination - Qualified Students With Disabilities |
| **Version** | v2 · 7/30/2026 · DRAFT |

# Nondiscrimination - Qualified Students With Disabilities

## Authority

The Board declares it to be the policy of this district to provide all district programs and practices free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.[1][2][3][4][5][6][7][8][9] [10]

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees, in accordance with Board policy. [10]

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective or preventative action be taken for substantiated allegations.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be maintained, consistent with the district's legal and investigative obligations.

Retaliation

The district and its employees are prohibited from intimidating, threatening, coercing, discriminating or retaliating against any individual for the purpose of interfering with any right or privilege secured by this policy.

## Definitions

**Qualified student with a disability** - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities.[11][12]

**Section 504 Team** - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's parents/guardians.[4][9]

**Section 504 Service Agreement (Service Agreement)** - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services and extracurricular activities.[13]

**Disability harassment** - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services or opportunities in the school's educational programs, nonacademic services or extracurricular activities. **[10]**

## Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Board designates the[14]

{ } Superintendent

{ } Assistant Superintendent

{X } Director of Student Services (other, specify)

as the district's Section 504 Coordinator.

In addition, each school within the district shall have a Section 504 building administrator.

The district shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the district's website and in the student handbook. The district shall notify parents/guardians of students residing in the district of the district's responsibilities under applicable law and regulations, and that the district does not discriminate against qualified individuals with disabilities.[15][16]

**Guidelines**

Identification and Evaluation

The district shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The district may combine this search with the district's Individuals with Disabilities Education Act (IDEA) child find efforts, in order to not duplicate efforts.[16] **[17]**

If a parent/guardian or the district has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability or requires a change in or modification of the student's current Service Agreement, the parent/guardian or the district shall provide the other party with written notice.[18][19][20]

The district shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.[20]

The district shall specifically identify the procedures and types of tests used to evaluate a student and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.[20]

The district shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.

2. Are tailored to assess educational need and are not based solely on IQ scores.

3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

Service Agreement

If a student is determined to be a qualified student with a disability, the district shall develop a written Service Agreement for the delivery of all appropriate aids, services or accommodations necessary to provide the student with FAPE.[13]

The district shall not implement a Service Agreement until the written agreement is executed by a representative of the district and a parent/guardian.[13]

The district shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent.[18]

Educational Programs/Nonacademic Services/Extracurricular Activities

The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.[21][22]

The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.[21][22][23] **[24] [25] [26] [27]**

Parental Involvement

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child and give or withhold their written consent to the evaluation and/or the provision of services.[13][19][20][28]

Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations and Board policy.[29][30][31] **[32]**

Discipline

When necessary, the district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies. **[33] [34]**

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; 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; or conduct that constitutes an offense listed in the school safety and security provisions of School Code.[35][36][37]

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 by a qualified student with a disability, including a student for whom an evaluation is pending, to the law enforcement agency that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies. The Superintendent or designee shall respond in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable.[11][13][21][31] **[33]** [35][38][39][40][41][42] **[43] [44] [45] [46] [47] [48]**

In making a determination of whether to notify the law enforcement agency of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Superintendent or designee shall use the same criteria used for students who do not have a disability. **[10]** [40] **[48]** [49]

For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the district, in consultation with the student's parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior.[13] [41]

In accordance with state law, the Superintendent shall annually, by July 31, report to the PA Department of Education on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.[35][38] **[48]**

## PROCEDURAL SAFEGUARDS

The district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian and a review procedure.[28][50]

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating action in federal court under Section 504.[19]

Parental Request for Assistance

Parents/Guardians may file a written request for assistance with the PA Department of Education if one (1) or both of the following apply:[28]

1. The district is not providing the related aids, services and accommodations specified in the student's Service Agreement.

2. The district has failed to comply with the procedures and state regulations.

The PA Department of Education shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and district a written response to the request. The response to the parents'/guardians' request shall be in the parents'/guardians' native language or mode of communication.[28]

Informal Conference

At any time, parents/guardians may file a written request with the district for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.[28]

Formal Due Process Hearing

If the matters raised by the district or parents/guardians are not resolved at the informal conference, the district or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.[28][51]

Judicial Appeals

The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.[28]

**COMPLAINT PROCEDURE**

This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system. **[10]**

Step 1 – Reporting

A student or parent/guardian who believes the student has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the Section 504 building administrator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator, as well as properly making any mandatory law enforcement or child

protective services reports required by law. [48] [52]

If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the district's Section 504 Coordinator.

The complainant or reporting employee may be encouraged to use the district's report form, available from the Section 504 building administrator or Section 504 Coordinator, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the oral or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the opportunity to report the incident(s) to law enforcement. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

The Section 504 Coordinator shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.

The Section 504 building administrator or Section 504 Coordinator and other appropriate individuals will promptly implement appropriate measures to protect the complainant and others as necessary from violation of the policy throughout the course of the investigation.

The investigator shall work with the Section 504 Coordinator to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused may suggest additional witnesses and provide other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties,

parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Section 504 Coordinator, who shall promptly inform law enforcement authorities about the allegations. **[10] [48] [52]** [53] **[54]**

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation, and the reason for such delay shall be documented.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Section 504 Coordinator within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Section 504 Coordinator to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into disability harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe. **[10]**

The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report, to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant.[29][30][31] **[32]**

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Section 504 Coordinator shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If the investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements and state and federal laws. **[33] [34] [55] [56]**

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, they may submit a written appeal to the district's Section 504 Coordinator within fifteen (15) days.

2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.

3. The Section 504 Coordinator shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

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## Footnotes

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[45] Pol. 218.2
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[46] Pol. 222
Policy Reference
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[47] Pol. 227
Policy Reference
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[48] Pol. 805.1
Policy Reference
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[49] 22 PA Code 15.1
pacodeandbulletin.gov
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[50] 34 CFR 104.36
ecfr.gov
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[51] 22 PA Code 14.162
pacodeandbulletin.gov
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[52] Pol. 806
Policy Reference
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[53] Pol. 806
Policy Reference
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[54] Pol. 815
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[55] Pol. 113.1
Policy Reference
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[56] Pol. 317
Policy Reference
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|---|---|
| **Policy Number** | 123 |
| **Title** | Interscholastic Athletics |
| **Version** | v1 · 7/30/2026 · DRAFT |

# Interscholastic Athletics

## Purpose

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement.

{x } The **interscholastic athletic** program fosters the growth of school loyalty within the student body as a whole and **inspires** community interest.

{ x} **Interscholastic athletic** activities and practice sessions provide opportunities to teach the values of competition, sportsmanship, and teamwork.

## Definition

For purposes of this policy, the program of **interscholastic athletics includes** all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within this district or outside this district.

## Authority

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and without discrimination, in accordance with **applicable laws,** regulations **and Board policies**.[1] [2] [3] [4] [5]

~~{ } The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.~~[6]

The Board shall determine the standards of eligibility to be met by all students participating in **the** interscholastic **athletic** program. Such standards shall require that each student, before participating in any interscholastic **athletic** activity, be covered by student accident insurance and undergo a physical examination by a licensed physician **to ensure that there are no obvious illnesses and/or injuries that would place the student or others at enhanced risk of injury**.[6] **[7]**

The **Board adopts the** eligibility standards set by the Constitution **and Bylaws** of the Pennsylvania Interscholastic Athletic Association **(P.I.A.A.)**.

The Board directs that no student may participate in interscholastic athletics who has not:[6]

1. {x } Met the requirements for academic eligibility.
2. {x } Complied with the requirements of **applicable handbooks,** Board policies and administrative regulations. **[8] [9] [10]**
3. {x } Attended school regularly. **[11]**
4. {x } Been in attendance on the day of the athletic event or practice for the hours required.
5. {x } Returned all school athletic equipment previously used.
6. {x } Adhered to **other** applicable **conduct** standards.

Off-Campus Activities

**Student** conduct that occurs off school property **or during nonschool hours shall comply with the provisions of the student discipline policy addressing on and off-campus activities.** **[10]**

**Delegation of Responsibility**

Each school year, prior to participation in an interscholastic athletic activity, every student athlete and their parent/guardian shall sign and return the **acknowledgment** of receipt and review of the following: **[8] [9]** [12][13]

1. Concussion and Traumatic Brain Injury Information Sheet.

2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet**, that includes information about electrocardiogram testing**.

The Superintendent or designee shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events.

~~{ } The Superintendent shall inform the Board of changes in **the** schedule as they occur.~~

~~{ } The Superintendent shall secure Board approval before making any changes **to the** schedule.~~

The Superintendent or designee shall disseminate rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with regulations of the State Board of Education, the P.I.A.A. and the district.

The Superintendent shall ensure that similar athletic programs are offered to both sexes in proportion to the district's enrollment**, in accordance with Title IX regulations**.**[3]**

{x } The Superintendent shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them.[14] [15]

**Guidelines**

Male/Female Athletic Opportunities Report

By October 15 of each year, on the designated disclosure form, the Superintendent or designee shall report to the PA Department of Education the interscholastic athletic opportunities and treatment for male and female secondary school students for the preceding school year.[16]

By November 1 of each year, the completed disclosure form shall be made available for public inspection during regular business hours and posted on the district's website.[16]

The availability of the completed disclosure form shall be announced by posting a notice on school bulletin boards, in the school newspaper, on any electronic mailing list or list serve, and by any other reasonable means.[16]

**{x } Name, Image and Likeness**

**Students and their parents/guardians are responsible for following the rules set by the P.I.A.A. for the student to maintain their amateur status in order to be continuously eligible to participate in the district's interscholastic athletics program. [17]**

**Students may use their own name, image and likeness for such permissible activities that include commercial endorsements, promotional activities, social media presence, product or service advertisements and unique digital items/assets. [17]**

**District employees and any individual affiliated with a P.I.A.A. member school, including booster clubs, coaches, collectives, administrators and alumni, are prohibited from soliciting, arranging, negotiating or paying for a student's use of their name, image and likeness and/or the provision of consideration to a student for the use of their name, image and likeness. This provision does not apply if the use of the name, image and likeness is for their own child. [17]**

**Students must notify the building principal or Athletic Director upon entering into any type of name, image and likeness contracts or agreements within seventy-two (72) hours of entering into such contract or agreement. Such notification does not serve as approval by the district of any name, image and likeness contract or agreement. [17]**

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## Footnotes

[1] 22 PA Code 4.27
pacodeandbulletin.gov
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Legal Reference
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[2] 24 P.S. 1601-C
palegis.us
palegis.us
Legal Reference
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[3] 34 CFR 106.41
ecfr.gov
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Legal Reference
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[4] Pol. 103
Policy Reference
Open policy

[5] Pol. 103.1
Policy Reference
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[6] 24 P.S. 511
palegis.us
palegis.us
Legal Reference
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[7] PIAA Bylaws, Article V
piaa.org
piaa.org
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[8] Pol. 123.1
Policy Reference
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[9] Pol. 123.2
Policy Reference
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[10] Pol. 218
Policy Reference
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[11] Pol. 204
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[12] 24 P.S. 5323
palegis.us
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[13] 24 P.S. 1425
palegis.us
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[14] 22 PA Code 12.1
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[15] 22 PA Code 12.4
pacodeandbulletin.gov
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Legal Reference
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[16] 24 P.S. 1603-C
palegis.us
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[17] PIAA Bylaws, Article II
piaa.org
piaa.org
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|---|---|
| **Policy Number** | 716 |
| **Title** | Integrated Pest Management - Vol II 2026 |
| **Version** | v1 · 7/30/2026 · DRAFT |

# Integrated Pest Management - Vol II 2026

**PURPOSE**

The district shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.

**DEFINITIONS**

**Integrated Pest Management (IPM)** is the **managed use of combined pest control alternatives, including cultural, mechanical, biological and chemical to most effectively prevent or reduce to acceptable levels damage caused by pests.**[1]

**Integrated Pest Management Plan** is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks.[2]

**AUTHORITY**

The Board establishes that the district shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness and costs.[3] [4]

The Board shall adopt an **IPM** Plan for district buildings and grounds that complies with policies and regulations promulgated by the Department of Agriculture.[2] [4]

The Board shall designate an employee to **facilitate IPM for the district. The designated employee will be referred to** as **the district's** IPM Coordinator **or as otherwise specified at** the district.

**DELEGATION OF RESPONSIBILITY**

The IPM Coordinator shall be responsible to implement the **IPM** Plan and to coordinate communications between the district and the approved contractor.

The IPM Coordinator shall be responsible to annually notify parents/guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds.[5]

The IPM Coordinator shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at the district's administrative office.[5]

{x } Appropriate personnel involved in making decisions relative to pest management shall participate in **periodic** training**, as needed**.

**GUIDELINES**

Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.

{ ~~} An **IPM** Plan shall include the education of staff, students and the public about IPM policies and procedures.~~

When pesticide applications are scheduled **for district** buildings and grounds, the district shall provide notification **at least seventy-two (72) hours in advance** in accordance with law, including:[5]

1. Posting a pest control sign in an appropriate area**, at the place to be treated**. **The sign shall remain in place for at least two (2) days following each planned treatment.**
2. Providing the pest control information sheet to all individuals working in the **affected** school building.
3. Providing required notice to all parents/guardians of students or to a list of parents/guardians who have requested notification of individual applications of pesticides.

Where pests pose an immediate threat to the health and safety of students or employees, the district may authorize an emergency pesticide application and shall notify by telephone any parent/guardian who has requested such notification.[5]

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## Footnotes

[1] 7 PA Code 128.2
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[2] 24 P.S. 772.1
palegis.us
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[3] 3 P.S. 111.21
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[4] 7 PA Code 128.1
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[5] 24 P.S. 772.2
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**Policy 810 — Transportation**

Printed 7/30/2026

| | |
|---|---|
| **Policy Number** | 810 |
| **Title** | Transportation |
| **Version** | v1 · 7/30/2026 · DRAFT |

# Transportation

## Purpose

Transportation for students shall be provided in accordance with law and Board policy.

## Definitions

**School bus** means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[1]

**School vehicle** means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[1]

## Authority

The Board shall provide transportation for resident students in grades kindergarten through 12 to the district's public schools and charter, regional charter and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border.[2][3][4]

The Board shall purchase, lease, equip and r... or school bus/vehicle services for transportatio... scheduled hours and for field trips and extra... [11]

Submitted for review — policy is now Under Review.

The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation. [3] [12] [13]

The Board shall provide transportation for students with disabilities, without regard to distance or hazardous walking conditions, when required by the student's individualized education program (IEP) or Section 504 Service Agreement. [14] **[15] [16] [17]**

The Board shall provide free transportation for eligible resident students who are enrolled in nonpublic schools or charter schools as required by law. Transportation provided to charter school students need not be identical to transportation provided to traditional public school students. [2] [4] **[18] [19]**

The Board shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan. [20] **[21]**

The Board shall provide transportation for homeless children and youths in accordance with federal and state laws and regulations. **[21]** [22]

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law. [23]

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles. [24] [25]

**Delegation of Responsibility**

The school bus/vehicle driver shall be responsible to maintain order while students are being transported.

The school bus/vehicle driver shall report al
problems, medical problems, bullying/haras
violations of Pennsylvania's School Bus Stop
as practicable.

on

Submitted for review — policy is now Under Review.

The building principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.[7]

The Superintendent or designee shall be responsible to:

1. Maintain records and make required reports regarding school transportation.[5] [7]
2. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district.[7]
3. Provide each school bus/school vehicle driver with:
    a. ~~The Pennsylvania School Bus Driver's Manual;~~
    b. The written rules for student conduct on buses/vehicles;
    c. The procedures for evacuation drills; and
    d. ~~Any additional laws and applicable Board policies and administrative regulations which apply to school bus/vehicle drivers~~.
4. Prepare a district map or schedule indicating each bus stop and bus route.[7]

**Guidelines**

Student Health Information

When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information. **[16] [17] [26] [27] [28] [29]**

School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with district policies and procedures and applicable law. **[30] [31]**

Evacuation Drills

Bus evacuation drills shall be conducted twi
Department of Education, in accordance with law and Board policy.[32] [33] **[34]**

Submitted for review — policy is now Under Review.

## Footnotes

[1] 75 Pa. C.S.A. 102
palegis.us
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Legal Reference
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[2] 24 P.S. 1361
palegis.us
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Legal Reference
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[3] 24 P.S. 1362
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[4] 24 P.S. 1726-A
palegis.us
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[5] 22 PA Code 23.1
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[6] 22 PA Code 23.2
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[7] 22 PA Code 23.4
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[8] Pol. 610
Policy Reference
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[9] Pol. 611
Policy Reference
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[10] Pol. 818
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[11] Pol. 818
Policy Reference
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[12] 67 PA Code 447.1
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[13] 24 P.S. 1374
palegis.us
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[14] 22 PA Code 23.3
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[15] Pol. 103
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[16] Pol. 103.1
Policy Reference
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[17] Pol. 113
Policy Reference
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[18] Pol. 140
Policy Reference
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[19] Bell v. Wilkinsburg Sch. Dist., No. 23 WAP 2024, 2026 WL 152043 (Pa. Jan. 21, 2026)

[20] 20 U.S.C. 6312
uscode.house.gov
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[21] Pol. 251
Policy Reference
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[22] 42 U.S.C. 11432
uscode.house.gov
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Submitted for review — policy is now Under Review.

[23] 35 P.S. 4601
palegis.us
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[24] 35 P.S. 4608
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[25] 67 PA Code 212.101
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[26] Pol. 209.1
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[27] Pol. 209.2
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[28] Pol. 210
Policy Reference
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[29] Pol. 210.1
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[30] Pol. 113.4
Policy Reference
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[31] Pol. 216
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[32] 24 P.S. 1517
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[33] 75 Pa. C.S.A. 4552
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[34] Pol. 805
Policy Reference
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Submitted for review — policy is now Under Review.

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|---|---|
| **Policy Number** | 816 |
| **Title** | District Social Media |
| **Version** | v1 · 7/30/2026 · DRAFT |

# District Social Media

## Purpose

The purpose of this policy is to establish the process and standards for approval and operation of district-owned social media accounts, and to identify the differences between personally owned social media accounts and those maintained by the district.

**The Board respects freedom of expression; such expression will be free from interruption, except when it is in violation of law or Board policy.**

## Definitions

**Social media** - a category of Internet-based resources that integrate user-generated content and user participation to share information, ideas, personal messages and other content, including photos and videos. Social media includes **social networks**, which are online platforms where users can create profiles, share information and personal messages, and connect with others.

**District-owned social media account** - a social media account, regardless of platform, that is approved by the Board and operated by a designated district employee(s), and is designed to further the educational mission of the district by providing information to the school community and general public.

**Personal social media account** - a social media account, regardless of platform, that is attributed to and operated by an employee, individual school director or student for personal use and is not approved by the Board as an official communications channel of the district.

**[Choose this option if district establish**
**designated public forum and allows co**

Submitted for review — policy is now Under Review.

{x } **Designated public forum** - created when a district-owned social media account is intentionally opened for use by the public as a place for expressive activity where members of the public may communicate, post or comment on information, subject to viewpoint neutral rules designated by the Board. In terms of social media, this would include the ability of public users to comment on or reply to social media posts, pictures, or videos.

**[Choose this option if district establishes social media accounts as a nonpublic public forum which disables the ability to comment on posts for one or more accounts]**

{x } **Nonpublic forum** – created when a district-owned social media account enables members of the public to read and receive district information, but the district has not designated opportunity for expressive activity by the public, and no commenting or posting of information by members of the public is permitted. In terms of social media, the ability to comment, post or reply is disabled on the district's account for public users.

**Authority**

The Board shall approve all official social media accounts created and/or maintained as district-owned accounts.[1]

{x } including social media accounts for individual schools within the district.

All district-owned social media accounts shall display the official name and

{x } logo

{ } seal

{ } mascot

of the district.

{ } or the individual district school.

**[Choose one or both of the appropriate**
**solicitor – the district may designate o**
**for the account]**

Submitted for review — policy is now Under Review.

{x } The Board establishes that district-owned social media accounts may operate as a **designated public forum**, where the public may comment and interact with information posted by the district, subject to the Board's established rules.

~~{ } The Board establishes district-owned social media accounts as a **nonpublic forum** and directs school staff to disable functions allowing public users to comment or post information on district-owned social media accounts.~~

**[Choose this option and the listing if the district establishes one or more accounts as a designated public forum]**

{x } The Board approves the following rules for public interaction with district-owned social media accounts and directs staff to post this information on the district website and all social media accounts:

The district encourages community members to respond to posts and share comments that are constructive and courteous toward the school community. Statements and opinions expressed by visitors to the account do not reflect the opinions of the district. Questions regarding information should be directed to the building principal or to the Superintendent's office for district-wide information. The district shall review comments and may remove comments which **are in clear violation of law or Board policy, including but not limited to the following**:[2][3][4][5]

1. **Sexual harassment, racial, ethnic, religious or nationality intimidation towards an individual or individuals in the school community.** [6] [7] [8]
2. **Disclosure of confidential personal information regarding students or staff.** [9] [10]
3. **Speech that traditionally has not been protected under the First Amendment, such as obscenity, defamation and speech integral to criminal conduct.**
4. **Speech that is profane.**
5. **Speech that constitutes true threats such as inciting imminent lawless action or subjecting individuals to fear of violence.**
6. Are spamming in nature (same comment posted repeatedly).

**Intellectual Property Rights**

Submitted for review — policy is now Under Review.

**The illegal use of copyrighted, branded or trademarked materials or trade secrets is prohibited on district-owned social media accounts. All content shall be subject to copyright fair use guidelines and applicable laws, regulations and Board policy and administrative regulations.** [11]

**Delegation of Responsibility**

The Board designates the

{x } Superintendent or designee

{ } Communications Director

{ } Director of Technology

{ } Other _____

to oversee all district-owned social media accounts and serve as the primary contact person for district-owned social media accounts.

The Superintendent or designee shall notify students and staff about this policy through employee and student handbooks, posting on the district website and by other appropriate methods.

All district staff assigned to monitor and maintain district-owned social media accounts shall receive training on:

1. Regularly reviewing district-owned social media accounts, in coordination with the district's chief communications representative, to update, remove and/or correct information. [12]
2. Complying with confidentiality provisions of student and staff information, in accordance with applicable law, regulations and Board policy and administrative regulations. [9] [10]
3. Monitoring content for confidentiality and
potential violations, and notifying appro
[11]

[10]

Submitted for review — policy is now Under Review.

4. Monitoring content for web accessibility standards and responding to public requests for accommodations. [6] [8] [13]

**[Choose this option if the district establishes a designated public forum]**

5. {x } Monitoring public comments and responding, where appropriate, with clarification or redirection to additional information.

**[Choose this option if the district establishes a designated public forum]**

6. {x } Monitoring public comments according to the Board's established rules, documenting potential violations, and notifying appropriate district staff to consider further action. Staff shall be provided training to assess comments in a viewpoint neutral manner, based on the Board's approved rules, regardless of the specific subject matter of comments.

**[Choose this option if the district establishes a designated public forum]**

{x } The Board authorizes designated district staff maintaining district-owned social media accounts to remove individual posts or comments by public users that violate the established social media rules of this policy. The Board directs that review and consideration of posts or comments shall not discriminate on the basis of content or viewpoint, and staff must always be able to articulate the reason for removing a specific post, in accordance with Board policy. Staff may consult with the Superintendent or designee and the school solicitor in determining appropriate actions. Posts and comments may not be removed solely because they are critical of the district or district leadership, because they promote an unpopular opinion, or because of their viewpoint if the post or comment otherwise complies with the established social media rules.

**[Choose this option if the district establishes a designated public forum]**

{x } Designated district staff may not block users from accessing or commenting on district-owned social media accounts unless the outside account is identified as a security or system threat or spam account. Staff may consult with the Superintendent or designee and the school solicitor in determining appropriate actions.

**Guidelines**

Posting of Personally Identifiable Information

The Board authorizes posting of student images in photos or videos depicting the educational process or school-related events on district-owned social media accounts, unless the students' parents/guardians have opted out of sharing [illegible]nal Rights and Privacy Act and Board policy. [9]

Submitted for review — policy is now Under Review.

{x } or have declined to sign and return the district's notice of photography permission form.

The Board prohibits posting of other personally identifiable information of students on district-owned social media accounts without the consent of the parent/guardian, in accordance with applicable law, regulations and Board policy and administrative regulations. [9] [10]

The Board prohibits posting of staff images in photos or videos when a staff member has submitted a request to the Superintendent or designee that their image not be posted publicly online.

{ x} The Board directs district staff to post images and information to social media accounts in a manner that protects the safety and security of students and staff, such as posting images without identification.

Accessibility

The Board directs district staff who maintain district-owned social media accounts to post content that is accessible to individuals with disabilities, to the greatest extent possible based on the limitations of the platform. This shall include, but is not limited to: [6] [7] [8] [16][17][18]

1. Including alternate text descriptions or captions for images.
2. Including captions for video content.
3. Avoiding text that is posted as an image.
4. Creating links and attachments in formats that are accessible to screen readers and other assistive technology.
5. Formatting text so that it is accessible to screen readers and other assistive technology.

All district-owned social media accounts shall contain clear contact information that may be used by members of the public to request accommodations or assistance.

Connecting with Other Social Media Accounts

Content or information posted to district-ow to other social media accounts through linking cial application, product or service and the distr er compensation as a result of the connection.

Submitted for review — policy is now Under Review.

{x } When an official Board-approved corporate sponsorship or partnership includes connecting with the sponsor on district-owned social media accounts through **reacting,** linking or tagging, such connections shall be addressed in accordance with the provisions of the approved contract or partnership.

District-owned social media accounts shall not be connected to social media accounts of individual students through linking or tagging.

{x } District-owned social media accounts may be connected through linking or tagging to social media accounts of parent-teacher organizations, district-related booster organizations or similar school-related groups when the content or information has been reviewed and approved by the district's chief communications representative.

**{x } Third-Party Social Media Accounts**

**Third-party social media accounts - a social media account, regardless of platform, that is operated by a volunteer, student, parent/guardian, alumnus or other member of the public on behalf of groups associated with the district. Third-party social media accounts are not operated by district employees or school directors.**

**These accounts are privately created, maintained and are not actively monitored by the district. Third-party social media accounts are encouraged to add this line to their description, "This is not a district-owned social media account. The district is not responsible for the content or operation of this social media account."**

Personal Social Media Accounts **of School Directors**

**District-owned social media accounts** shall not **react, link to, post or otherwise interact with** private social media accounts of individual school directors.

School **directors are** strongly encouraged to use privacy settings on social media accounts and to clearly identify that it is their personal social media account and that it does not officially represent the Board or district.

**The Board acknowledges that a school**

Submitted for review — policy is now Under Review.

**media account could be deemed a publ**

**request if the activity documents a tra** **ed,**

**received or retained pursuant to law or in connection with a transaction, business or activity of the district.[19][20]**

**The Board further recognizes that the determination of whether an activity on a school director's personal social media account qualifies as a public record must involve an analysis of the status of the account. Such analysis may include factors such as whether the account is either public or private and whether the account has the characteristics of an official district-owned social media account.**

**Personal Social Media Accounts of District Employees**

**District-owned social media accounts shall not react, link to, post or otherwise interact with private social media accounts of individual school employees.**

**{x } District employees are strongly encouraged to use privacy settings on social media accounts and to clearly identify that it is their personal social media account and that it does not officially represent the Board or district.**

**To maintain** professional boundaries, **district** employees **must comply with Board policy regarding online communication with students**. **[21]**

The district does not actively monitor personal social media accounts of current school employees; however, the district reserves the right to address employees' job-related speech or employee speech posted on social media that has the potential to affect the district's operations. Speech that takes place off-site and on an employee's own time, including posting on personal social media accounts, may be addressed if the district establishes that the employee's expression infringed on the interests of the district in promoting the efficient and effective functioning and educational purpose of the district. If employee speech or expression would violate law or Board policy in a traditional forum, it is also prohibited in an online forum. When an employee speaks as a citizen on a matter of public concern, the district shall consult with the school solicitor in determining the appropriate course of action, in accordance with applicable law, regulations and Board policy.[2][22][23][24] **[25] [26]**

**Student Use of Personal Social Media Accounts**

Student use of personal social media accoun ble
Board policies and administrative regulatior
students' individual rights and responsibiliti all

Submitted for review — policy is now Under Review.

provide education on network etiquette and appropriate online behavior for students, including interaction with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. **[6] [13]** [27][28] **[29] [30] [31] [32]**

Consequences

A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with applicable law, regulations and Board policy and administrative regulations. **[21] [25] [33]**

**PSBA Revised 11/25 © 2025 PSBA**

**Footnotes**

[1] 24 P.S. 510
palegis.us
palegis.us
Legal Reference
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[2] U.S. Const. Amend. I
constitution.congress.gov
constitution.congress.gov
Legal Reference
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[6] Pol. 103
Policy Reference
Open policy

[7] Pol. 103.1
Policy Reference
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[8] Pol. 104
Policy Reference
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[9] Pol. 113.4
Policy Reference
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[10] Pol. 216
Policy Reference
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[11] Pol. 814
Policy Reference
Open policy

[12] Pol. 911
Policy Reference
Open policy

Submitted for review — policy is now Under Review.

[13] Pol. 815
Policy Reference
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[14] 20 U.S.C. 1232g
uscode.house.gov
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[15] 34 CFR Part 99
ecfr.gov
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[16] 42 U.S.C. 12101
uscode.house.gov
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[17] 29 U.S.C. 794
uscode.house.gov
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[18] 28 CFR 35.160
ecfr.gov
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[19] 65 P.S. 67.102
palegis.us
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Legal Reference
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[21] Pol. 824
Policy Reference
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[22] 24 P.S. 1122
palegis.us
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Legal Reference
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[23] 24 P.S. 2070.1a
palegis.us
palegis.us
Legal Reference
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Submitted for review — policy is now Under Review.

[24] 22 PA Code 235.1
pacodeandbulletin.gov
pacodeandbulletin.gov
Legal Reference
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[25] Pol. 317
Policy Reference
Open policy

[26] Pol. 320
Policy Reference
Open policy

[27] 24 P.S. 1303.1-A
palegis.us
palegis.us
Legal Reference
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[28] 47 U.S.C. 254
uscode.house.gov
uscode.house.gov
Legal Reference
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[29] Pol. 218
Policy Reference
Open policy

[30] Pol. 220
Policy Reference
Open policy

[31] Pol. 235
Policy Reference
Open policy

[32] Pol. 249
Policy Reference
Open policy

[33] Pol. 317.1
Policy Reference
Open policy

Submitted for review — policy is now Under Review.

**Policy 800 — Records Management**

Printed 7/30/2026

| | |
|---|---|
| **Policy Number** | 800 |
| **Title** | Records Management |
| **Adopted** | 9/18/2023 |
| **Version** | v1 · 7/30/2026 · DRAFT |

# Records Management

## Purpose

The Board recognizes the importance of establishing and maintaining a Records Management Plan that defines district staff responsibilities and complies with federal and state laws and regulations.

## Authority

The Board shall retain, as a permanent record of the district, Board minutes, annual auditor's reports and annual financial reports. All other financial records, including financial account books, orders, bills, contracts, invoices, receipts and purchase orders, shall be retained by the district for a period of not less than six (6) years.[1]

All other district records shall be retained in accordance with state and federal laws and regulations and the district Records Management Plan approved by the Board.

The district shall make a good faith effort to comply with all proper requests for record production. Selective destruction of records in anticipation of litigation is forbidden.[2] [3]

## Definitions

**Electronic Mail (Email) System** - a system that enables users to compose, transmit, receive and manage text and/or graphic electronic messages and images across local area networks and through gateways connecting other networks. This information consists primarily of messages but may include attachments such as calendars, directories, distribution lists, word processing documents, spreadsheets and other electro

Policy saved — content, tracked changes, comments

**Litigation Hold** - a communication ordering that all records and data relating to an issue being addressed by current or potential litigation or investigation be preserved for possible production during the litigation or investigation.

**Records** - information, regardless of physical form or characteristics, that documents a transaction or activity of the district and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the district. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically and a data-processed or image-processed document.[4]

**Records Management Plan** - the system implemented by the district for the storage, retention, retrieval and disposition of all records generated by district operations.

**Records Retention Schedule** - a comprehensive listing stating retention periods and proper disposition of records.

## Delegation of Responsibility

Any individual responsible for the collection, maintenance and/or security of records on behalf of the district shall comply with state and federal laws and regulations, Board policies, district procedures and the Records Management Plan.

### Records Coordinator

In order to maintain a Records Management Plan that complies with federal and state laws and regulations and Board policy, the Board designates the Superintendent or designee as the district's Records Coordinator who shall serve as the chairperson of the Records Management Committee.

The Records Coordinator shall be responsible to:

Policy saved — content, tracked changes, comments

1. Ensure that training appropriate to the user's position and level of responsibility is provided. Such training may include:

    a. Operation, care and handling of the equipment and software.

    b. Requirements of the Records Retention Schedule.

    c. Protocols for preserving and categorizing district records.

    d. Procedures and responsibilities of district staff in the event of a litigation hold.

    e. Identification of what is and what is not a record.

    f. Disposal of records.

2. Review the Records Management Plan periodically to ensure that record descriptions and retention periods are updated as necessary.

3. Identify, when the retention period expires, the specific records to be disposed of and ensure that all identified records are properly disposed of annually.

Records Management Committee

A committee responsible for the development and recommendation of the district's Records Management Plan shall be established by the Board. The Records Management Committee shall give primary consideration to the most efficient and economical means of implementing the recommended Plan. Members of the Committee shall include the:

1. Open Records Officer. [5]

2. Superintendent.

3. Board Secretary.[6]

4. District solicitor.

5. Director of Information Technology or designee.

6. Business Manager.

Policy saved — content, tracked changes, comments

The Records Management Committee shall [illegible] implementation of the Records Management Plan and recommend changes as needed.

**Guidelines**

Records Management Plan

The district's Records Management Plan shall be the principal means for the storage, retention, retrieval and disposition of manual and electronic records, including emails. The Plan shall not rely primarily on backup systems to manage the retention and disposition of records.

The Records Management Plan shall include:

1. Comprehensive listing of records and data of the district.
2. Criteria to distinguish records of the school district from the supplemental personal records of individual employees.[7][8]
3. System(s) of records storage and retrieval to be used, including in what form the records will be stored, maintained, reproduced and disposed.
4. Preservation measures to protect the integrity of records and reduce the risk of a data breach. Such measures shall include encryption or other appropriate security procedures.[9] **[10] [11]**
5. Data map or flow chart detailing the sources, routes and destinations of electronic records.
6. Procedures and employee(s) designated for determining whether an item is a record.
7. Procedures for adding, revising or deleting records and data, and any other details necessary to implement the Records Management Plan.
8. Records Retention Schedule.
9. Provisions for the storage and retrieval of records in the event of an emergency or disaster. **[11]**
10. Staff positions authorized to access district records.

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11. The District will consult the solicitor for all Procedures to be implemented in the event of a litigation hold that immediately suspends disposition of all records relevant to the current or potential claim. Such procedures shall specify:

    a.
    b. ~~Who can initiate a litigation hold.~~
    -
    c. ~~How and to whom a litigation hold is communicated.~~
    -
    d. ~~Who will determine which records are subject to the litigation hold.~~
    -
    e. ~~Who will be responsible for collecting and preserving such records and data.~~
    -
    f. ~~Who will be responsible for monitoring and ensuring the district's compliance with the litigation hold.~~
    -
    g. ~~In what format the records will be collected.~~
    h.

When possible, records and data shall be stored in their original form, including metadata, such as creation date, author, type of file, etc.

For any record not covered by the Records Retention Schedule, the Records Management Committee shall determine how long the record shall be kept and recommend any necessary revisions to the retention schedule.

The district shall store, maintain and dispose of records in a manner that protects any sensitive, proprietary or confidential information or individual privacy rights, and helps conserve natural resources.

Manual Records

Manual records, which include all records not stored electronically, shall be retained and disposed of in accordance with the Records Management Plan.

Manual records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The district shall develop and maintain adeq
manual record system. Documentation may

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1. List system title and responsible employee(s) or office.
2. Define the contents of the system, including record formats.
3. Identify vital records and information.
4. Determine restrictions on access and use.

Electronic Records

Electronic records shall be retained and disposed of in the same manner as records in other formats and in accordance with the Records Management Plan.

Electronic records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The district shall develop and maintain adequate and up-to-date documentation about each electronic record system. Documentation may:

1. List system title and responsible employee(s) or office.
2. Specify all technical characteristics necessary for reading or processing the records stored on the system.
3. Identify all defined inputs and outputs of the system.
4. Define the contents of the system, including records formats and database tables.
5. Identify vital records and information.
6. Determine restrictions on access and use.
7. Describe update cycles or conditions.

Email Records

Email messages, in and of themselves, do r
email messages depend on the function and

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Records on an email system, including messages and attachments, shall be retained and disposed of in accordance with the district's Records Management Plan.

Email messages and attachments that do not meet the definition of records shall be deleted as required by the Records Management Plan.

Email records may be maintained as an electronic record or be printed and maintained as a manual record.

For each email considered to be a record, the following information shall be retained:

1. Message content.
2. Name of sender.
3. Name of recipient.
4. Date and time of transmission and/or receipt.

Service Providers

The Board requires service providers contracted by the district to create, maintain, retain and dispose of district records in accordance with the Records Management Plan.[12]

**Footnotes**

[1] 24 P.S. 518
palegis.us
palegis.us
Legal Reference
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[2] 65 P.S. 67.901
palegis.us
palegis.us
Legal Reference
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[3] Pol. 828
Policy Reference
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Policy saved — content, tracked changes, comments

[4] 65 P.S. 67.102
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palegis.us
Legal Reference
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[5] Pol. 801
Policy Reference
Open policy

[6] 24 P.S. 433
palegis.us
palegis.us
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[7] 65 P.S. 67.708
palegis.us
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[8] 20 U.S.C. 1232g
uscode.house.gov
uscode.house.gov
Legal Reference
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[9] 73 P.S. 2301
palegis.us
palegis.us
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[10] Pol. 830
Policy Reference
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[11] Pol. 830.1
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[12] 65 P.S. 67.506
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**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** |
| **Revised:** | **7.29.26** |

**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. K-12 Principal | $79,568 | $79,568 | $81,955 | $84,004 | $85,684 | $87,398 | *$94,000 |
| 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 the Assistant Principal, who will work 220 days. The Superintendent will set the Assistant Principal's summer schedule in coordination with the Principal's. It is expected that from July 1 to June 30, the Assistant Principal will work 20 days when students and staff are not in session.

- 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) months of 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. 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. The Assistant Principal position will be eligible for 12 paid vacation days per year after 20 years of service with the Sayre Area School District. These 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, up 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 of 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 the School District within four years of attaining credits for which the District paid, 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:

| Years of Service as Confidential Employee | Number of Days/Year |
|---|---|
| 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

**SAYRE AREA SCHOOL DISTRICT**
**FINANCE/BILLS**
**AUGUST 3, 2026**

| | NAME | ITEM | | AMOUNT |
|---|---|---|---|---|
| | GENERAL FUND | BILLS PAID | | |
| 1 | AMTRUST FINANCIAL SERVICES | WORKERS' COMP INS PREMIUM | $ | 60,307.00 |
| 2 | AQUA PENNSYLVANIA | WATER | $ | 6,105.42 |
| 3 | TASEY BAGGERLY | TUITION REIMBURSEMENT | $ | 952.00 |
| 4 | CM REGENT LLC | DISABILITY INSURANCE PREMIUM | $ | 584.12 |
| 5 | DALLAS VOLLEYBALL TEAM | DUES AND FEES | $ | 150.00 |
| 6 | HIGHMARK BLUE SHIELD | VISION INSURANCE PREMIUM | $ | 1,657.02 |
| 7 | NTIC | HELATH INSURANCE PREMIUM | $ | 289,272.71 |
| 8 | UNITED STATES TREASURY | PCORI FEE | $ | 1,002.83 |
| 9 | US OMNI & TSACG COMPLIANCE SERVICES | CONTRACTED BENEFIT | $ | 1,229.64 |
| 10 | WOOTER APPAREL INC | GENERAL SUPPLIES | $ | 3,663.15 |
| | | TOTAL | $ | 364,923.89 |
| | ACTIVITY/FOUNDATION FUND | BILLS PAID | | |
| | | TOTAL | $ | - |
| | CAPITAL FUND | BILLS PAID | | |
| 1 | KEYSTONE ASSOCIATES ARCHITECTS | NEW EQUIPMENT | $ | 16,764.64 |
| 2 | NELCORP ELECTRICAL CONTRACTING | NEW EQUIPMENT | $ | 82,317.50 |
| | | TOTAL | $ | 99,082.14 |
| | CAFETERIA FUND | BILLS PAID | | |
| | TOTAL | | $ | - |
| | GENERAL FUND | BILLS FOR PAYMENT | | |
| 1 | ABBEY SERVICES CORP | EQUIPMENT RENTAL | $ | 95.00 |
| 2 | A/CAPA | DUES AND FEES | $ | 780.00 |
| 3 | AMAZON.COM SERVICES | GENERAL SUPPLIES | $ | 13,654.28 |
| 4 | CHRISTINE ARENA | REIMBURSEMENT | $ | 18.00 |
| 5 | ATHENS AGWAY | LAWN CARE | $ | 199.99 |
| 6 | BEARING & DRIVE SOLUTIONS | REPAIR & MAINT - EQUIP | $ | 1,440.00 |
| 7 | BRANDY BENJAMIN | SUMMER SCHOOL REFUND | $ | 75.00 |
| 8 | BISHOPS FULL TIME PORTABLES | EQUIPMENT RENTAL | $ | 200.00 |
| 9 | JOSHUA BIXBY | SUMMER SCHOOL REFUND | $ | 162.50 |
| 10 | BSN SPORTS | GENERAL SUPPLIES | $ | 3,932.43 |
| 11 | CASELLA WASTE SERVICES | GARBAGE REMOVAL | $ | 1,811.19 |
| 12 | CDW GOVERNMENT INC | SUBSCRIPTION RENEWAL | $ | 4,500.00 |
| 13 | CHARACTERSTRONG LLC | GUIDANCE SERVICES | $ | 3,057.94 |
| 14 | CINTAS FIRE | TECHNICAL SERVICES | $ | 347.80 |
| 15 | BARRY CLAYPOOL | REIMBURSEMENT | $ | 49.98 |
| 16 | HEATHER COLLINS | SUMMER SCHOOL REFUND | $ | 75.00 |
| 17 | COOPER ELECTRIC | GENERAL SUPPLIES | $ | 242.48 |
| 18 | CROFT LUMBER COMPANY | GENERAL SUPPLIES | $ | 100.77 |
| 19 | CULLIGAN WATER CONDITIONING | GENERAL SUPPLIES | $ | 92.48 |
| 20 | DAILY REVIEW | ADVERTISING | $ | 2,253.93 |
| 21 | DANDY MINI MARTS INC | GASOLINE | $ | 1,781.63 |
| 22 | DEMCO INC | GENERAL SUPPLIES | $ | 396.36 |
| 23 | MICHAEL DILLMAN | SUMMER SCHOOL REFUND | $ | 125.00 |

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| 24 | DIRECT ENERGY BUSINESS | ELECTRICITY | $ | 16,400.48 |
| 25 | SHEENA ELLERS | SUMMER SCHOOL REFUND | $ | 75.00 |
| 26 | CAMBRIA ELY | TRAVEL REIMBURSEMENT | $ | 82.65 |
| 27 | FIRSTLIGHT FIBER | COMMUNICATIONS | $ | 1,855.54 |
| 28 | FLINN SCIENTIFIC INC | GENERAL SUPPLIES | $ | 3,245.27 |
| 29 | KYLE FRISBIE | SUMMER SCHOOL REFUND | $ | 75.00 |
| 30 | GCI CORPORATION | TECHNICAL SERVICES | $ | 2,559.50 |
| 31 | GOPHER SPORT | GENERAL SUPPLIES | $ | 1,054.11 |
| 32 | HEP SALES | GENERAL SUPPLIES | $ | 61.79 |
| 33 | HIGHER DOCUMENT SOLUTIONS LLC | EQUIPMENT RENTAL | $ | 3,183.05 |
| 34 | HSLC | TECH SUPPLIES | $ | 250.00 |
| 35 | INSIGHT PA CYBER CHARTER SCHOOL | CHARTER SCHOOL TUITION | $ | 5,145.43 |
| 36 | IRR SUPPLY CENTERS INC | GENERAL SUPPLIES | $ | 30.82 |
| 37 | KING'S COLLEGE | TUITION | $ | 2,489.00 |
| 38 | LAKESHORE LEARNING MATERIALS | GENERAL SUPPLIES | $ | 563.86 |
| 39 | LANCASTER LEBANON IU13 | TECH SUPPLIES | $ | 12,757.60 |
| 40 | LINES BY L&L LLC | REPAIR & MAINT - BLDG | $ | 5,770.00 |
| 41 | LOWES | GENERAL SUPPLIES | $ | 3,158.54 |
| 42 | M-F ATHLETIC CO INC | GENERAL SUPPLIES | $ | 580.00 |
| 43 | STEPHANIE MANVELL | SUMMER SCHOOL REFUND | $ | 125.00 |
| 44 | MARY MEZZATESTA | SUMMER SCHOOL REFUND | $ | 75.00 |
| 45 | MORNING TIMES | ADVERTISING | $ | 118.48 |
| 46 | MYERS LOCKSMITH | GENERAL SUPPLIES | $ | 30.00 |
| 47 | NASCO | GENERAL SUPPLIES | $ | 4,620.44 |
| 48 | NAVIGATE360 LLC | TECH SUPPLIES | $ | 1,790.05 |
| 49 | NAVIGATE360 LLC | BOOKS AND PERIODICALS | $ | 3,950.39 |
| 50 | NRG BUSINESS MARKETING | ELECTRICITY | $ | 4,973.68 |
| 51 | PA VIRTUAL CHARTER SCHOOL | CHARTER SCHOOL TUITION | $ | 1,361.23 |
| 52 | PA TURNPIKE | GENERAL SUPPLIES | $ | 74.18 |
| 53 | PACE ANALYTICAL SERVICES LLC | OTHER PURCH SVC | $ | 222.00 |
| 54 | PENELEC | ELECTRICITY | $ | 3,930.39 |
| 55 | PA DISTANCE LEARNING CHARTER SCHOOL | CHARTER SCHOOL TUITION | $ | 1,361.23 |
| 56 | PA LEADERSHIP CHARTER SCHOOL | CHARTER SCHOOL TUITION | $ | 2,572.72 |
| 57 | PITNE BOWES INC | GENERAL SUPPLIES | $ | 214.99 |
| 58 | PLAQUES AND SUCH | GENERAL SUPPLIES | $ | 359.50 |
| 59 | POWERNET | COMMUNICATIONS | $ | 74.82 |
| 60 | PROJECT LEAD THE WAY INC | BOOKS AND PERIODICALS | $ | 950.00 |
| 61 | QUESTEQ INC | CONTRACTED SERVICES | $ | 28,763.58 |
| 62 | REALLY GOOD STUFF | GENERAL SUPPLIES | $ | 229.91 |
| 63 | PETER RICHMAN | SUMMER SCHOOL REFUND | $ | 75.00 |
| 64 | ASHLEY ROUNSVILLE | SUMMER SCHOOL REFUND | $ | 75.00 |
| 65 | TRAVIS RUVOLO | SUMMER SCHOOL REFUND | $ | 75.00 |
| 66 | SANICO | GENERAL SUPPLIES | $ | 28,393.01 |
| 67 | CHARLES SAXMAN | SUMMER SCHOOL REFUND | $ | 75.00 |
| 68 | SCHOOL NURSE SUPPLY INC | GENERAL SUPPLIES | $ | 616.47 |
| 69 | SCHOOL SPECIALTY LLC | GENERAL SUPPLIES | $ | 74.53 |
| 70 | SMALL BEGINNINGS PHYSICAL THERAPY | CONTRACTED SERVICES | $ | 1,300.00 |
| 71 | SPHERO INC | GENERAL SUPPLIES | $ | 3,588.19 |
| 72 | TIFFANY SMITH | SUMMER SCHOOL REFUND | $ | 75.00 |
| 73 | SPORTSMANS | GENERAL SUPPLIES | $ | 6,036.70 |
| 74 | SUPER DUPER PUBLICATIONS | BOOKS AND PERIODICALS | $ | 119.90 |
| 75 | SWEETWATER SOUND INC | GENERAL SUPPLIES | $ | 301.50 |

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| 76 | TEACHER DIRECT | GENERAL SUPPLIES | $ | 538.22 |
| 77 | TOM'S HARDWARE & FEED | GENERAL SUPPLIES | $ | 128.98 |
| 78 | VERA TORRES | SUMMER SCHOOL REFUND | $ | 75.00 |
| 79 | TRACTOR SUPPLY CREDIT PLAN | GENERAL SUPPLIES | $ | 5.58 |
| 80 | VALLEY ENERGY | NATURAL GAS | $ | 337.07 |
| 81 | MATT VAUPOTIC | SUMMER SCHOOL REFUND | $ | 75.00 |
| 82 | WARD'S | GENERAL SUPPLIES | $ | 162.97 |
| 83 | MICHAEL WHITE | SUMMER SCHOOL REFUND | $ | 62.50 |
| 84 | JOSPEH E. WOLCOTT JR | SUMMER SCHOOL REFUND | $ | 75.00 |
| 85 | YANUZZIS RESTAURANT | GENERAL SUPPLIES | $ | 440.00 |
| | | TOTAL | $ | 193,232.61 |

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| | CAPITAL FUND | BILLS FOR PAYMENT | | |
| | | TOTAL | $ | - |

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| | CAFETERIA | BILLS FOR PAYMENT | | |
| 1 | THE NUTRITION GROUP | INITIAL PAYMENT | $ | 47,272.00 |
| | | TOTAL | $ | 47,272.00 |

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|---|---|---|---|
| | SUMMARY OF BILLS | | |
| 1 | GENERAL FUND - BILLS PAID | $ | 364,923.89 |
| 2 | ACTIVITIES FUND - BILLS PAID | $ | - |
| 3 | CAFETERIA - BILLS PAID | $ | - |
| 4 | CAPITAL FUND - BILLS PAID | $ | 99,082.14 |
| 5 | GENERAL FUND - BILLS FOR PAYMENT | $ | 193,232.61 |
| 6 | CAPITAL FUND - BILLS FOR PAYMENT | $ | - |
| 7 | CAFETERIA - BILLS FOR PAYMENT | $ | 47,272.00 |
| | TOTAL | $ | 704,510.64 |