

ww 04/03/25  
BdAppo1/09/25

**Trina Beers**

120 Orchard Dr.  
Canton, PA 177224  
tbeers@canton.k12.pa.us

December 20, 2024

**Dr. Amy Martell**

Superintendent  
Canton Area School District

Dear Dr. Martell,

I am writing to formally announce my retirement from my teaching position effective at the end of the 2024-25 school year, May 31, 2025. After 33 years of teaching, of which 31 have been in the Canton Area School District.

My time at Canton Elementary School has been incredibly rewarding and fulfilling. Over the years, I have had the privilege of working with so many wonderful teachers and staff members and inspiring students. I am grateful for the support and friendships that I have gained through my experience here. I will always be able to fondly look back on my teaching career and cherish so many memories.

Thank you for the opportunity to be a part of such a wonderful school. I look forward to staying in touch and witnessing the continued success of the Canton Area School District.

Sincerely,



Trina Beers

**RECEIVED**

DEC 20 2024 BMF

Office of the  
Superintendent of Schools  
Canton Area School District

WW 01/03/25  
BdApp 01/09/25

Canton Jr Sr High School

ACCOUNT ANALYSIS REPORT - DETAIL

Date Range: 10/1/2024 through 12/31/2024  
Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
<b>Cash Accounts</b>									
<b>Account: 1000 First Citizens Natl Checking</b>					<b>Advisor: Danielle Greer</b>				
			Beginning Balance						216,099.94
10/01/24	DP04-001	1259	BANK DEPOSIT	BANK DEPOSIT		216.00			216,315.94
10/02/24	DP04-002	1260	BANK DEPOSIT	BANK DEPOSIT		267.00			216,582.94
10/02/24	DP04-003	1261	BANK DEPOSIT	BANK DEPOSIT		65.00			216,647.94
10/03/24	CC04-001	4547	Embry-Riddle Aeronautical U				5,000.00		211,647.94
10/03/24	CC04-002	4548	Lock Haven University				5,000.00		206,647.94
10/03/24	CC04-003	4549	University of Pittsburgh				5,000.00		201,647.94
10/03/24	CC04-004	4550	Mansfield University				5,000.00		196,647.94
10/03/24	CC04-005	4551	Wilkes University				5,000.00		191,647.94
10/04/24	DP04-004	1262	BANK DEPOSIT	BANK DEPOSIT		315.00			191,962.94
10/07/24	DP04-005	1263	BANK DEPOSIT	BANK DEPOSIT		926.00			192,888.94
10/09/24	CC04-006	4552	Abigail Williams				598.45		192,290.49
10/09/24	CC04-007	4553	Lisa Cole				340.75		191,949.74
10/09/24	CC04-007	4554	Marcy Godfrey				165.00		191,784.74
10/09/24	CC04-008	4555	Canton Area School District				403.48		191,381.26
10/09/24	CC04-008	4556	Chelsie Swartz				788.08		190,593.18
10/09/24	CC04-008	4557	Tammy MacWhinnie				108.65		190,484.53
10/09/24	CC04-008	4558	Thompson Sports and Appa				107.94		190,376.59
10/09/24	CC04-008	4559	TOB/TIA Region4				100.00		190,276.59
10/09/24	CC04-009	4560	Canton Area School District				675.00		189,601.59
10/09/24	CC04-009	4561	Ernesto Moody				400.00		189,201.59
10/09/24	DP04-006	1264	BANK DEPOSIT	BANK DEPOSIT		7,114.00			196,315.59
10/09/24	MC04-001	4529	UNIVERISTY OF OREGON				(675.00)		196,990.59
10/09/24	MC04-002	4534	Dj Pak				(400.00)		197,390.59
10/10/24	DP04-007	1265	BANK DEPOSIT	BANK DEPOSIT		180.00			197,570.59
10/11/24	CC04-010	4562	BSCMEA				108.00		197,462.59
10/11/24	CC04-010	4563	Mindy Tymeson				204.71		197,257.88
10/11/24	CC04-010	4564	Stull's Flowers				18.00		197,239.88
10/11/24	DP04-008	1266	BANK DEPOSIT	BANK DEPOSIT		893.35			198,133.23
10/15/24	DP04-009	1267	BANK DEPOSIT	BANK DEPOSIT		258.00			198,391.23
10/18/24	DP04-010	1268	BANK DEPOSIT	BANK DEPOSIT		8,047.00			206,438.23
10/21/24	CC04-011	4565	Jane's Stromboli Inc.				2,854.35		203,583.88
10/21/24	CC04-012	4566	Athens Volleyball Club				100.00		203,483.88
10/21/24	CC04-012	4567	Krista Swartzlander				100.00		203,383.88
10/21/24	CC04-012	4568	Marianna's Foods				5,347.00		198,036.88
10/21/24	CC04-012	4569	Moose's Enterprises LLC				100.00		197,936.88
10/21/24	DP04-011	1269	BANK DEPOSIT	BANK DEPOSIT		6,114.75			204,051.63
10/22/24	DP04-012	1270	BANK DEPOSIT	BANK DEPOSIT		4,693.00			208,744.63
10/22/24	DP04-013	1271	BANK DEPOSIT	BANK DEPOSIT		121.00			208,865.63
10/23/24	DP04-014	1272	BANK DEPOSIT	BANK DEPOSIT		2,365.00			211,230.63
10/24/24	DP04-015	1273	BANK DEPOSIT	BANK DEPOSIT		2,890.00			214,120.63
10/25/24	AD04-001	663	DGreer	NSF \$ T Bates			22.00		214,098.63
10/25/24	CC04-013	4570	Ben Rubert				105.74		213,992.89
10/25/24	CC04-013	4571	Jostens				24.75		213,968.14
10/25/24	CC04-013	4572	Tyler Sechrist				263.11		213,705.03
10/25/24	DP04-016	1274	BANK DEPOSIT	BANK DEPOSIT		1,287.00			214,992.03
10/28/24	DP04-017	1275	BANK DEPOSIT	BANK DEPOSIT		395.00			215,387.03
10/29/24	DP04-018	1276	BANK DEPOSIT	BANK DEPOSIT		600.00			215,987.03
10/31/24	AD04-002	664	D.Watkins	October Interest		658.06			216,645.09
10/31/24	DP04-019	1277	BANK DEPOSIT	BANK DEPOSIT		1,474.00			218,119.09
11/01/24	DP05-001	1278	BANK DEPOSIT	BANK DEPOSIT		356.00			218,475.09
11/04/24	CC05-001	4573	Poppin Popcorn				361.50		218,113.59
11/04/24	DP05-002	1279	BANK DEPOSIT	BANK DEPOSIT		2,621.00			220,734.59
11/05/24	CC05-002	4574	Caillin Barr				69.63		220,664.96
11/05/24	CC05-002	4575	Chelsie Swartz				3,612.94		217,052.02

**ACCOUNT ANALYSIS REPORT - DETAIL**

Date Range: 10/1/2024 through 12/31/2024  
 Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
11/05/24	CC05-002	4576	Lisa Cole				386.25		216,665.77
11/05/24	CC05-002	4577	Livestockjudging.com				300.00		216,365.77
11/05/24	CC05-002	4578	Makayla Davis				131.03		216,234.74
11/05/24	CC05-002	4579	Marcie Jennings				170.00		216,064.74
11/05/24	CC05-002	4580	Mariah Smith				251.49		215,813.25
11/05/24	CC05-002	4581	Marianna's Foods				2,057.00		213,756.25
11/05/24	CC05-002	4582	Pee Jays Fresh Fruit				2,001.78		211,754.47
11/05/24	CC05-002	4583	Thompson Sports and Appa				180.00		211,574.47
11/05/24	CC05-002	4584	Tom Hojnowski				83.15		211,491.32
11/05/24	DP05-003	1280	BANK DEPOSIT	BANK DEPOSIT		40.00			211,531.32
11/06/24	DP05-004	1281	BANK DEPOSIT	BANK DEPOSIT		300.00			211,831.32
11/07/24	DP05-005	1282	BANK DEPOSIT	BANK DEPOSIT		299.00			212,130.32
11/08/24	CC05-003	4585	Canton Area School District				1,999.76		210,130.56
11/08/24	CC05-003	4586	CHEERLEADING.COM				732.93		209,397.63
11/08/24	CC05-003	4587	Limitless Graphics, LLC				91.00		209,306.63
11/08/24	CC05-003	4588	Marcy Godfrey				165.00		209,141.63
11/08/24	CC05-003	4589	Randy Frye				82.27		209,059.36
11/08/24	CC05-003	4590	Stull's Flowers				200.00		208,859.36
11/08/24	CC05-003	4591	Tammy MacWhinnie				622.57		208,236.79
11/08/24	CC05-003	4592	Varsity Spirit Fashion				370.45		207,866.34
11/08/24	DP05-006	1283	BANK DEPOSIT	BANK DEPOSIT		400.00			208,266.34
11/12/24	CC05-004	4593	Randy Frye				300.00		207,966.34
11/12/24	DP05-007	1284	BANK DEPOSIT	BANK DEPOSIT		1,110.00			209,076.34
11/14/24	DP05-008	1285	BANK DEPOSIT	BANK DEPOSIT		680.00			209,756.34
11/15/24	DP05-009	1286	BANK DEPOSIT	BANK DEPOSIT		100.00			209,856.34
11/18/24	DP05-010	1287	BANK DEPOSIT	BANK DEPOSIT		4,122.00			213,978.34
11/19/24	DP05-011	1288	BANK DEPOSIT	BANK DEPOSIT		174.00			214,152.34
11/20/24	DP05-012	1289	BANK DEPOSIT	BANK DEPOSIT		3,048.00			217,200.34
11/21/24	CC05-005	4594	Canton Area School District				234.20		216,966.14
11/21/24	CC05-005	4595	Donald Jacopetti				44.50		216,921.64
11/21/24	CC05-005	4596	Jackie Thompson				121.50		216,800.14
11/21/24	CC05-005	4597	Jostens				1,864.80		214,935.34
11/21/24	CC05-005	4598	Marcie Jennings				130.75		214,804.59
11/21/24	CC05-005	4599	Randy Frye				1,453.62		213,350.97
11/21/24	CC05-005	4600	Deanna Watkins				4,375.00		208,975.97
11/21/24	DP05-013	1290	BANK DEPOSIT	BANK DEPOSIT		710.00			209,685.97
11/21/24	DP05-014	1291	BANK DEPOSIT	BANK DEPOSIT		864.00			210,549.97
11/21/24	DP05-015	1292	BANK DEPOSIT	BANK DEPOSIT		22.00			210,571.97
11/22/24	DP05-016	1293	BANK DEPOSIT	BANK DEPOSIT		3,915.36			214,487.33
11/25/24	DP05-017	1294	BANK DEPOSIT	BANK DEPOSIT		100.00			214,587.33
11/25/24	DP05-018	1295	BANK DEPOSIT	BANK DEPOSIT		22.00			214,609.33
11/26/24	CC05-006	4601	Canton Moose Lodge 429				800.00		213,809.33
11/26/24	CC05-006	4602	Canton Area School District				6,144.59		207,664.74
11/26/24	CC05-006	4603	Jackie Thompson				643.26		207,021.48
11/26/24	CC05-006	4604	Kasey Lyon				31.00		206,990.48
11/26/24	CC05-006	4605	Little Cearar's Fundraising				2,764.00		204,226.48
11/26/24	CC05-006	4606	Randy Frye				125.38		204,101.10
11/26/24	CC05-006	4607	X-Grain Sportswear				320.00		203,781.10
11/26/24	DP05-019	1296	BANK DEPOSIT	BANK DEPOSIT		2,425.00			206,206.10
11/27/24	DP05-020	1297	BANK DEPOSIT	BANK DEPOSIT		210.00			206,416.10
11/29/24	AD05-001	665	D.Watkins	November Interest		654.15			207,070.25
12/04/24	CC06-001	4608	Chelsie Swartz				1,140.61		205,929.64
12/04/24	CC06-001	4609	Lisa Cole				386.25		205,543.39
12/04/24	CC06-001	4610	Pee Jays Fresh Fruit				82.00		205,461.39
12/04/24	CC06-001	4611	RUDIS Trihex				720.80		204,740.59
12/04/24	CC06-001	4612	Ursinus College				25.00		204,715.59
12/04/24	DP06-001	1298	BANK DEPOSIT	BANK DEPOSIT		50.00			204,765.59
12/04/24	DP06-002	1299	BANK DEPOSIT	BANK DEPOSIT		250.00			205,015.59

**ACCOUNT ANALYSIS REPORT - DETAIL**

Date Range: 10/1/2024 through 12/31/2024  
 Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
12/05/24	DP06-003	1300	BANK DEPOSIT	BANK DEPOSIT		10,251.00			215,266.59
12/06/24	CC06-002	4613	Krispy Kreme Donuts				4,745.00		210,521.59
12/06/24	CC06-002	4614	Mariah Smith				60.30		210,461.29
12/06/24	DP06-004	1301	BANK DEPOSIT	BANK DEPOSIT		377.00			210,838.29
12/10/24	DP06-005	1302	BANK DEPOSIT	BANK DEPOSIT		195.00			211,033.29
12/11/24	DP06-006	1303	BANK DEPOSIT	BANK DEPOSIT		440.00			211,473.29
12/12/24	DP06-007	1304	BANK DEPOSIT	BANK DEPOSIT		1,500.00			212,973.29
12/13/24	DP06-008	1305	BANK DEPOSIT	BANK DEPOSIT		1,838.00			214,811.29
12/16/24	CC06-003	4615	Johnathan Morgan				100.00		214,711.29
12/16/24	CC06-003	4616	Kelsey Herman				36.00		214,675.29
12/16/24	CC06-003	4617	Randy Frye				1,526.59		213,148.70
12/16/24	CC06-003	4618	Stull's Flowers				130.00		213,018.70
12/16/24	CC06-004	4619	PA FFA Association				850.00		212,168.70
12/16/24	CC06-004	4620	Tom Hojnowski				104.93		212,063.77
12/16/24	DP06-009	1306	BANK DEPOSIT	BANK DEPOSIT		616.50			212,680.27
12/17/24	DP06-010	1307	BANK DEPOSIT	BANK DEPOSIT		65.00			212,745.27
12/18/24	DP06-011	1308	BANK DEPOSIT	BANK DEPOSIT		75.00			212,820.27
12/19/24	CC06-005	4621	Canton Area School District				29.99		212,790.28
12/19/24	CC06-005	4622	Chelsie Swartz				520.10		212,270.18
12/19/24	CC06-005	4623	Jen Seeley				677.51		211,592.67
12/19/24	CC06-005	4624	Jostens				480.92		211,111.75
12/19/24	CC06-005	4625	Mariah Smith				55.33		211,056.42
12/19/24	CC06-005	4626	Oakbrook Corporation				3,054.26		208,002.16
12/19/24	CC06-005	4627	Randy Frye				13.95		207,988.21
12/19/24	CC06-005	4628	Tammy MacWhinnie				335.49		207,652.72
12/19/24	CC06-005	4629	Tyler Sechrist				400.00		207,252.72
12/19/24	DP06-012	1309	BANK DEPOSIT	BANK DEPOSIT		2,650.00			209,902.72
					<u>216,099.94</u>	<u>79,359.17</u>	<u>85,556.39</u>	<u>0.00</u>	<u>209,902.72</u>
<b>Total Cash Accounts</b>					<u>216,099.94</u>	<u>79,359.17</u>	<u>85,556.39</u>	<u>0.00</u>	<u>209,902.72</u>

**Other Accounts**

Account: 2000 Disco Club

Advisor: Donnie Jacopetti

Beginning Balance

				390.48
<u>390.48</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>390.48</u>

Account: 2002 Band Front

Advisor: Amber Girardi

Beginning Balance

				309.14					
10/02/24	DP04-002	1260	Band Front - 2024041	Mia Bella Candless \$	267.00				576.14
10/09/24	CC04-008	4559	TOB/TIA Region4	2025 Membership Fee			100.00		476.14
10/10/24	DP04-007	1265	Band Front - 2024049	Fundraiser	180.00				656.14
12/11/24	DP06-006	1303	Band Front - 2024113	Business Sponsorships	275.00				931.14
12/16/24	DP06-009	1306	Band Front - 2024119	Sponsorship \$	125.00				1,056.14
12/16/24	DP06-009	1306	Band Front - 2024120	Whoopie Pie \$	271.50				1,327.64
					<u>309.14</u>	<u>1,118.50</u>	<u>100.00</u>	<u>0.00</u>	<u>1,327.64</u>

Account: 2003 FCCLA

Advisor: Lisa Cole & Kasey Lyon

Beginning Balance

									2,647.57
11/26/24	CC05-006	4602	Canton Area School District	partial reimbursement to distr			2,647.57		0.00
					<u>2,647.57</u>	<u>0.00</u>	<u>2,647.57</u>	<u>0.00</u>	<u>0.00</u>

Account: 2004 Baseball Team Club

Advisor: Ben Rubert

Beginning Balance

									3,928.66
10/25/24	CC04-013	4570	Ben Rubert	reimburse fundraiser tickets			105.74		3,822.92
10/25/24	TR04-001	363	D Jannone	transfer part of fundraiser				1,186.50	5,009.42

**ACCOUNT ANALYSIS REPORT - DETAIL**

Date Range: 10/1/2024 through 12/31/2024  
 Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
11/08/24	CC05-003	4585	Canton Area School District	offset cost purchasing diamon			900.00		4,109.42
11/26/24	CC05-006	4602	Canton Area School District	Batting cage net			658.20		3,451.22
11/26/24	CC05-006	4602	Canton Area School District	equipment			2,838.82		612.40
					<u>3,928.66</u>	<u>0.00</u>	<u>4,502.76</u>	<u>1,186.50</u>	<u>612.40</u>

**Account: 2005 Track Team**

**Advisor: Casey Aylesworth**

			Beginning Balance						4,426.26
12/04/24	CC06-001	4612	Ursinus College	fee for indoor track meet KK			25.00		4,401.26
					<u>4,426.26</u>	<u>0.00</u>	<u>25.00</u>	<u>0.00</u>	<u>4,401.26</u>

**Account: 2008 Cheerleading**

**Advisor: Kelly Davis**

			Beginning Balance						1,627.77
10/21/24	DP04-011	1269	Cheerleading - 2024059	Program \$		131.75			1,759.52
11/05/24	CC05-002	4578	Makayla Davis	reimbursement for supplies pep			131.03		1,628.49
11/08/24	CC05-003	4590	Stull's Flowers	football cheer senior night ro			30.00		1,598.49
11/08/24	CC05-003	4590	Stull's Flowers	football cheer senior night fl			18.00		1,580.49
					<u>1,627.77</u>	<u>131.75</u>	<u>179.03</u>	<u>0.00</u>	<u>1,580.49</u>

**Account: 2009 Cheerleading-wrestling**

**Advisor: Donnie Jacopetti**

			Beginning Balance						0.00
					<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**Account: 2018 Commencement**

**Advisor: Donnie Jacopetti**

			Beginning Balance						33,275.97
10/03/24	CC04-001	4547	Embry-Riddle Aeronautical U	Grad Award - Motts Scholarship			5,000.00		28,275.97
10/03/24	CC04-002	4548	Lock Haven University	Grad Award - Motts Scholarship			5,000.00		23,275.97
10/03/24	CC04-003	4549	University of Pittsburgh	Grad Award - Motts Scholarship			5,000.00		18,275.97
10/03/24	CC04-004	4550	Mansfield University	Grad Award - Motts Scholarship			5,000.00		13,275.97
10/03/24	CC04-005	4551	Wilkes University	Grad Award - Motts Scholarship			5,000.00		8,275.97
					<u>33,275.97</u>	<u>0.00</u>	<u>25,000.00</u>	<u>0.00</u>	<u>8,275.97</u>

**Account: 2022 Football Club**

**Advisor: Tyler Sechrist**

			Beginning Balance						6,470.27
10/07/24	DP04-005	1263	Football - 2024044	50/50 from 10/4		260.00			6,730.27
10/15/24	DP04-009	1267	Football - 2024053	50/50 from 10/11		220.00			6,950.27
10/21/24	DP04-011	1269	Football - 2024058	50/50 from 10/18		178.00			7,128.27
10/23/24	DP04-014	1272	Football - 2024065	Donation		177.00			7,305.27
10/25/24	CC04-013	4572	Tyler Sechrist	reimburse for JV team meal - W			163.00		7,142.27
10/25/24	CC04-013	4572	Tyler Sechrist	reimburse for award decals for			100.11		7,042.16
11/08/24	CC05-003	4590	Stull's Flowers	senior flowers - fibal			36.00		7,006.16
11/21/24	DP05-013	1290	Football - 2024095	Dylan Liberati Memorial Donati		75.00			7,081.16
11/26/24	CC05-006	4607	X-Grain Sportswear	jackets for senior gifts			320.00		6,761.16
12/19/24	CC06-005	4629	Tyler Sechrist	reimburse for repairs at Rialt			400.00		6,361.16
					<u>6,470.27</u>	<u>910.00</u>	<u>1,019.11</u>	<u>0.00</u>	<u>6,361.16</u>

**Account: 2025 Future Farmers of Am**

**Advisor: Tom Hojnowski**

			Beginning Balance						11,501.32
10/09/24	CC04-008	4558	Thompson Sports and Appa	polo shirts			107.94		11,393.38

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Date Range: 10/1/2024 through 12/31/2024  
 Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
11/04/24	DP05-002	1279	FFA - 2024079	Fruit Fundraier		2,621.00			14,014.38
11/05/24	CC05-002	4577	Livestockjudging.com	1 year subscription			300.00		13,714.38
11/05/24	CC05-002	4582	Pee Jays Fresh Fruit	fruit & cheescake sale			2,001.78		11,712.60
11/05/24	CC05-002	4584	Tom Hojnowski	reimburse landscape paper whit			69.86		11,642.74
11/05/24	CC05-002	4584	Tom Hojnowski	reimburse postage landscape pr			13.29		11,629.45
11/21/24	DP05-013	1290	FFA - 2024094	Extra Fruit Sale \$		185.00			11,814.45
12/04/24	CC06-001	4610	Pee Jays Fresh Fruit	Order correction on missed ord			82.00		11,732.45
12/16/24	CC06-004	4619	PA FFA Association	ACES Registration			850.00		10,882.45
12/16/24	CC06-004	4620	Tom Hojnowski	reimburse elec temp control fo			104.93		10,777.52
12/16/24	DP06-009	1306	FFA - 2024118	ACES		220.00			10,997.52
					<u>11,501.32</u>	<u>3,026.00</u>	<u>3,529.80</u>	<u>0.00</u>	<u>10,997.52</u>

**Account: 2028 Grapplers**

**Advisor: Lyle Wesneski**

			Beginning Balance						9,356.95
11/26/24	CC05-006	4604	Kasey Lyon	reimburse for track wrestling			31.00		9,325.95
12/04/24	CC06-001	4611	RUDIS Trihex	travel bags			720.80		8,605.15
					<u>9,356.95</u>	<u>0.00</u>	<u>751.80</u>	<u>0.00</u>	<u>8,605.15</u>

**Account: 2030 Hoopsters/Varsity Boys B-ball**

**Advisor: Jim Williams**

			Beginning Balance						73.18
					<u>73.18</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>73.18</u>

**Account: 2034 Junior Ladies/Jr High V-ball**

**Advisor: Louann Groover**

			Beginning Balance						784.55
					<u>784.55</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>784.55</u>

**Account: 2037 Lettermen- Athletic**

**Advisor: Bob Rockwell**

			Beginning Balance						29.90
					<u>29.90</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>29.90</u>

**Account: 2038 Music-Instrumental**

**Advisor: Tammy MacWhinnie**

			Beginning Balance						33.36
10/01/24	DP04-001	1259	Music Instrumental - 202404	Cavalcade Ticket sales		216.00			249.36
10/09/24	CC04-008	4557	Tammy MacWhinnie	reimbursement for marching ban			108.65		140.71
10/11/24	CC04-010	4562	BSCMEA	calvacade ticket sales			108.00		32.71
11/05/24	TR05-002	365	Randy Frye	funraiser distribution				1,391.00	1,423.71
11/08/24	CC05-003	4590	Stull's Flowers	fall senior flowers - band			9.00		1,414.71
11/08/24	CC05-003	4591	Tammy MacWhinnie	reimburse for marching band su			622.57		792.14
11/12/24	DP05-007	1284	Music Instrumental - 202440	Canton Halloween Parade \$		200.00			992.14
					<u>33.36</u>	<u>416.00</u>	<u>848.22</u>	<u>1,391.00</u>	<u>992.14</u>

**Account: 2039 Music-Vocal**

**Advisor: Randy Frye**

			Beginning Balance						37.57
11/05/24	TR05-001	364	R Frye	fundraiser distribution				1,391.00	1,428.57
11/08/24	CC05-003	4589	Randy Frye	reimbursement for dist chorus			82.27		1,346.30
11/26/24	CC05-006	4606	Randy Frye	Reimburse ACDA registration			90.00		1,256.30
12/12/24	DP06-007	1304	Music-Vocal - 2024114	Foundation Donation-Gabe Blane		1,500.00			2,756.30
12/19/24	CC06-005	4627	Randy Frye	reimbursement for DC rehearsal			13.95		2,742.35

**ACCOUNT ANALYSIS REPORT - DETAIL**

Date Range: 10/1/2024 through 12/31/2024  
 Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
					<u>37.57</u>	<u>1,500.00</u>	<u>186.22</u>	<u>1,391.00</u>	<u>2,742.35</u>
<b>Account: 2040 National Honor Society</b>					<b>Advisor: Callie Gensel</b>				
			Beginning Balance						944.96
					<u>944.96</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>944.96</u>
<b>Account: 2041 SADD</b>					<b>Advisor: Ben Rubert</b>				
			Beginning Balance						471.04
					<u>471.04</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>471.04</u>
<b>Account: 2044 Scholarship Challenge</b>					<b>Advisor: Kelsey Herman</b>				
			Beginning Balance						997.56
12/04/24	DP06-002	1299	Scholarship Challenge - 202	Winnings		250.00			1,247.56
					<u>997.56</u>	<u>250.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,247.56</u>
<b>Account: 2046 Softball Club</b>					<b>Advisor: Darryl Jannone</b>				
			Beginning Balance						1,431.69
10/18/24	DP04-010	1268	Softball - 2024057	Marianna's Fundraiser		7,720.00			9,151.69
10/21/24	CC04-012	4568	Marianna's Foods	pay for hoagie fundraiser			5,347.00		3,804.69
10/25/24	TR04-001	363	D Jannone	transfer part of fundraiser				(1,186.50)	2,618.19
11/08/24	CC05-003	4585	Canton Area School District	offset cost purchasing diamond			900.00		1,718.19
					<u>1,431.69</u>	<u>7,720.00</u>	<u>6,247.00</u>	<u>(1,186.50)</u>	<u>1,718.19</u>
<b>Account: 2047 Spanish Club</b>					<b>Advisor: Abigail Voth</b>				
			Beginning Balance						1,332.51
					<u>1,332.51</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,332.51</u>
<b>Account: 2048 Spiker Supporters/V. V-ball</b>					<b>Advisor: Jackie Thompson/Abi Williams</b>				
			Beginning Balance						20,460.19
10/09/24	CC04-008	4552	Abigail Williams	reimburse concessin stand supp			598.45		19,861.74
10/09/24	DP04-006	1264	Spiker Supporters - 2024048	Concession 10/8		372.00			20,233.74
10/09/24	DP04-006	1264	Spiker Supporters - 2024047	Donation		200.00			20,433.74
10/21/24	CC04-012	4566	Athens Volleyball Club	Volleyball Tournament			100.00		20,333.74
10/21/24	CC04-012	4569	Moose's Enterprises LLC	senior banners			100.00		20,233.74
10/25/24	DP04-016	1274	Spiker Supoprters - 2024069	Concession 10/15 & 10/17		892.00			21,125.74
11/05/24	CC05-002	4583	Thompson Sports and Appa	Jackets			180.00		20,945.74
11/08/24	CC05-003	4590	Stull's Flowers	volleyball senior night flower			9.00		20,936.74
11/21/24	CC05-005	4596	Jackie Thompson	Additional amount to pay after			121.50		20,815.24
11/26/24	CC05-006	4601	Canton Moose Lodge 429	Banquet catering			800.00		20,015.24
11/26/24	CC05-006	4603	Jackie Thompson	reimburse for gits & banquet			643.26		19,371.98
					<u>20,460.19</u>	<u>1,464.00</u>	<u>2,552.21</u>	<u>0.00</u>	<u>19,371.98</u>
<b>Account: 2049 Student Council Beautification</b>					<b>Advisor: Donnie Jacopetti</b>				
			Beginning Balance						7,635.65
10/09/24	CC04-009	4560	Canton Area School District	Reimburesse general fund for 24			675.00		6,960.65
10/09/24	MC04-001	4529	UNIVERISTY OF OREGON	SWIS License			(675.00)		7,635.65
10/31/24	AD04-002	664	D.Watkins	October Interest		658.06			8,293.71
11/21/24	CC05-005	4595	Donald Jacopetti	pizza party tab wars			44.50		8,249.21
11/29/24	AD05-001	665	D.Watkins	November Interest		654.15			8,903.36
12/16/24	CC06-003	4616	Kelsey Herman	reimburse for english resource			36.00		8,867.36
					<u>7,635.65</u>	<u>1,312.21</u>	<u>80.50</u>	<u>0.00</u>	<u>8,867.36</u>
<b>Account: 2051 Student Council--Sr. High</b>					<b>Advisor: Greg Bellows</b>				

**ACCOUNT ANALYSIS REPORT - DETAIL**

Date Range: 10/1/2024 through 12/31/2024

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
Beginning Balance									1,051.35
					1,051.35	0.00	0.00	0.00	1,051.35
<b>Account: 2053 Warrior Runners/X-Country</b>					<b>Advisor: Casey Aylesworth</b>				
Beginning Balance									1,770.02
10/11/24	CC04-010	4564	Stull's Flowers	senior night flowers-CC			18.00		1,752.02
					1,770.02	0.00	18.00	0.00	1,752.02
<b>Account: 2054 Wrestling-Junior High</b>					<b>Advisor: Kasey Lyon</b>				
Beginning Balance									14.64
					14.64	0.00	0.00	0.00	14.64
<b>Account: 2055 Yearbook II</b>					<b>Advisor: Janelle VanNoy</b>				
Beginning Balance									825.37
10/02/24	DP04-003	1261	Yearbook - 2024042	Book Sales		65.00			890.37
12/10/24	DP06-005	1302	Yearbook - 2024110	Book Sales		195.00			1,085.37
12/11/24	DP06-006	1303	Yearbook - 2024112	Book Sales		65.00			1,150.37
12/17/24	DP06-010	1307	yearbook - 2024121	Book Sales		65.00			1,215.37
12/18/24	DP06-011	1308	Yearbook - 2024122	Book Sales		65.00			1,280.37
12/19/24	CC06-005	4624	Jostens	2023-24 yearbook			480.92		799.45
					825.37	455.00	480.92	0.00	799.45
<b>Account: 2058 Library Club</b>					<b>Advisor: Ashley Pekelnicky Mindy Tymesos</b>				
Beginning Balance									418.48
10/11/24	CC04-010	4563	Mindy Tymesos	reimbursement for books, suppl			204.71		213.77
10/18/24	DP04-010	1268	Library Club - 2024055	Lollipop \$		125.00			338.77
10/25/24	DP04-016	1274	Library Club - 2024070	Lollipop \$		75.00			413.77
11/15/24	DP05-009	1286	Library - 2024087	Lollipop \$		100.00			513.77
					418.48	300.00	204.71	0.00	513.77
<b>Account: 2067 Casual for a Cause</b>					<b>Advisor: Stacey Segur</b>				
Beginning Balance									263.45
10/15/24	DP04-009	1267	Casual for a Cause - 202405	Jean \$		38.00			301.45
10/21/24	CC04-012	4567	Krista Swartzlander	house fire family need			100.00		201.45
11/21/24	DP05-015	1292	Casual for a Cause - 202409	Jean \$		22.00			223.45
					263.45	60.00	100.00	0.00	223.45
<b>Account: 2070 Competitive Spirit Squad</b>					<b>Advisor: Marcie Jennings</b>				
Beginning Balance									1,962.22
10/09/24	CC04-007	4554	Marcy Godfrey	Laceup Hoodies with Names on b			165.00		1,797.22
10/11/24	DP04-008	1266	Competitive Cheer - 202405	Cheer Camp, Sneakers, Bows		519.35			2,316.57
10/31/24	DP04-019	1277	Competitive Cheer - 202407	Poppin Popcorn \$		724.00			3,040.57
11/04/24	CC05-001	4573	Poppin Popcorn	Fundraiser Payment			361.50		2,679.07
11/05/24	CC05-002	4579	Marcie Jennings	reimbursement for music & Lice			170.00		2,509.07
11/08/24	CC05-003	4585	Canton Area School District	reimburse the district Amazon			199.76		2,309.31
11/08/24	CC05-003	4586	CHEERLEADING.COM	Cheerleading.com order for sh			732.93		1,576.38
11/08/24	CC05-003	4587	Limitless Graphics, LLC	team t-shirts			91.00		1,485.38
11/08/24	CC05-003	4588	Marcy Godfrey	Cheer Sweatshirts			165.00		1,320.38
11/08/24	CC05-003	4592	Varsity Spirit Fashion	make up kits			370.45		949.93
11/21/24	CC05-005	4594	Canton Area School District	cheer gear			234.20		715.73
11/21/24	CC05-005	4598	Marcie Jennings	comp bows - reorder 4 bows			130.75		584.98
					1,962.22	1,243.35	2,620.59	0.00	584.98



**ACCOUNT ANALYSIS REPORT - DETAIL**

Date Range: 10/1/2024 through 12/31/2024

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
<b>Account: 2071 Class of 2020</b>					<b>Advisor: Pam Larcom</b>				
Beginning Balance									0.00
					0.00	0.00	0.00	0.00	0.00
<b>Account: 2072 The Giving Tree</b>					<b>Advisor: Callie Gensel</b>				
Beginning Balance									10,367.15
10/24/24	DP04-015	1273	The Giving Tree - 2024068	Donation		2,500.00			12,867.15
10/28/24	DP04-017	1275	The Giving Tree - 2024072	Donations		125.00			12,992.15
10/29/24	DP04-018	1276	The Giving Tree - 2024074	Donations		600.00			13,592.15
10/31/24	DP04-019	1277	The Giving Tree - 2024076	Donation		750.00			14,342.15
11/01/24	DP05-001	1278	The Giving Tree - 2024078	Donation		100.00			14,442.15
11/06/24	DP05-004	1281	The Giving Tree - 2024081	Donation		300.00			14,742.15
11/20/24	DP05-012	1289	The Giving Tree - 2024090	Donations		100.00			14,842.15
11/21/24	CC05-005	4600	Deanna Watkins	Giving Tree Shopping money			4,375.00		10,467.15
11/22/24	DP05-016	1293	The Giving Tree - 2024099	Donations		1,915.36			12,382.51
11/25/24	DP05-017	1294	The Giving Tree - 2024100	Donation		100.00			12,482.51
12/04/24	DP06-001	1298	The Giving Tree - 2024105	Donation		50.00			12,532.51
12/05/24	DP06-003	1300	The Giving Tree - 2024108	Donation		1,250.00			13,782.51
12/11/24	DP06-006	1303	The Giving Tree - 2024111	Donation		100.00			13,882.51
12/13/24	DP06-008	1305	The Giving Tree - 2024116	Donation		200.00			14,082.51
12/18/24	DP06-011	1308	The Giving Tree - 2024123	Donation		10.00			14,092.51
					10,367.15	8,100.36	4,375.00	0.00	14,092.51
<b>Account: 2073 Class of 2021</b>					<b>Advisor: Pam Larcom</b>				
Beginning Balance									0.00
					0.00	0.00	0.00	0.00	0.00
<b>Account: 2074 Drama Club</b>					<b>Advisor: Randy Frye</b>				
Beginning Balance									25,581.46
11/12/24	CC05-004	4593	Randy Frye	starter cash			300.00		25,281.46
11/12/24	DP05-007	1284	Drama - 2024085	Sponsorships		910.00			26,191.46
11/18/24	DP05-010	1287	Drama - 2024088	Ticket and Flower \$		4,122.00			30,313.46
11/21/24	CC05-005	4599	Randy Frye	reimbursement for musical			1,453.62		28,859.84
11/26/24	CC05-006	4606	Randy Frye	Reimburse shipping/return MTI			35.38		28,824.46
12/16/24	CC06-003	4615	Johnathan Morgan	videographer for musical			100.00		28,724.46
12/16/24	CC06-003	4617	Randy Frye	reimburse flash drive from Sta			114.24		28,610.22
12/16/24	CC06-003	4617	Randy Frye	reimburse for play rigts & sup			1,412.35		27,197.87
12/16/24	CC06-003	4618	Stull's Flowers	musical flowers			130.00		27,067.87
					25,581.46	5,032.00	3,545.59	0.00	27,067.87
<b>Account: 2075 Music - Fundraiser</b>					<b>Advisor: Frye/MacWhinnie</b>				
Beginning Balance									2,139.02
10/09/24	DP04-006	1264	Music Fundraiser - 2024046	Kidz First fundrasier		6,542.00			8,681.02
10/11/24	DP04-008	1266	Music Fundraiser - 2024052	Kidz First fundrasier		69.00			8,750.02
10/21/24	CC04-011	4565	Jane's Stromboli Inc.	strombolie order			2,854.35		5,895.67
10/21/24	DP04-011	1269	Music Fundraiser - 2024061	Stromboli \$		5,775.00			11,670.67
11/05/24	DP05-003	1280	Music Fundraiser - 2024080	Stromboli \$		40.00			11,710.67
11/05/24	TR05-001	364	R Frye	fundraiser distribution				(1,391.00)	10,319.67
11/05/24	TR05-002	365	Randy Frye	funraiser distribution				(1,391.00)	8,928.67
11/22/24	DP05-016	1293	Music Fundraiser - 2024098	Community Foundation Donation		2,000.00			10,928.67
11/26/24	DP05-019	1296	Music Fundraiser - 2024103	NYC \$		2,305.00			13,233.67
12/19/24	CC06-005	4628	Tammy MacWhinnie	reiburse concession food & sup			335.49		12,898.18
12/19/24	DP06-012	1309	Music Fundraiser - 2024127	NYC Trip \$		1,755.00			14,653.18

**ACCOUNT ANALYSIS REPORT - DETAIL**

Date Range: 10/1/2024 through 12/31/2024

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
					2,139.02	18,486.00	3,189.84	(2,782.00)	14,653.18
<b>Account: 2076 Class of 2022</b>					<b>Advisor: Chelsie Swartz</b>				
			Beginning Balance						0.00
					0.00	0.00	0.00	0.00	0.00
<b>Account: 2077 Basketball - Girls Varsity</b>					<b>Advisor: Ryan VanNoy</b>				
			Beginning Balance						93.05
					93.05	0.00	0.00	0.00	93.05
<b>Account: 2079 Class of 2023</b>					<b>Advisor: Brandy McRoberts</b>				
			Beginning Balance						0.00
					0.00	0.00	0.00	0.00	0.00
<b>Account: 2080 Class of 2024</b>					<b>Advisor: Brandy McRoberts</b>				
			Beginning Balance						0.00
					0.00	0.00	0.00	0.00	0.00
<b>Account: 2081 Battle of the Books</b>					<b>Advisor: Ashley Pkelnicky</b>				
			Beginning Balance						0.00
					0.00	0.00	0.00	0.00	0.00
<b>Account: 2083 Live Stream Team</b>					<b>Advisor: Brant Buchanan</b>				
			Beginning Balance						14,273.42
12/19/24	CC06-005	4621	Canton Area School District	reimburse district for tripod			29.99		14,243.43
					14,273.42	0.00	29.99	0.00	14,243.43
<b>Account: 2084 Science Club</b>					<b>Advisor: Chelsie Swartz</b>				
			Beginning Balance						3,490.87
					3,490.87	0.00	0.00	0.00	3,490.87
<b>Account: 2085 Class of 2025</b>					<b>Advisor: Brandy McRoberts</b>				
			Beginning Balance						10,037.42
10/07/24	DP04-005	1263	Class of 2025 - 2024045	Homecoming Dance		666.00			10,703.42
10/09/24	CC04-008	4555	Canton Area School District	reimburse district Tops account			403.48		10,299.94
10/09/24	CC04-009	4561	Ernesto Moody	homecoming DJ			400.00		9,899.94
10/09/24	MC04-002	4534	Dj Pak	Homecoming DJ			(400.00)		10,299.94
10/21/24	DP04-011	1269	Class of 2025 - 2024060	Cap, Gown, tassel \$		30.00			10,329.94
10/23/24	DP04-014	1272	Class of 2025 - 2024066	Marianna's Sales		2,188.00			12,517.94
10/24/24	DP04-015	1273	Class of 2025 - 2024067	Marianna's \$		390.00			12,907.94
10/25/24	CC04-013	4571	Jostens	Tassels for graduation 2025			24.75		12,883.19
10/28/24	DP04-017	1275	Class of 2025 - 2024073	Donaton		270.00			13,153.19
11/05/24	CC05-002	4581	Marianna's Foods	sub fundraiser payment			2,057.00		11,096.19
11/08/24	CC05-003	4590	Stull's Flowers	Homecoming & Flaming Foliage f			98.00		10,998.19
11/20/24	DP05-012	1289	Class of 2025 - 2024092	Extra		120.00			11,118.19
11/21/24	CC05-005	4597	Jostens	2025 cap & gown			1,864.80		9,253.39
					10,037.42	3,664.00	4,448.03	0.00	9,253.39
<b>Account: 2086 PBIS</b>					<b>Advisor: Jennifer Seeley</b>				
			Beginning Balance						10,352.43
10/04/24	DP04-004	1262	PBIS - 2024043	Cafe Profit		315.00			10,667.43
10/09/24	CC04-007	4553	Lisa Cole	reimburse for kickstarts			340.75		10,326.68
10/09/24	CC04-008	4556	Chelsie Swartz	reimbures PBIS assembly items			788.08		9,538.60
10/11/24	DP04-008	1266	PBIS - 2024050	Cafe Profit		305.00			9,843.60
10/18/24	DP04-010	1268	PBIS - 2024056	Cafe Profit		202.00			10,045.60

**ACCOUNT ANALYSIS REPORT - DETAIL**

Date Range: 10/1/2024 through 12/31/2024

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
10/22/24	DP04-012	1270	PBIS - 2024062	Food Court \$		1,203.00			11,248.60
10/25/24	DP04-016	1274	Cafe Profit - 2024071	Cafe Profit		320.00			11,568.60
11/01/24	DP05-001	1278	PBIS - 2024077	Cafe Profit		256.00			11,824.60
11/05/24	CC05-002	4575	Chelsie Swartz	reimburse Sam's Club & Warrior			3,346.99		8,477.61
11/05/24	CC05-002	4576	Lisa Cole	reimburse kickstart cafe			386.25		8,091.36
11/07/24	DP05-005	1282	PBIS - 2024082	Cafe Profit		299.00			8,390.36
11/14/24	DP05-008	1285	PBIS - 2024086	Cafe Profit		680.00			9,070.36
11/21/24	DP05-013	1290	PBIS - 2024093	Cafe Profit		450.00			9,520.36
11/26/24	DP05-019	1296	PBIS - 2024102	Cafe \$		120.00			9,640.36
12/04/24	CC06-001	4608	Chelsie Swartz	reimburse for Sam's PBIS & Ass			1,140.61		8,499.75
12/04/24	CC06-001	4609	Lisa Cole	reimburse kickstarts			386.25		8,113.50
12/05/24	DP06-003	1300	PBIS - 2024107	Krispy Kreme \$		9,001.00			17,114.50
12/06/24	CC06-002	4613	Krispy Kreme Donuts	krispy kreme fundraiser			4,745.00		12,369.50
12/06/24	DP06-004	1301	PBIS - 2024109	Cafe \$		377.00			12,746.50
12/13/24	DP06-008	1305	PBIS - 2024115	Cafe Profit		400.00			13,146.50
12/19/24	CC06-005	4622	Chelsie Swartz	reimburse for sticky buns & me			520.10		12,626.40
12/19/24	CC06-005	4623	Jen Seeley	reimburse for door contest pri			677.51		11,948.89
12/19/24	CC06-005	4626	Oakbrook Corporation	fundraiser merch cost			712.56		11,236.33
12/19/24	DP06-012	1309	PBIS - 2024126	Cafe Profit \$		200.00			11,436.33
12/19/24	DP06-012	1309	PBIS - 2024128	Cafe Profit		341.00			11,777.33
					<u>10,352.43</u>	<u>14,469.00</u>	<u>13,044.10</u>	<u>0.00</u>	<u>11,777.33</u>

**Account: 2087 Class of 2026**

**Advisor: Brandy McRoberts**

Beginning Balance									9,263.76
11/20/24	DP05-012	1289	Class of 2026 - 2024091	Little Caesars \$		2,828.00			12,091.76
11/21/24	DP05-014	1291	Class of 2026 - 2024096	Little Caesars \$		864.00			12,955.76
11/26/24	CC05-006	4605	Little Cearar's Fundraising	Pizza Fundraiser			2,764.00		10,191.76
					<u>9,263.76</u>	<u>3,692.00</u>	<u>2,764.00</u>	<u>0.00</u>	<u>10,191.76</u>

**Account: 2090 Kindness Club**

**Advisor: Kalyn Essick**

Beginning Balance									0.00
					<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**Account: 2091 Class of 2027**

**Advisor: Chelsie Swartz**

Beginning Balance									3,646.39
10/22/24	DP04-012	1270	Class of 2027 - 2024063	Food Court \$		3,490.00			7,136.39
10/22/24	DP04-013	1271	Class of 2027 - 2024064	Food Court \$		121.00			7,257.39
10/25/24	AD04-001	663	DGreer	NSF \$ T Bates			22.00		7,235.39
11/05/24	CC05-002	4575	Chelsie Swartz	reimburse for fundraiser gift			265.95		6,969.44
11/25/24	DP05-018	1295	Class of 2027 - 2024101	NSF\$ T Bates		22.00			6,991.44
12/19/24	CC06-005	4626	Oakbrook Corporation	fundraiser merch cost			2,341.70		4,649.74
					<u>3,646.39</u>	<u>3,633.00</u>	<u>2,629.65</u>	<u>0.00</u>	<u>4,649.74</u>

**Account: 2096 Class of 2031**

**Advisor: Donnie Jacopetti**

Beginning Balance									0.00
12/13/24	DP06-008	1305	Class of 2031 - 2024117	Raffle Ticket \$		1,238.00			1,238.00
12/19/24	DP06-012	1309	Class of 2031 - 2024125	Ticket \$		354.00			1,592.00
					<u>0.00</u>	<u>1,592.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,592.00</u>

**Account: 2191 Youth and Government Club**

**Advisor: Brandy McRoberts**

Beginning Balance									4,676.59
					<u>4,676.59</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,676.59</u>

**Account: 2192 Class of 2028**

**Advisor: Donnie Jacopetti**

**ACCOUNT ANALYSIS REPORT - DETAIL**

Date Range: 10/1/2024 through 12/31/2024

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
Beginning Balance									2,728.73
					<u>2,728.73</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,728.73</u>
<b>Account: 2193 Class of 2029</b>					<b>Advisor: Donnie Jacopetti</b>				
Beginning Balance									2,536.54
					<u>2,536.54</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,536.54</u>
<b>Account: 2194 Unified Sports</b>					<b>Advisor: Mariah Smith/Caitlin Barr</b>				
Beginning Balance									1,006.60
11/05/24	CC05-002	4574	Caitlin Barr	reimburse for bubble tea suppl			69.63		936.97
11/05/24	CC05-002	4580	Mariah Smith	reimburse bubble tea supplies			251.49		685.48
11/08/24	DP05-006	1283	Receipt Transfer - MISC	Schoolbooks Receipting		400.00			1,085.48
11/19/24	DP05-011	1288	Receipt Transfer - MISC	Schoolbooks Receipting		174.00			1,259.48
11/27/24	DP05-020	1297	Receipt Transfer - MISC	Schoolbooks Receipting		210.00			1,469.48
12/06/24	CC06-002	4614	Mariah Smith	reimbursement for popping pear			60.30		1,409.18
12/19/24	CC06-005	4625	Mariah Smith	Reimburse for popping bubbles			55.33		1,353.85
					<u>1,006.60</u>	<u>784.00</u>	<u>436.75</u>	<u>0.00</u>	<u>1,353.85</u>
<b>Account: 2195 Class of 2030</b>					<b>Advisor: Donnie Jacopetti</b>				
Beginning Balance									1,259.43
					<u>1,259.43</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,259.43</u>
<b>Account: 2196 Archery Club</b>					<b>Advisor: Brandy McRoberts</b>				
Beginning Balance									175.00
					<u>175.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>175.00</u>
<b>Total Other Accounts</b>					<u>216,099.94</u>	<u>79,359.17</u>	<u>85,556.39</u>	<u>0.00</u>	<u>209,902.72</u>

Date	Check #	Rec	Account Balance	Greenhouse	Wildlife	Beautification	Playground	6th Gr. St. Council	*Siarra is co-signer for this account/FC
			<b>\$1,339.55</b>						
10/7/2024						\$4.83			Interest Deposit
11/4/2024						\$5.06			Interest Deposit
11/29/2024	1,135	X		(\$323.28)					Check CASD- Greenhouse plastic
12/4/2024						\$4.82			Interest Deposit
							<b>\$0.00</b>	<b>\$100.00</b>	<b>Current Balance</b>



WW 01/03/25  
1st Rdg 01/09/25  
2nd Rdg 02/13/25

Book	Policy Manual
Section	600 Finances
Title	Copy of Purchases Subject to Bid/Quotation
Code	610
Status	First Reading
Adopted	December 3, 2009
Last Revised	January 9, 2025
Prior Revised Dates	3/14/2013, 01/11/2024

### **Authority**

It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to the school district.[1][2]

### **Guidelines**

The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.[1][2][3]

### **Competitive Bids**

When seeking competitive bids, the Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.[1][2]

After due public notice advertising for competitive bids, the Board shall be authorized to:

1. Purchase furniture, equipment, school supplies and appliances costing a base amount of **\$23,800** or more, unless exempt by law.[2]
2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value of more than **\$23,800**, unless exempt by law.[1]

The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements.[1][2]

With kind, quality and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon resolution of the Board, unless the Board chooses to reject all bids.[1][2]

The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.[1]

### Electronic Bidding

The Board shall receive bids electronically for competitive contracts, except for construction and design services, in compliance with applicable laws and Board policy.[4][5]

The district shall electronically maintain the confidentiality of the bid until the bid opening.[5]

### Price Quotations

Unless exempt by law, at least three (3) written or telephonic price quotations shall be requested by the Board for:[1][2]

1. Furniture, equipment, school supplies and appliances costing a base amount of more than \$12,600 but less than **\$23,800**.[2]
2. All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a total cost or value of more than **\$12,900** but less than **\$23,800**[1]

If it is not possible to obtain three (3) quotations, a memorandum must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for three (3) years.

### Work Performed by District Maintenance Personnel

The Board may authorize district maintenance personnel to perform construction, reconstruction, repairs or work having a total cost or value of less than **\$12,900**.[1]

### Delegation of Responsibility

The Board may grant the Board Secretary or Purchasing Agent the authority to purchase supplies and award contracts in the amount and manner designated by applicable law.[1][2]

Legal

1. 24 P.S. 751

2. 24 P.S. 807.1

3. 24 P.S. 120

4. 62 Pa. C.S.A. 4602

5. 62 Pa. C.S.A. 4603

62 Pa. C.S.A. 4601 et seq



# Current Policy

Book	Policy Manual
Section	600 Finances
Title	Purchases Subject to Bid/Quotation
Code	610
Status	Active
Adopted	December 3, 2009
Last Revised	January 11, 2024
Prior Revised Dates	3/14/2013

## **Authority**

It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to the school district.[1][2]

## **Guidelines**

The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.[1][2][3]

## **Competitive Bids**

When seeking competitive bids, the Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.[1][2]

After due public notice advertising for competitive bids, the Board shall be authorized to:

1. Purchase furniture, equipment, school supplies and appliances costing a base amount of \$23,200 or more, unless exempt by law.[2]
2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value of more than \$23,200, unless exempt by law.[1]

The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements.[1][2]

With kind, quality and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon resolution of the Board, unless the Board chooses to reject all bids.[1][2]



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  2. 24 P.S. 807.1
  3. 24 P.S. 120
  4. 62 Pa. C.S.A. 4602
  5. 62 Pa. C.S.A. 4603
  - 62 Pa. C.S.A. 4601 et seq

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### Procurement – Federal Programs

This document is intended to integrate standard district purchasing procedures with additional requirements applicable to procurements that are subject to the federal Uniform Guidance regulations, federal guidance of the Office of Management and Budget and/or U.S. Department of Agriculture (USDA) regulations governing school food service programs. The district maintains the following purchasing procedures, in accordance with federal and state laws, regulations and Board policy. (2 CFR 200.102, 200.318-200.325; 7 CFR 210.16, 210.19, 210.21, 215.14a, 220.16; 24 P.S. 120, 24 P.S. 504, 24 P.S. 508, 24 P.S. 521, 24 P.S. 607, 24 P.S. 609, 24 P.S. 751, 24 P.S. 807.1; 62 Pa. C.S.A. 4601 et seq; Pol. 610, 611, 612, 613, 808)

<b>2023 Procurement Thresholds</b>		
PA State Quotation Threshold	<b>\$12,900</b>	Adjusted based on Consumer Price Index published in PA Bulletin (24 P.S. Sec. 120)
PA State Bid Threshold	<b>\$23,800</b>	Adjusted based on Consumer Price Index published in PA Bulletin (24 P.S. Sec. 120)
Federal Micro-Purchase Threshold	<b>\$10,000</b>	Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1) or through guidance of the federal Office of Management and Budget
Federal Simplified Acquisition Threshold	<b>\$250,000</b>	Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1) or through guidance of the federal Office of Management and Budget

\*Please review this Procurement attachment annually and update amounts accordingly

The district implements exceptions to the Micro-Purchase and Simplified Acquisition Threshold amounts announced by the federal Office of Management and Budget as part of its procurement procedures.

#### Responsibility for Purchasing

The Board has outlined standard district purchasing responsibility, methods of purchasing, price quotations and bid requirements in the following Board policies and their accompanying administrative regulations or procedures:

- Policy 610. Purchases Subject to Bid/Quotation
- Policy 611. Purchases Budgeted
- Policy 612. Purchases Not Budgeted
- Policy 613. Cooperative Purchasing

## **Purchase Methods**

When a request for purchase of equipment, supplies or services has been submitted and approved as outlined below, the procurement method to be used will be determined based on the type of purchase and the total cost of the purchase as further outlined below. This procedure outlines how the cost thresholds for determining when the quote or formal bidding procedures that are required by state law as reflected in Policy 610 must be modified when making purchases for federally funded purposes to which the Uniform Grant Guidance or USDA regulations apply, so as to comply with both state and federal requirements. At each point where requirements for food service-related procurement under USDA regulations differ, a note will refer to the Food Service Program Notes at the end of this procedure. Final determination of which purchasing procedures are to be applied is delegated to the Business Manager under the authority of the Board.

## **Standard Procurement Documents and Purchase Request Process**

The district shall use purchase orders for purchase requests in accordance with the applicable purchase method.

The district shall use paper purchasing records, which are pre-numbered and are accessible to designated purchasing staff in the district office.

Purchase requests by an employee must be submitted to the building administrator or immediate supervisor. Purchase of all budgeted items or items approved by an administrator or supervisor must be initiated by use of a purchase order or requisition submitted to the Business Manager.

Purchase orders and requisitions shall contain information including, but not limited to:

1. Description of the services to be performed or goods to be delivered.
2. Location of where services will be performed, or goods will be delivered.
3. Appropriate dates of service or delivery.
4. Other (describe)           Total Funds Obligated

Documentation on purchase orders and requisitions shall be maintained in accordance with the district's Records Management Policy and records retention schedule. (Pol. 800)

Contracts shall be reviewed by the Business Manager and the Superintendent prior to submission to the Board for approval.

Contracts to which the Uniform Grant Guidance apply shall contain the clauses specified in Appendix II to 2 CFR Part 200 (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards), when applicable.

**[See Food Service Program Notes below for specific clauses required by USDA regulations to be included in cost reimbursable procurement contracts.]**

### **Micro-Purchases Not Requiring Quotes or Bidding**

For purposes of this procedure, **micro-purchase** means a purchase of equipment, supplies or services for use in federally funded programs using simplified acquisition procedures, the aggregate amount of which does not exceed a base amount of \$10,000. The micro-purchase dollar threshold is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register or announced as an exception by the federal Office of Management and Budget shall apply if other than \$10,000.(48 CFR Subpart 2.1)

**Note: The micro-purchase maximum for federal purposes is lower than the amount below which the School Code allows purchase for nonfederal purposes to be made without obtaining at least three (3) written or telephonic quotes or using formal competitive bidding.**

The micro-purchase method is used in order to expedite the completion of its lowest dollar small purchase transactions and minimize the associated administrative burden and cost. Procurement by micro-purchase is the acquisition of equipment, supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.

To the extent practicable, the district distributes micro-purchases equitably among qualified suppliers when the same or materially interchangeable products are identified and such suppliers offer effectively equivalent rates, prices and other terms. The Business Manager will be responsible to determine the equitable distribution of micro-purchases.

Micro-purchases may be awarded without soliciting competitive quotations if the district considers the price to be reasonable. The district will maintain evidence of this reasonableness in the records of all micro-purchases. Reasonable means that sound business practices were followed and the purchase is comparable to market prices for the geographic area. Such determinations of reasonableness may include comparison of the price to previous purchases of the same item or comparison of the price of items similar to the item being purchased.

Even if the cost of a purchase qualifies it as a micro-purchase, bidding or small purchase procedures may be used optionally when those procedures may result in cost savings.

### **Small Purchase Procedures**

For purposes of this procedure, **small purchase procedures** are those relatively simple and informal procurement methods for securing equipment or supplies that cost more than the amount qualifying as a micro-purchase and do not cost \$23,800 or more, or in the case of services other than construction, maintenance or repair on school facilities, where the total cost does not exceed the \$250,000 federal Simplified Acquisition Threshold at which formal competitive bidding or competitive proposals are required. Small purchase procedures cannot be

used for purchases of equipment or supplies or for construction, repair or maintenance services costing \$23,800 or more because the School Code requires formal competitive bidding at that level of cost.

The base amount at which bidding is required under state law for purchases of equipment, supplies and construction, maintenance or repair services on school facilities is adjusted for inflation annually, and the adjusted amount most recently determined and published in the Pennsylvania Bulletin shall apply if other than \$23,800. (24 P.S. Sec. 120)

The federal Simplified Acquisition Threshold at which competitive bidding or competitive proposals are required is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register or announced as an exception by the federal Office of Management and Budget shall apply if other than \$250,000. (48 CFR Subpart 2.1, 2 CFR 200.102)

Because state law does not require competitive bidding for the purchase of services other than construction, maintenance or repairs on school facilities regardless of total cost, small purchase procedures, including a request for proposal (RFP) procedure, may be used for procurement of such other services except when the estimated total cost will be at or over the federal threshold at which formal competitive bidding or competitive proposals are required (\$250,000).

**[See Food Service Program Notes below for exemption from bidding for purchases of perishable food items costing less than \$250,000.]**

If small purchase procedures are used, written or telephonic price or rate quotations are obtained from at least three (3) qualified sources and records of quotes are maintained as provided in Policy 610. (Pol. 610)

### **Formal Competitive Bidding**

#### **Publicly Solicited Sealed Competitive Bids:**

For purchases of equipment or supplies, or of services for construction, maintenance or repairs of school facilities, sealed competitive bids are publicly solicited and awarded to the lowest responsive and responsible bidder as provided in Policy 610 when the total cost is estimated to be \$23,800 or more. (Pol. 610)

**Note: The amount at which formal competitive bidding or competitive proposals are required by federal regulations is much higher than the base amount at which the School Code requires competitive bidding. Therefore, the lower base amount specified by the School Code, as annually adjusted, is used to determine when bidding will be used for purchases of equipment or supplies, or for obtaining services for construction, maintenance or repairs on school facilities. (24 P.S. Sec. 120)**

State law does not require bidding for the purchase of services other than construction, maintenance or repairs on school facilities regardless of total cost. For procurement of such other

services for federally funded purposes to which the Uniform Grant Guidance applies, formal competitive bidding or competitive proposals will be used when the estimated total cost will be at or over the federal threshold of \$250,000.

The federal Simplified Acquisition Threshold at which competitive bidding or competitive proposals are required is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register or announced as an exception by the federal Office of Management and Budget shall apply if other than \$250,000. (48 CFR Subpart 2.1, 2 CFR 200.102)

For procurement of services costing at or over the \$250,000 federal threshold other than for construction, maintenance or repairs on school facilities, the use of competitive sealed bidding is considered feasible and appropriate when:

1. A complete, adequate, and realistic specification or purchase description is available;
2. Two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. The procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally on the basis of price.

Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of. Any or all bids may be rejected if there is a sound documented reason.

**[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]**

### **Competitive Proposals**

State law does not require public school entities to solicit competitive bids for services other than construction, repairs or maintenance of school facilities, for which competitive bidding is required if the cost will be a base amount of \$23,800 or more. State law allows competitive proposals relating to work on facilities in lieu of bidding only in the context of guaranteed energy savings contracts.

Federal regulations allow the use of competitive proposals as an alternative to formal competitive bidding when conditions are not appropriate for the use of sealed bids.

In the case of services other than for construction, repairs or maintenance of school facilities costing less than that threshold, the district may use small purchase procedures or micro-purchase procedures as applicable based on total cost. A request for proposal (RFP) process can also meet or exceed the small purchase competition requirements under state law and Policy 610 for the acquisition of services other than for construction, repairs or maintenance of school facilities, and can be used if the total cost will be less than \$250,000.

When permitted, the technique of competitive proposals is normally conducted with more than one (1) source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The district shall comply with other applicable state and federal law and regulations, Board policy and administrative regulations regarding purchasing; the district may consult with the school solicitor or other qualified counsel in determining the required process for purchasing through competitive proposals when necessary.

If this method is used, the following requirements apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.
2. Proposals must be solicited from an adequate number of qualified sources.
3. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

An alternative form of competitive proposal is permitted only for qualifications-based procurement of architectural and engineering services, in which price is not a selection factor and reasonable compensation is negotiated after source selection. This alternative is not permitted for procurement of other types of services.

Competitive proposals shall be evaluated by the Business Manager based on factors including but not limited to:

1. Cost.
2. Experience of contractor.
3. Availability.
4. Financial stability.

Evaluations shall be completed in a timely manner, documented and shall be reviewed by the Business Manager.

### **Contract/Price Analysis**

The district performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. (2 CFR Sec. 200.323(a)).

A **cost analysis** generally means evaluating the separate cost elements that make up the total price, while a **price analysis** means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the Business Manager must come to an independent estimate prior to receiving bids or proposals. (2 CFR Sec. 200.323(a)). As part of the analysis, the Business Manager will enact established business practices which may include evaluation of similar prior procurements and a review process.

**Negotiated Profit**

In any procurement in which there has been no price competition, or in which a cost-analysis is performed, profit must be negotiated separately as an element of price. Accordingly, solicitations of bids, proposals or quotes shall require that bids, proposals or quotes be limited to costs other than profit, and exclude profit.

To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor’s investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. (2 CFR Sec. 200.323(b)).

When profit must be negotiated as a separate element of the total price, it shall be negotiated by the Superintendent and Business Manager.

**Noncompetitive Proposals (Sole Sourcing)**

**Procurement by noncompetitive proposals** means procurement through solicitation of a proposal from only one (1) source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source.
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. An **emergency** exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes.
3. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the district.
4. After solicitation of a number of sources, the district determines the competition is inadequate.

In addition to standard procurement policy and procedures, the district will document the grounds for using the noncompetitive method in lieu of an otherwise required competitive



method of procurement, which may include written confirmation from the contractor as the sole source of the item. Documentation must be submitted to and maintained by the Business Office.

All noncompetitive proposals will ultimately be approved by the Board. The district may utilize legal advice from the solicitor regarding noncompetitive proposals.

Profit must be negotiated separately for noncompetitive proposals, and a cost or price analysis will also be performed for noncompetitive proposals when the price exceeds \$250,000.

### **Purchase Cards**

The district approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline contractor payment.

Procurement cards may be used for purchases under federal programs. The use of procurement cards is governed by Board policy 625 Procurement Cards and established administrative regulations. (Pol. 625)

### **Full and Open Competition**

All procurement transactions must be conducted in a manner providing full and open competition consistent with 2 CFR Sec. 200.319. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business.
2. Requiring unnecessary experience and excessive bonding.
3. Noncompetitive pricing practices between firms or between affiliated companies.
4. Noncompetitive contracts to consultants that are on retainer contracts.
5. Organizational conflicts of interest.
6. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement.
7. Any arbitrary action in the procurement process.

### **Minority Businesses, Women's Business Enterprises, Labor Surplus Area Firms**

The district must take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include: (2 CFR Sec. 200.321)

1. Placing qualified small and minority business and women's business enterprises on solicitation lists.
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
3. Dividing total purchasing requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business and women's business enterprises.
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
6. Requiring the prime contractor, if subcontracts are let, to take the affirmative steps listed above.

### **Geographical Preferences Prohibited**

The district must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

**[See Food Service Program Notes below for permissibility of geographic preferences and "Buy American" practices in purchasing certain food products]**

### **Prequalified Lists**

The district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the district must not preclude potential bidders from qualifying during the solicitation period.

**[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]**

### **Solicitation Language**

The district must ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

### **Avoiding Acquisition of Unnecessary or Duplicative Items**

The district must avoid the acquisition of unnecessary or duplicative items. Additionally, consideration must be given to consolidating or breaking out procurements to obtain a more economical purchase; and, where appropriate, an analysis must be made of leases versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

These considerations are given as part of the process to determine the allowability of each purchase made with federal funds. Such considerations are accessible in the procedure attached to Policy 626: Allowability of Costs – Federal Programs.

### **Use of Intergovernmental Agreements and Cooperative Purchasing**

To foster greater economy and efficiency, the district enters into state and local intergovernmental agreements where appropriate for cooperative purchasing or use of common or shared goods and services, as permitted by the Intergovernmental Cooperation Act, the School Code and the Commonwealth Procurement Code. (Pol. 613; 53 Pa. C.S. Ch. 23; 24 P.S. 521; 62 Pa. C.S. Ch. 19)

When procuring supplies or services for federally funded purposes to which the Uniform Grant Guidance applies, the district shall verify that the organization conducting the procurement pursuant to such agreements complies with the applicable procurement methods, requirements and standards of the Uniform Grant Guidance as outlined in this procedure.

### **Use of Federal Excess and Surplus Property**

The district considers the use of federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

### **Debarment and Suspension**

The district awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

**[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]**

The district may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the district verifies that the contractor with whom the district intends to do business is not excluded or disqualified. (2 CFR Part 200, Appendix II, and 2 CFR Sec. 180.220 and 180.300).

All successful contractors must provide written certification that they have not been suspended or debarred from federal projects. The Business Manager will be responsible for verification. Such verification may include accessing the online federal System for Award Management (SAM) to determine whether any relevant party is subject to any suspension or debarment restrictions.

### **Maintenance of Procurement Records**

The district must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

Maintenance of records of procurement will be governed by Board policy 800 Records Management and the district's established records retention schedule. (Pol. 800)

### **Time and Materials Contracts**

The district may use a time and materials type contract only: (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. **Time and materials type contract** means a contract whose cost to the district is the sum of: the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the district must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

## **Settlements of Issues Arising Out of Procurements**

The district alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the district of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

## **Protest Procedures to Resolve Dispute**

The district maintains protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency. Protest procedures will be acted on in accordance with current state law and regulations, established district administrative regulations and the advice of the solicitor. (Pol. 610)

## **Food Service Program Notes:**

### *Exemption from Bidding for Perishable Food Items -*

The School Code exempts purchases of perishable food items from bidding requirements. Bidding for perishable food items is required only if the cost would be at or over the federal threshold at which formal competitive bidding is required (\$250,000). Small purchase procedures may be used for purchases below \$250,000, or micro-purchase procedures for purchases below \$10,000. Use of bidding should be considered as an option if it is feasible and likely to result in cost savings.(24 P.S. Sec. 504(d))

### *Geographic Preferences -*

The district is permitted to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products. When a geographic preference is applied, the district has discretion to determine the local area to which the geographic preference option will be applied.

**Unprocessed locally grown or locally raised agricultural products** means only those agricultural products that retain their inherent character. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two (2) or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk. (7 CFR Sec. 210.21, 215.14a, 220.16)

*Buy American -*

The district shall purchase, to the maximum extent practicable, domestic commodities or products for food service purposes. The term **domestic commodity or product** means: (7 CFR Sec. 210.21, 220.16)

1. An agricultural commodity that is produced in the United States; and
2. A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

*Mandatory Contract Clauses -*

The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts: (7 CFR Sec. 210.21, 215.14a, 220.16)

1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
2. (a) The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or  
  
(b) The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
3. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
4. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
5. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion

of the contract; and

6. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

*Contracts with Food Service Management Companies -*

Procedures for selecting and contracting with a food service management company (FSMC) shall comply with guidance provided by the Pennsylvania Department of Education, Division of Food and Nutrition, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts. (7 CFR Sec. 210.16, 210.19, 210.21, 215.14a, 220.16)

*Pre-Plated Meals -*

Procedures for selecting and contracting with contractors of pre-plated meals shall comply with guidance provided by the Pennsylvania Department of Education, Division of Food and Nutrition, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts. (7 CFR Sec. 210.16, 210.19, 210.21, 220.16)

**PSBA Revision 12/22**

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Bd App 01/09/25



**LETTER OF COLLABORATIVE AGREEMENT**

The undersigned acknowledges that a collaborative agreement has been established between Merakey and Therapeutic Family Care Program and **Canton Area School District**. Both parties agree to work collaboratively with individuals that are served between the agencies named herein in order to guarantee that most appropriate continuum of care for the individual.

**PROCEDURE:**

- Merakey will comply with all HIPPA regulations in reference to disclosing information concerning individuals in care. All information exchanged shall be in accordance with state and federal confidentiality laws.
- Merakey will be available for consultation with districts to ensure appropriate care for individuals.
- Merakey staff will obtain approval prior to making an appearance at any school.
- Merakey staff will follow all district policies when working with the child during school hours.
- Merakey will provide updated and secure progress updates on individuals in service.
- Merakey will work with and support schools in working with clients.
- Merakey will receive notice of IEP and be included in disciplinary meetings.
- Merakey will offer schools inclusion in the Interagency Team Meetings of children.
- It is the expectation that if Merakey undergo any significant alteration, this agreement shall be renegotiated
- Merakey will make every effort to obtain necessary records to enroll clients in school.

  
 Behavioral Health Site Director  
 Merakey

11-26-24  
 Date

\_\_\_\_\_  
 Superintendent Signature

Canton Area School District  
 School District

\_\_\_\_\_  
 Date

**Merakey-Bradford/Sullivan Counties**  
**703 S. Elmer Ave.**  
**Suite #115**  
**Sayre, PA 18840**  
**Phone: (570) 888-0051 Fax: (570) 888-0449**

WW 12/13/24  
Bd App 01/09/25

**MINUTES  
CANTON AREA SCHOOL DISTRICT  
DECEMBER 5, 2024**

The Reorganization Meeting of the Canton Area School District Board of Education was held in the Canton Jr/Sr High School Library on Thursday, December 5, 2024 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, Mr. Tom Resavage, 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; Mrs. Asti Tillotson, Food Service Director; Mrs. Sherry Lambert, newspaper reporter; and Ms. Kelsey Herman.

**QUALIFIED BOARD MEMBERS**

All board members are qualified.

**TEMPORARY BOARD PRESIDENT**

Mrs. Judy Sourbeer called for nominations for temporary president.

Mr. Bill Holland nominated Mr. Tom Resavage for temporary board president.

There were no other nominations.

A motion was made by Mr. Bill Holland and seconded by Mrs. Sara Neely to nominate Mr. Tom Resavage for temporary board president.

Voice Vote: All nine members present voted yea.  
Motion carried.

**NOMINATIONS FOR BOARD PRESIDENT**

Mr. Ryan Allen nominated Mrs. Judy Sourbeer for board president.

A motion was made by Mr. Ryan Allen and seconded by Mrs. Sara Neely to nominate Mrs. Judy Sourbeer as board president.

Voice Vote: All nine members present voted yea.  
Motion carried.

**NOMINATIONS FOR BOARD VICE PRESIDENT**

Mr. Ryan Allen nominated Mr. Bill Holland for board vice president.

A motion was made by Mr. Ryan Allen and seconded by Mrs. Sara Neely to nominate Mr. Bill Holland as board vice-president.

Voice Vote: All nine members present voted yea.  
Motion carried.

### **DELEGATES FOR BRADFORD COUNTY TAX COLLECTION**

A motion was made by Mr. John Ambruch and seconded by Mrs. Sarah Neely to re-appoint the delegates for the Bradford County Tax Collection and approve the Bradford County TCC Voting Delegate Appointment Resolution:

1. Mark Jannone
2. Amy Martell, First Alternate
3. Ryan Allen, Second Alternate

Voice Vote: All nine members present voted yea.  
Motion carried.

### **2025 BOARD MEETING DATES, TIME, AND PLACE**

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to set the 2025 board meetings: second Thursday of each month with the following exceptions: 1) no meeting in July, 2) the first Thursday in December. All meetings will be held in the Canton Jr/Sr High School library at 5:00 p.m.

Voice Vote: All nine members present voted yea.  
Motion carried.

### **MINUTES**

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the minutes of the regular meeting of November 14, 2024.

Voice Vote: All nine members present voted yea.  
Motion carried.

### **REPORTS**

#### **Superintendent**

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

- Elementary enrollment is currently 421 students - 418 in the building and three in CAVE.
- In the elementary school, there will be continuing professional development in the areas of ECRI and CKLA (K-2) and in Writing and TDAs (3-6). The next professional development day is on December 3<sup>rd</sup>.
- A book study on "What Great Teachers Do differently" is being conducted with elementary specials teachers.
- There will be an elementary student presentation about internet safety by the Attorney General's Office on December 9<sup>th</sup>.
- CKLA and writing professional development will be conducted on the January 2<sup>nd</sup> 3-hour delayed start.
- The PTA has received a \$5,000 grant through Tioga Downs to have a STEAM Day in the spring.
- Upcoming events at the elementary school: PTA Christmas Shoppe the week of December 9<sup>th</sup>, SMILE Dentist - December 6<sup>th</sup>, Christmas movies for each grade level with popcorn provided by the PTA; Kindergarten Grandparent Tea - December 13<sup>th</sup>; Christmas Break December 21<sup>st</sup> - January 1<sup>st</sup>.
- Due to receiving scholarship funds from an outside party and a substantial reduction in per student pricing, Mr. Frye can continue with the scheduled Spring field trip to NYC given the smaller than expected enrollment numbers.
- Winter Keystone Exams will be conducted for specific students in grades 9-11 on the following dates: Literature - December 4<sup>th</sup> and 5<sup>th</sup>; Biology - December 10<sup>th</sup> and 11<sup>th</sup>; Algebra - January 8<sup>th</sup> and 9<sup>th</sup>.

- The CHS winter athletic season has begun, and we are excited to watch our basketball, wrestling, bocce and competition cheer teams compete.
- The winter band and chorus concerts are taking place this week on Wednesday and Thursday evening, respectfully.
- National Honor Society induction was held on November 25<sup>th</sup> to recognize current members and for the induction of one senior and three juniors.
- Total number of IEP Students without gifted IEPs: 181: Elementary— 99/High School—82.
- Total number of IEP Students with gifted IEPs: 231: Elementary — 121/High School—110.

**CITIZEN RECOGNITION – AGENDA RELATED**

There were no comments.

**BUSINESS**

**Treasurer’s Report**

A motion was made by Mr. Ryan Allen and seconded by Mr. Denny Sourbeer to approve the Treasurer’s Report as presented for November 30, 2024. (A copy is in the supplemental file.)

Roll Call Vote: All nine members present voted yea.  
Motion carried.

**Bills**

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

Roll Call Vote: All nine members present voted yea.  
Motion carried.

**Transportation Changes**

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

Roll Call Vote: All nine members present voted yea.  
Motion carried.

**Repair Bid**

A motion was made by Mr. Ryan Allen and seconded by Mr. Denny Sourbeer to accept the elementary cafeteria walk-in freezer repair bid at a cost of \$15,999.00.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

**PERSONNEL**

**New Employee**

A motion was made by Mrs. Sarah Neely and seconded by Mr. Ryan Allen to approve the following new employee, pending completion of required paperwork:

- a. Michael Landon, full-time 12-month Custodian, \$13.00 per hour with full benefits.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

**List Update**

A motion was made by Mrs. Sarah Neely and seconded by Mr. Ryan Allen to approve the following

update to the 2024/2025 Co-Curricular Non-Sports List:

- a. Rebecca Colton, Freshman Class Advisor, \$509.08

Roll Call Vote: All nine members present voted yea.  
Motion carried.

#### **Volunteers**

A motion was made by Mrs. Sarah Neely and seconded by Mr. Ryan Allen to approve the following volunteers (all paperwork is complete):

- a. Emily Hitesman - elementary K-2 field trips, classroom, retroactive to 11/19/24.
- b. Derek Wesneski - wrestling, retroactive to 11/19/24.
- c. Tamara Hess - girls' basketball, retroactive to 11/20/24.
- d. Gary Ward - wrestling, retroactive to 11/22/24.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

#### **Substitute List**

A motion was made by Mrs. Sarah Neely and seconded by Mr. Ryan Allen to approve the following addition to the substitute list:

- a. Levi Storrs, Prospective Teacher Substitute, retroactive to 11/26/24.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

#### **Unpaid Days**

A motion was made by Mrs. Sarah Neely and seconded by Mr. Ryan Allen to approve unpaid days for the month of November 2024, for the following employee:

- a. Employee #1898 - 15 days

Roll Call Vote: All nine members present voted yea.  
Motion carried.

#### **FINANCE/POLICY**

##### **Second Reading**

A motion was made by Mrs. Arica Jennings and seconded by Mr. Ryan Allen to approve the second reading of the following revised policies:

- a. No. 103 Discrimination/Harassment Affecting Students
- b. No. 103.1 Nondiscrimination-Qualified Students with Disabilities
- c. No. 104 Discrimination/Harassment Affecting Staff
- d. No. 113.1 Discipline of Students with Disabilities
- e. No. 113.2 Behavior Support
- f. No. 239 Foreign Exchange Students
- g. No. 309 Assignment and Transfer

Roll Call Vote: All nine members present voted yea.  
Motion carried.

##### **First Reading**

A motion was made by Mrs. Arica Jennings and seconded by Mr. Ryan Allen to approve the first 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 nine members present voted yea.  
Motion carried.

#### **OTHER ITEMS**

#### **Board Reports**

A motion was made by Mr. Bill Holland and seconded by Mr. Denny Sourbeer to approve the Canton Jr/Sr High School and Canton Area Elementary School Library Board Reports for the first quarter (September - November) of the 2024/2025 school year.

Roll Call Vote: All nine members present voted yea.  
Motion carried.

#### **CITIZEN RECOGNITION - NON-AGENDA RELATED**

There were no comments.

#### **Announcements**

The next Board Meeting will be held Thursday, January 9, 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 Mrs. Arica Jennings and seconded by Mr. Ryan Allen.

Voice Vote: All nine members present voted yea.  
Motion carried.

Mrs. Sourbeer adjourned the meeting at approximately 5:12 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone  
Business Manager/Board Secretary

FIELD TRIP REQUEST

Destination(s): Berwick High School: Berwick, PA  
District Band

How many subs are needed:  
\_\_\_\_\_

Date of Trip Jan 23, 24 2025 Day of Week W, Th, F Leave Time \_\_\_\_\_ Return to School \_\_\_\_\_

Number of Students/Adults 1/1 Circle One  VAN  BUS -- If you want a VAN, who will drive? Tammy MacWhinnie

Where will the bus load for the trip? \_\_\_\_\_

Students will: (check one) \_\_\_\_\_ Ride their regular bus home after the field trip.  
 Arrange their own transportation home after the field trip.

Class or Grade Description District Band Person in Charge Tammy MacWhinnie  
Other Chaperones going: \_\_\_\_\_

Objective of Trip: To rehearse + perform advanced band music with students from District 8.

Estimated Cost Of Trip - Including Subs

Nurse required to go on trip?  YES  NO

REGULATIONS

1. Persons in charge will submit a final list of persons riding the bus (including adults) to the Principal before leaving school grounds.
2. Parental permission slips will be obtained by person in charge. These will also be turned in to the Principal before leaving school grounds.
3. Students will observe the riding rules of the school. Buses are supposed to have copies of riding rules posted. Driver distractions from within the bus are to be avoided.
4. No students are to be let off the bus at any location other than the school when returning from the field trip, unless prior arrangements have been approved by the Principal or Business Manager.
5. Any irregularities of the trip (including bus and driver problems) will be reported to the Principal immediately.
6. When students have to make other arrangements to get home, the person in charge and chaperones will stay with the students until all have left the school grounds.

Tammy MacWhinnie  
SIGNATURE OF PERSON IN CHARGE

ROUTING INSTRUCTIONS

Forward completed form to your Principal. If approved, Principal will forward to Business Office. Business Office will return original request to Principal after busing arrangements. Principal will keep the original form in their office and will send a copy of the form to the person in charge.

APPROVALS

Principal: Approved [Signature] Date 12/5/24  
Business Manager: Approved [Signature] Date 12/6/24

ww 12/13/24  
Bd App 01/09/25

THIS SPACE FOR BUSINESS OFFICE USE ONLY

*Needs Board Approval*  
**FIELD TRIP REQUEST**

Destination(s): ACES Leadership Conference Harrisburg  
Harrisburg/Hershey Hilton - Skeraton

How many subs are needed:  
0

Date of Trip Feb 15-16 Day of Week SAT-SUN Leave Time 7:30 AM Return to School 4 PM  
 Number of Students/Adults 24/2 Circle One VAN BUS -- If you want a VAN, who will drive? \_\_\_\_\_  
 Where will the bus load for the trip? Behind Saint Wing  
 Students will: (check one) \_\_\_\_\_ Ride their regular bus home after the field trip.  
 Arrange their own transportation home after the field trip.  
*Date to be determined for February*

Class or Grade Description High Experience Person in Charge Tom Hajmusk  
 Other Chaperones going: Tracy Hajmusk

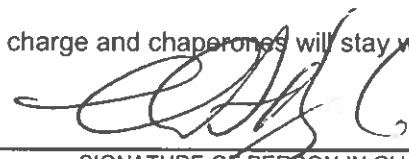
Objective of Trip: Leadership Conference - I'm in up bus drivers room

Nurse required to go on trip?  YES  NO

**Estimated Cost Of Trip - Including Subs**  
700<sup>00</sup>

**REGULATIONS**

1. Persons in charge will submit a final list of persons riding the bus (including adults) to the Principal before leaving school grounds.
2. Parental permission slips will be obtained by person in charge. These will also be turned in to the Principal before leaving school grounds.
3. Students will observe the riding rules of the school. Buses are supposed to have copies of riding rules posted. Driver distractions from within the bus are to be avoided.
4. No students are to be let off the bus at any location other than the school when returning from the field trip, unless prior arrangements have been approved by the Principal or Business Manager.
5. Any irregularities of the trip (including bus and driver problems) will be reported to the Principal immediately.
6. When students have to make other arrangements to get home, the person in charge and chaperones will stay with the students until all have left the school grounds.

  
SIGNATURE OF PERSON IN CHARGE

**ROUTING INSTRUCTIONS**

Forward completed form to your Principal. If approved, Principal will forward to Business Office. Business Office will return original request to Principal after busing arrangements. Principal will keep the original form in their office and will send a copy of the form to the person in charge.

**APPROVALS**

Principal: Approved  Date 11/8/24  
 Business Manager: Approved  Date 11/12/24

*ww 12/13/24  
Bd App 01/09/25*



ww 12/13/24  
Bd App 01/09/25

2400 Reach Road, PO Box 3609  
Williamsport, PA 17701  
Phone: (570) 323-8561  
FAX: (570) 323-1738



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

Web address: <http://www.iu17.org>

## BLaST Intermediate Unit 17 Website Hosting Agreement

The background of this Agreement is as follows:

- I. **BLaST Intermediate Unit** (Intermediate Unit 17, referred to throughout this Agreement as "BLaST"), is an intermediate unit established by and existing under Chapter 11 of the Public School Code of 1949, as amended, 24 P. S. §9-951 et seq., with its principal place of business at 33 Springbrook Drive, Township of Canton, Bradford County, Pennsylvania 17724.
- II. Canton Area School District referred to throughout this Agreement as "**Purchaser**"), is a non-profit organization, with its principal place of business at 509 East Street, Canton, PA 17724.
- III. **BLaST** Technology Group provides various technology services to numerous entities, primarily public school districts.
- IV. **Purchaser** desires to retain **BLaST** to provide certain technology services.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED IN THIS AGREEMENT, PURCHASER AND BLaST AGREE THAT:

1. **Effective Date.** The effective date of this Agreement shall be as set forth on Exhibit 1.
2. **Completion Date.** The completion date of this Agreement shall be as set forth on Exhibit 1.
3. **Description of Services.** BLaST shall provide **Purchaser** the services as set forth on Exhibit 1.
4. **Cost and Payment.** The cost for the services and the payment schedule shall be as set forth on Exhibit 1.
5. **Best Efforts.** BLaST shall use its best efforts to assure the reliability and security of its services.

**BLaST** shall not be responsible for work delayed or invalidated because of technological problems, software problems, system failures, or similar problems beyond the control of **BLaST**.

6. **Additional Services.** BLaST shall not be obligated to provide to **Purchaser** any additional services unless otherwise set forth in a writing signed by both parties.

7. **Ownership.** All programs, systems, and special form designs, which may be made available by BLaST to Purchaser as a part of the services provided under this Agreement, shall remain the property of BLaST unless otherwise set forth on Exhibit 1 or in some other writing signed by both parties.
8. **Entire Written Agreement.** BLaST HAS MADE NO WARRANTIES OR REPRESENTATIONS, EXPRESSED OR IMPLIED, CONCERNING THE TECHNOLOGY SERVICES OTHER THAN THOSE CONTAINED IN THIS AGREEMENT.
9. **Entire Agreement.** This document represents the entire Agreement between BLaST and Purchaser and all prior conversations, agreements, or representations related to this Agreement are deemed to have been integrated into it.
10. **Indemnification.** The Parties agree to indemnify, defend and hold harmless each other and each other's respective employees, directors, officers, subcontractors, and agents from and against all claims, actions damages, losses, liabilities, fines, penalties, costs or expenses (including without limitation reasonable attorneys' fees) suffered by the indemnified party arising from or in connection with any breach of this agreement, or any negligent or wrongful acts or omissions in connection with this agreement, by the indemnifying party or by its employees, directors, officers, sub-contractors, or agents. The Parties indemnification obligation shall survive the expiration or termination of the agreement. Each party shall hold the other harmless from any liability, including court costs and expenses of litigation, by reason of claims arising out of the use or misuse of the software and hardware products used to provide the technology services, which are subject of this Agreement. Each party waives its right of subrogation against the other with respect to any claim in any way arising out of, or related to, the subject of this Agreement.
11. **Alteration of Agreement.** No alterations of this Agreement shall be binding on either party unless they are in writing signed by both parties.
12. **Severability.** If any clause of this Agreement is declared invalid or unenforceable for any reason, its invalidity shall not affect any other clause or provision the interpretation of which is not affected by the invalid provision.
13. **Notices.** All notices required by this Agreement shall be delivered by certified mail to the parties at the addresses in paragraphs I and II of the background of this Agreement.
14. **Governing Law.** This Agreement shall be governed by and construed under the laws of the Commonwealth of Pennsylvania.
15. **Survival of Agreement.** This Agreement shall be binding on the successors and assigns of both parties.
16. **Captions.** The underscored captions appearing at the beginning of each section of this Agreement are for reference and convenience only and shall be totally disregarded whenever an interruption of this Agreement is required.
17. **Nondisclosure:** Unless prior written consent is obtained from a party hereto, the other party will keep in strictest confidence all information identified by the first party as confidential, or which, from the circumstances, in good faith and in good conscience, should be treated as confidential; provided that (a) the owner thereof has taken reasonable measures to keep such information secret; and (b) the information derives independent economic value, actual or

potential, from not being generally known to, and not being readily ascertainable through proper means by the public. Such information includes but is not limited to all forms and types of financial, business, scientific, technical, economic, or engineering information, including patterns, plans, complications, program devices, formulas, designs, prototypes, methods, techniques, processes, procedures, programs, or codes, whether tangible or intangible, and whether or not stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing. A party shall be excused from these nondisclosure provisions if the information has been, or is subsequently, made public by the disclosing party, is independently developed by the other party, if the disclosing of the information, or if the disclosure is required by any law or governmental or quasi-governmental rule or regulation.

Licensee shall not disclose to third parties the rates, terms, or conditions of this Agreement or any proprietary or confidential information of the Licensee, except as necessary for the operation of Licensee's business and under non-disclosure agreement between Licensee and third parties, or as required by law.

Such information shall also include (without limitation) the following information of Licensee and/or and Consortium Participant, regardless of its economic value: course content and design information and procedures, price/fee lists, school and student data and other records, details of Licensee's operations, contacts, business plans, products and services, and any document or information containing information, data or records relating to any student, his/her education and/or his/her identity.

**IN WITNESS WHEREOF**, the parties have set their hands and seals on the dates indicated.

Tim Confer  
Director of Technology

Dr. Christina Steinbacher-Reed  
Executive Director

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

WITNESS:

Canton Area SD:

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

**Website Hosting Services**

## EXHIBIT – 1

### **Specification for Website Hosting Services to be provided: 2025 - 2026 Calendar Year.**

**Scope:** BLaST Intermediate Unit #17 shall provide **Canton Area School District** with website design and content migration services and an annual hosting agreement as outlined below:

- BLaST will create and host a custom-designed website, formatted utilizing the WordPress CMS platform with premium tier 2 services including:
  - Multi-site WordPress Configuration
  - ADA Accessibility Tool Included
  - 500GB of Storage
  - SSL (secure data transfer to protect user information such as passwords)
  - Premium Wordfence Threat Protection
  - Digital Kiosk Signage \*
  - 24/7 Outage Alerts of any interruptions in service
  
- BLaST will migrate the district's existing website content including district information, individual school content, calendars, media, etc.
  
- BLaST will provide initial CMS training for administrators and support staff for content creation and data entry as needed.
  
- The annual charge for website hosting is \$1,500.00, with an additional \$457.13 for WordPress plugins, bringing the total annual fee to \$1,957.13. This amount will be invoiced upon approval of the website design and must be paid in advance of each annual renewal thereafter.

Expansion as follows:

- For additional modifications after initial site approval and launch, the support fee will be billed at \$100 per hour with prior approval. Any additional website capability plugins outside of the included initial design that requires purchasing will only be done so with prior written authorization.

**Effective date: Jan 1, 2025**

**Completion date: Jan 1st, 2026**

Alterations to this contract shall be agreed upon in writing by both parties.

www.canton.k12.pa.us  
BdApp 01/09/25

# CANTON AREA SCHOOL DISTRICT

## "WARRIOR PRIDE"

### ADMINISTRATIVE OFFICES

509 East Main Street - Canton, PA 17724  
Ph: (570) 673-3191 Fax: (570) 673-3680

### OFFICE OF SUPPORT SERVICES

545 East Main Street - Canton, PA 17724  
Ph: (570) 673-3983 Fax: (570) 673-4652



[www.canton.k12.pa.us](http://www.canton.k12.pa.us)

### CANTON AREA ELEMENTARY SCHOOL

545 East Main Street, Canton, PA 17724  
Ph: (570) 673-5196 Fax: (570) 673-7929

### CANTON JR. SR. HIGH SCHOOL

509 East Main Street, Canton, PA 17724  
Ph: (570) 673-5134 Fax: (570) 673-5566

## CANTON AREA SCHOOL DISTRICT BOARD OF DIRECTORS

### RESOLUTION

WHEREAS, on June 27, 2006, the Pennsylvania legislature passed Act 1 of Special Session 2006, entitled the "Taxpayer Relief Act" (hereinafter "Act 1");

WHEREAS, Act 1 requires school districts to limit tax increases to the level set by an inflation index unless the tax increase is approved by voters in a referendum or the school district obtains from the Department of Education or a court of common pleas certain referendum exceptions;

WHEREAS, Act 1 does, however, allow a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than its index, provided this resolution must be adopted no later than 110 days prior to the date of the election immediately preceding the upcoming fiscal year;

WHEREAS, the Canton Area School District (adjusted) index for the 2025-2026 fiscal year is 7.7%;

WHEREAS, the Canton Area School District Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the Canton Area School District for the 2025-2026 fiscal year by more than its index.

AND NOW, on this 9<sup>th</sup> day of January, 2025, it is hereby RESOLVED by the Canton Area School District (hereinafter "District") Board of Directors (hereinafter "Board") the following:

1. The Board certifies that it will not increase any school district tax for the 2025-2026 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code (hereinafter "School Code"), 24 P.S. §6-687, for the adoption of its proposed and final budget.
3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2025-2026 fiscal year.
4. The Administration of the District will submit the District's information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2025-2026 fiscal year.

7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided, however:

- (a) The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 4 and 5 above, the Pennsylvania Department of Education shall compare the District's proposed percentage increase in the rate of the tax with the index.
- (b) Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
- (c) If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

**CANTON AREA SCHOOL DISTRICT  
CANTON, PENNSYLVANIA**

BY: \_\_\_\_\_  
PRESIDENT

ATTEST: \_\_\_\_\_  
SECRETARY

(SEAL)

**RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF THE CANTON AREA SCHOOL DISTRICT ESTABLISHING COMPENSATION PROCEDURES FOR THE TAX COLLECTORS OF CANTON BOROUGH, CANTON TOWNSHIP AND LEROY TOWNSHIP, BRADFORD COUNTY; MCINTYRE TOWNSHIP AND MCNETT TOWNSHIP, LYCOMING COUNTY; AND UNION TOWNSHIP IN TIOGA COUNTY, FOR THE COLLECTION OF SCHOOL REAL ESTATE TAX.**

WHEREAS, the Office of Tax Collectors of Canton Borough, Canton Township, LeRoy Township, Bradford County; McIntyre Township and McNett Township, Lycoming County; and Union Township, Tioga County, shall be subject to an election in the municipal election of May 20, 2025, at which time eligible persons shall be elected to those offices for a four year term; and

WHEREAS, the Local Tax Collection Law, Title 72 P.S. §5511.36(a). provides:

“When any taxing district or taxing authorities propose to either raise or reduce the compensation of salary for the office of an elected tax collector, such action shall be by ordinance or resolution, finally passed or adopted prior to the fifteenth day of February of the year of the municipal election.”

and

WHEREAS, the Board of School Directors of the Canton Area School District desires to fix the compensation for the office of tax collectors of Canton Borough, Canton Township, LeRoy Township, Bradford County; McIntyre Township and McNett Township, Lycoming County; and Union Township, Tioga County, as it pertains to the collection of school real estate tax.

NOW, THEREFORE, BE IT RESOLVED that the compensation to be paid by the Canton Area School District to the tax collectors of Canton Borough, Canton Township and LeRoy Township, Bradford County; McIntyre Township and McNett Township, Lycoming County; and Union Township, Tioga County, for the collection of school real estate taxes, subject to the procedures and conditions below, shall be computed on a per tax bill basis as follows:

- \$0.65 commission per collected real estate tax bill

This Resolution adopted by a majority vote of the Board of School Directors at a regular meeting held on the 9<sup>th</sup> day of January, 2025.

BOARD OF SCHOOL DIRECTORS OF THE  
CANTON AREA SCHOOL DISTRICT

By \_\_\_\_\_  
Judith Sourbeer, President

Attest \_\_\_\_\_  
Mark Jannone, Board Secretary





FyI  
Changed word "mail"  
to "email"  
(highlighted)

Book	Policy Manual
Section	000 Local Board Procedures
Title	Organization
Code	005
Status	2nd First Reading
Adopted	February 14, 2008
Last Revised	Jan 9, 2025 <del>December 5, 2024</del>
Prior Revised Dates	08/09/2017

**Organization Meeting**

The **school directors** shall meet and organize annually during the first week of December. Notice of the time and place of the organization meeting shall be given to all **school directors** by **email** at least five (5) days before the meeting by the Board Secretary. The organization meeting shall be a regular meeting.[1][2][3][4]

**Order**

The organization meeting shall be called to order by the current President or Vice-President of the outgoing Board, or any hold-over member of the Board. A temporary President shall be elected from among the hold-over members of the Board. The Board Secretary shall be secretary of the meeting. In an election year, the certificates of election or appointment of all new **school directors** shall be read, and a list shall be prepared of the legally elected or appointed and qualified **school directors**.[2][5]

At the organization meeting, the temporary President may administer the oath or affirmation of office to those Board members who have not previously taken and subscribed to the same.[2][6]

**Officers**

Election of officers shall be by a majority vote of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two (2) candidates who received the greatest number of votes.

1. The school directors shall annually, during the first week of December, elect from their members a President and Vice-President who shall serve for one (1) year.[3]
2. The school directors shall annually, during the month of May, elect a Treasurer who shall serve for one (1) year beginning the first day of July after such election. The Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth, and [3]

3rd & 4th {X} may be a member of the Board.

The Treasurer shall not enter upon official duties until furnishing bond in accordance with law and with Board approval. The Treasurer shall be compensated in the manner and at the rate determined by the Board.[7][8][9]

3. The school directors shall, during the month of May in every fourth year, elect a Secretary who shall serve a term of four (4) years beginning the first day of July following such election, and [3]

2nd Class {X} shall not be a member of the Board.

The Secretary shall not enter upon official duties until furnishing bond in accordance with law and with Board approval. The Secretary shall be compensated in the manner and at the rate determined by the Board.[9][10][11]

Vacancies in any office shall be filled by Board election; such officers shall serve for the remainder of the unexpired term.

The same school director may not hold more than one (1) office of the Board. No commissioned officer or professional employee of the Board shall serve, temporarily or permanently, as an officer of the Board.[3][12]

**Officers of the Board may only be removed from such office, during the designated term of office, after receiving notification of the reason for removal and the opportunity for a hearing before the Board, in accordance with applicable law.[13][14][15]**

### **Appointments**

The Board shall have the authority to appoint:

1. A tax collector, where a tax collector is not elected to collect taxes, there is a vacancy or an elected tax collector refuses to qualify.[16][17]
2. {X} Solicitor.[12][18]
3. { } Assistant Secretary.[19]
4. {X} Independent auditor.[20]
5. { } Delegates to a state convention or association of school directors.[21]
6. {X} Other appointments the Board deems necessary.

**Appointees of the Board may be removed from such appointment in accordance with the terms of a contract or provisions of applicable law.[15]**

### **Resolutions**

The Board may at the organization meeting, but shall prior to July 1 next following, designate:

1. Depositories for school funds.[22]

2. Newspaper(s) of general circulation as defined in law.[23]
3. Normal day, place and time for regular meetings.[4]
4. Normal day, place and time for open committee meetings.
5. { } Normal day, place and time for executive sessions of the Board.

### **Board Committees**

The Board has the authority to approve Board committees. Board committees authorized to take official action or render advice on district business shall operate in accordance with the provisions of the Sunshine Act.[15][24]

{ } Committees shall consist of no more than \_\_\_\_\_ members.

{X} Committees shall not include a majority of the membership of the Board.

{X} Members shall be appointed by the President

(X) who shall serve as an ex-officio member on all committees.

( ) who shall appoint the Superintendent as an ex-officio member of all committees.

{X} A member may request or refuse appointment to a committee.

{ } Refusal to serve on any one (1) committee shall not be grounds for failure to appoint a member to another committee.

{X} Each Board committee shall be convened by a chairperson, who shall report for the committee

( ) and prepare minutes of open committee meetings.

(X) and be appointed by the President.

( ) and be chosen by the committee from among its members.

{X} The President may appoint

( ) at the organization meeting

(X) as soon after the organization meeting as practicable

members of the Board to the following standing committees, where they shall serve a term of one (1) year: \_\_\_\_\_

{ } Ad hoc committees may be created, charged and assigned a fixed termination date, which may be extended by the President.

{ } Members of committees shall serve until the committee is discharged.

1. Athletic Committee

2. Buildings, Grounds, Security Committee

3. Personnel Committee

4. Finance, Policy Committee

Ad hoc committees may be created, charged, and assigned a fixed termination date, which may be extended by the President.

Members of committees shall serve until the committee is discharged.

The Board shall develop Board Operations Guidelines that describe the duties and establish procedures for the operation of standing committees.

**Consultants**

~~The Board may appoint, employ or retain consultants to provide the district with specialized services not normally required on a continuing basis. Compensation shall be determined and approved by the Board.~~

~~The function of a consultant shall be to make studies and present recommendations to the Board. A consultant shall not be charged with the implementation of a report.~~

~~A consultant has no administrative authority over any facet of district schools, but shall act solely as advisor to the Board, officers and employees.~~

~~The use of consultants from outside the district who promote a particular commercial product is discouraged.~~

NOTES:

Duties of President - 24 P.S. 426, 427

Vice-President - 24 P.S. 428

Secretary - 24 P.S. 433

Treasurer - 24 P.S. 439, 440, 442

Solicitor - 24 P.S. 406

If the oath of office is to be administered by a district justice or district judge - change to Magisterial District Judge

If the oath of office is administered by a Magisterial District Judge, add the following in the cite column:

42 Pa. C.S.A.

102, 327

Solicitors, Superintendents and/or Board Secretaries may not administer oaths of office, unless the individual is also a Notary Public.

**PSBA Revision 11/24 © 2024 PSBA**

- Legal 1. 24 P.S. 401
- 2. 24 P.S. 402
- 3. 24 P.S. 404
- 4. 24 P.S. 421
- 5. 24 P.S. 426
- 6. 24 P.S. 321

7. 24 P.S. 436

8. 24 P.S. 438

9. Pol. 811

10. 24 P.S. 431

11. 24 P.S. 432

12. 24 P.S. 324

13. 24 P.S. 514

14. Montemuro v. Jim Thorpe Area School District, No. 22-1866 (3d Cir. 2024)

15. Pol. 006

16. 24 P.S. 508

17. 24 P.S. 683

18. 24 P.S. 406

19. 24 P.S. 434

20. 24 P.S. 2401

21. 24 P.S. 516

22. 24 P.S. 621

23. 24 P.S. 106

24. 65 Pa. C.S.A. 701 et seq

PA Const. Art. VI Sec. 7

ww 12/20/24  
BdApp 01/09/25

# CANTON AREA SCHOOL DISTRICT

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509 East Main Street - Canton, PA 17724  
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**OFFICE OF SUPPORT SERVICES**

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509 East Main Street, Canton, PA 17724  
Ph: (570) 673-5134 Fax: (570) 673-5566

December 19, 2024

TO: Canton Area School District Board of Education  
c: Dr. Martell

FROM: Mark S. Jannone  
Business Manager/Board Secretary

RE: 2024-2025 Spring Sports Bid Award

Below is the 2024-2025 Spring Sports Bid for award at the January 9, 2025 School Board meeting along with the prior three years' award.

	<u>2024-25</u>	<u>2023-2024</u>	<u>2022-2023</u>	<u>2021-2022</u>
Spring Sports Bid	\$6902.33	\$5,755.86	\$7,160.26	\$7,665.93

2024-2025 by Sport

Baseball	\$3,394.58
Softball	\$1,804.83
Track	\$1,703.34



WW 12/20/24  
1st Rdg 01/09/25  
2nd Rdg 02/13/25  
(Revised)

Book	Policy Manual
Section	600 Finances
Title	Copy of Payment of Bills
Code	616
Status	First Reading
Adopted	August 8, 1985
Last Revised	January 9, 2025
Prior Revised Dates	02/09/23, 11/14/24

**Purpose**

It is the Board's intent to direct prompt payment of bills but at the same time to ensure that due care has been taken in the review of district bills.

**Authority**

Each bill or obligation of this district must be fully itemized, verified and approved by the Board before a check can be drawn for its payment, except that the Board Secretary is permitted to draw payment orders for:[1][2][3]

1. The prompt payment of items that will accrue to the district's advantage.[1][4]
2. Progress payments to contractors specified in a contract approved by the Board.
3. Orders to cover approved payrolls and agency account deposits.
4. Utility bills in months the Board does not meet.
5. Expenses previously approved by the Board during the budget adoption process.

**Delegation of Responsibility**

It shall be the responsibility of the Business Manager or designee upon receipt of an invoice to verify that the purchase invoice is in order, goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the Board had budgeted for the item, and invoice is for the amount contracted.

Should the invoice vary from the acknowledged purchase order, the Business Manager or designee shall document on the invoice the reason for such variance.

Should funds not be available in the account to which a proposed purchase will be charged, the Business Manager or designee shall determine the overage and request the Board make a legal transfer to cover it.[2][5][6][7]

All claims for payment shall be submitted to the Board and recorded in the minutes of the Board meeting.

The list of bills shall include for each:

1. Check number.
2. Check date.
3. Vendor.
4. Amount of remittance.
5. Reason for remittance.

Prior to the Board's consideration of the bills for payment, each invoice shall be reviewed by the Business Manager.

All checks approved by the Board shall be signed by the President, Board Secretary, and Treasurer.[1][4][8]

The Vice-President may sign for the President.[9]

**Journal Entries – All manual journal entries will be reviewed not less than monthly, by the Business Manager. Entries will be reviewed for validity and accuracy and paper copies will be signed by the Business Manager and retained for audit use. Hard copies may be destroyed after the fiscal year's audit has been issued.**

### **Guidelines**

Signatures of the President, Treasurer and Board Secretary may be engraved on a signature plate or stamp.[10]

### **Sales Tax**

The district is exempt from sales tax on the purchase of tangible, personal property or services that are sold or used by the district. The district shall control use of its sales tax exemption number issued by the Department of Revenue, in compliance with established regulations. The exemption number shall be used only when buying property or services for district use.[11][12]

The district shall obtain a sales tax license number for school organizations who purchase items to be resold.[11][13][14]

In order to monitor these activities, the Business Manager shall develop procedures to assure coordination and accumulation of information and proper reporting and remittance to the Department of Revenue.

- Legal
1. 24 P.S. 439
  2. 24 P.S. 607
  3. 24 P.S. 1155
  4. 24 P.S. 427



5. 24 P.S. 609

6. 24 P.S. 687

7. Pol. 612

8. 24 P.S. 433

9. 24 P.S. 428

10. 65 P.S. 302

11. 61 PA Code 32.23

12. 72 P.S. 7204

13. 72 P.S. 7208

14. Pol. 618

24 P.S. 608

24 P.S. 610



CURRENT Policy

Book	Policy Manual
Section	600 Finances
Title	Payment of Bills
Code	616
Status	<del>Second Reading</del> Active
Adopted	August 8, 1985
Last Revised	November 14, 2024
Prior Revised Dates	02/09/23

**Purpose**

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**Authority**

Each bill or obligation of this district must be fully itemized, verified and approved by the Board before a check can be drawn for its payment, except that the Board Secretary is permitted to draw payment orders for: [1][2][3]

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4. Utility bills in months the Board does not meet.
5. Expenses previously approved by the Board during the budget adoption process.

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Should the invoice vary from the acknowledged purchase order, the Business Manager or designee shall document on the invoice the reason for such variance.

Should funds not be available in the account to which a proposed purchase will be charged, the Business Manager or designee shall determine the coverage and request the Board make a legal transfer to cover it.[2][5][6][7]

All claims for payment shall be submitted to the Board and recorded in the minutes of the Board meeting.

The list of bills shall include for each:

- 1. Check number.
- 2. Check date.
- 3. Vendor.
- 4. Amount of remittance.
- 5. Reason for remittance.

Prior to the Board's consideration of the bills for payment, each invoice shall be reviewed by the Business Manager.

All checks approved by the Board shall be signed by the President, Board Secretary, and Treasurer.[1][4][8]

The Vice-President may sign for the President.[9]

**Business Manager shall review all manual journal and cash transfers between accounts.**

**Guidelines**

Signatures of the President, Treasurer and Board Secretary may be engraved on a signature plate or stamp.[10]

**Sales Tax**

The district is exempt from sales tax on the purchase of tangible, personal property or services that are sold or used by the district. The district shall control use of its sales tax exemption number issued by the Department of Revenue, in compliance with established regulations. The exemption number shall be used only when buying property or services for district use.[11][12]

The district shall obtain a sales tax license number for school organizations who purchase items to be resold.[11][13][14]

In order to monitor these activities, the Business Manager shall develop procedures to assure coordination and accumulation of information and proper reporting and remittance to the Department of Revenue.

- Legal
- 1. 24 P.S. 439
  - 2. 24 P.S. 607
  - 3. 24 P.S. 1155
  - 4. 24 P.S. 427
  - 5. 24 P.S. 609

6. 24 P.S. 687

7. Pol. 612

8. 24 P.S. 433

9. 24 P.S. 428

10. 65 P.S. 302

11. 61 PA Code 32.23

12. 72 P.S. 7204

13. 72 P.S. 7208

14. Pol. 618

24 P.S. 608

24 P.S. 610

# TREASURER'S REPORT

## CANTON AREA SCHOOL DISTRICT

12/31/2024

### GENERAL FUND ACCOUNT BALANCES

		<u>General Fund</u> <u>Checking</u>	<u>General Fund</u> <u>Savings</u>	<u>Procurement</u> <u>Cards Account</u>	<u>Special Acct.</u> <u>Checking</u>
BALANCE	12/01/24	1,678,864.08	9,129,050.85	5,575.07	1,343.53
RECEIPTS - REGULAR		2,090,933.61	114,109.26	6,830.36	0.00
INTEREST EARNED		4,625.68	28,561.69	0.00	0.00
DISBURSEMENTS		-1,310,690.86	-446,476.81	-2,048.50	0.00
<b>BALANCE</b>	<b>12/31/24</b>	<b>2,463,732.51</b>	<b>8,825,244.99</b>	<b>10,356.93</b>	<b>1,343.53</b>

### GENERAL FUND PASS THROUGH ACCOUNTS

		<u>Online Payment Acct.</u> <u>Checking</u>	<u>Payroll Acct.</u> <u>Checking</u>	<u>Lockbox Acct.</u> <u>Checking</u>
BALANCE	12/01/24	1,306.30	1.00	12,381.70
RECEIPTS - REGULAR		844.06	446,476.81	136,541.00
INTEREST EARNED		0.00	0.00	0.00
DISBURSEMENTS		-1,305.30	-446,476.81	-114,109.26
<b>BALANCE</b>	<b>12/31/24</b>	<b>845.06</b>	<b>1.00</b>	<b>34,813.44</b>

### OTHER FUNDS OF BOARD RESPONSIBILITY

		<u>Cafeteria Acct.</u> <u>Checking</u>	<u>High School</u> <u>Central Treas.</u> <u>Checking</u>	<u>Elementary</u> <u>Central Treas.</u> <u>Checking</u>	<u>H.R.A. 1 Account</u> <u>Checking</u>
BALANCE	12/01/24	673,046.25	212,346.07	1,339.55	33,983.34
RECEIPTS-REGULAR		5,432.03	18,307.50	0.00	0.00
INTEREST EARNED		1,638.95	612.52	3.78	93.80
DISBURSEMENTS		-157,482.52	-20,193.84	0.00	-1,064.55
<b>BALANCE</b>	<b>12/31/24</b>	<b>522,634.71</b>	<b>211,072.25</b>	<b>1,343.33</b>	<b>33,012.59</b>

### GENERAL FUND CERTIFICATES OF DEPOSIT

INVEST. INSTITUTION	C.D.#	PRINC.	DATE PURCH.	MATURITY	INT. RATE
TOTAL>>>		0.00	AVERAGE >>		0.00%

### DISPOSITION OF MATURED INVESTMENTS - GENERAL FUND

INVEST. INSTITUTION	C.D.#	PRINC.	DATE PURCH.	MATURITY	INT. RATE
TOTAL>>>		0.00	AVERAGE >>		0.00%

### LONG TERM DISTRICT LIABILITIES

LIABILITY	Original Issue	LOAN DATE & MATURITY	RATE	PRINCIPAL BALANCE	AMORTIZED BALANCE
General Obl. Bond 2014	\$5,040,000	2014 - 2022	2.00% - 2.35%	745,000	762,507
General Obl. Bond 2020	\$3,559,739	2025 - 2027	2.00%	3,220,000	3,442,400

**RECEIPTS FOR THE MONTH ENDING 12/31/24**  
**CANTON AREA SCHOOL DISTRICT**

**SUMMARY OF INCOME**

TOTAL LOCAL	209,328.50	10.19%
TOTAL STATE	1,818,196.79	88.47%
TOTAL FEDERAL	27,725.73	1.35%
<b>GRAND TOTAL</b>	<b>2,055,251.02</b>	

**LOCAL INCOME**

**ADMISSIONS**

Athletic Director	Gate Receipts	2,401.00
	<b>TOTAL ADMISSIONS</b>	<b>2,401.00</b>

**INSURANCE**

School Claims Service	Cobra insurance premiums	3,639.56
	<b>TOTAL INSURANCE &gt;&gt;&gt;</b>	<b>3,639.56</b>

**INTEREST**

First Citizens Community Bank	Gen. Fund Checking	4,625.68
First Citizens Community Bank	Gen. Fund Savings	28,561.69
First Citizens Community Bank	HRA	93.80
	<b>TOTAL INTEREST &gt;&gt;&gt;</b>	<b>33,281.17</b>

**MISCELLANEOUS**

Allen, Kay	Brick purchase	50.00
Amazon	Refund	243.74
Bradford-Tioga Head Start	Lease	821.85
CASD Cafeteria	Reimbursement for supplies purchased	81.09
CASD Cafeteria	July - November payroll	100,556.65
CASD Student	Lost charger	45.00
CASD Students	PSAT testing	482.00
Central Treasury - HS	Reimbursement for Live Stream supplies	29.99
Commonwealth of Pennsylvania	In lieu of taxes	35,535.19
Commonwealth of Pennsylvania	MER record payment	35.50
Community Foundation for the Twin Tiers	HOBY and PBIS grants	1,285.00
District Magistrate	Fines	323.32
Northern Tier Regional Planning & Development	Field trip transportation	433.20
Northern Tier Insurance Consortium	Wellness incentive	1,100.00
	<b>TOTAL MISCELLANEOUS &gt;&gt;&gt;</b>	<b>141,022.53</b>

**TAXES**

Berkheimer	E.I.T.	27,410.39
Bradford County	Delinquent Taxes	720.71
Lycoming County	Delinquent Taxes	442.32
Lycoming County	R.E. Transfer Tax	122.50
Tioga County	Delinquent Taxes	288.32
	<b>TOTAL TAXES &gt;&gt;&gt;</b>	<b>28,984.24</b>

**TUITION**

Tuition		0.00
	<b>TOTAL TUITION &gt;&gt;&gt;</b>	<b>0.00</b>

**TOTAL LOCAL INCOME >>> 209,328.50**

**STATE INCOME**

Commonwealth of Pennsylvania	Basic Ed. Subsidy	1,270,327.00
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Commonwealth of Pennsylvania	Rental Subsidy	3,768.07
Commonwealth of Pennsylvania	Retirement Subsidy	376,228.72
Commonwealth of Pennsylvania	SD Transportation	164,291.00
Commonwealth of Pennsylvania	Vocational Ed.	3,582.00
	<b>TOTAL STATE INCOME &gt;&gt;&gt;</b>	<b>1,818,196.79</b>

<b>FEDERAL INCOME</b>
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Commonwealth of Pennsylvania	Title I Improving Basic Programs	23,362.80
Commonwealth of Pennsylvania	Title II Improving Teacher Quality	2,582.93
Commonwealth of Pennsylvania	Title IV Student Support/Academic Enrich.	1,780.00
	<b>TOTAL FEDERAL INCOME &gt;&gt;&gt;</b>	<b>27,725.73</b>

## Condensed Board Summary Report

Fund: 10

From 07/01/2024 To 12/31/2024

Summarization Level: FULL FUND/MAJOR FUNCTION/MAJOR OBJECT

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
<b>1000</b>							
000	---	0.00	0.00	0.00	0.00	0.00	0.00
100	PERSONAL SVCS-SALARIES	5,778,715.00	1,963,512.33	1,963,512.33	0.00	3,815,202.67	33.98
200	EMPLOYEE BENEFITS	3,809,902.00	1,626,755.69	1,626,755.69	0.00	2,183,146.31	42.70
300	PURCH PROF&TECH SVCS	361,460.00	107,650.09	107,650.09	0.00	253,809.91	29.78
400	PURCH PROPERTY SVCS	9,500.00	0.00	0.00	0.00	9,500.00	0.00
500	OTHER PURCHASED SVCS	459,367.00	413,871.41	413,871.41	0.00	45,495.59	90.10
600	SUPPLIES	306,360.00	316,548.57	316,548.57	0.00	(10,188.57)	103.33
800	OTHER OBJECTS	2,994.00	3,820.29	3,820.29	0.00	(826.29)	127.60
	<b>MAJOR FUNCTION TOTAL</b>	<b>10,728,298.00</b>	<b>4,432,158.38</b>	<b>4,432,158.38</b>	<b>0.00</b>	<b>6,296,139.62</b>	<b>41.31</b>
<b>2000</b>							
100	PERSONAL SVCS-SALARIES	2,014,700.00	967,606.96	967,606.96	0.00	1,047,093.04	48.03
200	EMPLOYEE BENEFITS	1,676,201.00	769,435.80	769,435.80	0.00	906,765.20	45.90
300	PURCH PROF&TECH SVCS	380,115.00	156,416.90	156,416.90	0.00	223,698.10	41.15
400	PURCH PROPERTY SVCS	246,193.00	126,885.77	126,885.77	0.00	119,307.23	51.54
500	OTHER PURCHASED SVCS	1,139,652.00	507,152.63	507,152.63	0.00	632,499.37	44.50
600	SUPPLIES	327,575.00	204,766.25	204,766.25	0.00	122,808.75	62.51
800	OTHER OBJECTS	9,130.00	11,672.52	11,672.52	0.00	(2,542.52)	127.85
	<b>MAJOR FUNCTION TOTAL</b>	<b>5,793,566.00</b>	<b>2,743,936.83</b>	<b>2,743,936.83</b>	<b>0.00</b>	<b>3,049,629.17</b>	<b>47.36</b>
<b>3000 GENERAL FUND - OPER. NON-INSTRUC. SVCS</b>							
100	PERSONAL SVCS-SALARIES	209,160.00	83,607.54	83,607.54	0.00	125,552.46	39.97
200	EMPLOYEE BENEFITS	89,065.00	28,410.68	28,410.68	0.00	60,654.32	31.90
300	PURCH PROF&TECH SVCS	75,100.00	32,662.62	32,662.62	0.00	42,437.38	43.49
400	PURCH PROPERTY SVCS	13,000.00	0.00	0.00	0.00	13,000.00	0.00
500	OTHER PURCHASED SVCS	47,900.00	27,510.65	27,510.65	0.00	20,389.35	57.43
600	SUPPLIES	60,336.00	50,717.83	50,717.83	0.00	9,618.17	84.06



# Condensed Board Summary Report

Fund: 10

From 07/01/2024 To 12/31/2024

Summarization Level: FULL FUND/MAJOR FUNCTION/MAJOR OBJECT

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
800	OTHER OBJECTS	2,000.00	12,082.00	12,082.00	0.00	(10,082.00)	604.10
	<b>MAJOR FUNCTION TOTAL</b>	<b>486,561.00</b>	<b>234,991.32</b>	<b>234,991.32</b>	<b>0.00</b>	<b>261,569.68</b>	<b>47.32</b>
4000	<b>GENERAL FUND - FACILITIES CONST/IMPROV</b>						
400	PURCH PROPERTY SVCS	5,078,466.00	240,209.95	240,209.95	0.00	4,838,256.05	4.73
700	PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
	<b>MAJOR FUNCTION TOTAL</b>	<b>5,078,466.00</b>	<b>240,209.95</b>	<b>240,209.95</b>	<b>0.00</b>	<b>4,838,256.05</b>	<b>4.73</b>
5000							
500	OTHER PURCHASED SVCS	0.00	0.00	0.00	0.00	0.00	0.00
800	OTHER OBJECTS	1,479,400.00	15,700.00	15,700.00	0.00	1,463,700.00	1.06
900	OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00	0.00
	<b>MAJOR FUNCTION TOTAL</b>	<b>1,479,400.00</b>	<b>15,700.00</b>	<b>15,700.00</b>	<b>0.00</b>	<b>1,463,700.00</b>	<b>1.06</b>
<b>Fund 10 Totals</b>							
	<b>Total Expenditure</b>	<b>22,096,891.00</b>	<b>7,651,296.48</b>	<b>7,651,296.48</b>	<b>0.00</b>	<b>14,445,594.52</b>	<b>34.63</b>
	<b>Total Other Expenditure</b>	<b>1,479,400.00</b>	<b>15,700.00</b>	<b>15,700.00</b>	<b>0.00</b>	<b>1,463,700.00</b>	<b>1.06</b>
	<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Other Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
		<b>23,576,291.00</b>	<b>7,666,996.48</b>	<b>7,666,996.48</b>	<b>0.00</b>	<b>15,909,294.52</b>	

### Condensed Board Summary Report

Grand Totals	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
Total Expenditure	22,096,891.00	7,651,296.48	7,651,296.48	0.00	14,445,594.52	34.63
Total Other Expenditure	1,479,400.00	15,700.00	15,700.00	0.00	1,463,700.00	1.06
Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	<b>23,576,291.00</b>	<b>7,666,996.48</b>	<b>7,666,996.48</b>	<b>0.00</b>	<b>15,909,294.52</b>	

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PA - PROCUREMENT      Payment Dates: 12/01/2024 - 12/31/2024

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards  
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
+ 0000122024	12/10/2024	DISPLAYS2GO	SUPPLIES		1,093.47
+ 0001122024	12/04/2024	SUPPLYHOUSE.COM	SUPPLIES		260.34
+ 0002122024	12/05/2024	CWIS CITIZEN	CLEARANCE - M LONDON		13.00
+ 0003122024	12/05/2024	PA BACKGROUND CHECK	BACKGROUND CK - M LONDON		22.00
+ 0004122024	12/05/2024	SAM'S CLUB	SUPPLIES - CAFE		81.09
+ 0005122024	12/05/2024	HOBV LEADERSHIP SEMINAR 2023	REG FEE		285.00
+ 0006122024	12/06/2024	IDENTOGO CENTER	M LONDON		26.20
+ 0007122024	12/09/2024	WALMART	SUPPLIES		44.80
+ 0009122024	12/12/2024	EBAY	SUPPLIES		181.26
+ 0010122024	12/18/2024	EPSON AMERICA INC	SUPPLIES		41.34

<b>10 - GENERAL FUND</b>	<b>2,048.50</b>
Grand Total All Funds	2,048.50
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Non-negotiables	2,048.50
Grand Total Regular Checks	0.00
Grand Total Virtual Payments	0.00
Grand Total All Payments	2,048.50

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Date: 2024-12-13  
 Check Numbers: 0000064638 - 0000064661  
 Payment Categories: Regular Checks, Direct Deposits, Credit Cards  
 Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000064638	12/13/2024	AGPARTS WORLDWIDE, INC.	SUPPLIES		519.65
0000064639	12/13/2024	AMAZON CAPITAL SERVICES	SUPPLIES - BB	SUPPLIES - ELEM GREENHOUSE	3,429.47
0000064640	12/13/2024	AT & T	CELL PHONES		141.93
0000064641	12/13/2024	CANTON BOROUGH AUTHORITY	WATER/SEWER		42.19
0000064642	12/13/2024	CARDIAC LIFE	SUPPLIES		95.48
0000064643	12/13/2024	COLLEGE BOARD	PSAT/NMSQT		466.56
0000064644	12/13/2024	DAILY REVIEW	ADVERTISING		128.20
0000064645	12/13/2024	DAILY REVIEW	SUBSCRIPTION RENEWAL		220.00
0000064646	12/13/2024	R.P. FEDDER INDUSTRIAL	SUPPLIES		1,888.44
0000064647	12/13/2024	HAB - DLT	DED: Wage Attach. - Full Payroll Pay Date: 12/13/2024		14.47
0000064648	12/13/2024	HUGHESVILLE WRESTLING BOOSTER CLUB	REG FEE - JH W		250.00
0000064649	12/13/2024	LEE'S WELDING SUPPLIES	SUPPLIES		38.00
0000064650	12/13/2024	THE MEADOWS PSYCHIATRIC CENTER	TUITION - C.T.		910.00
0000064651	12/13/2024	NRG CONTROLS NORTH INC.	SUPPLIES		318.60
0000064652	12/13/2024	PA CYBER CHARTER SCHOOL	TUITION		10,144.01
0000064653	12/13/2024	PITNEY BOWES	LEASE		276.72
0000064654	12/13/2024	PENELEC	ELECTRICITY		6,575.24
0000064655	12/13/2024	PMEA DISTRICT 8	REG FEE BAND FESTIVAL		130.00
0000064656	12/13/2024	ROCKWELL H & SON	SUPPLIES		206.13
0000064657	12/13/2024	STERICYCLE INC.	PROF SVC		429.11
0000064658	12/13/2024	TOPS MARKETS LLC	SUPPLIES		735.34
0000064659	12/13/2024	UNITED PARCEL SERVICE	UPS CHARGES		33.80





## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Date: 2024-12-27

Check Numbers: 0000064662 - 0000064686

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000064662	12/27/2024	AMAZON CAPITAL SERVICES	SUPPLIES		203.95
0000064663	12/27/2024	BLAST IU #17	24/25 3RD IL		23,350.45
0000064664	12/27/2024	BRADFORD COUNTY SHERIFF	SECURITY		26,058.89
0000064665	12/27/2024	BSN SPORTS INC	BB HATS		1,170.00
0000064666	12/27/2024	CANTON AREA CHAMBER OF COMMERCE	MEMBERSHIP		110.00
0000064667	12/27/2024	CARREON PUBLISHING, LLC	SUBSCRIPTION RENEWAL		270.00
0000064668	12/27/2024	CCIU	TUITION - L.C.		5,983.56
0000064669	12/27/2024	CHEMUNG CANAL TRUST COMPANY	BOX RENTAL		35.00
0000064670	12/27/2024	CM REGENT LLC	INSURANCE PREMIUM		741.00
0000064671	12/27/2024	MAGISTERIAL DISTRICT COURT 42-3-01	DED: MISC - Full Payroll Pay Date: 12/27/2024	DED: MISC - Full Payroll Pay Date: 12/13/2024	10.00
0000064672	12/27/2024	EFPR GROUP CPAS PLLC	PROF SVC		24,000.00
0000064673	12/27/2024	FOLLETT CONTENT SOLUTIONS LLC	BOOKS		230.80
0000064674	12/27/2024	FRONTIER COMMUNICATIONS OF CTN	TELEPHONE SVC		2,562.55
0000064675	12/27/2024	HAB - DLT	DED: Wage Attach. - Full Payroll Pay Date: 12/27/2024		16.27
0000064676	12/27/2024	PA INTERSCHOLASTIC ATHLETIC ASSN	ENTRY FEE - GOLF		70.00
0000064677	12/27/2024	POINT PARK UNIVERSITY	TUITION REIMB - N COXHEAD #413621		1,836.00
0000064678	12/27/2024	STULLS FLOWERS AND GIFTS	SUPPLIES		19.95
0000064679	12/27/2024	SWEET STEVENS KATZ & WILLIAMS LLP	PROF SVC		300.00
0000064680	12/27/2024	UGI ENERGY SERVICES INC.	NATURAL GAS		10,427.10
0000064681	12/27/2024	UNITED PARCEL SERVICE	UPS CHARGES		33.80

\* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment  
 12/20/2024 12:03:33 PM                      CANTON AREA SCHOOL DISTRICT                      Page 1 of 4





## FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GF - General Fund    **Payment Date:** 2024-12-27  
**Check Numbers:** 0000064662 - 0000064686  
**Payment Categories:** Regular Checks, Direct Deposits, Credit Cards  
**Sort:** Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000003291	12/27/2024	LESKO FINANCIAL SERVICES	DED: 403b ANN1 - Full Payroll Pay Date: 12/27/2024	DED: 403b ROTH - Full Payroll Pay Date: 12/27/2024	5,724.57 <i>D</i>
D000003292	12/27/2024	TIMOTHY MAY	12/10/24 OFFICIAL		85.00 <i>D</i>
D000003293	12/27/2024	MARK MCMURRAY	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUN	13,988.66 <i>D</i>
D000003294	12/27/2024	JOANNE MCNAMARA	12/14/24 OFFICIAL		120.00 <i>D</i>
D000003295	12/27/2024	FLOYD METZGER	12/16/24 OFFICIAL		85.00 <i>D</i>
D000003296	12/27/2024	BOB MOORE	12/9/24 OFFICIAL		120.00 <i>D</i>
D000003297	12/27/2024	ALAN MOYER	12/17/24 OFFICIAL		70.00 <i>D</i>
D000003298	12/27/2024	WAYNE NEUBER	12/11/24 OFFICIAL		120.00 <i>D</i>
D000003299	12/27/2024	LARRY J OTIS	12/18/24 OFFICIAL		85.00 <i>D</i>
D000003300	12/27/2024	DUANE POTTER	12/5/24 OFFICIAL	12/11/24 OFFICIAL	315.00 <i>D</i>
D000003301	12/27/2024	PSEA HEALTH & WELFARE FUND	INSURANCE PREMIUM		510.66 <i>D</i>
D000003302	12/27/2024	REACH CYBER CHARTER SCHOOL	TUITION		3,786.99 <i>D</i>
D000003303	12/27/2024	KEVIN ROBINSON	12/18/24 OFFICIAL		75.00 <i>D</i>
D000003304	12/27/2024	JULIE SECHRIST	PROF SVC		1,031.25 <i>D</i>
D000003305	12/27/2024	DONALD CRON	TRAVEL EXPENSES		42.21 <i>D</i>
D000003306	12/27/2024	JORDAN SHAW	12/18/24 OFFICIAL		75.00 <i>D</i>
D000003307	12/27/2024	ROBERT M SIDES INC.	SUPPLIES		1,060.94 <i>D</i>
D000003308	12/27/2024	SPORTSMANS	BACKBOARD - BBB/GBB		447.50 <i>D</i>
D000003309	12/27/2024	STANDING STONE CONSULTING, INC.	SECURITY		90.50 <i>D</i>
D000003310	12/27/2024	COLLEEN SULLIVAN	12/18/24 OFFICIAL		85.00 <i>D</i>
D000003311	12/27/2024	JOHN B. SULLIVAN	12/18/24 OFFICIAL	12/10/24 OFFICIAL	170.00 <i>D</i>
D000003312	12/27/2024	DAVID TEWKSBURY	12/17/24 OFFICIAL		85.00 <i>D</i>

\* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card v - Virtual Payment  
 12/20/2024 12:03:33 PM      CANTON AREA SCHOOL DISTRICT      Page 3 of 4

**FUND ACCOUNTING PAYMENT SUMMARY**

Bank Account: GF - General Fund    Payment Date: 2024-12-27

Check Numbers: 0000064662 - 0000064686

Payment Categories: Regular Checks, Direct Deposits, Credit Cards  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000003313	12/27/2024	JOSHUA THOMAN	12/11/24 OFFICIAL		120.00 D
D000003314	12/27/2024	EDWIN VAN DEVENTER	12/17/24 OFFICIAL		75.00 D
D000003315	12/27/2024	DONALD WAINWRIGHT	12/14/24 OFFICIAL	12/11/24 OFFICIAL	410.00 D
D000003316	12/27/2024	JOHN YOUNG	12/12/24 OFFICIAL		135.00 D

<b>10 - GENERAL FUND</b>	<b>187,547.99</b>
Grand Total All Funds	187,547.99
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	80,942.89
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	106,605.10
Grand Total Virtual Payments	0.00
Grand Total All Payments	187,547.99

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Date: 2025-01-10  
 Check Numbers: 0000064687 - 0000064710  
 Payment Categories: Regular Checks, Direct Deposits, Credit Cards  
 Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000064687	01/10/2025	AGPARTS WORLDWIDE, INC.	SUPPLIES		184.70
0000064688	01/10/2025	AMAZON CAPITAL SERVICES	SUPPLIES - T		195.99
0000064689	01/10/2025	AT & T	CELL PHONES		141.93
0000064690	01/10/2025	ROBERT BENEDICT	TAX OVER PMT REFUND		17.60
0000064691	01/10/2025	BLAST IU #17	PROF SVC		3,287.50
0000064692	01/10/2025	BRADFORD COUNTY TAX COLLECTION COMMITTEE	TCC APPORTIONMENT		180.98
0000064693	01/10/2025	MARTIN BROWN	TAX OVER PMT REFUND		1,146.54
0000064694	01/10/2025	CAFETERIA FUND-CASD	SUPPLIES		68.00
0000064695	01/10/2025	CANTON BOROUGH AUTHORITY	WATER/SEWER		2,409.47
0000064696	01/10/2025	ABRAXAS I	TUITION - N.H.		5,497.45
0000064697	01/10/2025	EFPR GROUP CPAS PLLC	PROF SVC		5,500.00
0000064698	01/10/2025	FIRE ALARM SERVICE TECHNOLOGY INC.	PROF SVC		1,056.64
0000064699	01/10/2025	HAB - DLT	DED: Wage Attach. - Full Payroll Pay Date: 1/10/2025		6.99
0000064700	01/10/2025	JOSTENS INC.	SUPPLIES		18.40
0000064701	01/10/2025	OTIS ELEVATOR COMPANY	MAINTENANCE AGREEMENT		2,495.64
0000064702	01/10/2025	PENELEC	ELECTRICITY		13,645.16
0000064703	01/10/2025	STEVA REESE	TAX OVER PMT REFUND		117.15
0000064704	01/10/2025	ROBERT ROBBINS	TAX OVER PMT REFUND		36.27
0000064705	01/10/2025	SWEET STEVENS KATZ & WILLIAMS LLP	PROF SVC		512.00
0000064706	01/10/2025	TOPS MARKETS LLC	SUPPLIES		294.20
0000064707	01/10/2025	TULPEHOCKEN MT SPRING WATER	WATER		946.00

### FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund      Payment Date: 2025-01-10  
 Check Numbers: 0000064687 - 0000064710  
 Payment Categories: Regular Checks, Direct Deposits, Credit Cards  
 Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000064708	01/10/2025	UNITED PARCEL SERVICE	UPS CHARGES		34.90
0000064709	01/10/2025	KELLI WESNESKI	TAX OVER PMT REFUND		47.50
0000064710	01/10/2025	XEROX CORPORATION	COPIERS		772.45
D000003317	01/10/2025	KRISTA ANDREWS	12/27/24 OFFICIAL		85.00 D
D000003318	01/10/2025	JOSHUA ARNOLD	12/27/24 OFFICIAL		85.00 D
D000003319	01/10/2025	BALDWIN'S HARDWARE & GIFT SHOP	SUPPLIES		352.14 D
D000003320	01/10/2025	TIMOTHY E. BURKE	12/28/24 OFFICIAL		85.00 D
D000003321	01/10/2025	JERRY L CAIN	12/28/24 OFFICIAL		75.00 D
D000003322	01/10/2025	CUZ EXCAVATING LLC	WINTER MAINTENANCE		3,749.25 D
D000003323	01/10/2025	DANDY MINI MARTS INC.	FUEL		211.92 D
D000003324	01/10/2025	FELICIA DIEFENDERFER	REGULAR DAYS TRANS.		800.00 D
D000003325	01/10/2025	DOUD TRANSPORTATION LLC	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	15,381.90 D
D000003326	01/10/2025	EASTERN MANAGED PRINT NETWORK LLC	COPIERS		351.00 D
D000003327	01/10/2025	INGERSOLL-RAND FEDERAL CU	DED: CRED - Full Payroll Pay Date: 1/10/2025		2,901.00 D
D000003328	01/10/2025	JENNINGS BUS COMPANY	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	5,814.49 D
D000003329	01/10/2025	DAVID JURNAK	12/28/24 OFFICIAL		85.00 D
D000003330	01/10/2025	LESKO FINANCIAL SERVICES	DED: 403b ANN1 - Full Payroll Pay Date: 1/10/2025	DED: 403b ROTH - Full Payroll Pay Date: 1/10/2025	5,696.52 D
D000003331	01/10/2025	TIMOTHY MAY	12/27/24 OFFICIAL		85.00 D
D000003332	01/10/2025	MARK MCMURRAY	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	8,240.76 D
D000003333	01/10/2025	JOANNE MCNAMARA	12/21/24 OFFICIAL		75.00 D
D000003334	01/10/2025	BOB MOORE	12/27/24 OFFICIAL		85.00 D

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Date: 2025-01-10  
 Check Numbers: 0000064687 - 0000064710  
 Payment Categories: Regular Checks, Direct Deposits, Credit Cards  
 Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000003335	01/10/2025	WAYNE NEUBER	12/28/24 OFFICIAL	12/27/24 OFFICIAL	170.00 D
D000003336	01/10/2025	NTSWA	PROF SVC		45.00 D
D000003337	01/10/2025	PENNSYLVANIA PAPER & SUPPLY COMPANY	SUPPLIES		2,950.80 D
D000003338	01/10/2025	KAREEM RAGAB	12/28/24 TICKET TAKER		52.50 D
D000003339	01/10/2025	REAL DISPOSAL ENVIRONMENTAL SERVICE, LLC	GARBAGE REMOVAL		696.00 D
D000003340	01/10/2025	RIVER ROCK ACADEMY LLC	TUITION - A.S.		2,156.00 D
D000003341	01/10/2025	KEVIN ROBINSON	12/28/24 OFFICIAL		75.00 D
D000003342	01/10/2025	SANICO	SUPPLIES		2,092.26 D
D000003343	01/10/2025	THOMAS A HOJNOWSKI	TRAVEL EXPENSES		175.00 D
D000003344	01/10/2025	STANDING STONE CONSULTING, INC.	SECURITY		565.45 D
D000003345	01/10/2025	SUN MANAGEMENT INC.	SUPPLIES		14,522.65 D
D000003346	01/10/2025	DAVID TEWKSBURY	12/23/24 OFFICIAL		85.00 D
D000003347	01/10/2025	JOSHUA THOMAN	12/28/24 OFFICIAL	12/27/24 OFFICIAL	255.00 D
D000003348	01/10/2025	KYLE THOMPSON	12/28/24 OFFICIAL	12/23/24 OFFICIAL	170.00 D
D000003349	01/10/2025	EDWIN VAN DEVENTER	12/21/24 OFFICIAL		120.00 D
D000003350	01/10/2025	DONALD WAINWRIGHT	12/28/24 OFFICIAL		85.00 D
D000003351	01/10/2025	NED WHITEHEAD	12/23/24 CLOCK		25.00 D
D000003352	01/10/2025	ZITO BUSINESS	INTERNET		1,175.00 D



## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 50 - FOOD SERVICE FUND      Payment Date: 2024-12-13

Check Numbers: 0000004879 - 0000004879

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000004879	12/13/2024	H & G MECHANICAL	CES FREEZER		15,999.00
D000000076	12/13/2024	GENERAL FUND-CASD	CAFE PAYROLL - JULY-NOVEMBER		100,637.74 <sup>D</sup>
D000000077	12/13/2024	NUTRITION INC.	DECEMBER INVOICE		38,835.07 <sup>D</sup>
<b>50 - FOOD SERVICE FUND</b>					<b>155,471.81</b>
Grand Total All Funds					155,471.81
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					139,472.81
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					15,999.00
Grand Total Virtual Payments					0.00
Grand Total All Payments					155,471.81





**M E M O**  
FROM THE DESK OF  
SHELLY GOWIN  
***CANTON AREA SCHOOL DISTRICT***

January, 2025

TO: Mark Jannone, Board of Education

RE: Transportation Changes

The following changes were made to transportation contracts since the last board meeting:

Doud Transportation

- Van 25 – Effective 12/3/24 – New run to North Academy \$153.45