

OCTORARA AREA SCHOOL DISTRICT
PUBLIC SCHOOL BOARD MEETING
April 15, 2024 – 7:00 p.m.
Jr. High School Multi-Purpose Room

AGENDA

1. Moment of Silence
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes of the Policy Committee Meeting, the Facility Committee Meeting and the Work Session of March 11, 2024; the Finance Committee Meeting and the Regular Meeting of March 18, 2024, and the Education Committee Meeting of March 25, 2024.
5. Visitors' Comments - Agenda Items Only
6. Presentations/Discussions
 - A. Physics Fight Club
 - B. Budget Update
7. Information Items
 - A. Dr. Leever will be attending the PARSS Conference in State College on April 24-25, 2024.
 - B. Dr. Leever will be participating with Chester County Intermediate Unit Advocacy Day on the Hill in Harrisburg on April 30, 2024.
8. Treasurer's Report
 - A. That the Octorara Board of School Directors approve the General Fund Report for period ending March 31, 2024.
9. Business Manager's Report
 - A. That the Octorara Board of School Directors approve the list of bills for payment.
10. Recommended Action Items:
 - A. That the Octorara Board of School Directors approve 2024-2025 Chester County Intermediate Unit Core Services Budget in the amount of \$38,662,587.
 - B. That the Octorara Board of School Directors approve the 2024-2025 Chester County Intermediate Unit Occupational Education Budget in the amount of \$33,229,493.
 - C. That the Octorara Board of School Directors approve the resolution for the Proposed Final General Fund Budget for the 2024-2025 school year.
 - D. That the Octorara Board of School Directors approve Amplify CKLA Grades K-5 and Amplify ELA Grades 6-8 Curriculum for implementation beginning with the 2024-2025 school year.

- E. That the Octorara Board of School Directors approve the Legal Services Consultation Agreement with Sweet, Stevens, Katz & Williams LLP for professional training and consultation for Special Education services during the 2024-2025 school year.
- F. That the Octorara Board of School Directors approve the following policies, first reading:
 - 103 *Discrimination/Title IX Sexual Harassment Affecting Students*
 - 103.1 *Nondiscrimination-Qualified Students with Disabilities*
 - 104 *Discrimination/Title IX Sexual Harassment Affecting Staff*
- G. That the Octorara Board of School Directors approve the following policy, second reading:
 - 011 *Principles of Governance and Leadership*

Resignation Approvals:

- H. That the Octorara Board of School Directors accept the resignation of Ms. Camryn Koennecker as JV Softball Coach effective April 5, 2024. (Hired for the 2021-2022 school year)
- I. That the Octorara Board of School Directors acknowledge the job abandonment of Ms. Mary Moore as an instructional assistant at the Octorara Jr./Sr. High School.

Hiring Approvals:

- J. That the Octorara Board of School Directors approve Ms. Riki Jones as an Instructional Assistant at the Octorara Elementary School effective April 22, 2024 pending completion of employee related documents required by law and the District. Ms. Jones' rate will be \$16.00 per hour for 5.75 hours per day. (Replacing Angela Christou who resigned.)
- K. *That the Octorara Board of School Directors approve the transfer of Dr. Christopher Shultz from Technology Integration Specialist to Director of Curriculum and Instruction effective April 16, 2024. Dr. Shultz's salary will be \$119,000, pro-rated. (Replacing Dr. Tachau who transferred.)*
- L. *That the Octorara Board of School Directors approve Ms. Lisa Rohrer as a long-term substitute Second Grade teacher at the Octorara Primary Learning Center effective April 8, 2024 through the end of the 2023-2024 school year. Ms. Rohrer's rate will be \$150 per day plus a stipend of \$81.96 per day for planning and grading responsibilities. (Ms. Rohrer is a District employee and is replacing a medical leave.)*
- M. *That the Octorara Board of School Directors approve the transfer of Mr. Jude Unitis from a day-to-day substitute to a long-term substitute Science Teacher at the Octorara Jr./Sr. High School effective February 1, 2024 contingent upon the Pennsylvania Department of Education approving the Type 04 Emergency Certification Application. Mr. Unitis' salary will be \$56,389, prorated, which is Step 17 to MAX of the Bachelor's scale. (Replacing Amanda Kieffer who transferred.)*
- N. *That the Octorara Board of School Directors accept, with regret, the resignation for purpose of retirement of Ms. Michelle Moran as school counselor at the Octorara Elementary School effective the end of the 2023-2024 school year. (Hired August 31, 1991)*
- O. *That the Octorara Board of School Directors accept, with regret, the resignation of Ms. Kimberly Boyd as an Autism Support Teacher at the Octorara Jr./Sr. High School effective the end of the 2023-2024 school year. (Hired May 19, 2019)*
- P. *That the Octorara Board of School Directors accept the resignation of Mr. Jesse Cohen as the 8th Grade Girls' Soccer Coach effective April 6, 2024. (Hired for the 2021-2022 school year)*

- Q. *That the Octorara Board of School Directors approve the Proposal with Macadam Company, Inc. for parking lot markings for a total cost of \$15,310.*
- R. *That the Octorara Board of School Directors approve the Costar Proposal with Frey Lutz for a Lochinvar Armor Boiler including installation and removal of existing boiler at a total cost of \$23,875.*
- S. *That the Octorara Board of School Directors approve the Quote with ForeverLawn of South Jersey for installation of a new surface for the YMCA playground at a cost of \$15,822.73.*
- T. *That the Octorara Board of School Directors approve the Quote with Orner's Tree and Landscaping to remove fencing and clear brush and trees in and around the retention pond at a cost of \$23,050.*
- U. *That the Octorara Board of School Directors approve the Proposal with Trapani Communications for Communications Support and Audit.*
- V. *That the Octorara Board of School Directors approve the Early Notification of Retirement Incentive Plan.*
- W. *That the Octorara Board of School Directors approve the reorganization of the current 7-12 grade configuration of the Junior-Senior High School to a grades 7-8 Middle School and grades 9-12 Senior High School, and directs the Superintendent to begin the process of reorganization with the Pennsylvania Department of Education.*
- X. *That the Octorara Board of School Directors approve the use of the Field Hockey Field from 10:00 a.m – noon on Sunday, May 5 for a field hockey clinic.*

11. Finance Committee Report

12. CCIU Board Representative's Report

13. Old Business

14. New Business

15. Other Items and Announcements

16. Visitors' Comments – General

17. Administrator Comments/Announcements

18. Board Comments

19. Adjournment

Finance Committee Meeting – Monday, April 15, 2024 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

Executive Session for Personnel – Monday, April 15, 2024 – Prior to the Regular Meeting in room 102 at the Jr. High School

Education Committee Meeting – Monday, April 22, 2024 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

Policy/Facility Committee Meeting – Monday, May 13, 2024 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

Next regularly scheduled Work Session – Monday, May 13, 2024 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

Finance Committee Meeting – Monday, May 20, 2024 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

Next regularly scheduled Board Meeting – Monday, May 20, 2024 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

**OCTORARA AREA SCHOOL DISTRICT
POLICY COMMITTEE MEETING MINUTES
March 11, 2024 – 6:00 PM
Jr. High School Multi-Purpose Room**

Policy Committee members in attendance: Mr. Hurley, chair; Ms. Metzler, Mr. Zimmerman. Other members present were Mr. Falgiatore, Mr. Jurich, Mr. Koennecker, Mr. Lusby, Mr. Norris, Ms. Williamson. Also in attendance were Mrs. Hardy, Secretary; Dr. Leever, Superintendent; and Mr. Domowicz, Business Manager. There were no visitors.

The following policy was discussed, first reading:

011 Principles for Governance and Leadership

Mr. Lusby questioned the language under the “Communicate Clearly” section. After discussion, the committee agreed to move forward with the first reading on the agenda as presented.

Dr. Leever asked the committee if they would like to see a draft of a senior volunteer tax relief policy that would allow seniors to volunteer at the District to receive a credit on their tax bill. The committee agreed to look at a draft of a policy for further discussion.

The committee adjourned at 6:12 p.m.

Respectfully submitted,

Jill L. Hardy, Secretary
Octorara Board of School Directors

**OCTORARA AREA SCHOOL DISTRICT
FACILITIES COMMITTEE MINUTES
March 11, 2024 – 6:12 PM
Jr. High School Multi-Purpose Room**

Facility Committee members in attendance: Mr. Zimmerman, chair; Mr. Falgiatore, Mr. Koennecker, and Mr. Norris.

Other members present were Mr. Hurley, Mr. Jurich, Mr. Lusby, Ms. Metzler, and Ms. Williamson. Also in attendance were Mrs. Hardy, Secretary; Dr. Leever, Superintendent; and Mr. Domowicz, Business Manager. There were no visitors.

Dr. Leever introduced representatives from Corbett, Inc. who presented ideas for utilization of instructional space.

Mr. Domowicz discussed a lease agreement with Boxx Modular for modular classrooms at the Chester County Public Safety Training Campus for the Homeland Security and Protective Services Academy students at a cost of \$452,676. Grant funding will be used to pay for the lease.

Mr. Domowicz presented a proposal from McClure Company to test the District's wells. They will determine if the third well, which is currently not working, can be made operable. If it cannot be made operable, they will propose an alternate sight for a new well. The cost for the work is \$31,605.

Mr. Domowicz discussed the replacement of the security fence between the Jr. High and Sr. High Schools. The current gate is cast iron and has caused numerous hinge problems due to being too heavy for the fence. The proposal is for an aluminum fence at a cost of 6,775.82.

Mr. Domowicz shared lease agreement information with Toshiba for District copier replacements. Most of the current leases expire in March and April. The copiers would all be new copiers that use secure print and can scan a document and convert it to Spanish. The cost savings over the course of the lease is \$260,000.

Mr. Domowicz announced some of our AED units are outdated. The cost to replace five units is \$8,665.

Mr. Domowicz said there is a considerable drop off on the loading dock at the Primary Learning Center. Currently there is snow fence instead of railing in use. He presented a proposal for steel railing at a cost of \$14,040.

Mr. Domowicz will make the Cyber Incident Response Plan and the District Emergency Operations Plan available for Board review and approval.

Mr. Domowicz discussed a proposal to replace fencing and underground wire at the livestock area at the Sr. High Ag Shop at a cost of \$1,556.72.

Mr. Domowicz discussed the process of resurfacing the six tennis courts. Work would be done so teams can practice on them this spring. The courts would be ready for league meets in the fall. The cost for the project is \$98,400.

The committee agreed these projects all need to put on the agenda for Board approval.

Mr. Domowicz passed out information on the unused goods and equipment that will be liquidated at a public auction to be held on March 27, 2024.

The committee adjourned at 7:07 p.m.

Respectfully submitted,

Jill L. Hardy, Secretary
Octorara Board of School Directors

OCTORARA AREA SCHOOL DISTRICT

Minutes of Board Meeting Held on March 11, 2024

The Work Session of the Octorara Area School Board was held in the Octorara Area Jr./Sr. High School Multi-Purpose Room on March 11, 2024.

A moment of silence and the Pledge of Allegiance preceded the meeting.

The Vice-President, Mr. Hurley, called the meeting to order at 7:10 p.m. Other members present were Mr. Falgiatore, Mr. Jurich, Mr. Koennecker, Mr. Lusby, Ms. Metzler, Mr. Norris, Ms. Williamson, and Mr. Zimmerman. Also present were Mrs. Hardy, Secretary; Dr. Leever, Superintendent; Mr. Domowicz, Business Manager; Ben Pratt, Saxton & Stump; members of the administrative team; and two visitors.

There were no visitor's comments for agenda items only.

Under presentations, Dr. Shultz and students, Nick Russo and Justin Colligan, gave a presentation on podcasts they have created.

Beth Trapani from Trapani Communications, presented information on the importance and value of communication and presented a proposal for a communications audit.

Mr. Lobato, Food Service Director, gave a food service update.

Under information items, Dr. Leever will be attending the PASA Leadership Forum in Hershey from March 14-15, 2024

Mr. Hurley led the process for the election of the vacant Board President office.

Mr. Norris nominated Mr. Hurley, second by Mr. Koennecker.

Nominations were closed. Mr. Hurley was elected Board President by all members present.

Due to Mr. Hurley's election to President, the Vice-President office needed to be filled.

Mr. Falgiatore nominated Mr. Lusby, second by Ms. Williamson.

Mr. Norris nominated Mr. Zimmerman, second by Mr. Koennecker.

Nominations were closed. A roll call votes was taken. Mr. Falgiatore-Mr. Lusby, Mr. Hurley-Mr. Zimmerman, Mr. Jurich-Mr. Lusby, Mr. Koennecker-Mr. Zimmerman, Mr. Lusby-Mr. Lusby, Ms. Metzler-Mr. Lusby, Mr. Norris-Mr. Zimmerman, Ms. Williamson-Mr. Lusby, Mr. Zimmerman-Mr. Zimmerman.

Mr. Lusby was elected Vice-President by a 5-4 vote.

Mr. Hurley announced the following Committee appointments:

Personnel – Mr. Koennecker – Chair, Mr. Hurley, Mr. Norris

Facility – Mr. Zimmerman - Chair, Mr. Jurich, Mr. Norris

Policy – Mr. Hurley - Chair, Ms. Metzler, Mr. Zimmerman

Finance – Mr. Norris - Chair, Mr. Hurley, Mr. Lusby

Education- Mr. Hurley – Chair, Mr. Falgiatore, Mr. Koennecker, Ms. Williamson,

Legislative Representative – Mr. Hurley

Mr. Hurley presented the following items for action at the March 18, 2024 Board meeting:

- A. That the Octorara Board of School Directors approve Mr. Scott Domowicz as the District's Title IX Coordinator. (Replacing Kelley Vance)
- B. That the Octorara Board of School Directors approve the District's 2024-2027 Comprehensive Plan.

- C. That the Octorara Board of School Directors approve the revision to the 2024-2025 school calendar.
- D. That the Octorara Board of School Directors approve the Agreement with Collaborative Classroom to pilot the SIPPS Reading Intervention Program with one teacher in 2nd grade and one teacher in 3rd grade.
- E. That the Octorara Board of School Directors accept the 2023-2024 Competitive Equipment Grant for \$85,000 for Self-Contained Breathing Apparatus equipment. This equipment will supply the Homeland Security and Protective Services Academy with critically needed personal protective equipment for the firefighter students.
- F. That the Octorara Board of School Directors accept the Supplemental Equipment Grant for \$20,998 also to be used for Self-Contained Breathing Apparatus equipment for the Homeland Security and Protective Services Academy.
- G. That the Octorara Board of School Directors approve the attainment of tenure status for the following professional employee in accordance with Section 1108 of the current School Laws of Pennsylvania:
Tammy Simon
- H. That the Octorara Board of School Directors approve the following policy, first reading:
011 Principles of Governance and Leadership

Resignation Approvals:

- I. That the Octorara Board of School Directors accept the resignation of Mr. John Narcise as a Law Instructor for the Octorara Homeland Security and Protective Services Academy effective the end of the 2023-2024 school year. (Hired June 16, 2020)
- J. That the Octorara Board of School Directors accept, with regret, the resignation of Ms. Angela Christou as an Instructional Assistant at the Octorara Elementary School effective March 1, 2024. (Hired September 15, 2014)
- K. That the Octorara Board of School Directors accept the resignation of Ms. Stephanie Klingler as a Food Service employee effective March 8, 2024. (Hired February 20, 2024)

Hiring Approvals:

- L. That the Octorara Board of School Directors approve the following salary change effective January 19, 2024:
Samantha Norris from M Step 16 at \$61,203 to M Step 15 at \$62,102
- M. That the Octorara Board of School Directors approve the following Athletic Game Workers for the 2023-2024 school year:
Sara Seipel
Allison Carr
Brittany Fulwider
Julia Harpel
Allison Hickey
Kaylene Mummert
Renee Shenk
- N. That the Octorara Board of School Directors approve the following supplemental contract for the 2023-2024 school year:
John Cummings Middle School Softball Coach 4 pts @ \$620 \$2,480

- O. That the Octorara Board of School Directors approve the following supplemental contract for the 2024-2025 school year:

Ken Lewis	Jr. High Football Coach	6 pts @ \$620	\$3,720
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- P. That the Octorara Board of School Directors approve the following changes in salary due to graduate credits earned:

Elizabeth Scroggin	From M (\$71,308) to M+15 (\$75,514)	Step 8 to MAX
Trent Zook	From M+15 (\$73,873) to M+30 (\$75,888)	Step 9 to MAX

Under the Education Committee Report, Mr. Norris reported the meeting held on February 26, 2024 included discussion on suicide prevention, K-12 health curriculum, Safe2Say reporting, threat assessment, mental health positions, K-8 ELA curriculum adoption, Collaborative Classroom pilot for the SIPPS Reading Intervention Program, and PLC Morning Meeting.

Under the Policy Committee Report, Mr. Hurley reported the committee reviewed the first reading of policy 011 on tonight's agenda and senior tax credit relief.

Under the Facility Committee Report, Mr. Zimmerman reported the committee was given a presentation on shifting the use of instructional space to make it more inviting and flexible. They discussed modular classrooms for the Homeland Security and Protective Services Academy, testing of the District's wells, security fence repair at the Jr./Sr. High, a copier lease agreement, AED replacement, PLC loading dock railing, Ag shop fencing, and tennis court repairs.

There were no other items/concerns or visitors' comments in general.

Under administrator comments, Dr. Propper congratulated Nick Russo and Justin Colligan on a great job with their podcast presentation tonight. He thanked Ms. Testerman, Mr. Lynch, and the cast and crew of the musical, *Annie*, for a great performance. He announced the Jr./Sr. High band concert will be held on March 13.

Dr. Leever announced the boys' basketball team made it to the first round of state competition with Zack Kirk being co-player of the year. Cassidy Jeffries represented Octorara at the girls' wrestling state competition recently. He thanked Kelley Vance from the CCIU for her help in the HR Department. Kelley will be going to work in the medical profession.

Under Board comments, Ms. Williamson asked for thoughts and prayers for Dana Coulter who will have surgery on Wednesday.

Ms. Metzler thanked Mr. Shultz for his work with the students to help them step out and find their voice to make the podcasts.

Mr. Hurley announced the following meetings to be held:

Executive Session for Personnel, Legal, and Negotiations - Monday, March 11, 2024 – following the Work Session in room 102 at the Jr. High School

Finance Committee Meeting – Monday, March 18, 2024 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

Next regularly scheduled Board Meeting – Monday, March 18, 2024 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

Education Committee Meeting – Monday, March 25, 2024 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

There being no further items of business the meeting adjourned at 8:28 p.m. on motion of Mr. Koennecker, second by Ms. Williamson and approval of all members present.

This Board meeting can be viewed in its entirety on www.youtube.com/user/OctoraraAreaSD.

Respectfully submitted,

Jill L. Hardy, Secretary
Octorara Board of School Directors

**OCTORARA AREA SCHOOL DISTRICT
FINANCE COMMITTEE MEETING
March 18, 2024 – 6:00 PM
Jr. High School Multi-Purpose Room**

Finance Committee members in attendance: Mr. Norris, chair, and Jay Lusby. Mr. Hurley was absent. Other members present were Mr. Jurich, Mr. Koennecker, Ms. Metzler, Ms. Williamson, and Mr. Zimmerman. Also in attendance were Mrs. Hardy, Secretary; Dr. Leever, Superintendent; Mr. Domowicz, Business Manager; Mr. Furlong, Assistant Business Manager; no visitors.

Mr. Furlong reviewed the year-to-date General Fund Budget comparison with year-to date last year.

Megan Thompson from Heirbein & Company reviewed the 2022-2023 annual audit. There were no material findings so it is considered a clean audit. There were a few procedural recommendations which management has agreed to adopt.

Mr. Domowicz reviewed the 2024-2025 Preliminary Budget. The Preliminary Budget shows no tax increase. There was discussion on cyber/charter school spending and legislation.

Mr. Domowicz gave an update on the one card implementation. A kick-off meeting will be held on April 3. This program will give the District a 3.4% return for paying bills.

Mr. Domowicz introduced the Hometown Ticketing Program. Tickets for games and events can be purchased through an app. Attendees to events will show the QR code at the entrance. If attendee does not have their phone, the ticket purchase can be looked up by the purchaser's name.

The committee reviewed the tax lien waiver from the Chester County Tax Claim Bureau.

The committee was given an Architerra update. A more extensive update will be given at the Facility Committee meeting in April.

The committee discussed spending the remaining ESSER funds as it relates to learning loss.

Mr. Domowicz reported he received five proposals as a result of the security RFP – only three proposals met the requirements of the RFP. He will do a cost analysis and make comparisons, including the possibility of creating our own police force.

Dr. Leever announced there were six proposals received for the insurance RFP. The District will review the proposals along with contract obligations. It will be approximately a nine month process to make a determination. We are looking for what is best for our employees.

The committee adjourned at 7:03 p.m.

Respectfully submitted,

Jill L. Hardy, Secretary
Octorara Board of School Directors

OCTORARA AREA SCHOOL DISTRICT

Minutes of Board Meeting Held on March 18, 2024

The regular meeting of the Octorara Area School Board was held in the Octorara Area Jr./Sr. High School Multi-Purpose Room on March 18, 2024.

A moment of silence and the Pledge of Allegiance preceded the meeting.

The Vice-President, Mr. Lusby, called the meeting to order at 7:05 p.m. Other members present were Mr. Falgiatore, Mr. Jurich, Mr. Koennecker, Ms. Metzler, Mr. Norris, Ms. Williamson, and Mr. Zimmerman. Mr. Hurley was absent. Also present were Mrs. Hardy, Secretary; Dr. Leever, Superintendent; Mr. Domowicz, Business Manager; members of the administrative team; Jared Hodorovich, student representative; and thirteen citizens.

The minutes of the Policy Committee Meeting, the Facility Committee Meeting and the Work Session of February 12, 2024; the Finance Committee Meeting and the Regular Meeting of February 20, 2024; the Education Committee Meeting of February 26, 2024, and the Special Meeting of February 28, 2024 were approved on motion of Ms. Metzler, second by Mr. Zimmerman and approval of all members present.

There were no visitors' comments for agenda items only.

Under presentations, Dr. George Fiore, Executive Director, and Mr. Joe Lubitsky, Director of Administrative Services from the Chester County Intermediate Unit, reviewed the 2024-2025 CCIU Core Services and Occupational Education Budgets.

Under information items, Ms. Jen Hoskins will transfer from a 9th grade (float) advisor to an 11th grade (permanent) advisor for the 2023-2024 school year.

Dr. Elena Tachau will transfer from Director of Curriculum and Instruction to Principal of the Octorara Elementary School effective immediately.

The Treasurer's Report, which can be found at the end of these minutes, was approved on motion of Mr. Zimmerman, second by Ms. Williamson and approval of all members present. (Appendix A-3/18/24)

A list of bills for the General Fund totaling \$1,368,671.84; Cafeteria Fund totaling \$48,999.12, Capital Projects totaling \$370,340.00, and Capital Reserve totaling \$0.00 of which are attached to these minutes as Appendix B-3/18/24 were approved and ordered paid on motion of Mr. Zimmerman, second by Ms. Williamson and approval of all members present except Mr. Falgiatore who objected to \$73.75 of the legal bill consistent with prior objections.

The following items were approved on motion of Mr. Norris, second by Mr. Koennecker and approval of all members present:

The Octorara Board of School Directors approved Mr. Scott Domowicz as the District's Title IX Coordinator. (Replacing Kelley Vance)

The Octorara Board of School Directors approved the District's 2024-2027 Comprehensive Plan. (Appendix C-3/18/24)

The Octorara Board of School Directors approved the revision to the 2024-2025 school calendar. (Appendix D-3/18/24)

The Octorara Board of School Directors approved the Agreement with Collaborative Classroom to pilot the SIPPS Reading Intervention Program with one teacher in 2nd grade and one teacher in 3rd grade. (Appendix E-3/18/24)

The Octorara Board of School Directors accepted the 2023-2024 Competitive Equipment Grant for \$85,000 for Self-Contained Breathing Apparatus equipment. This equipment will supply the Homeland Security and Protective Services Academy with critically needed personal protective equipment for the firefighter students.

The Octorara Board of School Directors accepted the Supplemental Equipment Grant for \$20,998 also to be used for Self-Contained Breathing Apparatus equipment for the Homeland Security and Protective Services Academy.

The Octorara Board of School Directors approved the attainment of tenure status for the following professional employee in accordance with Section 1108 of the current School Laws of Pennsylvania:
Tammy Simon

The Octorara Board of School Directors approved the following policy, first reading:
011 *Principles of Governance and Leadership*
(Appendix F-3/18/24)

The Octorara Board of School Directors accepted the resignation of Mr. John Narcise as a Law Instructor for the Octorara Homeland Security and Protective Services Academy effective the end of the 2023-2024 school year. (Hired June 16, 2020)

The Octorara Board of School Directors accepted, with regret, the resignation of Ms. Angela Christou as an Instructional Assistant at the Octorara Elementary School effective March 1, 2024. (Hired September 15, 2014)

The Octorara Board of School Directors accepted the resignation of Ms. Stephanie Klingler as a Food Service employee effective March 8, 2024. (Hired February 20, 2024)

The Octorara Board of School Directors approved the following salary change effective January 19, 2024:

Samantha Norris from M Step 16 at \$61,203 to M Step 15 at \$62,102

The Octorara Board of School Directors approved the following Athletic Game Workers for the 2023-2024 school year:

Sara Seipel
Allison Carr
Brittany Fulwider
Julia Harpel
Allison Hickey
Kaylene Mummert
Renee Shenk
Emily Harper
Tammy Simon
Danielle Kelley

The Octorara Board of School Directors approved the following supplemental contracts for the 2023-2024 school year:

John Cummings	Middle School Softball Coach	4 pts @ \$620	\$2,480
Rebecca Rotz	9 th Grade Float Advisor	2 pts @\$620	\$1,240
Megan McNutt	Sr. High Asst Softball Coach	6 pts @\$620	\$3,720

The Octorara Board of School Directors approved the following supplemental contract for the 2024-2025 school year:

Ken Lewis	Jr. High Football Coach	6 pts @ \$620	\$3,720
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The Board of School Directors approved the following changes in salary due to graduate credits earned:

Elizabeth Scroggin	From M (\$71,308) to M+15 (\$75,514)	Step 8 to MAX
Trent Zook	From M+15 (\$73,873) to M+30 (\$75,888)	Step 9 to MAX

On motion of Ms. Williamson, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved the Memorandum of Understanding between the Octorara Area School District and the Octorara Area Education Association for two additional supplemental contracts. (Appendix G-3/1/24)

On motion of Ms. Metzler, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved the Agreement with the Chester County Intermediate Unit for Technical Network Consulting for CTE students at a cost of \$3,360.00. (Appendix H-3/18/24)

On motion of Ms. Williamson, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved the Proposal with Keystone Collections Group for real estate tax collection. (Appendix I-3/18/24)

On motion of Ms. Metzler, second by Mr. Falgiatore and approval of all members present the Octorara Board of School Directors approved the Agreement with McClure Company to test and survey the District's domestic well water system at a cost of \$31,605.00. (Appendix J-3/18/24)

On motion of Mr. Zimmerman, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved the Proposal with Chester County Fencing to replace the security fence and gates between the Jr. and Sr. High School at a cost of \$6,775.82. (Appendix K-3/18/24)

On motion of Ms. Metzler, second by Ms. Williamson and approval of all members present the Octorara Board of School Directors approved the Proposal with Chester County Fencing to replace the fencing and underground wire around the livestock area at the Sr. High Ag shop at a cost of \$1,556.72. (Appendix L-3/18/24)

On motion of Mr. Koennecker, second by Ms. Williamson and approval of all members present the Octorara Board of School Directors approved the Estimate with Atlas Welds LLC for steel railing on the PLC loading dock at a cost of \$14,040.00. (Appendix M-3/18/24)

On motion of Mr. Koennecker, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved the Quote with One Beat to replace five defibrillators that are out of date at a cost of \$8,665.00. (Appendix N-3/18/24)

On motion of Mr. Zimmerman, second by Ms. Williamson and approval of all members present the Octorara Board of School Directors approved the Lease Agreement with Boxx Modular for modular

classrooms at the Chester County Public Safety Training Campus at a cost of \$452,676.00 to be paid with grant funds. (Appendix O-3/18/24)

On motion of Mr. Zimmerman, second by Ms. Williamson and approval of all members present the Octorara Board of School Directors approved the 60 Month Lease with Toshiba for District copiers at a cost of \$4,414.64 per month. (Appendix P-3/18/24)

On motion of Mr. Zimmerman, second by Mr. Falgiatore and approval of all members present the Octorara Board of School Directors approved the Proposal with Macadam Company, Inc. for tennis court rehabilitation at a cost of \$98,400.00. (Appendix Q-3/18/24)

On motion of Ms. Metzler, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors authorized the sale to liquidate unused District goods and equipment at a public auction to be held on March 27, 2024. (Appendix R-3/18/24)

On motion of Ms. Williamson, second by Mr. Zimmerman and approval of all members present the Octorara Board of School Directors approved the District's Cyber Incident Response Plan. (Appendix S-3/18/24)

On motion of Mr. Zimmerman, second by Mr. Norris and approval of all members present the Octorara Board of School Directors approved the District's Emergency Operations Plan. (Appendix T-3/18/24)

On motion of Mr. Koennecker, second by Ms. Williamson and approval of all members present the Octorara Board of School Directors approved the annual fiscal audit report of the District for the year ending June 30, 2023 as prepared by the auditing firm of Herbein & Company. (Appendix U-3/18/24)

On motion of Ms. Metzler, second by Mr. Norris and approval of all members present the Octorara Board of School Directors approved the list to exonerated uncollectable real estate tax liens from the Chester County Tax Claim Bureau. The parcels are deemed uncollectable due to the mobile homes being removed from the parcels. (Appendix V-3/18/24)

On motion of Mr. Zimmerman, second by Mr. Norris and approval of all members present the Octorara Board of School Directors approved the changes to the Octorara Jr./Sr. High School Program of Studies for the 2024-2025 school year. (Appendix W-3/18/24)

On motion of Mr. Norris, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved the following bus driver for Althouse Transportation for the 2023-2024 school year:

Allen L. Brown III

On motion of Ms. Metzler, second by Ms. Williamson and approval of all members present the Octorara Board of School Directors accepted, with regret, the resignation of Mr. Brian Dikun as principal at the Octorara Elementary School effective on or before May 1, 2024. (Hired July 1, 2014)

On motion of Mr. Zimmerman, second by Mr. Falgiatore and approval of all members present the Octorara Board of School Directors accepted, with regret, the resignation for purpose of retirement of Ms. Terry Powell as an Instructional Assistant at the Octorara Primary Learning Center effective the end of the 2023-2024 school year. (Hired March 16, 2015)

On motion of Mr. Zimmerman, second by Ms. Williamson and approval of all members present the Octorara Board of School Directors approved Mr. Eddie King as a Utility Custodian effective March 11, 2024 pending completion of employee related documents required by law and the District. Mr.

King's salary will be \$37,440 pro-rated. (This is a new position – the job description was approved on January 16, 2024.)

On motion of Mr. Zimmerman, second by Mr. Koennecker and approval of all members present the Octorara Board of School Directors approved Mr. Roman Rosa as a Utility Custodian (Weekend) as per the attached job description effective March 25, 2024 pending completion of employee related documents required by law and the District. Mr. Rosa's salary will be \$37,440, pro-rated. (This is a new position.) (Appendix X-3/18/24)

On motion of Ms. Metzler, second by Mr. Norris and approval of all members present the Octorara Board of School Directors approved Ms. Angela Jackson as a CTE Instructional Assistant at the Octorara Jr./Sr. High School effective March 19, 2024 pending completion of employee related documents required by law and the District. Ms. Jackson's rate will be \$16.00 per hour for 5.75 hours per day. (Replacing Savannah Fitzgerald who resigned.)

On motion of Mr. Zimmerman, second by Ms. Metzler and approval of all members present the Octorara Board of School Directors approved Mr. Mark Prokay as a volunteer Boys' Track and Field Coach.

Under the Finance Committee Report, Mr. Norris said the committee was given a year-to-year comparison of financial reports. Heirbein & Company presented the 2022-2023 audit report which was clean with a few recommendations that involved the transitions in the business office. The committee was given a 2024-2025 Preliminary Budget review, the One Card system update, Hometown Ticketing information, Chester County Tax Liens, Architerra update, ESSER funds, Security RFP and the possibility of creating our own police force, and future insurance needs.

Under the CCIU Board Representative Report, Mr. Norris reported on the meeting held on February 21, 2024.

There were no items of old business, new business, or other items and announcements.

Under visitors' comments in general, MaryEllen Carris, Sadsbury Township, said this will be her last meeting as she is moving out of state. She encouraged everyone to get involved with the School Board. She commended Lisa Bowman for her decision. She announced Jim Lantz will be taking over the prayer meetings prior to the Board meetings in her absence.

Under administrator comments/announcements, Dr. Tachau announced approximately 73 families attended Family Literacy Night on March 7. She thanked the teachers who organized the event and the culinary students for making cupcakes. She congratulated Mason Ravert who has read 100 books this year.

Dr. Haller reported on students that attended the Chester County Research Science Fair with Ms. Gray. He congratulated Lily Rife who placed third in the Chemistry category and Emilia Rossi who placed second in Botany.

Dr. Propper introduced senior Jared Hodorovich who will be the Board student representative for the remainder of the year. Jared reported the Jr./Sr. High band concert was held last Wednesday and the Jr./Sr. High chorus concert will be held on Wednesday. He reported spring sports have begun.

Dr. Propper said Jared will be attending the University of Pittsburgh in the fall. He reported he attended the Chester County High School Voting Summit with students Bridget Imms, Brady Zimmerman, and Braden Wood. The summit is a nonpartisan effort to get students to vote.

Dr. Leever thanked Dr. Tachau for taking the selfless step to principal of the OES because she wanted to have a greater impact with kids. He thanked Mr. Dikun for his years at Octorara. Dr. Leever thanked the Board for filling positions and for giving the custodians the additional help they needed. He recognized Terry Powell who will be retiring at the end of the year for her service to the District.

Under Board comments, Mr. Falgiatore commented on an email he received from Brian Fox. Mr. Falgiatore requested his comments be attached to the minutes of this meeting.

On motion of Mr. Falgiatore, second by Ms. Metzler the motion that Mr. Falgiatore's comments be attached to the minutes was approved by a vote of five to three. (Appendix Y-3/18/24)

Ms. Williamson announced Dana Coulter is doing well following surgery and thanked everyone for their support.

Ms. Metzler thanked Jared for being here and she is thankful to see student involvement. She thanked Mr. Cullen and the band students for a great night of celebrating music. She liked hearing the diversity of the comments of what music brings to the students.

Mr. Zimmerman said he supports Mr. Fox's email being put out there and he would love to have the public know how much the District has spent and how much time was wasted on the lawsuit.

Mr. Lusby said Dr. Tachua is an asset to the District.

Mr. Lusby announced the following upcoming meetings:

Education Committee Meeting – Monday, March 25, 2024 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

Policy/Facility Committee Meeting – Monday, April 8, 2024 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

Next regularly scheduled Work Session – Monday, April 8, 2024 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

Finance Committee Meeting – Monday, April 15, 2024 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

Next regularly scheduled Board Meeting – Monday, April 15, 2024 – 7:00 p.m. in the Jr. High School Multi-Purpose Room

Education Committee Meeting – Monday, April 22, 2024 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

There being no further items of business the meeting adjourned at 8:17 p.m. on motion of Mr. Zimmerman, second by Ms. Williamson and approval of all members present.

This Board meeting can be viewed in its entirety at www.youtube.com/user/OctoraraAreaSD.

**TREASURER'S REPORT
OCTORARA AREA SCHOOL DISTRICT
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
GENERAL FUND
2023-2024**

<u>Cash Balance as of January 31, 2024</u>		\$	2,310,116.55
<u>Receipts Deposited:</u>			
Revenue - (Tax Receipts, State Transfers)	\$	2,407,294.03	
Other Receipts - (Rentals, Misc.)		1,030.00	
Checking Account Interest		7,109.77	
Transfer in from Investments		17,424,900.00	
			19,840,333.80
Total Available	\$		22,150,450.35
<u>Disbursements:</u>			
Net Payroll	\$	1,141,111.54	
Accounts Payable		2,819,564.44	
Transfer to Investments		14,358,986.08	
			18,319,662.06
<u>General Fund Cash as of February 29, 2024</u>	\$		3,830,788.29
<u>Investments Outstanding</u>			
Beginning Balance PSDLAF Investment Account	\$	9,751,572.78	
Beginning Balance Fulton Money Market		26,643,624.58	
Earnings on PSDLAF Investment Account		72,634.23	
Earnings on Fulton Money Market		44324.79	
Net Transfers		(\$4,566,137.54)	
<u>Total General Fund Cash and Investments as of February 29, 2024</u>	\$		35,776,807.13

For the March 18, 2024 Regular Board Meeting

Respectfully submitted,

Jill L. Hardy, Secretary
Octorara Board of School Directors

**OCTORARA AREA SCHOOL DISTRICT
EDUCATION COMMITTEE MINUTES
March 25, 2024 – 6:00 PM
Jr. High School Multi-Purpose Room**

Education Committee members in attendance: Mr. Hurley, chair; Mr. Falgiatore; Mr. Koennecker. Ms. Williamson was absent.

Other members present were Mr. Lusby, Ms. Metzler, and Mr. Zimmerman (arrived at 6:32). Also in attendance were Mrs. Hardy, Secretary; Dr. Leever, Superintendent; members of the administrative team; and one teacher.

Dr. Leever gave a presentation on the research of John Hattie regarding student achievement.

Under Focus Area #1: Student Health and Wellness, Dr. Shultz reviewed the results of the Screen Time Survey given to District teachers questioning how much students are using devices in their classroom.

Under Focus Area #2: Continuous School Improvement for Student Learning, Dr. Tachau reviewed the K-5 ELA and 6-8 ELA curriculum recommendations.

Under Focus Area #3: Collaborations and Building Collective Efficacy Through Achievement Teams, principals gave updates on their building's remediation in Tiers 2 and 3. Dr. Leever reviewed the new federal mandates regarding PSSA testing for developmentally challenged students.

The committee adjourned at 8:19 p.m.

Respectfully submitted,

Jill L. Hardy, Secretary
Octorara Board of School Directors

**TREASURER'S REPORT
OCTORARA AREA SCHOOL DISTRICT
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
GENERAL FUND
2023-2024**

<u>Cash Balance as of February 29, 2024</u>	\$	3,830,788.29
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Receipts Deposited:

Revenue - (Tax Receipts, State Transfers)	\$	2,727,141.84	
Other Receipts - (Rentals, Misc.)		1,030.00	
Checking Account Interest		11,419.17	
Transfer in from Investments		11,000,000.00	13,739,591.01
 Total Available	 \$		 17,570,379.30

Disbursements:

Net Payroll	\$	1,245,437.87	
Accounts Payable		5,077,569.84	
Transfer to Investments		3,000,000.00	9,323,007.71

<u>General Fund Cash as of February 29, 2024</u>	\$	8,247,371.59
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Investments Outstanding

Beginning Balance PSDLAF Investment Account	\$	23,824,207.01	
Beginning Balance Fulton Money Market		8,121,811.83	
Earnings on PSDLAF Investment Account		115,262.62	
Earnings on Fulton Money Market		11,215.25	
Net Transfers		(\$8,000,000.00)	

<u>Total General Fund Cash and Investments as of March 31, 2024</u>	\$	<u>32,319,868.30</u>
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For the April 15, 2024 Regular Board Meeting

**OCTORARA AREA SCHOOL DISTRICT
INVESTMENT ANALYSIS**

Listed below is a summary of our investment activity for the period ending March 31, 2024

GENERAL FUND

Checking	\$8,247,371.59	3.35%	Fulton
Investment	21,939,469.63	5.260%	PSDLAF (MAX)
Investment	2,133,027.08	3.35%	Fulton Money Market
	<u>\$ 32,319,868.30</u>		

OTHER CASH & INVESTMENTS

Activity	\$ 165,687.37	3.35%	Checking
Cafeteria	159,797.29	3.35%	Checking
Capital Projects	1,808,110.80	5.280%	PSDMAX
Capital Reserve	3,939,029.86	5.270%	PSDLAF
Payroll	19,314.95	3.35%	Checking
	<u>\$ 6,091,940.27</u>		

Total General Fund Cash and Investments as of March 31, 2024

BOARD SUMMARY

Fund: 10 - 10 GENERAL FUND Encumbrances Included

As of: 03/31/2024

Account Description	Current Budget	Outstanding Enc.	Exp/Rec	Balance	% Used
1100 REG PROG ELEM/SECONDARY					
100 PERSONNEL SERV-SALARIES	13,489,602.00	0.00	7,415,008.43	6,074,593.57	54.97
200 PERSONNEL EMPL BENEFITS	8,181,577.00	0.00	4,703,507.08	3,478,069.92	57.49
300 PURCHASED PROF & TECH	176,000.00	49,598.70	171,899.06	(45,497.76)	125.85
400 PURCHASED PROPERTY SVC	71,800.00	22,591.25	44,894.98	4,313.77	93.99
500 OTHER PURCHASED SERVICE	2,446,378.00	403,124.38	1,864,899.48	178,354.14	92.71
600 SUPPLIES	282,110.00	31,678.38	183,108.25	67,323.37	76.14
700 PROPERTY	8,300.00	0.00	15,523.77	(7,223.77)	187.03
800 OTHER OBJECTS	300.00	0.00	160.00	140.00	53.33
Totals for 1100s	24,666,067.00	506,992.71	14,399,001.05	9,750,073.24	60.46
1200 SPEC PROG ELEMEN/SECOND					
100 PERSONNEL SERV-SALARIES	2,476,342.00	0.00	1,739,324.97	737,017.03	70.24
200 PERSONNEL EMPL BENEFITS	1,660,328.00	0.00	1,186,434.69	473,893.31	71.46
300 PURCHASED PROF & TECH	4,072,280.00	234,359.34	2,194,692.31	1,643,228.35	59.65
400 PURCHASED PROPERTY SVC	15,000.00	5,603.85	7,429.43	1,966.72	86.89
500 OTHER PURCHASED SERVICE	1,978,331.00	255,802.20	1,494,258.84	228,269.96	88.46
600 SUPPLIES	70,800.00	2,605.00	43,209.14	24,985.86	64.71
700 PROPERTY	8,000.00	0.00	0.00	8,000.00	0.00
800 OTHER OBJECTS	3,700.00	253.00	17,457.64	(14,010.64)	478.67
Totals for 1200s	10,284,781.00	498,623.39	6,682,807.02	3,103,350.59	69.83
1300 VOCATIONAL EDUCATION					
100 PERSONNEL SERV-SALARIES	763,141.00	0.00	508,182.17	254,958.83	66.59
200 PERSONNEL EMPL BENEFITS	525,635.00	0.00	343,344.06	182,290.94	65.32
300 PURCHASED PROF & TECH	220,500.00	36,936.46	84,816.84	98,746.70	55.22
400 PURCHASED PROPERTY SVC	3,000.00	1,714.81	1,493.34	(208.15)	106.94
500 OTHER PURCHASED SERVICE	803,161.00	415.00	770,100.26	32,645.74	95.94
600 SUPPLIES	115,510.00	28,573.65	49,049.08	37,887.27	67.20
700 PROPERTY	34,400.00	124,594.40	144,517.61	(234,712.01)	782.30
800 OTHER OBJECTS	13,190.00	0.00	16,974.41	(3,784.41)	128.69
Totals for 1300s	2,478,537.00	192,234.32	1,918,477.77	367,824.91	85.16

BOARD SUMMARY

Fund: 10 - 10 GENERAL FUND Encumbrances Included

As of: 03/31/2024

Account Description	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
1400 OTHER INSTRUCTION PROG					
100 PERSONNEL SERV-SALARIES	161,695.00	0.00	202,039.51	(40,344.51)	124.95
200 PERSONNEL EMPL BENEFITS	68,089.00	0.00	72,057.95	(3,968.95)	105.83
300 PURCHASED PROF & TECH	30,000.00	4,222.47	16,475.75	9,301.78	68.99
500 OTHER PURCHASED SERVICE	281,000.00	0.00	189,001.24	91,998.76	67.26
600 SUPPLIES	4,000.00	0.00	914.11	3,085.89	22.85
Totals for 1400s	544,784.00	4,222.47	480,488.56	60,072.97	88.97
1500 NONPUBLIC SCHOOL PGMS					
300 PURCHASED PROF & TECH	0.00	4,187.75	0.00	(4,187.75)	0.00
Totals for 1500s	0.00	4,187.75	0.00	(4,187.75)	0.00
2100 SUPPORT SERV-PUPIL PERS					
100 PERSONNEL SERV-SALARIES	858,336.00	0.00	637,736.70	220,599.30	74.30
200 PERSONNEL EMPL BENEFITS	482,332.00	0.00	375,631.77	106,700.23	77.88
300 PURCHASED PROF & TECH	420,550.00	0.00	6,187.36	414,362.64	1.47
400 PURCHASED PROPERTY SVC	0.00	26,575.00	8,175.00	(34,750.00)	0.00
500 OTHER PURCHASED SERVICE	500.00	350.00	821.29	(671.29)	234.26
600 SUPPLIES	8,750.00	651.03	3,157.89	4,941.08	43.53
700 PROPERTY	0.00	0.00	2,379.07	(2,379.07)	0.00
800 OTHER OBJECTS	1,000.00	0.00	1,660.76	(660.76)	166.08
Totals for 2100s	1,771,468.00	27,576.03	1,035,749.64	708,142.13	60.03
2200 SUPPORT SERVICES-INSTRU					
100 PERSONNEL SERV-SALARIES	644,184.00	0.00	487,008.77	157,175.23	75.60
200 PERSONNEL EMPL BENEFITS	452,418.00	0.00	302,681.05	149,736.95	66.90
300 PURCHASED PROF & TECH	0.00	9,550.15	57,502.51	(67,052.66)	0.00
500 OTHER PURCHASED SERVICE	2,100.00	700.00	3,421.69	(2,021.69)	196.27
600 SUPPLIES	244,900.00	6,564.66	247,108.36	(8,773.02)	103.58
700 PROPERTY	300.00	0.00	0.00	300.00	0.00
800 OTHER OBJECTS	1,000.00	0.00	3,824.01	(2,824.01)	382.40
Totals for 2200s	1,344,902.00	16,814.81	1,101,546.39	226,540.80	83.16

BOARD SUMMARY

Fund: 10 - 10 GENERAL FUND Encumbrances Included

As of: 03/31/2024

Account Description	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
2300 SUPPORT SERVICES-ADMIN					
100 PERSONNEL SERV-SALARIES	1,611,977.00	0.00	1,134,310.74	477,666.26	70.37
200 PERSONNEL EMPL BENEFITS	954,808.00	3,803.52	721,417.84	229,586.64	75.95
300 PURCHASED PROF & TECH	188,500.00	54,540.15	170,944.49	(36,984.64)	119.62
400 PURCHASED PROPERTY SVC	6,000.00	1,092.28	2,959.56	1,948.16	67.53
500 OTHER PURCHASED SERVICE	77,950.00	633.60	44,429.82	32,886.58	57.81
600 SUPPLIES	67,000.00	3,449.67	26,894.44	36,655.89	45.29
700 PROPERTY	2,000.00	0.00	2,094.26	(94.26)	104.71
800 OTHER OBJECTS	43,161.00	3,442.65	53,218.23	(13,499.88)	131.28
900 OTHER USES OF FUNDS	0.00	0.00	675.87	(675.87)	0.00
Totals for 2300s	2,951,396.00	66,961.87	2,156,945.25	727,488.88	75.35
2400 SUPP SVC-PUBLIC HEALTH					
100 PERSONNEL SERV-SALARIES	286,802.00	0.00	188,607.97	98,194.03	65.76
200 PERSONNEL EMPL BENEFITS	223,454.00	0.00	144,269.93	79,184.07	64.56
300 PURCHASED PROF & TECH	13,000.00	6,044.00	23,574.90	(16,618.90)	227.84
400 PURCHASED PROPERTY SVC	750.00	0.00	189.00	561.00	25.20
500 OTHER PURCHASED SERVICE	300.00	0.00	0.00	300.00	0.00
600 SUPPLIES	10,049.00	686.19	4,413.32	4,949.49	50.75
700 PROPERTY	0.00	0.00	475.81	(475.81)	0.00
800 OTHER OBJECTS	715.00	0.00	1,148.00	(433.00)	160.56
Totals for 2400s	535,070.00	6,730.19	362,678.93	165,660.88	69.04
2500 SUPP SERVICES-BUSINESS					
100 PERSONNEL SERV-SALARIES	431,246.00	0.00	270,362.26	160,883.74	62.69
200 PERSONNEL EMPL BENEFITS	233,068.00	0.00	175,763.30	57,304.70	75.41
300 PURCHASED PROF & TECH	33,000.00	0.00	66,380.00	(33,380.00)	201.15
400 PURCHASED PROPERTY SVC	6,000.00	0.00	0.00	6,000.00	0.00
500 OTHER PURCHASED SERVICE	14,600.00	7,500.00	9,184.45	(2,084.45)	114.28
600 SUPPLIES	15,900.00	3,088.68	8,589.94	4,221.38	73.45
700 PROPERTY	2,000.00	0.00	156.99	1,843.01	7.85
800 OTHER OBJECTS	3,000.00	225.00	26,632.79	(23,857.79)	895.26
Totals for 2500s	738,814.00	10,813.68	557,069.73	170,930.59	76.86

BOARD SUMMARY

Fund: 10 - 10 GENERAL FUND Encumbrances Included

As of: 03/31/2024

Account Description	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
2600 OP/MAINT PLANT SVCS					
100 PERSONNEL SERV-SALARIES	645,718.00	0.00	435,342.03	210,375.97	67.42
200 PERSONNEL EMPL BENEFITS	429,402.00	0.00	295,944.66	133,457.34	68.92
300 PURCHASED PROF & TECH	988,238.00	155,180.60	216,506.61	616,550.79	37.61
400 PURCHASED PROPERTY SVC	505,297.00	688,252.36	1,267,009.90	(1,449,965.26)	386.95
500 OTHER PURCHASED SERVICE	205,450.00	0.00	252,629.85	(47,179.85)	122.96
600 SUPPLIES	915,494.00	72,970.48	597,278.82	245,244.70	73.21
700 PROPERTY	44,790.00	0.00	19,545.89	25,244.11	43.64
800 OTHER OBJECTS	1,000.00	0.00	4,475.00	(3,475.00)	447.50
Totals for 2600s	3,735,389.00	916,403.44	3,088,732.76	(269,747.20)	107.22
2700 STUDENT TRANSP SERVICES					
300 PURCHASED PROF & TECH	59,440.00	14,859.99	39,626.64	4,953.37	91.67
400 PURCHASED PROPERTY SVC	2,000.00	0.00	0.00	2,000.00	0.00
500 OTHER PURCHASED SERVICE	3,275,448.00	743,268.57	2,486,469.61	45,709.82	98.60
600 SUPPLIES	193,721.00	3,148.57	0.00	190,572.43	1.63
800 OTHER OBJECTS	0.00	0.00	4.40	(4.40)	0.00
Totals for 2700s	3,530,609.00	761,277.13	2,526,100.65	243,231.22	93.11
2800 SUPPORT SVCS-CENTRAL					
100 PERSONNEL SERV-SALARIES	405,627.00	0.00	251,192.14	154,434.86	61.93
200 PERSONNEL EMPL BENEFITS	302,452.00	0.00	153,451.94	149,000.06	50.74
300 PURCHASED PROF & TECH	5,000.00	28,132.50	39,365.50	(62,498.00)	1349.96
400 PURCHASED PROPERTY SVC	0.00	0.00	6,478.82	(6,478.82)	0.00
500 OTHER PURCHASED SERVICE	49,000.00	2,850.00	31,585.12	14,564.88	70.28
600 SUPPLIES	295,000.00	85,123.22	658,245.56	(448,368.78)	251.99
700 PROPERTY	382,500.00	0.00	1,782.54	380,717.46	0.47
800 OTHER OBJECTS	400.00	0.00	4,850.02	(4,450.02)	1212.51
Totals for 2800s	1,439,979.00	116,105.72	1,146,951.64	176,921.64	87.71
2900 OTHER SUPPORT SERVICES					
500 OTHER PURCHASED SERVICE	14,587.00	0.00	0.00	14,587.00	0.00
Totals for 2900s	14,587.00	0.00	0.00	14,587.00	0.00

BOARD SUMMARY

Fund: 10 - 10 GENERAL FUND Encumbrances Included

As of: 03/31/2024

Account Description	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
3200 STUDENT ACTIVITIES					
100 PERSONNEL SERV-SALARIES	539,490.00	0.00	407,484.22	132,005.78	75.53
200 PERSONNEL EMPL BENEFITS	260,113.00	0.00	174,668.01	85,444.99	67.15
300 PURCHASED PROF & TECH	116,112.00	14,584.00	66,805.00	34,723.00	70.10
400 PURCHASED PROPERTY SVC	6,500.00	3,473.95	38,711.57	(35,685.52)	649.01
500 OTHER PURCHASED SERVICE	66,453.00	24,956.13	50,992.78	(9,495.91)	114.29
600 SUPPLIES	105,900.00	11,379.33	99,886.29	(5,365.62)	105.07
700 PROPERTY	14,300.00	2,818.30	(1,378.34)	12,860.04	10.07
800 OTHER OBJECTS	31,150.00	1,919.85	2,762.58	26,467.57	15.03
Totals for 3200s	1,140,018.00	59,131.56	839,932.11	240,954.33	78.86
3300 COMMUNITY SERVICES					
600 SUPPLIES	0.00	160.00	1,779.89	(1,939.89)	0.00
Totals for 3300s	0.00	160.00	1,779.89	(1,939.89)	0.00
5100 OTHER EXPEND & FINANCE					
800 OTHER OBJECTS	1,489,800.00	0.00	742,400.00	747,400.00	49.83
900 OTHER USES OF FUNDS	4,280,000.00	0.00	0.00	4,280,000.00	0.00
Totals for 5100s	5,769,800.00	0.00	742,400.00	5,027,400.00	12.87
5200 FUND TRANSFERS					
900 OTHER USES OF FUNDS	10,000.00	0.00	12,815.46	(2,815.46)	128.15
Totals for 5200s	10,000.00	0.00	12,815.46	(2,815.46)	128.15
5800 SUSPENSE ACCOUNT					
200 PERSONNEL EMPL BENEFITS	0.00	0.00	(751,727.85)	751,727.85	0.00
300 PURCHASED PROF & TECH	0.00	3,024.60	6,689.55	(9,714.15)	0.00
Totals for 5800s	0.00	3,024.60	(745,038.30)	742,013.70	0.00
5900 BUDGETARY RESERVE					
800 OTHER OBJECTS	900,000.00	0.00	0.00	900,000.00	0.00
Totals for 5900s	900,000.00	0.00	0.00	900,000.00	0.00

BOARD SUMMARY

Fund: 10 - 10 GENERAL FUND Encumbrances Included

As of: 03/31/2024

Account Description	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Expenditure Totals	61,846,201.00	3,191,259.67	36,308,438.75	22,346,502.58	63.87
6100 TAXES LEVIED BY THE LEA					
000 NON-CATEGORICAL	(39,238,761.00)	0.00	(38,857,939.30)	(380,821.70)	99.03
Totals for 6100s	(39,238,761.00)	0.00	(38,857,939.30)	(380,821.70)	99.03
6200 DISC TAKEN ON TAXES					
000 NON-CATEGORICAL	0.00	0.00	648,642.32	(648,642.32)	0.00
Totals for 6200s	0.00	0.00	648,642.32	(648,642.32)	0.00
6300 PENALTIES & INTEREST					
000 NON-CATEGORICAL	0.00	0.00	(86,081.56)	86,081.56	0.00
Totals for 6300s	0.00	0.00	(86,081.56)	86,081.56	0.00
6400 DELINQUENCIES TAXES LEV					
000 NON-CATEGORICAL	(634,398.00)	0.00	(793,838.89)	159,440.89	125.13
Totals for 6400s	(634,398.00)	0.00	(793,838.89)	159,440.89	125.13
6500 EARNINGS ON INVESTMENTS					
000 NON-CATEGORICAL	(375,000.00)	0.00	(1,078,037.42)	703,037.42	287.48
Totals for 6500s	(375,000.00)	0.00	(1,078,037.42)	703,037.42	287.48
6700 REV FROM STUDENT ACT					
000 NON-CATEGORICAL	(30,000.00)	0.00	(23,366.00)	(6,634.00)	77.89
Totals for 6700s	(30,000.00)	0.00	(23,366.00)	(6,634.00)	77.89
6800 REV FROM INTERMEDIATE					
000 NON-CATEGORICAL	(363,600.00)	0.00	(503,493.97)	139,893.97	138.47
200 PERSONNEL EMPL BENEFITS	0.00	0.00	19,500.00	(19,500.00)	0.00
Totals for 6800s	(363,600.00)	0.00	(483,993.97)	120,393.97	133.11
6900 OTHER REV FROM LOCAL					
000 NON-CATEGORICAL	(670,432.00)	0.00	(659,658.05)	(10,773.95)	98.39
400 PURCHASED PROPERTY SVC	0.00	0.00	(1,700.00)	1,700.00	0.00
Totals for 6900s	(670,432.00)	0.00	(661,358.05)	(9,073.95)	98.65
7100 BASIC INSTRUCT & OPER					
000 NON-CATEGORICAL	(7,127,291.00)	0.00	(4,401,283.36)	(2,726,007.64)	61.75
Totals for 7100s	(7,127,291.00)	0.00	(4,401,283.36)	(2,726,007.64)	61.75

BOARD SUMMARY

Fund: 10 - 10 GENERAL FUND Encumbrances Included

As of: 03/31/2024

Account Description	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
7200 SUBSIDIES SPECIAL ED					
000 NON-CATEGORICAL	(1,758,308.00)	0.00	(1,344,422.00)	(413,886.00)	76.46
Totals for 7200s	(1,758,308.00)	0.00	(1,344,422.00)	(413,886.00)	76.46
7300 SUBSIDIES NON-ED PGMS					
000 NON-CATEGORICAL	(3,329,944.00)	0.00	(3,217,943.14)	(112,000.86)	96.64
Totals for 7300s	(3,329,944.00)	0.00	(3,217,943.14)	(112,000.86)	96.64
7500 EXTRA GRANTS					
000 NON-CATEGORICAL	(318,487.00)	0.00	(397,960.00)	79,473.00	124.95
Totals for 7500s	(318,487.00)	0.00	(397,960.00)	79,473.00	124.95
7800 SUBSIDIES ST PAID BENE					
000 NON-CATEGORICAL	(4,562,102.00)	0.00	(3,200,881.27)	(1,361,220.73)	70.16
Totals for 7800s	(4,562,102.00)	0.00	(3,200,881.27)	(1,361,220.73)	70.16
8500 RESTRICT GRANTS-IN-AID					
000 NON-CATEGORICAL	(941,410.00)	0.00	(389,375.01)	(552,034.99)	41.36
Totals for 8500s	(941,410.00)	0.00	(389,375.01)	(552,034.99)	41.36
8700 GRANTS - ESSER					
000 NON-CATEGORICAL	(1,309,416.00)	0.00	(776,383.93)	(533,032.07)	59.29
Totals for 8700s	(1,309,416.00)	0.00	(776,383.93)	(533,032.07)	59.29
8800 MED ASSIST REIMBURSE					
000 NON-CATEGORICAL	(50,400.00)	0.00	(5,442.29)	(44,957.71)	10.80
Totals for 8800s	(50,400.00)	0.00	(5,442.29)	(44,957.71)	10.80
9900 <9900>					
000 NON-CATEGORICAL	0.00	0.00	(46,180.85)	46,180.85	0.00
Totals for 9900s	0.00	0.00	(46,180.85)	46,180.85	0.00
Revenue Totals	(60,709,549.00)	0.00	(55,115,844.72)	(5,593,704.28)	90.79
Fund 10 Totals					
Total Expenditure	55,166,401.00	3,188,235.07	36,298,261.59	15,679,904.34	71.58
Total Other Expenditure	6,679,800.00	3,024.60	10,177.16	6,666,598.24	0.20
Total Revenue	(60,709,549.00)	0.00	(55,069,663.87)	(5,639,885.13)	90.71
Total Other Revenue	0.00	0.00	(46,180.85)	46,180.85	0.00

FOOD SERVICE PROFIT AND LOSS REPORT

Year: 2023-2024 Cut-off Date: 03/31/2024

Account	Description	MTD Exp/Rec	YTD Exp/Rec	YTD % Exp/Rec
3100	FOOD SERVICES			
	000 NON-CATEGORICAL	0.00	0.00	0.00
	111 REGULAR SALARIES	7,017.60	66,667.20	0.00
	112 TEMPORARY SALARIES	0.00	0.00	0.00
	113 OVERTIME/VACATION BUY BACK	0.00	0.00	0.00
	116 ADMIN INSUR OPT OUT	0.00	0.00	0.00
	119 ADDITIONAL COMPENSATION	416.68	3,750.04	0.00
	121 REGULARY SALARIES	0.00	0.00	0.00
	122 TEMPORARY SALARIES	0.00	0.00	0.00
	151 CLERICAL SALARIES	7,394.02	71,608.37	0.00
	181 REGULAR SALARIES	33,569.13	195,038.45	0.00
	182 TEMPORARY SALARIES	0.00	0.00	0.00
	211 MEDICAL INSURANCE	0.00	0.00	0.00
	212 DENTAL INSURANCE	0.00	0.00	0.00
	213 LIFE INSURANCE	0.00	251.72	0.00
	214 INCOME PROTECTION INS	0.00	429.66	0.00
	215 EYE CARE INSURANCE	0.00	0.00	0.00
	216 PRESCRIPTION INSURANCE	0.00	0.00	0.00
	220 SOCIAL SECURITY CONTRIB	3,659.80	25,402.12	0.00
	230 RETIREMENT CONTRIB	14,896.07	100,478.80	0.00
	250 UI	0.00	0.00	0.00
	260 WORKERS' COMPENSATION	201.89	1,406.16	0.00
	271 SELF-INS MED HEALTH	2,585.26	23,192.04	0.00
	272 SELF-INSURANCE DENTAL	188.43	1,690.39	0.00
	273 SELF-INSURANCE LIFE	35.96	71.92	0.00
	274 SELF-INSURANCE INCOME	61.38	122.76	0.00
	275 SELF-INSURANCE EYE CARE	11.13	99.92	0.00
	276 SELF-INS PRESCRIPTION	583.02	5,230.20	0.00
	281 OPEB FOR COST OF RETIRE	0.00	0.00	0.00
	290 OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00
	329 PRO ED SVCS - OTHER	0.00	0.00	0.00
	330 OTHER PROFESSIONAL SVC	0.00	0.00	0.00
	422 ELECTRICITY	0.00	0.00	0.00
	430 REPAIRS & MAINT SVCS	9,289.44	18,057.08	0.00
	442 RENTAL OF EQUIPMENT	0.00	0.00	0.00

FOOD SERVICE PROFIT AND LOSS REPORT

Year: 2023-2024 Cut-off Date: 03/31/2024

Account	Description	MTD Exp/Rec	YTD Exp/Rec	YTD % Exp/Rec
522	AUTOMOTIVE LIAB INS	0.00	0.00	0.00
540	ADVERTISING	0.00	72.44	0.00
550	PRINTING & BINDING	0.00	0.00	0.00
580	TRAVEL & CONFER EXPENSE	0.00	1,767.74	0.00
610	GENERAL SUPPLIES	2,969.97	17,845.97	0.00
611	SUPPLIES	25.49	479.34	0.00
612	OPER/MAINT- VEHICLE SU	0.00	0.00	0.00
630	FOOD	59,917.54	309,388.11	0.00
633	DONATED COMMODITIES	0.00	0.00	0.00
634	SNACKS	287.98	1,149.14	0.00
640	BOOKS AND PERIODICALS	0.00	0.00	0.00
648	EDUCATIONAL SOFTWARE	0.00	4,570.00	0.00
741	NONFED FUNDED FOOD DEPR	0.00	0.00	0.00
750	EQUIP-NEW	0.00	2,046.19	0.00
752	CAPITAL EQUIP - ORIG/AD	0.00	0.00	0.00
760	EQUIPMENT REPLACEMENT	0.00	0.00	0.00
810	DUES & FEES	1,113.26	1,772.16	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00
930	FUND TRANSFERS	0.00	0.00	0.00
Total Expense:		144,224.05	852,587.92	0.00
Profit / (Loss):		(144,224.05)	(852,587.92)	
Average Meal Count: FOOD SERVICES		0	0.00%	
5130	REFUND PRIOR YR REV			
	111 REGULAR SALARIES	0.00	0.00	0.00
	250 UI	0.00	0.00	0.00
Total Expense:		0.00	0.00	0.00
Profit / (Loss):		0.00	0.00	
Average Meal Count: REFUND PRIOR YR		0	0.00%	
5991	Refund Prior Yr EXP			
	000 NON-CATEGORICAL	0.00	0.00	0.00
Total Expense:		0.00	0.00	0.00
Profit / (Loss):		0.00	0.00	
Average Meal Count: Refund Prior Yr EXP		0	0.00%	
6510	INTEREST ON INVESTMENTS			
	6510 INTEREST ON INVESTMENTS	505.81	3,477.00	0.00
Profit / (Loss):		505.81	3,477.00	

FOOD SERVICE PROFIT AND LOSS REPORT

Year: 2023-2024 Cut-off Date: 03/31/2024

Account	Description	MTD Exp/Rec	YTD Exp/Rec	YTD % Exp/Rec
Average Meal Count: INTEREST ON				
0		0.00%		
6611	DAILY SALES-SCH LUNCH			
	6611 DAILY SALES-SCH LUNCH	5,214.88	48,272.76	0.00
		5,214.88	48,272.76	0.00
	Total Revenue:			
	Profit / (Loss):			
Average Meal Count: DAILY SALES-SCH				
0		0.00%		
6612	DAILY SALES-BREAKFAST			
	6612 DAILY SALES-BREAKFAST	0.00	0.00	0.00
		0.00	0.00	0.00
	Total Revenue:			
	Profit / (Loss):			
Average Meal Count: DAILY SALES-				
0		0.00%		
6620	DAILY SALES-NON-REIMBUR			
	6620 DAILY SALES-NON-REIMBUR	0.00	0.00	0.00
		0.00	0.00	0.00
	Total Revenue:			
	Profit / (Loss):			
Average Meal Count: DAILY SALES-NON-				
0		0.00%		
6621	ALA CARTE			
	6621 ALA CARTE	463.05	869.40	0.00
		463.05	869.40	0.00
	Total Revenue:			
	Profit / (Loss):			
Average Meal Count: ALA CARTE				
0		0.00%		
6622	ADULT			
	6622 ADULT	0.00	0.00	0.00
		0.00	0.00	0.00
	Total Revenue:			
	Profit / (Loss):			
Average Meal Count: ADULT				
0		0.00%		
6630	SPECIAL FUNCTIONS			
	6630 SPECIAL FUNCTIONS	2,128.86	12,223.92	0.00
		2,128.86	12,223.92	0.00
	Total Revenue:			
	Profit / (Loss):			
Average Meal Count: SPECIAL FUNCTIONS				
0		0.00%		
6991	REFUND PRIOR YR EXP			
	6991 REFUND PRIOR YR EXP	47.00	1,815.63	0.00
		47.00	1,815.63	0.00
	Total Revenue:			
	Profit / (Loss):			
Average Meal Count: REFUND PRIOR YR				
0		0.00%		

FOOD SERVICE PROFIT AND LOSS REPORT

Year: 2023-2024 Cut-off Date: 03/31/2024

Account	Description	Average Meal Count:	MTD Exp/Rec	YTD Exp/Rec	YTD % Exp/Rec
6992	REFUND				
	6992 REFUND		0.00	(480.49)	0.00
			0.00	(480.49)	0.00
			0.00	(480.49)	
	Average Meal Count: REFUND	0	0.00%		
7600	MILK/LUNCH/BREAKFAST				
	7600 MILK/LUNCH/BREAKFAST		9,534.51	63,858.61	0.00
			9,534.51	63,858.61	0.00
			9,534.51	63,858.61	
	Average Meal Count:	0	0.00%		
7810	STATE SHARE SS & MED				
	7810 STATE SHARE SS & MED		0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	
	Average Meal Count: STATE SHARE SS &	0	0.00%		
7820	STATE SHARE RETIRE CONT				
	7820 STATE SHARE RETIRE CONT		0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	
	Average Meal Count: STATE SHARE	0	0.00%		
8531	SUBSIDIES MILK LUNCH				
	8531 SUBSIDIES MILK LUNCH		85,626.38	585,451.55	0.00
			85,626.38	585,451.55	0.00
			85,626.38	585,451.55	
	Average Meal Count: SUBSIDIES MILK	0	0.00%		
8533	VALUE DONATED COMMODITY				
	8533 VALUE DONATED COMMODITY		0.00	0.00	0.00
			0.00	0.00	0.00
			0.00	0.00	
	Average Meal Count: VALUE DONATED	0	0.00%		
All Locations					
			103,520.49	715,488.38	0.00
			144,224.05	852,587.92	0.00

APRIL 2024

LIST OF BILLS FOR APPROVAL

<u>FUND</u>	<u>AMOUNT</u>
General Fund	\$ 3,159,662.56
Cafeteria Fund	\$ 54,947.40
Capital Projects	\$ 292,139.66
Capital Reserve	\$ -
	<hr/>
	\$ 3,506,749.62

	Budget	YTD Exp	%
Fund 10	\$ 59,627,792.00	\$ 36,308,438.75	60.89%

Cafeteria Fund
April 15, 2024

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Amount
9374	03/13/2024	CARDMEMBER SERVICES	FOOD	\$ 288.02
9375	03/13/2024	TREASURER OF CHESTER COUNTY	DUES & FEES	\$ 1,000.00
9376	03/13/2024	CLARK SERVICE GROUP	REPAIRS & MAINTENNANCE	\$ 9,289.44
9377	03/13/2024	DFA RECEIVABLES LLC	FOOD	\$ 6,328.26
9378	03/13/2024	DUTCH -WAY FARM MARKET INC	FOOD	\$ 225.39
9379	03/13/2024	GEORGEOS WATER ICE	FOOD	\$ 1,049.03
9380	03/13/2024	GOLD CREEK FOODS LLC	FOOD	\$ 362.88
9381	03/13/2024	IMPERIAL BAG & PAPER CO LLC	MISCELLANEOUS SUPPLIES	\$ 899.18
9382	03/13/2024	MJ EARL INC	MISC SUPPLIES	\$ 814.70
9383	03/13/2024	MORABITO BAKING COMPANY	FOOD	\$ 808.90
9384	03/13/2024	SHARE FOOD PROGRAM	Donated Commodities Delivery Charges	\$ 146.92
9385	03/13/2024	TASTY BRANDS LLC	FOOD	\$ 1,252.77
9386	03/13/2024	US FOODS	FOOD	\$ 22,687.94
9393	03/27/2024	DFA RECEIVABLES LLC	FOOD	\$ 6,763.58
9394	03/27/2024	GEORGEOS WATER ICE	FOOD	\$ 524.31
9395	03/27/2024	IMPERIAL BAG & PAPER CO LLC	MISCELLANEOUS SUPPLIES	\$ 1,106.76
9396	03/27/2024	MORABITO BAKING COMPANY	FOOD	\$ 583.27
9397	03/27/2024	SHARE FOOD PROGRAM	Donated Commodities Delivery Charges	\$ 141.06
9398	03/27/2024	US FOODS #824038	FOOD	\$ 19,192.52
D000000016	03/13/2024	AMAZON CAPITAL SERVICES INC	OFFICE SUPPLIES	\$ 25.49
			TOTAL	\$ 54,947.40

Capital Project Fund
April 15, 2024

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Amount
219	03/12/2024	ARCHITERRA PC	ATHLETIC PLANS PHASE 1	\$ 3,592.65
220	03/13/2024	NRG BUILDING SERVICES INC	Enc Transfer from FY23 HVAC CONTROLS	\$ 71,250.00
221	03/15/2024	PREMIUM POWER SERVICES LLC	GENERATOR	\$ 66,266.00
223	03/15/2024	SPECTRA ELECTRICAL	OHS WELDING ELEC UPGRADE	\$ 71,840.55
224	03/20/2024	NRG BUILDING SERVICES INC	Enc Transfer from FY23 HVAC CONTROLS	\$ 76,480.00
225	04/02/2024	ARCHITERRA PC	ATHLETIC PLANS PHASE 1	\$ 2,710.46
TOTAL				\$ 292,139.66

Capital Reserve Fund
April 15, 2024

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Amount
NO REPORT				

General Fund
April 15, 2024

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Amount
193170	03/12/2024	BEATON NANCY A	REIMB BENEFIT OVERPAYMENT	\$ 20.51
193171	03/12/2024	BETTES BOUNCES LLC	OABEST EXPO SUPPLIES	\$ 300.00
193172	03/12/2024	CREST GOOD MANUFACTURING	PLUMBING SUPPLIES	\$ 880.70
193173	03/12/2024	DENNEY ELECTRIC SUPPLY	MAINT/ELECTRICAL SUPPLIES	\$ 608.85
193174	03/12/2024	DUTCHWAY HARDWARE	MAINTENANCE SUPPLIES	\$ 634.65
193175	03/12/2024	EDWARDS BUSINESS SYSTEMS	COPIER SUPPLIES	\$ 187.86
193176	03/12/2024	E.M. HERR FARM & HOME CENTER	FLAGPOLE HOLDERS	\$ 155.96
193177	03/12/2024	ESS NORTHEAST LLC	PROF ED SERV	\$ 3,896.69
193178	03/12/2024	FERGUSON ENTERPRISES	MAINT SUPPLIES	\$ 1,331.72
193179	03/12/2024	FIRE & RESCUE PRODUCTS DIV	HOMELAND SUPPLIES PERKINS	\$ 4,378.20
193180	03/12/2024	H & L TEAM SALES	ATHLETIC SUPPLIES	\$ 532.00
193181	03/12/2024	KARL & MARCIA KLINE	TAX REFUND	\$ 1,340.63
193182	03/12/2024	LANCASTER GENERAL	PHYSICIAN SERVICES	\$ 3,000.00
193183	03/12/2024	LISA GRIEST	-TITLE II PROF DEV EDUCATION SERVICE PLC	\$ 4,992.00
193184	03/12/2024	MATHRACK	INST/CURR DEV SUPPLIES	\$ 1,406.74
193185	03/12/2024	MEMCO	REPAIRS & MAINT - H. S.	\$ 745.00
193186	03/12/2024	JOHN DEERE FINANCIAL	CTE ANIMAL PLANT SCIENCE SUPP	\$ 449.29
193187	03/12/2024	PREMIUM POWER SERVICES LLC	GENERATOR SERVICE CONTRACT	\$ 3,834.00
193188	03/12/2024	WARNER & TERESA RACKLEY	TAX REFUND	\$ 3,084.08
193189	03/12/2024	JOHN DEERE FINANCIAL	EQUIPMENT - NEW	\$ 2,164.36
193190	03/12/2024	TENNANT SALES AND SERVICE	REPAIRS & MAINT - EQUIP	\$ 3,245.94
193191	03/12/2024	TK ELEVATOR CORPORATION	ELEVATOR MAINTENANCE	\$ 3,510.70
193192	03/12/2024	T P TRAILERS INC	MAINT/RENTAL	\$ 335.00
193193	03/12/2024	TRIAD LIFTS LLC	REPAIRS & MAINT - EQUIP	\$ 97.50
193194	03/12/2024	XEROX CORPORATION	PRINTING/BINDING	\$ 273.07
193196	03/15/2024	CARDMEMBER SERVICES	VARIOUS - SEE ATTACHMENT	\$ 15,427.13
193197	03/15/2024	21ST CENTURY MEDIA	ADVERTISING	\$ 244.61
193198	03/15/2024	ACHIEVEMENT HOUSE C S	PA CHARTER SCHOOL TUITION	\$ 9,464.34
193199	03/15/2024	ADELPHOI KETTERER C S	EDUCATIONAL SERVICES	\$ 3,714.88
193200	03/15/2024	AGORA CYBER C S	PA CHARTER SCHOOL TUITION	\$ 2,613.78
193201	03/15/2024	ALEN SECURITY	TECH SVRS REPAIRS/MAINT	\$ 2,125.00
193202	03/15/2024	AMERIHEALTH INC	HSA ACCOUNT FEES	\$ 665.85
193203	03/15/2024	AT&T MOBILITY	OPER/MAINT-TRANS/TELE SERVICE	\$ 5,564.60
193204	03/15/2024	AVON GROVE C S	PA CHARTER SCHOOL TUITION	\$ 409,929.48
193205	03/15/2024	CM REGENT LLC	SUSPENSE ACCOUNT - LTD	\$ 5,333.13
193206	03/15/2024	COMMONWEALTH C A	PA CHARTER SCHOOL TUITION	\$ 44,075.70
193207	03/15/2024	DFC - DELAWARE FILTER CORP	SUPPLIES - INTERMEDIATE	\$ 865.00
193208	03/15/2024	DUTCH -WAY FARM MARKET INC	OPEN PO FOR FACS SUPPLIES	\$ 778.20
193209	03/15/2024	ELMWOOD PARK ZOO	FACS FIELD TRIP DEPOSIT	\$ 558.00

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193210	03/15/2024	FAITHFUL TRANSPORT	TRANSPORTATION	\$	12,176.73
193211	03/15/2024	H & L TEAM SALES	ATHLETIC EQUIPMENT	\$	1,235.00
193212	03/15/2024	HERBEIN+COMPANY INC	22-23 AUDIT FEES	\$	19,370.00
193213	03/15/2024	INSIGHT PA CYBER C S	PA CHARTER SCHOOL TUITION	\$	1,306.89
193214	03/15/2024	KADES MARGOLIS CORPORATION	CBIZ Fees	\$	6.00
193215	03/15/2024	KEYSTONE COLLECTIONS GROUP	Wage Attachment	\$	245.83
193216	03/15/2024	LEARNWELL SERVICES	HOSPITAL TUTORING	\$	274.50
193217	03/15/2024	LNP MEDIA GROUP INC	ADVERTISING	\$	684.76
193218	03/15/2024	PENNSYLVANIA CYBER C S	PA CHARTER SCHOOL TUITION	\$	2,613.78
193219	03/15/2024	PMEA	PMEA ALL-STATE FESTIVAL	\$	399.00
193220	03/15/2024	PREMIUM POWER SERVICES LLC	THIRD MONTH RENTAL	\$	3,445.00
193221	03/15/2024	PRESSLEY RIDGE	AIDE SERVICES	\$	8,646.00
193222	03/15/2024	REACH CYBER C S	PA CHARTER SCHOOL TUITION	\$	13,385.01
193223	03/15/2024	SPORTSMANS	BASKETBALL MAINTENANCE	\$	1,188.95
193224	03/15/2024	TELESYSTEM	OPER/MAINT-TRANS/TELE SERVICE	\$	1,999.53
193225	03/15/2024	TRIAD LIFTS LLC	REPAIRS & MAINT - EQUIP	\$	368.00
193226	03/15/2024	VERIZON WIRELESS	OPER/MAINT-TRANS/TELE SERVICE	\$	6.91
193227	03/15/2024	WEST FALLOWFIELD TOWNSHIP	REPAIRS & MAINT - EQUIP	\$	1,880.90
193229	03/15/2024	WILLOW RUN VETERINARY CLINIC	CIDAR'S VACINES	\$	367.37
193231	03/22/2024	ADELPHOI KETTERER C S	EDUCATIONAL SERVICES	\$	3,910.40
193232	03/22/2024	AT&T MOBILITY	OPER/MAINT-TRANS/TELE SERVICE	\$	2,505.31
193233	03/22/2024	BAUDVILLE	CTE GRADUATION SUPPLIES	\$	591.55
193234	03/22/2024	BOXX MODULAR INC - RECEIVABLES	CC FUNDED MODULAR LEASE	\$	73,514.00
193235	03/22/2024	COMPTIA & TESTOUT	CTE COMP TECH BOOKS/ LICENSE	\$	95.00
193236	03/22/2024	DENNEY ELECTRIC SUPPLY	MAINT/ELECTRICAL SUPPLIES	\$	1,432.44
193237	03/22/2024	DUTCH -WAY FARM MARKET INC	OPEN PO FOR FACS SUPPLIES	\$	241.88
193238	03/22/2024	ESS NORTHEAST LLC	PROF ED SERV	\$	5,354.00
193239	03/22/2024	FERGUSON ENTERPRISES	MAINT SUPPLIES	\$	245.87
193240	03/22/2024	FLYLEAF PUBLISHING LLC	ELEMENTARY BOOKS	\$	3,132.08
193241	03/22/2024	FOLLETT CONTENT SOLUTIONS	Follett Book Order for OPLC Library Winter '24	\$	601.63
193242	03/22/2024	FP FINANCE	MONTHLY LEASE	\$	115.00
193243	03/22/2024	OCTORARA AREA SCHOOL DISTRICT	C&I DEV REFRESHMENTS	\$	180.00
193244	03/22/2024	JOSEPH MOWDAY & SON PAINTING	BASEBALL DUGOUTS	\$	2,910.00
193245	03/22/2024	KAUFFMAN GAS	PROPANE	\$	220.46
193246	03/22/2024	KEITH ALAN KAUFFMAN	PIAA OFFICIALS - SOFTBALL	\$	69.75
193247	03/22/2024	LANCASTER GENERAL	ATHLETIC TRAINING SERVICES	\$	3,646.00
193248	03/22/2024	LANCASTER GENERAL	MED REQ/HR	\$	356.00
193249	03/22/2024	LLOYD INGERSON	PIAA OFFICIALS - SOFTBALL	\$	69.75
193250	03/22/2024	LOU CASANOVA	PIAA OFFICIALS - JH SOFTBALL	\$	62.25
193251	03/22/2024	M&B ENVIRONMENTAL INC	WATER TREATMENT SERVICES	\$	3,255.31

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193252	03/22/2024	MICHAEL SCHILPP	PIAA OFFICIALS - BASEBALL	\$	69.75
193253	03/22/2024	NAPA	VEHICLE MAINT	\$	251.95
193254	03/22/2024	NULLS TOWING INC	OPER/MAINT - OTHER PROF SVRS	\$	175.00
193255	03/22/2024	HOUGHTON MIFFLIN HARCOURT	DIST SECD CURR BOOKS-MATH	\$	264.00
193256	03/22/2024	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	\$	175.81
193257	03/22/2024	RICHARD HERR	PIAA OFFICIALS - BASEBALL	\$	69.75
193258	03/22/2024	SAINT JOSEPHS UNIVERSITY	TITLE IV DUEL ENROLLMENT TUITION	\$	14,800.00
193259	03/22/2024	SHERWOOD BETHEA	PIAA OFFICIALS - JH BASEBALL	\$	62.25
193260	03/22/2024	SHERWIN-WILLIAMS	OPER/MAINT-SUPPLIES	\$	682.57
193261	03/22/2024	SOLIANT	SLP	\$	1,817.00
193262	03/22/2024	TENNANT SALES AND SERVICE	REPAIRS & MAINT - EQUIP	\$	363.74
193263	03/22/2024	THOROWASH LLC	REPAIRS & MAINT - PLC EQUIP	\$	3,212.50
193264	03/22/2024	TIMOTHY PAXSON	PIAA OFFICIALS - BASEBALL	\$	69.75
193265	03/22/2024	VERNA TRAINOR	TUITION REIMB INSTRUCT STAFF	\$	1,548.00
193266	03/22/2024	TRIAD LIFTS LLC	REPAIRS & MAINT - EQUIP	\$	1,935.00
193267	03/22/2024	US FOODS INC	SUPPLIES	\$	2,477.81
193268	03/22/2024	WESLEY RINEER	PIAA OFFICIALS - BASEBALL	\$	69.75
193269	03/22/2024	WRISTBAND BROS	ADVERTISING CTE PROGRAMS GENRL	\$	100.00
193270	03/22/2024	XEROX CORPORATION	PRINTING/BINDING	\$	5,156.38
193271	03/22/2024	XEROX FINANCIAL SERVICES LLC	SERV/RENTAL AGREEMENT	\$	474.68
193272	03/28/2024	ADELPHOI KETTERER C S	EDUCATIONAL SERVICES	\$	1,955.20
193273	03/28/2024	BEAVER VALLEY AUTO	HOMELAND CTE SUPPLIES	\$	300.00
193274	03/28/2024	CINTAS	OPER/MAINTENANCE SUPPLIES	\$	81.83
193275	03/28/2024	COMPTIA & TESTOUT	CTE COMP/TECH BOOKS/ LICENSE	\$	475.00
193276	03/28/2024	CREST GOOD MANUFACTURING	PLUMBING SUPPLIES	\$	2,029.94
193277	03/28/2024	DENNEY ELECTRIC SUPPLY	MAINT/ELECTRICAL SUPPLIES	\$	448.28
193278	03/28/2024	DUTCH -WAY FARM MARKET INC	SUPPLIES	\$	213.38
193279	03/28/2024	FERGUSON ENTERPRISES	MAINT SUPPLIES	\$	881.17
193280	03/28/2024	GEIGER	BUSINESS-GENERAL SUPPLIES	\$	206.21
193281	03/28/2024	GUARDIAN LIFE INSURANCE	SUSPENSE ACCOUNT - LIFE INS	\$	362.52
193282	03/28/2024	HORSHAM CLINIC	HOSPITAL TUTORING	\$	1,320.00
193283	03/28/2024	JOHN & JOAN LEARY	TAX REFUND	\$	2,727.71
193284	03/28/2024	KADES MARGOLIS CORPORATION	CBIZ Fees	\$	6.00
193285	03/28/2024	KEYSTONE COLLECTIONS GROUP	Wage Attachment	\$	43.04
193286	03/28/2024	MARTIN APPLIANCE	MAINTENANCE EQUIPMENT	\$	1,079.95
193287	03/28/2024	MENDENHALLS TROWEL TRADES	GROUT TENNIS & BASKETBALL COURTS	\$	26,000.00
193288	03/28/2024	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	\$	173.04
193289	03/28/2024	OZO EDU INC	TITLE IV TECH SUPPLIES	\$	6,440.00
193290	03/28/2024	PREMIUM POWER SERVICES LLC	MAINTENANCE EQUIPMENT	\$	3,445.00
193291	03/28/2024	REPUBLIC SERVICES #319	TRASH REMOVAL SERVICES	\$	1,147.50

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193292	03/28/2024	ROBERT & MAUREEN ORDWAY	TAX REFUND	\$ 1,647.85
193293	03/28/2024	SAXTON & STUMP LLC	LEGAL SERVICES-School Solici	\$ 5,664.75
193294	03/28/2024	PA TSA	VO ED TRAVEL & CONFERENCE	\$ 60.00
193295	03/28/2024	THE TRIPLE PLAY BARN	SOFTBALL UNIFORMS	\$ 900.00
193296	03/28/2024	TRUE KEY PIANO SERVICE	PIANO TUNING	\$ 140.00
193297	04/05/2024	21ST CENTURY MEDIA	ADVERTISING	\$ 86.62
193298	04/05/2024	AIRGAS USA LLC	OPER/MAINT-HS MAINT SUP	\$ 11.16
193299	04/05/2024	AMY TONGEL	REIMB FBLA CONFERENCE	\$ 374.00
193300	04/05/2024	ANDERSON TRUCK & AUTO	OPER/MAINT- DIST VEHICLE SUP	\$ 498.95
193301	04/05/2024	AQUAFLOW PUMP & SUPPLY	OPER/MAINT-SUPPLIES	\$ 784.04
193302	04/05/2024	CHESTER COUNTY FENCING	FENCE REPAIR	\$ 1,556.72
193303	04/05/2024	CINTAS	OPER/MAINTENANCE SUPPLIES	\$ 46.69
193304	04/05/2024	DUTCH -WAY FARM MARKET INC	HOME EC/CTE SUPPLIES	\$ 191.81
193305	04/05/2024	ECONOMY GLASS	INSULATED GLASS UNITS	\$ 1,941.00
193306	04/05/2024	EDWARDS BUSINESS SYSTEMS	LEASE/COPIER RENTAL	\$ 1,713.42
193307	04/05/2024	ESS NORTHEAST LLC	PROF ED SERV	\$ 3,978.74
193308	04/05/2024	FERGUSON ENTERPRISES	MAINT SUPPLIES	\$ 13.22
193309	04/05/2024	JOHNSON CONTROLS FIRE PRO	TECH SRVS -TRANSP TELECOM SVCS	\$ 1,425.01
193310	04/05/2024	JOSEPH & DAWN MACKALE	REIMB STUDENT FEES - ALL SPORTS	\$ 50.00
193311	04/05/2024	LISA GRIEST	TITLE II PROF DEV EDUCATION SERVICE PLC	\$ 4,992.00
193312	04/05/2024	MACGILL NURSE SUPPLIES	SUPPLIES	\$ 690.70
193313	04/05/2024	NAPA	VEHICLE MAINT	\$ 25.68
193314	04/05/2024	OAK SYSTEMS INC / KEY BUSINESS	SUPPLIES	\$ 257.96
193315	04/05/2024	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	\$ 154.55
193316	04/05/2024	PREMIUM POWER SERVICES LLC	GENERATOR RENTAL	\$ 3,445.00
193317	04/05/2024	SPHERO INC	TITLE IV TECH SUPPLIES	\$ 3,481.82
193318	04/05/2024	STEWART BUSINESS SYSTEMS LLC	COPIER SUPPLIES	\$ 426.00
193319	04/05/2024	T P TRAILERS INC	MAINT/RENTAL	\$ 1,605.86
193320	04/05/2024	TRIAD LIFTS LLC	REPAIRS & MAINT - EQUIP	\$ 1,562.41
193321	04/05/2024	WILLOW RUN VETERINARY CLINIC	WILLWO RUN VETERINARY CLINIC	\$ 170.40
193322	04/05/2024	WORLD GLOBES & MAPS	SUPPLIES	\$ 394.45
D000003311	03/12/2024	ALTHOUSE TRANSPORTATION	TRANS-DIESEL FUEL	\$ 41,600.07
D000003312	03/12/2024	AMAZON CAPITAL SERVICES	TECH ED SUPPLIES	\$ 5,137.10
D000003313	03/12/2024	CCIU	MENTAL HEALTH SPECIALISTS	\$ 323,873.08
D000003314	03/12/2024	CCIU	23-24 4TH QRTR OC ED	\$ 206,172.90
D000003315	03/12/2024	COYNE CHEMICAL CO.	MAINT. WATER TREATMENT	\$ 658.48
D000003316	03/12/2024	DAVCO ADVERTISING INC	GRADUATION PAPER	\$ 107.00
D000003317	03/12/2024	DEL CO PUB SCHLS HEALTHCARE	SUSPENSE ACCOUNT - PRES DRUGS	\$ 102,768.58
D000003318	03/12/2024	DRC CUSTOMER SERVICE	TESTING MATERIALS	\$ 1,261.81
D000003319	03/12/2024	FREY LUTZ CORPORATION	REPAIRS & MAINT - OES EQUIP	\$ 18,955.99

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D000003320	03/12/2024	GAP POWER EQUIPMENT	MAINTENANCE SUPPLIES/RENTALS	\$ 1,021.63
D000003321	03/12/2024	INDEPENDENCE BLUE CROSS	SUSPENSE ACCOUNT - HOSP	\$ 65,410.97
D000003322	03/12/2024	LAULETTA,PATRICK	TUITION REIMB INSTRUCT STAFF	\$ 460.00
D000003323	03/12/2024	MUSIC & ARTS CA DEPT	INSTRUMENTAL MUSIC SUPPLIES	\$ 291.05
D000003324	03/12/2024	MUSIC & ARTS CENTER INC	JR HIGH CHORUS- MUSIC	\$ 93.60
D000003325	03/12/2024	NRG BUILDING SERVICES INC	OPER/MAINT-SUPPLIES	\$ 2,832.13
D000003326	03/12/2024	PETROLEUM TRADERS	UNLEADED FUEL	\$ 1,896.93
D000003327	03/12/2024	PIONEER MANUFACTURING CO	LAWN CARE SVCS	\$ 282.32
D000003328	03/12/2024	SAMANTHA PITTMAN	REIMB TRAVEL VO-OP CTE	\$ 78.12
D000003329	03/12/2024	PROASYS INC	GLYCOL	\$ 5,100.00
D000003330	03/12/2024	SAGE TECHNOLOGY SOLUTIONS INC	TECH SRVS-REPAIRS/MAINT	\$ 453.00
D000003331	03/12/2024	TRASH TECH LLC	TRASH REMOVAL SERVICES	\$ 1,680.00
D000003332	03/12/2024	STOLTZFUS FEED AND SUPPLY INC	CTE ANIMAL PLANT SCIENCE SUPP	\$ 6.39
D000003333	03/12/2024	HELENA T TALLEY	TUITION REIMB INSTRUCT STAFF	\$ 445.00
D000003334	03/12/2024	WIGGINS SHREDDING	DO CONSOLE EMPTIED	\$ 75.00
D000003335	03/15/2024	21ST CENTURY CYBER C S	PA CHARTER SCHOOL TUITION	\$ 24,156.24
D000003336	03/15/2024	3B SERVICES INC.	REPAIRS/MAINTENANCE	\$ 5,611.94
D000003337	03/15/2024	A&A MACHINERY MOVING INC	MAINTENANCE EQUIPMENT	\$ 5,450.00
D000003338	03/15/2024	ALHOUSE TRANSPORTATION	TRANSPORTATION	\$ 411.64
D000003339	03/15/2024	AMAZON CAPITAL SERVICES	TECH SRVS SUPPLIES	\$ 4,957.55
D000003340	03/15/2024	CBIZ PAYROLL INC	MEDICARE CARE REIMBURSE DED	\$ 425.17
D000003341	03/15/2024	CCIU	PCA/BCBA	\$ 64,986.57
D000003342	03/15/2024	COLLEGIUM C S	PA CHARTER SCHOOL TUITION	\$ 20,414.85
D000003343	03/15/2024	DELTA DENTAL	SUSPENSE ACCOUNT - DENTAL INS	\$ 8,226.00
D000003344	03/15/2024	AMANDA FRATERMAN	REIMB SUPPLIES	\$ 245.07
D000003345	03/15/2024	FURLONG MATT	REIMB TRAVEL/CONF	\$ 331.95
D000003346	03/15/2024	GENERAL HEALTHCARE RES	PCA	\$ 18,889.80
D000003347	03/15/2024	INDEPENDENCE BLUE CROSS	SUSPENSE ACCOUNT - HOSP	\$ 42,171.50
D000003348	03/15/2024	KEEN COMPRESSED GAS CO.	CTE MECH SYS TECH SUPPLIES	\$ 418.86
D000003349	03/15/2024	LANCASTER-LEBANON IU #13	OVA	\$ 2,259.45
D000003350	03/15/2024	KRISTA LEASE	REIMB TRAVEL/CONF	\$ 91.12
D000003351	03/15/2024	NATIONAL VISION ADMINISTRATORS	SUSPENSE ACCOUNT - VISION INS	\$ 1,310.70
D000003352	03/15/2024	PA LEADERSHIP C S	PA CHARTER SCHOOL TUITION	\$ 19,107.96
D000003353	03/15/2024	PETICCA MARK	REIMB TRAVEL/CONF	\$ 142.04
D000003354	03/15/2024	SAGE TECHNOLOGY SOLUTIONS INC	TECH SVRS REPAIRS/MAINT	\$ 1,698.75
D000003355	03/15/2024	SIGNAL 88 LLC	DISTRICT SECURITY SERVICES	\$ 18,965.45
D000003356	03/15/2024	STEINMETZ AMY	REIMB SUPPLIES	\$ 18.50
D000003357	03/15/2024	HELENA T TALLEY	REIMB TRAVEL/CONF	\$ 79.01
D000003358	03/15/2024	TSA CONSULTING GROUP INC	Tax Shelter Annuity Payable	\$ 32,395.78
D000003359	03/15/2024	WINDLE'S WATER WORKS	WATER	\$ 480.00

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D000003360	03/22/2024	A&A MACHINERY MOVING INC	OPER/MAINT - OTHER PROF SVRS	\$ 5,762.00
D000003361	03/22/2024	ALTHOUSE TRANSPORTATION	2023-24 TRANSPORT CONTRACT	\$ 308,454.00
D000003362	03/22/2024	AMAZON CAPITAL SERVICES	TECH SRVS SUPPLIES	\$ 3,502.87
D000003363	03/22/2024	AUSTILL'S REHAB SERVICE	OT / PT SERVICES	\$ 10,201.60
D000003364	03/22/2024	BERKSHIRE SYSTEMS GROUP	REPAIRS & MAINT - BLDGS	\$ 6,377.88
D000003365	03/22/2024	CCIU	TECH FEES C&I	\$ 3,280.00
D000003366	03/22/2024	CCRN ED & BEHAV SUPPORT	EDUCATIONAL & BEHAVIORAL SUP	\$ 37,973.75
D000003367	03/22/2024	ALYSIA L COLDREN	TUITION REIMB INSTRUCT STAFF	\$ 1,884.00
D000003368	03/22/2024	DELTA DENTAL	SUSPENSE ACCOUNT - DENTAL INS	\$ 5,760.00
D000003369	03/22/2024	ROBERT S DOMOWICZ	REIMB TRAVEL/CONF	\$ 2,758.25
D000003370	03/22/2024	FREY LUTZ CORPORATION	REPLACE 2 TRANE OEM FAN MOTORS	\$ 7,686.00
D000003371	03/22/2024	GENERAL HEALTHCARE RES	PCA	\$ 20,882.75
D000003372	03/22/2024	HCSG CAMPUS SERVICE GROUP	JANITORIAL/CUSTODIAN SERVICES	\$ 64,717.17
D000003373	03/22/2024	HODOROVICH DARREN	REIMB SUPPLIES	\$ 125.74
D000003374	03/22/2024	INDEPENDENCE BLUE CROSS	SUSPENSE ACCOUNT - HOSP	\$ 67,624.60
D000003375	03/22/2024	KEEN COMPRESSED GAS CO.	CTE SUPPLIES & EQUIP (AG YOUTH GRANT)	\$ 10,447.00
D000003376	03/22/2024	LINVILLE HILL CHRISTIAN SCHOOL	STUDENT TRANSPORTATION	\$ 11,050.00
D000003377	03/22/2024	KARLIE L MURPHY	TUITION REIMB INSTRUCT STAFF	\$ 1,548.00
D000003378	03/22/2024	MUSIC & ARTS CA DEPT	SR HIGH CHORUS- MUSIC	\$ 572.38
D000003379	03/22/2024	OCTORARA AREA SCHOOL DISTRICT	PSSA SNACKS	\$ 2,128.86
D000003380	03/22/2024	ORNER'S LANDSCAPES	LANDSCAPING SERVICES	\$ 9,846.00
D000003381	03/22/2024	PENNSYLVANIA VIRTUAL C S	PA CHARTER SCHOOL TUITION	\$ 7,841.34
D000003382	03/22/2024	PECO	ENERGY	\$ 16,703.82
D000003383	03/22/2024	PETROLEUM TRADERS	UNLEADED FUEL	\$ 2,264.42
D000003384	03/22/2024	SAGE TECHNOLOGY SOLUTIONS INC	TECH SVRS REPAIRS/MAINT	\$ 264.25
D000003385	03/22/2024	SHULTZ CHRISTOPHER	REIMB INST/CURR DEV - TRAVEL	\$ 328.20
D000003386	03/22/2024	SUBURBAN TESTING LABS INC	MAINT. WATER TESTING/SUPPLIES	\$ 265.00
D000003387	03/22/2024	SWIFTMD	MEMBERSHIP FEE VIRTUAL/TELE DOC	\$ 845.82
D000003388	03/22/2024	THOMSON REUTERS	ONLINE/SFTWR SUB CHARGES	\$ 280.04
D000003389	03/22/2024	U S SUPPLY COMPANY	MAINTENANCE SUPPLIES	\$ 554.91
D000003390	03/22/2024	WB MASON COMPANY INC	SUPPLIES	\$ 844.75
D000003391	03/22/2024	WHARY KYLE	TUITION REIMB INSTRUCT STAFF	\$ 460.00
D000003392	03/22/2024	MARY E THOMAS	TUITION REIMB INSTRUCT STAFF	\$ 705.00
D000003393	03/22/2024	WINDLE'S WATER WORKS	WATER	\$ 232.50
D000003394	03/28/2024	3B SERVICES INC.	REPAIRS & MAINT - EQUIP	\$ 2,179.68
D000003395	03/28/2024	AMAZON CAPITAL SERVICES	SUPPLIES	\$ 1,311.74
D000003396	03/28/2024	CBIZ PAYROLL INC	MEDICARE CARE REIMBURSE DED	\$ 425.17
D000003397	03/28/2024	CCIU	CCIU	\$ 10,063.19
D000003398	03/28/2024	CRITICARE HOME HEALTH/NURSING	Sub Nurse	\$ 957.00
D000003399	03/28/2024	DBS AUDIO SYSTEMS INC	OABEST EXPO SUPPLIES	\$ 8,925.00

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D000003400	03/28/2024	DELTA DENTAL	SUSPENSE ACCOUNT - DENTAL INS	\$ 8,857.85
D000003401	03/28/2024	FREY LUTZ CORPORATION	OIS REPAIR/MAINTENANCE	\$ 26,966.99
D000003402	03/28/2024	GAP POWER EQUIPMENT	MAINTENANCE SUPPLIES/RENTALS	\$ 1,444.27
D000003403	03/28/2024	GENERAL HEALTHCARE RES	PCA	\$ 18,432.58
D000003404	03/28/2024	GUERTLER KRIS	TUITION REIMB INSTRUCT STAFF	\$ 1,548.00
D000003405	03/28/2024	LISA M MCNAMARA	REIMB OABEST EXPO SUPPLIES	\$ 8.78
D000003406	03/28/2024	MONTAGUE SARAH	TUITION REIMB INSTRUCT STAFF	\$ 460.00
D000003407	03/28/2024	SARAH MORRISSEY	TUITION REIMB INSTRUCT STAFF	\$ 475.00
D000003408	03/28/2024	TARA MURDOCK	REIMB SUPPLIES	\$ 37.78
D000003409	03/28/2024	PETROLEUM TRADERS	UNLEADED FUEL	\$ 1,819.93
D000003410	03/28/2024	POWERSCHOOL GROUP LLC	TEC SUPPLIES	\$ 26,327.50
D000003411	03/28/2024	RISCH WENDY	REIMB HEALTH OFFICE SUPPLIES	\$ 38.92
D000003412	03/28/2024	SWEET STEVENS KATZ & WILLIAMS	PROFESSIONAL SERVICES	\$ 980.00
D000003413	03/28/2024	BRENDA G TOMLINSON	REIMB POSTAGE	\$ 79.08
D000003414	03/28/2024	TSA CONSULTING GROUP INC	Tax Shelter Annuity Payable	\$ 32,079.47
D000003415	03/28/2024	U S SUPPLY COMPANY	MAINTENANCE SUPPLIES	\$ 46.45
D000003416	03/28/2024	WB MASON COMPANY INC	SUPPLIES	\$ 2,703.20
D000003417	04/05/2024	3B SERVICES INC.	REPAIRS & MAINT - OHS EQUIP	\$ 6,212.83
D000003418	04/05/2024	AMAZON CAPITAL SERVICES	TECH SRVS SUPPLIES	\$ 2,194.25
D000003419	04/05/2024	CCIU	INSTRUCTIONAL SERV. FEE	\$ 41,725.52
D000003420	04/05/2024	DEL CO PUB SCHLS HEALTHCARE	SUSPENSE ACCOUNT - PRES DRUGS	\$ 191,857.56
D000003421	04/05/2024	GREGORY FANTAZZI	REIMB TRAVEL/CONF	\$ 322.94
D000003422	04/05/2024	FREY LUTZ CORPORATION	REPAIRS & MAINT - EQUIP	\$ 3,641.45
D000003423	04/05/2024	GAP POWER EQUIPMENT	MAINTENANCE SUPPLIES/RENTALS	\$ 1,576.08
D000003424	04/05/2024	INDEPENDENCE BLUE CROSS	SUSPENSE ACCOUNT - HOSP	\$ 184,063.47
D000003425	04/05/2024	KIEFFER AMANDA	REIMB SUPPLIES	\$ 46.25
D000003426	04/05/2024	MUSIC & ARTS CA DEPT	INSTRUMENTAL MUSIC SUPPLIES	\$ 60.00
D000003427	04/05/2024	MUSIC & ARTS CENTER INC	JR HIGH CHORUS- MUSIC	\$ 252.00
D000003428	04/05/2024	NRG BUILDING SERVICES INC	OPER/MAINT-SUPPLIES	\$ 384.10
D000003429	04/05/2024	PECO	ENERGY	\$ 844.50
D000003430	04/05/2024	PETICCA MARK	REIMB TRAVEL/CONF	\$ 81.74
D000003431	04/05/2024	PETROLEUM TRADERS	DIESEL FUEL	\$ 22,242.93
D000003432	04/05/2024	PIONEER MANUFACTURING CO	OPER/MAINT-SUPPLIES	\$ 99.00
D000003433	04/05/2024	SAMANTHA PITTMAN	REIMB TRAVEL VO-OP CTE	\$ 141.97
D000003434	04/05/2024	PROASYS INC	WATER TREATMENT CHEM/SERVICE	\$ 615.00
D000003435	04/05/2024	SPECIAL MARKETS INS CONSTULT	DUES	\$ 15,314.18
D000003436	04/05/2024	RESCHINI AGENCY INC	SUSPENSE ACCOUNT - HOSP	\$ 34,340.25
D000003437	04/05/2024	ROCHESTER 100 INC	SUPPLIES	\$ 471.25
D000003438	04/05/2024	SCHOLASTIC INC	TITLE I BOOKS-COMMUNTIY SVCS	\$ 160.00
D000003439	04/05/2024	TRASH TECH LLC	TRASH REMOVAL SERVICES	\$ 1,680.00

**General Fund
April 15, 2024**

D000003440	04/05/2024	TURF EQUIPMENT & SUPPLY CO	MAINTENANCE EQUIPMENT	\$	532.50
D000003441	04/05/2024	U S SUPPLY COMPANY	MAINTENANCE SUPPLIES	\$	279.00
				TOTAL	\$ 3,159,662.56

Cardmember Services

April 15, 2024

Payment #	Payment Date	Vendor Name	Description	Amount
193196	03/15/2024	CARDMEMBER SERVICES	RSS.COM, WEB REGISTER WEBSITE	\$ 76.74
193196	03/15/2024	CARDMEMBER SERVICES	AMAZON, NEARPOD, COMPTIA, ZOOM	\$ 1,300.11
193196	03/15/2024	CARDMEMBER SERVICES	RUBBER SOUL, ENGLEWOOD, HERSHEY LODGE	\$ 458.37
193196	03/15/2024	CARDMEMBER SERVICES	HERSHEY LODGE	\$ 2,131.20
193196	03/15/2024	CARDMEMBER SERVICES	WAL-MART	\$ 148.55
193196	03/15/2024	CARDMEMBER SERVICES	PIZZA VILLA-STUDENT REWARD, AURORA PIZZA-STAFF LUNCHEON	\$ 978.29
193196	03/15/2024	CARDMEMBER SERVICES	PACTA JACKIE SMITH	\$ 210.00
193196	03/15/2024	CARDMEMBER SERVICES	HERSHEY LODGE	\$ 202.02
193196	03/15/2024	CARDMEMBER SERVICES	VISTA PRINT	\$ 22.78
193196	03/15/2024	CARDMEMBER SERVICES	DUBIA	\$ 7.95
193196	03/15/2024	CARDMEMBER SERVICES	WIX	\$ 407.04
193196	03/15/2024	CARDMEMBER SERVICES	NOLTS GREENHOUSE SUPPLIES	\$ 187.27
193196	03/15/2024	CARDMEMBER SERVICES	TROEGS	\$ 56.18
193196	03/15/2024	CARDMEMBER SERVICES	JOHNNY'S SELECTED SEEDS	\$ 165.01
193196	03/15/2024	CARDMEMBER SERVICES	HOME DEPOT	\$ 1,514.43
193196	03/15/2024	CARDMEMBER SERVICES	SAFELITE AUTOGLASS	\$ 964.56
193196	03/15/2024	CARDMEMBER SERVICES	PMEA	\$ 145.00
193196	03/15/2024	CARDMEMBER SERVICES	PIZZA VILLA - STUDENT REWARD	\$ 17.55
193196	03/15/2024	CARDMEMBER SERVICES	INTERNATIONAL LITERACY ASSOC	\$ 69.44
193196	03/15/2024	CARDMEMBER SERVICES	TEACHERSPAY TEACHERS, VENTRIS LEARNING	\$ 331.62
193196	03/15/2024	CARDMEMBER SERVICES	EAI EDUCATION	\$ 86.90
193196	03/15/2024	CARDMEMBER SERVICES	PAFPC	\$ 437.75
193196	03/15/2024	CARDMEMBER SERVICES	DUTCHMAN'S, PIZZA VILLA - COMMITTEE MTG	\$ 164.26
193196	03/15/2024	CARDMEMBER SERVICES	INDEED	\$ 1,699.04
193196	03/15/2024	CARDMEMBER SERVICES	LIMESTONE PIZZA-CUSTODIAL LUNCH	\$ 52.13
193196	03/15/2024	CARDMEMBER SERVICES	INSTITUTE FOR TEACHERS	\$ 279.00
193196	03/15/2024	CARDMEMBER SERVICES	TEACHERS PAY TEACHERS	\$ 3.95
193196	03/15/2024	CARDMEMBER SERVICES	HEGGERTY	\$ 384.48
193196	03/15/2024	CARDMEMBER SERVICES	ORIENTAL TRADING COMPANY	\$ 65.94
193196	03/15/2024	CARDMEMBER SERVICES	PASBO, PSBA	\$ 403.00
193196	03/15/2024	CARDMEMBER SERVICES	PASBO	\$ 75.00
193196	03/15/2024	CARDMEMBER SERVICES	OLDE TOWNE DELI, LIMESTONE - STDNT REWARD, RESTAURANT STORE	\$ 259.80
193196	03/15/2024	CARDMEMBER SERVICES	PSADA, H & L TEAM SALES, WALMART	\$ 857.92
193196	03/15/2024	CARDMEMBER SERVICES	NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOC	\$ 88.30
193196	03/15/2024	CARDMEMBER SERVICES	ARENA SPORTS ENTERPRISES	\$ 360.00
193196	03/15/2024	CARDMEMBER SERVICES	E-Z PASS DELAWARE	\$ 53.00
193196	03/15/2024	CARDMEMBER SERVICES	EXPEDIA	\$ 505.98
193196	03/15/2024	CARDMEMBER SERVICES	DUCTHMAN'S COUNTRY MARKET, OLDE TOWNE DELI - FOR OFFICIALS	\$ 181.57
193196	03/15/2024	CARDMEMBER SERVICES	TRACK WRESTLING	\$ 75.00
			TOTAL	\$ 15,427.13

ITEM	AMOUNTS
Estimated Beginning Unreserved Fund Balance Available for Appropriation and Reserves Scheduled For Liquidation During The Fiscal Year	
0810 Nonspendable Fund Balance	19,938
0820 Restricted Fund Balance	
0830 Committed Fund Balance	
0840 Assigned Fund Balance	6,286,216
0850 Unassigned Fund Balance	4,386,787
Total Estimated Beginning Unreserved Fund Balance Available for Appropriation and Reserves Scheduled For Liquidation During The Fiscal Year	\$10,673,003
Estimated Revenues And Other Financing Sources	
6000 Revenue from Local Sources	43,156,617
7000 Revenue from State Sources	19,598,684
8000 Revenue from Federal Sources	1,038,845
9000 Other Financing Sources	
Total Estimated Revenues And Other Financing Sources	\$63,794,146
Total Estimated Fund Balance, Revenues, and Other Financing Sources Available for Appropriation	\$74,467,149

	Amount
REVENUE FROM LOCAL SOURCES	
6111 Current Real Estate Taxes	35,990,724
6112 Interim Real Estate Taxes	150,441
6113 Public Utility Realty Taxes	35,000
6150 Current Act 511 Taxes - Proportional Assessments	3,549,193
6400 Delinquencies on Taxes Levied / Assessed by the LEA	692,688
6500 Earnings on Investments	1,288,571
6700 Revenues from LEA Activities	30,000
6800 Revenues from Intermediary Sources / Pass-Through Funds	500,000
6910 Rentals	90,000
6940 Tuition from Patrons	650,000
6990 Refunds and Other Miscellaneous Revenue	180,000
REVENUE FROM LOCAL SOURCES	\$43,156,617
REVENUE FROM STATE SOURCES	
7111 Basic Education Funding-Formula	8,127,291
7112 Basic Education Funding-Social Security	867,514
7220 Vocational Education	200,000
7271 Special Education funds for School-Aged Pupils	1,800,000
7311 Pupil Transportation Subsidy	1,387,615
7312 Nonpublic and Charter School Pupil Transportation Subsidy	150,368
7320 Rental and Sinking Fund Payments / Building Reimbursement Subsidy	483,087
7330 Health Services (Medical, Dental, Nurse, Act 25)	65,000
7340 State Property Tax Reduction Allocation	1,533,802
7360 Safe Schools	185,000
7505 Ready to Learn Block Grant	318,487
7509 Supplemental Equipment Grants	40,000
7599 Other State Revenue Not Listed Elsewhere in the 7000 Series	683,826
7820 State Share of Retirement Contributions	3,756,694
REVENUE FROM STATE SOURCES	\$19,598,684
REVENUE FROM FEDERAL SOURCES	
8514 Title I - Improving the Academic Achievement of the Disadvantaged	726,185
8515 Title II - Preparing, Training, and Recruiting High Quality Teachers and Principals	104,057
8516 Title III - Language Instruction for English Learners and Immigrant Students	14,511
8517 Title IV - 21st Century Schools	55,025
	Page 2

		Amount
REVENUE FROM FEDERAL SOURCES		
8521 Vocational Education - Operating Expenditures		41,632
8810 School-Based Access Medicaid Reimbursement Program (SBAP) Reimbursements (Access)		72,936
8820 Medical Assistance Reimbursement for Administrative Claiming (Quarterly) Program		24,499
REVENUE FROM FEDERAL SOURCES		\$1,038,845
TOTAL ESTIMATED REVENUES AND OTHER SOURCES		63,794,146

Act 1 Index (current): 6.4%

Calculation Method:

Number of Decimals For Tax Rate Calculation:

Approx. Tax Revenue from RE Taxes:

Amount of Tax Relief for Homestead Exclusions

Total Approx. Tax Revenue:

Approx. Tax Levy for Tax Rate Calculation:

Calculation Method:		Revenue	Total
Number of Decimals For Tax Rate Calculation:		2	
Approx. Tax Revenue from RE Taxes:		\$35,995,000	
Amount of Tax Relief for Homestead Exclusions		\$1,533,802	
Total Approx. Tax Revenue:		\$37,528,802	
Approx. Tax Levy for Tax Rate Calculation:		\$38,642,049	
		Chester	Lancaster
2023-24 Data			
a. Assessed Value		\$704,775,672	\$309,673,428
b. Real Estate Mills		42.2800	26.4700
I. 2024-25 Data			
c. 2022 STEB Market Value		\$1,197,296,058	\$317,224,330
d. Assessed Value		\$711,823,429	\$312,965,900
e. Assessed Value of New Constr/ Renov		\$0	\$0
2023-24 Calculations			
f. 2023-24 Tax Levy (a * b)		\$29,797,915	\$8,197,056
2024-25 Calculations			
g. Percent of Total Market Value		79.05447%	20.94553%
h. Rebalanced 2023-24 Tax Levy (f Total * g)		\$30,036,723	\$7,958,248
i. Base Mills Subject to Index (h / a * 1000) if no reassessment (h / (d-e) * 1000) if reassessment		42.6188	26.4700
Calculation of Tax Rates and Levies Generated			
j. Weighted Avg. Collection Percentage		97.000000%	97.000000%
k. Tax Levy Needed (Approx. Tax Levy * g)		\$30,548,267	\$8,093,782
I. 2024-25 Real Estate Tax Rate (k / d * 1000)		42.9100	25.8600
III.			
m. Tax Levy Generated by Mills (l / 1000 * d)		\$30,544,343	\$8,093,298
n. Tax Levy minus Tax Relief for Homestead Exclusions (m - Amount of Tax Relief for Homestead Exclusions)			\$37,103,839
o. Net Tax Revenue Generated By Mills (n * Est. Pct. Collection)			\$35,990,724

Act 1 Index (current): 6.4%
Calculation Method:
Number of Decimals For Tax Rate Calculation:
Approx. Tax Revenue from RE Taxes:
Amount of Tax Relief for Homestead Exclusions
Total Approx. Tax Revenue:
Approx. Tax Levy for Tax Rate Calculation:

Section 672.1 Method Choice: (a)(1)

Revenue
2
\$35,995,000
\$1,533,802
\$37,528,802
\$38,642,049

	Chester	Lancaster	Total
State Property Tax Reduction Allocation used for: Homestead Exclusions	\$1,533,802		\$0
Prior Year State Property Tax Reduction Allocation used for: Homestead Exclusions	\$0		\$0
Amount of Tax Relief from State/Local Sources			\$1,533,802

CODE

6111	Current Real Estate Taxes				Amount of Tax Relief for Homestead Exclusions	Tax Levy Minus Homestead Exclusions	Percent Collected	Net Tax Revenue Generated By Mills
	County Name	Taxable Assessed Value	Real Estate Mills	Tax Levy Generated by Mills				
	Chester	711,823,429	42.9100	30,544,343			97.000000%	
	Lancaster	312,965,900	25.8600	8,093,298			97.000000%	
Totals:		1,024,789,329		38,637,641	1,533,802 =	37,103,839 X	97.000000% =	35,990,724

	Rate	Estimated Revenue
6120	\$0.00	0
6140	Current Per Capita Taxes, Section 679	
	Current Act 511 Taxes – Flat Rate Assessments	
6141	Rate	Estimated Revenue
	\$0.00	0
6142	\$0.00	0
6143	\$0.00	0
6144	\$0.00	0
6145	\$0.00	0
6146	\$0.00	0
6149	\$0.00	0

Total Current Act 511 Taxes – Flat Rate Assessments				0	Estimated Revenue
6150	Current Act 511 Taxes – Proportional Assessments			Tax Levy	Estimated Revenue
6151	Rate	Add'l Rate (if appl.)		3,000,000	3,000,000
6152	0.500%	0.000%		0	0
6153	0.000%	0.000%		549,193	549,193
6154	0.500%	0.000%		0	0
6155	0.000%	0.000%		0	0
6156	0.000%	0.000%		0	0
6157	0.000%	0.000%		0	0
6159	0	0		0	0

Total Current Act 511 Taxes – Proportional Assessments				3,549,193	3,549,193
Total Act 511, Current Taxes					
Act 511 Tax Limit -->				12	18,174,245 (511 Limit)
				Market Value	Mills

Tax Function	Description	Tax Rate Charged in:		Percent Change in Rate	Less than or equal to Index	Index	Additional Tax Rate Charged in:		Percent Change in Rate	Less than or equal to Index
		2023-24 (Rebalanced)	2024-25				2023-24 (Rebalanced)	2024-25		
6111	Current Real Estate Taxes									
	Chester	42.6188	42.9100	0.69%	Yes	6.4%				
	Lancaster	26.4700	25.8600	-2.29%	Yes	6.4%				
	Current Act 511 Taxes – Proportional Assessments									
6151	Current Act 511 Earned Income Taxes	0.500%	0.500%	0.00%	Yes	6.4%				
6153	Current Act 511 Real Estate Transfer Taxes	0.500%	0.500%	0.00%	Yes	6.4%				

Description	Amount
1000 Instruction	
1100 Regular Programs - Elementary / Secondary	22,853,579
1200 Special Programs - Elementary / Secondary	11,936,381
1300 Vocational Education	2,462,614
1400 Other Instructional Programs - Elementary / Secondary	604,338
Total Instruction	\$37,856,912
2000 Support Services	
2100 Support Services - Students	1,784,575
2200 Support Services - Instructional Staff	1,810,579
2300 Support Services - Administration	3,658,276
2400 Support Services - Pupil Health	669,395
2500 Support Services - Business	844,861
2600 Operation and Maintenance of Plant Services	3,556,251
2700 Student Transportation Services	3,871,000
2800 Support Services - Central	1,955,173
2900 Other Support Services	15,000
Total Support Services	\$18,165,110
3000 Operation of Non-Instructional Services	
3200 Student Activities	1,284,624
3300 Community Services	61,500
Total Operation of Non-Instructional Services	\$1,346,124
5000 Other Expenditures and Financing Uses	
5100 Debt Service / Other Expenditures and Financing Uses	5,805,000
5200 Interfund Transfers - Out	6,000
5900 Budgetary Reserve	615,000
Total Other Expenditures and Financing Uses	\$6,426,000
Total Estimated Expenditures and Other Financing Uses	\$63,794,146

Description	Amount
1000 Instruction	
1100 Regular Programs - Elementary / Secondary	
100 Personnel Services - Salaries	11,937,047
200 Personnel Services - Employee Benefits	7,202,682
300 Purchased Professional and Technical Services	772,000
400 Purchased Property Services	62,800
500 Other Purchased Services	2,583,700
600 Supplies	282,150
700 Property	13,000
800 Other Objects	200
Total Regular Programs - Elementary / Secondary	\$22,853,579
1200 Special Programs - Elementary / Secondary	
100 Personnel Services - Salaries	2,998,713
200 Personnel Services - Employee Benefits	1,883,859
300 Purchased Professional and Technical Services	5,084,584
400 Purchased Property Services	15,000
500 Other Purchased Services	1,864,680
600 Supplies	77,377
700 Property	8,320
800 Other Objects	3,848
Total Special Programs - Elementary / Secondary	\$11,936,381
1300 Vocational Education	
100 Personnel Services - Salaries	714,599
200 Personnel Services - Employee Benefits	472,915
300 Purchased Professional and Technical Services	220,500
400 Purchased Property Services	2,000
500 Other Purchased Services	890,000
600 Supplies	110,400
700 Property	43,000
800 Other Objects	9,200
Total Vocational Education	\$2,462,614
1400 Other Instructional Programs - Elementary / Secondary	
100 Personnel Services - Salaries	182,249
200 Personnel Services - Employee Benefits	76,489
300 Purchased Professional and Technical Services	37,100
500 Other Purchased Services	306,500
600 Supplies	2,000
Total Other Instructional Programs - Elementary / Secondary	\$604,338
Total Instruction	\$37,856,912
2000 Support Services	
2100 Support Services - Students	
100 Personnel Services - Salaries	1,097,131
200 Personnel Services - Employee Benefits	635,464
300 Purchased Professional and Technical Services	40,880

Description	Amount
500 Other Purchased Services	1,300
600 Supplies	7,800
800 Other Objects	2,000
Total Support Services - Students	\$1,784,575
2200 Support Services - Instructional Staff	
100 Personnel Services - Salaries	888,519
200 Personnel Services - Employee Benefits	625,310
500 Other Purchased Services	3,400
600 Supplies	292,050
700 Property	300
800 Other Objects	1,000
Total Support Services - Instructional Staff	\$1,810,579
2300 Support Services - Administration	
100 Personnel Services - Salaries	1,974,863
200 Personnel Services - Employee Benefits	1,125,352
300 Purchased Professional and Technical Services	324,900
400 Purchased Property Services	6,000
500 Other Purchased Services	77,950
600 Supplies	68,150
700 Property	5,000
800 Other Objects	76,061
Total Support Services - Administration	\$3,658,276
2400 Support Services - Pupil Health	
100 Personnel Services - Salaries	353,516
200 Personnel Services - Employee Benefits	275,558
300 Purchased Professional and Technical Services	26,500
400 Purchased Property Services	1,150
500 Other Purchased Services	200
600 Supplies	11,351
800 Other Objects	1,120
Total Support Services - Pupil Health	\$669,395
2500 Support Services - Business	
100 Personnel Services - Salaries	459,051
200 Personnel Services - Employee Benefits	292,810
300 Purchased Professional and Technical Services	40,000
400 Purchased Property Services	3,500
500 Other Purchased Services	14,500
600 Supplies	16,000
700 Property	2,000
800 Other Objects	17,000
Total Support Services - Business	\$844,861
2600 Operation and Maintenance of Plant Services	
100 Personnel Services - Salaries	737,504
200 Personnel Services - Employee Benefits	541,747
300 Purchased Professional and Technical Services	225,000

Description	Amount
400 Purchased Property Services	808,500
500 Other Purchased Services	324,500
600 Supplies	859,500
700 Property	52,500
800 Other Objects	7,000
Total Operation and Maintenance of Plant Services	\$3,556,251
2700 Student Transportation Services	
300 Purchased Professional and Technical Services	68,000
400 Purchased Property Services	2,000
500 Other Purchased Services	3,639,000
600 Supplies	162,000
Total Student Transportation Services	\$3,871,000
2800 Support Services - Central	
100 Personnel Services - Salaries	657,533
200 Personnel Services - Employee Benefits	418,988
300 Purchased Professional and Technical Services	5,000
500 Other Purchased Services	76,000
600 Supplies	319,952
700 Property	476,000
800 Other Objects	1,700
Total Support Services - Central	\$1,955,173
2900 Other Support Services	
500 Other Purchased Services	15,000
Total Other Support Services	\$15,000
Total Support Services	\$18,165,110
3000 Operation of Non-Instructional Services	
3200 Student Activities	
100 Personnel Services - Salaries	615,588
200 Personnel Services - Employee Benefits	280,033
300 Purchased Professional and Technical Services	124,400
400 Purchased Property Services	20,000
500 Other Purchased Services	84,403
600 Supplies	111,000
700 Property	16,300
800 Other Objects	32,900
Total Student Activities	\$1,284,624
3300 Community Services	
500 Other Purchased Services	60,000
600 Supplies	1,500
Total Community Services	\$61,500
Total Operation of Non-Instructional Services	\$1,346,124
5000 Other Expenditures and Financing Uses	
5100 Debt Service / Other Expenditures and Financing Uses	

Description	Amount
800 Other Objects	1,505,000
900 Other Uses of Funds	4,300,000
Total Debt Service / Other Expenditures and Financing Uses	\$5,805,000
5200 Interfund Transfers - Out	
900 Other Uses of Funds	6,000
Total Interfund Transfers - Out	\$6,000
5900 Budgetary Reserve	
800 Other Objects	615,000
Total Budgetary Reserve	\$615,000
Total Other Expenditures and Financing Uses	\$6,426,000
TOTAL EXPENDITURES	\$63,794,146

Cash and Short-Term Investments

06/30/2024 Estimate

06/30/2025 Projection

16,875,810 16,628,138

- General Fund
- Public Purpose (Expendable) Trust Fund
- Other Comptroller-Approved Special Revenue Funds
- Athletic / School-Sponsored Extra Curricular Activities Fund
- Capital Reserve Fund - \$ 690, \$1850
- Capital Reserve Fund - \$ 1431
- Other Capital Projects Fund
- Debt Service Fund
- Food Service / Cafeteria Operations Fund
- Child Care Operations Fund
- Other Enterprise Funds
- Internal Service Fund
- Private Purpose Trust Fund
- Investment Trust Fund
- Pension Trust Fund
- Activity Fund
- Other Agency Fund
- Permanent Fund

Total Cash and Short-Term Investments

\$22,795,901

\$20,547,529

Long-Term Investments

06/30/2024 Estimate

06/30/2025 Projection

- General Fund
- Public Purpose (Expendable) Trust Fund
- Other Comptroller-Approved Special Revenue Funds
- Athletic / School-Sponsored Extra Curricular Activities Fund
- Capital Reserve Fund - \$ 690, \$1850
- Capital Reserve Fund - \$ 1431
- Other Capital Projects Fund
- Debt Service Fund
- Food Service / Cafeteria Operations Fund
- Child Care Operations Fund
- Other Enterprise Funds
- Internal Service Fund
- Private Purpose Trust Fund
- Investment Trust Fund
- Pension Trust Fund
- Activity Fund
- Other Agency Fund

06/30/2024 Estimate06/30/2025 Projection

Long-Term Investments

Permanent Fund

Total Long-Term Investments

TOTAL CASH AND INVESTMENTS

\$22,795,901\$20,547,529

Long-Term Indebtedness		06/30/2024 Estimate	06/30/2025 Projection
General Fund			
0510	Bonds Payable		32,840,000
0520	Extended-Term Financing Agreements Payable	37,120,000	
0530	Lease and Other Right-To-Use Obligations	4,224	
0540	Accumulated Compensated Absences	1,301,536	1,301,536
0550	Authority Lease Obligations		
0560	Other Post-Employment Benefits (OPEB)	12,069,973	12,069,973
0599	Other Noncurrent Liabilities	58,557,940	58,557,940
Total General Fund		\$109,053,673	\$104,769,449

Public Purpose (Expendable) Trust Fund	
0510	Bonds Payable
0520	Extended-Term Financing Agreements Payable
0530	Lease and Other Right-To-Use Obligations
0540	Accumulated Compensated Absences
0550	Authority Lease Obligations
0560	Other Post-Employment Benefits (OPEB)
0599	Other Noncurrent Liabilities

Total Public Purpose (Expendable) Trust Fund

Other Comptroller-Approved Special Revenue Funds	
0510	Bonds Payable
0520	Extended-Term Financing Agreements Payable
0530	Lease and Other Right-To-Use Obligations
0540	Accumulated Compensated Absences
0550	Authority Lease Obligations
0560	Other Post-Employment Benefits (OPEB)
0599	Other Noncurrent Liabilities

Total Other Comptroller-Approved Special Revenue Funds

Athletic / School-Sponsored Extra Curricular Activities Fund	
0510	Bonds Payable
0520	Extended-Term Financing Agreements Payable
0530	Lease and Other Right-To-Use Obligations
0540	Accumulated Compensated Absences
0550	Authority Lease Obligations
0560	Other Post-Employment Benefits (OPEB)
0599	Other Noncurrent Liabilities

Total Athletic / School-Sponsored Extra Curricular Activities Fund

Long-Term Indebtedness

06/30/2024 Estimate 06/30/2025 Projection

Capital Reserve Fund - \$ 690, \$1850

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

Total Capital Reserve Fund - \$ 690, \$1850

Capital Reserve Fund - \$ 1431

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

Total Capital Reserve Fund - \$ 1431

Other Capital Projects Fund

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

Total Other Capital Projects Fund

Debt Service Fund

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

Total Debt Service Fund

Long-Term Indebtedness

06/30/2024 Estimate

06/30/2025 Projection

Food Service / Cafeteria Operations Fund

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

Total Food Service / Cafeteria Operations Fund

Child Care Operations Fund

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

Total Child Care Operations Fund

Other Enterprise Funds

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

Total Other Enterprise Funds

Internal Service Fund

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

Total Internal Service Fund

06/30/2024 Estimate06/30/2025 Projection

Long-Term Indebtedness

Private Purpose Trust Fund

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

Total Private Purpose Trust Fund

Investment Trust Fund

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

Total Investment Trust Fund

Pension Trust Fund

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

Total Pension Trust Fund

Activity Fund

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

Total Activity Fund

Long-Term Indebtedness

06/30/2024 Estimate

06/30/2025 Projection

Other Agency Fund

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

Total Other Agency Fund

Permanent Fund

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease and Other Right-To-Use Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Noncurrent Liabilities

Total Permanent Fund

Total Long-Term Indebtedness

\$109,053,673

\$104,769,449

Short-Term Payables	06/30/2024 Estimate	06/30/2025 Projection
General Fund		
Public Purpose (Expendable) Trust Fund		
Other Comptroller-Approved Special Revenue Funds		
Athletic / School-Sponsored Extra Curricular Activities Fund		
Capital Reserve Fund - \$ 690, \$1850		
Capital Reserve Fund - \$ 1431		
Other Capital Projects Fund		
Debt Service Fund		
Food Service / Cafeteria Operations Fund		
Child Care Operations Fund		
Other Enterprise Funds		
Internal Service Fund		
Private Purpose Trust Fund		
Investment Trust Fund		
Pension Trust Fund		
Activity Fund		
Other Agency Fund		
Permanent Fund		
Total Short-Term Payables		
TOTAL INDEBTEDNESS	\$109,053,673	\$104,769,449

Account Description	Amounts
0810 Nonspendable Fund Balance	19,938
0820 Restricted Fund Balance	
0830 Committed Fund Balance	
0840 Assigned Fund Balance	6,286,216
0850 Unassigned Fund Balance	4,386,787
Total Ending Fund Balance - Committed, Assigned, and Unassigned	\$10,673,003
5900 Budgetary Reserve	615,000
Total Estimated Ending Committed, Assigned, and Unassigned Fund Balance and Budgetary Reserve	\$11,307,941



Book	Policy Manual
Section	100 Programs
Title	Discrimination/Title IX Sexual Harassment Affecting Students
Code	103
Status	First Reading

Authority

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

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

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

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)

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

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

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

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

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

A school district employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.[22]

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

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

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

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

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

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

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.[18][20][23][24]

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written

determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.[18][19][20][23]

Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary or placement requirements established by state law and Board policy.[25][26]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.[27][28][29][30][31]

Retaliation

The Board prohibits retaliation by the district or any other person against any person for:[30]

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

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

Definitions

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

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

Discrimination

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

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

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely

interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by ~~a school~~ the district.

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Compliance Officer/Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Compliance Officer/Title IX Coordinator to sign a formal complaint does not make the Compliance Officer/Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[29][32]

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[32]

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:[32]

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

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.[17][18][23][24][33]

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:[32]

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

quo sexual harassment.

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
 - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:[\[34\]](#)
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
 - b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[\[34\]](#)
 - c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[\[35\]](#)
 - d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[\[34\]](#)
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.[\[28\]](#)[\[29\]](#)[\[32\]](#)

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the [\[36\]](#)

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

{X } ~~Director of Student Services~~ **Business Manager** _____ as the district's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:

Address: **228 Highland Road, Suite 1; Atglen, PA 19310**

Email: **ehilbelt@octorara.org** **sdomowicz@octorara.org**

Phone Number: **610-593-8238 ext 30519** **30515**

~~{ } _____ as the district's Compliance Officer and
_____ as the district's Title IX Coordinator.~~

~~The Compliance Officer can be contacted at:~~

~~Address:~~

~~Email:~~

~~Phone Number:~~

~~The Title IX Coordinator can be contacted at:~~

~~Address:~~

~~Email:~~

~~Phone Number:~~

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

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the **school district** complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assure that like aspects of the **school district** programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.[37]
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

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

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

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

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

Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:[18][19][20]

1. {X} Loss of school privileges.
2. {X} Permanent transfer to another school district building, classroom or school bus.
3. {X} Exclusion from school district-sponsored activities.
4. {X} Detention.
5. {X} Suspension.
6. {X} Expulsion.
7. {X} Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[21][38]

Reports of Discrimination

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

Reports of Title IX Sexual Harassment

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

PSBA Revision 12/20 © 2020 PSBA

Legal

- [1. 22 PA Code 12.1](#)
- [2. 22 PA Code 12.4](#)
- [3. 22 PA Code 15.1 et seq](#)
- [4. 22 PA Code 4.4](#)
- [5. 24 P.S. 1301](#)
- [6. 24 P.S. 1310](#)
- [7. 24 P.S. 1601-C et seq](#)
- [8. 24 P.S. 5004](#)
- [9. 43 P.S. 951 et seq](#)
- [10. 20 U.S.C. 1681 et seq](#)
- [11. 34 CFR Part 106](#)
- [12. 29 U.S.C. 794](#)
- [13. 42 U.S.C. 12101 et seq](#)
- [14. 42 U.S.C. 1981 et seq](#)
- [15. 42 U.S.C. 2000d et seq](#)
- [16. U.S. Const. Amend. XIV, Equal Protection Clause](#)
17. Pol. 103.1
18. Pol. 113.1
19. Pol. 218
20. Pol. 233
21. Pol. 317
22. Pol. 806
23. Pol. 113.2
24. Pol. 113.3
25. Pol. 218.3

[26. 24 P.S. 1318.1](#)

[27. 20 U.S.C. 1232g](#)

[28. 34 CFR 106.44](#)

[29. 34 CFR 106.45](#)

[30. 34 CFR 106.71](#)

[31. 34 CFR Part 99](#)

[32. 34 CFR 106.30](#)

33. Pol. 113

[34. 34 U.S.C. 12291](#)

[35. 20 U.S.C. 1092](#)

[36. 34 CFR 106.8](#)

37. Pol. 150

38. Pol. 317.1

[18 Pa. C.S.A. 2709](#)

[20 U.S.C. 1400 et seq](#)

[28 CFR Part 41](#)

[28 CFR Part 35](#)

[34 CFR Part 100](#)

[34 CFR Part 104](#)

[34 CFR Part 110](#)

[U.S. Const. Amend. I](#)

Bostock v. Clayton County, 590 U.S., 140 S. Ct. 1731 (2020)

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)

Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)

[Office for Civil Rights - Resources for Addressing Racial Harassment](#)

Pol. 122

Pol. 123

Pol. 138

Pol. 216

Pol. 220

Pol. 247

Pol. 249

Pol. 251

Pol. 252

Pol. 320

Pol. 701

Pol. 815

Pol. 832



103-Attach 1 Report Form.pdf (161 KB)



103-Attach 2 Discrimination.docx (40 KB)



103-Attach 4 ConfidentialityTemplateLetter.docx (21 KB)



103-Attach 3 Title IX.docx (76 KB)



Book	Policy Manual
Section	100 Programs
Title	Discrimination/Title IX Sexual Harassment Affecting Staff
Code	104
Status	First Reading

Authority

The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

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

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

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

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages employees and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal or building administrator. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

If the building principal or building administrator is the subject of a complaint, the complainant or the individual making the report shall direct the report of the incident to the **Compliance Officer**/Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

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

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

Disciplinary Procedures when Reports Allege Title IX Sexual Harassment

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

Administrative Leave –

When an employee, based on an individualized safety and risk analysis, poses an immediate threat to the health or safety of any student or other individual, the employee may be removed on an emergency basis.

An accused, nonstudent district employee may be placed on administrative leave during the pendency of the grievance process for formal complaints, consistent with all rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and in accordance with state law and regulations, Board policy and an applicable collective bargaining agreement or individual contract.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report, and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

Retaliation

The Board prohibits retaliation by the district or any other person against any person for:[\[16\]](#)

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

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the **Compliance Officer**/Title IX Coordinator immediately if they believe retaliation has occurred.

Definitions

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

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

Discrimination

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

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related work performance, including when: [\[9\]](#)

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or
2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or
3. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the **Compliance Officer**/Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the **Compliance Officer**/Title IX Coordinator to sign a formal complaint does not make the **Compliance Officer**/Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. [\[15\]](#)[\[18\]](#)

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. [\[18\]](#)

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to: [\[18\]](#)

1. Counseling or Employee Assistance Program.

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

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following: [\[18\]](#)

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
 - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors: [\[19\]](#)
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
 - b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. [\[19\]](#)
 - c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. [\[20\]](#)
 - d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct

directed at a specific person that would cause a reasonable person to either:[19]

- i. Fear for their safety or the safety of others.
- ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.[14][15][18]

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the [21].

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

{X } Director of Student Services Business Manager as the district's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:

Address: 228 Highland Road, Suite 1; Atglen, PA 19310

Email: chilbolt@octorara.org sdomowicz@octorara.org

Phone Number: 610-593-8238 ext 30519 30515

{ } _____ as the district's Compliance Officer and
_____ as the district's Title IX Coordinator.

~~The Compliance Officer can be contacted at:~~

~~Address:~~

~~Email:~~

~~Phone Number:~~

~~The Title IX Coordinator can be contacted at:~~

~~Address:~~

~~Email:~~

~~Phone Number:~~

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

1. Review - Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions and essential job functions; recruitment materials and practices; procedures for screening applicants; application and interviewing practices for hiring and promotions; district designed performance evaluations; review of planned employee demotions, non-renewal of contracts, and proposed employee disciplinary actions up to and including termination.
2. Training - Provide training for supervisors and staff to prevent, identify and alleviate problems of employment discrimination.
3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school district complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs, and community health resources including counseling resources.
4. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

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

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

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

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

Disciplinary Consequences

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[22][23][24][25]

Reports of Discrimination

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

Reports of Title IX Sexual Harassment

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

PSBA Revision 7/20 © 2020 PSBA

Legal

- [1. 43 P.S. 336.3](#)
- [2. 43 P.S. 951 et seq](#)
- [3. 34 CFR Part 106](#)
- [4. 20 U.S.C. 1681 et seq](#)
- [5. 29 U.S.C. 206](#)
- [6. 29 U.S.C. 621 et seq](#)
- [7. 29 U.S.C. 794](#)
- [8. 42 U.S.C. 1981 et seq](#)
- [9. 42 U.S.C. 2000e et seq](#)
- [10. 42 U.S.C. 2000ff et seq](#)
- [11. 42 U.S.C. 12101 et seq](#)
- [12. U.S. Const. Amend. XIV, Equal Protection Clause](#)
- [13. 20 U.S.C. 1232g](#)
- [14. 34 CFR 106.44](#)
- [15. 34 CFR 106.45](#)
- [16. 34 CFR 106.71](#)
- [17. 34 CFR Part 99](#)
- [18. 34 CFR 106.30](#)
- [19. 34 U.S.C. 12291](#)
- [20. 20 U.S.C. 1092](#)
- [21. 34 CFR 106.8](#)
22. Pol. 317
23. Pol. 317.1
24. Pol. 806
25. Pol. 824

[16 PA Code 44.1 et seq](#)

[18 Pa. C.S.A. 2709](#)

[28 CFR 35.140](#)

[28 CFR Part 41](#)

[29 CFR Parts 1600-1691](#)

[EEOC Enforcement Guidance on Harris v. Forklift Sys., Inc., November 9, 1993](#)

[EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 18, 1999](#)

[EEOC Policy Guidance on Current Issues of Sexual Harassment, March 19, 1990](#)

Burlington Industries, Inc. v. Ellerth, 524 U.S. 742 (1998)

Faragher v. City of Boca Raton, 524 U.S. 775 (1998)

Pol. 320

Pol. 815.

Pol. 832



104-Attach 1 Report Form.pdf (170 KB)



104-Attach 2 Discrimination.docx (40 KB)



104-Attach 3 Title IX.docx (75 KB)

26 Bacton Hill Road, Malvern, PA 19355
P 610-993-9000 F 610-993-9552
www.macadamco.com



PROPOSAL

TO: James Durborow
Octorara School District
228 Highland Road, Suite 1
Atglen, PA 19310

610-593-8238 x30571

March 29, 2024
20240202JJB

jdurborow@octorara.org

JOBSITE: OCTORARA PRIMARY LEARNING CENTER

We hereby propose to furnish, in accordance with specifications or on attached pages, all material, labor and traffic controls necessary to complete the following:

LINESTRIPING: see attached sketch (All Parking Lots)

- Replace all existing markings to include parking stalls, HCP's, arrows, etc.
- Install markings with PPG Premium Traffic Paint

TOTAL COST OF REAR LOT: \$1,080.00

MACADAM COMPANY INC. PA COSTARS# 416409

THIS PROPOSAL IS SUBJECT TO THE CONDITIONS OF PROPOSAL ON THE FOLLOWING PAGE, WHICH CONDITIONS ARE INCORPORATED BY REFERENCE.

Acceptance of proposal & conditions		Respectfully submitted: Jeffrey J Bevevino	
DATE	BY	BY	



Primary Learning Center



CONDITIONS OF PROPOSAL

The following conditions form a part of and shall govern the Proposal Macadam Company, Inc. (the "Contractor") submitted to the Owner, or the Owner's representative, or other entity identified in this Proposal (hereinafter referred to as "Owner").

1. **Acceptance:** The Owner's acceptance of this Proposal shall occur only when the Contractor receives a copy of this Proposal executed by the Owner. At any time prior to acceptance, the Contractor may, by written notice, revoke the Proposal or change the terms of this Proposal, including without limitation, the prices quoted herein. Acceptance by the Owner or notice by the Contractor provided by facsimile transmission followed by delivery of the original shall be acceptable.
2. **Construction Methods:** The Contractor agrees to complete all of the work identified in the Proposal (the "Work") in accordance with the prevailing industry standards. The Contractor shall be solely responsible for and have exclusive control over the means, methods, techniques, sequences and procedures for performing and coordinating the Work, as well as exclusive discretion to determine whether proper conditions exist at the Project to perform the Work.
3. **Schedule:** The Contractor agrees to perform the Work within a reasonable amount of time. The Owner understands that the performance of the Work is contingent upon favorable weather conditions and numerous other factors outside the reasonable control of the Contractor. The Owner, therefore, agrees that the Contractor shall not be Liable for any delays or alleged delays in the performance of the Work.
4. **Concealed Conditions:** If Contractor encounters rock, underground utilities, debris, ground water, underground storage tanks, hazardous materials, or any material or substance regulated by any federal, state, or local law, ordinance or regulation, any other environmental issue or concern, or other concealed conditions that were unknown to the Contractor before submission of this Proposal, the contract price shall be equitably adjusted to compensate the Contractor for any additional Work performed or damages incurred as a result of any concealed conditions. At the Contractor's sole discretion, the Contractor may stop all Work on the Project, until parties have reached an agreement, in writing, concerning any such equitable adjustment, and the Contractor shall have no obligation to perform any Work which, as determined by the Contractor, directly or indirectly involves any environmental risk or hazard.
5. **Changes:** The Owner may request that the Contractor add to, delete from or modify the scope of Work. The Contractor, however, shall have no obligation to proceed with any such change until after the parties have reached an agreement in writing regarding the terms of any such change, including without limitation, the amount by which the contract sum shall be changed.
6. **Payments:** The Contractor will render invoices for labor and/or material supplied to the Project upon completion of all of the Work or at the Contractor's sole discretion, on a monthly basis, for labor or material supplied during the preceding thirty (30) day period. The Owner agrees to pay the full amount of all invoices within fifteen (15) days of the date of such invoice. Interest shall accrue on all overdue payments at the rate of one and one-half percent (1-1/2%) per month, eighteen percent (18%) per annum. Nothing contained herein shall be construed to limit the Contractor's right to recover interest, penalties or other damages under any applicable law, including any public or private prompt payment act.
7. **Suspension of Work:** If the Owner fails to pay any invoice when due, the Contractor may stop all Work at the Project and shall not be obligated to resume work until the invoice is paid in full.
8. **Disputes:** This Proposal shall be governed by the laws of the Commonwealth of Pennsylvania. The forum for all disputes arising under or relating to this Proposal shall be Chester County, Pennsylvania, or such other jurisdiction as is chosen by the Contractor. At the Contractor's sole election, any dispute arising under or relating to the Proposal shall be submitted to arbitration according to the Construction Industry Arbitration Rules of the American Arbitration Association then prevailing, and the award of the arbitrator shall be final and binding upon the parties.
9. **Attorney's Fees/Costs:** Should any dispute arise between the parties to this Agreement, the Owner agrees to pay all expenses incurred by the Contractor to enforce its rights under this Agreement, including without limitation, attorneys' fees, penalties, interest and cost of litigation.
10. **No Waivers:** No act, omission or delay by the Contractor shall constitute a waiver of and of the Contractor's rights or remedies under this Agreement.
11. **Towing:** Owner is responsible for removal of all vehicles from work site prior to the commencement of work. Vehicles not removed from these areas will be towed at the Owners expense.
12. **One Call:** Contractor is not responsible for utilities not marked by the State Utility Locating Service.
13. **No Other Agreements:** This Proposal is the full and final Agreement of the parties, and no other communication between the parties will modify or amend the Agreement, unless any such amendment is offered in writing and agreed to in writing by both parties. The Owner specifically agrees that this Proposal shall govern the rights and obligations of the parties, and the term of this Proposal shall prevail over any inconsistent provisions contained in any other document.
14. **Severability:** If any terms of this Proposal are subsequently or now illegal, they may be severed from the Proposal without affecting the remaining terms.
15. **Payments:** Partial billing for phases of Work will be submitted for payment prior to the completion of the entire job. No retainage will be held by the Owner unless agreed upon in writing prior to the start of Work by the Contractor.
16. **Asphalt Escalation Clause:** Prices are based on the current asphalt index. Prices are subject to increase due to liquid asphalt increases

26 Bacton Hill Road, Malvern, PA 19355
P 610-993-9000 F 610-993-9552
www.macadamco.com



PROPOSAL

TO: James Durborow
Octorara School District
228 Highland Road, Suite 1
Atglen, PA 19310

610-593-8238 x30571

March 29, 2024
20240201JJB

jdurborow@octorara.org

JOBSITE: OCTORARA MIDDLE SCHOOL

We hereby propose to furnish, in accordance with specifications or on attached pages, all material, labor and traffic controls necessary to complete the following:

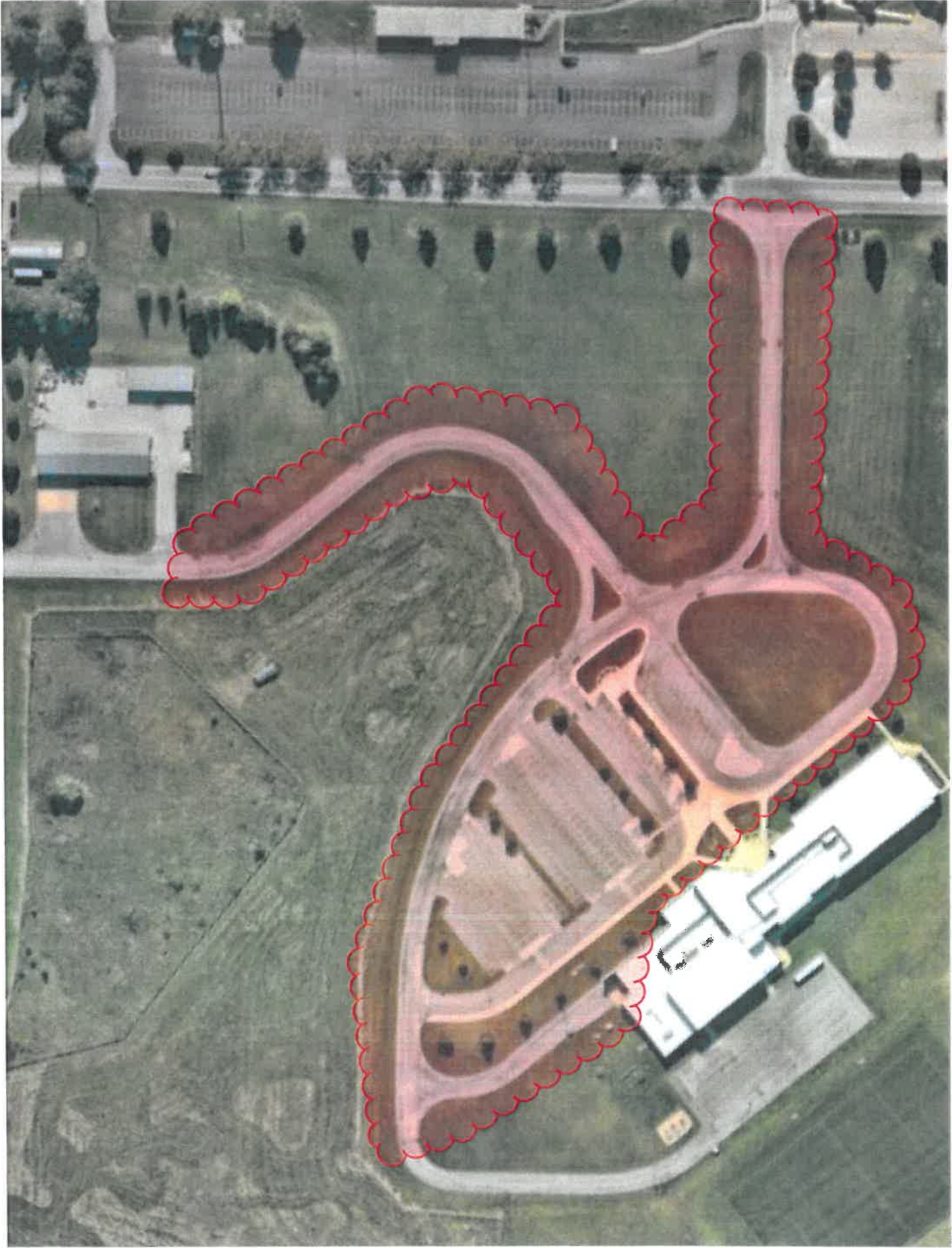
LINESTRIPING: see attached sketch (All Parking Lots)

- Replace all existing markings to include parking stalls, HCP's, arrows, etc.
- Install markings with PPG Premium Traffic Paint

TOTAL COST OF REAR LOT: \$9,370.00

MACADAM COMPANY INC. PA COSTARS# 416409

THIS PROPOSAL IS SUBJECT TO THE CONDITIONS OF PROPOSAL ON THE FOLLOWING PAGE, WHICH CONDITIONS ARE INCORPORATED BY REFERENCE.			
Acceptance of proposal & conditions		Respectfully submitted: Jeffrey J Bevevino	
DATE	BY	BY	



Ocotorara Middle School



CONDITIONS OF PROPOSAL

The following conditions form a part of and shall govern the Proposal Macadam Company, Inc. (the "Contractor") submitted to the Owner, or the Owner's representative, or other entity identified in this Proposal (hereinafter referred to as "Owner").

1. **Acceptance:** The Owner's acceptance of this Proposal shall occur only when the Contractor receives a copy of this Proposal executed by the Owner. At any time prior to acceptance, the Contractor may, by written notice, revoke the Proposal or change the terms of this Proposal, including without limitation, the prices quoted herein. Acceptance by the Owner or notice by the Contractor provided by facsimile transmission followed by delivery of the original shall be acceptable.
2. **Construction Methods:** The Contractor agrees to complete all of the work identified in the Proposal (the "Work") in accordance with the prevailing industry standards. The Contractor shall be solely responsible for and have exclusive control over the means, methods, techniques, sequences and procedures for performing and coordinating the Work, as well as exclusive discretion to determine whether proper conditions exist at the Project to perform the Work.
3. **Schedule:** The Contractor agrees to perform the Work within a reasonable amount of time. The Owner understands that the performance of the Work is contingent upon favorable weather conditions and numerous other factors outside the reasonable control of the Contractor. The Owner, therefore, agrees that the Contractor shall not be liable for any delays or alleged delays in the performance of the Work.
4. **Concealed Conditions:** If Contractor encounters rock, underground utilities, debris, ground water, underground storage tanks, hazardous materials, or any material or substance regulated by any federal, state, or local law, ordinance or regulation, any other environmental issue or concern, or other concealed conditions that were unknown to the Contractor before submission of this Proposal, the contract price shall be equitably adjusted to compensate the Contractor for any additional Work performed or damages incurred as a result of any concealed conditions. At the Contractor's sole discretion, the Contractor may stop all Work on the Project, until parties have reached an agreement, in writing, concerning any such equitable adjustment, and the Contractor shall have no obligation to perform any Work which, as determined by the Contractor, directly or indirectly involves any environmental risk or hazard.
5. **Changes:** The Owner may request that the Contractor add to, delete from or modify the scope of Work. The Contractor, however, shall have no obligation to proceed with any such change until after the parties have reached an agreement in writing regarding the terms of any such change, including without limitation, the amount by which the contract sum shall be changed.
6. **Payments:** The Contractor will render invoices for labor and/or material supplied to the Project upon completion of all of the Work or at the Contractor's sole discretion, on a monthly basis, for labor or material supplied during the preceding thirty (30) day period. The Owner agrees to pay the full amount of all invoices within fifteen (15) days of the date of such invoice. Interest shall accrue on all overdue payments at the rate of one and one-half percent (1-1/2%) per month, eighteen percent (18%) per annum. Nothing contained herein shall be construed to limit the Contractor's right to recover interest, penalties or other damages under any applicable law, including any public or private prompt payment act.
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8. **Disputes:** This Proposal shall be governed by the laws of the Commonwealth of Pennsylvania. The forum for all disputes arising under or relating to this Proposal shall be Chester County, Pennsylvania, or such other jurisdiction as is chosen by the Contractor. At the Contractor's sole election, any dispute arising under or relating to the Proposal shall be submitted to arbitration according to the Construction Industry Arbitration Rules of the American Arbitration Association then prevailing, and the award of the arbitrator shall be final and binding upon the parties.
9. **Attorney's Fees/Costs:** Should any dispute arise between the parties to this Agreement, the Owner agrees to pay all expenses incurred by the Contractor to enforce its rights under this Agreement, including without limitation, attorneys' fees, penalties, interest and cost of litigation.
10. **No Waivers:** No act, omission or delay by the Contractor shall constitute a waiver of and of the Contractor's rights or remedies under this Agreement.
11. **Towing:** Owner is responsible for removal of all vehicles from work site prior to the commencement of work. Vehicles not removed from these areas will be towed at the Owners expense.
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P 610-993-9000 F 610-993-9552
www.macadamco.com



PROPOSAL

TO: James Durborow
Octorara School District
228 Highland Road, Suite 1
Atglen, PA 19310

610-593-8238 x30571

March 29, 2024
20240197JJB

jdurborow@octorara.org

JOBSITE: HIGHLAND ROAD AT SCHOOL DISTRICT

We hereby propose to furnish, in accordance with specifications or on attached pages, all material, labor and traffic controls necessary to complete the following:

****Set up Arrow Board and Safety Devices**

LINESTRIPING: see attached sketch

- Replace all existing markings to include single white lines, Double yellow lines, crosswalks, arrows, etc.
- Install markings with PPG Premium Traffic Paint

TOTAL COST OF REAR LOT: \$4,860.00

MACADAM COMPANY INC. PA COSTARS# 416409

THIS PROPOSAL IS SUBJECT TO THE CONDITIONS OF PROPOSAL ON THE FOLLOWING PAGE, WHICH CONDITIONS ARE INCORPORATED BY REFERENCE.

Acceptance of proposal & conditions				Respectfully submitted: Jeffrey J Bevevino	
DATE		BY		BY	



CONDITIONS OF PROPOSAL

The following conditions form a part of and shall govern the Proposal Macadam Company, Inc. (the "Contractor") submitted to the Owner, or the Owner's representative, or other entity identified in this Proposal (hereinafter referred to as "Owner").

1. **Acceptance:** The Owner's acceptance of this Proposal shall occur only when the Contractor receives a copy of this Proposal executed by the Owner. At any time prior to acceptance, the Contractor may, by written notice, revoke the Proposal or change the terms of this Proposal, including without limitation, the prices quoted herein. Acceptance by the Owner or notice by the Contractor provided by facsimile transmission followed by delivery of the original shall be acceptable.
2. **Construction Methods:** The Contractor agrees to complete all of the work identified in the Proposal (the "Work") in accordance with the prevailing industry standards. The Contractor shall be solely responsible for and have exclusive control over the means, methods, techniques, sequences and procedures for performing and coordinating the Work, as well as exclusive discretion to determine whether proper conditions exist at the Project to perform the Work.
3. **Schedule:** The Contractor agrees to perform the Work within a reasonable amount of time. The Owner understands that the performance of the Work is contingent upon favorable weather conditions and numerous other factors outside the reasonable control of the Contractor. The Owner, therefore, agrees that the Contractor shall not be liable for any delays or alleged delays in the performance of the Work.
4. **Concealed Conditions:** If Contractor encounters rock, underground utilities, debris, ground water, underground storage tanks, hazardous materials, or any material or substance regulated by any federal, state, or local law, ordinance or regulation, any other environmental issue or concern, or other concealed conditions that were unknown to the Contractor before submission of this Proposal, the contract price shall be equitably adjusted to compensate the Contractor for any additional Work performed or damages incurred as a result of any concealed conditions. At the Contractor's sole discretion, the Contractor may stop all Work on the Project, until parties have reached an agreement, in writing, concerning any such equitable adjustment, and the Contractor shall have no obligation to perform any Work which, as determined by the Contractor, directly or indirectly involves any environmental risk or hazard.
5. **Changes:** The Owner may request that the Contractor add to, delete from or modify the scope of Work. The Contractor, however, shall have no obligation to proceed with any such change until after the parties have reached an agreement in writing regarding the terms of any such change, including without limitation, the amount by which the contract sum shall be changed.
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7. **Suspension of Work:** If the Owner fails to pay any invoice when due, the Contractor may stop all Work at the Project and shall not be obligated to resume work until the invoice is paid in full.
8. **Disputes:** This Proposal shall be governed by the laws of the Commonwealth of Pennsylvania. The forum for all disputes arising under or relating to this Proposal shall be Chester County, Pennsylvania, or such other jurisdiction as is chosen by the Contractor. At the Contractor's sole election, any dispute arising under or relating to the Proposal shall be submitted to arbitration according to the Construction Industry Arbitration Rules of the American Arbitration Association then prevailing, and the award of the arbitrator shall be final and binding upon the parties.
9. **Attorney's Fees/Costs:** Should any dispute arise between the parties to this Agreement, the Owner agrees to pay all expenses incurred by the Contractor to enforce its rights under this Agreement, including without limitation, attorneys' fees, penalties, interest and cost of litigation.
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16. **Asphalt Escalation Clause:** Prices are based on the current asphalt index. Prices are subject to increase due to liquid asphalt increases



HEATING • AIR CONDITIONING • PLUMBING

Pennsylvania Home Improvement Contractor: PA 014397



COSTARS Contract #008-342
COSTARS Vendor #138175

April 10, 2024

Mr. Chuck Ankney
Octorara School District
228 Highland Road
Atglen, PA 19310

Re: Replace Lead Boiler.

Dear Mr. Ankney,

Frey Lutz Corp. is pleased to provide this proposal to perform work for Octorara High School. The work herein is priced assuming the work will be performed during regular working hours (Monday to Friday, 7:00 AM to 5:00 PM). We provide a one-year warranty on parts and labor on equipment we furnish. Please review the Scope of Work below.

SCOPE OF WORK:

- Isolate, disconnect, remove and dispose of existing boiler.
- Install new Lochinvar Armor 500,000 BTUH, 99% thermally efficient boiler in same location.
- Connect venting, gas line, drain line with existing condensate neutralizer, Supply and Return lines, high and low voltage wiring, and communications wiring.
- Fill system and verify that it is free of leaks.
- Start up and test boiler per manufacturer recommendations.

SMART TOUCH™ Operating Control

Full-Color Touchscreen LCD Display, Built-in Cascading Sequencer for up to 8 Water Heaters

Building Automation Integration with 0-10 VDC Input

Password Security

Low Water Flow Safety Control & Indication

Inlet & Outlet Temperature Readout

Freeze Protection

Service Reminder

Time Clock

Data Logging- Hours Running- Ignition Attempts- Last 10 Lockouts

Programmable System Efficiency Optimizers

Night Setback

Water Heater Pump Control

Building Recirculation Pump Control

High Voltage Terminal Strip- 120V/1PH/60 Hz (AWH0400-1500)

Low Voltage Terminal Strip- 24 VAC Auxiliary Device Relay

Auxiliary Proving Switch Contacts- Alarm on Any Failure Contacts, Pump Contacts, Runtime Contacts, Tank Thermostat Contacts, Tank Sensor Contacts, Cascade Contacts

Up to 99% Thermal Efficiency

Modulating Burner Turndown Ratio 10:1 Turndown AWH0400NPM-AWH1000NPM

ENERGY STAR Rated

CON·X·US Remote Connect

Direct-Spark Ignition

Low NOx Operation

Sealed Combustion

Low Gas Pressure Operation

Category IV Venting up to 150 Feet

ASME Stainless Steel Heat Exchanger

Gasketless Design

160 psi Working Pressure

Stainless Steel or All Bronze Circulating Pump

On/Off Switch

Adjustable High Limit with Manual Reset

Flow Switch

Inlet & Outlet Temperature Sensors

ASME Temperature & Pressure Relief Valve

Zero Clearance to Combustible Material

Approved for Combustible Floor Installation

1 Year Warranty on Parts

5 Year Limited Warranty (see warranties for details)

Proposal: \$23,875.00

MATERIAL AVAILABILITY: 5 to 7 DAYS

EXCLUSIONS:

- Prevailing wages
- Premium Hours
- Additional parts
- Permits

We thank you for the opportunity to offer this quotation and look forward to working with you in the future. If you find this proposal acceptable, please sign below so that we can set up a schedule for these services.

ACCEPTANCE: _____ **DATE:** _____

The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Proposal may be withdrawn if not accepted within 30 days.

Respectfully Submitted,

Jason Hunnell
Account Manager
Jrhunnell@freylutz.com



ForeverLawn of South Jersey

1214 Ellis Mill Rd. | Mullica Hill, NJ 08062
856.612.5343 | office@sj.foreverlawn.com | www.foreverlawnsj.com

RECIPIENT:

Octorara School District

Octorara Area School District
Georgia, Pennsylvania

Quote #3868

Sent on 04/05/2024

Project Manager Sam DiLorenzo

Total \$15,822.73

Product/Service	Description	Qty.	Total
Playground Grass Ultra	Antimicrobial protection Xstatic technology 3-layer premium backing	915	\$6,560.55
Freight	via common carrier	915	\$404.45*
Support Materials	ss fasteners	854	\$135.00
Site Work	excavate & dispose existing mulch grade & compact subgrade supply & install perimeter boards supply & install geotextile fabric supply & install 4" of crushed stone grade & compact stone	854	\$4,650.00
Grass Installation	secure seams ensure edges are trimmed properly secure edges certify installation	915	\$3,200.00
Note	All site work must be installed prior to FLSJ crew arriving. This includes all shade units, fencing etc must be installed before synthetic grass surfacing commences. Synthetic grass installation will approximately take 3 days. A site visit must take place before grass install. Prevailing wages not included unless otherwise noted.		
Warranty	15-year limited product warranty		

A deposit of \$7,911.37 will be required to begin.

* Non-taxable

*Notes:

- For budgetary purposes only
- An on-site review is necessary to confirm field measurements/finalize details
- based on 14' x 61' area of existing mulch. Existing mulch must be less than or equal to 4". If the mulch is thicker than 4", additional costs will be included for excavation/disposal and crushed stone to replenish
- PREVAILING WAGES NOT INCLUDED

Thank you for this opportunity!

This is a quotation on the goods & services named, subject to conditions below

Subtotal	\$14,950.00
Pennsylvania State (6.0%)	\$872.73
Total	\$15,822.73



ForeverLawn of South Jersey

1214 Ellis Mill Rd. | Mullica Hill, NJ 08062

856.612.5343 | office@sj.foreverlawn.com | www.foreverlawnsj.com

Notes Continued...

and other terms and conditions set forth on the following page:

- Due to the changing costs of materials, this quote is valid for 30 days
- 50% is required to place the order and reserve in the manufacturing and installation schedules
- Balances due upon completion
- Lead time is based off of a per project basis
- 4% processing fee for credit cards

Terms & Conditions

1. Vendor's Responsibilities. ForeverLawn of New Jersey, Inc. DBA ForeverLawn of South Jersey ("Forever Lawn") recognizes and intends to perform the services described herein (the "Services") in accordance with the written terms, specifications and/or drawings, contained or referred to within this document. Forever Lawn reserves the right to renegotiate the terms of any proposal accepted by the customer ("Customer") if pricing or scope of work is affected by changes to any local, state or federal law, ordinance, regulation or statute that may go into effect after this Agreement is executed.
2. Work. Forever Lawn will furnish any materials, labor, equipment and/or subcontractors as Forever Lawn's deems necessary to properly perform the Services.
3. Permits, Authorizations & Safety Responsibilities. This Agreement shall be governed by and construed in accordance with the laws required by State or local law. Each Customer shall be required to obtain any and all permits or other authorizations from the local, state or federal government required for Forever Lawn to perform the Services. In the event of any unlawful activities by the Customer on the location at which Services are being or to be performed (the "Premises"), Forever Lawn reserves the right to cancel this Agreement without refund of any sums paid by Customer.
4. Payment. Customer agrees to pay the total price outlined on the first page of this Agreement, which shall be paid as follows: fifty percent (50%) upon Customer's acceptance of the proposal, which shall be required as a deposit to reserve a manufacturing and installation schedule time, and the balance of all payment upon completion of the Services. Any payments not received by the stated terms will be charged a two percent (2%) per month late charge beginning from the due date and continuing until paid in full. Any amount which becomes more than sixty (60) days past due will force collections and Customer shall be responsible for any legal fees or other costs of collection incurred in an attempt to collect the outstanding sums. Any sums paid by credit card shall be subject to an additional four percent (4%) processing fee.
5. Insurance. Forever Lawn agrees to maintain proper licenses and insurance as required by the State of New Jersey or any other jurisdiction in which the Services are performed.
6. Liability and Indemnification. Forever Lawn will not be held liable to Customer for any personal injury or damage unless caused by the gross negligence or willful conduct of Forever Lawn, its agent or employees, provided, however, that Customer is fully liable for any damage or injury caused directly or indirectly through the actions of Customer, their agents, employees, guests or invitees. Customer agrees to indemnify, defend and hold Forever Lawn harmless from any claims, liabilities, damages, costs and expenses (including reasonable attorneys' fees, costs and disbursements) sustained or incurred for injury to any person or damage to any property on or about the Premises, or in connection with the Services, from any cause whatsoever, unless such injury shall have been caused by the gross negligence or willful misconduct of Forever Lawn, its employees, officers or agents.
7. Successors and Assigns; Assignment. This Agreement shall be binding upon the parties hereto, and their respective successors and assigns and neither party hereto shall be permitted to assign this Agreement to any third party without the other's party's written consent.
8. Severability. If any term or provision of this Agreement, or the application thereof, to any person or circumstance shall, to any extent, be invalid and unenforceable, the remaining terms and provisions of this Agreement, or the application of such terms of provisions to the person or circumstances, other than those as to which are held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
9. Dispute Resolution. Any dispute, claim or controversy between the parties to this Agreement that cannot be amicably resolved within fifteen (15) days of the date on which the dispute, claim or controversy arose, shall at the sole election of Forever Lawn, be submitted to either (1) binding arbitration by a single arbitrator, conducted in accordance with the Commercial Arbitration Rules of the American Arbitration Association and the provisions set forth herein or (2) a court of law with jurisdiction over the dispute in Gloucester County, New Jersey. If arbitration is elected by Forever Lawn, Forever Lawn shall select a competent and disinterested arbitrator and the arbitrator shall determine which of the parties is the prevailing party in the arbitration and shall award the prevailing party its costs and expenses, including all reasonable pre-award expenses, including the arbitrator's fees, administrative fees, travel expenses, out-of-pocket expenses, court costs, witness fees and attorneys' fees. The award of the arbitrator shall be binding on all parties and judgment on the same may be entered in any court having jurisdiction. Each party shall submit to any court of competent jurisdiction for purposes of the enforcement of any award, order or judgment.

Signature: _____ Date: _____



Octorara Area
School District

Hardy, Jill <jhardy@octorara.org>

Fwd: Retention pond clearing

1 message

James Durborow <jdurborow@octorara.org>

Fri, Apr 12, 2024 at 7:44 AM

To: Jill Hardy <jhardy@octorara.org>

Sent from my iPhone

Begin forwarded message:

From: Paul Orner <ornerslandscapes@aol.com>

Date: April 11, 2024 at 9:18:30 PM EDT

To: James Durborow <jdurborow@octorara.org>

Subject: Retention pond clearing

Hello Jim,

I have the quote that was requested for the clearing of the retention pond.

Scope of work

We will clear all brush and trees from inside and around the retention pond. Also removal of old fencing that is around the perimeter of retention pond. Price includes removal off all debris from clearing and also old fence materials.

Total cost will be \$23,050.00

Any stumps that will have to be removed will be an additional cost between \$50-\$100 a piece depending on the size.

Thank you,
Paul Orner
Orner's Tree & Landscape
484-576-7121

Octorara School District

**Proposal for Communications Support
and Communications Audit**

November 29, 2023

Submitted by Trapani Communications



**Trapani
Communications**
Consulting for Schools

INTRODUCTION

Trapani Communications is very pleased to submit this proposal to support the Octorara School District with a variety of communication needs. Superintendent Dr. Steven Leever has shared that he is interested in support for developing a communications plan that includes a comprehensive, strategic approach to improving communications across the district.

For the last 17 years, Trapani Communications has focused on helping school districts and public education organizations effectively communicate and build strong communication infrastructures. Our work has been concentrated across the greater Delaware Valley, including Pennsylvania, New Jersey, New York, and Delaware.

Trapani Communications provides a wide variety of services supported by a unique depth and breadth of understanding of public schools. Our consultancy partners with superintendents, administrative teams, and school boards to strengthen and improve communication infrastructures as well as daily communications. We customize our work to fit the needs of each school district and organization with which we work. Our focus is on creating high-impact and effective communication strategies, messages, and materials.

Our team members include experienced and professional writers, designers, school communications professionals, videographers, and former journalists.

PRINCIPALS

Beth Trapani

With a background as an award-winning newspaper, radio and TV news anchor and reporter in Philadelphia and Pittsburgh (KYW and KDKA), Beth transitioned into school public relations by first supporting school districts in crisis situations. From the other side of the microphone, she coached superintendents on what to expect when dealing with contentious issues. She helped them to craft and shape messages that effectively managed the media as well as built trust from parents, staff and community members. Much of Beth's work has concentrated on proactive issue management that promotes transparency and keeps school districts away from harsh controversy.

- School Communications Consultant and Owner of Trapani Communications
Experienced school communications professional with a broad background in all aspects of school communications, public relations and marketing.
- Regular presenter of school communications workshops for the PA Association of School Administrators statewide trainings and conferences, and several Intermediate Units.
- Award-winning television, radio, and print journalist for KYW Television and Radio in Philadelphia, KDKA Radio in Pittsburgh, the Pittsburgh Post-Gazette newspaper, and numerous other Pennsylvania newspapers and radio stations.

- Graduated with high honors from Carnegie Mellon University, Pittsburgh, with double majors in Professional Writing and Social History.
- Prior to beginning Trapani Communications, Beth worked as an Account Executive for Bellevue Communications, a premier public relations/crisis communications firm in Philadelphia, managing clients such as Temple University Health System, Comcast, the Kimmel Center, and the Oblates of St. Francis de Sales.

Jim Scanlon, Ed.D.

Dr. Jim Scanlon served as a school superintendent for 22 years, most recently for 12 years in the West Chester Area School District. Over the last two decades, Jim and Beth partnered on proactive messaging and strategy in the districts in which Jim worked as a superintendent. Jim is known as a strong, dynamic communicator and an empathetic leader who easily connects with his audiences. Jim also provides strategic education management and leadership consulting, including school board development.

- Lead Facilitator/Lead Teacher for National Superintendent's Certification program for the Pennsylvania Association of School Administrators, through the American Association of School Administrators.
- Educational Consultant focusing on strategy, leadership, school board development, and proactive issue management.
- Superintendent, West Chester Area School District, West Chester, PA - 2009 - 2021
- Superintendent, Brandywine School District, Wilmington, DE - 2006 - 2009
- Superintendent, Quakertown Community School District, Quakertown, PA - 1999 - 2006
- Assistant Superintendent, Neshaminy School District, Langhorne, PA - 1993 - 1999
- Principal, Central Bucks School District, Doylestown, PA and Neshaminy School District - 1989 - 1993
- Teacher, New Hope-Solebury School District, Solebury, PA and South Brunswick Township School District, South Brunswick, NJ - 1981 - 1989
- B.S. in Education - University of Pittsburgh; Master's in Education - Temple University; Doctorate in Education - Temple University
- Active in leadership roles with several statewide educational advocacy organizations including the PA Association of School Administrators. Regularly called by local legislators to testify at state hearings on educational issues.

Other key team members include:

Doug Jones

Emmy-award winner Doug Jones brings more than 35 years of experience in major media markets to our work. Doug is a videographer, editor, producer, and director who combines consummate storytelling abilities with compelling, dynamic professional video production.

Doug worked for decades in major media markets in the Northeast, including New York, Pittsburgh, Philadelphia, Baltimore, and Columbus, Ohio. His experience spans work as a Promotions Director and Creative Director for numerous television stations, including

promotions management at KYW TV and WCAU TV in Philadelphia where he was responsible for managing multi-million-dollar marketing budgets. He has also freelanced internationally and has been a member of numerous national broadcast production teams, including Mister Rogers Neighborhood at WQED in Pittsburgh.

Video storytelling is increasingly important, and Doug understands how to capture and share compelling, meaningful messages.

Sandra Claus

Sandra is an experienced communications and community relations leader with a demonstrated history of working in the primary/secondary education industry. She managed all communications, media, and social media for the Phoenixville Area School District in PA for 12 years. Sandra was responsible for management of the District's Public Access television station, In Community (quarterly magazine), and provided communications counsel for Superintendent and School Board of Directors. She also interfaced with community groups to create and support partnerships benefiting the District. Prior to this, she was director of community partnerships in the Great Valley School District.

PHILOSOPHY OF WORK

Every major decision, issue or change should have a communications component or communications plan. Proactive, thoughtful, inclusive communication can greatly impact the success of an organization or school district's efforts. We believe it's extremely important to communicate through the eyes of the audience. As parents and educators, we understand the parent and staff perspective, and the nuance involved in reaching many different kinds of audiences. We provide meaningful, thoughtful, strategic communication support.

Trapani Communications believes our work must be customized to fit the needs of each client. We work closely with school administrators to determine their communication goals, audiences, and the best timing and sequencing of communication. We take time to get to know each district, administrative team, school community, and their unique needs and perspectives.

SERVICES PROVIDED

- Writing/editing key messages, documents and speeches
- Creating issue-specific communication and marketing plans to ensure messages are carefully crafted and delivered
- Developing graphic overview documents/fact sheets
- Development of dynamic marketing materials
- Directing and producing videos for use as communications tools
- Managing social media campaigns
- Providing support and guidance during crisis situations: developing communication strategies, shaping messages, communicating internally with staff and externally with

parents and the community, and dealing with the media. Beth is available 24/7 and can respond quickly to help address difficult situations

- Creating communications that help to manage change, implement new initiatives, engage the community, and communicate both good and bad news
- Training and mentoring for administrators and other staff (including teaching and support staff) on a variety of communications topics
- Conducting communications audits and needs assessments to determine communication strengths and areas for growth
- Providing media coaching and training
- Facilitating strategic planning and writing strategic plans
- Developing strategies and communications for contract negotiations
- Participating in search/interviews for district-level communications candidates

Every significant change or initiative should have a communications component. From seemingly smaller-scale changes like curriculum or grading changes to larger initiatives like the introduction of a new program, redistricting, or a district-wide building project, Trapani Communications is prepared to support the efforts of any educational organization or entity. We create communications and marketing plans, as well as collateral materials needed to help effectively gather input and share the important that is most information to key audiences and communities.

We begin by assessing the change, initiative, project, or problem: A communication and/or marketing plan is drafted that ensures transparent, effective communication is considered from the outset, and that each team of administrators and educators is involved and informed. We develop graphic fact sheets, overviews, talking points, one-pagers, FAQ's, videos, letters, mailers, website materials, press releases, and social media campaigns that will cover every aspect and facet of the issue. We provide multiple levels of support, and will work closely with your team to ensure the materials we develop fit your needs.

SCOPE OF WORK

Communications Audit

A communications audit helps to evaluate and measure which strategies and tactics work best for a school district's unique internal and external audiences, as well as to identify deficits and areas where growth is possible. An audit can help in the development of a full communications plan that can be aligned with the district's strategic plan. It can also help to prioritize the work of the district's communications and/or administrative team.

Trapani Communication's audits help districts to:

- Assess, build, and improve upon their communication infrastructure and systems
- Address both proactive and reactive communications
- Communicate during times of change – new initiatives, new regulations, change in protocols, procedures, etc.
- Find critical breaks in internal communication that often cause operational issues, and strengthen internal communication
- Update and align communication efforts district-wide
- Focus on student achievement and the many positive stories the district has to tell
- Take advantage of social media and other technology to communicate
- Help the school board and superintendent to improve communication with the community
- Develop plans to communicate during a crisis

Research is an important foundational step in writing a communications plan, as it helps to form goals and set priorities. Without it, communication efforts can become scattershot and misdirected. A communications audit provides that research through a comprehensive review of current communication vehicles and structures, as well as an independent look at communication challenges, strengths, and opportunities.

Attached is a timeline and suggested scope of work for a communications audit for the Octorara School District. *This can be modified according to your schedule and needs.*

Suggested Scope of the Audit and Plan

January 2024: Discussions with District Administrators/ Review of existing communications:

We will request a discussion with District Administration about the state of communications, including communications goals, challenges and resources in District. These discussions would help us to develop questions for the focus groups as well as for surveys. We would discuss the composition of focus groups and the importance of selecting appropriate participants. We would also like to review websites, newsletters, letters home to parents, board communications, etc.

Approximate Time Required: 5 hours

January through March 2024: Facilitation of Focus Groups:

We will work with administrators to schedule and run in-person focus groups. At the conclusion of the focus groups, we will write a detailed summary to include in the communications audit.

Time Required Per Group (facilitating each group, transcription, analysis): 3 hours

Suggestions for focus group structure:

1 elementary parent group

1 secondary parent group

Administrative staff

Teaching staff – elementary

Teaching staff – secondary

Support staff

Custodial/cafeteria staff

High school students

Community group

School Board

Approximate Time Required for 10 Groups: 30 hours

March/April 2024: Analysis of Focus Groups and Development of Surveys:

We will analyze the findings from the focus groups, as well as our discussions with district officials, and work to develop survey questions for staff, parents, and community members.

Approximate Time Required: 15 hours

April/May 2024: Surveys issued to Staff, Parents, Students, Community:

When the surveys are completed, we will provide summaries and an analysis of them, to be included in the Communications Audit.

Approximate Time Required: 25 hours

June/July 2024: Written Communications Audit and Framework for Plan:

We will provide a detailed communications audit that would include summaries from focus groups, surveys, materials, and conversations. The audit will include actionable, efficient suggestions for improvements to communications.

We will work with District administrators to develop a simple, effective, actionable communication plan that would include goals, strategies, timelines, and evaluations.

Approximate Time Required: 35 hours

Approximate Total Time Required for Audit and Development of Communications Plan: 110 hours. Hourly Rate: \$150

Approximate Estimate for Cost of Communications Audit and Plan Development: \$16,500

**Mileage from West Chester to Octorara billed at the federal reimbursement rate.*

Communications Workshop for Administrators

Trapani Communications will meet with Superintendent Steven Lever to determine goals for an in-person administrative workshop/training on communications. Beth Trapani will facilitate an interactive session that would introduce administrators to the concepts of successful, strong school communications. Administrators would have an opportunity to collaborate in a series of table-top exercises focusing on school communication scenarios.

Development and facilitation of a three-hour session with administrators = **\$1,500**

**Mileage to/from Trapani Communications in West Chester, PA, would be billed at the federal reimbursement rate.*

Communications Work, as needed

Trapani Communications is available to support Octorara in the development of a variety of materials and needs, including crisis support, communications strategy support, and the development of communications plans.

Work is billed at a rate of **\$150/hour**. Most crisis matters/communication needs only require a few hours of support. All work is billed on a monthly basis, as performed, and no retainer is required.

**Mileage to/from Trapani Communications in West Chester, PA, would be billed at the federal reimbursement rate.*

REFERENCES/RECOMMENDATIONS

Dr. Mark DiRocco, former Executive Director of Pennsylvania Association of School Administrators: *"Beth Trapani is one of the foremost experts in the field today providing excellent guidance and practical advice to school leaders in their communications with all district stakeholders. PASA has engaged Beth in a variety of professional development presentations for our members and she has always been well received by participants. Beth also consults with PASA's PLUS Caucus providing sound communication ideas and advice for their advocacy efforts. Her work is exemplary and highly regarded. Beth Trapani is a skilled professional consultant with the experience and wisdom to assist school leaders in all aspects of effective school system communications."*

Dr. Frank T. Gallagher, Superintendent, Souderton Area School District: *"Beth is the quintessential professional and has taken our district to the next level in public relations. She has been instrumental in getting us through the pandemic with crisis communication experience and community outreach, while still promoting our district in a positive way. She's a great asset to any administrative team."*

Dr. Regina Speaker, Montgomery County Intermediate Unit Director and Former Superintendent of Great Valley School District: *"I have worked with Beth very closely on internal and external communications, teacher negotiations, and public relations/ crisis response. In all cases, Beth has been an amazing, invaluable asset to the Great Valley School District and to me personally. Beth's experience, talent, and incredible skill in establishing, building, and maintaining rapport with multiple stakeholders throughout the organization has enhanced the ability of the entire system to build capacity in many areas. As a Superintendent, I cannot overstate my gratitude and appreciation for the support and guidance of Beth Trapani. She has an amazing, innate ability to analyze situations from multiple perspectives and provide concise, expert responses to critical, time-sensitive situations."*

Dr. Marc Bertrando, Garnet Valley School District Superintendent: *"Beth's guidance and expertise was invaluable as our district faced an extremely difficult situation. Having the comfort of knowing that I had the support of a dynamic and experienced former newscaster allowed me to focus on the local and immediate needs of my district. She not only assisted with district communications, but she was also a valuable confidant with whom I could brainstorm ideas and plans. With the multitude of roles for which a superintendent is responsible, Beth makes a tough job easier!"*

Dr. Joe O'Brien, former Chester County Intermediate Unit Director: *"Beth is one of the very best communication consultants in the field. Beth specializes in educational issues, and she has a tremendous bank of resources available to help any school district and/or any Superintendent who may need assistance on a communications issue. As a customer, I can tell you that Beth is one of the key people I would want in a room to help me with any serious communication issue."*

Mark Klein, Esq., Retired Council Rock Superintendent: *"Beth has outstanding insights into the communication needs of school districts. She has both the specific knowledge about school district governance and a unique insight into communication – both specific to a community and in a larger context through media outlets. In Beth's work with Council Rock, she has helped us to develop specific media for our use on our cable channel, has written press releases, has advised on issues like student suicide, MRSA, and bomb threats. As she has helped me to hone the communication stream in Council Rock, I know she would offer the same insights and expertise to any administrator in our state."*

Adriene M. Irving, Director of Legislative and Community Services, Delaware County Intermediate Unit: *"I was immediately impressed with Beth's professionalism, knowledge, experience and ability to communicate. The workshop she ran for us was well organized and very useful, and helped us to better understand why good communication is essential. Her insightful presentation was witty and informative,*

and provided participants with a blueprint to begin thinking about improving how we communicate, not only with one another, but with all of our stakeholders. The evaluations were all very positive and one common concern is that there wasn't enough time – the staff wanted more!"

Samples of Work Provided Upon Request

CLIENTS INCLUDE:

Avon Grove School District	Medford Township Public Schools
Bala House Montessori School	The Miquon School
Bordentown School District	Montgomery County Intermediate Unit
Boyetown Area School District	New Castle County Vo-Tech School District
Brandywine School District	New Hope-Solebury School District
Carlisle Area School District	PA Association of School Administrators
Centennial School District	Pemberton Township School District
Central Bucks School District	Penn-Delco School District
Central Intermediate Unit-10	Pennsylvania League of Urban Schools
Chambersburg Area School District	Pitman Public Schools
Cheltenham School District	Pottsgrove School District
Chester County Intermediate Unit	Quakertown Community School District
Chester-Upland School District	Radnor Township School District
Coatesville Area School District	Rapp Strategies
Collegium Charter School	Ridgewood Public Schools
Colonial School District	Rose Tree Media School District
Council Rock School District	School District of Haverford Township
Dallastown Area School District	Shamokin Area School District
Delaware County Intermediate Unit	Shikellamy School District
Delaware Teacher's Academy	Souderton Area School District
East Greenwich School District	Southesast Delco School District
Edgemont Union-Free School District	Spring-Ford Area School District
Garnet Valley School District	Stroudsburg Area School District
Great Valley School District	Souderton Area School District
Harrisburg School District	Substitute Teacher Services
Kennett Consolidated School District	Unionville-Chadds Ford School District
Jenkintown School District	University of Pennsylvania, Graduate School of
Krapf Bus Company	Education, Center for School Study
Kutztown Area School District	Upper Perkiomen School District
LEARN - Leaders for Educational Accountability	Wallingford-Swarthmore School District
and Reform Network	Whitehall-Coplay School District
Lower Moreland School District	Wissahickon School District
Mahanoy Area School District	21 st Century Cyber Charter School
Medford Lakes School District	

CONTACT

Beth Trapani

Beth@trapanicommunications.com

215-360-2733

21 Oak Tree Hollow Road

West Chester, PA 19382

EARLY NOTIFICATION OF RETIREMENT INCENTIVE PLAN - DRAFT

The Board of Directors of the Octorara Area School District agrees to offer an early retirement notification incentive to teachers who are full-time employees, with a minimum of thirteen (13) years' experience as recognized by the Pennsylvania Public School Employees Retirement System (PSERS) and be eligible to retire under the PSERS. The employee must have a minimum of 13 years working in the district and be retiring in the PSERS system. The employee must make more than an annual base salary of \$75,000.

Prior to April 22, 2024, the eligible staff member who wishes to receive this incentive shall tender their irrevocable letter of resignation specifying the intention to retire from the Octorara Area School District and public-school service at the end of the 2023-2024 school year. Following the 2023-2024 school year, notification to the District of retirement will be no later than February 15 of the given school year (February 15, 2025 and February 15, 2026). In order to be eligible for this incentive, the employee must complete the school year to the last student day.

The retirement notification incentive will be a non-elective District contribution of Fifteen Thousand Dollars (\$15,000) paid into a 403(b) or HSA account in his/her name. This yearly non-elective contribution shall be paid out in \$5,000 increments on June 30 of each year for three years. This non-elective contribution shall be subject to the contribution and timing limits established by the Internal Revenue Service pursuant to the Internal Revenue Code Section 403(b) and all regulations thereunder. Any amounts that are not eligible to be deposited into an HSA account due to these limits shall then be deposited into a 403B account established by the employee.

It is the employee's responsibility to establish a 403(b) account with a District approved vendor prior to their official retirement date and provide vendor and account information to the business office.

In addition, the Board of Directors of the Octorara Area School District agrees to offer an early retirement notification incentive to support staff who have at least 15 consecutive years of service to the district. The district will pay a one time amount of \$150 per full year that the employee served the district. In order to be eligible for this incentive, the employee must complete the school year to the last teacher day and must notify the district by April 22, 2024. Following the 2023-2024 school year, notification to the District of retirement will be no later than April 1 of the given school year (April 1, 2025 and April 1, 2026). In order to be eligible for this incentive, the employee must complete the school year to the last student day.

Retirees are eligible to participate in the Medical Insurance Program for the professional employees of Octorara Area School District until the age of 65 years. Retiring employees under this Incentive Plan shall also be eligible for all qualified retirement benefits under the collective bargaining agreement currently in place between the Octorara Area School District and the Octorara Area Education Association.

The employee shall notify the District which account to have the funds deposited under this plan by May 1 of the school year of retirement. The Superintendent is the arbiter of this plan on behalf of the School Board of Directors.

This incentive offer shall expire on June 30, 2024

EARLY NOTIFICATION OF RETIREMENT INCENTIVE PLAN - April 12, 2024