Regular Meeting

Monday, October 26, 2026 7:00 PM
Jersey Shore Area School District Administration Building, 175 A&P Drive, Jersey Shore, PA 17740

1. **Opening**

1.A. **Call To Order**

1.B. **Roll Call**

1.C. **Pledge of Allegiance**

2. **Approvals**

2.A. **Minutes**

2.A.1. September 14, 2026 Regular Board Meeting Minutes (Attachment)

2.A.2. September 28, 2026 Regular Board Meeting Minutes (Attachment)

2.B. **Treasurer's Report**

2.B.1. September 2026 Treasurer Report (Attachment)

2.B.2. August 2026 Investment Report (Attachment)

2.B.3. 2026 Quarterly Board Summary Report (Attachment)

2.C. **Approval of Bills**

2.C.1. August 2026 Disbursement Summary (Attachments)

3. **Presentations**

3.A. **Communications**

3.B. **President's Report**

3.C. **Board Representative/Committee Reports**

3.D. **Student Representative Report**

3.E. **Superintendent's Report**

3.E.1. Update on new building and other information - Magisterial District Judge Denise Dieter

3.E.2. Budget Calendar (Attachment) - Ben Enders

3.E.3. Highlight Instructional Time (Attachment)

3.E.4. **Updated Board Policies:** (Attachments)
Policy 008-Organizational Chart
Policy 218.4-Aggressive Physical Behavior
Policy 707-Use of School Facilities

4. **Courtesy of the Floor**

4.A. **Public Comment on Agenda Items**

5. **Unfinished Business**

5.A. **Unfinished Business Items**

5.A.1. Salladasburg Subdivision

6. **Personnel**

6.A. **Personnel Items**

6.A.1. Appointment of James Bennett to a Head Baseball Coach position at a stipend of $4,987.50, (Level 4 of the Coaches' Salary Matrix), effective the 2026–2027 season.

6.A.2. Appointment of Patricia Hess to a Head Swim Coach position, at a stipend of $5,377.00, (Level 4 of the coaches' salary matrix), effective the 2026-2027 season.

6.A.3. Appointment of Caleb Stemler to an Assistant Swim Coach position, at a stipend of $2,716.80, (Level 1 of the coaches' salary matrix) effective the 2026-2027 season.

6.A.4. Appointment of Clayton Bob to a Special Education Emotional and Autistic Support Paraprofessional position at Jersey Shore Area Middle School at an annual salary of $22,125.00, prorated for the 2026-2027 school year, effective October 29, 2026.

6.A.5. An update to a letter of resignation from Robert Rook as an Auxiliary Staff member to reflect a resignation date of June 1, 2026.

6.A.6. HS Drama Director-Drama Production Job Description (Attachment)

6.A.7. Childrearing Leave Request from January 19, 2027 (approximately) through February 1, 2027, of the 2026-2027 school year for employee 2026-27-07.

7. **Curriculum and Instruction**

7.A. **Curriculum and Instruction Items**

7.A.1. The High School Drama Production, *The Best Christmas Pageant Ever*, as per contract. (Attachment)

7.A.2. The 2026-2027 CTE OAC and LAC Member List. (Attachment)

8. **Building and Grounds**

8.A. **Building and Grounds Items**

9. **Finance**

9.A. **Finance Items**

9.A.1. A budget transfer totaling $1,955,000.00 from the 2025-2026 Contingency Fund, 10-5900-840, ($887,000.00) to

Regular Ed PA Cyber/Charter School Tuition, 10-1110-562, and ($1,068,000.00) to Special Ed PA Cyber/Charter School Tuition, 10-1290-560, for the purpose of PA Cyber/Charter School Tuition. (Attachment)

10. **Miscellaneous**

10.A. **Miscellaneous Items**

10.A.1. An agreement of affiliation between Jersey Shore Area School District and Grove City College Education Department regarding observations, practicum, student teaching and internships. The terms of this agreement are 5 years. (Attachment)

10.A.2. An agreement of affiliation between Jersey Shore Area School District and Western Governors University regarding observations, practicum, student teaching and internships. The terms of this agreement are three years. (Attachment)

10.A.3. A Training Service Agreement between Penn College of Technology and Jersey Shore Area School District for Next Door: Ready to Work Program. (Attachment)

10.A.4. The following policies at first read: (Attachments)
Policy 249-Bullying/Cyberbulling
Policy 704-Maintenance
Policy 805.2-School Security Personnel

11. **Courtesy of the Floor**

11.A. **Public Comment on Items Not on the Agenda**

12. **Adjournment**

12.A. **Adjourn Meeting**

Regular Meeting-DRAFT
Monday, September 14, 2026
7:00 PM Eastern

Jersey Shore Area School District
Administration Building
175 A&P Drive
Jersey Shore, PA 17740

1. **Opening**

1.A. **Call To Order**
Mrs. Stemler, Board President, called the meeting to order at 7:16 p.m.

1.B. **Roll Call**
Members present: Harry Brungard, Timothy McDonnell, Cheri Peters, Mary Thomas, Craig Allen, Neihl Williamson and Michelle Stemler.
Absent: Jessie Edwards.

Present: 8, Absent: 1.

1.C. **Pledge of Allegiance**

1.C.1. Led by Everly Dittmar and Avery Edkin representing the 7th Grade from the Jersey Shore Area Middle School.

2. **Presentations**

2.A. **Communications**
None.

2.B. **President's Report**
Mrs. Stemler reported that an executive session was held at 5:45 p.m. for personnel and real estate discussion. Mrs. Stemler wanted to make clear that under Personnel, item 5.A.6., that we were only voting for the addition of the Red Cross Club Advisor and not the attachment.

2.C. **Board Representative/Committee Reports**
Mary Thomas, on behalf of the Policy Committee, reported that there are a number of board policies listed under the superintendent's report that is informational. This is mainly coming from PSBA with the required new language. Policy 204.1, Virtual Attendance and Wellness Checks, is a brand-new policy. Dr. Ulmer handed out new information about policies that the Policy Committee could meet about next meeting.

Mr. Harry Brungard, on behalf of the Building and Grounds Committee,

reported that the Middle School bleachers are almost completed, and the basketball hoops are on the way. Dr. Ulmer gave an update on the groundwater that was taken in at the Middle School last week. The maintenance and custodial staff did an amazing job getting that cleaned up. We worked with ServPro to do some remediation in the basement. We did have air quality testing done and were confident by Tuesday that it was fine for staff and students to be back in the building. There were two classrooms where we had to remove the drywall as it was wet. ServPro will be called back in to replace the drywall in those classrooms. Mr. Enders has been working with the insurance company hand in hand in this process. Mr. Enders stated that our deductible for this claim is $25,000.00 and we have already met that.

2.D. **Student Representative Report:**
None

2.E. **Superintendent's Report**

2.E.1. Board Member Recognition

2.E.2. Highlight-504 Plans
Dr. Ulmer went into detail, explaining 504s. The district has 85 students that have active 504 plans. We have about 300+ students that have special ed IEP plans. We must have medical documentation of the disability to write a 504 plan. That requires eligibility determination, a team meeting, and then having communication with the teachers as to what we need to do to accommodate the student. Those plans are entirely being managed by the Director of Pupil Services.

2.E.3. **Updated Board Policies:**
Policy 102-Academic Standards
Policy 105-Curriculum
Policy 204.1-Virtual Attendance and Wellness Checks
Policy 209-Health Examinations/Screenings
Policy 803-School Calendar
Policy 822-Automated External Defibrillator (AED)/ Cardiopulmonary Resuscitation (CPR)

Dr. Ulmer made everyone aware that all the policies listed were all due to school code changes.

3. **Courtesy of the Floor**

3.A. **Public Comment on Agenda Items**
None

4. **Unfinished Business**

4.A. **Unfinished Business Items**
None

5. **Personnel**

5.A. **Personnel Items**
Motion, made by Tim McDonnell and seconded by Bill Pfirman to approve the Personnel Items as listed on the agenda.

5.A.1. Appointment of Andrea Hensler, as a 10-month Middle School Building Secretary, annual salary of $33,437.00 per the 2026-2027 Classified Staff Pay Rates, effective September 21, 2026, pending clearances.

5.A.2. Appointment of Margaret Koons to an Event Staff position at $15.78 per hour, effective September 15, 2026.

5.A.3. Appointment of Zach Sloan to an Assistant Varsity Boys Basketball coach at a stipend of $3,971.20, Step Level 2 of the coaches' salary matrix, effective the 2026-2027 school year.

5.A.4. The 2026-2027 Winter Sports Coaching Staff and Stipends per the attached listing.

5.A.5. A correction to the stipend amount for Melissa Wrench's appointment as an Assistant Middle School Softball coach, to be $1,890.40, (Level 1 of the coaches' salary matrix), effective the 2026-2027 season.

5.A.6. An update to the High School Club Advisors and Stipend List for the 2026-2027 school year to include:

Name	Advisor	Stipend
Kelly Walker	Red Cross Club Advisor	$416.00

5.A.7. An update to the Co-Curricular Positions and Stipend List for the 2026-2027 school year to include:

Name	Position	Stipend

Sara Smith	Avis SAP Team Member	$416.00
Sarah Harbach	Avis SAP Team Leader	$520.00

5.A.8. Accepting a letter of resignation from Robert Rook as auxiliary staff, effective September 9, 2026.

5.A.9. Accepting a letter of resignation from Karen Fausnaught as a 6th Grade ELA teacher and 6th Grade Level Leader, effective October 14, 2026.

5.A.10. Jade Schneider as a bus driver for Windecker Enterprises Inc.

5.A.11. Christian Getgen as a bus driver for Windecker Enterprises Inc.

5.A.12. The following job description-Student Records Secretary

The vote was as follows: Jessie Edwards: Absent, Craig Allen: Yea, Harry Brungard: Yea, Tim McDonnell: Yea, Cheri Peters: Yea, Bill Pfirman: Yea, Michelle Stemler: Yea, Mary Thomas: Yea, Neihl Williamson: Yea
Yea: 8, Nay: 0, Absent: 1

Motion Carried.

6. **Curriculum and Instruction**

6.A. **No Discussion or Action**

7. **Building and Grounds**

7.A. **No Discussion or Action**

8. **Finance**

8.A. **Finance Items**

Motion made by Harry Brungard and seconded by Neihl Williamson to approve the following Finance Items:

8.A.1. The Sitelogiq Energy Services Inc. Invoice #7347-09 in the amount of $251,305.00. Funds will come from the GOB 2025 funds.

8.A.2. The Sitelogiq Energy Services Inc. Invoice #7347-10 in the amount of $19,813.00. Funds will come from the GOB 2025 funds.

8.A.3. The Sitelogiq Energy Services Inc. Invoice #7347-11 in the amount of $11,530.00. Funds will come from the GOB 2025 funds.

8.A.4. A cash withdrawal of $1,000.00 from the General Fund account #6001789206 for the purpose of Athletic Meal Money. (Attachment)

8.A.5. A transfer of $500,000 to the Technology Committed Fund balance from the General Fund Balance.

The vote was as follows: Jessie Edwards: Absent, Craig Allen: Yea, Harry Brungard: Yea, Tim McDonnell: Yea, Cheri Peters: Yea, Bill Pfirman: Yea, Michelle Stemler: Yea, Mary Thomas: Yea, Neihl Williamson: Yea
Yea: 8, Nay: 0, Absent: 1

Motion Carried.

9. **Miscellaneous**

9.A. **Miscellaneous Items**
Motion made by Cheri Peters and seconded by Bill Pfirman to approve the following Miscellaneous Items:

9.A.1. The following policy at second read:
Policy 716-Integrated Pest Management

9.A.2. An addendum to contract for additional purchase of two (2) elementary student slots with River Rock Academy at a per diem rate of $200.00, for a prorated annual cost of $58,800.00, effective October 26, 2026, through to the end of the 2026-2027 school year.

The vote was as follows: Jessie Edwards: Absent, Craig Allen: Yea, Harry Brungard: Yea, Tim McDonnell: Yea, Cheri Peters: Yea, Bill Pfirman: Yea, Michelle Stemler: Yea, Mary Thomas: Yea, Neihl Williamson: Yea
Yea: 8, Nay: 0, Absent: 1

Motion Carried.

10. **Courtesy of the Floor**

10.A. **Public Comment on Items Not on the Agenda**
None

11. **Adjournment**

11.A. **Adjourn Meeting**
The meeting was adjourned at 7:55 p.m.

Regular Meeting-Meeting-Draft
Monday, September 28, 2026,
7:00 PM Eastern

Jersey Shore Area School District
Administration Building
175 A&P Drive
Jersey Shore, PA 17740

1. **Opening**

1.A. **Call To Order**

Meeting was called to order at 7:07 p.m.

1.B. **Roll Call**

Members Present: Harry Brungard, Cheri Peters, Bill Pfirman, Mary Thomas, Craig Allen, Neihl Williamson and Michelle Stemler. **Members Absent:** Jessie Edwards and Timothy McDonnell.

1.C. **Pledge of Allegiance**

1.C.1. Led by Kai Allen representing the 12th grade and Kyle Greene representing the 11th grade from the Jersey Shore Area High School.

2. **Approvals**

2.A. **Minutes**

Motion by Craig Allen and seconded by Harry Brungard to approve the following Minutes:

2.A.1. August 10, 2026 Regular Board Meeting Minutes
2.A.2. August 24, 2026 Regular Board Meeting Minutes

The vote was as follows: Jessie Edwards: Absent, Tim McDonnell: Absent, Craig Allen: Yea, Harry Brungard: Yea, Cheri Peters: Yea, Bill Pfirman: Yea, Michelle Stemler: Yea, Mary Thomas: Yea, Neihl Williamson: Yea
Yea: 7, Nay: 0, Absent: 2
Motion Carried

2.B. **Treasurer's Report**

Motion by Neihl Williamson and seconded by Bill Pfirman to approve the following Treasure's Report:

2.B.1. August 2026 Treasurer Report
2.B.2. August 2026 Investment Report

The vote was as follows: Jessie Edwards: Absent, Tim McDonnell: Absent, Craig Allen: Yea, Harry Brungard: Yea, Cheri Peters: Yea, Bill Pfirman: Yea, Michelle Stemler: Yea, Mary Thomas: Yea, Neihl Williamson: Yea
Yea: 7, Nay: 0, Absent: 2
Motion Carried

2.C. **Approval of Bills**

Motion by Cheri Peters and seconded by Neihl Williamson to approve the following Bills:

2.C.1. August 2026 Disbursement Summary
The vote was as follows: Jessie Edwards: Absent, Tim McDonnell: Absent, Craig Allen: Yea, Harry Brungard: Yea, Cheri Peters: Yea, Bill Pfirman: Yea, Michelle Stemler: Yea, Mary Thomas: Yea, Neihl Williamson: Yea
Yea: 7, Nay: 0, Absent: 2
Motion Carried

3. **Presentations**

3.A. **Communications:** None

3.B. **President's Report**

Mrs. Stemler recognized the new junior student representative, Kyle Greene. An announcement was made that an executive session was being held at 5:45 p.m. to discuss personnel and legal matters.

3.C. **Board Representative/Committee Reports**

Mrs. Thomas made the board aware that there was no update from the Policy Committee since the last meeting. We are working on a couple of policies that will be updated in October.

Mr. Brungard made the board aware that there was nothing new to report about the Salladasburg property. The Middle School gymnasium is completed. The bleachers cannot be pulled out until a month when the floors are settled.

Dr. Ulmer made the board aware that they are planning on holding the first public event at the Middle School Gymnasium for a girls' basketball game in the last week of October.

Dr. Ulmer reviewed the Hunt Proposal for the potential High School Science Classroom Renovations.

3.D. **Student Representative Report**

Kia Allen, Student Representative, gave an update starting with the marching band. They are currently gearing up to start the competitive season. They have been promoted from an A class to an Open Class, which is the top tier of competition. They continued to support the football team and the cheerleaders during the Friday night lights. He gave dates of their next performances.

The guidance office has hosted three instant decision days during the first marking period. Right now, 34 seniors have signed up for the opportunity.

3.E. **Superintendent's Report**

3.E.1. Board Member Recognition
3.E.2. Highlight Lead testing
3.E.3. The following job descriptions:
Building & Grounds and Purchasing Secretary
Transportation and Operations Secretary

4. **Courtesy of the Floor**

4.A. **Public Comment on Agenda Items:** None

5. **Unfinished Business**

5.A. **Unfinished Business Items:** None

6. **Personnel**

6.A. **Personnel Items**

Motion by Cheri Peters and seconded by Harry Brungard to approve the following Personnel Items with a roll call for item 6.A.6:

6.A.1. An update of the Co-Curricular Positions and Stipends List for the 2026-2027 school year to include the following:

Name	Position	Stipend
Samantha Smith	6th Grade Level Leader	$1,040.00

6.A.2. An update of the Co-Curricular Positions and Stipends List for the 2026-2027 school year to include the following:

Name	Position	Stipend
Haley Enders	Mentor for New Teacher to District with Completed Induction	$312.00

6.A.3. An update of the Co-Curricular Positions and Stipends List for the 2026-2027 school year to include the following:

Name	Position	Stipend
Marie Fox	Drama Director for the High School Drama Production, Pending Clearances	$1,561.00

6.A.4. An employment contract between Marie Fox and Jersey Shore Area School District, regarding an extracurricular exception requirement per the Public-School Employees' Retirement Code, effective, September 29, 2026.

6.A.5. Appointment of Dallas Kurtz to an Event Staff position at $15.78 per hour, effective October 1, 2026.

6.A.6. Appointment of Sam Barnhart to a Special Education Emotional and Autistic Support Teacher at the Jersey Shore Area Middle School, Masters Step 16 of the current JSAEA teacher contract, ($88,253), prorated for the 2026-2027 school year, effective November 27, 2026, or upon release from the current employer, pending clearances.

The vote was as follows for Item 6.A.6.:
Jessie Edwards: Absent, Tim McDonnell: Absent, Harry Brungard: Nay, Cheri Peters: Nay, Bill Pfirman: Nay, Michelle Stemler: Nay, Neihl Williamson: Nay, Craig Allen: Yea, Mary Thomas: Yea
Yea: 2, Nay: 5, Absent: 2
Craig Allen: Yea, Mary Thomas: Yea
Motion Failed.

6.A.7. Appointment of Frank Stetts to an Assistant Varsity Softball Coach position at a stipend of $3,150.00, (Level 5 of the Coaches' Salary Matrix), effective the 2026–2027 school year.

6.A.8. Appointment of Robert Rook as a paid Auxiliary staff member for the Sports program, effective, September 29, 2026.

6.A.9. An employment contract between Robert Rook and Jersey Shore Area School District, regarding an extracurricular exception requirement per the Public School Employees' Retirement Code, effective, September 29, 2026.

The vote was as follows for Personnel Items 6.A.1-6.A.5 and 6.A.7-6.A.9:
Jessie Edwards: Absent, Tim McDonnell: Absent, Craig Allen: Yea, Harry Brungard: Yea, Cheri Peters: Yea, Bill Pfirman: Yea, Michelle Stemler: Yea, Mary Thomas: Yea, Neihl Williamson: Yea
Yea: 7, Nay: 0, Absent: 2
Motion Carried.

7. **Curriculum and Instruction**

7.A. **No Discussion or Action**

8. **Building and Grounds**

8.A. **No Discussion or Action**

9. **Finance**

9.A. **No Discussion or Action**

10. **Miscellaneous**

10.A. **Miscellaneous Items**

Motion by Neihl Williamson and seconded by Cheri Peters to approve the following Miscellaneous Items:

10.A.1. Board Operational Norms

The vote was as follows: Jessie Edwards: Absent, Tim McDonnell: Absent, Craig Allen: Nay, Harry Brungard: Nay, Cheri Peters: Nay, Bill Pfirman: Nay, Michelle Stemler: Nay, Mary Thomas: Nay, Neihl Williamson: Nay
Yea: 0, Nay: 7, Absent: 2
Motion Failed

Motion by Bill Pfirman and seconded by Cheri Peters to approve the following Miscellaneous Items:

10.A.2. The following policies at first read:
Policy 102-Academic Standards
Policy 105-Curriculum
Policy 204.1-Virtual Attendance and Wellness Checks
Policy 209-Health Examinations/Screenings
Policy 803-School Calendar
Policy 822-Automated External Defibrillator (AED)/ Cardiopulmonary Resuscitation (CPR) policies.

The vote was as follows: Jessie Edwards: Absent, Tim McDonnell: Absent, Craig Allen: Yea, Harry Brungard: Yea, Cheri Peters: Yea, Bill Pfirman: Yea, Michelle Stemler: Yea, Mary Thomas: Yea, Neihl Williamson: Yea
Yea: 7, Nay: 0, Absent: 2
Motion Carried

11. **Courtesy of the Floor**

11.A. **Public Comment on Items Not on the Agenda:** None

12. **Adjournment**

12.A. **Adjourn Meeting**
Adjournment at 7:45 p.m.

Jersey Shore Area School District
Treasurer's Report - Cash and Cash Equivalents
September 2026

Bank Accounts	Beginning Balance	Received	Disbursed	Ending Balance
General Fund Tax Account - Journey Bank	$ -	$ 787,942.30	$ 787,942.30	$ -
General Fund - PSDLAF	-	-	-	-
General Fund - Journey Bank	10,417,789.84	4,367,936.10	10,490,240.61	4,295,485.33
General Fund Sweep Account - Journey Bank	-	2,814,169.76	2,814,169.76	-
Activity/Other Trust Funds - Journey Bank	97,427.09	1,816.80	582.00	98,661.89
Food Service Fund - Journey Bank	508,696.77	33,663.49	114,475.74	427,884.52
Capital Reserve - Journey Bank	269.07	0.66	-	269.73
Scholarship Fund - Journey Bank	108,946.72	522.08	-	109,468.80
General Fund - PLGIT	5,172,649.83	3,024,005.20	1,000,261.97	7,196,393.06
Ramsey Fund - PLGIT	76,132.21	260.81	20.44	76,372.58
Capital Reserve - PLGIT	293,919.05	928.01	-	294,847.06
Sechrist Scholarship Fund - PLGIT	144,137.79	455.09	-	144,592.88
G.O. Bonds Series 2025 Fund - PLGIT	2,333,552.55	289,832.80	565,156.75	2,058,228.60
Totals	**$ 19,153,520.92**	**$ 11,321,533.10**	**$ 15,772,849.57**	**$ 14,702,204.45**

JERSEY SHORE AREA SCHOOL DISTRICT
TREASURER'S REPORT - INVESTMENTS
FOR THE MONTH ENDED
September 30, 2026

Investments	Rate	Maturity Date	Beginning Balance	Investment Purchased	Investment Redeemed	Net Interest Earned	Change in Market Value	Ending Balance
General Fund								
Journey - 3 month CD	3.84%	9/24/2026	500,000.00	-	(504,581.20)	4,581.20	-	-
Journey - 12 month CD	3.75%	11/24/2026	500,000.00	-	-	-	-	500,000.00
Journey - 3 month CD	3.84%	11/27/2026	500,000.00	-	-	-	-	500,000.00
Journey - 6 month CD	3.67%	12/17/2026	509,140.97	-	-	-	-	509,140.97
PLGIT - 6 month TERM	4.10%	1/27/2027	500,000.00	-	-	-	-	500,000.00
Journey - 12 month CD	3.55%	1/30/2027	500,000.00	-	-	-	-	500,000.00
Journey - 12 month CD	3.65%	2/27/2027	500,000.00	-	-	-	-	500,000.00
Journey - 6 month CD	3.89%	2/27/2027	500,000.00	-	-	-	-	500,000.00
Journey - 12 month CD	3.75%	3/23/2027	500,000.00	-	-	-	-	500,000.00
PLGIT - 12 month TERM	3.92%	4/16/2027	500,000.00	-	-	-	-	500,000.00
PLGIT - 9 month TERM	4.22%	4/23/2027	500,000.00	-	-	-	-	500,000.00
Journey - 9 month CD	3.94%	5/27/2027	500,000.00	-	-	-	-	500,000.00
PLGIT - 12 month TERM	3.92%	6/1/2027	500,000.00	-	-	-	-	500,000.00
Journey - 12 month CD	4.23%	6/24/2027	500,000.00	-	-	-	-	500,000.00
PLGIT - 12 month TERM	4.32%	7/28/2027	500,000.00	-	-	-	-	500,000.00
Journey - 12 month CD	4.23%	8/27/2027	500,000.00	-	-	-	-	500,000.00
PLGIT - 12 month TERM	4.73%	9/23/2027	-	500,000.00	-	-	-	500,000.00
Total			$ 8,009,140.97	$ 500,000.00	$ (504,581.20)	$ 4,581.20	$ -	$ 8,009,140.97
Scholarship Fund								
Olive I. Gilhart			$ 1,439,376.90	$ -	$ -	$ 3,733.84	$ 624.56	$ 1,443,735.30

FIRST QUARTER BUDGET-TO-ACTUAL SUMMARY

Fiscal Year 2026-2027
Reporting Period Ended September 30, 2026

Overall Financial Position

District finances are generally tracking as expected through the first quarter. Variances are primarily related to annual purchases, software renewals, insurance premiums, and timing differences.

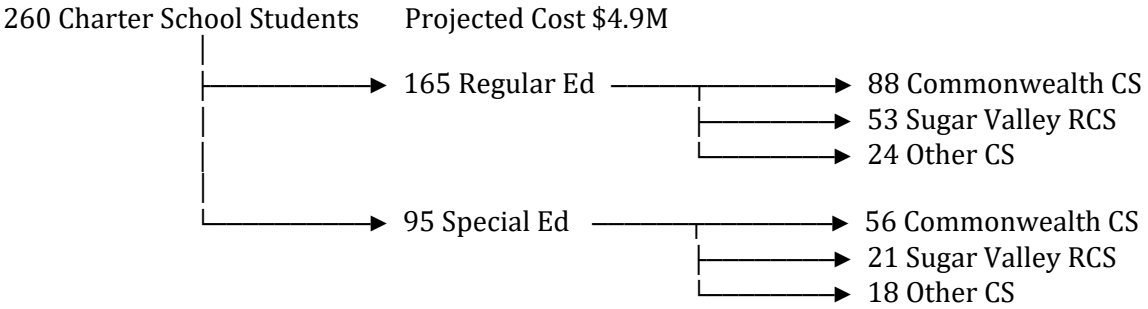
Expenditure Highlights

- Sal water/sewage expenditures are at 77% of budget. Currently being reviewed.
- CTE technology services are at 97% of budget due to purchase of Mastercam software renewal and VR equipment simulation.
- Technology budgets are trending higher due to annual licensing costs.
- Music expenditures include uniform purchases and are approximately 74% utilized, including encumbrances.
- Athletic budgets reflect equipment purchases.

Revenue Highlights

- Real estate tax collections total approximately $10.9 million (85% of budget), which is in line with the prior year when collections were also at 85% of budget.
- Investment earnings total approximately $149,000 (23% of budget), which is comparable to the prior year when earnings were at 24% of budget.
- Several state and federal revenues will be received later in the fiscal year.

Charter Schools



BOARD SUMMARY

Fund: 10 - GENERAL FUND Encumbrances Included

As of: 09/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
1100 REGULAR PROGRAMS						
100 Salaries and Wages	10,326,895.10	10,326,895.10	0.00	1,172,390.42	9,154,504.68	11.35
200 Benefits	7,771,275.47	7,771,275.47	0.00	1,422,744.63	6,348,530.84	18.31
300 Prof Services	628,435.68	628,435.68	7,044.00	85,381.18	536,010.50	14.71
400 Property Services	37,852.48	37,852.48	0.00	5,284.39	32,568.09	13.96
500 Other Services	1,042,258.00	1,042,258.00	0.00	9,955.62	1,032,302.38	0.96
600 Supplies	380,783.70	378,288.70	41,334.25	210,827.33	126,127.12	66.66
700 Equipment	0.00	0.00	0.00	257,827.50	(257,827.50)	0.00
800 Other	1,325.00	1,325.00	0.00	150.00	1,175.00	11.32
Totals for 1100s	20,188,825.43	20,186,330.43	48,378.25	3,164,561.07	16,973,391.11	15.92
1200 SPECIAL PROGRAMS						
100 Salaries and Wages	2,714,003.76	2,714,003.76	0.00	305,166.92	2,408,836.84	11.24
200 Benefits	2,322,983.25	2,322,983.25	0.00	491,216.24	1,831,767.01	21.15
300 Prof Services	1,059,846.64	1,059,846.64	0.00	5,956.83	1,053,889.81	0.56
400 Property Services	500.00	500.00	0.00	0.00	500.00	0.00
500 Other Services	1,098,367.00	1,098,367.00	0.00	18,727.78	1,079,639.22	1.71
600 Supplies	8,965.00	8,965.00	2,379.31	1,527.93	5,057.76	43.58
800 Other	200.00	200.00	0.00	0.00	200.00	0.00
Totals for 1200s	7,204,865.65	7,204,865.65	2,379.31	822,595.70	6,379,890.64	11.45
1300 VOCATIONAL EDUCATION						
100 Salaries and Wages	677,316.06	677,316.06	0.00	78,409.75	598,906.31	11.58
200 Benefits	418,085.46	418,085.46	0.00	80,292.38	337,793.08	19.20
300 Prof Services	20,216.00	20,216.00	0.00	10,739.38	9,476.62	53.12
400 Property Services	5,250.00	5,250.00	2,349.00	823.00	2,078.00	60.42
500 Other Services	13,300.00	13,300.00	0.00	0.00	13,300.00	0.00
600 Supplies	114,978.00	114,978.00	42,878.66	29,834.16	42,265.18	63.24
700 Equipment	0.00	0.00	0.00	16,741.71	(16,741.71)	0.00

BOARD SUMMARY

Encumbrances Included

As of: 09/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
800 Other	4,000.00	4,000.00	0.00	1,438.00	2,562.00	35.95
Totals for 1300s	1,253,145.52	1,253,145.52	45,227.66	218,278.38	989,639.48	21.03
1400 OTHER INSTRUCTIONAL PRG						
100 Salaries and Wages	16,750.00	16,750.00	0.00	320.00	16,430.00	1.91
200 Benefits	2,083.82	2,083.82	0.00	133.33	1,950.49	6.40
300 Prof Services	36,000.00	36,000.00	0.00	516.00	35,484.00	1.43
500 Other Services	25,000.00	25,000.00	0.00	553.28	24,446.72	2.21
Totals for 1400s	79,833.82	79,833.82	0.00	1,522.61	78,311.21	1.91
1800 PRE-KINDERGARTEN						
800 Other	408,500.00	408,500.00	0.00	78,105.20	330,394.80	19.12
Totals for 1800s	408,500.00	408,500.00	0.00	78,105.20	330,394.80	19.12
2100 SUPPORT SRVS-STUDENTS						
100 Salaries and Wages	1,092,623.30	1,092,623.30	0.00	132,103.78	960,519.52	12.09
200 Benefits	823,733.61	823,733.61	0.00	161,846.99	661,886.62	19.65
300 Prof Services	36,120.62	36,120.62	0.00	0.00	36,120.62	0.00
400 Property Services	2,104.76	2,104.76	0.00	401.19	1,703.57	19.06
500 Other Services	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
600 Supplies	13,195.00	13,195.00	3,835.29	403.86	8,955.85	32.13
800 Other	600.00	600.00	0.00	0.00	600.00	0.00
Totals for 2100s	1,970,877.29	1,970,877.29	3,835.29	294,755.82	1,672,286.18	15.15
2200 SUPP SRVS-INSTRCT STAFF						
100 Salaries and Wages	637,350.05	637,350.05	0.00	124,950.12	512,399.93	19.60
200 Benefits	585,239.45	585,239.45	0.00	171,177.41	414,062.04	29.25
300 Prof Services	254,813.00	254,813.00	7,054.53	189,522.55	58,235.92	77.15
400 Property Services	15,000.00	15,000.00	993.32	125.00	13,881.68	7.46
500 Other Services	47,300.00	47,300.00	0.00	1,432.70	45,867.30	3.03
600 Supplies	83,325.00	83,325.00	888.38	35,054.19	47,382.43	43.14
700 Equipment	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00

BOARD SUMMARY

Encumbrances Included

As of: 09/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
800 Other	1,195.00	1,195.00	0.00	0.00	1,195.00	0.00
Totals for 2200s	1,631,722.50	1,631,722.50	8,936.23	522,261.97	1,100,524.30	32.55
2300 SUPPORT SRVS-ADMINISTRN						
100 Salaries and Wages	1,483,176.12	1,483,176.12	0.00	322,033.09	1,161,143.03	21.71
200 Benefits	969,714.92	969,714.92	0.00	238,241.28	731,473.64	24.57
300 Prof Services	337,930.00	337,930.00	16,475.00	111,101.15	210,353.85	37.75
500 Other Services	72,575.00	72,575.00	0.00	51,283.01	21,291.99	70.66
600 Supplies	5,150.00	5,150.00	489.00	342.41	4,318.59	16.14
800 Other	27,816.00	27,816.00	50.00	22,529.90	5,236.10	81.18
Totals for 2300s	2,896,362.04	2,896,362.04	17,014.00	745,530.84	2,133,817.20	26.33
2400 SUPP SRVS-PUPIL HEALTH						
100 Salaries and Wages	270,649.70	270,649.70	0.00	31,228.92	239,420.78	11.54
200 Benefits	275,530.84	275,530.84	0.00	59,434.88	216,095.96	21.57
300 Prof Services	6,700.00	6,700.00	0.00	166.75	6,533.25	2.49
400 Property Services	240.00	240.00	0.00	0.00	240.00	0.00
500 Other Services	1,101.00	1,101.00	0.00	0.00	1,101.00	0.00
600 Supplies	5,318.00	5,318.00	0.00	2,847.16	2,470.84	53.54
800 Other	261.00	261.00	0.00	0.00	261.00	0.00
Totals for 2400s	559,800.54	559,800.54	0.00	93,677.71	466,122.83	16.73
2500 SUPP SRVS-BUSINESS OFFC						
100 Salaries and Wages	440,573.48	440,573.48	0.00	98,636.45	341,937.03	22.39
200 Benefits	419,720.26	419,720.26	0.00	106,341.23	313,379.03	25.34
300 Prof Services	3,750.00	3,750.00	0.00	0.00	3,750.00	0.00
400 Property Services	31,522.32	31,522.32	0.00	6,730.13	24,792.19	21.35
500 Other Services	18,567.00	18,567.00	0.00	546.52	18,020.48	2.94
600 Supplies	26,275.00	26,275.00	68.99	8,327.91	17,878.10	31.96
800 Other	2,014.75	2,014.75	0.00	840.00	1,174.75	41.69
Totals for 2500s	942,422.81	942,422.81	68.99	221,422.24	720,931.58	23.50

BOARD SUMMARY

Encumbrances Included

As of: 09/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
2600 OPERATION MNT OF PLANT						
100 Salaries and Wages	1,129,369.15	1,129,369.15	0.00	198,731.13	930,638.02	17.60
200 Benefits	1,035,183.32	1,035,183.32	0.00	241,557.75	793,625.57	23.33
300 Prof Services	74,200.00	74,200.00	1,295.00	19,310.26	53,594.74	27.77
400 Property Services	520,496.00	520,496.00	27,589.35	177,299.66	315,606.99	39.36
500 Other Services	279,127.00	279,127.00	0.00	186,500.60	92,626.40	66.82
600 Supplies	901,350.00	901,350.00	49,070.53	151,957.88	700,321.59	22.30
700 Equipment	0.00	0.00	7,372.76	0.00	(7,372.76)	0.00
800 Other	625.00	625.00	0.00	10.00	615.00	1.60
Totals for 2600s	3,940,350.47	3,940,350.47	85,327.64	975,367.28	2,879,655.55	26.92
2700 STUDENT TRANSPORTN SRVS						
100 Salaries and Wages	43,817.78	43,817.78	0.00	14,942.88	28,874.90	34.10
200 Benefits	29,537.19	29,537.19	0.00	13,215.68	16,321.51	44.74
300 Prof Services	94,600.00	94,600.00	11,599.98	12,089.20	70,910.82	25.04
500 Other Services	2,205,000.00	2,205,000.00	0.00	381,957.76	1,823,042.24	17.32
Totals for 2700s	2,372,954.97	2,372,954.97	11,599.98	422,205.52	1,939,149.47	18.28
2800 SUPPORT SRVS-CENTRAL						
300 Prof Services	2,000.00	2,000.00	0.00	488.16	1,511.84	24.41
500 Other Services	0.00	0.00	0.00	1,434.50	(1,434.50)	0.00
Totals for 2800s	2,000.00	2,000.00	0.00	1,922.66	77.34	96.13
3200 STUDENT ACTIVITIES						
100 Salaries and Wages	407,896.44	407,896.44	0.00	64,597.78	343,298.66	15.84
200 Benefits	205,255.44	205,255.44	0.00	36,577.55	168,677.89	17.82
300 Prof Services	116,690.00	116,690.00	724.49	10,412.51	105,553.00	9.54
400 Property Services	17,600.00	17,600.00	0.00	0.00	17,600.00	0.00
500 Other Services	115,300.00	115,300.00	0.00	5,607.00	109,693.00	4.86
600 Supplies	104,553.00	104,553.00	40,321.28	36,264.43	27,967.29	73.25
700 Equipment	4,000.00	4,000.00	0.00	3,983.75	16.25	99.59

BOARD SUMMARY

Encumbrances Included

As of: 09/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
800 Other	26,350.00	26,350.00	0.00	6,614.00	19,736.00	25.10
Totals for 3200s	997,644.88	997,644.88	41,045.77	164,057.02	792,542.09	20.56
5100 OTHER EXPENDITURES						
800 Other	587,082.00	587,082.00	0.00	308,161.00	278,921.00	52.49
900 OTHER USES OF FUNDS	3,515,000.00	3,515,000.00	0.00	3,515,000.00	0.00	100.00
Totals for 5100s	4,102,082.00	4,102,082.00	0.00	3,823,161.00	278,921.00	93.20
5800 SUSPENSE ACCOUNT						
200 Benefits	0.00	0.00	0.00	(5,231.92)	5,231.92	0.00
Totals for 5800s	0.00	0.00	0.00	(5,231.92)	5,231.92	0.00
5900 BUDGETARY RESERVE						
800 Other	2,505,000.00	2,507,495.00	0.00	0.00	2,507,495.00	0.00
Totals for 5900s	2,505,000.00	2,507,495.00	0.00	0.00	2,507,495.00	0.00
Expenditure Totals	**51,056,387.92**	**51,056,387.92**	**263,813.12**	**11,544,193.10**	**39,248,381.70**	**23.13**
6100 TAXES LEVIED/ASSESSED BY THE LEA						
000 000	(18,787,737.00)	(18,787,737.00)	0.00	(12,555,042.76)	(6,232,694.24)	66.83
Totals for 6100s	(18,787,737.00)	(18,787,737.00)	0.00	(12,555,042.76)	(6,232,694.24)	66.83
6400 DELINQUENCIES ON TAXES LEVIED/ASSESSED BY THE LEA						
000 000	(800,000.00)	(800,000.00)	0.00	(78,006.86)	(721,993.14)	9.75
Totals for 6400s	(800,000.00)	(800,000.00)	0.00	(78,006.86)	(721,993.14)	9.75
6500 EARNINGS ON INVESTMENTS						
000 000	(650,000.00)	(650,000.00)	0.00	(148,608.56)	(501,391.44)	22.86
Totals for 6500s	(650,000.00)	(650,000.00)	0.00	(148,608.56)	(501,391.44)	22.86
6700 REVENUES FROM LEA ACTIVITIES						
000 000	(71,499.00)	(71,499.00)	0.00	(29,662.14)	(41,836.86)	41.49
Totals for 6700s	(71,499.00)	(71,499.00)	0.00	(29,662.14)	(41,836.86)	41.49
6800 REV FROM INTERMEDIARY SOURCES/PASS THROUGH FUNDS						
000 000	(467,284.00)	(467,284.00)	0.00	0.00	(467,284.00)	0.00
Totals for 6800s	(467,284.00)	(467,284.00)	0.00	0.00	(467,284.00)	0.00

BOARD SUMMARY

Encumbrances Included

As of: 09/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
6900 OTHER REVENUE FROM LOCAL SOURCES						
000 000	(50,500.00)	(50,500.00)	0.00	(38,223.35)	(12,276.65)	75.69
Totals for 6900s	(50,500.00)	(50,500.00)	0.00	(38,223.35)	(12,276.65)	75.69
7100 BASIC INSTRUCTIONAL AND OPERATING SUBSIDIES						
000 000	(15,200,901.00)	(15,200,901.00)	0.00	(2,268,065.00)	(12,932,836.00)	14.92
Totals for 7100s	(15,200,901.00)	(15,200,901.00)	0.00	(2,268,065.00)	(12,932,836.00)	14.92
7200 REVENUE FOR SPECIFIC EDUCATIONAL PROGRAMS						
000 000	(2,930,413.00)	(2,930,413.00)	0.00	(824,106.01)	(2,106,306.99)	28.12
Totals for 7200s	(2,930,413.00)	(2,930,413.00)	0.00	(824,106.01)	(2,106,306.99)	28.12
7300 REVENUES FOR NON-EDUCATIONAL PROGRAMS						
000 000	(4,533,865.25)	(4,533,865.25)	0.00	(2,226,552.51)	(2,307,312.74)	49.11
Totals for 7300s	(4,533,865.25)	(4,533,865.25)	0.00	(2,226,552.51)	(2,307,312.74)	49.11
7500 OTHER STATE REVENUE						
000 000	(1,145,323.67)	(1,145,323.67)	0.00	0.00	(1,145,323.67)	0.00
Totals for 7500s	(1,145,323.67)	(1,145,323.67)	0.00	0.00	(1,145,323.67)	0.00
7800 REVENUE FROM THE COMMONWEALTH OF PA						
000 000	(4,649,739.06)	(4,649,739.06)	0.00	8,888.67	(4,658,627.73)	(0.19)
Totals for 7800s	(4,649,739.06)	(4,649,739.06)	0.00	8,888.67	(4,658,627.73)	(0.19)
8500 Restr Fed Grants Comm of PA–IDEA,ESEA,Voc,CN,CEP						
000 000	(636,895.00)	(636,895.00)	0.00	0.00	(636,895.00)	0.00
Totals for 8500s	(636,895.00)	(636,895.00)	0.00	0.00	(636,895.00)	0.00
9400 SALE-COMP FIXED ASSETS						
000 000	(5,000.00)	(5,000.00)	0.00	(2,323.00)	(2,677.00)	46.46
Totals for 9400s	(5,000.00)	(5,000.00)	0.00	(2,323.00)	(2,677.00)	46.46
9900 OTHER FINANCING SOURCES						
000 000	0.00	0.00	0.00	(4,885.31)	4,885.31	0.00
Totals for 9900s	0.00	0.00	0.00	(4,885.31)	4,885.31	0.00

BOARD SUMMARY

Encumbrances Included

As of: 09/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Revenue Totals	**(49,929,156.98)**	**(49,929,156.98)**	**0.00**	**(18,166,586.83)**	**(31,762,570.15)**	**36.38**
Fund 10 Totals						
Total Expenditure	**44,449,305.92**	**44,446,810.92**	**263,813.12**	**7,726,264.02**	**36,456,733.78**	**17.98**
Total Other Expenditure	**6,607,082.00**	**6,609,577.00**	**0.00**	**3,817,929.08**	**2,791,647.92**	**57.76**
Total Revenue	**(49,924,156.98)**	**(49,924,156.98)**	**0.00**	**(18,159,378.52)**	**(31,764,778.46)**	**36.37**
Total Other Revenue	**(5,000.00)**	**(5,000.00)**	**0.00**	**(7,208.31)**	**2,208.31**	**144.17**

BOARD SUMMARY

Fund: 21 - STUDENT ACTIVITY FUND Encumbrances Included

As of: 09/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
3300 COMMUNITY SERVICES						
800 Other	0.00	0.00	0.00	582.00	(582.00)	0.00
Totals for 3300s	0.00	0.00	0.00	582.00	(582.00)	0.00
Expenditure Totals	**0.00**	**0.00**	**0.00**	**582.00**	**(582.00)**	**0.00**
6500 EARNINGS ON INVESTMENTS						
000 000	0.00	0.00	0.00	(744.51)	744.51	0.00
Totals for 6500s	0.00	0.00	0.00	(744.51)	744.51	0.00
6900 OTHER REVENUE FROM LOCAL SOURCES						
000 000	0.00	0.00	0.00	(1,773.37)	1,773.37	0.00
Totals for 6900s	0.00	0.00	0.00	(1,773.37)	1,773.37	0.00
Revenue Totals	**0.00**	**0.00**	**0.00**	**(2,517.88)**	**2,517.88**	**0.00**
Fund 21 Totals						
Total Expenditure	**0.00**	**0.00**	**0.00**	**582.00**	**(582.00)**	**0.00**
Total Other Expenditure	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Total Revenue	**0.00**	**0.00**	**0.00**	**(2,517.88)**	**2,517.88**	**0.00**
Total Other Revenue	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

BOARD SUMMARY

Fund: 27 - SCHOLARSHIP FUND Encumbrances Included

As of: 09/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
3400 SCHOLARSHIPS AND AWARDS						
800 Other	0.00	0.00	0.00	400.00	(400.00)	0.00
Totals for 3400s	0.00	0.00	0.00	400.00	(400.00)	0.00
Expenditure Totals	**0.00**	**0.00**	**0.00**	**400.00**	**(400.00)**	**0.00**
6500 EARNINGS ON INVESTMENTS						
000 000	0.00	0.00	0.00	(892.66)	892.66	0.00
Totals for 6500s	0.00	0.00	0.00	(892.66)	892.66	0.00
6900 OTHER REVENUE FROM LOCAL SOURCES						
000 000	0.00	0.00	0.00	(715.00)	715.00	0.00
Totals for 6900s	0.00	0.00	0.00	(715.00)	715.00	0.00
Revenue Totals	**0.00**	**0.00**	**0.00**	**(1,607.66)**	**1,607.66**	**0.00**
Fund 27 Totals						
Total Expenditure	**0.00**	**0.00**	**0.00**	**400.00**	**(400.00)**	**0.00**
Total Other Expenditure	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Total Revenue	**0.00**	**0.00**	**0.00**	**(1,607.66)**	**1,607.66**	**0.00**
Total Other Revenue	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

BOARD SUMMARY

Fund: 32 - CAPITAL RES FUND (2932) Encumbrances Included

As of: 09/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
6500 EARNINGS ON INVESTMENTS						
000 000	0.00	0.00	0.00	(2,794.99)	2,794.99	0.00
Totals for 6500s	0.00	0.00	0.00	(2,794.99)	2,794.99	0.00
Revenue Totals	**0.00**	**0.00**	**0.00**	**(2,794.99)**	**2,794.99**	**0.00**
Fund 32 Totals						
Total Expenditure	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Total Other Expenditure	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Total Revenue	**0.00**	**0.00**	**0.00**	**(2,794.99)**	**2,794.99**	**0.00**
Total Other Revenue	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

BOARD SUMMARY

Fund: 39 - GOB 25 FUNDED PROJECTS Encumbrances Included

As of: 09/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
4600 BUILD IMPROV SVCS-REPL						
300 Prof Services	0.00	0.00	600.00	0.00	(600.00)	0.00
700 Equipment	0.00	0.00	513,458.00	240,958.30	(754,416.30)	0.00
Totals for 4600s	0.00	0.00	514,058.00	240,958.30	(755,016.30)	0.00
Expenditure Totals	**0.00**	**0.00**	**514,058.00**	**240,958.30**	**(755,016.30)**	**0.00**
6500 EARNINGS ON INVESTMENTS						
000 000	0.00	0.00	0.00	(23,686.07)	23,686.07	0.00
Totals for 6500s	0.00	0.00	0.00	(23,686.07)	23,686.07	0.00
Revenue Totals	**0.00**	**0.00**	**0.00**	**(23,686.07)**	**23,686.07**	**0.00**
Fund 39 Totals						
Total Expenditure	**0.00**	**0.00**	**514,058.00**	**240,958.30**	**(755,016.30)**	**0.00**
Total Other Expenditure	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Total Revenue	**0.00**	**0.00**	**0.00**	**(23,686.07)**	**23,686.07**	**0.00**
Total Other Revenue	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

BOARD SUMMARY

Fund: 50 - FOOD SERVICE FUND Encumbrances Included

As of: 09/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
3100 FOOD SERVICES						
100 Salaries and Wages	0.00	0.00	0.00	35,104.43	(35,104.43)	0.00
200 Benefits	0.00	0.00	0.00	69,721.76	(69,721.76)	0.00
300 Prof Services	0.00	0.00	0.00	3,339.00	(3,339.00)	0.00
400 Property Services	0.00	0.00	2,911.91	5,203.43	(8,115.34)	0.00
500 Other Services	0.00	0.00	0.00	52,209.95	(52,209.95)	0.00
600 Supplies	0.00	0.00	1,605.12	2,013.58	(3,618.70)	0.00
Totals for 3100s	0.00	0.00	4,517.03	167,592.15	(172,109.18)	0.00
Expenditure Totals	**0.00**	**0.00**	**4,517.03**	**167,592.15**	**(172,109.18)**	**0.00**
6500 EARNINGS ON INVESTMENTS						
000 000	0.00	0.00	0.00	(3,944.49)	3,944.49	0.00
Totals for 6500s	0.00	0.00	0.00	(3,944.49)	3,944.49	0.00
6600 FOOD SERVICE REVENUE						
000 000	0.00	0.00	0.00	(3,854.19)	3,854.19	0.00
Totals for 6600s	0.00	0.00	0.00	(3,854.19)	3,854.19	0.00
7800 REVENUE FROM THE COMMONWEALTH OF PA						
000 000	0.00	0.00	0.00	(8,888.67)	8,888.67	0.00
Totals for 7800s	0.00	0.00	0.00	(8,888.67)	8,888.67	0.00
Revenue Totals	**0.00**	**0.00**	**0.00**	**(16,687.35)**	**16,687.35**	**0.00**
Fund 50 Totals						
Total Expenditure	**0.00**	**0.00**	**4,517.03**	**167,592.15**	**(172,109.18)**	**0.00**
Total Other Expenditure	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Total Revenue	**0.00**	**0.00**	**0.00**	**(16,687.35)**	**16,687.35**	**0.00**
Total Other Revenue	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

BOARD SUMMARY

Fund: 72 - RAMSEY EXPEND TRUST Encumbrances Included

As of: 09/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
3400 SCHOLARSHIPS AND AWARDS						
800 Other	0.00	0.00	0.00	4,800.00	(4,800.00)	0.00
Totals for 3400s	0.00	0.00	0.00	4,800.00	(4,800.00)	0.00
Expenditure Totals	**0.00**	**0.00**	**0.00**	**4,800.00**	**(4,800.00)**	**0.00**
6500 EARNINGS ON INVESTMENTS						
000 000	0.00	0.00	0.00	(644.32)	644.32	0.00
Totals for 6500s	0.00	0.00	0.00	(644.32)	644.32	0.00
6900 OTHER REVENUE FROM LOCAL SOURCES						
000 000	0.00	0.00	0.00	(18,677.43)	18,677.43	0.00
Totals for 6900s	0.00	0.00	0.00	(18,677.43)	18,677.43	0.00
Revenue Totals	**0.00**	**0.00**	**0.00**	**(19,321.75)**	**19,321.75**	**0.00**
Fund 72 Totals						
Total Expenditure	**0.00**	**0.00**	**0.00**	**4,800.00**	**(4,800.00)**	**0.00**
Total Other Expenditure	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Total Revenue	**0.00**	**0.00**	**0.00**	**(19,321.75)**	**19,321.75**	**0.00**
Total Other Revenue	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

BOARD SUMMARY

Fund: 74 - Sechrist Scholarship Fund Encumbrances Included

As of: 09/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
3400 SCHOLARSHIPS AND AWARDS						
800 Other	0.00	0.00	0.00	14,000.00	(14,000.00)	0.00
Totals for 3400s	0.00	0.00	0.00	14,000.00	(14,000.00)	0.00
Expenditure Totals	**0.00**	**0.00**	**0.00**	**14,000.00**	**(14,000.00)**	**0.00**
6500 EARNINGS ON INVESTMENTS						
000 000	0.00	0.00	0.00	(1,383.17)	1,383.17	0.00
Totals for 6500s	0.00	0.00	0.00	(1,383.17)	1,383.17	0.00
Revenue Totals	**0.00**	**0.00**	**0.00**	**(1,383.17)**	**1,383.17**	**0.00**
Fund 74 Totals						
Total Expenditure	**0.00**	**0.00**	**0.00**	**14,000.00**	**(14,000.00)**	**0.00**
Total Other Expenditure	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Total Revenue	**0.00**	**0.00**	**0.00**	**(1,383.17)**	**1,383.17**	**0.00**
Total Other Revenue	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

BOARD SUMMARY

Encumbrances Included

As of: 09/30/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Grand Totals All Funds						
Total Expenditure	**44,449,305.92**	**44,446,810.92**	**782,388.15**	**8,154,596.47**	**35,509,826.30**	**20.11**
Total Other Expenditure	**6,607,082.00**	**6,609,577.00**	**0.00**	**3,817,929.08**	**2,791,647.92**	**57.76**
Total Revenue	**(49,924,156.98)**	**(49,924,156.98)**	**0.00**	**(18,227,377.39)**	**(31,696,779.59)**	**36.51**
Total Other Revenue	**(5,000.00)**	**(5,000.00)**	**0.00**	**(7,208.31)**	**2,208.31**	**144.17**

Disbursement Summary
September 2026

General Fund Payments	7,001,328.07
General Fund Prior Year Void	(63.00)
Food Service Fund Payments	35,456.36
Activity Fund Payments	582.00
GOB 2025 Fund Payments	282,648.00
Payroll Fund Net Pay - 9.4, 9.18	988,935.54
Total	$ 8,308,886.97

Field Trips						
Date	**Student Group**	**Destination Facility**	**Destination Location**	**Reason for Going**	**Funding Source**	**Chaperones**
10/21/2026	Life Skills K-5 JSE	Jersey Shore Hospital	Jersey Shore	JSH invited the JSE Life Skills classes to participate in their trick-or-treating. The hospital will also host a Halloween party for our students. After, we will take the life skills classes to the diner for lunch	Diner bill will be paid by coffee cart/snack cart	Berger, Liddic, Hartman, Hershberger, Hoffman, Wells
10/20/2026	JSE Kindergarten	Carpenters Pumpkin Patch	Linden	We will be talking about how pumpkins grow, looking and observing the pumpkin fields and talking about the animals on the farm.	JSE PTO	Bailey, Bailey, Eiswerth, Houseknecht, Gehr, Leonard, Krach, Crouch, Confair, Hill, Young, Stopper, Martin/Rogers,
10/1/2026	HS 9-12 (5-10 students)	Avis Elementary	Avis	Staff and students will celebrate the homecoming JSASD pep rally, the PBIS program, and Bulldog Nation.	Avis BARK program/Avis PTO	Wagner
10/23/2026	MS Outdoor Club (30 students)	DCNR Bureau of Forestry District 12 in Waterville	Waterville	To provide the students with an opportunity to learn new skills. They will learn how the logging community once lived.	MS Outdoor Club	Chappel, Smith, Wall
1/14/2027	6-12 MS and HS Outdoor Club (80 students)	Ski Sawmill	Morris	To provide students the ability to pursue an extracurricular opportunity to maximize the JSASD experience while building confidence and independence	MS Outdoor Club	Chappel, Steppe, Richards, Allison, Moore, Armbruster, Miller, Myers, Biser
1/21/2027	6-12 MS and HS Outdoor Club (80 students)	Ski Sawmill	Morris	To provide students the ability to pursue an extracurricular opportunity to maximize the JSASD experience while building confidence and independence	MS Outdoor Club	Chappel, Steppe, Richards, Allison, Moore, Armbruster, Miller, Myers, Biser
1/28/2027	6-12 MS and HS Outdoor Club (80 students)	Ski Sawmill	Morris	To provide students the ability to pursue an extracurricular opportunity to maximize the JSASD experience while building confidence and independence	MS Outdoor Club	Chappel, Steppe, Richards, Allison, Moore, Armbruster, Miller, Myers, Biser

Date	Student Group	Destination Facility	Destination Location	Reason for Going	Funding Source	Chaperones
2/18/2027	6-12 MS and HS Outdoor Club (80 students)	Ski Sawmill	Morris	To provide students the ability to pursue an extracurricular opportunity to maximize the JSASD experience while building confidence and independence	MS Outdoor Club	Chappel, Steppe, Richards, Allison, Moore, Armbruster, Miller, Myers, Biser
11/19/2026	6-12 (22 students)	PSU Area Business	State College	The students have the opportunity to put social skills that we have been earling into practice by going out into the community to practice and generalize those skills.	Split MS/HS 1200-513	Enders, Welshans, Englert, Machmer, Severini, Killion, Barb-Job Coach
09/30, 10/14, 10/28	10-12 (5 students)	JSAMS	Jersey Shore	HS FBLA Officers go to MS for FBLA Meetings	None	Dershem
10/8/2026	11-12 (30 students)	Slate Run	Slate Run	Community Service for the Outdoor Club with the PA Fish and Boat Comm	Outdoor Club	Hess, Hess
10/31/2026	9-12 FBLA HS (14-16 students)	FBLA State Officer Leadership Workshop Kalahari Resort	Poconos	FBLA Officer and State Leadership Workshop-Sessions and Training for Chapter Club Leadership Training, Workplace Skills and Career Awareness	FBLA HS	Dershem
10/21/2026	6th Social Studies class (40-50)	Canal on Locust St and Town Park on Broad Street	Jersey Shore	Students will learn local history regarding the park, canal, and adjacent homes and churches	No cost	Wall, Killion, Toner, Sones, Parent Volunteers.
12/4/2026	10-12 (15 students) Chemistry Department	Waterdale	Waterdale	This field trip provides students with hands-on, real-world learning to enhance environmental literacty and watershed awareness in partnership with DCNR, Susquehanna University, and Lycoming College Experts	IU 17 or science budget otherwise	Hunter, Sweitzer, Hess

Date	Student Group	Destination Facility	Destination Location	Reason for Going	Funding Source	Chaperones
11/10/2026	8th (35 students) Social Studies	Boalsburg Museum and Columbus Chapel	Boalsburg	The Columbus Chapel and Boal Mansion Musum have the largest collection of Columbus artifacts in North America. This provides a unique event for students that goes beyond the normal calssroom and textbook experience	Grant from Education Foundation	Sloan, Cameron, Logue, Morlock
10/23/2026	9-12 (15 students) SH Life Skills	PA Grand Canyon State Park - Rails to Trail	Wellsboro	Students would participate in outdoor activities at the PA Grand Canyon as part of extension activities of Trout in the Classroom. This would provide a unique opportunity to see the PA canyon	Foundation pin money	Machmer, Killion, Severini
12/11/2026	9-12 (40 students) ConCon/Model UN Club	Penn College	Williamsport	Students will participate in a mock constitutional convention and debate potential amendments to the Constitution with Students from neighboring districts	Social Studies Department	Greene, George, Klugh, Shade
1/12/2027	6-8 MS outdoor club (45 students)	PA Farm Show	Harrisburg	Students will explore PA agricultural heritage and learn about PA's aggriculture industry and the farmers, producers, and ag communities who power the commondwealth's economy	Outdoor Club Fund	Smith, Chappel, Wall, Hartman, Bechdel, Bragalone,
5/10/2027	Kindergarten JSE	Discovery Space	State College	Supports students learning by providing hands on inquiry based experiences that reinforce STEM concepts	JSE PTO	Bailey, Bailey, Houseknecht, Eiswerth, Keiss, Hartman, Hoffman, Crouch, Confair, Hill, Young, Stopper, Hubert, Martin, Rogers, Crothers, Pond

Date	Student Group	Destination Facility	Destination Location	Reason for Going	Funding Source	Chaperones
11/13/2026	11-12 Chemistry (4-5 students)	Penn College	Williamsport	This on one of our yearly trips to PC to keep our Chem100 class approved. A small group of students is going to perform a lab with new equipment that Penn College just acquired.	Chemistry Department	Hunter
						10/26/2026

Conference Attendees

Date	Name of Conference	Conference Facility	Conference Location	Attendees
09/15/2026, 10/13/2026	Partner. Plan. Progress	BLaST IU	Williamsport	Nicole Kephart
9/15/2026, 10/13/2026	Partner. Plan. Progress	BLaST IU	Williamsport	Theresa Murray
				10/26/2026

Vandalism Report				
Date	**Building**	**Damage**	**Outcome**	**Cost for Repair**
None.				
				10.26.2026

Jersey Shore Area School District
Budget Calendar
2027-2028

August 24, 2026	JSASD School Board Authorization for the Business Manager to participate in KPN/CSIU cooperative bidding process for art supplies, general supplies, computer supplies, copy paper, custodial/maintenance supplies, cafeteria paper and small wares supplies, and athletic balls/supplies for the 2027-28 school year.
August 24, 2026	JSASD School Board Authorization for the Business Manager to solicit bids for JSASD athletic trainer and general athletic supplies for the 2027-28 school
October 6, 2026	Budget Forms & Input sheets given to Building Principals/Department Heads
December 3, 2026 & December 4, 2026	Budget Meetings (Administrators & Principals) - 1 1/2 hours, times to be determined
January 11, 2027 (legal deadline is 1/28/27)	**District's deadline to adopt a resolution authorizing 2027-28 proposed preliminary budget display and advertising OR adopt resolution indicating that it will not raise the rate of any tax by more than its index**
January 25, 2027	School Board Meeting - Departmental Budget Distribution (to be discussed 2/22/27)
February 2026	Information obtained during the month: Health Insurance Rates Governor's Proposal
February 7, 2027 (10 days prior to preliminary budget vote) (Deadline for District will be 1/28/27 to vote on 2/8/27)	District's deadline to advertise its intent to adopt the 2027-28 preliminary budget unless resolution staying within the index was adopted.
February 17, 2027 (vote will need to take place at the board meeting on 2/8/27)	District's deadline to adopt the 2027-28 preliminary budget unless resolution staying within the index was adopted.
February 22, 2027	School Board Meeting - Departmental Budget Distribution (to be discussed 3/22/27) Departmental Budget Q&A (from information distributed 1/25/27)

Jersey Shore Area School District
Budget Calendar
2027-2028

February 25, 2027 (1 week prior to filing of request for referendum exception)	District's deadline to advertise its intent to request approval for Department of Education for a Referendum Exception
March 2026	Information obtained during the month: Retirements Staffing/Replacements
March 4, 2027	District's deadline to request approval from PDE for referendum exceptions
March 22, 2027	School Board Meeting - Departmental Budget Q&A (from information distributed 2/22/27)
April 12, 2027	School Board Meeting - Districtwide Budget Section & Revenue Presentation School Board Meeting - Formal Budget Presentation
May 10, 2027 (at least 30 days prior to final budget adoption)	**School Board Meeting - Adoption of 2027-28 proposed version of final budget. Discussion of real estate tax increase**
May 24, 2027	**School Board Meeting - Approval of real estate tax increase (if applicable)**
May 24, 2027 (at least 20 days prior to final budget adoption deadline)	District deadline to make 2027-28 proposed final budget available for public inspection on the General Fund Budget from the CFRS application.
June 3, 2027 (at least 10 days prior to final budget	District deadline to advertise of its intent to adopt the 2027-28 final budget.
June 14, 2027	**School Board Meeting - Adoption of 2027-28 final budget, adoption of the resolution implementing the homestead/farmstead exclusion, and the adoption of the tax rate resolution**

Note: Items in **Bold** are key steps in the formation of the budget and in most cases must be approved on the respective date.

Items in Red can be ignored if the board approves not to raises taxes above the index.

Instructional Time at Jersey Shore

From PDE

State Board of Education Regulations [22 Pa. Code §11.2 (relating to a school day)] defines instructional time for pupils as time in the school day devoted to instruction and instructional activities provided as an integral part of the school program under the direction of certified school employees. No school shall be kept open on any Saturday for the purpose of ordinary instruction, except when Monday is fixed by the board of school directors as the weekly holiday (which would require that school be scheduled Tuesday through Saturday for the entire school term).

22 Pa. Code §11.27 provides pupils in graduating classes up to three days for graduation preparation under the supervision of certificated school employees. The Secretary of Education has determined that graduation practice days must be scheduled within 60 calendar days of the commencement ceremony and that graduation practice can be scheduled on a regular instruction day or on a Saturday. Since no other instructional activities can be conducted on Saturday, only the hours for the graduation practice can be counted as pupil instructional time.

For the purposes of determining if an activity, other than instruction of curriculum, conducted during school hours can be counted as instructional time in lieu of ordinary instruction, the Department has defined the following:

Activities that may be counted as pupil instruction time

1. Pupil personnel services, such as guidance and counseling services, psychological services, speech pathology and audiology services, and pupil health services conducted during school hours;
2. Opening exercises, including circle time in pre-K and kindergarten, homeroom periods, supervised study halls and time when students are eating breakfast during the regularly scheduled homeroom periods or during classroom instruction;
3. Assemblies, clubs, student councils, and similar activities conducted during school hours;
4. School, group or class educational trips, to which admission is not charged to students or parents, if accompanied by a certificated school employee;
5. Civil defense, fire, and other similar drills;
6. Pre-K and kindergarten orientation activities, snack time and play time if they are an integral part of the pre-K and kindergarten curriculum as long as they take place under the direction of a certified teacher and are used for students learning experiences. (note: "recess" time conducted with the same parameters as primary grade recess is not counted as instructional time);
7. For pupils in graduating classes, up to three days for graduation preparation within 60 days of the commencement ceremony under the supervision of certified school employees. Graduation preparation may be held on Saturdays; and
8. Early dismissal and delayed opening due to inclement weather.

Activities that may not be counted as pupil instruction time

1. Lunch period. However, an exception is made for:
    a. Students with disabilities when their individualized education program (IEP) includes specially designed instruction to occur during lunch time. Examples of social or motor skill development include use of utensils or reciprocal conversing;

District Service Center
175 A&P Drive
Jersey Shore PA 17740

Dr. Brian Ulmer, Superintendent
Phone 570.398.1561
Fax 570.398.5089

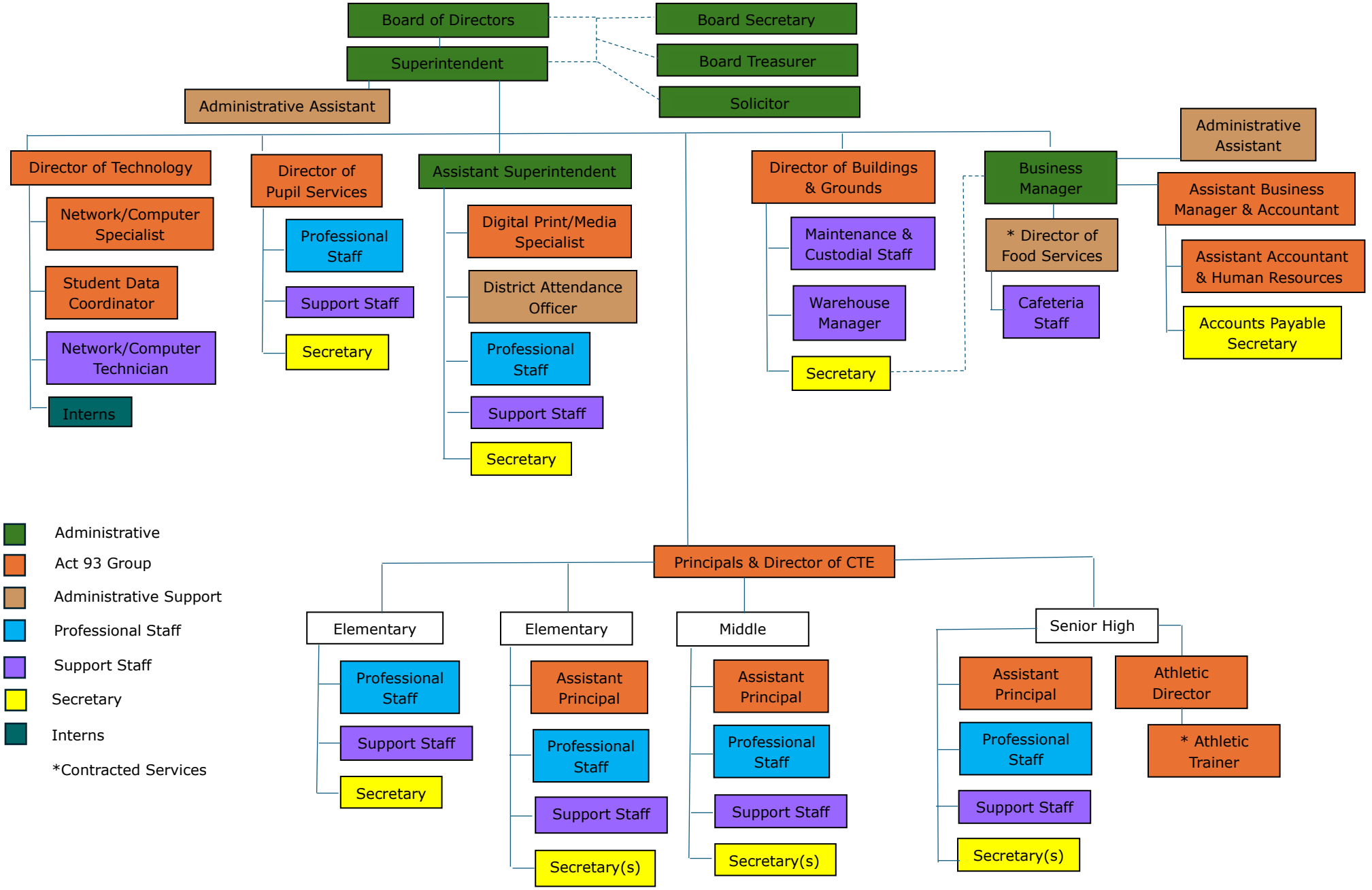
b. Pre-K students if lunch is an integral part of the pre-K curriculum, takes place under the direction of a certified teacher and is used for student learning experiences;
2. Recess and time for passing from class to class;
3. Early dismissal or delayed opening for reasons other than inclement weather;
4. Teacher meetings dealing with routine matters, such as record-keeping responsibilities, and other similar activities;
5. Transportation of pupils (for example, time spent transporting students to career and technology centers);
6. Celebrating, picnicking, hunting, fishing, or harvesting crops;
7. Any activity for which admission is charged to students or parents; and
8. Viewing or reviewing material that has as its purpose the marketing of commercial products.

Act 80 Exceptions

Beginning July 1, 2023, school districts, career and technology centers, and intermediate units will only apply for an Act 80 exception if the LEA configures its school calendar based on instructional days instead of hours and/or an LEA's collective bargaining agreement necessitates the request. LEAs granted an exception must still meet the minimum instructional hours for the school year.

At Jersey Shore

Instructional time reports are filed annually in PIMS/Child Accounting reports by the Student Data Coordinator. These reports are generated in collaboration with building principals when schedules are determined for the school year. When creating the school calendar, the Superintendent uses Act 80 days as a part of accounting for the required instructional time.


Board of Directors
Board Secretary
Board Treasurer
Solicitor
Superintendent
Administrative Assistant
Director of Technology
Network/Computer Specialist
Student Data Coordinator
Network/Computer Technician
Interns
Director of Pupil Services
Professional Staff
Support Staff
Secretary
Assistant Superintendent
Digital Print/Media Specialist
District Attendance Officer
Professional Staff
Support Staff
Secretary
Director of Buildings & Grounds
Maintenance & Custodial Staff
Warehouse Manager
Secretary
Business Manager
* Director of Food Services
Cafeteria Staff
Administrative Assistant
Assistant Business Manager & Accountant
Assistant Accountant & Human Resources
Accounts Payable Secretary
Administrative
Act 93 Group
Administrative Support
Professional Staff
Support Staff
Secretary
Interns
*Contracted Services
Principals & Director of CTE
Elementary
Professional Staff
Support Staff
Secretary
Elementary
Assistant Principal
Professional Staff
Support Staff
Secretary(s)
Middle
Assistant Principal
Professional Staff
Support Staff
Secretary(s)
Senior High
Assistant Principal
Professional Staff
Support Staff
Secretary(s)
Athletic Director
* Athletic Trainer

BOARD POLICY

218.4 Aggressive Physical Behavior

POLICY NUMBER	VERSION	DOCUMENT STATUS	WORKFLOW
218.4	v1.3	DRAFT	Administrative Review

PRINTED
10/19/2026

Purpose

One of the primary functions of the Board is to provide a working environment that is safe and relatively comfortable for both students and staff. In an effort to provide administrators, teachers, and other charged with the responsibility of maintain in a high degree of safety within the schools of this district, this policy is established.

Definition

Aggressive physical behavior shall include but not be limited to threatening, fighting, intimidating, hitting, biting, kicking, slapping, menacing, throwing objects with intent to harm, intent to cause serious bodily injury.

Guidelines

This policy shall apply to students anytime they are on school property, at all extracurricular activities, and the time students spend en route to and from school on a scheduled school day.

Law enforcement officers will be contacted in the event that bodily harm or injury occurs or, if in the judgement of the administrator, the situation warrants their assistance.

Elementary Students (Grades K-5)

Each instance of aggressive physical behavior involving elementary students will be handled on an individual basis and participants may receive up to a five (5) day suspension from school. The student may not be allowed to return to school until a parent conference is held, according to due process. Involvement in additional aggressive physical behavior may lead to a hearing before the Board for possible expulsion from school.[1]

Secondary Students (Grades 6-12)

Any student involved in any form of aggressive physical behavior may receive up to a maximum ten (10) day in school/out of school suspension. The student will be afforded a due process hearing within the first five (5) days of the suspension. If the suspension is shorter than 5 days, the student may not be allowed to return to school until a parent conference is held. Involvement in additional aggressive physical behavior may lead to a hearing before the Board for possible expulsion from school. In addition, any student involved in this type of behavior who is beyond compulsory school age (seventeen (17) years old or older) may be scheduled for a formal hearing before the Board for the purpose of expulsion on the first offense.[1]

Delegation of Responsibility

The Superintendent or designee shall be charged with the responsibility of enforcing and following the guidelines relating to this policy.

Legal Footnotes

[1] Pol. 233

POLICY REFERENCE

Referenced policy is not available in this policy book.

BOARD POLICY

707 Use of School Facilities

POLICY NUMBER	ADOPTED	REVISED	VERSION
707	10/12/2015	3/23/2026	v2.4
DOCUMENT STATUS	**WORKFLOW**	**PRINTED**	
UNDER-REVIEW	Administrative Review	10/19/2026	

Opens your browser's print dialog. Choose "Save as PDF" to download.

Purpose

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

Authority

It is the intention of the Board that the school facilities will be available primarily for use by organized residents and community groups within the boundaries of the district. These groups are permitted to use school facilities when such use conforms to the established regulations and does not interfere with the school programs or school maintenance. School facilities may not be used for any activity and/or event forbidden by law or policy.

The Board believes that appropriate fees shall be assessed to the user to cover operation and maintenance costs, particularly additional energy consumption and operating fees. The Board further believes that time during the year must be allowed for detailed maintenance and cleaning of the school facilities. Maintenance/cleaning has priority over public use of the school facilities during June, July, and August. It is during this period that the schools are readied for the coming school year and most maintenance is completed.

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

Class A	1. District related non-profit organizations directly related to school-sponsored activities or the support of educational activities in the district. Examples include: student clubs, yearbook and other organizations of a similar purpose. 2. School-related activities, which may include PIAA events. 3. School-related non-profit organizations such as booster clubs, PTOs and organizations of similar purpose.
Class B	1. Non-profit organizations. ~~unrelated to school activities that provide a beneficial service to the citizens and community of the district as a whole. Examples include: organizations such as the Jersey Shore Community Band, Jersey Shore YMCA, Town Meeting, community youth programs, such as Little League, or community adult programs. These organizations are primarily located and residing within the district for the benefit of the district's students and citizens.~~ 2. Governmental organizations.
Class C	1. Non-profits when charging entry fee for profit and all other organizations not described above.
~~**Class D**~~	1. ~~For-profit groups, private interest groups and other organizations that are not directly related to school activities or are not primarily located within the district and are considered nonresident, but may have some beneficial impact on the residents of the community.~~ 2. ~~Commercial and profit-generating activities that have limited benefit for the district or the community as a whole.~~

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

Delegation of Responsibility

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

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

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

The food service director or designee shall be responsible for the general supervision of use of school cafeterias with kitchens for functions requiring catering service.

Guidelines

General

1. This policy does not create any rights to the use of school buildings and grounds.
2. The Board reserves the right to refuse the use of school buildings and grounds for cause at any time.
3. The Board reserves the right to revoke any permit that has heretofore been approved.
4. The availability of the school facilities shall at all times be subject to the conveniences, requirements, and activities of the school.
5. The district reserves the right to assign necessary employees to staff the building at the expense of the organization using the facilities.
6. The district reserves the right to refuse any application if personnel are not available to accommodate the event(s).
7. The Board requires all facilities rentals to comply with current Board policies, procedures, state and federal laws, and community standards.

Eligibility

1. School, school-related, community or civic/service and other organizations offering a program of sound educational, civic, recreational, or cultural value that is instructive and beneficial are eligible to use the school facilities. Governmental agencies may use school facilities for hearings and public meetings. Religious organizations may hold worship services during non-school hours.
2. At the secondary level, religious secular meetings that are student initiated and supervised by a school employee may be permitted during non-instructional time. School employees who are present, as monitors, may not direct, control, or participate in the meeting. Non-instructional time occurs before school convenes in the morning and after school is dismissed in the afternoon.
3. Non-school persons are prohibited from directing, conducting or regularly attending student-initiated meetings of a religious or political nature.
4. Eligibility will be verified by administrative review. If eligibility is contested, the request will be referred to the Board.

Ineligibility

The district has a compelling interest to shield its students and personnel from harassment as well as vulgar, obscene and/or inflammatory speech or other similar activities that are not compatible with the mission and function of the district. No organization shall utilize school facilities for any purpose that would tend to violate these interests.

No meeting shall be held in or on school facilities for purposes that are essentially commercial in nature.

Definitions

School Organizations - Organizations whose primary purpose and function is support of educational activities of the district. This includes student organizations, community education, PTO, booster clubs and other citizen advisory groups approved by the Board.

Booster Club - An organization that promotes, assists or augments the mission of the district. Acknowledgement by the district of such an organization's existence is confirmed by the club providing a current list of the names, addresses, phone numbers and email addresses of all officers as well as a copy of its constitution and bylaws.

School-related, Community, Civic/Service Organization - Any non-profit organization within the district whose primary purpose is the betterment of the community and the providing of service to the residents in general.

Community - The geographical area encompassed by the district whose primary purpose is the betterment of the community and the providing of service to the residents in general.

Personnel Fee - Fee charged to building users for personnel costs incurred as a result of a given activity. This includes, but is not limited to, custodians, pool staff, technology staff, maintenance staff, food service staff and security staff.

Operating Fee - Fee charged for the additional maintenance and administration of an event, such as energy consumption fee or snow removal fee.

Rental Fee - Fee charged for the temporary use of space.

Application Process

All requests for the use of facilities, including athletic fields, by internal or external organizations shall be made through the district's online request system, or paper-based forms if the online system is not accessible. Requests shall be submitted to the Superintendent at least fourteen (14) days prior to the date the specified facilities shall be requested.

Organizations and groups using school facilities shall be required to designate one (1) adult member of its group to be in charge of and responsible to the applicable building principal for the program or activity at the time the use of the facilities application shall be submitted.

The application must specify the portion of the school facilities requested for use; proposed activities; number of individuals participating; and the date, time and duration of the proposed event. The time of the event must include setup and tear down time and all events must end by the time specified on the application.

All applications for use of athletic fields must receive approval by the Athletic Director, the Principal, the Buildings & Grounds Supervisor, and the Superintendent.

Opens your browser's print dialog. Choose "Save as PDF" to download.

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

1. ~~Payment of the specified rental fee.~~
2. Certificate of insurance with liability coverage of at least $1 million naming the district as an additional insured.
3. Documentation evidencing the district shall be held harmless by the user for any liability that arises from use of school facilities by the individual or group.

A reservation shall not be made final until the application and the Certificate of Insurance shall be returned and approved by the district designee.

School facilities shall be subject to district inspection at any time during use by individuals or community groups.

Applications will be reviewed and approved, and applications for use of facilities shall not be considered accepted until approved in writing.

Applications for facilities use that are denied will be returned to the requesting organization with an explanation for the denial.

Activities may be postponed or canceled by the applicant, but a request to postpone or cancel must be received at least two (2) days in advance, except in emergencies. Applicants that fail to comply with the cancelation notice will be required to pay 50% of their fee in order to cover the incurred operating costs.

All rental fees and/or other charges are due within thirty (30) days after the billing date.

Applications will be accepted up to one (1) year in advance. Scheduling is completed on a first come/first serve basis with the following exceptions:

1. Class A groups will be given priority in use of any facilities. They may negate any previously approved events if a conflict occurs.
2. Class B groups will have second priority. Class B may negate Class C or D events, but not Class A events.
3. Interscholastic athletic events will have priority over all other events.

Application Evaluation

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

1. Conflict with any school-sponsored activity.
2. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar or Board action.
3. Access to school facilities containing equipment or furnishings which would be detrimental to the operation of a district program if damaged or operated by an unqualified operator.
4. The proposed use would prevent or encumber district personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity.

Restrictions in Use of Facilities

An organization/individual shall not be permitted to use school facilities if it interferes with school programs. The district may cancel any permits for school use in the event that a conflict with school program develop. The district will strive to give as much advance notice as possible in the event of a cancellation.

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

1. Access to school facilities closed due to renovations, maintenance, cleaning, school calendar conflicts or Board action.

2. Access to school facilities containing equipment or furnishings which would be detrimental to the operation of a district program if damaged or operated by an unqualified operator.

3. Access to school facilities that would prevent or encumber district personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity.

Limitations

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

1. The use of any school facility will automatically be canceled when the facilities have been closed by school authorities because of a local, state or natural disaster or emergencies such as fire, flood, storms, mechanical failure, etc. When classes are canceled or dismissed early due to inclement weather, all building activities will be cancelled.

2. The District reserves the right to cancel any weekend activities at its discretion.

3. The use of the school facility must comply with all state laws, local ordinances and rules of the police and fire departments regarding public assemblies. The approved applicant must arrange adequate police protection for all public assemblies.

4. No chairs or other obstructions may be placed in aisle, entrances or exit areas.

5. Outdoor school facilities shall be closed and off limits after dark, except for those areas lighted for nighttime use.

6. Organizations/individuals which charge admission shall be fully responsible for paying any taxes as required by law.

7. Individuals shall not access or enter any portion of the school facilities or use the contents of the school facility not specified in the approved written application.

8. Organizations/individuals which charge admission shall be fully responsible for paying taxes as required by law.

9. Organizations/Individuals using the school facility shall not be permitted at any time to change the electrical or electronic circuits in the facility.

10. Organizations/Individuals must identify additional equipment to be used at the event which cannot be plugged into existing receptacles. Additional electrical equipment must be inspected by and approved by a member of the district Buildings and Grounds staff, and organizations may be charged additional fees for electrical use. The district will be the sole determiner if additional fees are needed.

11. Storage or scenery or other property in school facilities shall not be permitted without the prior permission of the building principal. Putting up scenery or decorations or moving district furnishings/equipment shall be prohibited unless granted permission by the building principal.

12. All decorations, if approved, must be fire proof and subject to approval of school officials. No decorations shall be fastened to the floors, wall, and ceilings with nails, screws or any other fasteners/adhesives that will damage the finish of the floors, walls and ceilings. No open flame decorations shall be used.

13. Any and all approved decorations, furnishings and equipment, and debris, shall be removed by the user immediately upon termination of the activity. Individuals shall refrain from any conduct or activities not specifically identified in the approved written application form.

14. Only gym shoes or sneakers shall be permitted on gym floors when utilized for sports.

15. When advertising or promoting activities held at school facilities, individuals or organizations shall clearly identify that the activities are not being sponsored by the district.

16. School equipment used in conjunction with the facilities request shall be identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator provided by the district.

17. All events involving elementary age children/elementary school facilities must end by 8:30 pm on nights when school is in session the following day.

18. All events involving middle school/high school age children/secondary school facilities must end by 9:30 pm on nights when school is in session the following day.

19. Only gym shoes or sneakers shall be permitted on gym floors when utilized for sports.

20. When advertising or promoting activities held at school facilities, individuals or organizations shall clearly identify that the activities are not being sponsored by the district.

21. School equipment used in conjunction with the facilities request shall be identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator provided by the district.

22. All events involving elementary age children/elementary school facilities must end by 8:30 pm on nights when school is in session the following day.

23. All events involving middle school/high school age children/secondary school facilities must end by 9:30 pm on nights when school is in session the following day.

24. Individuals shall not use, access or enter upon any portions of the school facilities or their contents not specified in the approved written request form.

25. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.

The district reserves the right to request any individual or organization to arrange for school security to be present at any event. The exact number of security staff required and applicable rates shall be determined by the district.

School authorities, at their discretion, may take action as may be necessary to preserve order and to protect school property and the taking of such action shall not in any way relieve the applicant of responsibility in that regard.

Prohibited Activities

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

1. Direct payments to district staff including overtime.
2. Possession of food or beverages in the auditorium, gym, pool or in any room not reserved for such purpose.
3. Possession, use or distribution of controlled substances prohibited by state or federal law.
4. Possession of weapons.
5. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.
6. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
7. Use of tobacco and vaping products, and other e-cigarettes, as defined in the law.[4] [5] [6] [7]

   Products approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, are permitted, as long as the product is not inhaled.
8. Medical marijuana products as prohibited by federal law.
9. ~~The Board may designate specific areas for tobacco use by the public on property owned, leased or controlled by the district that is at least fifty (50) feet from school buildings, stadiums and bleachers.~~
10. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board or the Superintendent.[8][9]

Violations

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

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

Fee Schedule

Use of school facilities for activities directly related to the educational program and district operations shall be without cost to users except that the user shall be responsible for extra custodial fees.

The fee schedule shall be reviewed and published annually on the district web site.

Fees will be assessed according to the following schedule, with additional fees for special use areas:

Class A: No fee if during normal school/staff working hours.

Class B: Personnel Fee.

Class C: Personnel Fee, Operating Fee, Rental Fee.

~~Class D: Personnel Fee, Operating Fee, Rental Fee.~~

Any group renting facilities that qualifies as Class A or Class B will be charged all fees when they are hosting an event where attendees are charged an entry/gate fee.

Special Use Area Fee

Pool - All Class A, B, C ~~and D~~ will be assessed personnel fees. Class C ~~and Class D~~ will be assessed operating fees and rental fees.

~~Computer Labs - All Class B, C and D will be assessed personnel fees. Class C and Class D will be assessed operating fees and rental fees.~~

Stage - All Class B, C ~~and D~~ will be assessed personnel fees. Class C ~~and Class D~~ will be assessed operating fees and rental fees.

Athletic Fields - All Class A, B, C, ~~and D~~ will be assessed personnel fees and operating fees. Class C ~~and Class D~~ will be assessed operating fees and rental fees.

~~Kitchens - All Class A, B, C, and D will be assessed personnel fees and operating fees. Class C and Class D will be assessed rental fees.~~

Other - Fees may be assessed for use of any district owned equipment. Arrangements for any use of equipment must be requested and approved in advance. The district may require an applicant to secure police protection and assume associated costs for any event.

Wear and Tear

Individuals or organizations granted use of school facilities shall be required to restore to original condition any property destroyed or suffering from more than normal wear and tear. The district shall be the sole judge of destruction of property or excessive wear and tear.

Use of District Staff

Individuals or organizations requiring use of district staff shall be billed at the current hourly rate for overtime.

Payment of overtime for district staff shall be made by the district, in accordance with Board policy.[8]

Such district staff includes:

1. Off-duty custodians/maintenance staff to remain after the normal workday, including additional time for opening and closing a building.
2. Off-duty certified food service staff to be present for the use of school cafeterias with kitchens for functions, including catering service requiring a member of the certified district staff to be on duty during the event.
3. Off-duty technology staff or other appropriate staff for use of stage facilities, audiovisual equipment, computer labs or other technology facility and to operate the district-owned equipment.
4. In the event that the required district staff shall not be available, the facility request shall be denied.

Use of Pool Facilities

A minimum of two (2) certified lifeguards shall be present during all pool activities. The fee for such staff shall be in addition to the pool rental costs. The ratio of certified lifeguards for the number of swimmers shall be strictly adhered to.

Legal Footnotes

[1] 24 P.S. 775
LEGAL REFERENCE

[2] 24 P.S. 510.2
LEGAL REFERENCE

[3] 24 P.S. 511
LEGAL REFERENCE

[4] 18 Pa. C.S.A. 6306.1
LEGAL REFERENCE

[5] 20 U.S.C. 7972
LEGAL REFERENCE

[6] 20 U.S.C. 7973
LEGAL REFERENCE

[7] Pol. 904 — Public Attendance at School Events
POLICY REFERENCE

[8] 10 P.S. 328.101 et seq
LEGAL REFERENCE

[9] 61 PA Code 901.701
LEGAL REFERENCE

Jersey Shore Area School District

LEARNING | GROWING | SUCCEEDING

Title: HS Drama Director-Drama Production

Scope: The Drama Director collaborates with Music Director and technical staff to plan, rehearse, and produce the Fall Play; responsible for the blocking and movement of each scene and musical number, the character development and interaction of characters, and scene work; shares creative and decision-making responsibilities with Drama Production as needed.

Certifications: None

Qualifications: Background should include experience of performing in and directing Drama Productions.

Responsible To: Building Principal

Supervisory Function: None

Classification: Non-Exempt

Responsibilities are as follows:

1. **Planning:**
    a. Brainstorm for ideas for a drama production.
    b. Search online catalogs of publishers for possible productions.
    c. Select performance dates with administrative input and approval.
    d. Choose production and obtain rights for rental of scripts and any materials needed for rehearsal period and performances.
    e. Get contract and quote for cost of rights and rental of materials.
    f. Get approval from administration and school board.
    g. Make arrangements for payment through district processes.

2. **Auditions:**
    a. Announce audition dates/location. Determine audition materials.
    b. Make and distribute student audition packets.
    c. Fill out facility request form.
    d. Make audition sign-ups.
    e. Hold auditions and callbacks, if necessary.
    f. Cast students into the appropriate roles based on auditions and notify students of cast list once roles are assigned.

3. **Production Prep:**
    a. Collect information and edit student biographies for program.
    b. Use district email to communicate with students.

District Service Center
175 A&P Drive
Jersey Shore PA 17740

Dr. Brian Ulmer, Superintendent
Phone 570.398.1561
Fax 570.398.5089

c. Stay in contact with the cast, crew, and parents as needed.
d. Create a list of props and gather, make, borrow, or buy props.
e. Create a list of costumes and gather, make, borrow, or buy costumes.
c. Meet with the set designer to plan sets and furniture for each scene.
d. Meet with the lighting designer to plan lighting needs and cues for each scene.
e. Meet with the sound designer to plan sound needs and cues for each scene.
f. Recruit students for all aspects of technical staff. During technical week or earlier, guide these students and stage managers in scene changes, sound/light/curtain cues, etc.

4. **Rehearsals:**
   a. Schedule rehearsals.
   b. Run rehearsals.

5. **Production:**
   a. Mediate any tension or problems between cast members and report disciplinary issues to administration.
   b. Ensure that all parts of the production process are running smoothly.
   c. Manage production on show nights.

6. **Wrap Up:**
   a. After production, disassemble (strike) front-of-house, stage, back-stage areas and return to pre-show conditions (with help of technical staff, cast, and crew).
   b. Return any borrowed equipment, sets, costumes, or props.

Approved:

CONCORD THEATRICALS PLAY AGREEMENT

CT Rep: **K12 Licensing**
Request #: 742258
Acct #: 453270

10/12/2026

Dear Michele,

Thank you for your interest in producing a Concord Theatricals title!

Please note, this agreement is *not* a license to perform until Concord Theatricals receives the signed agreement and payment as specified herein. This agreement must be signed and fees due on signing, if any, must be paid, processed, and acknowledged in accordance with the terms of this agreement before you may audition, cast, rehearse, advertise, publicize, or perform. If an executed copy of this agreement along with any fees due on signing as specified on the accompanying invoice has not been received **within 90 days** of the date of this agreement, this agreement will expire and shall be cancelled. If you have any questions, please contact our licensing department at (866) 979-0447.

Please read the following document carefully as it explains the necessary procedures for production of this Concord Theatricals play. The document includes:

1. **Performance Agreement & Fees**
2. **Terms and Conditions**
3. **Concord Theatricals Licensing Checklist**

If you decide that you do not want to go forward with your production, please notify your Licensing Representative immediately.

Once your full payment is received, your production will be listed on the Concord Theatricals NOW PLAYING map. This online production locator is a popular tool for theatre lovers across the world and can be found at www.concordtheatricals.com/now-playing.

Note: Please review the script fees section of this agreement to determine whether scripts (i.e., Acting Edition) were previously selected during license application. If script fees are not included, they must be purchased separately from www.concordtheatricals.com

Best wishes for a successful production!

K12 Licensing
Concord Theatricals Licensing Department
k12@concordtheatricals.com

CONCORD THEATRICALS PLAY AGREEMENT

CT Rep: **K12 Licensing**
Request #: 742258
Acct #: 453270

PERFORMANCE AGREEMENT (AMATEUR PLAY)

In order to protect both our authors' rights and our producers' interests Concord Theatricals has adopted a policy to void performance licenses that have not been executed within ninety (90) days from the date this Performance Agreement was issued. Additionally, for those licenses of $5,000 or GREATER, twenty-five percent (25%) of the total license fee must be paid within ninety (90) days of the date of this Performance Agreement. If a signed copy of this Agreement, along with any partial payment of this performance license due, as set forth in the agreement below, or any other unpaid invoice for performance licenses or materials has not been received within ninety (90) days from the date this Performance Agreement was issued (or two (2) weeks prior to your first performance date, if earlier), this agreement will expire and shall be cancelled. On behalf of our authors, we thank you for your cooperation. If you have any questions, please contact our licensing department at (866) 979-0447.

Your Performance Agreement was drawn up based on the information from the application that you submitted. If there is a discrepancy, or if a change is required, we must be notified in writing, via email, as soon as possible. Failure to inform us of any change may constitute a violation of your Agreement. If you have any questions, please contact our licensing department at (866) 979-0447.

PERFORMANCE AGREEMENT

Dated as of **10/12/2026** (the "Effective Date")
This Performance Agreement ("Agreement") is entered into as of the Effective Date by and between Concord Theatricals Corp., 250 W. 57th Street, 6th Floor, New York, NY 10107-0102 ("Concord Theatricals") and **Jersey Shore Area High School** ("Licensee" or "you"):

Producing Organization Details:

[Customer #]	**453270**
[Address]	**701 Cemetery Street**
[City]	**Jersey Shore**
[State]	**PA**
[ZIP]	**17740**
[Country]	**United States**
[Website]	

Applicant / Contact:

[Contact]	**Michele Long**
[Email]	**mlong@jsasd.org**
[Phone]	**5702630378**

regarding Licensee's amateur production of the following Play (the "Property"):

Property Title:	By ("Author(s)"):
"The Best Christmas Pageant Ever"	**Barbara Robinson**

Venue: **Jersey Shore Area High School**
701 Cemetery Street,
Jersey Shore, PA, 17740
Total Number of Seats Per Performance: **450**
Expected Attendance Per Performance: **200**
Ticket Prices from: $ **5** to $ **10**.
Performance Dates: **01/07/2027 – 01/08/2027** for a total of **2** performances.

CONCORD THEATRICALS PLAY AGREEMENT

CT Rep: **K12 Licensing**
Request #: 742258
Acct #: 453270

Restrictions:

Please note: You may not advertise, market, promote, or otherwise bill your production as any type of "premiere" version of the Play (including as a regional, state, or local premiere) unless you have received written approval from Concord Theatricals

The total period during which Licensee is authorized to present its production, including the Performance Dates given above and any additional performances that may be available under the Option set forth above (if applicable), is referred to as the "Production Dates."

CONCORD THEATRICALS PLAY AGREEMENT

CT Rep: **K12 Licensing**
Request #: 742258
Acct #: 453270

QUOTE

The following fees will be charged for this production, and formal quotes have been emailed to you separately:

Licensing Fees

Type	Category	Description	Subtotal	Tax	Fee
Amateur	**Performance Fee - Full Minimum Payment**		**USD 300.00**	**USD 0.00**	**USD 300.00**

TOTAL *	**USD 300.00**

* Certain methods of payment may incur additional fees. See "Methods of Payment" below for details.

If the TOTAL is $5,000 or MORE:

- 25% of Total fees (as detailed above) are due in full within ninety (90) days of the Effective Date of this Agreement.
- 75% of Total fees (as detailed above) are due in full no later than two (2) weeks prior to the first scheduled Performance Date.

If the TOTAL is LESS than $5,000:

- 100% of Total fees (as detailed above) are due in full no later than two (2) weeks prior to the first scheduled Performance Date.

A Purchase Order does not constitute payment for licensing fees. Until check, credit card, or ACH payment is received you do not have license to perform or advertise the show.

If you fail to pay any fee (or portion thereof) by the applicable due date, your account will be placed on hold, and you will not be granted any future performance licenses until payment is made in full. Additionally, you may be subject to late payment fees. Please see the "Late Payment" section in Terms and Conditions for additional information.

Script Fees

CONCORD THEATRICALS PLAY AGREEMENT

CT Rep: **K12 Licensing**
Request #: 742258
Acct #: 453270

If the table below is empty, then scripts weren't selected in the licensing application and must be purchased separately. To purchase scripts for your production, visit **www.concordtheatricals.com**.

This is only an estimate, a copy of the invoice, **11563536,** has been emailed to you separately.

Description	Script Fees
28 Acting Edition	**USD 420.00**
Tax (if applicable)	**USD 0.0000**
Shipping (if applicable)	**USD 21.50**

TOTAL ON INVOICE: * 11563536	**USD 441.5000**

* Certain methods of payment may incur additional fees. See "Methods of Payment" below for details.

Your Requested Delivery Date:
10/26/2026

- If payment is received for script fees on or before 2 weeks from the above date, scripts will be shipped to arrive as requested.
- If payment is received later than 2 weeks from the above date, delivery cannot be guaranteed earlier than 2 weeks from date of full payment.
- If you have fully paid and would like to receive your scripts earlier than the above date, email info@concordtheatricals.com

Please see "Methods of Payment" section below on how to proceed with this payment. Authorized purchase orders are accepted from domestic educational institutions only and will only release shipment(s) of all materials found on the script invoice only. When using a Purchase Order, the PO number must be valid to your organization, and you must select the appropriate Billing Organization in the My Organization section above. A Purchase Order does not constitute payment for licensing fees. Until check, credit card, debit card or ACH payment is received you do not have license to perform or advertise the show.

METHODS OF PAYMENT

The first step in accepting your agreement is to sign it. To sign your agreement, you must log on to the Concord Theatricals website and sign the agreement through your customer dashboard. If any payment of fees is required at time of signing under the terms of the

agreement, they must be paid, processed, and acknowledged in accordance with the terms of your agreement before you may audition, cast, rehearse, advertise, publicize, or perform. Your agreement is not a license to perform until Concord Theatricals receives the signed agreement and payment as specified in your agreement.

ACH (e-Check) or Wire Transfer:
Concord Theatricals is happy to offer US Domestic customers a faster and safer payment method alternative to sending us a paper check: ACH (e-Check). Unlike a paper check, which may have to go through the mail, an ACH payment is paid online, cutting down on processing time. Once your bank account has been verified through micro-deposits, it's good to use on any future payment with Concord Theatricals. This type of payment can be made directly through your customer dashboard on www.concordtheatricals.com. Please note failed ACH (e-Check) transactions are subject to a $15 USD fee. For more information on this payment method please visit: https://help.concordtheatricals.com/knowledgebase/what-is-the-ach-e-check-payment-option/.

For Wire Transfers (For Customers Outside the US): Please note that wire transfers are subject to a $35 USD fee, please include this fee in your initial transfer. Licensing Fees must be in USD.

We require all wire transfer payments to include payment remittance information; please include the invoice/quote number in the notes section of the bank transfer. This is our preferred method for tracking payments.

If you are unable to include the invoice/quote details in the notes, please email a detailed payment remittances to AccountsReceivable@concordtheatricals.com before you issue any wire transfers.

Payments received without a payment remittance will take longer to process and will result in delays in shipping production materials.

Wire Transfer Bank Routing Number: 021000021
SWIFT Code: CHASUS33
General Bank Reference Address: JPMorgan Chase New York, NY 10017
Account Number: 20000045899481
Account Name: Concord Theatricals Corp

Credit Card/Debit Card: We also accept Visa, MasterCard, American Express, and Discover. Credit Card and Debit Card Payments can be made directly through your customer dashboard on www.concordtheatricals.com.

Subject to applicable law, we may charge a surcharge of up to 3% (but in no case greater than our average cost of processing a credit card payment) for each payment made by credit card. If you choose to pay by credit card, the exact surcharge amount and the total payment amount inclusive of the surcharge will be disclosed in the credit card payment portal before you submit your credit card details. Payments made by ACH, debit card, check or money order will not be subject to a surcharge.

Check or Money Order:
A copy of the invoice(s) have been emailed to you separately and *must* accompany all check payments. Checks sent by standard mail take three (3) weeks to be received and processed; to ensure your payment is received on time, please send well in advance of the noted due date.

To pay with a check or money order, make payable to Concord Theatricals Corp. in USD and mail with a copy of your quote to:

Concord Theatricals Corp.
c/o JPM-Chase
P.O. Box 22824

New York, NY 10087-2824

Checks sent by standard mail take 3 weeks to be received and processed; to ensure your payment is received on time, please send it well in advance of the noted due date. If you are sending your check to us via an expedited shipping method, please mail it with a copy of your quote to this address:

Overnight Mailing Address:
JPMorgan Chase – Lockbox Processing
Attn: Concord Theatricals Corp. & 22824
4 Chase Metrotech Center 7th floor East Brooklyn, NY 11245

Checks sent to the Overnight Mailing Address may take up to 7 business days to be received and processed.

For a copy of our W-9, please visit https://help.concordtheatricals.com/knowledgebase/w-9/

TERMS AND CONDITIONS

1. Grant. Concord Theatricals grants Licensee the non-exclusive and non-transferable right to present a live stage production with living actors appearing in the immediate presence of an in-person audience of the Property at the Venue and during the Production Dates stipulated above and on the other terms and conditions set forth in this Agreement. Said rights are valid only through the final performance date as indicated above. No change by Licensee in the production dates, the number of performances, the number of seats per performance, the ticket prices, and/or any other particulars of this Agreement shall be made without the prior written consent of Concord Theatricals, which may be withheld in Concord Theatricals' sole and absolute discretion. Concord Theatricals has the right to revoke this Agreement if Licensee fails to secure such consent and/or if Licensee is in breach or default of any other term or condition of this Agreement. No other rights are herein granted, and Concord Theatricals (on behalf of the Author(s) and the owner(s) of the Property) reserves any and all other rights in the Property, whether such rights are now known or shall hereafter come into existence. The reserved rights shall include, without limiting the generality of the foregoing, all motion picture rights, television and cable rights, radio rights, stage rights other than those licensed hereunder, electronic and digital rights, mechanical rights, recording rights and publication rights of all kinds.

2. Licensee Warranties. Licensee represents, warrants and covenants that the Property will be presented in its entirety as it appears in published form authorized by the Author(s) and that the Author(s)'s intent will be respected in the Licensee's production. No changes, interpolations, additions, or deletions will be made in the Property for the purpose of Licensee's production or otherwise. Licensee represents, warrants and covenants that Licensees shall comply with the following:

2.1 Concord Theatricals Credit. All programs, web pages, publicity, and advertising in connection with performances of the Property, in all media (including print and electronic), shall carry a program note as follows (unless an additional or different notice is specified in writing by Concord Theatricals) in not less than 10-point type:

THE BEST CHRISTMAS PAGEANT EVER is presented by arrangement with Concord Theatricals on behalf of Samuel French, Inc. www.concordtheatricals.com

2.2 Author(s) Credit. The Author(s)'s name (including, as applicable, composer(s), lyricist(s) and/or translator/adaptor's name) will appear in all instances in which the title of the Property appears, including all programs, web pages, house boards, and publicity and advertising in all media (including all print and electronic media) within the control of Licensee. Except as otherwise specified below, the name of the Author(s) will appear on a separate line on which no other name appears as set forth below immediately following the title of the Property and will appear in size of type not less than fifty percent (50%) of the size of the title type, as follows:

Title:	Author Credits:
"The Best Christmas Pageant Ever"	**THE BEST CHRISTMAS PAGEANT EVER** **by Barbara Robinson**

2.3 Additional Production Credit. The following additional credits will be included on the title page of all programs and playbills distributed in connection with performances of the Property:

Title:	Production Credits:
"**The Best Christmas Pageant Ever**"	

2.4. Author Bio Credit. If bios for any cast or creative team members are included in the program for Licensee's production of the Property, Licensee must also include bios for the Author(s). Author bios can be found on www.concordtheatricals.com.

2.5 Production Date Changes/Cancellation. Licensee will PROMPTLY notify Concord Theatricals in writing of any and all proposed changes in Production Dates whatsoever, including, but not limited to, additional performances, rescheduled performances, cancellations, postponements, etc., all of which are subject to the prior written approval of Concord Theatricals. Please note that additional fees may be applied for any changes made.

The following additional guidelines will apply in cancelling a licensed production:

2.5.1 You must notify your Licensing Representative in writing (email acceptable) within 24 hours of the first cancelled performance, stating the reason or reasons for the cancellation.
2.5.2 If you are presenting only one performance and you timely notify your Licensing Representative of cancellation, a full refund or transfer is granted less a cancellation processing fee of $30.
2.5.3 If you are presenting more than one performance and you timely notify your Licensing Representative of cancellation of the full run of performances, a full refund or transfer is granted less a cancellation processing fee of $30.
2.5.4 If you are presenting more than one performance and you timely notify your Licensing Representative of cancellation of an individual performance, a full refund of transfer of the licensing fees for the cancelled performance is granted and there is no cancellation fee.
2.5.5 If you notify your Licensing Representative of cancellation more than 24 hours after the first cancelled performance, no refund shall be granted.

3. Execution of Agreement. This Agreement shall be effective upon receipt by Concord Theatricals of (a) this Agreement signed by the Licensee and (b) if total licensing fee is $5,000 or greater, payment of twenty-five percent (25%) of the fees set forth in the "Fees" section above. Due to demand and area restrictions, Performance Agreements are time sensitive. Therefore, this Agreement shall be null and void if it is not executed as described above within ninety (90) days of the Effective Date of this Agreement. Licensee may electronically execute this Agreement by selecting "Licenses" from the dropdown menu under the "My Account" page on www.concordtheatricals.com.

4. Payment.

4.1. Less Than $5,000. Where the total fee is less than $5,000, on hundred percent (100%) of all licensing fees are due no later than two (2) weeks prior to the first scheduled Performance Date under this Agreement.

4.2. $5,000 or More. Where the total fee is $5,000 or greater, the outstanding balance of the total licensing fees (seventy-five percent (75%)) is due no later than two (2) weeks prior to the first scheduled Performance Date under this Agreement.

4.3. Payment for all performances must be received in full. Payment may be made by check, credit card, debit card or echeck/ACH payment. Please refer to the "Methods of Payment" section above and the attached invoice for payment method and fee details.

4.4. Late Payments

4.4.1 – If Licensee does not remit a payment due under this Agreement by the applicable due date, their account will be placed on hold, and they will not be granted any future licenses by Concord Theatricals until the outstanding past due balance has been paid in full.

4.4.2 - To cover services rendered by Concord Theatricals in the administration of past due accounts, Concord Theatricals shall charge Licensee a late payment fee equal to the lower of (a) five percent (5%) of any outstanding past due balance under Agreement every 90 days such balance remains overdue, or (b) the highest interest rate permitted by applicable law.

4.4.3 - In the event Licensee's outstanding balance is 120 days past due, Concord Theatrical may use a third-party collections agency to assist Concord Theatricals in collecting Licensee's past due balance. Subject to applicable law, Licensee shall be responsible for all reasonable third-party costs and expenses incurred in collecting any overdue amounts, provided however that no such additional third-party costs shall be in excess of twenty-five percent (25%) of the total outstanding balance (including any late payment fees).

5. General Terms and Conditions.

5.1 No auditions, casting, rehearsals, advertising, publicity or performance of the Property may commence unless and until this Agreement is executed and all monies owing to Concord Theatricals due upon signature, if any, as set forth in this Agreement are paid in full.

5.2 Licensee may not copy (including physically copy, scan and/or upload) any materials provided by Concord Theatricals under this Agreement, including but not limited to the Rental Materials, script/libretto, and/or the Approved Production Script. Any such copying is a violation of international copyright law. Licensee may not create merchandise of any kind based on the Property, whether for sale, promotional use, or free distribution, without prior written permission from Concord Theatricals.

5.3 The Property is licensed for live stage performances by living actors in front of a live audience only. Auditions, rehearsals, and/or performances may not be recorded, streamed, broadcast or posted at any time, in any manner or for any purpose. These restrictions apply to both audio-only and audio-visual recordings, broadcasts and postings. Except as otherwise set forth in any rider hereto, in no event may any audio or audio-visual recordings of readings, rehearsals or performances of the Property be posted to the internet or distributed through any digital means, including by way of streaming, downloading or copying, including without limitation, in video or audio recordings posted to YouTube, Facebook or any similar or other social networking site, or posted to the website of the theater or any personal or public website of whatsoever kind. No audio or audio-visual footage may be used in connection with any online, mobile or digital advertising or promotion of the Property. Any such recording, broadcasting, posting or other use of a performance of the Property is a copyright infringement and will expose Licensee to serious legal consequences.

5.4 Any announcements, advertisements, publicity, promotional materials, and marketing materials, whether on the Internet or in any other media, must be in strict compliance with the terms of this Agreement, including the number and dates of performances, the number of seats, and the ticket prices. No advertising, marketing or promotion of Licensee's production may bill such production as any type of "premiere" of the Property (e.g., regional, state, local) without prior written approval from Concord Theatricals. Please contact your Licensing Representative to request approval.

5.5 This Agreement does not include the right to any choreography, staging, direction, costume design, scenic design, lighting design or sound design of the Property as previously presented. Licensee agrees that its production of the Property shall be a non-replica production. Neither Concord Theatricals nor the Author(s) or owners of the Property shall be obliged at any time to make any payment or offer rights participation to any person(s) whom Licensee may hire to direct, choreograph, stage, design or otherwise participate creatively in Licensee's production.

5.6 Licenses are available only for complete performances of the Property. Performances of various scenes and/or songs apart from the Property in its entirety (e.g., in connection with recitals, contests, festivals, etc., or for promotional purposes) require special permission, which must be submitted in writing in advance of any such performances. Unless permission is granted in writing by Concord Theatricals, no such performances may take place.

5.7 Licensee will present the Property using the Approved Production Script (as defined in Section 5.16 below). No abridgement or enlargement of the Property, no changes in music, lyrics, dialogue, period, setting, characters (including their gender), and/or characterizations in the Property, and no changes in running time, placement of intermission, number or order of scenes, etc., may be made without prior written permission from Concord Theatricals. In the event that any changes to the Property are approved in writing, such changes shall, upon creation, become the sole and exclusive property of Concord Theatricals, the Author(s) and the owners of the Property, as their interests may appear, and may be used by such parties free and clear of any obligation whatsoever to Licensee or any third party.

5.8 An approved logo and other promotional and marketing materials for the Property may be available from Concord Theatricals. Please contact your Licensing Representative for further information. Please review the Riders and Exhibits in Section 12 below, as

well as (if applicable) any additional Rider you may have signed in connection with your production of the Property, for further requirements regarding logos, promotion and marketing of your production.

5.9 This Agreement is not transferable to any other production other than the one licensed. The rights licensed under this Agreement may not be sublicensed and/or otherwise conveyed by Licensee to any other person.

5.10 AI Technology Use Policy: Licensee may not input the Property, any Property-related materials provided by Concord Theatricals or purchased/licensed by Licensee hereunder, or any portion thereof into AI Technologies. "AI Technologies" means any kind of artificial intelligence or machine learning technologies, including, without limitation, deep neural networks, transformers, diffusion models, generative adversarial networks, variational autoencoders and similar technologies. The foregoing prohibition applies, but is not limited to, a) Rental Materials, b) Approved Production Scripts, c) logos, d) accompaniment tracks, e) recordings of Licensee's production of the Property (if permitted), and f) any other Property-related materials provided by Concord Theatricals or purchased/licensed by Licensee hereunder.

5.11 You must include in prominent fashion in every program for your production of the Property the following warning in text no smaller than 12-point type, and the warning must also be posted in the lobby of the Venue:

THE VIDEOTAPING OR MAKING OF ELECTRONIC OR OTHER AUDIO AND/OR VISUAL RECORDINGS OF THIS PRODUCTION AND DISTRIBUTING RECORDINGS OR STREAMS IN ANY MEDIUM, INCLUDING THE INTERNET, IS STRICTLY PROHIBITED, A VIOLATION OF THE AUTHOR(S)'S RIGHTS AND ACTIONABLE UNDER UNITED STATES COPYRIGHT LAW. FOR MORE INFORMATION, PLEASE VISIT:
https://concordtheatricals.com/resources/protecting-artists

5.12 The grant of rights hereunder does not include any rights to use any artwork (except to the extent otherwise expressly set forth in Section 12 below), advertising, names of actors or actresses or other personnel associated with any other production of the Property in any artwork, advertising or promotional materials for Licensee's production hereunder.

5.13 Licensee is solely responsible for obtaining formal written permission from third-party copyright owners to use copyrighted music, images, brands, or other material in Licensee's production of the Property and is strongly cautioned to do so. If no such permission is obtained by Licensee, then Licensee must use only original music and other materials that Licensee owns and controls. Licensee is solely responsible and liable for all third-party clearances (including without limitation music clearances).). To the extent permitted by law, and without waiving Licensee's preexisting state sovereign immunity, Licensee shall pay any award made by a court of competent jurisdiction in connection with any claim arising from the use of music and other third-party material by Licensee. For the avoidance of doubt, the foregoing shall not apply to use of the music included in the Property for which sheet music or audio tracks is provided by Concord Theatricals.

5.14 In the event that the program for Licensee's production of the Property includes advertising, Licensee agrees to reserve program space no smaller than one-half (1/2) page for Concord Theatricals. Concord Theatricals shall notify Licensee in writing no later than thirty (30) days before the first performance hereunder if Concord Theatricals elects to use such program space, and shall provide Licensee with applicable files at the time of such notification. If Concord Theatricals does not provide Licensee with timely notice, Licensee shall have no obligation to reserve such program space.

5.15 Licensee agrees to reserve two (2) complimentary tickets for each performance of the Property hereunder for the use of Concord Theatricals, the Author(s) and the owners of the Property. Concord Theatricals shall notify Licensee a minimum of three (3) days prior to the applicable performance whether it requires such tickets, and agrees not to resell such tickets. Licensee shall provide Concord Theatricals with two (2) copies of the program for its production of the Property upon request by Concord Theatricals.

5.16 "Approved Production Script" is defined as the version or draft of the script of the Property to be used in connection with Licensee's production. It is understood that the Approved Production Script will be made available for purchase via the licensing dashboard via www.concordtheatricals.com as the "Acting Edition." No earlier manuscript or any other versions of the Property are permitted for production without prior approval. In the event that a published Acting Edition is not available for public purchase, Licensee should contact its Licensing Representative for the most up-to-date version of the script prior to the start of pre-production and rehearsals.

6. Representations and Warranties. Licensee represents and warrants that (a) all of the information provided to Concord Theatricals, both orally and in writing, in connection with the production of the Property and/or otherwise is accurate and correct, (b) Licensee will present the Property in accordance with the terms and conditions set forth in this Agreement, and (c) Licensee will be fully responsible for the manner in which Licensee's production of the Property is performed. Licensee takes sole and complete responsibility for its actions under this Agreement. To the extent permitted by law, and without waiving Licensee's preexisting state sovereign immunity, Licensee shall pay any award made by a court of competent jurisdiction in connection with any claim arising out of (a) the breach or alleged breach by Licensee of any of Licensee's representations,

warranties, obligations, or agreements under this Agreement and/or (b) Licensee's production of the Property including the performance, preparations, advertising and marketing thereof.

7. **Termination.** Failure to strictly comply with any of the terms and conditions of this Agreement, including but not limited to the provisions of Sections 2 and 5 and any Exhibits or Riders hereto, may result in the immediate termination of this Agreement and/or any such other agreements by Concord Theatricals in its sole and absolute discretion. In the event of termination, all amounts owing under this Agreement remain payable in full and shall be retained by Concord Theatricals in addition to any other rights or remedies that Concord Theatricals may be entitled to assert for breach of contract.

8. **Default.** If Licensee defaults in the performance of any of the representations, warranties, obligations, terms and/or conditions of this Agreement, then in addition to any and all other remedies which Concord Theatricals, the Author(s) and/or the other copyright-owner(s) of the Property might have at law or equity, Licensee agrees that Concord Theatricals shall have the right to seek a temporary restraining order and a preliminary injunction to enjoin any performances of the Property.

9. **Revocation.** Concord Theatricals reserves the right to revoke any and all licenses for any reason upon written notice to Licensee. In the event that Licensee has paid for the license, either partially or in full, prior to such revocation, a full refund of such sums paid will be given to Licensee within forty-five (45) business days of written notice of license termination.

10. **Miscellaneous.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and shall be binding upon the parties hereto, their respective heirs, executors, administrators, legal representatives, successors and assigns and may not be altered, modified or cancelled (except as herein specifically provided), except by written instrument signed by both parties hereto. This Agreement supersedes all prior or contemporaneous agreements, undertakings, warranties, representations and negotiations between the parties with respect to the subject matter hereof, except in the event that Licensee has previously executed a Rider specifically relating to its production of the Property under this Agreement, such Rider shall remain in full force and effect and shall be a part of this Agreement. No waiver shall be deemed a continuing waiver or deemed a waiver of any assignment or similar breach. In entering into this Agreement, Licensee and Concord Theatricals will each have the status of an independent contractor and nothing contained herein will constitute the parties as partners, fiduciaries, agents or employees of each other.

11. **Riders and Exhibits.** In addition to all provisions set forth above, this Agreement includes any Riders previously executed by Licensee specifically relating to its production of the Property hereunder, as well as the following additional Exhibits and Riders (if any):

Additional Riders

Title:	Additional Riders
The Best Christmas Pageant Ever	**This title contains cues for sung and/or incidental music within the script:** **a made up song by the production;** **O Little Town of Bethelehem;** **Away in a Manger,** **"While Shephard's Watch Their Flocks by Night";** **Angels We Have Heard on High;** **Silent Night** **Joy to the World** **Licensees do not have permission to use any third party copyrighted material unless acquired on their own.** **Samuel French advises licensees use music in the public domain or create an original composition where necessary.** \

ACCEPTED AND AGREED TO:

This Agreement and all conditions and terms contained herein are wholly binding upon the execution by Licensee hereof and the remittance of payment in accordance with the terms contained herein.

CONCORD THEATRICALS PLAY AGREEMENT

CT Rep: **K12 Licensing**
Request #: 742258
Acct #: 453270

Before you start rehearsals,
make sure you've taken care of these steps!

Don't Forget to…

- **Sign your Performance Agreement through the "Licenses" section, in the drop-down menu under your name in the top right corner of concordtheatricals.com.**
- **If your TOTAL licensing fees are $5,000 or MORE: pay 25% of your total licesning fees.**
- **Communicate any changes (dates, venue, etc.) to your licensing rep via email.**
- **Review the script fees section of this agreement to determine whether scripts were previously selected during the license application. If script fees are not included, scripts must be purchased separately. To purchase scripts and supplemental materials visit concordtheatricals.com.**

And…

- **Set yourself a reminder to pay any outstanding fees at least 2 weeks before your first performance.**

Break a leg on your production!

Sincerely,
Concord Theatricals

First Name	Last Name	Advisory Board	Job Title	Employer Name	Member Type
John	Best	Accounting Technology 52.0302	N/A	Best Auto Sales, Inc.	Management/Labor Personnel or Business Owner
Cale	Fazler	Accounting Technology 52.0302	N/A	Jersey Shore Area Senior High School	Alumnus CTE Graduate
Melissa	Feger	Accounting Technology 52.0302	Agent & Customer Service Representative	Feger Insurance Agency LLC	Management/Labor Personnel or Business Owner
Ryan	Feger	Accounting Technology 52.0302	Insurance Agent	Feger Insurance	Management | Graduate
Allison	Grose	Accounting Technology 52.0302	Youth Coordinator	Advance Central PA	Economic/Workforce Development Partner
Tammy	Gunsallus	Accounting Technology 52.0302	Senior Vice President	Journey Bank	Management/Labor Personnel or Business Owner
Morgan	High	Accounting Technology 52.0302	Accountant	Million Dollar Lawyer	Management
Stephanie	Hollick	Accounting Technology 52.0302	Assistant Director of Budget	Commonwealth University - Lock Haven	Management/Labor Personnel or Business Owner
Tim	Keohane	Accounting Technology 52.0302	Director	Small Business Development Center at PSU	Economic/Workforce Development Partner
Garrett	Kupres	Accounting Technology 52.0302	N/A	Jersey Shore Area Senior High School	Alumnus CTE Graduate
Dominic	Loffredo	Accounting Technology 52.0302	Owner/Operator	The Million Dollar Solution	Management
Joe	Lorson	Accounting Technology 52.0302	Audit Associate	Baker Tilly and Associates	Management | Graduate
Jennifer	Rhea	Accounting Technology 52.0302	Director	Baker Tilly US	Management/Labor Personnel or Business Owner
Sean	Simcox	Accounting Technology 52.0302	Manager	Jersey Shore Borough	Management/Labor Personnel or Business Owner
Cortney	Steinbacher	Accounting Technology 52.0302	Business Financial Planner/Analyst	Steinbacher, Goodall & Yurchak	Graduate of CTE Program
Branden	Wheary	Accounting Technology 52.0302	Accountant	Baker Tilly	Current Worker
Jay	Alexander	Automotive Technology 47.0604	General Manager	Wayne Township Landfill	Management
Brandon	Bashore	Automotive Technology 47.0604	Business Consultant	Hunter Engineering	Graduate
Joe	Colucci	Automotive Technology 47.0604	Owner/Operator	Colucci's Automobile Service	Current Worker
Brian	Fitzgerald	Automotive Technology 47.0604	Service Manager	Ciocca Mercedes-Benz of State College	Current Worker
Josh	Ford	Automotive Technology 47.0604	Skilled Trades Recruiter	Cleveland Brothers Equipment Co.	Economic/Workforce Development Partner
Allison	Grose	Automotive Technology 47.0604	Youth Programs Manager	Advance Central PA	Economic/Workforce Development Partner
Donald	Hudson	Automotive Technology 47.0604	Owner/Operator	Hudson's Garage	Management
Andrew	Leigey	Automotive Technology 47.0604	Automotive Technology Instructor	Williamsport Area SD	Current Worker
Tom	McDonnell	Automotive Technology 47.0604	N/A	McIntyre Chevy	Current Worker
Gabriel	Muthler	Automotive Technology 47.0604	Automotive Technician	Sweitzer's Auto Sales	Graduate
John	Rechel	Automotive Technology 47.0604	General Manager	Ground Shaker Motorsports	Management
Hayden	Sawyer	Automotive Technology 47.0604	Technician	Pine Mountain Auto	Current Worker
William	Schaefer	Automotive Technology 47.0604	N/A	Pine Mountain Auto	Current Worker | Management
Conrad	Smith	Automotive Technology 47.0604	Heavy Equipment Technician	Wayne Township Landfill	Current Worker
Brian	Toner	Automotive Technology 47.0604	Owner/Operator	Toner Auto Parts	Management
Robert	Vlacich	Automotive Technology 47.0604	Associate Professor of Automotive Technology/Department Head	Penn College of Technology	Postsecondary
Harrison	Young	Automotive Technology 47.0604	Auto Tech Instructor	Pennsylvania College of Technology	Postsecondary
Andrew	Barnes	Building Property Maintenance 46.0401	N/A	Precise Exteriors	Management
Ralph	Bartram	Building Property Maintenance 46.0401	Owner	Centurion Construction	Management
Bob	Boob	Building Property Maintenance 46.0401	Broker/Owner	1st Choice Realty	Management
Nick	Canellos	Building Property Maintenance 46.0401	Electrician	Appellation Construction Services (ACS)	Graduate
Doug	Garner	Building Property Maintenance 46.0401	N/A	Jersey Shore School District	Current Worker
Sarah	Getz	Building Property Maintenance 46.0401	President	RTG Solutions Commercial Roofing	Management
Allison	Grose	Building Property Maintenance 46.0401	Youth Coordinator	Advance Central PA	Economic/Workforce Development Partner
Jason	Killinger	Building Property Maintenance 46.0401	Associate Professor, HVAC Technology; Department Head	Penn College	Postsecondary
Rachel	Killinger	Building Property Maintenance 46.0401	Realtor	Real Estate	Management
Robert	Masorti	Building Property Maintenance 46.0401	President /Owner	Masorti Constrution	Management
Anthony	Orrico	Building Property Maintenance 46.0401	N/A	Nittany Building Solutions	Current Worker
Jennifer	Rippey	Building Property Maintenance 46.0401	N/A	Real Estate/Property Management	Management
Cody	Ross	Building Property Maintenance 46.0401	Workplace Development Coordinator	T-Ross Brothers Construvction Academy	Management
Trevor	Schneider	Building Property Maintenance 46.0401	N/A	Jersey Shore	Graduate
Jason	Sechrist	Building Property Maintenance 46.0401	Owner	Sechrisat Contruction & Remodeling	Management
Katie	Steppe	Building Property Maintenance 46.0401	School Counselor	Jersey Shore	Secondary
Dierk	Stetts	Building Property Maintenance 46.0401	N/A	Boyer Roofing	Graduate
Jake	Stewart	Building Property Maintenance 46.0401	N/A	Self-Employed	Management | Graduate
Kim	Sweet	Building Property Maintenance 46.0401	Teacher	Jersey Shore	Other
Mark	Wall	Building Property Maintenance 46.0401	Building Maintenance Director	Jersey Shore	Secondary
Mike	Yarnell	Building Property Maintenance 46.0401	Superintendent	Banyan Construction	Management
Caitlin	Costa	Child Care & Early Childhood Education 19.0708	WASD CTE Childcare Teacher	WASD	Secondary
Kelly	Floreno	Child Care & Early Childhood Education 19.0708	Director	Way To Grow Learning and Development Center	Management
Melissa	Gephart	Child Care & Early Childhood Education 19.0708	Director	Blessed Beginnings	Current Worker

Beth	Gill	Child Care & Early Childhood Education 19.0708	Teacher	JSASD	Community Member
Patti	Gregory	Child Care & Early Childhood Education 19.0708	Director	New Covenant Kid Kare	Current Worker
Allison	Grose	Child Care & Early Childhood Education 19.0708	N/A	Advance Central PA	Economic/Workforce Development Partner
Melissa	Hamm	Child Care & Early Childhood Education 19.0708	Director	Early Childhood Learning Center (ECLC)	Management
Heather	Harris	Child Care & Early Childhood Education 19.0708	Diresctor	Blessed Beginnings	Current Worker
Tatum	Heiser	Child Care & Early Childhood Education 19.0708	Owner	Blessed Beginnings	Current Worker
Vanessa	Holmes	Child Care & Early Childhood Education 19.0708	Director	Bostley's Preschool Learning Center Inc.	Chamber of Commerce Partner
Kerri	Kime	Child Care & Early Childhood Education 19.0708	Lyco CTC/ECE Instructor	Lyco	Secondary
Ashley	Muchler	Child Care & Early Childhood Education 19.0708	Educational Consultant	Blast IU 17	Secondary
Emma	Sampsell	Child Care & Early Childhood Education 19.0708	CTE Student	Jersey Shore Area Senior High School	Student
Margie	Sauers	Child Care & Early Childhood Education 19.0708	School Based Outreach Worker	Lycoming/Clinton Joinder	Community Member
Ava	Smith	Child Care & Early Childhood Education 19.0708	CTE Student	Jersey Shore Area Senior High School	Student
Carrie	Stephenson	Child Care & Early Childhood Education 19.0708	N/A	Little Bear Childcare & Preschool Learning Inc.	Management
Lisa	Tibbens	Child Care & Early Childhood Education 19.0708	CTE aide	JSASD	Secondary
Tabitha	Whitman	Child Care & Early Childhood Education 19.0708	Director	Crossroads Learning Center	Current Worker
Logan	Beaver	Communication & Digital Media Tech 10.9999	Owner/Operator	Ohrange Co.	Current Worker
Amy	Brink	Communication & Digital Media Tech 10.9999	Digital Communications Coordinator	UPMC	Current Worker
Summer	Bukeavich	Communication & Digital Media Tech 10.9999	Assistant Professor, Business Admin/Management & Marketing	Pennsylvania College of Technology	Current Worker|Postsecondary
Lou Anne	Gasperine	Communication & Digital Media Tech 10.9999	President	JS Education Foundation	Chamber of Commerce Partner
Allison	Grose	Communication & Digital Media Tech 10.9999	Youth Coordinator	Advance Central PA	Economic/Workforce Development Partner
Cindy	Mason	Communication & Digital Media Tech 10.9999	Digital/Print Media Specialist	Jersey Shore Area School District	Current Worker|Secondary
Sarah	Patterson	Communication & Digital Media Tech 10.9999	Graphic Designer/Project Coordinator	Pennsylvania College of Technology	Current Worker|Postsecondary
John	Yogodzinski	Communication & Digital Media Tech 10.9999	Owner	The Graphic Hive	Management
David	Becker	Computer Systems Networking 11.0901	Computer Information Technology Faculty	Pennsylvania College of Technology	Postsecondary
Allison	Grose	Computer Systems Networking 11.0901	Youth Coordinator	Advance Central PA	Economic/Workforce Development Partner
Gavin	Hawkins	Computer Systems Networking 11.0901	CTE Student	Jersey Shore Area School District	Alumnus CTE Graduate
Quinn	Henry	Computer Systems Networking 11.0901	Network Specialist	Jersey Shore Area School District	Current Worker
Mark	Hulyo	Computer Systems Networking 11.0901	Director of IT	Lycoming County	Management
Leslie	Kilpatrick	Computer Systems Networking 11.0901	Information Technology	Lycoming County	Current Worker
Chad	Krape	Computer Systems Networking 11.0901	Director of IT	Jersey Shore Area School District	Secondary
Kenny	Steinbacher	Computer Systems Networking 11.0901	N/A	Real IT Care	Management
Joseph	Wenner	Computer Systems Networking 11.0901	CTE Student	Jersey Shore Area School District	Alumnus CTE Graduate
Karla	Anderson	Culinary Arts/Institutional Food Worker 12.0508	Owner	Doc's Side of the Moon Restaurant and Bar	Management
Karen	Augustine	Culinary Arts/Institutional Food Worker 12.0508	Owner	D'Agostino's Restaurant	Management
Chris	Bilbay	Culinary Arts/Institutional Food Worker 12.0508	Owner	Gamble Farm Inn Restaurant	Management
Peter	Daugherty	Culinary Arts/Institutional Food Worker 12.0508	Sous Chef	The James Restaurant	Current Worker
Allison	Grose	Culinary Arts/Institutional Food Worker 12.0508	Youth Coordinator	Advance Central PA	Economic/Workforce Development Partner
Michael	Kane	Culinary Arts/Institutional Food Worker 12.0508	Culinary Educator	Allenwood Penitentiary	Postsecondary
George	Logue	Culinary Arts/Institutional Food Worker 12.0508	Co-Owner/Chef	Acme Barbeque/Herman and Luther's	Current Worker|Management
Joanna	Morrone	Culinary Arts/Institutional Food Worker 12.0508	Owner/F.O.H. Supervisor	The Old Corner Restaurant and Bar	Current Worker|Management
Kevin	Nash	Culinary Arts/Institutional Food Worker 12.0508	Vice President	Country Store Brand Meats	Current Worker|Management
David	Palski	Culinary Arts/Institutional Food Worker 12.0508	Owner	The Shore Diner	Management
Sabrina	Thompson	Culinary Arts/Institutional Food Worker 12.0508	Baker	Sprinkled Sweet Bakery	Current Worker|Alumnus | CTE Graduate
Sara	Young	Culinary Arts/Institutional Food Worker 12.0508	Line Cook	Texas Road House / D'Agostinos Restaurant	Graduate
Jay	Alexander	Diversified Occupations 32.0105	N/A	Wayne Township Landfill	Management
Heather	Allison	Diversified Occupations 32.0105	Human Resource Leader	West Pharmaceutical Services	Management
Kelsey	Boyles	Diversified Occupations 32.0105	Executive Assistant & Strategic Coordinator	Steinbacher, Goodall & Yurchak	Management
Isabell	Carrasquillo	Diversified Occupations 32.0105	N/A	JSASD	Alumnus CTE Graduate
Jami	Dolan	Diversified Occupations 32.0105	In School Youth Workforce Specialist	CareerLink	Economic/Workforce Development Partner
Alyssa	Francis	Diversified Occupations 32.0105	N/A	JSASD	Alumnus CTE Graduate
Allison	Grose	Diversified Occupations 32.0105	N/A	Economic Workforce Development Partner	Economic/Workforce Development Partner
Karina	Guerrero	Diversified Occupations 32.0105	Human Resources Manager	Ralph S. Alberts Co., Inc.	Management
Lori	Gunsallus	Diversified Occupations 32.0105	Business Solutions Representative	PA CareerLink Clinton County	Economic/Workforce Development Partner
Vivian	Hale	Diversified Occupations 32.0105	N/A	JSASD	Alumnus CTE Graduate
Gracelyn	Harsanyi	Diversified Occupations 32.0105	N/A	JSASD	Alumnus CTE Graduate
Stephanie	Hollick	Diversified Occupations 32.0105	Assistant Director of Budget	Commonwealth University-Lock Haven	Management
Dominic	Loffredo	Diversified Occupations 32.0105	Director of Operations	The Million Dollar Solution	Management
Ryan	Lombardi	Diversified Occupations 32.0105	N/A	JSASD	Alumnus CTE Graduate

Lauren	Lucas	Diversified Occupations 32.0105	School Resource Officer	Lycoming Regional Police Department	Current Worker
Sarah	Marino	Diversified Occupations 32.0105	Enrollment Counselor	Penn College of Technology	Postsecondary
Jennifer	McCracken	Diversified Occupations 32.0105	Owner/Operator	Pine Creek Seed Farm	Management
Shane	Newvine	Diversified Occupations 32.0105	N/A	JS EMS	Current Worker
Chelsea	Reichard	Diversified Occupations 32.0105	Director of Nursing/Campus Administrator	Geisinger Jersey Shore	Management
Sean	Simcox	Diversified Occupations 32.0105	Manager	Jersey Shore Borough	Management
Conrad	Smith	Diversified Occupations 32.0105	Heavy Equipment Technician	Wayne Township Landfill	Management
Cody	Allen	Entrepreneurship 52.0701	Operations Supervisor	PSECU	Current Worker
Christopher	Bilbay	Entrepreneurship 52.0701	Community Business Owner	CNB, LLC.	Current Worker
David	Bittner	Entrepreneurship 52.0701	Director of CTE	JSASH	Secondary
Lynna	Clark	Entrepreneurship 52.0701	CTE Student	JSASHS	Alumnus CTE Graduate
Emma	Fleck	Entrepreneurship 52.0701	Professor of Entrepreneurship & Marketing	Susquehanna University	Postsecondary
Allison	Grose	Entrepreneurship 52.0701	Youth Coordinator	Advance Central PA	Economic/Workforce Development Partner
Tim	Keohane	Entrepreneurship 52.0701	Director	Small Business Development Center at PSU	Economic/Workforce Development Partner
Dominic	Loffredo	Entrepreneurship 52.0701	Director of Operations	The Million Dollar Solution	Management/Labor Personnel or Business Owner
Taylor	Martin	Entrepreneurship 52.0701	Owner/Operator	Alex & Jack Co., LLC.	Current Worker
Sam	Ryder	Entrepreneurship 52.0701	VP Commercial & Business Lending	First National Bank	Management
Cortney	Steinbacher	Entrepreneurship 52.0701	Business Financial Planner/Analyst	Steinbacher, Goodall & Yurchak	Management/Labor Personnel or Business Owner
Alyssa	Straub	Entrepreneurship 52.0701	Alumnus	JSAHS	Alumnus CTE Graduate
Wendy	Batschelet	Health & Medical Assisting 51.0899	VP & Chief Nursing Officer	Geisinger Jersey Shore	Management
Mary	Bennett	Health & Medical Assisting 51.0899	Retired Nurse	UPMC	Management
Lou Anne	Gasperine	Health & Medical Assisting 51.0899	President	JS Education Foundation	Chamber of Commerce Partner
Allison	Grose	Health & Medical Assisting 51.0899	Youth Coordinator	Advance Central PA	Economic/Workforce Development Partner
Devan	Guinter	Health & Medical Assisting 51.0899	Nurse Educator	UPMC Williamsport	Current Worker
Patty	Hess	Health & Medical Assisting 51.0899	Health Sciences Instructor	Jersey Shore Area High School	Secondary
Judy	Morlock	Health & Medical Assisting 51.0899	School Nurse	Jersey Shore Area High School	Current Worker
Valerie	Myers	Health & Medical Assisting 51.0899	N/A	Pennsylvania College of Technology	Postsecondary
Chelsea	Reichard	Health & Medical Assisting 51.0899	Director of Nursing/Campus Administrator	Geisinger Jersey Shore	Current Worker
Sandra	Richmond	Health & Medical Assisting 51.0899	Nursing Professor	Pennsylvania College of Technology	Postsecondary
Jason	Schauer	Health & Medical Assisting 51.0899	Chief Medical Officer	Geisinger Jersey Shore	Management
Katie	Steppe	Health & Medical Assisting 51.0899	School Counselor	Jersey Shore Area High School	Secondary
Heather	Allison	Local Advisory Committee	Campus & Community Ambassador	West Pharmaceutical Services	Management
Sheena	Armbruster	Local Advisory Committee	CTE Instructor	Jersey Shore Area Senior High School	Secondary
Justin	Armbruster	Local Advisory Committee	Principal	Jersey Shore Area Senior High School	Secondary
Terri	Bauman	Local Advisory Committee	Psychologist	Jersey Shore Area Senior High School	Secondary School Employee
Jami	Dolan	Local Advisory Committee	In School Youth Workforce Specialist	PA CareerLink	Economic/Workforce Development Partner
James	Ely	Local Advisory Committee	Owner	James A. Ely Insurance Agency Inc.	Management/Labor Personnel or Business Owner
Jason	Fink	Local Advisory Committee	N/A	Williamsport/Lycoming Chamber of Commerce	Chamber of Commerce Partner
Martin	Flayhart	Local Advisory Committee	N/A	Carpenter, Harris & Flayhart	Economic/Workforce Development Partner
Lou Anne	Gasperine	Local Advisory Committee	N/A	Jersey Shore Education Foundation	Economic/Workforce Development Partner
Allison	Grose	Local Advisory Committee	Youth Coordinator	Central PA Workforce Development Corporation	Economic/Workforce Development Partner
Mazden	Lupton	Local Advisory Committee	N/A	JSASHS	Alumnus CTE Graduate
Natasha	Mantle	Local Advisory Committee	N/A	Journey Bank	Management
Sarah	Marino	Local Advisory Committee	N/A	Pennsylvania College of Technology	Postsecondary
Reed	Mellinger	Local Advisory Committee	Learning Center Director	Commonwealth University of PA @ Lock Haven	Postsecondary
Troy	Rupert	Local Advisory Committee	Human Resources	First Quality, LLC	Management
Joseph	Miller	Local Advisory Committee	Human Resource Leader	First Quality Enterprises	Management
Lesley	Moore	Local Advisory Committee	AVP/Community Branch Manager	Journey Bank	Management
Shelley	Moore	Local Advisory Committee	Senior Director of the Center for Career Design	PA College of Technology	Postsecondary
Dolly	Oden	Local Advisory Committee	Work-Based Learning Coordinator	Jersey Shore Area Senior High School	Secondary
Laura	Osenbach	Local Advisory Committee	Assistant Superintendent	Jersey Shore Area School District	Secondary School Employee
Riggs	Paulhamus	Local Advisory Committee	N/A	JSASHS	Alumnus CTE Graduate
Dan	Paulhamus	Local Advisory Committee	Owner/Operator	Paulhamus Diesel Performance	Current Worker
Margie	Sauers	Local Advisory Committee	Joinder	Joinder - Clinton/Lycoming County	Economic/Workforce Development Partner
Nicola	Scocchera	Local Advisory Committee	Assistant Business Manager/Director of Accounting	Jersey Shore Area School District	Secondary
Katie	Steppe	Local Advisory Committee	School Counselor	Jersey Shore Area Senior High School	Secondary School Employee
Mary	Thomas	Local Advisory Committee	JSASD Board Member	Jersey Shore Area School District	Other
Lisa	Tibbens	Local Advisory Committee	Paraprofessional	Jersey Shore Area Senior High School	Secondary

Trudy	Wagner	Local Advisory Committee	Student Data Coordinator	Jersey Shore Area School District	Secondary
Neihl	Williamson	Local Advisory Committee	JSASD Board Member	Jersey Shore Area School District	Other
Harrison	Young	Local Advisory Committee	Auto Tech instructor	Pennsylvania College of Technology	Postsecondary
Josh	Boob	Marketing 52.1801	Owner	Insurance Agent	Management/Labor Personnel or Business Owner
Bob	Boob	Marketing 52.1801	Broker/Owner	1st Choice Realty	Management/Labor Personnel or Business Owner
Michael	Dincher	Marketing 52.1801	Assistant Professor	Pennsylvania College of Technology	Postsecondary Representative
Rebecca	Frank	Marketing 52.1801	Assistant Vice President Branch Lender	Jersey Shore State Bank	Management/Labor Personnel or Business Owner
Allison	Grose	Marketing 52.1801	Youth Coordinator	Advance Central PA	Economic/Workforce Development Partner
Jodi	Heck	Marketing 52.1801	Northwest Bank	Northwest Bank	Management/Labor Personnel or Business Owner
Timothy	Keohane	Marketing 52.1801	Director	Small Business Development Center at PSU	Postsecondary
Rachel	Killinger	Marketing 52.1801	Marketing Manager	1st Choice Real Estate	Management
Dave	Palski	Marketing 52.1801	Owner	The Shore Diner	Management/Labor Personnel or Business Owner
Debra	Reese	Marketing 52.1801	Sr. Human Resources Generalist	First Quality Tissue LLC	Management/Labor Personnel or Business Owner
Chris	Rogers	Marketing 52.1801	N/A	Rogers Hauling, Inc.	Management/Labor Personnel or Business Owner
Cherie	Rogers	Marketing 52.1801	N/A	Rogers Hauling, Inc.	Management/Labor Personnel or Business Owner
Lisa	Urbine	Marketing 52.1801	Office Manager	1st Choice Realty	Management/Labor Personnel or Business Owner
Tara	Weaver	Marketing 52.1801	Financial Center Manager	Northwest Bank	Management
Michael	Allen	Precision Machining Technology 48.0501	Welding Instructor	Pennsylvania College of Technology	Postsecondary
Heather	Allison	Precision Machining Technology 48.0501	Senior Grant Administrator	West Company	Management
Allison	Grose	Precision Machining Technology 48.0501	Workforce Development Planner	Advance Central PA	Economic/Workforce Development Partner
Rick	Hendricks	Precision Machining Technology 48.0501	Manufacturing Instructor	Pennsylvania College of Technology	Postsecondary
Olivia	Johnson	Precision Machining Technology 48.0501	Human Resources	West Pharmaceuticals	Management
Adam	Kilpatrick	Precision Machining Technology 48.0501	Quality Specialist	West Pharmaceuticals	Current Worker
Owen	Knepp	Precision Machining Technology 48.0501	Controls Engineer	First Quality	Current Worker & Alumnus CTE Graduate
Landon	Knipe	Precision Machining Technology 48.0501	N/A	Norcen /PCT	Current Worker & Alumnus CTE Graduate
Casey	Knipe	Precision Machining Technology 48.0501	N/A	Trucklite	Current Worker
Tyler	McCoy	Precision Machining Technology 48.0501	Manufacturing Engineer	Lycoming Engines	Management
Derek	McPherson	Precision Machining Technology 48.0501	Process Engineer	West Company	Management
Troy	Rupert	Precision Machining Technology 48.0501	Human Resources	First Quality	Management
Joseph	Miller	Precision Machining Technology 48.0501	Automation Coordinator	First Quality	Management
Sapphire	Crawford	Precision Machining Technology 48.0501	N/A	First Quality	Alumnus CTE Graduate
John	Perrotto	Precision Machining Technology 48.0501	President	PMF Inudstries	Management
Sam	Shea	Precision Machining Technology 48.0501	HR/Apprentice Program	PMF Inudstries	Management
Brian	Soars	Precision Machining Technology 48.0501	Tooling Engineer Technician	West Company	Management
Howard	Troup	Precision Machining Technology 48.0501	Instructor	Pennsylvania College of Technology	Postsecondary
Gerry	Ulsamer	Precision Machining Technology 48.0501	Machinist/Engineer	PMF Inudstries	Management
Josh	Williams	Precision Machining Technology 48.0501	Owner/Engineer	Norcen Industries	Management

Grove City College Education Department

School District Affiliation Agreement

THIS AGREEMENT MADE BY AND BETWEEN the Grove City College Education Department (hereinafter referred to as the "College") and Jersey Shore Area School District of 175 A and P Dr., Jersey Shore, PA 17740 (hereinafter referred to as the "School District") as of this 6th day of October 2026.

WHEREAS, the School District has determined its intention to receive the College's undergraduate and graduate students for field observation, practicum experiences, student teaching, and internships in its facility, the following is understood and agreed between both parties. Chapter 354, titled "Institutional Preparation of Professional Educators," requires teacher preparation institutions to develop agreements with public schools and their cooperating professionals to ensure that field observations, practicum experiences, student teaching and internships are collaboratively designed and implemented. It also requires that teacher preparation institutions provide on-going support to novice educators in partnership with public schools during their induction period. In consideration of the aforementioned, the College and the School District concur the following is understood and agreed between both parties:

I. **DUTIES AND RESPONSIBILITIES OF THE COLLEGE**

The College agrees to:

a. *(Selection of Students)*
Be responsible for the selection of qualified students to participate in field observations, practicum experiences, student teaching and internships. Selected students must have the appropriate educational background and skills consistent with the contemplated educational experience offered by the School District.

b. *(Education of Students)*
Assume full responsibility for the classroom and classroom education of its students/ The College shall be responsible for the administration of the program, the program curriculum content, the requirements of matriculation, grading and graduation.

c. *(Submission of Candidates)*
Submit the names of the students to the School District or a designated representative prior to the field observations, practicum experiences, student teaching and internships.

d. *(Advising Student Rights and Responsibilities)*
Be responsible for advising the student of his or her own responsibilities under this Agreement. The student shall be advised of his or her obligation to abide by the policies and procedures of the School District and should any student fail to

abide by any policy and/or procedure, he or she may be expelled from the program.

II. DUTIES AND RESPONSIBILITIES OF THE SCHOOL DISTRICT

The School District agrees to:

a. *(Establishment of Field Placements, Practicum Experiences, Student Teaching and Internships)*
Authorize the use of its facilities as may be agreed upon by the School District and the College for field observations, practicum experiences, student teaching and internships for students enrolled in the department's educational program.

b. *(Policies of School District)*
Provide the College with any and all of the applicable policies, codes or confidentiality issues related to the experience prior to the student's participation. The College will review the aforementioned with the student in advance of the student's experience.

c. *(Administration)*
Have sole authority and control over all aspects of student services. The School District will be responsible for and retain control over all the organization and operation of its programs.

d. *(Removal of Noncompliant Student)*
Have the authority to immediately remove a student who fails to comply with its policies and procedures. If such a removal occurs, the School District should immediately contact the responsible College Supervisor, Student Teaching and Field Experience Director or Chair of the Education Department.

e. *(Designation of Representative(s))*
Designate a person(s) to serve as a liaison(s) between the parties who will meet periodically with representatives of the College in order to discuss, plan and evaluate the experience of the student(s).

f. *(Supervision of Students)*
Provide either a site supervisor or a cooperating teacher who will supervise student activities during field observations, practicum experiences, student teaching and internships.

g. *(Reporting of Student Progress)*
Have cooperating teachers from the School District provide all reasonable information requested by the College on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the College and the cooperating teacher.

h. *(Student Records)*
Protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.

III. **MUTUAL TERMS AND CONDITIONS**

a. *(Number of Participating Students)*
The parties will mutually agree upon the number of students that shall be assigned to the School District for field observations, practicum experiences, student teaching and internships.

b. *(Term of Agreement)*
The term of this Agreement shall be five (5) years from the date of execution.

c. *(Termination of Agreement)*
The College or School District may terminate this Agreement for any reason with thirty (30) days' notice. Either party may terminate this Agreement in the event of a substantial breach. However, should the School District terminate this Agreement prior to the completion of an academic semester, all students enrolled at that time may continue their educational experience until it would have been concluded absent the termination.

d. *(Nondiscrimination)*
The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Educational Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.

e. *(Interpretation of the Agreement)*
The laws of the Commonwealth of Pennsylvania shall govern this Agreement.

f. *(Modification of Agreement)*
This Agreement shall only be modified in writing with the same formality as the original Agreement.

g. *(Relationship of Parties)*
The relationship between the parties to the Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture, or any other relationship, other than that of independent contractors.

h. *(Liability)*
Neither the School District nor the College assumes any liabilities to each other. As to liability for damage or injury to persons or property, the College and the School District do not waive any defenses as a result of entering into this agreement.

i. *(Entire Agreement)*
This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regard to this relationship.

Intending to be legally bound, the parties have caused this Agreement to be executed by their duly authorized representatives.

FOR THE COLLEGE

By: _____
(Authorized Signature)

Title: Dr. Tammi Martin,
Associate Chair, Education Dept.
(Print Name/Title)

Date: 10/6/26

By: _____
(Authorized Signature)

Title: Dr. Susan Dreves,
Associate Professor of Education
(Print Name/Title)

Date: 10/6/26

FOR THE SCHOOL DISTRICT

By: _____
(Authorized Signature)

Title: _____
(Print Name/Title)

Date: _____

By: _____
(Authorized Signature)

Title: _____
(Print Name/Title)

Date: _____

Western Governors University
4001 South 700 East, Suite 700, SLC, UT 84107

PLACEMENT AGREEMENT

This Placement Agreement ("Agreement") is made between Western Governors University, a Utah nonprofit corporation ("University" or "WGU"), and Jersey Shore Area School District ("JSASD"), and is effective as of the date of District's signature below ("Effective Date"). WGU and District may be referred to herein individually as a "Party" and collectively as the "Parties."

WGU is nationally accredited by the Northwest Commission on Colleges and Universities ("NWCCU"). University Educator Preparation programs are further accredited by the Council for the Accreditation of Educator Preparation ("CAEP") and the Association for Advancing Quality in Educator Preparation ("AAQEP"). University represents that each Candidate assigned to District for Early Clinical, Advanced Clinical, Student Teaching One, and Student Teaching Two is validly enrolled in a current University educator preparation program and meets District's background requirements.

A. Definitions. For the purposes of this Agreement, capitalized terms* shall have the following meanings:

1. **"Candidate"** means a student enrolled in a University program that leads to an education credential.
2. **"Mentor Teacher"** means a District employee who is the teacher presiding in the classroom to which the Candidate is assigned. Standards for Mentor Teachers are explained in Section G of this Agreement.
3. **"Clinical Supervisor"** means a qualified individual who is an employee or independent contractor of WGU. The individual will supervise the Candidate. Standards for Clinical Supervisors are explained in Section H of this Agreement.
4. **"Initial Licensure Program"** means a program that results in a professional license.
5. **"Advanced Program"** means an advanced licensure or endorsement program that may result in an additional license.
6. **"Clinical Experience"** means the active participation by a Candidate in a wide range of virtual and in-classroom experiences to develop the skills and confidence necessary to be an effective teacher and prepare for Early Clinical, Advanced Clinical, Student Teaching One, and Student Teaching Two.
   a. "**Early Clinical**" means a Candidate's first supervised opportunity to observe a classroom setting.
   b. **"Advanced Clinical"** means supervised classroom-based activities in a classroom setting where Candidates observe, collaborate, and reflect with a Mentor Teacher.
   c. **"Student Teaching One"** and **"Student Teaching Two"** (collectively **"Student Teaching"**) means the active participation by a Candidate in the duties and functions of classroom teaching under the direct supervision and instruction of a Mentor Teacher and a Clinical Supervisor.
7. **"Practicum"** means the University Clinical Experience requirements for advanced licensure programs.
8. **"Professional Dispositions and Responsibilities"** means standards of behavior expected of Candidates and University faculty and staff, as follows:
   - All Individuals Can Learn
   - Belonging
   - Empathy
   - Growth Mindset
   - Communication
   - Integrity
   - Professionalism
   - Intellectual Courage
9. **"LEA"** means Local Education Agency.
10. **"SEA"** means State Education Agency.

*References to "District" shall include the school.

B. Mutual Expectations. A placement site is a District where University places Candidates for a Clinical Experience with Mentor Teachers that align with the Candidate's licensure area with an aim to co-construct a mutually beneficial arrangement for clinical preparation and the continuous improvement of Candidates, and to share accountability for Candidate outcomes. A Clinical Supervisor will be assigned to observe and provide support to the Candidate. The District and Mentor Teacher will have the opportunity to provide critical feedback to inform program improvement through surveys at the end of each experience.

C. Mutually Beneficial Activities. The Parties agree to participate, to the extent feasible, in the activities outlined below:

1. When available, University staff may participate in District employee events and conferences, as appropriate, and District agrees to inform University of such opportunities.
2. University will provide District with recruitment and talent acquisition planning and support from University's Career & Professional Development service(s) team, based on District compliance with University's Employer Recruiting & Guidelines.
    - Whenever possible, District will respond to quarterly survey requests from University's Career & Professional Development team about hiring plans and new hires from University.
3. University and District employees will co-select Mentor Teachers and Clinical Supervisors based on University requirements.
4. University will notify District of learning opportunities where University will provide optional professional development to District's employees for their career and skill enrichment.
5. District employees who have been admitted to University may apply to receive aid so long as they meet scholarship eligibility requirements (University will retain sole discretion in funding and award decisions).
6. University may invite District employees to participate in a focus group to:
    - provide feedback for improvement and continuous development of observation and evaluation instruments of Candidates, Mentor Teachers, and Clinical Supervisors, criteria for selection of Mentor Teachers and Clinical Supervisors, and curriculum development;
    - review data on Clinical Experiences and Candidate success to potentially modify selection criteria, determine future assignments of Candidates, and make changes in Clinical Experiences;
    - review how the depth, breadth, diversity, coherence, and duration data on Clinical Experiences are linked to Candidate outcomes and Candidate performance.

D. Recordings. District recognizes that University requires the utilization of video recordings for both observations and teacher performance assessments. District also recognizes that video recordings may be utilized for Educative Teacher Performance Assessment ("edTPA") in states where required. District agrees to allow video recording and/or live streaming for completion of observations and teacher performance assessments for all University programs consistent with the conditions set forth in **Exhibit A** ("Video Recording").

E. University Responsibilities. University shall:

1. Place qualified Candidates who have been prepared with the appropriate educational background, knowledge, skills, and professional disposition to participate in a Clinical Experience.
2. Provide Mentor Teacher with an honorarium for participation in Clinical Experience as described in this Agreement. The Mentor Teacher may also receive professional development hours connected to the successful completion of University, and any state required, Mentor Teacher training.
3. Be responsible for the selection, assignment, training, and compensation of Clinical Supervisors.
4. Require Candidates to have a current, fully cleared background check.
5. Where required by state regulation or District policy, ensure Candidates have a current tuberculosis ("TB") risk assessment and/or examination. Upon request, Candidates will be required to provide documentation to District prior to participating in a Clinical Experience.
6. Provide opportunities for feedback regarding improvement of University Candidate preparation.
7. Provide professional development training to Mentor Teachers regarding University processes and procedures.
8. Maintain an online site for support, resources, and training for Mentor Teachers and Clinical Supervisor.
9. Facilitate course instruction and support for the Candidates during their Clinical Experience. Including, the final performance assessment, specific task requirements and peer interactions in a weekly cohort seminar.
10. Maintain general responsibility for instruction, academic evaluation, and related academic matters concerning Candidate participation in the Clinical Experience, including evaluation and grading.

F. District Responsibilities. District shall:

1. Nominate one or more qualified Mentor Teacher(s) by providing a completed copy of the Mentor Teacher Nomination Form to University's Clinical Placement Team.
2. Allow the Clinical Supervisor access to the host school and classroom, including virtual settings, for the specific purpose of observing Candidates.
3. Where applicable and where a Candidate will serve as a contracted teacher, District agrees to provide a Mentor Teacher during Clinical Experience.
4. Notify University about any changes to District policies that would impact Candidate's placement (e.g., COVID and other healthcare policies).
5. Placement must align with the Candidates' Program. District must notify University about any changes to the Candidate's assigned Mentor Teacher or classroom placement.
6. Provide Candidates with any District policies and procedures to which Candidates are expected to adhere during the Clinical Experience and while on District premises.
7. Through the involvement of the Mentor Teacher, participate with the Clinical Supervisor and Candidate in two evaluations pursuant to WGU's grading rubric. University shall be responsible for the format of evaluations.
    - See Advanced Programs Practicum section below for evaluation requirements for Educational Leadership and English Language Learning.
8. Provide Candidates opportunities to observe, assist, tutor, instruct, implement effective teaching strategies, and conduct research, as appropriate, during the Clinical Experience.
9. Provide opportunities, when possible and appropriate, for Candidates to use technology to enhance student learning and monitor student progress and growth.
10. Provide opportunities, when possible and appropriate, for Candidates to experience working with diverse student populations, including English language learners and students with exceptional learning needs.
11. Encourage Mentor Teachers to participate in University's training to understand University policies, processes, procedures, and how to effectively mentor adult learners.
12. Encourage administrators and Mentor Teachers to participate in University feedback surveys (offered at the end of the Clinical Experience) to report on Candidate quality and preparation and to provide program feedback to University for continuous improvement.
13. Report any concerns related to the Candidate's performance, conduct, or attendance promptly to the Clinical Supervisor. Identify a teacher or other school administrator to evaluate Candidates for Embedded Work Based Learning.
14. Adhere to any then-applicable state requirements related to training/professional development.
15. *For California Districts Only*: As required by the California Commission on Teacher Credentialing ("CTC") Program Sponsor Alert ("PSA") 19-05, Mentor Teacher has documented completion of training/professional development equivalent to ten (10) hours that includes: a two (2)-hour orientation to program curriculum, and eight (8) hours training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices.
    - *As part of programmatic requirements, Candidates must take and pass an approved literacy assessment*. Mentor teacher, WGU faculty, and WGU staff advise Candidates of the expectation to take and pass a Commission approved literacy performance assessment that includes foundational literacy skills and additional cross cutting themes in literacy. Mentor teacher, WGU faculty, and WGU staff advise on available options to work with students at risk for literacy-related disabilities, provide opportunities to learn about screening and diagnostic techniques, provide opportunities to observe and practice concepts in the California Dyslexia Guidelines, inform of the expected timeline for completion, and ensure that Candidates have opportunity to practice the instruction of oral and written language including meaning making, language development, and effective expression.

G. Mentor Teacher Standards. District, in collaboration with University, shall provide the Candidate with a Student Teaching assignment under the direct supervision and instruction of a Mentor Teacher who meets the following minimum requirements:

1. Holds a teaching credential or license: (i) for the subject area and/or grade level being taught; and (ii) in the state where Student Teaching occurs.
2. Has: (i) a minimum of three (3) years of content area teaching experience, with (ii) two (2) or more years teaching in the placement school and/or District, and (iii) a demonstrated record of strong performance.
3. Documented evidence of positive impact on student learning in the classroom as demonstrated by ratings at or above effective (or equivalent) when a state, district, or school provides such ratings.
4. Has positively impacted and mentored student teachers, colleagues, and/or other adults.
5. Competently uses technology for communicating via email and completing online evaluation forms.
6. Demonstrates and models WGU's Professional Dispositions and Responsibilities.
7. Completes University training to understand policies, processes, procedures, and how to mentor adult learners, and completes any required State training.
8. *For California Districts Only*: As required by the California Commission on Teacher Credentialing ("CTC") Program Sponsor Alert ("PSA") 19-05, Mentor Teacher has documented completion of training/professional development equivalent to ten (10) hours that includes: a two (2)-hour orientation to program curriculum, and eight (8) hours training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices.
    - *As part of programmatic requirements, Candidates must take and pass an approved literacy assessment*. Mentor teacher, WGU faculty, and WGU staff advise Candidates of the expectation to take and pass a Commission approved literacy performance assessment that includes foundational literacy skills and additional cross cutting themes in literacy. Mentor teacher, WGU faculty, and WGU staff advise on available options to work with students at risk for literacy-related disabilities, provide opportunities to learn about screening and diagnostic techniques, provide opportunities to observe and practice concepts in the California Dyslexia Guidelines, inform of the expected timeline for completion, and ensure that Candidates have opportunity to practice the instruction of oral and written language including meaning making, language development, and effective expression.

H. Clinical Supervisor Standards. The University, in collaboration with District, shall select a Clinical Supervisor who provides guidance, support, on-site and/or virtual assistance, assessment, and feedback to a Candidate throughout Advanced Clinical, Student Teaching One and Student Teaching Two of the Clinical Experience. To act in this role, a Clinical Supervisor must have:

1. A minimum of three (3) years teaching experience in K-12.
2. A master's degree in education or related field.
3. A current teaching license in the content area of supervision.
4. Experience teaching in the content area of supervision.
5. Successfully completed a background clearance.
6. Ability to consistently demonstrate and model Professional Dispositions and Responsibilities.

I. Advanced Programs Practicum.

1. Candidates are licensed teachers who are in most cases completing the Practicum in their own school using a qualified individual as a Clinical Supervisor who meets the applicable qualifications and requirements.
2. Each Candidate shall:
    - identify a school with which he/she has (i) an established relationship with and (ii) obtained district approval for placement. All identified placements are subject to University approval.
    - identify preferred Clinical Supervisor, subject to approval of University's Clinical Experience team to ensure the Clinical Supervisor meets program requirements.
    - complete a valid background clearance, provide proof of liability insurance, and a valid teaching license.
    - comply with all other applicable District requirements.
3. Evaluations of Candidates are as follows:
    - Educational Leadership – a minimum of four (4) evaluations
    - English Language Learning – a minimum of three (3) observations or evaluations.

J. Confidentiality & Education Records

1. District acknowledges that the education records of assigned Candidates are protected by the Family Educational Rights and Privacy Act ("FERPA") and agrees to comply with FERPA and limit access to those employees or agents with a need to know. Pursuant to FERPA, and for the purposes of this Agreement, University designates District as a "school official" with a legitimate educational interest in such records.
2. University shall instruct Candidates of the necessity of maintaining the confidentiality of all District student records. District shall not grant Candidates or University employees access to individually identifiable student information unless the affected student's parent or guardian has first given written consent using a form approved by District that complies with FERPA and other applicable law.

K. Additional Terms

1. Term. This Agreement shall commence on the Effective Date and shall continue for three (3) years from the Effective Date, or until such time as either Party gives the other Party thirty (30) days advance written notice of its intent to terminate the Agreement. In the event of termination, any Candidates at District as of the date of such notice shall be permitted to complete their Student Teaching or Practicum.
2. Points of Contact. Each Party shall designate a point of contact for communication and coordination of Student Teaching or Practicum. Contact information is set forth following the signature block.
3. Right to Accept or Terminate a Placement. District may refuse to accept placement, or may terminate the placement, of any Candidate based upon its good faith determination that the Candidate is not meeting performance standards or is otherwise deemed unacceptable to District. In such cases, District shall notify University Point of Contact (listed at the bottom of this Agreement) in writing immediately and state the reasons for such decision.
4. Insurance.
    - University Insurance. University represents and warrants that it provides and maintains general liability insurance with limits of at least $1,000,000 per occurrence and $2,000,000 annual aggregate and, upon District's request, shall provide a certificate of insurance as evidence of coverage. University shall maintain, at its sole expense, workers' compensation insurance as required by law.
    - Professional Liability Insurance. Candidates will be responsible for procuring and maintaining, at their own expense, professional liability insurance for the duration of the Clinical Experience with minimum limits of either: (i) $1,000,000 per occurrence and $3,000,000 annual aggregate, or (ii) $2,000,000 per occurrence and $2,000,000 annual aggregate.
5. Status of Parties. Nothing in this Agreement is intended to or shall be construed to constitute an agency, employer/employee, partnership, or fiduciary relationship between the Parties. Neither Party will have the authority to, and will not, act as agent for or on behalf of the other Party or represent or bind the other Party in any manner. No Candidate or other third Party shall be a beneficiary of or have any right to enforce the terms of this Agreement.
6. Non-Discrimination. Each Party agrees to comply with all applicable non-discrimination laws, and will accept, assign, supervise, and evaluate qualified Candidates regardless of race, sex, sexual orientation, religion, creed, national origin, age, disability, veteran status, or any other basis protected by law.
7. Entire Agreement. This Agreement represents the entire understanding between the Parties relating to the subject matter and supersedes all prior oral or written agreements. This Agreement may be modified only in writing, signed by both Parties.

The Parties have executed this Agreement as of the Effective Date.

UNIVERSITY	**DISTRICT**
By: _Kim DeMent_____	By: _____
Title: Senior Associate Dean & Senior Director, School of Education	Title: _____
	Date: _____
Point of Contact: District and Funded Partnerships Email: tc_outreach@wgu.edu	**Point of Contact:** Email: Phone:
For notice purposes: Attn: Contracts Manager Western Governors University 4001 South 700 East, Suite 700 Salt Lake City, UT 84107-2533 Email: contracts@wgu.edu	For notice purposes: Email:

Exhibit A
Video Recording

1. Teacher Performance Assessment. District acknowledges that Candidates must complete a teacher performance assessment, which includes the submission of real artifacts (such as lesson plans and student work samples). District also recognizes that in states where the edTPA is required, video recordings of the Candidate teaching in the classroom will be utilized and included in the submission.
2. Clinical Observation / Evaluation. University utilizes a secure, interactive, online, cloud-based platform to accommodate for the changing classroom environment and protect the health and safety of participants. Candidates upload recorded video submissions or participate in livestreams for feedback, scoring, and critiquing of video assignments, and Clinical Supervisors leave time-stamped feedback.
3. Guidelines. The following guidelines are provided to Candidates. District understands that Candidates are not employees or agents of University and that any further precautions regarding the privacy of District students should be agreed directly between the District and Candidates.

   Teacher Candidate Guidelines for Video Recordings

   - Secure appropriate permission from the parents/guardians of your students and from adults who appear in the video recording.
   - To protect confidentiality, remove your name and use pseudonyms or general references (e.g., "the district") for your state, school, district, and Mentor Teacher. Mask or remove all names on any typed or written material (e.g., commentaries, lesson plans, student work samples) that could identify individuals or educator preparation programs. During video recording, use only the first names of students.
   - You must follow appropriate protocol to submit recordings to University.
   - You may not display the video publicly (i.e., personal websites, YouTube, Facebook).
   - You may not use any part of the recordings for any personal or professional purposes outside of performance evaluation.
   - You must destroy all video recordings once the evaluation is complete.

Pennsylvania College of Technology
A Penn State Affiliate

Workforce Development

Training Services Agreement

for

Jersey Shore Area School District

Next Door: Ready to Work Program

Proposal Date:
September 14, 2026

INDUSTRY DRIVEN.
WORKFORCE READY.

Submitted to:
Heath Rager
CTE Instructor
570-398-7170
hrager@jsasd.org

Submitted by:
Mike McMonigal
Workforce Readiness Program Manager
570.320.2400 x3123
Mlm81@pct.edu

One College Avenue
Williamsport, PA 17701
570-327-4775
pct.edu/wd
workforce@pct.edu

Introduction

Pennsylvania College of Technology (hereafter referred to as "College") agrees to provide the following described services (hereafter referred to as "Services") for Jersey Shore Area School District (hereafter referred to as "Client") in exchange for the commitment to comply with all program requirements, and subject to all terms and conditions of this Agreement.

Training Description

The College provides comprehensive workforce solutions and technical assistance to the building performance industry. Our training aligns with nationally recognized professional credentials from the Building Performance Institute, among others. College is the chief training and technical assistance partner for the PA Weatherization Assistance Program (WAP), administered through the PA Department of Community and Economic Development (PA DCED).

The **Next Door: Ready to Work Program** is a joint initiative between the College and PA DCED for the purpose of providing weatherization training and work-based learning experiences, through educational/employer partnerships, that enlighten students on career opportunities and equip them with technical skills and knowledge to succeed and become workforce-ready upon graduation.

Under this Agreement, Client's participation in the program entitles it to receive the **Building Science Principles (BSP)** curriculum and access to BSP professional development, which authorizes designated instructors to deliver the curriculum in the classroom. The program also includes the provision of a blower door and an infrared camera, as well as dedicated support to develop partnerships with local building performance employers, including agencies and their contractors. These partnerships are intended to connect Client with local industry experts and to support the creation of paid, work-based learning opportunities for students.

Program Requirements

By enrolling in the Next Door: Ready to Work Program, Client is committing participating teachers to the following minimum requirements:

Phase 1: Instructor Onboarding

1) Complete a BSP online training and pass the end-of-course exam to earn a BSP certificate of knowledge.
2) Attend a College-sponsored two-day BSP Train the Trainer event to receive hands-on training to apply within their classroom.

Phase 2: Maintenance

3) Following College training, actively utilize the provided curriculum and supplies within one year of receipt.
    a. Offer BSP training to students and have them sit for the certificate of knowledge exam.
    b. Incorporate supply usage (blower door and IR camera) into instruction.
4) Invite building performance employer(s) to attend program Occupational Advisory Committee (OAC) meetings.

5) Invite building performance employer(s) to present to students.
6) Participate in regular communication with Next Door program administrators.
7) Utilize College-provided reporting platform to submit required reporting to Next Door program administrators, including:
    a. Name and grade level of each student participating in the Next Door program.
    b. For each participating student:
        i. Completion status of BSP training.
        ii. Completion status of BSP certificate of knowledge exam.
        iii. Status of participation in work-based learning with a building performance employer:
            1. Type (job shadowing, co-op, etc.)
            2. Employer name
    c. Dates, times, and locations of program OAC meetings.
    d. Information on career fairs or job recruitment activities held at your school.
8) Provide program feedback as requested by Next Door program administrators.
9) If instructor turnover occurs, notify Next Door program administrators within 60 days to coordinate next steps for training a replacement.

Optional, but strongly encouraged:

1) Provide students with work-based learning opportunities such as job shadowing, cooperative education, and careers, as they become available.
2) Introduce students to Pennsylvania College of Technology Workforce Development either through a field trip or other opportunities/resources provided that will inform students of credentials for building performance employment and career development.

Program Outline

Part I: Onboarding (required once)

- Train the Trainer (see Class Information below)

Part II: Maintenance (annually)

- Instructional Delivery
    - College-trained instructors will teach BSP content to students within one year of initial onboarding and each year thereafter.
- Credentialing
    - Each new section of students will sit for the BSP certificate of knowledge exam.
- Reporting
    - Instructors will communicate regularly with Next Door program administrators and will provide data and feedback as requested.

Notes

Long-term maintenance of the Next Door: Ready to Work program is contingent upon availability of grant funding. This Agreement may be terminated at any point by the College with a sixty (60) day written notification. However, all students receiving instruction pursuant to this Agreement may continue receiving such instruction from a College-trained instructor in accordance with the terms of this Agreement until it would have been concluded absent the termination. Failure to comply with program requirements may result in equipment being returned to College.

Instructor Onboarding Schedule

Date(s)	**Self Study Start Date, Estimated End Date** October 12, 2026 to November 12, 2026 **In-Person Train the Trainer Start Date, End Date** November 17, 2026 to November 18, 2026
Day(s) of Week	Tuesday & Wednesday
Time	**Class Start Time, Class End Time** 8:00 am to 3:00 pm
Location	Penn College at Williamsport 2245 Reach Rd Williamsport, PA
Duration	**Hours and/or Sessions** 7 hours 2 sessions

Thank you for the opportunity to work with your team on this effort!

Terms and Conditions

Term. The Agreement shall automatically renew for subsequent one (1) year terms unless either party provides sixty (60) days prior written notice of its intent to terminate this Agreement.

Responsibility. The relationship between the parties to that of each other shall be that of independent contractors. College performs the Services under this Agreement as an independent contractor and not as a partner or agent of Client. The College will provide the Client with a quality instructor to perform the Services. Overall coordination of the Service will be the joint responsibilities of Client and the College.

Accommodations. College encourages qualified persons with disabilities to participate in its programs and activities. Client agrees that all accessibility needs have been disclosed to College by completing the form at workforce.pct.edu/sd for consideration in preparation and pricing of training.

Nondiscrimination. The parties agree to comply with all applicable nondiscrimination laws based on Title VI of the Civil Rights Act of 1964 regarding sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the Americans with Disabilities Act. College agrees to cooperate with Client in investigations of claims of discrimination or harassment.

FERPA. College may become aware of Client students' personally identifiable information, or an education record, as those records are defined by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g. As such, College shall abide by all provisions of FERPA and ensure that no Client student's education record, or personally identifiable information found therein, is disclosed without the appropriate consent.

Cancellation Policy. This training may be cancelled by Client up to thirty (30) days prior to the start of training at no cost to the Client. If training is cancelled by Client twenty-nine (29) days prior to the start of training to eleven (11) days prior to the conclusion of training, Client will be subject to invoicing for all training delivered as well as any costs incurred by the College in the development and execution of this training. Training cancelled by Client within ten (10) days of the final training date will be invoiced for the full cost of the training.

Intellectual Property. College is, and shall be, the sole and exclusive owner of all right, title and interest in and to all intellectual property rights that are created, invented, made, conceived, memorialized, reduced to practice or authored by or between the parties, individually or collectively, in the course of performing the Services.

Proprietary Information. All information, data, documents, records and other material in whatever form or media, including, without limitation, written, oral or electronic, provided to Client in connection with the training is the exclusive and proprietary property of the College (collectively, the "Proprietary Data"). Upon completion of the training, Client shall delete all Proprietary Data in electronic form. Client is given a limited non-exclusive license to use the Proprietary Data solely in connection with the training provided under this Agreement and not for any other purpose.

Limitation of Liability. Neither party shall be liable to the other for special, incidental, punitive, exemplary or consequential damages, even if advised of the possibility of such damages. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this Agreement. This provision shall not be construed to limit either party's rights, claims, or defenses, which arise as a matter of law or pursuant to any provisions of this Agreement. This provision shall not be construed to limit the sovereign immunity of either Party pursuant to the Political Subdivision Tort Claims Act. Nothing in this Agreement shall be construed to constitute a waiver of either party's governmental or sovereign immunity, including but not limited to under the Political Subdivision Tort Claims Act.

Notices. All notices required to be given under this Agreement shall be in writing and delivered personally or by courier requiring receipt of delivery and shall be effective upon receipt or refusal of delivery. Either party may change such

party's address as to whom notices are to be sent at any time by giving notice to the other party in the manner specified herein.

College: Alison Diehl
Vice President, Workforce Development
Pennsylvania College of Technology
One College Avenue
Williamsport, PA 17701

Client: Heath Rager
CTE Instructor
Jersey Shore Area School District
701 Cemetery St
Jersey Shore, PA 17740

Forum; Waiver of Jury Trial. Any action, whether claim or counterclaim, arising out of or relating to this Agreement shall be brought in and only in the Court of Common Pleas of Lycoming County, Pennsylvania or the United States District Court for the Middle District of Pennsylvania. The parties agree that such courts shall have in personam jurisdiction over such disputes and waive any defense or objection to the jurisdiction or venue of such courts. Each of the parties hereto expressly waives the right to a jury trial in connection with any such action, claim or proceeding.

Exclusive Terms. The terms of this Agreement and any modifications agreed to in writing by College shall be the exclusive terms governing the training and services and any other transactions contemplated hereby. A purchase order or other writing issued by client or received by College shall operate as an acceptance of these terms, even though such writings state terms which are in addition to or different from those stated herein, objection to which is hereby made. Additional or different terms and conditions, whether or not they materially alter the terms and conditions set forth herein, shall in no event be binding on College, unless College specifically accepts such terms in writing.

Entire Agreement, Amendment, and Acceptance. This document constitutes the entire Agreement between the parties and supersedes any prior oral or written discussions, negotiations, or agreements pertaining to the services described herein. Any changes or modifications to this Agreement must be in writing and executed by authorized agents of the College and Client to ensure they are addressed by the College. This Agreement shall be construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania, without regard to its choice of law rules, and shall be interpreted as a whole, in accordance with its fair meaning, and not against either party hereto. If any provision of this Agreement is found to be an invalid, illegal or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall nevertheless be binding upon the parties with the same effect as though the void or unenforceable provision had been severed or deleted. Headings used herein are for ease of reference and shall not be taken into account or affect the interpretation of this Agreement. Signatures as provided below constitute acceptance of all terms and conditions as stated herein.

PENNSYLVANIA COLLEGE OF TECHNOLOGY

Signed By _____

Date _____

Alison Diehl
Vice President, Workforce Development
570-327-4775
aad1@pct.edu

JERSEY SHORE AREA SCHOOL DISTRICT

Signed By _____

Date _____

Brian Ulmer
Superintendent
570-398-1561
bulmer@jsasd.org

Click or tap here to enter text.

Please sign and return. A fully executed Agreement will be sent to you for your records.

BOARD POLICY

249 SD PNN Bullying/Cyberbullying

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
249 SD PNN	v3.11	DRAFT	9/28/2026

PURPOSE

The Board is committed to providing a safe, positive learning environment for district students.

The Board recognizes that bullying **and cyberbullying create** an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning and may lead to more serious violence. ~~Therefore, the Board prohibits bullying by district students.~~ **The Board is committed to providing a safe, positive learning environment for district students that is free from bullying and cyberbullying.**

DEFINITIONS

Artificial Intelligence-Generated or Modified Media means text, code, images, audio or video data that has been created or modified from its original source data through the use of artificial intelligence technology, programs or platforms.[1]

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting

~~{ } and/or outside a school setting,~~

that is severe, persistent or pervasive and has the effect of doing any of the following:[1]

1. Substantially interfering with a student's education**; or**
2. Creating a threatening environment**; or**
3. Substantially disrupting the orderly operation of the school.

~~Bullying, as defined in this policy, includes cyberbullying.~~

Cyberbullying means bullying through the use of electronic technology or communication, including data, computer software or online platforms regardless of their origin, using a device, system network, internet service, email, social media or other digital means, including artificial intelligence–generated or modified media. Cyberbullying includes bullying conduct which occurs in a school setting.[1]

~~{ } and/or outside a school setting.~~

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[1]

AUTHORITY

The Board prohibits all forms of bullying **and cyberbullying** by district students **and requires that this policy be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.**[1]

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that ~~verbal and written~~ complaints of bullying **and cyberbullying** be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying **or cyberbullying** brought pursuant to this policy **to** also be reviewed for conduct which may not be proven to be bullying **or cyberbullying** under this policy but merits review and possible action under other Board policies.[1]

~~**Title IX Sexual Harassment and Other Discrimination**~~

~~**Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation onto all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.**~~

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying **or cyberbullying** or participation in an investigation of allegations of bullying **or cyberbullying** is prohibited and shall be subject to disciplinary action.

DELEGATION OF RESPONSIBILITY

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying **and cyberbullying**.

The Superintendent or designee shall develop administrative regulations to **support** this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students. [1]

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[1]

District administration shall annually provide the following information with the school safety and security incident report:[1][2]

1. Board's Bullying**/Cyberbullying** Policy.
2. Report of bullying **and cyberbullying** incidents.
3. Information on the development and implementation of any bullying **and cyberbullying** prevention, intervention or education programs.

GUIDELINES

Reports of bullying or cyberbullying may be made orally or in writing and may be anonymous, except where made by district staff. Students are encouraged to use the district's reporting form attached to this policy, or to submit a written complaint; however, oral complaints will be accepted, documented and investigated.

Any individual receiving a complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor any person involved.

District staff who observe bullying/cyberbullying or receive a report of bullying/cyberbullying shall not conduct an independent investigation but shall take appropriate action to protect the safety of involved students and promptly provide a summary of the observed or reported conduct to the building principal or designee.

For purposes of this policy, a reporter is an individual, other than district staff, who reports alleged bullying/cyberbullying directed at one or more students. A complainant is the alleged victim or target of the conduct. In some circumstances, the same individual may serve as both reporter and complainant.

The building principal or designee shall encourage the complainant or reporter to complete the district's designated report form. If, due to age, disability or other incapacity, the complainant or reporter is unable to complete the form, the building principal or designee shall document the report and complete the form on the individual's behalf. If the report is made by someone other than the complainant, the complainant shall be notified promptly, informed of the report, and encouraged to complete the district reporting form.

As soon as practicable after the receipt of a report of bullying or cyberbullying, the district shall notify the parent(s)/guardian(s) of any student involved in the incident.

If the complainant, district staff, or other professionals with knowledge of the complainant's health and well-being indicate that notifying a parent/guardian could place the complainant or another person at risk of abuse, neglect or other imminent harm, the building principal, in consultation with the Superintendent and legal counsel, and as appropriate, law enforcement, child welfare authorities and other qualified professionals, may determine whether parental notification should be delayed as permitted by law. The basis for the delay must be documented, and parent/guardian notification shall occur as soon as legally and safely practicable.[3][4]

Every report of bullying/cyberbullying shall be reviewed and investigated promptly and sufficiently to address the alleged misconduct, even if the report is anonymous or the complainant requests that no action be taken.

Threat Assessment

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community, or others, district staff shall make a referral to the district's threat assessment team in accordance with applicable law and Board policy.[5][6]

Discrimination/Harassment

If, at the time of the report or at any time during the investigation of the alleged bullying/cyberbullying, there is reason to believe that the conduct may fall within the provisions of the district's discrimination/harassment policies, the Title IX Coordinator must be promptly notified. Upon notification, the Title IX Coordinator will immediately initiate steps to comply with appropriate policies and procedures. The investigation will be handled as a joint and concurrent investigation to address all appliable allegations and legal requirements.[7][8]

Investigation Procedures

After determining that the matter does not require handling under Policy 103, the building principal shall determine whether the investigation may be conducted by the principal or designee or whether the matter must be referred to the Superintendent or another appropriate administrator.

If law enforcement has been notified, a law enforcement report has been filed, or substantiated allegations could result in expulsion, the building principal shall consult with the Superintendent or appropriate administrator, who may seek advice from legal counsel.

Investigations shall be timely, impartial, thorough and comprehensive. The investigation may include:

1. **Interviewing the complainant.**
2. **Interviewing the individual(s) accused of the conduct.**
3. **Interviewing witnesses.**
4. **Reviewing physical, electronic or documentary evidence.**
5. **Reviewing any other relevant information provided during the investigation.**
6. **Conducting any additional inquiry reasonably necessary to determine the facts and address proven misconduct.**

Investigative Findings

The investigator shall prepare findings that summarize the investigation, determine whether the allegations have been substantiated, identify any violation of Board policy or applicable law, and recommend appropriate corrective action.

As soon as practicable after determining that an incident of bullying or cyberbullying has occurred, the district shall notify the parent(s)/guardian(s) of any student involved in the incident of the determination of the investigation.

The complainant/reporter and the accused shall be informed of the outcome of the investigation within a reasonable period of time, consistent with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be informed of any individual remedies provided to the complainant.[9]

District Response and Corrective Action

If an investigation results in a finding that bullying or cyberbullying or other misconduct occurred, the district shall take prompt and appropriate corrective action designed to stop the conduct, prevent its recurrence, protect affected students, eliminate any hostile or disruptive environment, and prevent retaliation.[1]

The district shall document corrective actions taken and, when permitted by law, inform the complainant or reporter of responsive measures. District administrators shall monitor the effectiveness of corrective actions and take additional measures when necessary.[1]

If an investigation reveals violations of other Board policies or circumstances requiring additional review, referral, discipline or intervention, the district shall address those matters through the appropriate disciplinary, administrative or support processes.

Any disciplinary action imposed shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, applicable collective bargaining agreements, and state and federal law, and may include:[1][2][13]

{ x } Counseling within the school.

{ x } Parental conference.

{ x } Loss of school privileges.

{ x } Transfer to another school building, classroom or school bus.

{ x } Exclusion from school-sponsored activities.

{ x } Detention.

{ x } Suspension.

{ x } Expulsion.

{ x } Counseling/Therapy outside of school.

{ x } Referral to law enforcement officials.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][2][10]

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.

Education

The district

{ x} may

~~{ } shall~~

develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[1][11][12]

School Safety and Security Incidents Report

Annually, by July 31, the Superintendent shall report on the designated form, to the PA Department of Education, all new incidents as required by state law. The report must include the total number of bullying and cyberbullying incidents that occurred during the school year, including the number of cyberbullying incidents suspected to involve artificial intelligence-generated or modified media.[2][14]

PSBA Revision 8/26 © 2026 PSBA

Legal Footnotes

[1] 24 P.S. 1303.1-A
LEGAL REFERENCE

[2] Pol. 805.1 — Relations With Law Enforcement Agencies
POLICY REFERENCE

[3] 23 Pa. C.S.A. 6301
LEGAL REFERENCE

[4] Pol. 806 — Child Abuse
POLICY REFERENCE

[5] 24 P.S. 1302-E
LEGAL REFERENCE

[6] Pol. 236.1 — Threat Assessment
POLICY REFERENCE

[7] Pol. 103 — Discrimination/Title IX Sexual Harassment Affecting Students
POLICY REFERENCE

[8] Pol. 103.1 — Nondiscrimination — Qualified Students with Disabilities
POLICY REFERENCE

[9] Pol. 216 — Student Records
POLICY REFERENCE

[10] 22 PA Code 12.3
LEGAL REFERENCE

[11] 20 U.S.C. 7118
LEGAL REFERENCE

[12] 24 P.S. 1302-A
LEGAL REFERENCE

[13] Pol. 236 — Student Assistance Program
POLICY REFERENCE

[14] 24 P.S. 1319-B
LEGAL REFERENCE

BOARD POLICY

704 Maintenance

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
704	v3.4	DRAFT	9/28/2026

PURPOSE

Adequate maintenance of buildings, property and equipment is essential to fiscal responsibility and efficient management of district facilities.

AUTHORITY

The Board directs that a continuous program of inspection and maintenance of all district buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive.[2][3]

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall develop and supervise a maintenance program which shall include:

{x } Regular program of maintenance, repair and improvement of buildings and facilities.

{ x} Testing lead levels in drinking water.[3]

{ x} Critical spare parts inventory.

{ x} Equipment replacement program.

{ x} Long-range plans for building modernization and conditioning.

{ x} The Superintendent or designee shall develop a maintenance check list applicable to all district buildings.

{ x} Each building principal, in conjunction with the building maintenance employee, shall conduct a physical inspection of the building on a

(x) periodic

~~( ) monthly~~

~~( ) bimonthly~~

basis and return a written report to the Superintendent or designee as to the findings of that inspection.

The Superintendent shall report

~~{ } annually~~

~~{ } quarterly~~

{ x } periodically

to the Board regarding the current maintenance and improvement program and projected maintenance

needs that include cost analysis.

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Legal Footnotes

[2] **24 P.S. 701**
LEGAL REFERENCE

[3] **24 P.S. 742.1**
LEGAL REFERENCE

BOARD POLICY

805.2 School Security Personnel

POLICY NUMBER	REVISED	LAST REVIEWED	VERSION
805.2	9/25/2026	9/25/2026	v1.3
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AUTHORITY

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

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

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

DEFINITIONS

School security personnel - school police officers, school resource officers and school security guards.[2]

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

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

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

DELEGATION OF RESPONSIBILITY

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

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

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

1. Oversee all
   {x} school police officers
   {x} School Resource Officers (SROs)
   {x} school security guards.
   and event staff.
2. Review and provide oversight of all Board policies, administrative regulations and procedures related to school safety and security, and ensure compliance with federal and state laws and regulations regarding school safety and security.
3. Coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide **awareness and prevention,** bullying **and cyberbullying** awareness **and prevention**, substance use awareness, emergency procedures and training drills, and identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with the standards established by the state's School Safety and Security Committee and the requirements of applicable law and regulations.[3][4][5][6][7][8][9][10][11][12][13]
4. Meet with school employees annually to seek their input on the mandatory school safety and security training.[4]
5. Coordinate a tour of the district's buildings and grounds biennially, or when a building is first occupied or reconfigured, with law enforcement and first responders responsible for protecting and securing the district to discuss and coordinate school safety and security matters.
6. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.
7. Serve on the district's threat assessment team(s) and participate in required training and the threat assessment process.[8][14]
8. Coordinate School Safety and Security Assessments, School Safety and Security grant requirements and respond to School Safety and Security surveys, as applicable.[12][15]
9. Collaborate with District Administrators, the School Resource Officer and facilities use requestors to determine adequate security coverage at district events with not less than one staff member for events larger than 50 community members.
10. Coordinate school safety and security meetings with school and building leadership, at least on a quarterly basis.

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

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

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

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

1. Threat assessment team information, including verification of compliance with law and regulations, the number and composition of the district's threat assessment team(s), the total number of threats assessed in the past year and additional information on threat assessment required by the Superintendent or designee, in accordance with Board policy.[8][14]

2. The number and type(s) of school security personnel contracted or employed by the district, including:[3]
    a. The number of school security personnel that are armed, listed by type(s) of personnel.
    b. The school building at which each school security personnel is assigned, listed by type(s) of personnel.
    c. The training, including the type of training and completion dates, of each school security personnel, listed by type(s) of personnel.
    d. A listing of other individuals utilized by the district for school safety-related duties.
3. An attendance report of the school and building personnel present at each school safety and security meeting, including yearly attendance totals.
4. { x} Reports of required emergency preparedness, fire, bus evacuation and school security drills.[12]
5. { x} Information on required school safety and security training and resources provided to students and staff.[12]
6. { x} Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
7. { x} Behavioral health and school climate information, including aggregate data from surveys and assessments issued in the district, information on referrals and services accessed by students and families, and identification of additional resources needed in the district.[20]
8. { x} School safety and security incident reports for the previous year(s) and/or data collected to date for the current year.[21]
9. { x} Updates regarding the district's memorandum of understanding with law enforcement agencies.[21]
10. { x} Updates to laws, regulations and/or Board policies related to school safety and security.
11. { x} Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.
12. { x} Information on grants or funding applied for and/or received in support of school safety and security efforts.

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

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

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

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

GUIDELINES

{x} School Police Officers

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

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

School police officer –[2][23][24]

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

Background Checks -

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

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

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

Requirements -

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

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

The district shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.[31][36]

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

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

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

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

1. Enforce good order in school buildings, on school buses or vehicles owned or leased by the district, and on school grounds.
2. If authorized by the court, issue summary citations or detain individuals who are in school buildings, on school buses and on school grounds in the district until local law enforcement is notified.

3. If authorized by the court, a school police officer who is a law enforcement officer employed by the district whose responsibilities, including work hours, are established by the district, may exercise the same powers as exercised under authority of law or ordinance by the police of the municipality in which the school property is located.

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

{ x } School Resource Officers (SROs)

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

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

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

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

Prior to assignment in the district, the district shall confirm that the law enforcement agency has completed a law enforcement agency background investigation and received the SRO's separation record, when required, in compliance with applicable law and regulations. The district shall coordinate with the law enforcement agency in making required reports regarding hiring and separation, and maintaining all required records, in accordance with applicable law and regulations.[31][36]

SROs shall successfully complete required training, in accordance with law.[46]

{x} School Security Guards

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

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

Background Checks -

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

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

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

Requirements -

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

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

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

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

Event Staff

Event staff shall provide the following services, as directed by the district and head security guard:

1. Assist Security guard(s) in providing a safe and secure environment.
2. Assist law enforcement as directed by the head security guard or district administrator.
3. Direct traffic and parking.

The district shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.[31][36]

{x} Other Agreements

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

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

Legal Footnotes

[5] **Pol. 5**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[6] **Pol. 6**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[7] **Pol. 7**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[8] **Pol. 8**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[9] **Pol. 9**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[10] **Pol. 10**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[11] **Pol. 11**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[12] **Pol. 12**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[13] **Pol. 13**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[19] **Pol. 19**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[20] **Pol. 20**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[21] **Pol. 21**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[25] **Pol. 25**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[26] **Pol. 26**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[42] **Pol. 42**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[45] **Pol. 45**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[48] **Pol. 48**
POLICY REFERENCE
Referenced policy is not available in this policy book.