

ww 01/17/25
Bd App 02/13/25

**MINUTES
CANTON AREA SCHOOL DISTRICT
JANUARY 9, 2025**

The regular meeting of the Canton Area School District Board of Education was held in the Canton Jr/Sr High School Library on Thursday, January 9, 2025 at 5:00 p.m.

MEETING CALLED TO ORDER

Our President, Mrs. Judy Sourbeer, called the meeting to order, welcomed all in attendance, and reminded the audience to please sign in if they had not done so.

All stood and recited the Pledge to the Flag.

BOARD MEMBERS PRESENT

Mrs. Judy Sourbeer, President; Mr. Ryan Allen, Mr. John Ambruch, Mr. Dave DeCristo, Mr. Bill Holland, Mrs. Arica Jennings, Mrs. Sarah Neely, and Mr. Denny Sourbeer.

OTHERS PRESENT

Dr. Amy Martell, Superintendent; Mr. Mark Jannone, Business Manager/Board Secretary; Mr. Michael Wells, Elementary School Principal; Mr. Donald Jacopetti, High School Principal; Attorney Cassie Blaney, District Solicitor; Mrs. Amy Repard, Special Education Supervisor; Mr. Matt Jennings and Mrs. Sherry Lambert, newspaper reporters; and Ms. Cinda Dewey.

MINUTES

A motion was made by Mrs. Saray Neely and seconded by Mr. Denny Sourbeer to approve the minutes of the Reorganization Board Meeting of December 5, 2024.

Voice Vote: All eight members present voted yea.
Mr. Tom Resavage was absent.
Motion carried.

REPORTS

Superintendent

Dr. Amy Martell, Superintendent, reported on the following items:

- Reminded the board that a Buildings and Grounds Committee meeting needs to be scheduled to discuss the facilities improvement grant of \$500,000. The potential plan is to overhaul both chillers by TRANE.
- The district purchased nine mega bags of playground tire mulch to replenish the mulch that actually "walks away" on the bottoms of shoes or is dispersed into the surrounding areas. A certain amount of mulch is needed to keep it safe for our students. The Bradford-Tioga County Head Start donated \$5,000 towards the purchase of this mulch. The total cost was \$9,000.
- It has been observed that speeding beyond the 10-mph limit has been occurring when families are headed to the elementary school for morning drop off. In addition, there have been a number of parents dropping off in areas not designated for drop off. In the morning there is heavy traffic of cars and buses, students crossing the street and riding bikes, as well as small children who tend to dart around on the sidewalks. We all must remember to drive cautiously to avoid accidents and to keep our students safe by dropping them off at the proper drop-off locations.
- BOCCE season started with a win against Troy. The next match is January 15th at Liberty.
- The Federal Monitoring Final Report Notice for Canton Area School District indicates we passed and are commended for our hard work to provide support and services to our students. Dr. Martell shared information about this monitoring.
- Last school year, Mrs. Essick had several students featured in writing competitions. Their works were published in two books. Dr. Martell shared these works.
- The Pennsylvania School Board Association donated the book *Buddy Bench* written by Patty Brozo and illustrated by Mike Deas, to our elementary library in appreciation of our district's

commitment to student success.

CITIZEN RECOGNITION – AGENDA RELATED

There were no comments.

BUSINESS

Treasurer's Report

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the Treasurer's Report as presented for December 31, 2024. (A copy is in the supplemental file.)

Roll Call Vote: All eight members present voted yea.
Mr. Tom Resavage was absent.
Motion carried.

Bills

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the bills for December.

Roll Call Vote: All eight members present voted yea.
Mr. Tom Resavage was absent.
Motion carried.

Tax Additions, Exemptions and Exonerations

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the tax additions, exemptions and exonerations.

Roll Call Vote: All eight members present voted yea.
Mr. Tom Resavage was absent.
Motion carried.

Transportation Changes

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the transportation changes.

Roll Call Vote: All eight members present voted yea.
Mr. Tom Resavage was absent.
Motion carried.

2025/2026 Bids

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to authorize advertising of bids related to the 2025/2026 school year.

Roll Call Vote: All eight members present voted yea.
Mr. Tom Resavage was absent.
Motion carried.

2024/2025 Spring Sports Bid

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the 2024/2025 Spring Sports Bid in the amount of \$6,902.33.

Roll Call Vote: All eight members present voted yea.
Mr. Tom Resavage was absent.
Motion carried.

Audit

A motion was made by Mr. Denny Sourbeier and seconded by Mr. Ryan Allen to accept the 2023/2024 financial audit as presented by EFPR Group.

Roll Call Vote: All eight members present voted yea.
Mr. Tom Resavage was absent.
Motion carried.

Agreement

A motion was made by Mr. Denny Sourbeier and seconded by Mr. Ryan Allen to approve the Website Hosting Agreement between BLAST IU 17 and Canton Area School District.

Roll Call Vote: All eight members present voted yea.
Mr. Tom Resavage was absent.
Motion carried.

Act 1 Resolution

A motion was made by Mr. Denny Sourbeier and seconded by Mr. Ryan Allen to accept the Act 1 Resolution which certified that the board will not raise any school district tax for the 2025/2026 budget at a rate that exceeds the 7.7% index.

Roll Call Vote: All eight members present voted yea.
Mr. Tom Resavage was absent.
Motion carried.

Resolution

A motion was made by Mr. Denny Sourbeier and seconded by Mr. Ryan Allen to approve the resolution setting tax collectors' commissions for 2026 - 2029 at \$0.65 per bill.

Roll Call Vote: All eight members present voted yea.
Mr. Tom Resavage was absent.
Motion carried.

PERSONNEL

Revised Start Date

A motion was made by Mrs. Arica Jennings and seconded by Mr. John Ambruch to approve the revised start date for Garrett Wesneski from January 14, 2025 to January 13, 2025.

Roll Call Vote: All eight members present voted yea.
Mr. Tom Resavage was absent.
Motion carried.

New Hire

A motion was made by Mrs. Arica Jennings and seconded by Mr. Tom Ambruch to approve the hiring of Alexa Dapp, Cafeteria Long-Term Substitute, at \$15 per hour, effective 1/13/25.

Roll Call Vote: All eight members present voted yea.
Mr. Tom Resavage was absent.
Motion carried.

Unpaid Days

A motion was made by Mrs. Arica Jennings and seconded by Mr. John Ambruch to approve unpaid days for the month of December 2024, for the following employees:

- a. Employee #1898, 14 days
- b. Employee #1917, ½ day

Roll Call Vote: All eight members present voted yea.
Mr. Tom Resavage was absent.
Motion carried.

Retirement

A motion was made by Mrs. Arica Jennings and seconded by Mr. John Ambruch to accept the following retirement:

- a. Trina Beers, 3rd grade Teacher, effective May 31, 2025 with 31 years of service to the district.

Roll Call Vote: All eight members present voted yea.
Mr. Tom Resavage was absent.
Motion carried.

Volunteer List Additions

A motion was made by Mrs. Arica Jennings and seconded by Mr. John Ambruch to approve the following additions to the volunteer list; all required paperwork has been completed:

- a. Brock Matthews, Boys' Basketball, retroactive to 12/10/24
- b. Becca Ross, Softball, retroactive to 12/20/24
- c. Lianne Landis, High School, retroactive to 12/27/24
- d. Jan Rumsey, PTA and CHS/CES field trips, retroactive to 1/02/25
- e. Tim McAninch, Track, retroactive to 1/07/25
- f. Leah Strong, Track, retroactive to 1/07/25

Roll Call Vote: All eight members present voted yea.
Mr. Tom Resavage was absent.
Motion carried.

FINANCE/POLICY

Second Reading

A motion was made by Mr. Ryan Allen and seconded by Mr. Denny Sourbeer to approve the second reading of the following new/revised policies:

- a. No. 005 Organization (revised)
- b. No. 202 Eligibility of Nonresident Students (revised)
- c. No. 236.1 Threat Assessment (revised)
- d. No. 254 Educational Opportunity for Military Children (revised)
- e. No. 308 Employment Contract/Board Resolution (revised)
- f. No. 607 Tuition Income (revised)
- g. No. 611 Purchases Budgeted (new)
- h. No. 805.2 School Security (revised)
- i. No. 810 Transportation (revised)
- j. No. 820 Identification Badges (new)
- k. No. 823 Opioid Antagonist (revised)
- l. No. 831 Electronic Searches (revised)

Roll Call Vote: All eight members present voted yea.
Mr. Tom Resavage was absent.
Motion carried.

First Reading

A motion was made by Mr. Ryan Allen and seconded by Mr. Denny Sourbeer to approve the first reading of the following revised policies:

- a. No. 610 Purchases Subject to Bid/Quotation
- b. No. 616 Payment of Bills

Roll Call Vote: All eight members present voted yea.
Mr. Tom Resavage was absent.
Motion carried.

OTHER ITEMS

2025/2026 Calendar

A motion was made by Mrs. Arica Jennings and seconded by Mrs. Sarah Neely to approve the 2025/2026 Canton Area School District Calendar.

Roll Call Vote: All eight members present voted yea.
Mr. Tom Resavage was absent.
Motion carried.

Quarterly Reports

A motion was made by Mrs. Arica Jennings and seconded by Mrs. Sarah Neely to approve the second quarter Central Treasury reports for the Canton Elementary School and the Canton Jr/Sr High School.

Roll Call Vote: All eight members present voted yea.
Mr. Tom Resavage was absent.
Motion carried.

Agreement

A motion was made by Mrs. Arica Jennings and seconded by Mrs. Sarah Neely to approve the Letter of Collaborative Agreement between Canton Area School District and Merakey.

Roll Call Vote: All eight members present voted yea.
Mr. Tom Resavage was absent.
Motion carried.

Field Trip Requests

A motion was made by Mrs. Arica Jennings and seconded by Mrs. Sarah Neely to approve the following overnight field trip requests:

- a. From Tammy MacWhinnie, January 22 - 24, 2025, to Berwick High School for District Band.
- b. From Tom Hojnowski, February 15 - 16, 2025, to Harrisburg for the ACES Leadership Conference.

Roll Call Vote: All eight members present voted yea.
Mr. Tom Resavage was absent.
Motion carried.

CITIZEN RECOGNITION - NON-AGENDA RELATED

There were no comments.

Announcements

There was an Executive Session prior to the Board Meeting, at 4:45 p.m., to discuss personnel matters.

The next Board Meeting will be held Thursday, February 13, 2025, at 5:00 p.m. in the Canton Jr/Sr High School Library, Canton, PA.

Meeting Adjourned

A motion to adjourn was made by Mr. Bill Holland and seconded by Mr. Ryann Allen.

Voice Vote: All eight members present voted yea.
Mr. Tom Resavage was absent.
Motion carried.

Mrs. Sourbeer adjourned the meeting at approximately 5:22 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone
Business Manager/Board Secretary

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Canton Area School District
509 E. Main Street
Canton, Pa 17724

Dear Canton Area School Board Members,

LETTER OF AGREEMENT WITH INDEPENDENT CONTRACTOR

LOCATION OF SERVICE TO BE PERFORMED: Canton, Pa and CASD parking area or area designated by the student driver/parents.

DESCRIPTION OF SERVICE TO BE PERFORMED: Providing behind the wheel training to qualifying students.

COMPENSATION: There is no cost to the school district.

THIS AGREEMENT is made as of June 1, 2025, by and between Canton Area School District hereinafter called "CASD," and Mac's Driving Academy hereinafter called "Independent Contractor" for the work or services described above and is subject to the following conditions:

1. The Independent Contractor agrees to conduct the performance of the work or services described above in a workmanlike and professional manner and in conformity with all laws, rules, regulations and codes of ethics binding upon or applicable to one doing the type of work or services provided for herein.
2. It is agreed between the parties that the Independent Contractor will be responsible for his equipment, transportation, insurance, and all of his own expenses in connection with the furnishing of the work or services described above, and will pay his own and his employees' FICA and other taxes. As part of this Agreement, the Independent Contractor warrants that he has sufficient Workers' Compensation insurance in place to cover his employees working at the above location and performing the work or services pursuant to or in connection with this Agreement.
3. It is distinctly understood and agreed that the Independent Contractor is not an employee, servant or agent of CASD, but is an Independent Contractor on his own.

CASD (or designated representative)

CASD Superintendent

INDEPENDENT CONTRACTOR

Tim A McAninch
Mac's Driving Academy, LLC/Owner

**END-OF-COURSE SKILLS TEST
INSTRUCTOR CERTIFICATION**



INSTRUCTOR INFORMATION

Name: Tim A McAninch Driver License #: 21 838 366
Home Address: 14 Troy St. PO Box 73 Canton, PA 17724 Instructor Number: 48278
Email Address: tmeaninc@gmail.com Phone #: 570 404 7315

SCHOOL DISTRICT INFORMATION (ONE FORM PER SCHOOL)

Name of School: Canton School District County: Bradford
School Address: 509 E. Main St Canton Pa 17724 Contact Person: Dr Amy Martell
(at school district)
Phone #: 570 673 3191 Email: amartell@canton.k12.pa.us
(contact person's number) (contact person's email)

AFFIDAVIT FOR CERTIFICATION AS AN INSTRUCTOR

I swear and affirm that I have been provided with a copy of the EOCST Program requirements. I understand and agree that failure to administer the training program as prescribed by these documents may result in the decertification of my instructor testing privileges.

Tim A. McAninch INSTRUCTOR SIGNATURE 1/14/2025 DATE

SCHOOL DISTRICT SUPERINTENDENT INFORMATION

Each statement must be initialed by the School District Superintendent.

- I swear and affirm that this instructor has an agreement with this School District to conduct the EOCST on behalf of the School District. I have been provided with copies of the EOCST Program requirements and I understand the roles and duties of an EOCST instructor.
- I understand that failure to administer the training program as prescribed by these documents may result in the decertification of the instructors testing privileges.
- I understand the instructor meets all necessary EOCST Program requirements to administer the EOCST to the students currently enrolled in my School District.
- I understand that all EOCST program-related documents will be maintained securely within my School District facility in a locked file cabinet.
Location of locked file cabinet: _____

Name (please print): Amy Martell Phone Number: 570 673 3191
Superintendent Signature: _____ Date: Feb 13, 2025



**END OF COURSE SKILLS TEST
PROGRAM REQUIREMENTS**

Enclosure #2

PROGRAM OVERVIEW

The End Of Course Skills Testing (EOCST) program affords high school students, who are enrolled in a Department of Education-approved driver's education program, at or through their school district, an opportunity to take their driving test the last half-hour of the 6-hours of behind the wheel instruction, provided the requirements contained within this document are met. The high school for the school district will be considered the designated test center for the purposes of this program for their students. The EOCST is equivalent to the driver's test given at the Driver License Centers and the Third-Party testing locations. The school district or the EOCST Instructor may not charge any fees for the EOCST test. Testing requirements and scoring procedures will be provided by the Department of Transportation. The test will consist of maneuvers which include; starting the vehicle, stopping, turning, parallel parking, and other general driving behaviors.

The Department acknowledges that some School Districts have contracted their driver's education program out to a Private Driver Training School, Intermediate Unit or a Community College. In those cases, the School District is still responsible for the oversight of this EOCST program and must provide written authorization to the Department for any EOCST Instructors who will be providing the EOCST to their students, even if that EOCST Instructor is not employed by the school district.

PROGRAM REQUIREMENTS

- The test may only be administered to students enrolled in your school's driver education program who have successfully completed the 30 hours of in-classroom theory or 30 hours of a web-based theory program approved by the Department of Education.
- Student's must have 65 hours of behind the wheel skill-building completed and must have the parent/guardian form completed prior to testing.
- Student's must meet state licensing requirements to be eligible to participate in this program.

- The test will be given during the last half-hour of the six hour on-road instruction. No additional time is required unless warranted by the EOCST Instructor and approved by the school district.
- Testing may only be done during daylight hours.
- Testing family members or friends is not permitted.
- The school district may set administrative conditions and limitations for the program as long as they do not conflict with Department requirements and are applied equally.
- The EOCST Instructor must either be employed by the school district or have a written agreement with the school district to administer the EOCST to the district's students.
- The school district is responsible to notify the Department immediately if an EOCST program instructor retires or separates from employment.
- Both the EOCST Instructor and the Superintendent of the school district must review the program requirements and sign the acknowledgements on the EOCST Instructor certification form. This form must be signed by the EOCST Instructor and the superintendent of the school district that is providing authorization to administer the ECOST program to their students.
- All EOCST instructors will be audited by the Department to ensure they are administering the test and scoring correctly, as well as retaining the proper paperwork.
- All EOCST program documents are to be secured, in a locked cabinet, at the school district location daily. In no case should any documents containing customer information be secured in a vehicle, a place of residence, or a personal computer.
- School districts must retain EOCST program documents for 1 year. All files are to be purged in a secure manner.
- The Department reserves the right to require electronic posting of EOCST results through a Department-approved electronic process at a future time as determined by the Department.
- Instructors participating in the EOCST program, may not participate in the Department's Third Party Non CDL testing program.

EOCST INSTRUCTOR REQUIREMENTS

- The EOCST instructor must be certified by the Department of Education to conduct driver's education in Pennsylvania.

- Annual re-certification Process:
 - The EOCST Instructor certification form must be completed. This form must be signed by the EOCST Instructor and the superintendent of the school district that is providing the EOCST Instructor authorization to administer the EOCST program to their students. If the EOCST Instructor has authorization for multiple schools, this form is required for each school.
 - Provide a copy of your valid certificate issued from the Department of education indicating you are certified to conduct driver's education in Pennsylvania.
 - Any EOCST examiner working directly with persons under the age of 18 must obtain child abuse clearance. Please provide a valid copy of your Child Abuse Clearance certificate.
 - The EOCST Instructor must sign a Department record information Confidentiality Policy statement.
 - Provide all test route requirements. (if your test route has changed from the previous test route you submitted or if you are adding additional tests routes; please include an updated test route map and narrative, including the location you intend to use as your parallel parking area.
 - Attend a Department EOCST program instructor recertification training session. Please note: All necessary documents (listed above), must first be submitted and approved by the Department prior to attending the training.

- Must be at least 21 years of age.
- Instructor is not permitted to administer the test prior to the 'test eligibility date' (on the permit) or after the permit expiry date.
- Instructor must administer a minimum of 12 tests per year. The instructor may submit a request for waiver of the minimum test requirements. This request must provide clear justification on why the waiver is being requested.
- Instructor may allow up to 2 students in a vehicle if directed by the school district.
- Instructor may not charge for the test. If the student is not ready at the time of testing or does not pass, instructors may not provide additional testing time for a fee. Lab fees and contract fees may be charged as usual, but the instructors may not use this program to increase those fees or to begin charging those fees.
- If an instructor believes a student is not ready to take the test at the appointed time, the test does not have to be administered. If the school allows, the instructor may take more time with a student to provide necessary instruction. If a student does not want to take the test from the instructor for licensing purposes, the student will have the option of going to a Driver License Center.
- Instructor is responsible for submission of all tests results (pass and fails) and parental/guardian forms to the Department the same day or within 24 hours of the exam.
- Instructor must ensure that all EOCST program documents are secured at the affiliated school district location daily. Instructors that administer test to multiple school districts must ensure that all documents are securely maintained at the school where the student is enrolled. In no case, should any documents containing customer information be secured in a vehicle, a place of residence, or a personal computer.
- Instructor must have a Department approved test route for all school district students.
- All EOCST instructors will be audited by the Department to ensure they are administering the test and scoring correctly as well as retaining the proper paperwork.

Instructor must relinquish their stamp and instructor certificate to the Department upon separation from employment or retirement from service, or as the Department requires.

TEST ROUTE REQUIREMENTS

Effective September 1, 2017 or a date as designated by the Department, all skills test routes must include parallel parking. The parallel parking maneuver must be the first part of the test prior to going on the public roadway. The applicant must perform the parallel parking maneuver on an obstacle-free test pad located at the high school prior to going on the public roadway.

NOTE: Parallel parking specifications:

The high school's parking area must measure 8' X 24' and have sufficient room to conduct the maneuver on an obstacle-free pad. The parallel parking area must have cones or barrels placed at the top and bottom of the parking space and a cement curb. The area is to represent a 'street' parking scenario and the cones represent parked cars.

The Road Skills Route must incorporate a minimum of:

- 2 right turns
- 2 left turns
- 1 traffic control device (stop sign or traffic signal)
- 1 speed zone change
- Minimum of 15 minutes long

If a student successfully completes the EOCST, the EOCST instructor will stamp the student's learner's permit. This stamped permit serves as a temporary license, valid for 120 days until the camera card is received in the mail. Upon receipt of the camera card, the student must go to a PennDOT Photo Center to have their photo taken. Under no circumstance should an instructor send a student to a Driver License Center without a camera card.

All approved courses must begin and end at the school.

NOTE: Since you are only permitted to test students on a Department approved route, it is strongly recommended to develop an alternate test route due to road closures, construction, accidents.

NON-COMPLIANCE WITH PROGRAM REQUIREMENTS

The Department reserves the right to decertify the instructor when the Department receives information of noncompliance with the program requirements or for causes which includes, but is not limited to:

- Instructor's operating privilege is suspended, revoked, recalled or disqualified.
- Testing an applicant prior to 'test eligibility date' listed on permit.
- Testing an applicant on an expired permit.
- Failure to properly administer test.
- Failure to properly score test.
- Reporting false test results to the Department, unintentionally or intentionally.
- Failure to submit test results that are 'fails'.
- Testing students that are not enrolled in the School District that you have been authorized to test with.
- Testing students that have suspended driving privilege.
- Testing students without parental consent.
- Unsatisfactory audit findings, this includes storage of program documentation.

If the Department determines that ground for decertification exists for failure to comply with any of these program requirements, in lieu of decertification and at the Department's sole discretion; the department may require the EOCST instructor to submit a management plan that addresses the compliance issue. The Department at its discretion may allow the EOCST instructor 30 days to correct the deficiency. If the deficiency is not corrected, the EOCST instructor may be decertified.

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33 Springbrook Drive
Canton, PA 17724
Phone 570-673-6001
Fax 570-673-6007

**IDEA-Section 619
Pass Through Funds
Use of Funds Agreement
2024-2025**

Sub-grant agreement for Implementation of Individuals with Disabilities Act – Section 619, State EI by and between *BLaST IU 17* (hereinafter called "IU") and *Canton Area SD* (hereinafter called "LEA") enter into for the project period July 1, 2024 through June 30, 2025.

The LEA hereby agrees and assures that:

- A. The development and execution of this agreement shall be in accordance with IDEA Section 619; program guides issued by USDE; guidelines and directives issued by the Pennsylvania Departments of Education and Public Welfare, Office of Child Development and Early Learning (OCDEL); the terms of this agreement; and the provisions of the State IDEA Plan applicable to the period of this agreement. This agreement shall be subject to the provisions of all pertinent Federal and Pennsylvania laws, regulations, and standards, as outlined in the IDEA Section 619 Contract and Contract between *BLaST Intermediate Unit # 17* and the Pennsylvania Departments of Education and Public Welfare, OCDEL.
- B. Funds must be used to provide special education and related services to five-year-old children with disabilities enrolled in kindergarten.
- C. The LEA will maintain complete cost records of all expenditures made in association with this agreement, as well as employee, programmatic, statistical records, and supporting documents. Allowable costs as outlined in attachment A. Those records are to be available for inspection by a representative and/or auditor of the IU or Pennsylvania Departments of Education and Public Welfare, OCDEL, if needed.
- D. Project Number: 131-24-0017 CFDA Number 84.173
 - a. Allocation: \$3,640 Project Name: IDEA 619 Pass Through

The IU agrees to cooperate with the LEA in resolving any proposed disallowances the auditors of the LEA recommend as a result of audits, or any final audit disallowances imposed by the appropriate authorities. The Intermediate Unit shall not be held liable by the LEA for such disallowed costs.

Payments will be contingent upon receipt of funds from the Pennsylvania Departments of Education and Public Welfare, OCDEL.



BLaST IU 17 Representative

Date: 12/20/2024



Canton Area SD Representative Signature

Date: 12/20/24

ATTACHMENT A

Allowable costs for IDEA 619 can include, but may not be limited to:

- **Salaries for the following positions as related to kindergarten expenses:**
 - Teachers
 - Teacher Aides/Assistants
 - Paraprofessionals
 - Substitutes
 - Audiologists, Psychologists, Speech/Language Pathologists, Nursing Services (if the school district is the payor of last resort), OT, PT, Personal Care
 - Assistants, Physician Services, Psychiatry, Social Work, Vision Services

- **Benefits for salaried positions as related to kindergarten expenses including:**
 - FICA. Please ensure a rate of 7.65% is used OR an explanation is provided why that rate was not used.
 - Employer contribution rate. Ensure the rate used doesn't exceed 6.18% of salaries.
 - Unemployment Compensation
 - Workman's Compensation
 - Group Insurance
 - Other benefits required through a collective bargaining agreement

- **As related to Kindergarten expenses:**
 - Contracts for technical services supporting the instructional program
 - Rentals for instructional, assessment, therapy and instructional office space
 - Equipment leases that support IDEA 619 personnel
 - Maintenance (charged as a pro-rated share of all funding)
 - Operational costs such as communications (e.g. telephone, printing and binding, and postage), utilities etc. that support IDEA 619 personnel
 - Advertising
 - Field Trips
 - Staff travel costs for service delivery for staff charged to the IDEA 619 budget
 - Audit Costs (charged as a pro-rated share of all funding)
 - Supplies, books and other pertinent reference materials
 - Equipment
 - Dues and Fees for organizational memberships
 - Indirect Costs not to exceed the school district's approved rate

The following costs are not allowable for IDEA 619:

- Any expenditure made before the beginning of the grant period or after the end of the grant period
- School transportation (except for field trips)
- Administrators
- Construction
- Business Office costs
- Dues and fees for individual memberships
- Travel costs EXCEPT for IDEA 619 paid staff or attendance at IDEA 619 paid activities
- Any costs in excess of the school district's allocation