Agenda of Work Session/Regular Meeting

The Board of Trustees
Sayre Area School District

A Work Session/Regular Meeting of the Board of Trustees of Sayre Area School District will be held Monday, August 17, 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
Speaker(s): Mrs. Blythe

1.B. Pledge of Allegiance
Speaker(s): Mrs. Blythe

1.C. Special Presentation
Description: This evening's special presentation will be two students sharing their experiences at the HOBY camp this summer.

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

2. **Minutes (Consent)**
Description: Minutes from the August 3, 2026, meeting of the Sayre Area Board of Directors.

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

3.A. Memorandum of Understanding
Speaker(s): Mrs. Agnew
Description: The Sayre Area School District and the Sayre Area Education Association recognize the need to implement and operate a Behavior Modification Room (BMR) in-school suspension (ISS) classroom at the high school building for the 2026-2027 school year.

3.B. Field Trip Request
Speaker(s): Mrs. Agnew

Description: Approved Field trip request in accordance with District Policy 121.

3.C. Conference Request
Speaker(s): Mrs. Agnew
Description: Approved Conference Request

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

4.A. Contract Renewal
Speaker(s): Mr. Hickey
Description: Contract renewal between the Sayre Area School District and Questeq for E-Rate funding year July 1, 2027-June 30, 2028, as presented.

4.B. Letter of Agreement
Speaker(s): Mr. Hickey
Description: Letter of Agreement for Title I Services between Sayre Area School District and Grace Academy Christian School. Beginning July 1, 2026, through June 30, 2027.

4.C. Consultant Contracted Services
Speaker(s): Mr. Hickey
Description: The consultant contracted services between the Sayre Area School District and Mr. Paul Stropko to provide Title I services at Epiphany School for the 2026-2027 school year.

4.D. Berkheimer Tax Report
Speaker(s): Mr. Hickey
Description: ACT 323 Earned Income Tax Monthly Report for Sayre Area School District.

4.E. Tax Collector's Report
Speaker(s): Mr. Hickey
Description: Monthly Tax Collector's report for Sayre Area School District.

4.F. Treasurer's Report
Speaker(s): Mr. Hickey
Description: The monthly Treasurer's Report includes reports from the Cafeteria, Capital Projects Funds, Federal Programs, and the General Fund.

4.G. Transfers
Speaker(s): Mr. Hickey
Description: Payroll transfers

5. **Athletics and Recreation (Consent)**

Speaker(s): Mrs. Blythe
Description: Approval of Athletic/Recreation staffing.

6. **District Personnel (Consent)**
Speaker(s): Mrs. Blythe
Description: Employment, retirement, or resignation of District employees.

6.A. 2026-2027 Bus Driver/Crossing Guards
Speaker(s): Mrs. Blythe
Description: 2026-2027 Sayre Bus Driver and Cross Guards

7. **District Policy (Consent)**
Speaker(s): Mrs. Blythe

7.A. District Policy Final Reading
Description: Final Reading of District Policies for updates to PSBA

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

8.A. Bills
Speaker(s): Mr. Hickey
Description: Monthly Bills

9. **Reports**

9.A. High School Building Principal

9.B. Director of Student and Academic Affairs Report

9.C. PSBA Report

9.D. NTCC Report

9.E. Committee Chair Report(s)

9.F. Board President's Report

9.G. Superintendent's Report

Work Session/Regular Meeting
Monday, August 3, 2026 7:00 PM Eastern

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

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

Present: 8, Absent: 1.

1. Welcome

1.A. Call to Order

1.B. Pledge of Allegiance

1.C. Public Comment

2. Amend Agenda
Motion to move Athletics and Recreation Coach listed as #5, A, line #2 within the consent agenda to a roll call item. This motion, made by Mr. Peter Quattrini and seconded by Ms. Felicia Kmetz, Carried.
Mrs. Debra Agnew: Absent, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Mr. Andrew Hickey: Yea, Ms. Felicia Kmetz: Yea, Mr. Peter Quattrini: Yea, Mr. Brian Rich: Yea, Mr. Michael Shaw: Yea
Yea: 8, Nay: 0, Absent: 1

3. Minutes (Consent)
Motion to approve the minutes from the July 13, 2026 meeting. This motion, made by Mr. Peter Quattrini and seconded by Mr. Andrew Hickey, Carried.
Mrs. Debra Agnew: Absent, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Mr. Andrew Hickey: Yea, Ms. Felicia Kmetz: Yea, Mr. Peter Quattrini: Yea, Mr. Brian Rich: Yea, Mr. Michael Shaw: Yea
Yea: 8, Nay: 0, Absent: 1

4. Instruction (Consent)

4.A. Conference Request
Motion to approve the Conference requests as presented. This motion, made by Mr. Peter Quattrini and seconded by Mr. Andrew Hickey, Carried.
Mrs. Debra Agnew: Absent, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Mr. Andrew Hickey: Yea, Ms. Felicia Kmetz: Yea, Mr. Peter Quattrini: Yea, Mr.

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

5. Finance (Consent)

5.A. Public School Facility Improvement Grant
Motion to approve the official resolution requesting a Public School Facility Improvement grant as presented. This motion, made by Mr. Peter Quattrini and seconded by Mr. Andrew Hickey, Carried.
Mrs. Debra Agnew: Absent, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Mr. Andrew Hickey: 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. Linkage Agreement
Motion to approve the Linkage Agreement between Sayre Area School District and Children's House Child Advocacy Center as presented. This motion, made by Mr. Peter Quattrini and seconded by Mr. Andrew Hickey, Carried.
Mrs. Debra Agnew: Absent, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Mr. Andrew Hickey: Yea, Ms. Felicia Kmetz: Yea, Mr. Peter Quattrini: Yea, Mr. Brian Rich: Yea, Mr. Michael Shaw: Yea
Yea: 8, Nay: 0, Absent: 1

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

7. District Personnel (Consent)

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

9. Roll Call Items

9.A. Employment of Administration
Motion to approve Mrs. Kristine Podolinski as the K-12 Assistant Principal for the start of the 2026-2027 school year. This motion, made by Mr. Ronald Cole and seconded by Mr. Andrew Hickey, Carried.
Mrs. Debra Agnew: Absent, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Mr. Andrew Hickey: Yea, Ms. Felicia Kmetz: Yea, Mr. Peter Quattrini: Yea, Mr.

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

9.B. Act 93 Contract Updates
Motion to approve the Act 93 Agreement as presented. This motion, made by Mr. Peter Quattrini and seconded by Mr. Brian Rich, Carried.
Mrs. Debra Agnew: Absent, Mrs. Patricia Blythe: Yea, Mrs. Katelyn Boggs: Yea, Mr. Ronald Cole: Yea, Mr. Andrew Hickey: Yea, Ms. Felicia Kmetz: Yea, Mr. Peter Quattrini: Yea, Mr. Brian Rich: Yea, Mr. Michael Shaw: Yea
Yea: 8, Nay: 0, Absent: 1

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

9.D. Employment of Athletic/Recreation Personnel
Recommend Motion - Employment of Brian Miller, Coach. This motion, made by Ms. Felicia Kmetz and seconded by Mr. Peter Quattrini, Failed.
Mrs. Debra Agnew: Absent, Mrs. Patricia Blythe: Nay, Mr. Ronald Cole: Nay, Ms. Felicia Kmetz: Nay, Mr. Peter Quattrini: Nay, Mr. Michael Shaw: Nay, Mrs. Katelyn Boggs: Yea, Mr. Andrew Hickey: Yea, Mr. Brian Rich: Yea
Yea: 3, Nay: 5, Absent: 1
Mrs. Katelyn Boggs: Yea, Mr. Andrew Hickey: Yea, Mr. Brian Rich: Yea
Note: During the meeting, the Board secretary incorrectly reported this as a 4-4 vote when actually it was a majority vote against. Minutes will accurately reflect the action taken.

10. Reports

10.A. High School Principal Report
Mrs. Ely updated the Board on the changeover to the Sapphire software system; which is going well. Information has been sent to parents regarding how to create their accounts. Students will receive instructions soon. There are some yearbooks available if anyone would like to purchase them.

10.B. Elementary Principal Report
Mr. Handrick reported the technology team is transferring student records into Sapphire and parent accounts can now be created. Thirty-eight students attend Kinder Camp and welcome back to school letters have been sent out. Next week three new staff members will attend orientation.

10.C. Director of Student Services Report
Dr. Tietjen reported the extended school year concluded at the end of July. She provided more details regarding the previously approved motion to request a Public School Facility Improvement Grant from the Commonwealth Financing Authority for upgrades including but not limited to plumbing, heating, etc.

10.D. PSBA Report
Mr. Cole reminded fellow Board members that 25 educational sessions will be available during the PSBA Conference, October 18–20, 2026. Three individuals will be listed on the Sayre School District's PSBA Ballot. Two individuals will be proposed for PSBA insurance trustees.

10.E. NTCC Report
Mr. Cole visited NTCC recently and the parking lot paving has been completed. Their next meeting is August 20th.

10.F. Board President Report
Mrs. Blythe welcomed Mrs. Podolinski to her new role as K-12 Assistant Principal, wishing her much success. She also thanked all involved in the interview process as it can be challenging. She provided the following dates for upcoming meetings: Athletics and Recreation Committee — August 10th at 5:30 p.m.; Community Relations Committee — August 11th at 5:30 p.m. and the next Board of Directors meeting — August 17th at 7 p.m. Interested persons are encouraged to attend.

10.G. Superintendent's Report
Mr. Wells welcomed Mrs. Podolinski as well as the other new faculty beginning their tenure soon. He added new faculty members undergo orientation as well as AI training.

Mrs. Kmetz commented that Sayre student wrestlers recently competed at the Farm Show complex.

Memorandum of Understanding

The Sayre Area School District (hereafter referred to as “District”) and the Sayre Area Education Association (hereafter referred to as “Association”) recognize the need for implementing and operating a Behavior Modification Room (BMR)/In-School Suspension (ISS) classroom at the High School building level. The District understands that the operational duties and responsibilities associated with such a classroom are the exclusive work of the Association’s Bargaining Unit (BU). At this time, the District has requested that the Association agree to share part of these responsibilities with Support Staff members during the 2026-2027 school year due to staffing and scheduling limitations. The District and the Association agree to the following conditions pertaining to the implementation and operation of a BMR/ISS classroom during the 2026-2027 school year:

1. This agreement shall exist only for the duration of the 2026-2027 school year, shall terminate on the final day of the school year, and shall not set a precedent.
2. A member(s) of the BU shall be assigned to the BMR/ISS classroom for more than 50% of any given school day.
3. The District shall not furlough/reduce, replace, demote, supplant staff, or divert any BU work as a result of the creation or existence of this agreement.
4. Any non-bargaining-unit/support staff assigned to the BMR/ISS classroom shall adhere to the same rules/expectations for students as those implemented by the BU members.
5. The BMR/ISS classroom shall not be open/operated during the end-of-the-year final exams week.

_____ _____

Union President Superintendent

Date: _____ Date: _____

Board Approved: _____ _____

Board President

Sayre Area School District
Field Trip Request
August 17, 2026

Group	Teacher/Advisor	Destination	Funding Source	Cost
Senior English Classes	Mr. Palumbo Mrs. Ramsey Ms. Allen	PA Renaissance Fair	Student Pay/ English Department Budget	Not to exceed $6,100.00

Sayre Area School District
Conference Request
August 17, 2026

Employee Name	Conference Title	Location	Date	Cost of Conference
Kristine Podolinski	SAP Training	Virtual	September 16, 2026 September 17, 2026	No cost to the District
Dayton Handrick	SAS Showcase	Lycoming College	October 22, 2026	Not to exceed $110.00

QUESTEQ

EDUCATIONAL TECHNOLOGY MANAGEMENT

SAYRE AREA SCHOOL DISTRICT

CATEGORY 1 AND CATEGORY 2 E-RATE SERVICES PROPOSAL

JULY 2026

This document contains proprietary and confidential information. It has been provided in good faith by Questeq, Inc. for the Administration and School Board of the above named School District for the purposes of evaluating potential opportunities to engage with Questeq, Inc. as a contracted vendor to manage and execute the District's E-Rate filings. The information contained herein remains the property of Questeq, Inc. and shall not be used, disclosed or reproduced, in whole or in part, without the prior written consent of Questeq, Inc.

QUESTEQ SERVICES VALUE

- QUESTEQ core E-Rate team has provided strategic E-Rate and technology planning services to traditional public, private, cyber, charter and alternative schools since the inception of the program. We help our clients to define, plan, implement and fund their technology goals within and outside of the E-Rate program.

- QUESTEQ core E-Rate team has the expertise to evaluate client education goals and initiatives by assessing the technology requirements that are needed to support them. Our assessment capabilities cover all technology areas including: network infrastructure, data centers, voice and data telecommunications, IT security, business systems and software, educational technology, and policies/procedures.

- QUESTEQ is not just an E-Rate filer, we are strategic planners. Our deep knowledge and experience has helped our high growth clients to expand their education footprint while addressing their technology needs in alignment with E-Rate rules and funding opportunities both in and outside of the program.

- QUESTEQ guarantees that our E-Rate Application process follows USAC/SLD rules and can pass a program audit should one occur. We include many safeguards within our Application process that reduce and/or eliminate scrutiny during PIA reviews.

- QUESTEQ's competitive bidding procedures and Bid Opportunities tool ensures a proactive, fair and open environment for interested service providers to respond to client E-Rate RFPs and provides built-in safe-guards for the district to minimize risks.

- QUESTEQ provides secure, online document retention for our client Application materials. Application documentation is accessible to clients using a secure login and password. Clients are able to access and download their E-Rate Application materials, as well as upload any Post Application and Post Funding related files at their discretion if they wish to keep everything in one safe place.

- QUESTEQ always represents the best interests of our clients at the FCC, USAC/SLD and state department of education levels in relationship to the E-Rate program or with matters that might impact our clients E-Rate needs.

- QUESTEQ continuously improves upon our knowledge and skills through ongoing training, participation in peer to peer groups and through memberships to leading industry advocacy organizations and publications.

SCOPE & DELIVERABLES

CATEGORY 1

QUESTEQ will dedicate executive level analysts and support resources to research, identify and align existing contracts, processes, procedures and needs with the current E-Rate 2.0 program guidelines and requirements. Additionally, QUESTEQ will collaborate with Sayre Area School District's staff to help evaluate and create potential funding opportunities relevant to technology needs as they align with educational technology plans and initiatives. This proposal covers turn-key consulting services for one E-Rate funding year. The scope of work for applications filed by QUESTEQ are comprised of several processes which are outlined below.

1. Identification, strategic guidance and acquisition to support each of the services listed where pricing is based on either a competitive bid process or Month to Month quotes.

2. Posting of Category 1 Form 470 Application(s) to support each of the preceding services for RFP(s), Month-to-Month and/or Annual quote processes.

3. Coordination of the required advertising and management of participant responses of all respondent proposals and corresponding award recommendation reports for the RFP posted. This will include aggressive solicitation of eligible service providers to ensure competition and competitive pricing beneficial to the District

4. Apply for any eligible continual equipment and site-based maintenance opportunities if applicable

5. Generation of Notice of Award letters to successful Respondents and corresponding contractual/E-Rate structuring of contract agreements where required.

6. Generation of custom SLD Form 471 Application(s) and any corresponding support documentation/attachments for each service request.

7. Assist SYSD with process to obtain accurate F&R lunch eligibility data to better leverage E-Rate and other programs reliant on this data as necessary. This will include structuring of all required support documentation to validate processes for PIA reviews.

8. Submit Category 1 E-Rate application(s) to SLD.

9. Support customer's interests relevant to subsequent SLD reviews of funding requests. Includes proactive collection and staging of data needed for anticipated PIA Review requests.

10. Provide access to application summary report and secured/off-site on-line documentation of relevant processes including defining Customer's "fair-share" costs, and added technology value to the Customer.

11. Provide E-Rate Application Summary Report, Next Steps Narrative and all Application level documentation which describes SYSD's "fair-share" costs, and added technology value.

12. Facilitate and establish with all service providers the set-up of preferred invoicing options and work with internal or external resources to set-up procedures that facilitate timely funding discounts or reimbursements for all E-Rate related expenditures.

13. QUESTEQ shall include post-application support resources for the district's Form 471 submitted for E-Rate funding year 2027-2028. QUESTEQ does not assume responsibility for the application content but agrees to provide support as best it can. These post-application services are comprised of several processes which are outlined below.

    » Provide post-application program form support to meet program compliance. These may include funding acceptance, vendor changes and cancellations as needed.

    » Facilitate and establish with application service providers the set-up of preferred invoicing options and work with internal or external resources to set-up procedures that facilitate timely funding discounts or reimbursements for all E-Rate related expenditures.

CATEGORY 2

QUESTEQ will dedicate executive level analysts and support resources to research, identify and align existing contracts, processes, procedures and needs with the current E-Rate 2.0 program guidelines and requirements. Additionally, QUESTEQ will collaborate with Sayre Area School District's staff to help evaluate and create potential funding opportunities relevant to technology needs as they align with educational technology plans and initiatives. This proposal covers turn-key consulting services for one E-Rate funding year for any/all sites identified by SYSD participating within this E-Rate application process. The scope of work is comprised of several processes which are outlined below.

Discovery and coordination processes to address the specific eligible equipment and services available to SYSD within the E-Rate 2.0 mandates for network cabling, networking and wireless equipment, installation/configuration, hardware maintenance needs relevant to all school buildings for which funding opportunities exist.

1. Interview district staff, administration and/or external technical support resource(s) to identify additional eligible hardware and cabling needs or modifications. This will include site visit(s) as needed.

2. Discovery and coordination processes to address entity's E-Rate eligible hardware acquisition processes including gathering of quotes and composing all required supporting documentation and attachments. This will also include all E-Rate processes required to stage for possible installation and maintenance at significantly reduced costs.

    a) Wireless Access Points, Controllers
    b) Network Switches and Racks
    c) UPS
    d) Firewall
    e) Cabling

3. Construction of a strategic RFP Contracts for eligible network equipment and cabling services agreement that will provide for identified drops to support the Customer's technology needs (by site). RFP Contracts will dictate documentation, standards, testing and labeling deliverables. RFP Contracts will be structured to allow for leveraging of E-Rate program funding at the District's discretion if awarded funding.

4. Detail hardware and cabling requests via hard and/or electronic copy for availability to contractors.

5. Posting of SLD Form 470 Application to support contractor service bid processes.

6. Coordination of the required advertising and management of participant responses up to and including official public opening of all respondent proposals and corresponding award recommendation report for RFP posted. This includes Notice of Award letter to successful Respondent and corresponding contractual/E-Rate structuring of contract agreement.

7. Generation of custom SLD Form 471 Application(s) and any corresponding support documentation/attachments for service contract(s).

8. Submit Category 2 E-Rate application(s) to SLD.

9. Support customer's interests relevant to subsequent SLD reviews of funding requests. Includes proactive collection and staging of data needed for anticipated PIA Review requests.

10. Provide access to application summary report and secured/off-site on-line documentation of relevant processes including defining Customer's "fair-share" costs, and added technology value to the Customer.

11. Facilitate and establish with all service providers the set-up of preferred invoicing options and work with internal or external resources to set-up procedures that facilitate timely funding discounts or reimbursements for all E-Rate related expenditures.

12. Assist with project coordination regarding the acquisition of funded equipment, coordination with funded installation contractors, and/or managing the implementation of new services.

C1 & C2 POST APPLICATION PROCESSES:

» Support customer's interests relevant to subsequent SLD PIA reviews of funding requests. Includes proactive collection and staging of data needed for anticipated PIA Review requests.

» Review all Receipt Acknowledgement Letters (RALs), submit any ministerial and clerical errors, and retain documentation

» Facilitate and correspond concerning any cost effectiveness reviews in support of funding requests

» Lead all efforts with USAC/SLD in supporting/defending all funding requests

C1 & C2 POST FUNDING AWARDS:

- Upon receipt of Funding Commitment Decision Letters (FCDLs), review and file the following; 486s and any USAC and FCC Appeals (IF applicable)
- Evaluate funding awards to determine if any service substitutions, SPIN changes, corrections or cancellations are needed, then file and document
- Work with internal or external AP/AR team to set-up procedures that facilitate timely funding discounts or reimbursements for all E-Rate related expenditures
- Provide access to application summary report and secured/off-site on-line documentation of relevant processes including defining Customer's "fair-share" costs, and added technology value to the Customer.
- Provide E-Rate Application Summary Report, Next Steps Narrative and all Application level documentation which describes SYSD's "fair-share" costs, and added technology value
- Facilitate and establish with all service providers the set-up of preferred invoicing options (SPI or BEAR) and work with internal or external resources to set-up procedures that facilitate timely funding discounts or reimbursements for all E-Rate related expenditures
- Review previous C2 funding commitments with SYSD and submit corresponding forms to ensure the unused funds (if applicable) are returned to the program for the SYSD's future use

C1 & C2 FUNDS/PROGRAM MANAGEMENT:

- Schedule and facilitate E-Rate conference calls with stakeholders where SYSD is adding/changing service providers and doing Category Two projects. Following the call(s), disseminate notes that include service provider contact information relevant to projects.
- Facilitate any E-Rate webinars on Post Application and Post Funding Award procedures.
- Prepare Funds Disbursed to Date Reports as well as conduct quarterly status check on BEAR/SPI set-up, BEAR approval status as needed. Review and communicate relevant information with BLPCS; Retain documentation in myeratedocs.com.
- Communicate to SYSD all relevant, ongoing USAC/E-Rate information pertaining to reviews, awards, funding management/reports, program updates, changes, which can affect them.

» Identify any contract, funding or invoicing extension requests that are needed for the funding year, file and retain documentation.

» Represent the best interests of SYSD at USAC/SLD and FCC.

SERVICES NOT INCLUDED

1. Site Based E-Rate Program Audits*
2. E-Rate Program Select Review**
3. Any other non-site E-Rate program-based audits

* Support for these items can be addressed through the block of time from QUESTEQ provided in this proposal

** Please be advised that the E-Rate process contains several preparation/discovery exercises, applications and review processes. The "Select Review" in particular entails a significant amount of additional, in-depth reviewing and reporting procedures. "Select Reviews" are initiated randomly. If selected an applicant has only 15 days to respond in full to the SLD requests for detailed support documentation, narratives, equipment specifications, and other relevant components that substantiate the applicant's E-Rate funding requests. The "Select Review" support is not included in this proposal. If the SYSD is randomly selected for "Select Review" and chooses to have QUESTEQ handle these procedures, there will be additional charges levied to address the substantial amount of time and resources required to complete the mandated requirements of the "Select Review". The "Select Review" service fee is based upon a fixed 15% of the proposal/contract value.

CLIENT EXPECTATIONS AND RESPONSIBILITIES

1. The client is aware that QUESTEQ provides strategic E-Rate consulting services to assist schools with obtaining E-Rate funding for eligible services and makes no claim implied or written that an Application/form filing process for E-Rate funding constitutes or is a guarantee of program award. Additionally, it should also be noted that QUESTEQ makes no guarantee of when funding will become available to the school as the program has no built-in mechanism for projecting or scheduling receipt of funding, given that all Applications/forms filed on behalf of an entity are subject to all current and/or future USAC E-Rate approval processes.

2. The Client is responsible for ensuring that they are CIPA compliant including the education of all students on internet safety; please visit the following link for more information on compliance, https://www.usac.org/sl/applicants/step05/cipa.aspx.

3. The Client agrees to abide by all of USAC/SLDs "Gifting" rules which are addressed in the PowerPoint that can be viewed at the following link, https://www.usac.org/E-Rate/applicant-process/competitive-bidding/gift-rules/

4. The client agrees that it will review, understand and comply with all USAC/E-Rate program rules including documentation and record retention by visiting the following resource links:

    a) Audits and Assessments
    b) Document Retention

5. The client is expected to respond to communications and/or information, material requests from QUESTEQ team members in a timely fashion (the E-Rate process involves several deadlines that cannot be missed without jeopardizing Applications and funding requests).

6. The client is responsible for ensuring that they provide accurate information/data and support materials (i.e. copies of invoices, Free & Reduced Lunch forms/Applications) regarding its school(s) financial eligibility and the correct status of existing contracts with telecommunication service providers (i.e. landline voice, wireless and Internet service providers).

7. The client is responsible in all ways to ensure that all E-Rate related public bids are advertised in accordance with state bidding mandates and guidelines.

8. The client is responsible for informing QUESTEQ immediately in writing any changes regarding information, data, supporting materials or elimination/expansion/addition to/of any initiative that could impact their funding requests or scope of work agreed upon between QUESTEQ and the client.

9. The client must identify an authorized representative of the school(s) to sign all mandatory E-Rate documentation that is submitted in support of the school(s) funding requests/Applications. This representative needs to be available at short notice to sign time sensitive documents.

10. The client is responsible for identifying and making readily available any/all required school or third-party resources that must be included in the decision making/authorization processes (i.e. Board Members, CEOs, CTOs, Attorneys, etc.).

11. The client is responsible for ensuring that their internal or outsourced AP/AR personnel coordinate with QUESTEQ upon award of funding for the following:

    a) Set-up of discounted billing for telecommunication services and/or equipment acquisition
    b) Establish re-imbursement processes to recover E-Rate related expenditures that were incurred prior to award

12. The client is responsible for ensuring that their internal or outsourced IT personnel coordinate with QUESTEQ upon award of funding the following:

    a) Coordination, acquisition and implementation of E-Rate related equipment
    b) Coordination, acquisition, continuation or implementation telecommunication services
    c) Coordination, acquisition, implementation of infrastructure build-out (cabling, etc.) and equipment installation (i.e. network closets)

13. By electing QUESTEQ to perform this proposed scope of work, SYSD has agreed that no representative of SYSD will willfully engage in private negotiations/conversations with prospective or awarded Service Providers/Vendors relevant to the "competitive bidding" and "award" process. Competitive bidding or bid award issues that need to be discussed must be directed to QUESTEQ. QUESTEQ follows stringent procedures for competitive bidding/award that adhere to USAC/SLD guidelines. All competitive bidding and bid award information is documented in the event an audit or review is conducted at a later date. SYSD will have the opportunity to correspond with the awarded Service Providers/Vendors after contracts have been agreed upon by all parties.

Please forward all correspondence using email: **eratesupport@questeq.com**

ERATE CONSULTANT REGISTRATION **#16061996**

SERVICES & PAYMENT TERMS

Fund Year 2027-2028 E-Rate Service:

Questeq will invoice for 6% of the aggregate total of all "Total Pre-discount Charges" as listed on the Funding Commitment Decision Letter(s) received by SYSD.

Covers turn-key consulting services for **ONE** E-Rate funding year (2027-2028) for C1 & C2 services. (Please note these consulting services may actually span more than one calendar year due to program processes and timelines).

Payment for these services will be as follows: The full balance will be paid upon receipt of the Funding Commitment Decision Letter(s) (FCDL) issued by the program on behalf of the District.

Questeq's service fee is based on the current E-Rate rules and is subject to change pending any modifications or alterations to the E-Rate program.

Withdrawal or Cancellation by the District:

The District acknowledges that QUESTEQ performs substantially all of its work in advance of the Funding Commitment Decision Letter(s) (FCDL): approximately 60% of the scope of work is completed upon posting of the Form 470 application(s) if applicable and/or completion of the corresponding competitive bid and PEPPM filing/evaluation process, and approximately 95% of the scope of work is completed upon submission of the Form 471 application(s) to the SLD.

If the District withdraws, cancels, suspends, or otherwise ceases to engage QUESTEQ before issuance of the FCDL, the following fees become immediately due and payable: (a) 60% of QUESTEQ's full service fee if the withdrawal occurs after QUESTEQ has posted the Form 470 and/or completed the bid/PEPPM process; or (b) 95% of QUESTEQ's full service fee if the withdrawal occurs after QUESTEQ has submitted the Form 471 application(s) as approved by the District.

For purposes of this section, "QUESTEQ's full service fee" means 6% of the aggregate total of all "Total Pre-discount Charges" for the E-Rate funding request(s), measured by the pre-discount value of the services as posted on the Form 470 and/or established through the completed bid/PEPPM process at the time of withdrawal under (a), or as filed on the Form 471 application(s) at the time of withdrawal under (b).

In addition to the foregoing milestone fee, and regardless of the stage at which withdrawal occurs, the District shall reimburse QUESTEQ for all costs incurred by QUESTEQ.

Minimum Fee Structure for C1/C2 Services

Service Category	Pre-Discount Total	Minimum Questeq Fee
Category 1 (C1)	Under $20,000	$1,200

Category 2 (C2)	**Under $28,000**	**$1,680**

Please contact eratesupport@questeq.com for an updated list of Category 1 and Category 2 Pre-discount funding available for the 2027-2028 year.

SIGNATURE PAGE

IN WITNESS, WHEREOF, the parties have caused this scope of work to be executed by their duly authorized officers.

Attest: **Questeq, Inc.**

_____ By:_____ Date:_____

Attest: **Sayre Area School District**

_____ By:_____ Date:_____

Board Secretary Board President

Once the required documents have been received and accepted by Questeq, a counter-executed copy of this scope of work will be returned to you via e-mail.

QUESTEQ
EDUCATIONAL TECHNOLOGY MANAGEMENT

PO Box 99
Beaver, PA 15009
888.783.7837
www.questeq.com

LETTER OF AGENCY (LOA)
PROVIDING E-RATE SUPPORT

District: Sayre Area School District

Re: E-Rate Funding Year: FY2027 (July 1, 2027 – June 30, 2028)

To whom it may concern:

Please note that we hereby approve, confirm and authorize that our Educational Technology Management partner Questeq, Inc. and its staff/resources are designated as our E-Rate contact and custodians related to any/all E-Rate applications and interaction needs. This assignment will include the following resources who will/may act on the school's behalf regarding the funding year(s) identified above:

1. Christopher Gray
2. Delana Murphy
3. Dave Miller
4. Steve Mandarino

Authorized Signature: X _____

Printed Name: X Barry Claypool

Title: X Business Manager

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SAYRE AREA SCHOOL DISTRICT

CATEGORY 1 AND CATEGORY 2 E-RATE SERVICES PROPOSAL

This document contains proprietary and confidential information. It has been provided in good faith by Questeq, Inc. for the Administration and School Board of the above named School District for the purposes of evaluating potential opportunities to engage with Questeq, Inc. as a contracted vendor to manage and execute the District's E-Rate filings. The information contained herein remains the property of Questeq, Inc. and shall not be used, disclosed or reproduced, in whole or in part, without the prior written consent of Questeq, Inc.

Since 1983, Pennsylvania's original edtech experts.

QUESTEQ

PO Box 99
Beaver, PA 15009
888.783.7837
www.questeq.com

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WHEREVER YOU ARE ON THE PATH TOWARD YOUR TECHNOLOGY GOALS, WE CAN HELP.

THE RIGHT PEOPLE

- EXPERT TECH RECRUITING
- TEAMS DESIGNED FOR YOUR NEEDS

GETTING THE RIGHT THINGS DONE

- PROJECT MANAGEMENT
- ENDPOINT MANAGEMENT
- APPLICATION SUPPORT
- INFRASTRUCTURE SUPPORT
- NETWORK ADMINISTRATION
- INSTRUCTOR SUPPORT
- SIS & PIMS SUPPORT
- CYBERSECURITY
- CRISIS RESPONSE

HELPING YOU TO GROW AND INNOVATE

- STRATEGIC PLANNING
- TECHNOLOGY EVALUATION
- E-RATE PLANNING & COORDINATION

AVERAGE CUSTOMER SATISFACTION RATING

LETTER OF AGREEMENT FOR TITLE I SERVICES

AT Grace Academy Christian School

2026-2027 SCHOOL YEAR

This Agreement is made and entered into the __17_ day of ____August_____, 2026, by and between **Sayre Area School District (SD)** and **Blast Intermediate Unit 17 (IU)**.

1. **TERM**

   The term of this Agreement shall commence on July 1, 2026, and terminate on June 30, 2027.

2. **DESCRIPTION**

   Upon the terms and conditions set forth herein, **SD** requests that **IU** provide reading instructional services in accordance with the Title I program at **Grace Academy Christian School**. Such services will be secular, neutral, and non-ideological.

   SD and **IU** agree to comply with Title I statutory and regulatory requirements.

   SD and **IU** agree to pool Title I funds for instruction at **Grace Academy Christian School**. The pooled funds are used to serve the students most at risk who reside in participating public school attendance areas regardless of the amount of funds generated by the number of children from low-income families attending **Grace Academy Christian School**.

   SD and **IU** agree to collaborate on providing parental involvement in accordance with Title I at the nonpublic school.

3. **FEES AND PAYMENT**

   In consideration of the services mutually agreed upon as described herein, **SD** shall pay **IU** $___1,871.50_____ for instructional services as determined by their per-pupil allocation of $__623.83____ times the number of

low-income nonpublic school students living in eligible attendance areas. A percentage of the fee will be allocated to **IU** administrative costs.

IU will provide an invoice to **SD** for one-half of the above amount on or about February 1. An invoice for the remaining balance due will be provided to **SD** by June 30 of the current school year.

4. **RESPONSIBILITIES OF IU**
   a. To provide instructional services by an appropriately state-certified teacher, as required by Title I.
   b. To use appropriate evaluative testing/screening procedures and materials.
   c. To provide **SD** and the nonpublic school an outline of the local assessment plan.
   d. To provide small group supplemental reading instruction for eligible private school students.
   e. To assure financial and legal responsibilities involved in providing the instruction.
   f. To require the Title I teacher to complete the following requirements in addition to providing regular instructional periods.
      - Conduct diagnostic and benchmark testing as needed on eligible students.
      - Maintain records of assessment data, instructional activities, and attendance for students served.
      - Provide assessment reports to the district throughout the year.
      - Meet with parents for conferences as requested.
      - Provide a progress report at the end of the year for each student served.
   g. To provide **SD** with data, information, and access to the program needed to complete its Title I responsibilities. Data will be provided after each assessment period (beginning, mid-year and ending) so the SD is apprised of the Title 1 students being serviced throughout the year to monitor the progress of the program.

h. To meet with nonpublic school administration twice annually to review services provided to eligible students.

5. **RESPONSIBILITIES OF SD**
   a. To assist **IU** in identifying addresses of students who reside in Title I attendance areas.
   b. To inform **IU** of any and all circumstances which may directly or indirectly affect the performance of this Agreement, including changes in the original Title I funding allocation.
   c. To invite parents of nonpublic school students to **SD**-sponsored parental involvement programming for Title I.
   d. To complete, prior to the effective date of this Agreement, all meaningful consultation between **SD** and **Grace Academy Christian School** needed to set up this Agreement.

6. **MISCELLANEOUS**
   a. **SD** and **IU** acknowledge that it may be necessary to modify this Agreement if there is a reauthorization of ESEA during the performance period of the Agreement, and should there be a loss of funding for services, the agreement can be terminated.

The parties have entered into this Agreement as of the effective date first above written:

Sayre Area School District		**Blast Intermediate Unit 17**	
Signature:	_____	**Signature:**	_____
Title:	_____	**Title:**	**Executive Director**
Date:	_____	**Date:**	_____

S A Y R E A R E A S C H 0 0 L D I S T R I C T

333 WEST LOCKHART ST., SAYRE, PA 18840 PHONE: 570-888-6121 FAX: 570-888-6037 REQUEST FOR CONSULTANT/CONTRACTED SERVICES

01 Name of Consultant - Paul Stropko 02. Soc. Sec. No: xxx-xx-5350

03. Home Address: 255 Vista Drive, Sayre, PA 18840 04. Cell Phone: 607-215-5 158

05. Function or Purpose of Service: Title I Services at Epiphany, Sayre, PA 18840

06. Qualifications: BS Special Education, Pennsylvania State University; M.Ed. Mansfield University
Certifications: Special Education, Supervisor of Special Education; Has All Clearances

07. Work Location: Epiphany School, Sayre, PA 18840

08. Time Period: 2026-2027 School Year (per Epiphany's school calendar)

09. Total Number of Hours to Work: Schedule has been arranged with Epiphany Administration, Consultant, and the Sayre Federal Programs Coordinator, and is the following: Starting the week of September 7, 2026, and working throughout the school year, until funding is all allocated, around April to the end of May 2027 (dependent upon final allocations).

As of this contract, there is $1871.00 to be used to service Title I students at Epiphany

This amount could change depending on the final results of the allocations by PDE and could be reduced or increased

10. Rate of Pay Per Hour: $45 00 per hour (no benefits, self-employed, responsible for all taxes).

11. Charge to: Title I Federal Program

12. Signatures of Approval: (a) _____
Mr. Brian Wilcox, Federal Programs Coordinator for Non-Public Entities

13. I agree to satisfactorily complete the function noted in number 5 above and according to the criteria stipulated in numbers 7 through 10 above.

_____

Paul Stropko Date

Payment: Please submit a detailed monthly invoice indicating days worked, students/districts served, and amount due. Invoices must be received by the first of each month.

_____ _____

Mr. Mike Wells— Superintendent Date

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: July, 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	61,499.23
Resident EIT from other TCDs	13,170.42
Non-Resident EIT for Political Subdivisions within TCD	0.00
Delinquent Earned Income Taxes Collected	2,344.42
Total Collections	**77,014.07**
Receipts:	
Investment Income	29.87
Cost Collected by Tax Officer	781.05
Total Receipts	**810.92**
Total Collections and Receipts	**77,824.99**
Distributions and Disbursements:	
Distributions:	
Distributions to PSD	72,347.01
Total Distributions	**72,347.01**
Disbursements:	
Taxpayer Refunds	3,622.67
Tax Officer Commissions on Collections	1,044.39
Investment Income Retained by Tax Officer	29.87
Cost Retained by Tax Officer	781.05
Total Disbursements	**5,477.98**
Total Distributions and Disbursements	**77,824.99**

APPROVED BY: _____ **DATE:** 8/10/26

BUSINESS MANAGER

TAX COLLECTOR'S MONTHLY REPORT (DCED) TO TAXING DISTRICTS
FOR THE MONTH OF JUL., 2026 (OPEN)
TAXING DISTRICT - SAYRE SCHOOL DISTRICT - 08 FOR TAX YEAR - 2026

RUN DATE: 8/3/2026 2:45:27PM

		REAL ESTATE	INTERIM/ OTHER	PER CAPITA/ OTHER	OTHER
A. COLLECTIONS					
1.	Balance Collectable - Beginning of Month	0.00	0.00	0.00	0.00
2A.	Additions: During the Month (*)	4,773,374.31	0.00	0.00	0.00
2B.	Deductions: Credits During the Month - (from line 17)	0.00	0.00	0.00	0.00
3.	Total Collectable	4,773,374.31	0.00	0.00	0.00
4.	Less: Face Collections for the Month	950,650.47	0.00	0.00	0.00
5.	Less: Delections from the List (*)	0.00	0.00	0.00	0.00
6.	Less: Exonerations (*)	0.00	0.00	0.00	0.00
7.	Less: Liens/Non-Lienable Installments (*)	0.00	0.00	0.00	0.00
8.	Balance Collectable - End of Month	3,822,723.84	0.00	0.00	0.00
B. RECONCILIATION OF CASH COLLECTED					
9.	Face Amount of Collections - (must agree with line 4)	950,650.47	0.00	0.00	0.00
10.	Plus: Penalties	0.00	0.00	0.00	0.00
11.	Less: Discounts	18,819.40	0.00	0.00	0.00
12.	Total Cash Collected per Column	A. 931,831.07	B. 0.00	C. 0.00	D. 0.00
13.	Total Cash Collected - (12A + 12B + 12C + 12D)				931,831.07

(*) ATTACH ANY SUPPORTING DOCUMENTATION REQUIRED BY YOUR TAXING DISTRICT

C. PAYMENT OF TAXES

14. Amount Remitted During the Month (*)

Date	Tax Type	Paid To	Tax Year	Check Number	Amount
*					

Total Remitted:

15. Amount Paid with this Report Applicable to this Reporting Month $_____

16. Total Remitted This Month $_____

17. List Other Credit Adjustments (*)

Parcel#	Name	Amount
	Total	0.00

18. Interest Earnings (if applicable) 0.00

Amy Murrelle Date: 8/3/26
(AMY MURRELLE, TAX COLLECTOR

I verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the month.

Received by (taxing district): _____

Title: Bus Mgr Date: 8/12/26

I acknowledge the receipt of this report.

TAXING DISTRICT USE (OPTIONAL)

Carryover from Previous Month $_____

Amount Collected This Month $_____

Less Amount Paid This Month $_____

Ending Balance $_____

TAX COLLECTOR'S MONTHLY REPORT (DCED) TO TAXING DISTRICTS
FOR THE MONTH OF JUL., 2026 (OPEN)
TAXING DISTRICT - SAYRE SCHOOL DISTRICT - 08 FOR TAX YEAR - 2026

RUN DATE: 7/27/2026 8:34:18AM

		REAL ESTATE	INTERIM/ OTHER	PER CAPITA/ OTHER	OTHER
A. COLLECTIONS					
1.	Balance Collectable - Beginning of Month	0.00	0.00	0.00	0.00
2A.	Additions: During the Month (*)	1,052,269.78	0.00	0.00	0.00
2B.	Deductions: Credits During the Month - (from line 17)	0.00	0.00	0.00	0.00
3.	Total Collectable	1,052,269.78	0.00	0.00	0.00
4.	Less: Face Collections for the Month	169,928.63	0.00	0.00	0.00
5.	Less: Delections from the List (*)	0.00	0.00	0.00	0.00
6.	Less: Exonerations (*)	0.00	0.00	0.00	0.00
7.	Less: Liens/Non-Llenable Installments (*)	0.00	0.00	0.00	0.00
8.	Balance Collectable - End of Month	882,341.15	0.00	0.00	0.00
B. RECONCILIATION OF CASH COLLECTED					
9.	Face Amount of Collections - (must agree with line 4)	169,928.63	0.00	0.00	0.00
10.	Plus: Penalties	0.00	0.00	0.00	0.00
11.	Less: Discounts	3,394.57	0.00	0.00	0.00
12.	Total Cash Collected per Column	A. 166,534.06	B. 0.00	C. 0.00	D. 0.00
13.	Total Cash Collected - (12A + 12B + 12C + 12D)				166,534.06

(*) ATTACH ANY SUPPORTING DOCUMENTATION REQUIRED BY YOUR TAXING DISTRICT

C. PAYMENT OF TAXES

14. Amount Remitted During the Month (*)

Date	Tax Type	Paid To	Tax Year	Check Number	Amount
*					

Total Remitted:

15. Amount Paid with this Report Applicable to this Reporting Month $ 166534.06

16. Total Remitted This Month $ 166534.23

17. List Other Credit Adjustments (*)

Parcel#	Name	Amount
	Total	0.00

18. Interest Earnings (if applicable) 0.00

Joy Drake Date: 7/28/2026

LITCHFIELD TOWNSHIP, TAX COLLECTOR

TAXING DISTRICT USE (OPTIONAL)

Carryover from Previous Month $_____

Amount Collected This Month $_____

Less Amount Paid This Month $_____

Ending Balance $_____

I verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the month.

Received by (taxing district): _____

Title: Bus Mgr Date: 8/13/26

I acknowledge the receipt of this report.

TAX COLLECTOR'S MONTHLY REPORT (DCED) TO TAXING DISTRICTS
FOR THE MONTH OF JUL., 2026 (OPEN)
TAXING DISTRICT - SAYRE SCHOOL DISTRICT - 08 FOR TAX YEAR - 2026

RUN DATE: 8/5/2026 11:02:02AM

		REAL ESTATE	INTERIM/ OTHER	PER CAPITA/ OTHER	OTHER
A. COLLECTIONS					
1.	Balance Collectable - Beginning of Month	0.00	0.00	0.00	0.00
2A.	Additions: During the Month (*)	1,202,781.97	0.00	0.00	0.00
2B.	Deductions: Credits During the Month - (from line 17)	0.00	0.00	0.00	0.00
3.	Total Collectable	1,202,781.97	0.00	0.00	0.00
4.	Less: Face Collections for the Month	249,926.26	0.00	0.00	0.00
5.	Less: Delections from the List (*)	0.00	0.00	0.00	0.00
6.	Less: Exonerations (*)	0.00	0.00	0.00	0.00
7.	Less: Liens/Non-Lienable Installments (*)	0.00	0.00	0.00	0.00
8.	Balance Collectable - End of Month	952,855.71	0.00	0.00	0.00
B. RECONCILIATION OF CASH COLLECTED					
9.	Face Amount of Collections - (must agree with line 4)	249,926.26	0.00	0.00	0.00
10.	Plus: Penalties	0.00	0.00	0.00	0.00
11.	Less: Discounts	4,979.49	0.00	0.00	0.00
12.	Total Cash Collected per Column	A. 244,946.77	B. 0.00	C. 0.00	D. 0.00
13.	Total Cash Collected - (12A + 12B + 12C + 12D)				244,946.77

(*) ATTACH ANY SUPPORTING DOCUMENTATION REQUIRED BY YOUR TAXING DISTRICT

C. PAYMENT OF TAXES

14. Amount Remitted During the Month (*)

Date	Tax Type	Paid To	Tax Year	Check Number	Amount
* 07/14/2026	R	SAYRE SCHOOL DISTRICT	2026	Direct Dep	82,070.07
* 07/14/2026	R	SAYRE SCHOOL DISTRICT	2026	Direct Dep	85,551.12
* 07/29/2026	R	SAYRE SCHOOL DISTRICT	2026	Direct Dep	77,325.58
				Total Remitted:	244,946.77

15. Amount Paid with this Report Applicable to this Reporting Month $_____

16. Total Remitted This Month $_____

17. List Other Credit Adjustments (*)

Parcel#	Name	Amount
	Total	0.00

18. Interest Earnings (if applicable) 0.00

Julie Lewis DTC Date: 8/5/26

JOHN TESTEN, TAX COLLECTOR

I verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the month.

TAXING DISTRICT USE (OPTIONAL)

Carryover from Previous Month $_____

Amount Collected This Month $_____

Less Amount Paid This Month $_____

Ending Balance $_____

Received by (taxing district): _____

Title: Bus Mgr Date: 8/12/26

I acknowledge the receipt of this report.

Treasurer's Report Cafeteria Fund 7/1/2026 to 7/31/2026			
	Description	**Revenues**	
7/1/2026	**Beginning Balance**		**$ 30,138.28**
7/1/2026	Meals Sold	$ 103.50	
7/6/2026	Meals Sold	$ 50.00	
7/10/2026	Meals Sold	$ 46.00	
7/17/2026	Meals Sold	$ 50.00	
7/24/2026	Meals Sold	$ 81.60	
7/29/2026	Transfer from General Fund	$ 41,205.84	
7/31/2026	Interest	$ 112.20	
	Total Revenue	**$ 41,649.14**	**$ 71,787.42**
	Total Expenses		**$ -**
	Ending Balance		**$ 71,787.42**

Treasurer's Report Capital Projects Fund
7/1/2026 to 7/31/2026

Capital Projects - Satterlee Creek Environmental Center

Date	Description	Revenues	Expenses	Balance
7/1/2026	Beginning Balance			$ 16,936.10
7/31/2026	Interest	$ 27.33		
	Total Deposits	**$ 27.33**		**$ 27.33**
			$ -	
	Total Expenses		**$ -**	**$ -**
7/31/2026	**Ending Balance**			**$ 16,963.43**

Capital Projects - Money Market 2001 Issue

	Description	Revenues	Expenses	Balance
7/1/2026	Beginning Balance			$ 106,158.30
7/31/2026	Interest	$ 239.85		
	Total Deposits	**$ 239.85**		**$ 239.85**
	Total Expenses			
7/31/2026	**Ending Balance**			**$ 106,398.15**

Capital Projects - Checking Account

	Description	Revenues	Expenses	Balance
7/1/2026	Beginning Balance			$ 339,037.29
7/31/2026	Interest	$ 1,024.64		
	Total Deposits	**$ 1,024.64**		**$ 1,024.64**
7/15/2026	#2468 Keystone Associates Architects		$ 16,764.64	
7/15/2026	#2469 Nelcorp Electrical Contracting		$ 82,317.50	
	Total Expenses		**$ 99,082.14**	**$ 99,082.14**
7/31/2026	**Ending Balance**			**$ 240,979.79**

Capital Projects - PLGIT Savings Account

	Description	Revenues	Expenses	Balance
7/1/2026	Beginning Balance			$ 1,408,073.25
7/31/2026	Interest	$ 4,159.32		
	Total Deposits	**$ 4,159.32**		**$ 4,159.32**
			$ -	
	Total Expenses		**$ -**	**$ -**
7/31/2026	**Ending Balance**			**$ 1,412,232.57**
7/31/2026	**Total Capital Projects Accounts**			**$ 1,776,573.94**

Treasurer's Report Federal Fund				
7/1/2026 to 7/31/2026				
Date	**Description**	**Revenues**	**Expenses**	**Balance**
7/1/2026	**Beginning Balance**			**$ 8,966.98**
7/31/2026	Interest	$ 27.13		
	Total Revenue	**$ 27.13**		**$ 27.13**
7/14/2026	#1233 Epiphany School		$ 225.80	
7/29/2026	#1234 Blast IU 17		$ 3,229.50	
	Total Expenses		**$ 3,455.30**	**$ 3,455.30**
7/31/2026	**Ending Balance**			**$ 5,538.81**

Treasurer's Report
First Citizens Community Bank General Fund
7/1/2026 to 7/31/2026

Date	Description	Revenues	Expenses	Balance
7/1/2026	**Beginning Balance**			**$ 627,449.45**
7/1/2026	Realty Transfer Tax - May	$ 20,365.54		
7/2/2026	EIT	$ 1,318.94		
7/2/2026	Transfer from PLGIT	$ 1,500,000.00		
7/3/2026	COBRA	$ 4,304.91		
7/3/2026	Realty Transfer Tax - June	$ 9,404.94		
7/9/2026	Real Estate Taxes	$ 175,384.91		
7/10/2026	Real Estate Taxes	$ 23,496.82		
7/13/2026	Real Estate Taxes	$ 48,648.28		
7/14/2026	Real Estate Taxes	$ 82,070.07		
7/14/2026	Real Estate Taxes	$ 85,551.12		
7/15/2026	EIT	$ 542.95		
7/15/2026	Credit Refund	$ 2,111.85		
	Truancy/Tax - June	$ 90.33		
	Sale of 2012 Ford Van	$ 450.00		
	24-25 PA Distance CS Final Reconciliation	$ 367.27		
	SSIP Grant	$ 25,000.00		
	Educational Enhancement Donation	$ 6,000.00		
7/15/2026	Real Estate Taxes	$ 222,400.23		
7/16/2026	Transfer from Payroll	$ 1,680.68		
7/16/2026	Real Estate Taxes	$ 35,093.74		
7/17/2026	EIT	$ 6,183.20		
7/20/2026	Real Estate Taxes	$ 29,040.92		
7/20/2026	Real Estate Taxes	$ 250,935.40		
7/22/2026	EIT	$ 4,975.16		
7/22/2026	Employee Benefit Withholdings-2nd Quarter	$ 73,055.65		
	COBRA	$ 2,800.00		
7/23/2026	Real Estate Taxes	$ 15,840.24		
7/24/2026	EIT	$ 3,437.83		
7/24/2026	Real Estate Taxes	$ 14,414.23		
7/28/2026	Real Estate Taxes	$ 141,098.08		
7/29/2026	EIT	$ 26,338.29		
7/29/2026	Real Estate Taxes	$ 77,325.58		
7/30/2026	Summer School	$ 75.00		
	Delinquent RE Taxes - June	$ 25,291.42		
	Rent - Bradford-Tioga Head Start	$ 1,600.00		
	Credit Refund	$ 2,879.64		
	NRG Curtailment	$ 446.30		
	25-26 RPH Tuition Reimbursement	$ 729.60		
	Reimbursements	$ 910.00		
	Summer Recreation	$ 230.00		
7/30/2026	Real Estate Taxes	$ 87,323.01		
7/31/2026	EIT	$ 25,799.09		
7/31/2026	Interest	$ 5,083.85		
Total July Receipts		**$ 3,040,095.07**		
Total Beginning Balance and July Receipts				**$ 3,667,544.52**
Total July Expenditures				**$ 1,602,347.60**
First Citizens Community Bank General Fund Checking Account Balance				**$ 2,065,196.92**
	PLGIT General Fund Account			
7/1/2026	**Beginning Balance**			**$ 4,314,143.18**
7/2/2026	Comm of PA - SHARRS Health/Dental	$ 16,712.50		
7/7/2026	Comm of PA - Copies Reimbursement	$ 37.52		
7/24/2026	PDE Subsidy	$ 27,518.34		
7/30/2026	Comm of PA - Copies Reimbursement	$ 176,008.00		
Total Subsidy Payments		**$ 220,276.36**		
7/31/2026	PLGIT Interest	$ 8,522.25		
Total Beginning Balance and July Receipts		**$ 228,798.61**		**$ 4,542,941.79**
7/1/2026	Transfer to P-Card		10,000.00	
7/2/2026	Transfer to General Fund		1,500,000.00	
7/27/2026	Transfer to P-Card		15,000.00	
Total Disbursements			**1,525,000.00**	
Total PLGIT July Checking Account Balance				**$ 3,017,941.79**
	General Fund Summary			
Total First Citizens Community Bank General Fund				**$ 2,065,196.92**
Total PLGIT General Fund Checking Account Balance				**$ 3,017,941.79**
Grand Total FCCB & PLGIT Checking Account Balance				**$ 5,083,138.71**

Sayre Area School District
FINANCE/TRANSFERS
AUGUST 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
3	SASD	PAYROLL 7/24/2026		$	292,802.19
4	SASD	PAYROLL 8/07/2026		$	306,050.45
			TOTAL	$	1,567,210.96

Sayre Area School District
Athletic/Recreation Personnel
August 17, 2026

A. Coaching Staff

No#	Name	Position	Effective Date
1.	Ronald Myers	Assistant Golf Coach	Pending completion of clearances/training

Sayre Area School District
Personnel
August 17, 2026

A. Support Staff Employment

Employee	Position	Start Date
Emmalee Cooley	Cafeteria Server- High School 5-hour	August 26, 2026
Taylin Lafritz	Cafeteria Server- High School 5-hour	August 26, 2026
Sheila Covey	Cafeteria Server- Elementary School 4.5 hour	August 26, 2026
Cindy VanZile	Cafeteria Server- Elementary School 4.5 hour	Pending completion of clearances/trainings
Michael Simons	Maintenace	Pending completion of clearances/trainings
Brooke Geiger	Paraprofessional	August 12, 2026

B. Support Staff Resignation

Employee	Position	End Date
Braden Cardenas	Maintenance	August 7, 2026

C. Advisor

Employee	Club/Activity	Start Date
Lucinda Gumaer	DJ Club	2026-2027 school year
Terah Ramsey	SADD	2026-2027 school year
Terah Ramsey	FBLA-(Co-Advisor)	2026-2027 school year
Ashtyn Allen	FBLA-(Co-Advisor)	2026-2027 school year
Christianna Friedrichsen	Forensics	2026-2027 school year
Amy Romberger	Future Teachers of America	2026-2027 school year
Amy Romberger	Student Council (Co-Advisor)	2026-2027 school year
Diane LaManna	Student Council (Co-Advisor)	2026-2027 school year
Richard Krall	Gaming Club	2026-2027 school year
Aaron Roy	Jr. High Scholarship Challenge	2026-2027 school year
Aaron Roy	Sr. High Scholarship Challenge	2026-2027 school year
Amber Schreiber	NJHS (Co-Advisor)	2026-2027 school year
Amber Schreiber	NHS (Co-Advisor)	2026-2027 school year
Kara Short	NJHS (Co-Advisor)	2026-2027 school year
Kara Short	NHS (Co-Advisor)	2026-2027 school year
Sarah Conden	Odyssey of the Mind (Co-Advisor)	2026-2027 school year
Michael Zimmer	Odyssey of the Mind (Co-Advisor)	2026-2027 school year
Trisha Brockoff	Sayrenade	2026-2027 school year
Rhonda Tracy	Tiny Mics	2026-2027 school year
Ashley Koopmann	Art Club	2026-2027 school year
Lucinda Gumaer	Drama Club (Co-Advisor)	2026-2027 school year
Taylor Wentzel	Drama Club (Co-Advisor)	2026-2027 school year
Naomi Abbey	Environthon	2026-2027 school year

Richard Krall	Floor Hockey	2026-2027 school year
Richard Krall	Redskins E-Sports	2026-2027 school year
Jennifer Riley	Board Game Club	2026-2027 school year
Jon Pack	7th-grade class advisor	2026-2027 school year
Rebecca Cross	8th-grade class advisor	2026-2027 school year
Haylee Ludington	9th-grade class advisor	2026-2027 school year
Ashley Koopmann	10th-grade class co-advisor	2026-2027 school year
Rhonda Tracy	10th-grade class co-advisor	2026-2027 school year
Kara Short	11th-grade class advisor	2026-2027 school year
Terah Ramsey	12th-grade class advisor	2026-2027 school year
Carrie Ackerman	Band Director	2026-2027 school year
Courtney Paris	Band Front Coordinator/Color Guard	2026-2027 school year
Amber Schreiber	Graduation Project	2026-2027 school year
Lucinda Gumaer	Assistant Musical Director	2026-2027 school year
Taylor Wentzel	Musical Director	2026-2027 school year
Taylor Wentzel	Vocal Groups Director	2026-2027 school year

2026-2027 Sayre Bus Driver List/Crossing Guards

D&J SCHOOL BUS COMPANY

Main Drivers:
Debra Agnew – Bus driver
William Kneebone – Bus driver
Steve Nagar – Bus driver
Tina Ivester – Van Driver

Sub Drivers:
Jeffrey Agnew – Bus driver
Tasey Baggerly – Bus driver
Donald Millard – Bus driver
Dustin Millard – Bus driver
Jody Barber – Van driver

CHAMBERS BUS COMPANY

Main Driver:
Bonnie Rogers – Bus driver

Sub Drivers:
Dustin Chambers - Bus driver
Jodi Strait - Bus driver
Jason Chandler - Bus driver
Tracy Chilson - Bus driver

JENKINS SCHOOL BUS COMPANY

Main Driver:
Dennis Welch – Bus driver
Sandy Roof – Van driver

Sub Driver:
Tammi Jenkins – Bus driver
Donald Jenkins – Bus driver

LEONARD BUS SERVICE

Main Drivers:
Carol Beidleman – Bus driver
Ronald Leonard – Bus driver

Sub Drivers:
Lindsay Steele - bus driver
David West – Van driver
Daniel Leonard – bus driver

Sayre Area School District Van Drivers:
James Jones
Denee Horton

Sayre Crossing Guards:
Christine Nolt
Scott Nobles
Angela Williams
Richard Satterly - Sub

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 players and spectators and are kept free fr~~

Under Review sub-status updated

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]

Under Review sub-status updated

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]

Under Review sub-status updated

{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]

PSBA Revision 8/25 ©2025 PSBA

Footnotes

[1] 22 PA Code 4.27
pacodeandbulletin.gov
pacodeandbulletin.gov
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
ecfr.gov
Legal Reference
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[4] Pol. 103
Policy Reference
Open policy

Under Review sub-status updated

[5] Pol. 103.1
Policy Reference
Open policy

[6] 24 P.S. 511
palegis.us
palegis.us
Legal Reference
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[7] PIAA Bylaws, Article V
piaa.org
piaa.org
Legal Reference
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[8] Pol. 123.1
Policy Reference
Open policy

[9] Pol. 123.2
Policy Reference
Open policy

[10] Pol. 218
Policy Reference
Open policy

[11] Pol. 204
Policy Reference
Open policy

[12] 24 P.S. 5323
palegis.us
palegis.us
Legal Reference
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[13] 24 P.S. 1425
palegis.us
palegis.us
Legal Reference
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[14] 22 PA Code 12.1
pacodeandbulletin.gov
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Legal Reference
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[15] 22 PA Code 12.4
pacodeandbulletin.gov
pacodeandbulletin.gov
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Under Review sub-status updated

[16] 24 P.S. 1603-C
palegis.us
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Legal Reference
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[17] PIAA Bylaws, Article II
piaa.org
piaa.org
Legal Reference
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Under Review sub-status updated

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 establishes one or more social media accounts as a designated public forum and allows comments on posts]

{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 options on forum, in consultation with school solicitor – the district may designate on the platform which forum type is applicable for the account]

{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

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 intellectual property violations, documenting potential violations, and notifying appropriate district staff to consider further action. [9] [10] [11]

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 directory information under the Family Educational Rights and Privacy Act and Board policy. **[9] [10]** [14][15]

{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-owned social media accounts shall not be connected to other social media accounts through linking or tagging if the outside account is for a commercial application, product or service and the district or its employees would receive financial or other compensation as a result of the connection.

{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 director's activity on their personal social media account could be deemed a public record and subject to a Right-to-Know request if the activity documents a transaction or activity of the district and is created,

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 accounts shall be addressed in accordance with applicable Board policies and administrative regulations related to student conduct, expression and students' individual rights and responsibilities. In accordance with Board policy, the district shall

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
Open policy

[8] Pol. 104
Policy Reference
Open policy

[9] Pol. 113.4
Policy Reference
Open policy

[10] Pol. 216
Policy Reference
Open policy

[11] Pol. 814
Policy Reference
Open policy

[12] Pol. 911
Policy Reference
Open policy

[13] Pol. 815
Policy Reference
Open policy

[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
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[18] 28 CFR 35.160
ecfr.gov
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[19] 65 P.S. 67.102
palegis.us
palegis.us
Legal Reference
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[21] Pol. 824
Policy Reference
Open policy

[22] 24 P.S. 1122
palegis.us
palegis.us
Legal Reference
View source

[23] 24 P.S. 2070.1a
palegis.us
palegis.us
Legal Reference
View source

[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
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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

Policy 103 — Discrimination/Harassment Affecting Students Printed 8/6/2026

Policy Number	103
Title	Discrimination/Harassment Affecting Students
Version	v1 · 8/6/2026 · 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

[1] 22 PA Code 12.1
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[2] 22 PA Code 12.4
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[20] Pol. 218
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[21] Pol. 233
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[22] Pol. 317
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[23] Pol. 806
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[24] Pol. 805.1
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[25] Pol. 113.2
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[26] Pol. 113.3
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[33] 34 CFR Part 99
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[34] 16 PA Code 41.204
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[37] 34 CFR 106.30
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[42] Pol. 150
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Policy 103.1 — Nondiscrimination - Qualified Students With Disabilities Printed 8/6/2026

Policy Number	103.1
Title	Nondiscrimination - Qualified Students With Disabilities
Version	v2 · 8/6/2026 · 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

[1] 22 PA Code 4.4
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[2] 22 PA Code 12.1
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[3] 22 PA Code 12.4
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[4] 22 PA Code 15.1
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[5] 29 U.S.C. 794
uscode.house.gov
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[6] 42 U.S.C. 12101
uscode.house.gov
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[7] 28 CFR Part 35
ecfr.gov
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[8] 28 CFR Part 36
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[9] 34 CFR Part 104
law.cornell.edu
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[10] Pol. 103
Policy Reference
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[11] 22 PA Code 15.2
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[12] 42 U.S.C. 12102
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[13] 22 PA Code 15.7
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[14] 34 CFR 104.7
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[15] 22 PA Code 15.4
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[16] 34 CFR 104.32
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[17] Pol. 113
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[18] 22 PA Code 15.5
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[19] 22 PA Code 15.6
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[20] 34 CFR 104.35
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[21] 22 PA Code 15.3
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[22] 34 CFR 104.34
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[23] 34 CFR 104.37
law.cornell.edu
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[24] Pol. 112
Policy Reference
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[25] Pol. 122
Policy Reference
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[26] Pol. 123
Policy Reference
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[27] Pol. 810
Policy Reference
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[28] 22 PA Code 15.8
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[29] 20 U.S.C. 1232g
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[30] 34 CFR Part 99
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[31] 22 PA Code 15.9
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[32] Pol. 216
Policy Reference
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[33] Pol. 218
Policy Reference
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[34] Pol. 233
Policy Reference
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[35] 24 P.S. 1319-B
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[36] 22 PA Code 10.2
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[37] 35 P.S. 780-102
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[38] 24 P.S. 1306.2-B
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[39] 22 PA Code 10.21
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[40] 22 PA Code 10.22
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[41] 22 PA Code 10.23
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[42] 22 PA Code 10.25
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[43] Pol. 113.2
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[44] Pol. 218.1
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[45] Pol. 218.2
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[46] Pol. 222
Policy Reference
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[47] Pol. 227
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[48] Pol. 805.1
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[49] 22 PA Code 15.1
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[50] 34 CFR 104.36
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[51] 22 PA Code 14.162
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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
Policy Reference
Open policy

[55] Pol. 113.1
Policy Reference
Open policy

[56] Pol. 317
Policy Reference
Open policy

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
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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 800 — Records Management

Printed 8/6/2026

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 electronic documents.

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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:

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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.

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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 n
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
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Legal Reference
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[2] 65 P.S. 67.901
palegis.us
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[3] Pol. 828
Policy Reference
Open policy

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[4] 65 P.S. 67.102
palegis.us
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[5] Pol. 801
Policy Reference
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[6] 24 P.S. 433
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[7] 65 P.S. 67.708
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[8] 20 U.S.C. 1232g
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[9] 73 P.S. 2301
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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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Policy 810 — Transportation

Printed 8/6/2026

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 maintain school buses/vehicles and/or contract for school bus/vehicle services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.[2][3][5][6][7] **[8] [9] [10]** [11]

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 all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the Superintendent or designee as soon as practicable.

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 twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy.[32][33] **[34]**

Footnotes

[1] 75 Pa. C.S.A. 102
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[2] 24 P.S. 1361
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[3] 24 P.S. 1362
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[4] 24 P.S. 1726-A
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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
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[10] Pol. 818
Policy Reference
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[11] Pol. 818
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[13] 24 P.S. 1374
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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
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[17] Pol. 113
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[18] Pol. 140
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[19] Bell v. Wilkinsburg Sch. Dist., No. 23 WAP 2024, 2026 WL 152043 (Pa. Jan. 21, 2026)

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[26] Pol. 209.1
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[27] Pol. 209.2
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[28] Pol. 210
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[29] Pol. 210.1
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[30] Pol. 113.4
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[31] Pol. 216
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[33] 75 Pa. C.S.A. 4552
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[34] Pol. 805
Policy Reference
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SAYRE AREA SCHOOL DISTRICT
FINANCE/BILLS
AUGUST 17, 2026

	NAME	ITEM		AMOUNT
	GENERAL FUND	BILLS PAID		
1	JEFFREY L. AGNEW DBA D&J SCHOOL BUS	TRANSPORTATION	$	21,386.30
2	DAVE & BUSTERS	SOFTBALL EVENT	$	508.03
3	US OMNI & TSACG COMPLIANCE SERVICES	CONTRACTED BENEFIT	$	614.82
4	PEYTON ROBINSON	VEHICLE MAINTENANCE	$	975.00
5	WESTBROOK UPHOLSTERY	REPAIR & MAINT - BLDG	$	367.00
		TOTAL	$	23,851.15
	ACTIVITY/FOUNDATION FUND	BILLS PAID		
1	AMAZON CAPITAL SERVICES	GENERAL SUPPLIES	$	128.02
2	KEVIN HYATT	GENERAL SUPPLIES	$	200.00
3	TERAH RAMSEY	GENERAL SUPPLIES	$	84.41
4	AMANDA SMITH	GENERAL SUPPLIES	$	200.00
		TOTAL	$	612.43
	CAPITAL FUND	BILLS PAID		
		TOTAL	$	-
	CAFETERIA FUND	BILLS PAID		
	TOTAL		$	-
	GENERAL FUND	BILLS FOR PAYMENT		
1	AFT MECHANICAL LLC	REPAIR & MAINT BLDG	$	840.00
2	AMAZON.COM SERVICES INC	GENERAL SUPPLIES	$	3,965.48
3	AMERICAN AIRLINES	TRAVEL	$	964.79
4	BASEN SPORTS	GENERAL SUPPLIES	$	630.63
5	BLAST IU 17	WAN	$	678.40
6	BLAST IU 17	STAFF DEVELOPMENT	$	4,350.00
7	BLAST IU 17	IEP REVIEWS	$	50.00
8	BLAST IU 17	EQUIP BILLING	$	17,837.00
9	BRADFORD SULLIVAN MENTAL HEALTH	GUIDANCE SERVICES	$	15,000.00
10	CDW GOVERNMENT INC	SOFTWARE	$	8,220.00
11	CENGAGE LEARNING INC	BOOKS & PERIODICALS	$	949.63
12	CHESTER COUNTY IU	TUITION	$	235.73
13	COOPER ELECTRIC	GENERAL SUPPLIES	$	106.78
14	CROFT LUMBER COMPANY	GENERAL SUPPLIES	$	22.53
15	CULLIGAN WATER CONDITIONING	GENERAL SUPPLIES	$	37.48
16	DAILY REVIEW	ADVERTISING	$	227.06
17	DANDY MINI MART	GASOLINE	$	1,781.63
18	DICK'S SPORTING GOODS	GENERAL SUPPLIES	$	36.36
19	E. FRIEDMAN ASSOCIATES	GENERAL SUPPLIES	$	1,087.44
20	EDMENTUM INC	BOOKS & PERIODICALS	$	970.00
21	EPIC SPORTS	GENERAL SUPPLIES	$	200.18
22	EVERWAY LLC	GENERAL SUPPLIES	$	358.00
23	FLINN SCIENTIFIC INC	GENERAL SUPPLIES	$	48.99
24	FURMAN & JONES BODY SHOP	VEHICLE MAINTENANCE	$	1,032.00
25	GLOBAL COMPLIANCE NETWORK INC	STAFF DEVELOPMENT	$	926.10
26	TODD GREEN	REIMBURSEMENT	$	10.00

27	INSIGHT PA CYBER CHARTER SCHOOL	CHARTER SCHOOL TUITION	$	5,145.43
28	INTEGRITEC INC	TECHNICAL SERVICES	$	885.00
29	KELLEY BROS	GENERAL SUPPLIES	$	837.25
30	LANCASTER LEBANON IU13	SOFTWARE	$	2,385.00
31	KRISTA LEONARD	TRAVEL	$	16.00
32	LOWES	GENERAL SUPPLIES	$	4,561.68
33	LYONS RECREATION	REPAIR & MAINT EQUIP	$	1,940.00
34	MACKIN BOOK COMPANY	BOOKS & PERIODICALS	$	500.00
35	MHS	GENERAL SUPPLIES	$	893.85
36	MOORE'S AUTOMOTIVE INC	VEHICLE MAINTENANCE	$	13.86
37	MORLEY ATHLETIC	GENERAL SUPPLIES	$	547.66
38	NASCO	GENERAL SUPPLIES	$	2,758.80
39	NETWORK SOLUTIONS	TECHNICAL SERVICES	$	84.95
40	NORTH AMERICAN RESCUR LLC	GENERAL SUPPLIES	$	1,260.11
41	OPENAI OPCO LLC	TECHNOLOGY SUBSCRIPTION	$	763.20
42	PASA	DUES AND FEES	$	850.00
43	PENELEC	ELECTRICITY	$	95.60
44	PA DEPT OF COMMUNITY & ECONOMIC	GRANT FEE	$	100.00
45	PA DISTANCE LEARNING CHARTER SCHOOL	CHARTER SCHOOL TUITION	$	1,361.22
46	PA LEADERSHIP CHARTER SCHOOL	CHARTER SCHOOL TUITION	$	2,572.71
47	PA PRINCIPALS ASSOCIATION	DUES AND FEES	$	149.00
48	PADDLE.COM MARKET LTD	TECHNOLOGY SUBSCRIPTION	$	486.99
49	PEARSON	GENERAL SUPPLIES	$	1,891.45
50	PITNEY BOWES INC	GENERAL SUPPLIES	$	214.99
51	PITNEY BOWES INC	EQUIPMENT RENTAL	$	481.68
52	PSBA	DUES AND FEES	$	549.00
53	PSBA INSURANCE TRUST	UNEMPLOYMENT CLAIMS	$	571.50
54	QUANTROL INC	REPAIR & MAINT - EQUIP	$	626.94
55	RAION GROUP	GENERAL SUPPLIES	$	1,829.94
56	RBA PROFESSIONAL DATA SYSTEMS	TAX COLLECTOR SOFTWARE	$	716.44
57	RIVERSIDE ASSESSMENTS LLC	GENERAL SUPPLIES	$	260.00
58	AMY ROMBERGER	TUITION REIMBURSEMENT	$	900.00
59	SCHOOL HEALTH CORPORATION	GENERAL SUPPLIES	$	260.34
60	SCHOOL SPECIALTY LLC	GENERAL SUPPLIES	$	1,375.53
61	SOPRANOS	PROFESSIONAL DEVELOPMENT	$	94.06
62	THE GRILLE AT THE TRAIN STATION	GENERAL SUPPLIES	$	153.96
63	THE UPS STORE #4795	GENERAL SUPPLIES	$	31.80
64	TIMS	DUES AND FEES	$	100.00
65	TOMASSOS	GENERAL SUPPLIES	$	120.12
66	TOM'S HARDWARE & FEED INC	GENERAL SUPPLIES	$	118.74
67	TOSHIBA BUSINESS SOLUTIONS	NEW EQUIPMENT	$	9,737.00
68	VALLEY ENERGY	NATURAL GAS	$	166.38
69	VERIZON	COMMUNICATIONS	$	376.87
70	VERIZON WIRELESS	COMMUNICATIONS	$	274.96
71	WALMART	GENERAL SUPPLIES	$	128.17
72	WASABI	TECHNOLOGY	$	83.53
73	WB MASON	GENERAL SUPPLIES	$	11,797.50
		TOTAL	$	121,635.42

	CAPITAL FUND	BILLS FOR PAYMENT		
1	NELCORP ELECTRICAL CONTRACTING CORP	ELECTRICAL UPGRADE	$	195,847.25
2	TRANE CO.	NEW EQUIPMENT	$	140,000.00

	TOTAL	$	335,847.25
CAFETERIA	BILLS FOR PAYMENT		
	TOTAL	$	-
	SUMMARY OF BILLS		
1 GENERAL FUND - BILLS PAID		$	23,851.15
2 ACTIVITIES FUND - BILLS PAID		$	612.43
3 CAFETERIA - BILLS PAID		$	-
4 CAPITAL FUND - BILLS PAID		$	-
5 GENERAL FUND - BILLS FOR PAYMENT		$	121,635.42
6 CAPITAL FUND - BILLS FOR PAYMENT		$	335,847.25
7 CAFETERIA - BILLS FOR PAYMENT		$	-
	TOTAL	$	481,946.25