

Fox Chapel Area School District

Combined Agenda Study Session
and Regular Business Meeting

December 4, 2023

Additional School Bus Drivers – 2023-2024 School Year

Fox Chapel Area School District

Combined Agenda Study Session
and Regular Business Meeting

December 4, 2023

JML Landscape Management, LLC – Landscape Maintenance Contract



JML LANDSCAPE

A HEARTLAND COMPANY

November 27, 2023

Fox Chapel Area School District

2024-2026 Landscape Maintenance Contract (3 Years)

High School

Annual Maintenance Services

	<u>Frequency (per year)</u>
<ul style="list-style-type: none">Weekly Mowing & weeding school grounds	26 times
<ul style="list-style-type: none">Spring Clean-up & Edging Beds	1 time
<ul style="list-style-type: none">Mulching of all beds	1 time
<ul style="list-style-type: none">Mowing of Field Hockey Field	35 times (2 times per week in the fall)
<ul style="list-style-type: none">Mowing of the Baseball/Softball Outfields	35 times
<ul style="list-style-type: none">Pruning of ornamental trees & shrubs	2 times
<ul style="list-style-type: none">Fall Leaf Clean-up	2 times (in fall only)
<ul style="list-style-type: none"><u>Spray weeds around warning track on baseball field</u>	<u>2 times</u>
<ul style="list-style-type: none">Lawn Care-Competition Fields	LC1-Pre-emergent Control & Fertilizer LC2-Broadleaf Weed Control & Fertilizer (June) LC6-Fall Liming LC7-Aeration-2 times (Spring & Fall) LC9-Overseeding (Spring)
<ul style="list-style-type: none">Lawn Care-School Grounds	LC1-Pre-emergent Control & Fertilizer LC2-Broadleaf Weed Control & Fertilizer
<ul style="list-style-type: none">Weekly Mowing of (2) vacant lots on Field Club Road	26 times
<ul style="list-style-type: none">Fall Leaf Clean-up	2 times (in fall only)
<ul style="list-style-type: none">Lawn Care-(2) Vacant Lots on Field Club Road	LC2-Broadleaf Weed Control (June) LC4-Broadleaf Weed Control (October)

Total cost for High School: \$51,740.00



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Dorseyville Middle School
Annual Maintenance Services

Frequency (per year)

- Weekly Mowing & weeding school grounds
 - Spring Clean-up & Edging Beds
 - Mulching of all beds
 - Mowing of the Football & Baseball fields
 - Pruning of ornamental trees & shrubs
- Fall Leaf Clean-up
Lawn Care-Competition Fields
Weed

26 times
1 time
1 time
26 times
2 times
2 times (in fall only)
LC1-Pre-emergent

- Lawn Care-School Grounds
- Irrigation Services-Football Field only

Control & Fertilizer
LC2-Broadleaf Weed
Control & Fertilizer
LC6-Fall Liming
LC7-Aeration-2 times
(Spring & Fall)
LC9-Overseeding
LC2-Broadleaf Weed
Control & Fertilizer
LC5-Winter Fertilizer
2 times (Start-up &
Winterization)

Total cost for Dorseyville Middle School: \$24,730.00



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Hartwood Elementary School

Annual Maintenance Services

- Weekly Mowing & weeding school grounds
- Spring Clean-up & Edging Beds
- Mulching of all beds
- Mowing of the Football & Baseball fields
- Pruning of ornamental trees & shrubs
- Fall Leaf Clean-up
- Lawn Care-Competition Fields

- Lawn Care-School Grounds

- Blue Run Nature Trail trail
- Playground area mulching ("wood carpet")

Frequency (per year)

26 times
1 time
1 time
26 times
2 times
2 times (in fall only)
LC1-Pre-emergent
LC2-Broadleaf Weed
Control & Fertilizer
LC6-Fall Liming
LC7-Aeration-2 times
(Spring & Fall)
LC9-Overseeding
(Spring)
LC2-Broadleaf Weed
Control & Fertilizer
LC5-Winter Fertilizer
Mulch & Maintain
(as needed)
1 time

Total cost for Hartwood Elementary School: \$21,940.00



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A HEARTLAND COMPANY

Kerr Elementary School

Annual Maintenance Services

- Weekly Mowing & weeding school grounds
- Spring Clean-up & Edging Beds
- Mulching of all beds
- Pruning of ornamental trees & shrubs
- Fall Leaf Clean-up
- Lawn Care-School Grounds

Frequency (per year)

26 times
1 time
1 time
2 times
2 times (in fall only)
LC2-Broadleaf Weed
Control & Fertilizer
LC5-Winter Fertilizer

Total cost for Kerr Elementary School: \$18,318.00

O'Hara Elementary School

Annual Maintenance Services

- Weekly Mowing & weeding school grounds
- Spring Clean-up & Edging Beds
- Mulching of all beds
- Mowing of the Soccer Fields
- Lawn Care – School Grounds

Frequency (per year)

26 times
1 time
1 time
26 times
LC2-Broadleaf Weed
Control & Fertilizer
LC5-Winter Fertilizer

- Lawn Care -Competition

LC1-Pre-emergent
Control & Fertilizer
LC2-Broadleaf Weed
& Fertilizer
LC6-Fall Liming
LC7-Aeration-2 times
(Spring & Fall)
LC9-Overseeding
(Spring)

- Pruning of ornamental trees & shrubs
- Fall Leaf Clean-up
- Dragging/Rolling of Cinder Track
- Playground area mulching ("wood carpet")

1 time
2 times (in fall only)
2 times
1 time (courtyard)

Total cost for O'Hara Elementary: \$33,875.00



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Fairview Elementary School

Annual Maintenance Services

- Weekly Mowing & weeding school grounds
- Spring Clean-up & Edging Beds
- Mulching of all beds
- Lawn Care

Frequency (per year)

26 times

1 time

1 time

LC1-Pre-emergent

Control & Fertilizer

LC2-Broadleaf Control &

Fertilizer

26 times

2 times

2 times (in fall only)

1 time

1 time

- Mowing of the Soccer Fields
- Pruning of ornamental trees & shrubs
- Fall Leaf Clean-up
- Playground area mulching ("wood carpet")
- Weed Nature Trail

Total cost for Fairview Elementary: \$12,665.00



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Total annual cost for entire school district (Year 1): \$163,268.00

Total annual cost for entire school district (Year 2): \$163,268.00

Total annual cost for entire school district (Year 3): \$163,268.00

This contract will be billed in **12** equal monthly installments of **\$13,605.67** (plus applicable taxes), beginning **January 1, 2024** through **December 31, 2024**.

This contract will be billed in **12** equal monthly installments of **\$13,605.67** (plus applicable taxes), per two years, beginning **January 1, 2025** through **December 31, 2026**.

If Contractor fails to fully perform its obligations under this Agreement, or violates any of the covenants, agreements or stipulations of this Agreement and Contractor fails to cure any such default within 30 days after receipt of written notice from Client specifying the acts or omissions which constitute a default hereunder, Client shall have the right to terminate this Agreement for cause by providing Contractor with not less than 30 days prior written notice which specifies the termination date. In the event of termination for cause, the Client shall pay the Contractor in accordance with this Agreement for all services performed to the effective date of termination. In the event Client fails to make payment for any services provided pursuant to this Agreement within the payment terms of this Agreement, Contractor may, but shall not be obligated to, suspend services until all past due amounts have been paid in full.



JML LANDSCAPE

A HEARTLAND COMPANY

**Fox Chapel School District Representative
Print Name**

**Fox Chapel School District Representative
Signature**

Date

Joseph M Fenner Branch Manager

**JML Landscape Management, LLC Representative
Print Name**

**JML Landscape Management, LLC Representative
Signature**

11/28/2023

Date

Fox Chapel Area School District

Combined Agenda Study Session
and Regular Business Meeting

December 4, 2023

Disbursements (Fund 10) – November 2023

Fund 10 Disbursements for the period of 11/1/2023-11/30/2023

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
Check Disbursements					
A. G. MAURO CO. INC.	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$343.00
A. G. MAURO CO. INC.	1026200001908001	OPER MNT-HW-MAINT	610	GENERAL SUPPLIES	\$712.00
A.W. BEATTIE CAREER CENTER	1013900003912290	VOC ED-HS-TVPRD	564	TUITION-VOCATIONAL ED	\$124,475.40
ABC TRANSIT INC.	1032500002910556	ATH-DMS-B-SCCR	513	CONTRACTED TRANSPORTATION	\$678.00
ABC TRANSIT INC.	1032500002910552	ATH-DMS-B-XCNTRY	513	CONTRACTED TRANSPORTATION	\$249.00
ABC TRANSIT INC.	1032500002910562	ATH-DMS-FLD HCKY	513	CONTRACTED TRANSPORTATION	\$234.00
ABC TRANSIT INC.	1032500002910569	ATH-DMS-G-SCCR	513	CONTRACTED TRANSPORTATION	\$910.80
ABC TRANSIT INC.	1032500002910565	ATH-DMS-G-XCNTRY	513	CONTRACTED TRANSPORTATION	\$249.00
ABC TRANSIT INC.	1032500002310563	ATH-GR7-FBALL	513	CONTRACTED TRANSPORTATION	\$480.00
ABC TRANSIT INC.	1032500002310572	ATH-GR7-G-VOLY	513	CONTRACTED TRANSPORTATION	\$357.00
ABC TRANSIT INC.	1032500002410563	ATH-GR8-FBALL	513	CONTRACTED TRANSPORTATION	\$480.00
ABC TRANSIT INC.	1032500002410572	ATH-GR8-G-VOLY	513	CONTRACTED TRANSPORTATION	\$357.00
ABC TRANSIT INC.	1032500003412556	ATH-JV-B-SCCR	513	CONTRACTED TRANSPORTATION	\$390.00
ABC TRANSIT INC.	1032500003412563	ATH-JV-FBALL	513	CONTRACTED TRANSPORTATION	\$498.00
ABC TRANSIT INC.	1032500003412562	ATH-JV-FLD HCKY	513	CONTRACTED TRANSPORTATION	\$117.00
ABC TRANSIT INC.	1032500003412569	ATH-JV-G-SCCR	513	CONTRACTED TRANSPORTATION	\$255.00
ABC TRANSIT INC.	1032500003412572	ATH-JV-G-VOLY	513	CONTRACTED TRANSPORTATION	\$419.80
ABC TRANSIT INC.	1032500003912553	ATH-VAR-B-GOLF	513	CONTRACTED TRANSPORTATION	\$293.42
ABC TRANSIT INC.	1032500003912556	ATH-VAR-B-SCCR	513	CONTRACTED TRANSPORTATION	\$738.00
ABC TRANSIT INC.	1032500003912552	ATH-VAR-B-XCNTRY	513	CONTRACTED TRANSPORTATION	\$1,247.73
ABC TRANSIT INC.	1032500003912561	ATH-VAR-CHEER	513	CONTRACTED TRANSPORTATION	\$2,290.84
ABC TRANSIT INC.	1032500003912563	ATH-VAR-FBALL	513	CONTRACTED TRANSPORTATION	\$1,142.00
ABC TRANSIT INC.	1032500003912562	ATH-VAR-FLD HCKY	513	CONTRACTED TRANSPORTATION	\$921.00
ABC TRANSIT INC.	1032500003912566	ATH-VAR-G-GOLF	513	CONTRACTED TRANSPORTATION	\$293.42
ABC TRANSIT INC.	1032500003912569	ATH-VAR-G-SCCR	513	CONTRACTED TRANSPORTATION	\$1,353.00
ABC TRANSIT INC.	1032500003912572	ATH-VAR-G-VOLY	513	CONTRACTED TRANSPORTATION	\$767.40
ABC TRANSIT INC.	1032500003912565	ATH-VAR-G-XCNTRY	513	CONTRACTED TRANSPORTATION	\$1,247.73
ABC TRANSIT INC.	1027500000000000	NPUBL TRAN	513	CONTRACTED TRANSPORTATION	\$117,572.41
ABC TRANSIT INC.	1011100002910000	REG ED-DMS	513	CONTRACTED TRANSPORTATION	\$4,270.20
ABC TRANSIT INC.	1011100001905000	REG ED-FV	513	CONTRACTED TRANSPORTATION	\$222.00
ABC TRANSIT INC.	1011100003912122	REG ED-HS-ART	513	CONTRACTED TRANSPORTATION	\$264.00
ABC TRANSIT INC.	1011100003912121	REG ED-HS-MUSIC	513	CONTRACTED TRANSPORTATION	\$3,408.00
ABC TRANSIT INC.	1011100003912270	REG ED-HS-TECHED	513	CONTRACTED TRANSPORTATION	\$293.42
ABC TRANSIT INC.	1027200000000000	STU TRANS	513	CONTRACTED TRANSPORTATION	\$234,729.70
ABC TRANSIT INC.	1027200003914000	STU TRANS-AW BEATTIE	513	CONTRACTED TRANSPORTATION	\$9,488.43
ABC TRANSIT INC.	10272000000000310	STU TRANS-SPED	513	CONTRACTED TRANSPORTATION	\$109,410.95
ABC TRANSIT INC.	1032100002910510	STUD ACT-DMS-ACTIV	513	CONTRACTED TRANSPORTATION	\$2,887.50
ABC TRANSIT INC.	1032100002910550	STUD ACT-DMS-ATHLE	513	CONTRACTED TRANSPORTATION	\$3,128.12
ABC TRANSIT INC.	1032100003912510	STUD ACT-HS-ACTIV	513	CONTRACTED TRANSPORTATION	\$3,966.00
ABC TRANSIT INC.	1032100003912550	STUD ACT-HS-ATHLE	513	CONTRACTED TRANSPORTATION	\$3,128.13
ABC TRANSIT INC.	1014200003912110	SUMMER-HS PROGRAM	513	CONTRACTED TRANSPORTATION	\$666.00
ABC TRANSIT INC.	1012908913912310	OTHR SPT-ACCS-HS-SPED	444	RENTAL OF VEHICLES	\$1,797.00
ABDO-SPOTLIGHT-MAGIC WAGON	1022500003912000	LIBR SRVC-HS	640	BOOKS	\$677.05
ABS - ACTIVITIES BASED SUPPLIES	1011100002910270	REG ED-DMS-TECHED	610	GENERAL SUPPLIES	\$226.35
ACS, A DIVISION OF IDENTISYS, INC.	1026600000000000	SECURITY	610	GENERAL SUPPLIES	\$3,397.73
ADVANCE AUTO PARTS	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$22.99
ALAN CHEN	1028180000000000	SYS TECH	580	TRAVEL	\$95.63
ALLEGHENY COUNTY HEALTH DEPT.	1026200002910000	OPER MNT-DMS	810	DUES & FEES	\$500.00
ALLEGHENY COUNTY HEALTH DEPT.	1026200003912000	OPER MNT-HS	810	DUES & FEES	\$500.00
ALLEGHENY COUNTY HEALTH DEPT.	1026200001904000	OPER MNT-OH	810	DUES & FEES	\$500.00
ALLEGHENY EDUCATIONAL SYSTEMS INC.	1011100003912122	REG ED-HS-ART	752	CAP NEW EQUIP	\$7,845.00
ALLEGHENY INTERMEDIATE UNIT	1012900003912310	OTHR SPT-HS-SPED	322	AIU SERVICES	\$937.38
ALLEGHENY INTERMEDIATE UNIT	1011100002910153	REG ED-DMS-ESL	322	AIU SERVICES	\$11,865.96
ALLEGHENY INTERMEDIATE UNIT	1011100001905153	REG ED-FV-ESL	322	AIU SERVICES	\$660.00
ALLEGHENY INTERMEDIATE UNIT	1011100003912153	REG ED-HS-ESL	322	AIU SERVICES	\$9,889.47
ALLEGHENY INTERMEDIATE UNIT	1011100001908153	REG ED-HW-ESL	322	AIU SERVICES	\$18,018.94
ALLEGHENY INTERMEDIATE UNIT	1011100001907153	REG ED-KR-ESL	322	AIU SERVICES	\$31,424.90
ALLEGHENY INTERMEDIATE UNIT	1026200000000000	OPER MNT	538	TELECOMMUNICATIONS	\$3,975.00
ALLEGIANCE STAFFING	1026200003912000	OPER MNT-HS	329	PROF EDUCATIONAL SERVICES	\$487.20
ALLEGIANCE STAFFING	1026200001904000	OPER MNT-OH	329	PROF EDUCATIONAL SERVICES	\$4,970.96
AMCA SYSTEMS LLC	1025110000000000	BUSINESS	329	PROF EDUCATIONAL SERVICES	\$2,950.00
ANDREW J RICHARDS	1011100003912160	REG ED-HS-FORGN	580	TRAVEL	\$194.93
ANDREWS AND PRICE	1023500000000000	LEGAL SRV	330	PROFESSIONAL SERVICES	\$789.50
ANDREWS AND PRICE	10235000000000310	LEGAL SRV-SPED	330	PROFESSIONAL SERVICES	\$36.00

Fund 10 Disbursements for the period of 11/1/2023-11/30/2023

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
ANNE M GOGGIN	1011100002910123	REG ED-DMS-BAND	610	GENERAL SUPPLIES	\$24.99
ARTHUR J GALLAGHER RISK MGT SVC INC	1023100000000000	BOARD SRV	810	DUES & FEES	\$200.00
ARTIST AND CRAFTSMAN SUPPLY	1011100003912122	REG ED-HS-ART	610	GENERAL SUPPLIES	\$730.79
ASHLEY LYNN CONSTANTINE-HARRIS	1028340000000000	STF DV-NINST CRT	580	TRAVEL	\$97.60
AUDUBON SOCIETY OF W. PA	1011100001900182	REG ED-EL-CAMP	329	PROF EDUCATIONAL SERVICES	\$87,500.00
AVANT ASSESSMENT	1011100003912160	REG ED-HS-FORGN	658	TECH SUPPLIES	\$1,817.70
B & R POOLS	1026200003912000	OPER MNT-HS	431	BUILDING MAINTENANCE	\$3,088.00
B & R POOLS	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$1,325.00
B&H PHOTO-VIDEO INC.	1022200003912000	AV SRV-HS	610	GENERAL SUPPLIES	\$4,178.51
B&H PHOTO-VIDEO INC.	1011100003912122	REG ED-HS-ART	610	GENERAL SUPPLIES	\$672.79
BARNES & NOBLE INC.	1022503603912000	LIBRARY-SFTY HLTH-HS	640	BOOKS	\$389.16
BARNES & NOBLE INC.	1011100001904153	REG ED-OH-ESL	640	BOOKS	\$86.00
BARNES & NOBLE INC.	1022503603912000	LIBRARY-SFTY HLTH-HS	610	GENERAL SUPPLIES	\$371.43
BATTERY OUTLET PLUS	1026200002910001	OPER MNT-DMS-MAINT	610	GENERAL SUPPLIES	\$79.95
BATTERY OUTLET PLUS	1026200001907001	OPER MNT-KR-MAINT	610	GENERAL SUPPLIES	\$79.95
BIG 56 ATHLETIC CONFERENCE	1032500003912000	ATHLETIC-HS	810	DUES & FEES	\$88.00
BIG TEAMS LLC / SCHEDULE STAR LLC	1032500003912000	ATHLETIC-HS	658	TECH SUPPLIES	\$800.00
BLICK ART MATERIALS	1011100002910122	REG ED-DMS-ART	610	GENERAL SUPPLIES	\$588.97
BLICK ART MATERIALS	1011100003912122	REG ED-HS-ART	610	GENERAL SUPPLIES	\$958.77
BLICK ART MATERIALS	1011100001907122	REG ED-KR-ART	610	GENERAL SUPPLIES	\$102.00
BLOKET LLC	1011103601900000	REG ED-HLTH SFTY-ELEM	610	GENERAL SUPPLIES	\$1,000.00
BRANDON M RIOS	1032500003912563	ATH-VAR-FBALL	610	GENERAL SUPPLIES	\$10.98
BRANDON W PEIFER	1022710003912000	STF DV INST CRT-HS	240	TUITION REIMBURSEMENT	\$920.00
BSN SPORTS	1032500003912575	ATH-VAR-WRESTLING	610	GENERAL SUPPLIES	\$35.92
CAITLIN RENEE TURK	1022710000000000	STF DV INST CRT	580	TRAVEL	\$123.93
CAMP ALLEGHENY	1011100001900182	REG ED-EL-CAMP	329	PROF EDUCATIONAL SERVICES	\$46,906.45
CAMPBELL BUS & TOUR	1011100002910129	REG ED-DMS-ORCHE	810	DUES & FEES	\$950.00
CANON-MCMILLAN SCHOOL DISTRICT	1012900003900310	OTHR SPT-SEC-SPED	561	TUITION TO OTHER LEA IN P	\$5,747.43
CANZIAN/JOHNSTON & ASSOCIATES LLC	1046009902910000	CONSTRUC-ARP-DMS	330	PROFESSIONAL SERVICES	\$925.00
CARNEGIE LEARNING, INC.	1011100002910160	REG ED-DMS-FORGN	640	BOOKS	\$3,101.70
CAROLINA BIOLOGICAL SUPPLY COMPANY	1011100003912180	REG ED-HS-SCIEN	610	GENERAL SUPPLIES	\$115.34
CDW GOVERNMENT INC.	1022400000000000	COMP ASST	658	TECH SUPPLIES	\$1,481.67
CDW GOVERNMENT INC.	1011100003912180	REG ED-HS-SCIEN	658	TECH SUPPLIES	\$766.20
CDW GOVERNMENT INC.	1028180000000000	SYS TECH	658	TECH SUPPLIES	\$1,250.00
CENTURY SPORTS	1032500002910562	ATH-DMS-FLD HCKY	610	GENERAL SUPPLIES	\$113.90
CENTURY SPORTS	1032500003412574	ATH-JV-SOFTBALL	610	GENERAL SUPPLIES	\$199.25
CENTURY SPORTS	1032500003912551	ATH-VAR-B-BSKT	610	GENERAL SUPPLIES	\$159.80
CENTURY SPORTS	1032500003912563	ATH-VAR-FBALL	610	GENERAL SUPPLIES	\$4,635.95
CENTURY SPORTS	1032500003912574	ATH-VAR-SOFTBALL	610	GENERAL SUPPLIES	\$199.25
CHERYL EMMERT	1032500003912000	ATHLETIC-HS	330	PROFESSIONAL SERVICES	\$125.00
CHICAGO TITLE INSURANCE COMPANY	1000000000000000	REV	R6411	DELINQ REAL ESTATE TAXES	\$20.11
CHILDREN'S INSTITUTE	1012900002900310	OTHR SPT-MS-SPED	567	TUITION-APS	\$6,076.00
COMBUSTION SERVICE & EQUIPMENT CO.	1026200003912000	OPER MNT-HS	431	BUILDING MAINTENANCE	\$1,170.96
COMDOC INC.	1025400000000000	PRINTING	610	GENERAL SUPPLIES	\$3,308.13
COMPUTER DESIGN & INTEGRATION LLC	1021240000000000	INFO SRV	438	REPAIR OF TECH EQUIP	\$4,969.04
CONSOLIDATED COMMUNICATIONS	1026200000000000	OPER MNT	538	TELECOMMUNICATIONS	\$1,785.13
CONTRACT PAPER GROUP INC.	1023800003912000	PRINC SRV-HS	610	GENERAL SUPPLIES	\$2,855.60
CONTRACT PAPER GROUP INC.	1025400000000000	PRINTING	610	GENERAL SUPPLIES	\$10,736.36
CPR SIMPLICITY LLC	1032500003912000	ATHLETIC-HS	611	MEDICAL SUPPLIES	\$832.00
CRASHPLAN	1021240000000000	INFO SRV	658	TECH SUPPLIES	\$1,946.00
D. H. BERTENTHAL AND SONS	1026200003912000	OPER MNT-HS	610	GENERAL SUPPLIES	\$170.86
D. H. BERTENTHAL AND SONS	1026200001904000	OPER MNT-OH	610	GENERAL SUPPLIES	\$341.72
DAGOSTINO ELECTRONIC SERVICES, INC.	1021240000000000	INFO SRV	658	TECH SUPPLIES	\$475.00
DANA LYNNE SIMILE	1028340000000000	STF DV-NINST CRT	580	TRAVEL	\$193.75
DCDBA	1026200002910000	OPER MNT-DMS	424	WATER	\$1,008.58
DCDBA	1026200001908000	OPER MNT-HW	424	WATER	\$666.58
DEMCO INC.	1022500001905000	LIBR SRV-FV	610	GENERAL SUPPLIES	\$202.01
DEMCO INC.	1022500001908000	LIBR SRV-HW	610	GENERAL SUPPLIES	\$225.78
DEMCO INC.	1022500001907000	LIBR SRV-KR	610	GENERAL SUPPLIES	\$137.43
DENNIS J LYNCH	1026600000000000	SECURITY	580	TRAVEL	\$1,065.87
DENNIS MICHAEL ADAMS	1028180000000000	SYS TECH	438	REPAIR OF TECH EQUIP	\$2,995.00
DEPAUL SCHOOL FOR HEARING AND SPEEC	1012210002910310	HEAR SPT-DMS-SPED	329	PROF EDUCATIONAL SERVICES	\$2,298.63
DEPAUL SCHOOL FOR HEARING AND SPEEC	1012210003912310	HEAR SPT-HS-SPED	329	PROF EDUCATIONAL SERVICES	\$2,314.88
DEPAUL SCHOOL FOR HEARING AND SPEEC	1012210001904310	HEAR SPT-OH-SPED	329	PROF EDUCATIONAL SERVICES	\$3,198.50
DEREK ANDREW KRAMER	10	GENERAL FUND	0462.021	NET SALARIES-EE	\$79.98

Fund 10 Disbursements for the period of 11/1/2023-11/30/2023

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
DESANTIS SOLUTIONS	1026200001905000	OPER MNT-FV	431	BUILDING MAINTENANCE	\$308.82
DESANTIS SOLUTIONS	1026200001908000	OPER MNT-HW	431	BUILDING MAINTENANCE	\$308.82
DESANTIS SOLUTIONS	1026200001904000	OPER MNT-OH	431	BUILDING MAINTENANCE	\$308.82
DESANTIS SOLUTIONS	1026200002910000	OPER MNT-DMS	610	GENERAL SUPPLIES	\$1,355.00
DESANTIS SOLUTIONS	1026200002910001	OPER MNT-DMS-MAINT	610	GENERAL SUPPLIES	\$1,175.50
DESANTIS SOLUTIONS	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$1,175.50
DOBIL LABORATORIES INC.	1026200001907000	OPER MNT-KR	431	BUILDING MAINTENANCE	\$604.95
DQE COMMUNICATIONS	1026200000000000	OPER MNT	538	TELECOMMUNICATIONS	\$2,525.00
DUQUESNE LIGHT COMPANY	1026200002910000	OPER MNT-DMS	622	ELECTRICITY	\$28,074.63
DUQUESNE LIGHT COMPANY	1026200001905000	OPER MNT-FV	622	ELECTRICITY	\$4,234.91
DUQUESNE LIGHT COMPANY	1026200003912000	OPER MNT-HS	622	ELECTRICITY	\$90,737.93
DUQUESNE LIGHT COMPANY	1026200001908000	OPER MNT-HW	622	ELECTRICITY	\$25,867.53
DUQUESNE LIGHT COMPANY	1026200001907000	OPER MNT-KR	622	ELECTRICITY	\$20,319.22
DUQUESNE LIGHT COMPANY	1026200001904000	OPER MNT-OH	622	ELECTRICITY	\$8,812.80
EARTHWISE ENVIRONMENTAL SOLUT. LLC	1026200002910000	OPER MNT-DMS	431	BUILDING MAINTENANCE	\$1,215.52
EARTHWISE ENVIRONMENTAL SOLUT. LLC	1026200001905000	OPER MNT-FV	431	BUILDING MAINTENANCE	\$607.76
EARTHWISE ENVIRONMENTAL SOLUT. LLC	1026200003912000	OPER MNT-HS	431	BUILDING MAINTENANCE	\$1,823.16
EARTHWISE ENVIRONMENTAL SOLUT. LLC	1026200001908000	OPER MNT-HW	431	BUILDING MAINTENANCE	\$607.76
EARTHWISE ENVIRONMENTAL SOLUT. LLC	1026200001907000	OPER MNT-KR	431	BUILDING MAINTENANCE	\$607.76
EARTHWISE ENVIRONMENTAL SOLUT. LLC	1026200001904000	OPER MNT-OH	431	BUILDING MAINTENANCE	\$607.76
EDUCATION CNTR AT WATSON INSTITUTE	1012900001900310	OTHR SPT-EL-SPED	567	TUITION-APS	\$10,658.66
EDUCATION CNTR AT WATSON INSTITUTE	1012900003900310	OTHR SPT-SEC-SPED	567	TUITION-APS	\$21,317.32
EDVOTEK INC	1011100003912180	REG ED-HS-SCIEN	610	GENERAL SUPPLIES	\$92.99
EFCC ACQUISITION CORP.	1012110001900310	LIFE SKIL-EL-SPED	330	PROFESSIONAL SERVICES	\$6,368.50
ELIZABETH MARIE FELDMAN	1011100002910000	REG ED-DMS	580	TRAVEL	\$40.61
ELIZABETH MARIE FELDMAN	1022710002910000	STF DV INST CRT-DMS	580	TRAVEL	\$77.25
ELIZABETH SPEED	1032100003912510	STUD ACT-HS-ACTIV	329	PROF EDUCATIONAL SERVICES	\$75.00
ELLIE MORGAN RICH	10	GENERAL FUND	0462.021	NET SALARIES-EE	\$132.18
ENTEK SYSTEMS	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$1,564.00
ENVIRONMENTAL CHARTER SCHOOL	1012900001900310	OTHR SPT-EL-SPED	562	TUITION-PA CHARTER SCHLS	\$13,758.41
EPS OPERATIONS, LLC	1011100001904110	REG ED-OH-GENRL	640	BOOKS	\$472.94
EPS OPERATIONS, LLC	1022714310000000	STF DEVEL-TITLE 4	329	PROF EDUCATIONAL SERVICES	\$3,500.00
EPS OPERATIONS, LLC	1022714211900000	STF DV INST CRT-TITL2-EL	329	PROF EDUCATIONAL SERVICES	\$3,000.00
EQUIPARTS	1026200002910001	OPER MNT-DMS-MAINT	610	GENERAL SUPPLIES	\$194.00
EQUIPARTS	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$716.54
EQUIPARTS	1026200001908001	OPER MNT-HW-MAINT	610	GENERAL SUPPLIES	\$132.33
ERIN ELIZABETH ROWLANDS	1011100002910180	REG ED-DMS-SCIEN	610	GENERAL SUPPLIES	\$50.69
EXPLORELEARNING, LLC	1011100003912180	REG ED-HS-SCIEN	658	TECH SUPPLIES	\$3,450.00
FAIRVIEW ELEMENTARY PTO	1000000000000000	REV	R6999	MISC REVENUE	\$600.00
FCAHS ACTIVITIES FUND	1011100003912000	REG ED-HS	610	GENERAL SUPPLIES	\$2,500.00
FCASD CAFETERIA FUND	1011904111907000	FED PRG-TITL1-KR	610	GENERAL SUPPLIES	\$195.00
FCASD CAFETERIA FUND	1023100000000000	BOARD SRV	635	MEALS/REFRESHMENTS	\$154.02
FCASD CAFETERIA FUND	1012900000000310	OTHR SPT-SPED	635	MEALS/REFRESHMENTS	\$1,104.90
FCASD CAFETERIA FUND	1023800002910000	PRINC SRV-DMS	635	MEALS/REFRESHMENTS	\$425.50
FCASD CAFETERIA FUND	1023800001905000	PRINC SRV-FV	635	MEALS/REFRESHMENTS	\$39.00
FCASD CAFETERIA FUND	1023800003912000	PRINC SRV-HS	635	MEALS/REFRESHMENTS	\$1,499.75
FCASD CAFETERIA FUND	1023800001904000	PRINC SRV-OH	635	MEALS/REFRESHMENTS	\$382.00
FCASD CAFETERIA FUND	1011100001905000	REG ED-FV	635	MEALS/REFRESHMENTS	\$223.00
FCASD CAFETERIA FUND	1022710000000000	STF DV INST CRT	635	MEALS/REFRESHMENTS	\$3,352.50
FCASD CAFETERIA FUND	1022711410000000	STF DV INST CRT-PTA	635	MEALS/REFRESHMENTS	\$1,958.50
FCASD CAFETERIA FUND	1023600000000000	SUPERINT	635	MEALS/REFRESHMENTS	\$2,476.59
FILTECH INC.	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$1,649.03
FLINN SCIENTIFIC INC.	1011100003912180	REG ED-HS-SCIEN	610	GENERAL SUPPLIES	\$2,125.39
FOLLETT CONTENT SOLUTIONS, LLC	1022500001905000	LIBR SRV-FV	640	BOOKS	\$885.74
FOLLETT CONTENT SOLUTIONS, LLC	1022500001908000	LIBR SRV-HW	640	BOOKS	\$582.29
FOLLETT CONTENT SOLUTIONS, LLC	1022500001907000	LIBR SRV-KR	640	BOOKS	\$97.47
FOLLETT CONTENT SOLUTIONS, LLC	1022500001904000	LIBR SRV-OH	640	BOOKS	\$743.30
FOLLETT CONTENT SOLUTIONS, LLC	1022503601905000	LIBRARY-SFTY HLTH-FV	640	BOOKS	\$593.30
FORT LIGONIER	1011100001900182	REG ED-EL-CAMP	329	PROF EDUCATIONAL SERVICES	\$4,172.00
FOUNDATION FOR FREE ENTERPRISE EDUC	1011100003912130	REG ED-HS-BUSED	658	TECH SUPPLIES	\$510.00
FOX CHAPEL AUTHORITY	1026200001905000	OPER MNT-FV	424	WATER	\$3,265.87
FOX CHAPEL AUTHORITY	1026200003912000	OPER MNT-HS	424	WATER	\$25,298.08
FOX CHAPEL AUTHORITY	1026200001907000	OPER MNT-KR	424	WATER	\$4,177.25
FOX CHAPEL AUTHORITY	1026200001904000	OPER MNT-OH	424	WATER	\$4,331.15
FREEMPORT AREA SCHOOL DISTRICT	1029903901900000	PASS THRU-PASMART-EL	899	PASS THRU FUNDS	\$520.00

Fund 10 Disbursements for the period of 11/1/2023-11/30/2023

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
G & G FITNESS EQUIPMENT INC.	1011100002910140	REG ED-DMS-PHYED	432	REPAIR OF EQUIPMENT	\$464.91
GEORGE H. WILLIAMS	1032500003912000	ATHLETIC-HS	330	PROFESSIONAL SERVICES	\$410.00
GEORGETOWN UNIVERSITY	1028340001904000	STF DV-N.INST CRT-OH	360	EMPLOYEE TRAINING SERVICE	\$1,000.00
GINGER S WILSON	1022710002910000	STF DV INST CRT-DMS	580	TRAVEL	\$34.68
GLOBAL VENDING GROUP, INC.	1011904111907000	FED PRG-TITL1-KR	610	GENERAL SUPPLIES	\$7,639.00
GOPHER SPORT	1011100001905140	REG ED-FV-PHYED	610	GENERAL SUPPLIES	\$404.72
GORDON SNYDER PHOTOGRAPHY	1032500003912000	ATHLETIC-HS	329	PROF EDUCATIONAL SERVICES	\$1,450.00
GRAINGER	1026200002910001	OPER MNT-DMS-MAINT	610	GENERAL SUPPLIES	\$303.01
GRAINGER	1026200001905001	OPER MNT-FV-MAINT	610	GENERAL SUPPLIES	\$30.55
GRAINGER	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$428.13
GRAINGER	1026200001908001	OPER MNT-HW-MAINT	610	GENERAL SUPPLIES	\$990.05
GRAINGER	1026200001907001	OPER MNT-KR-MAINT	610	GENERAL SUPPLIES	\$57.09
GRAINGER	1026200001904001	OPER MNT-OH-MAINT	610	GENERAL SUPPLIES	\$292.31
GREAT MINDS PBC	1011100001900110	REG ED-EL-GNRL	640	BOOKS	\$66.20
GREATAMERICA FINANCIAL SERVICES	1025400000000000	PRINTING	448	LEASE OF TECH SERVICES	\$320.16
GROVE CITY AREA SCHOOL DISTRICT	1029903901900000	PASS THRU-PASMAST-EL	899	PASS THRU FUNDS	\$466.00
HAB-DLT (ER)	10	GENERAL FUND	0462.005	COURT-ORDER DEDUCTS-EE	\$96.50
HAL LEONARD CORPORATION	1011100002910121	REG ED-DMS-MUSIC	610	GENERAL SUPPLIES	\$1,483.80
HAMPTON WRESTLING ASSN.	1032500003912575	ATH-VAR-WRESTLING	810	DUES & FEES	\$350.00
HANNAH YVONNE ROUX	1011100001904000	REG ED-OH	580	TRAVEL	\$33.60
HANNAH YVONNE ROUX	1022710001904000	STF DV INST CRT-OH	240	TUITION REIMBURSEMENT	\$1,800.00
HARMAR TIRE & SERVICE	1026500003912000	VEHIC MNT-HS	433	REPAIR OF VEHICLES	\$1,387.51
HARTWOOD ELEMENTARY PTO	1000000000000000	REV	R6999	MISC REVENUE	\$600.00
HAWLEY CONSULTING GROUP	1025110000000000	BUSINESS	330	PROFESSIONAL SERVICES	\$7,250.00
HEATHER E BONNAR	1022710001905000	STF DV INST CRT-FV	580	TRAVEL	\$17.10
HEIDI SCOTT PANDOLFI	1011100001905000	REG ED-FV	580	TRAVEL	\$29.56
HIGHLAND TIRE	1026500003912000	VEHIC MNT-HS	433	REPAIR OF VEHICLES	\$2,198.65
HIRSCH SOLUTIONS LLC	1011100003912270	REG ED-HS-TECHED	762	CAP REPLACE EQUIP	\$24,745.00
HOME DEPOT CREDIT SERVICES	1026200002910001	OPER MNT-DMS-MAINT	610	GENERAL SUPPLIES	\$246.66
HOME DEPOT CREDIT SERVICES	1026200001905001	OPER MNT-FV-MAINT	610	GENERAL SUPPLIES	\$153.86
HOME DEPOT CREDIT SERVICES	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$605.35
HOME DEPOT CREDIT SERVICES	1026200001908001	OPER MNT-HW-MAINT	610	GENERAL SUPPLIES	\$195.05
HOME DEPOT CREDIT SERVICES	1026200001904001	OPER MNT-OH-MAINT	610	GENERAL SUPPLIES	\$63.30
HOME DEPOT CREDIT SERVICES	1011100002910270	REG ED-DMS-TECHED	610	GENERAL SUPPLIES	\$547.03
HOME DEPOT CREDIT SERVICES	1011100003912122	REG ED-HS-ART	610	GENERAL SUPPLIES	\$369.89
HOME DEPOT CREDIT SERVICES	1011100003912270	REG ED-HS-TECHED	610	GENERAL SUPPLIES	\$902.16
HOSACK SPECHT MUETZEL & WOOD LLP	1025110000000000	BUSINESS	330	PROFESSIONAL SERVICES	\$14,475.00
HOUGHTON-MIFFLIN-HARCOURT	1022710000000000	STF DV INST CRT	329	PROF EDUCATIONAL SERVICES	\$800.00
IAS COMPANY	1011100002910270	REG ED-DMS-TECHED	610	GENERAL SUPPLIES	\$4,033.01
IMMEL BICYCLE CENTER INC.	1011100002910140	REG ED-DMS-PHYED	432	REPAIR OF EQUIPMENT	\$340.24
IN COMMUNITY MAGAZINES INC.	1023700000000000	COMM REL	550	PRINTING	\$6,440.00
INDIANA TOWNSHIP	1046000002910000	CONSTRUC-DMS	810	DUES & FEES	\$275.00
INSTITUTIONAL SPECIALTIES INC.	1032500003912000	ATHLETIC-HS	762	CAP REPLACE EQUIP	\$4,245.00
J & L SYSTEMS INC.	1025110000000000	BUSINESS	610	GENERAL SUPPLIES	\$291.05
J. APPLESEED	1022500002910000	LIBR SRV-DMS	640	BOOKS	\$507.95
J. APPLESEED	1022500001908000	LIBR SRV-HW	640	BOOKS	\$24.95
J. APPLESEED	1022500001907000	LIBR SRV-KR	640	BOOKS	\$511.75
J. APPLESEED	1022503601904000	LIBRARY-SFTY HLTH-OH	640	BOOKS	\$612.65
J. N. SHEFFEY ASSOCIATES	1024400000000000	HLTH SRV	432	REPAIR OF EQUIPMENT	\$202.50
J. W. PEPPER & SON INC.	1011100002910121	REG ED-DMS-MUSIC	610	GENERAL SUPPLIES	\$287.31
J. W. PEPPER & SON INC.	1011100002910129	REG ED-DMS-ORCHE	610	GENERAL SUPPLIES	\$367.99
J.C. EHRLICH CO. INC.	1026200002910000	OPER MNT-DMS	431	BUILDING MAINTENANCE	\$43.20
J.C. EHRLICH CO. INC.	1026200001905000	OPER MNT-FV	431	BUILDING MAINTENANCE	\$43.20
J.C. EHRLICH CO. INC.	1026200003912000	OPER MNT-HS	431	BUILDING MAINTENANCE	\$87.48
J.C. EHRLICH CO. INC.	1026200001908000	OPER MNT-HW	431	BUILDING MAINTENANCE	\$47.52
J.C. EHRLICH CO. INC.	1026200001907000	OPER MNT-KR	431	BUILDING MAINTENANCE	\$43.20
J.C. EHRLICH CO. INC.	1026200001904000	OPER MNT-OH	431	BUILDING MAINTENANCE	\$71.28
JAIME D CONDIOTTE	1011100001904000	REG ED-OH	580	TRAVEL	\$125.30
JAIME D CONDIOTTE	1022710000000000	STF DV INST CRT	580	TRAVEL	\$126.33
JAIME D CONDIOTTE	1022710001904310	STF DV INST CRT-OH-SPED	580	TRAVEL	\$25.00
JASON BRAZEN	1000000120000000	REV-BLWNX	R6111	CURRENT REAL ESTATE TAXES	\$258.07
JENNIFER LEE SCHWARTZ	1023900000000000	OTH ADMIN	299	ALL OTHER EMP BENEFITS	\$75.25
JESSICA LEIGH TAYLOR	1011100001908000	REG ED-HW	580	TRAVEL	\$26.60
JESSICA LYNN LAT'TNER	1022710002910000	STF DV INST CRT-DMS	580	TRAVEL	\$17.03
JESSICA RAE SHANNON	1022710002910000	STF DV INST CRT-DMS	580	TRAVEL	\$57.58

Fund 10 Disbursements for the period of 11/1/2023-11/30/2023

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
JML LANDSCAPE LLC	1026200002910000	OPER MNT-DMS	431	BUILDING MAINTENANCE	\$1,912.58
JML LANDSCAPE LLC	1026200001905000	OPER MNT-FV	431	BUILDING MAINTENANCE	\$992.25
JML LANDSCAPE LLC	1026200003912000	OPER MNT-HS	431	BUILDING MAINTENANCE	\$4,354.83
JML LANDSCAPE LLC	1026200001908000	OPER MNT-HW	431	BUILDING MAINTENANCE	\$1,701.33
JML LANDSCAPE LLC	1026200001907000	OPER MNT-KR	431	BUILDING MAINTENANCE	\$2,146.00
JML LANDSCAPE LLC	1026200001904000	OPER MNT-OH	431	BUILDING MAINTENANCE	\$2,668.83
JOHN JAMES MCGEE	1023800003912000	PRINC SRV-HS	580	TRAVEL	\$279.03
JOHN N PANOS	1032500003912000	ATHLETIC-HS	580	TRAVEL	\$231.51
JOHNSTONBAUGH'S MUSIC CENTERS	1011100001905123	REG ED-FV-BAND	762	CAP REPLACE EQUIP	\$2,765.00
JOHNSTONBAUGH'S MUSIC CENTERS	1011100001905000	REG ED-FV	610	GENERAL SUPPLIES	\$707.65
JOHNSTONBAUGH'S MUSIC CENTERS	1011100001908000	REG ED-HW	610	GENERAL SUPPLIES	\$483.55
JOHNSTONBAUGH'S MUSIC CENTERS	1011100001907129	REG ED-KR-ORCH	610	GENERAL SUPPLIES	\$779.07
JOHNSTONBAUGH'S MUSIC CENTERS	1011100001904129	REG ED-OH-ORCHE	610	GENERAL SUPPLIES	\$1,164.35
JOHNSTONBAUGH'S MUSIC CENTERS	1011100001905000	REG ED-FV	432	REPAIR OF EQUIPMENT	\$52.00
JORDAN TAX SERVICE INC.	1023300000000000	TAX SRV	310	ADMINISTRATIVE SERVICES	\$23,367.73
JORDAN TAX SERVICE INC.	1000000130000000	REV-FOXCH	R6111	CURRENT REAL ESTATE TAXES	\$55,038.92
JORDAN TAX SERVICE INC.	1000000150000000	REV-OHARA	R6111	CURRENT REAL ESTATE TAXES	\$94,801.93
JORDAN TAX SERVICE INC.	1051300000000000	PRIOR YR	880	REFUNDS PRIOR YRS RECPTS	\$166,376.67
JOSEPH LEO FARRELL	1032500003912551	ATH-VAR-B-BSKT	580	TRAVEL	\$63.40
JOSEPH LEO FARRELL	1032500003912553	ATH-VAR-B-GOLF	580	TRAVEL	\$600.72
JOSHUA D DUSO	1011100002910240	REG ED-DMS-FAMLY	610	GENERAL SUPPLIES	\$191.18
JOSTENS	1032500003912000	ATHLETIC-HS	610	GENERAL SUPPLIES	\$1,179.57
JOSTENS	1011100003912000	REG ED-HS	610	GENERAL SUPPLIES	\$38.95
JUNIOR LIBRARY GUILD	1022500002910000	LIBR SRV-DMS	640	BOOKS	\$2,550.46
KATHLEEN ANUSZEK	1028360000000000	STF DV-N.INST NCRT	580	TRAVEL	\$642.37
KATHLEEN ANUSZEK	1023600000000000	SUPERINT	580	TRAVEL	\$21.61
KELLY A GLUS	1022710001904000	STF DV INST CRT-OH	240	TUITION REIMBURSEMENT	\$1,282.50
KELLY SERVICES INC.	1023800000000000	PRINC SRV	329	PROF EDUCATIONAL SERVICES	\$47,557.37
KELLY SERVICES INC.	1011100002910110	REG ED-DMS-GENRL	329	PROF EDUCATIONAL SERVICES	\$20,428.94
KELLY SERVICES INC.	1011100001905110	REG ED-FV-GENRL	329	PROF EDUCATIONAL SERVICES	\$8,154.11
KELLY SERVICES INC.	1011100003912110	REG ED-HS-GENRL	329	PROF EDUCATIONAL SERVICES	\$22,302.04
KELLY SERVICES INC.	1011100001908110	REG ED-HW-GENRL	329	PROF EDUCATIONAL SERVICES	\$13,955.67
KELLY SERVICES INC.	1011100001907110	REG ED-KR-GENRL	329	PROF EDUCATIONAL SERVICES	\$18,444.45
KELLY SERVICES INC.	1011100001904110	REG ED-OH-GENRL	329	PROF EDUCATIONAL SERVICES	\$24,671.35
KERR PTO	1000000000000000	REV	R6999	MISC REVENUE	\$600.00
KEVIN SHIELDS	1032500003912000	ATHLETIC-HS	580	TRAVEL	\$121.18
KEYSTONE COLLECTIONS GROUP	10	GENERAL FUND	0462.005	COURT-ORDER DEDUCTS-EE	\$1,012.67
KEYSTONE TEES	1011100003912270	REG ED-HS-TECHED	610	GENERAL SUPPLIES	\$955.22
KIMBERLY MARIE PAWLISHAK	1025110000000000	BUSINESS	580	TRAVEL	\$29.61
KIMBERLY PAWLISHAK	1025110000000000	BUSINESS	580	TRAVEL	\$60.26
KRISTINE OROSZ	1021400000000000	PSYCHOL	329	PROF EDUCATIONAL SERVICES	\$6,270.00
LA ROCHE UNIVERSITY	1021200003912000	GUIDANCE-HS	810	DUES & FEES	\$357.78
LAKESHORE LEARNING MATERIALS	1011100001907000	REG ED-KR	610	GENERAL SUPPLIES	\$318.00
LAURA MARIE MILLER	1028340002910000	STF DV-N.INST CRT-DMS	240	TUITION REIMBURSEMENT	\$200.00
LEECHBURG AREA SCHOOL DISTRICT	1029903901900000	PASS THRU-PASMART-EL	899	PASS THRU FUNDS	\$783.85
LERNER PUBLICATIONS	1022500002910000	LIBR SRV-DMS	640	BOOKS	\$647.69
LINS ELEVATOR SERVICE, INC.	1026200002910000	OPER MNT-DMS	431	BUILDING MAINTENANCE	\$1,285.48
LOWE'S BUSINESS ACCOUNT	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$82.74
LUGAILA MECHANICAL INC.	1026200001904000	OPER MNT-OH	431	BUILDING MAINTENANCE	\$7,845.00
LUKE THOMAS BARKLEY	1028180000000000	SYS TECH	580	TRAVEL	\$12.58
LYNNE A ORSEGA	1028340001907000	STF DV-N.INST CRT-KR	580	TRAVEL	\$334.46
MARGARET A. SWANSON	1012110003900310	LIFE SKIL-SEC-SPED	330	PROFESSIONAL SERVICES	\$330.00
MARY CATHERINE RELJAC	1028340000000000	STF DV-N.INST CRT	580	TRAVEL	\$184.23
MARY CATHERINE RELJAC	1023600000000000	SUPERINT	580	TRAVEL	\$34.06
MATTHEW C. SCHAFFER M.D.	1032500003912000	ATHLETIC-HS	330	PROFESSIONAL SERVICES	\$2,750.00
MATTHEW C. SCHAFFER M.D.	1024400000000000	HLTH SRV	330	PROFESSIONAL SERVICES	\$2,750.00
MATTHEW C. SCHAFFER M.D.	1012110003900310	LIFE SKIL-SEC-SPED	330	PROFESSIONAL SERVICES	\$170.00
MATTHEW J HARRIS	1028340000000000	STF DV-N.INST CRT	580	TRAVEL	\$101.79
MATTHEW MARTIN	1032500003912000	ATHLETIC-HS	330	PROFESSIONAL SERVICES	\$200.00
MCDOWELL SPEECH AND DEBATE	1032100003912510	STUD ACT-HS-ACTIV	810	DUES & FEES	\$70.00
MCGRAW-HILL SCHOOL EDUCATION, LLC	1011100002910180	REG ED-DMS-SCIEN	640	BOOKS	\$19,983.60
MEDCO SUPPLY COMPANY	1032500003912580	ATH-HS-STGTH&COND	610	GENERAL SUPPLIES	\$557.55
MEDCO SUPPLY COMPANY	1032500003912000	ATHLETIC-HS	611	MEDICAL SUPPLIES	\$137.89
MEGAN MARIE COLLETT	1028180000000000	SYS TECH	580	TRAVEL	\$335.23
MEGHAN ANNE MEABON	1011100002910240	REG ED-DMS-FAMLY	580	TRAVEL	\$182.75

Fund 10 Disbursements for the period of 11/1/2023-11/30/2023

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
MELISSA ELIZABETH WIEST	1028180000000000	SYS TECH	580	TRAVEL	\$104.21
METROPOLITAN TOWER LIFE INSURANCE C	10	GENERAL FUND	0462.015	LIFE INSURANCE PAYABLE-ER	\$2,000.00
MGT OF AMERICA CONSULTING LLC	1015004111900000	NPUBL-TITL1-EL	329	PROF EDUCATIONAL SERVICES	\$546.00
MICHAEL A. JAROSINSKI	1032500003912000	ATHLETIC-HS	330	PROFESSIONAL SERVICES	\$80.00
MICHAEL L O'BRIEN	1032500003912000	ATHLETIC-HS	580	TRAVEL	\$791.70
MIDWEST TECHNOLOGY PRODUCTS	1011100002910270	REG ED-DMS-TECHED	610	GENERAL SUPPLIES	\$1,170.40
MOON AREA SCHOOLS SPEECH & DEBATE	1032100003912510	STUD ACT-HS-ACTIV	810	DUES & FEES	\$66.00
MOUNIF RIFKAH	1032500003912000	ATHLETIC-HS	330	PROFESSIONAL SERVICES	\$750.00
MOUNIF RIFKAH	1024400000000000	HLTH SRV	330	PROFESSIONAL SERVICES	\$750.00
MR. JOHN	1032500002910000	ATHLETIC-DMS	431	BUILDING MAINTENANCE	\$116.67
MUNICIPAL AUTH. OF OAKMONT	1026200002910000	OPER MNT-DMS	424	WATER	\$827.22
MUNICIPAL AUTH. OF OAKMONT	1026200001908000	OPER MNT-HW	424	WATER	\$545.38
MUSIC IN THE PARKS	1011100002910123	REG ED-DMS-BAND	810	DUES & FEES	\$950.00
N. GLANTZ & SON LLC	1026600000000000	SECURITY	610	GENERAL SUPPLIES	\$2,056.12
NASCO	1011100001908122	REG ED-HW-ART	610	GENERAL SUPPLIES	\$2,299.44
NASCO	1011100001907122	REG ED-KR-ART	610	GENERAL SUPPLIES	\$227.69
	10235000000000310	LEGAL SRV-SPED	820	CLAIMS & JUDGEMENTS	\$28,235.00
NICK WEBSTER	1032100003912510	STUD ACT-HS-ACTIV	329	PROF EDUCATIONAL SERVICES	\$150.00
NORTH ALLEGHENY ATHLETIC DEPARTMENT	1032500002910552	ATH-DMS-B-XCNTRY	810	DUES & FEES	\$75.00
NORTH ALLEGHENY ATHLETIC DEPARTMENT	1032500002910565	ATH-DMS-G-XCNTRY	810	DUES & FEES	\$75.00
NORTON GUSKY	1032500003912000	ATHLETIC-HS	329	PROF EDUCATIONAL SERVICES	\$375.00
NOVA SPORTS INC.	1032500003912563	ATH-VAR-FBALL	432	REPAIR OF EQUIPMENT	\$1,074.90
O'HARA ELEMENTARY PTO	1000000000000000	REV	R6999	MISC REVENUE	\$600.00
OLIVIA JANE MCCALL	1022710001907000	STF DV INST CRT-KR	240	TUITION REIMBURSEMENT	\$290.70
OPTIMUM WATER SOLUTIONS, INC.	1023800003912000	PRINC SRV-HS	442	RENTALS	\$50.00
PA DEL TAX INC.	1023300000000000	TAX SRV	310	ADMINISTRATIVE SERVICES	\$5,536.52
PA LEADERSHIP CHARTER SCHOOL	1012900003900310	OTHR SPT-SEC-SPED	562	TUITION-PA CHARTER SCHLS	\$24,077.22
PA LEADERSHIP CHARTER SCHOOL	1011100003900000	REG ED-SEC	562	TUITION-PA CHARTER SCHLS	\$3,388.56
PA PRINCIPALS ASSOCIATION	1023800001905000	PRINC SRV-FV	810	DUES & FEES	\$605.00
PA PRINCIPALS ASSOCIATION	1023800001904000	PRINC SRV-OH	810	DUES & FEES	\$1,210.00
PA PRINCIPALS ASSOCIATION	1023600000000000	SUPERINT	810	DUES & FEES	\$605.00
PALOMBO LANDSCAPING INC.	1026200003912000	OPER MNT-HS	431	BUILDING MAINTENANCE	\$3,125.00
PALOMBO LANDSCAPING INC.	1042000003912000	SITE IMPR-HS	450	CONSTRUCTION SERVICES	\$11,600.00
PAMELA S BARENTINE	1011100003912160	REG ED-HS-FORGN	580	TRAVEL	\$95.11
PARKVIEW EMS	1032500003912000	ATHLETIC-HS	330	PROFESSIONAL SERVICES	\$4,000.00
PASCD	1028340000000000	STF DV-N.INST CRT	810	DUES & FEES	\$99.00
PAUL J. GIUFFRE ESQ. LLC	1023500000000000	LEGAL SRV	810	DUES & FEES	\$348.00
PAUL J. GIUFFRE ESQ. LLC	1023500000000000	LEGAL SRV	610	GENERAL SUPPLIES	\$304.15
PAUL J. GIUFFRE ESQ. LLC	1023300000000000	TAX SRV	610	GENERAL SUPPLIES	\$187.38
PAUL J. GIUFFRE ESQ. LLC	1023500000000000	LEGAL SRV	330	PROFESSIONAL SERVICES	\$18,199.50
PAUL J. GIUFFRE ESQ. LLC	1023300000000000	TAX SRV	330	PROFESSIONAL SERVICES	\$11,209.50
PAUL J. GIUFFRE ESQ. LLC	10	GENERAL FUND	0181.001	SHERIFF SALE ESCROW	\$3,651.49
PAUL S NORO	1028340001907000	STF DV-N.INST CRT-KR	580	TRAVEL	\$335.56
PENNSYLVANIA BAR ASSOCIATION	1032100003912510	STUD ACT-HS-ACTIV	810	DUES & FEES	\$125.00
PENNSYLVANIA VIRTUAL CHARTER SCHOOL	1011100001900000	REG ED-EL	562	TUITION-PA CHARTER SCHLS	\$5,082.84
PENSTAN SUPPLY	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$20.90
PEOPLES NATURAL GAS COMPANY	1026200002910000	OPER MNT-DMS	621	NATURAL GAS	\$1,686.14
PEOPLES NATURAL GAS COMPANY	1026200001905000	OPER MNT-FV	621	NATURAL GAS	\$2,051.11
PEOPLES NATURAL GAS COMPANY	1026200003912000	OPER MNT-HS	621	NATURAL GAS	\$4,602.49
PEOPLES NATURAL GAS COMPANY	1026200001908000	OPER MNT-HW	621	NATURAL GAS	\$1,756.30
PEOPLES NATURAL GAS COMPANY	1026200001907000	OPER MNT-KR	621	NATURAL GAS	\$1,967.63
PEOPLES NATURAL GAS COMPANY	1026200001904000	OPER MNT-OH	621	NATURAL GAS	\$1,916.57
PERIPOLE INC.	1011100001908121	REG ED-HW-MUSIC	610	GENERAL SUPPLIES	\$532.74
PETROLEUM TRADERS	1027200000000000	STU TRANS	513	CONTRACTED TRANSPORTATION	\$61,594.40
PHONAK LLC	1012410003912310	LRN SPT-HS-SPED	610	GENERAL SUPPLIES	\$19.99
PHONAK LLC	1012410003912310	LRN SPT-HS-SPED	658	TECH SUPPLIES	\$908.51
PIONEER VALLEY BOOKS	1011100001904151	REG ED-OH-READ	658	TECH SUPPLIES	\$55.00
PITSCO EDUCATION, LLC	1011100002910270	REG ED-DMS-TECHED	610	GENERAL SUPPLIES	\$4,125.17
PITTSBURGH STAGE INC.	1011100002910110	REG ED-DMS-GENRL	762	CAP REPLACE EQUIP	\$17,000.00
PMEA	1011100003912121	REG ED-HS-MUSIC	810	DUES & FEES	\$150.00
PMEA GREATER LATROBE SENIOR HIGH SC	1011100003912121	REG ED-HS-MUSIC	810	DUES & FEES	\$780.00
POWERSCHOOL GROUP LLC	1028364210000000	STF DEV-TITL2	360	EMPLOYEE TRAINING SERVICE	\$5,000.00
POWERSCHOOL GROUP LLC	1025110000000000	BUSINESS	658	TECH SUPPLIES	\$6,543.43
PRECISION HUMAN RESOURCE SOLUTIONS	1022400000000000	COMP ASST	329	PROF EDUCATIONAL SERVICES	\$896.00
PRECISION HUMAN RESOURCE SOLUTIONS	1031000000000000	FOOD SERVICE	329	PROF EDUCATIONAL SERVICES	\$2,057.58

Fund 10 Disbursements for the period of 11/1/2023-11/30/2023

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
PRECISION HUMAN RESOURCE SOLUTIONS	1024400000000000	HLTH SRV	329	PROF EDUCATIONAL SERVICES	\$6,008.24
PRECISION HUMAN RESOURCE SOLUTIONS	1012410001900310	LRN SPT-EL-SPED	329	PROF EDUCATIONAL SERVICES	\$13,588.39
PRECISION HUMAN RESOURCE SOLUTIONS	1026200000000000	OPER MNT	329	PROF EDUCATIONAL SERVICES	\$14,780.00
PRECISION HUMAN RESOURCE SOLUTIONS	1023900003912000	OTH ADMIN-HS	329	PROF EDUCATIONAL SERVICES	\$1,404.00
PROQUEST LLC	1011904703912153	FED PRG-TITL3-HS-ESL	658	TECH SUPPLIES	\$3,465.82
PROVIDENT CHARTER SCHOOL	1012900001900310	OTHR SPT-EL-SPED	562	TUITION-PA CHARTER SCHLS	\$6,879.21
PROVIDENT CHARTER SCHOOL	1011100001900000	REG ED-EL	562	TUITION-PA CHARTER SCHLS	\$5,082.84
PROWORKS INC.	1026200001904000	OPER MNT-OH	431	BUILDING MAINTENANCE	\$510.00
PUSH-N-PULL	1026200003912000	OPER MNT-HS	431	BUILDING MAINTENANCE	\$300.00
PUSH-N-PULL	1026200003912000	OPER MNT-HS	762	CAP REPLACE EQUIP	\$27,920.44
QUENCH USA, INC.	1023800002910000	PRINC SRV-DMS	442	RENTALS	\$195.00
QUENCH USA, INC.	1023800001904000	PRINC SRV-OH	442	RENTALS	\$195.00
QUENCH USA, INC.	1022710000000000	STF DV INST CRT	442	RENTALS	\$210.00
RACHEL MICHELLE STONE	1011100001907000	REG ED-KR	580	TRAVEL	\$79.91
REACH CYBER CHARTER SCHOOL	1012900003900310	OTHR SPT-SEC-SPED	562	TUITION-PA CHARTER SCHLS	\$13,758.41
REALLY GOOD STUFF	1011100001904000	REG ED-OH	610	GENERAL SUPPLIES	\$379.39
RESOURCES FOR READING	1011100001904151	REG ED-OH-READ	610	GENERAL SUPPLIES	\$284.90
RICHARD C PERKINS JR	1026110003912000	SPV MAINT-HS	580	TRAVEL	\$252.24
RIVER SPEECH & ED. SERVICES, INC.	1012600002910310	PT OT SRV-DMS-SPED	329	PROF EDUCATIONAL SERVICES	\$2,181.90
RIVER SPEECH & ED. SERVICES, INC.	1012600003912310	PT OT SRV-HS-SPED	329	PROF EDUCATIONAL SERVICES	\$3,628.32
RIVER SPEECH & ED. SERVICES, INC.	1012600001904310	PT OT SRV-OH-SPED	329	PROF EDUCATIONAL SERVICES	\$14,730.25
RIVERSIDE INSIGHTS	1021420001905000	TEST SRV-FV	610	GENERAL SUPPLIES	\$873.36
RIVERSIDE INSIGHTS	1021420001908000	TEST SRV-HW	610	GENERAL SUPPLIES	\$1,132.55
RIVERSIDE INSIGHTS	1021420001907000	TEST SRV-KR	610	GENERAL SUPPLIES	\$859.78
RIVERSIDE INSIGHTS	1021420001904000	TEST SRV-OH	610	GENERAL SUPPLIES	\$873.36
ROBERT MORRIS UNIVERSITY	1022710003912000	STF DV INST CRT-HS	360	EMPLOYEE TRAINING SERVICE	\$50.00
ROSEN PUBLISHING	1022500003912000	LIBR SRVC-HS	640	BOOKS	\$714.23
ROSEN PUBLISHING	1022503601904000	LIBRARY-SFTY HLTH-OH	640	BOOKS	\$334.15
S.M.CRISTALL CO. INC.	1011100003912270	REG ED-HS-TECHED	610	GENERAL SUPPLIES	\$258.75
SAM'S CLUB	1012330001900310	AUTS SPT-EL-SPED	610	GENERAL SUPPLIES	\$347.84
SAM'S CLUB	1012430003912390	GIFTED-HS-SPPRG	610	GENERAL SUPPLIES	\$30.16
SAM'S CLUB	1012110003912310	LIFE SKIL-HS-SPED	610	GENERAL SUPPLIES	\$282.70
SAM'S CLUB	1012410003912310	LRN SPT-HS-SPED	610	GENERAL SUPPLIES	\$77.28
SAM'S CLUB	1032100003912510	STUD ACT-HS-ACTIV	610	GENERAL SUPPLIES	\$373.27
SAM'S CLUB	1012430003912390	GIFTED-HS-SPPRG	635	MEALS/REFRESHMENTS	\$39.40
SAM'S CLUB	1012410003912310	LRN SPT-HS-SPED	635	MEALS/REFRESHMENTS	\$277.48
SAM'S CLUB	1022710000000000	STF DV INST CRT	635	MEALS/REFRESHMENTS	\$176.84
SAM'S CLUB	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$436.88
SARA DANIELLE PETRO	1028340001907000	STF DV-N.INST CRT-KR	580	TRAVEL	\$335.98
SCHAEGLER YESCO DISTRIBUTION INC.	1026200002910001	OPER MNT-DMS-MAINT	610	GENERAL SUPPLIES	\$170.29
SCHAEGLER YESCO DISTRIBUTION INC.	1026200001905001	OPER MNT-FV-MAINT	610	GENERAL SUPPLIES	\$137.50
SCHAEGLER YESCO DISTRIBUTION INC.	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$482.54
SCHAEGLER YESCO DISTRIBUTION INC.	1026200001908001	OPER MNT-HW-MAINT	610	GENERAL SUPPLIES	\$110.39
SCHAEGLER YESCO DISTRIBUTION INC.	1026200001907001	OPER MNT-KR-MAINT	610	GENERAL SUPPLIES	\$402.23
SCHAEGLER YESCO DISTRIBUTION INC.	1026200001904001	OPER MNT-OH-MAINT	610	GENERAL SUPPLIES	\$251.28
SCHOOL SAVERS	1011100003912170	REG ED-HS-MATH	610	GENERAL SUPPLIES	\$3,153.79
SCHOOL SPECIALTY, LLC	1021200001905000	GUIDANCE-FV	610	GENERAL SUPPLIES	\$20.14
SCHOOL SPECIALTY, LLC	1011100001905000	REG ED-FV	610	GENERAL SUPPLIES	\$409.27
SCIENCE TAKE-OUT	1011100003912180	REG ED-HS-SCIEN	610	GENERAL SUPPLIES	\$715.45
SETON LASALLE FORENSICS	1032100003912510	STUD ACT-HS-ACTIV	810	DUES & FEES	\$60.00
SHALER AREA HIGH SCHOOL	1032500002910559	ATH-DMS-B-VOLY	810	DUES & FEES	\$200.00
SHAR MUSIC	1011100001905129	REG ED-FV-ORCHE	610	GENERAL SUPPLIES	\$140.54
SHAR MUSIC	1011100001907129	REG ED-KR-ORCH	610	GENERAL SUPPLIES	\$177.82
SHARON L LONG	1028360000000000	STF DV-N.INST NCRT	580	TRAVEL	\$30.13
SHONIE ELIZABETH WALTERS	1025110000000000	BUSINESS	580	TRAVEL	\$37.47
SKATE IN SCHOOL ROLLERBLADE	1011100003912140	REG ED-HS-PHYED	610	GENERAL SUPPLIES	\$250.00
SOUTHWEST STRINGS	1011100002910129	REG ED-DMS-ORCHE	610	GENERAL SUPPLIES	\$1,289.84
SOUTHWOOD PSYCHIATRIC HOSPITAL LLC	1012900003900310	OTHR SPT-SEC-SPED	563	TUITION-NONPUBLIC SCHLS	\$967.50
SPARK BOOKS, LLC	1022500003912000	LIBR SRVC-HS	640	BOOKS	\$647.43
STANLEY S STRZEMPEK JR	1029903901900000	PASS THRU-PASMART-EL	899	PASS THRU FUNDS	\$92.36
STAT STAFFING MEDICAL SERVICES INC.	1024400000000000	HLTH SRV	329	PROF EDUCATIONAL SERVICES	\$1,916.40
STAT STAFFING MEDICAL SERVICES INC.	1012110001900310	LIFE SKIL-EL-SPED	330	PROFESSIONAL SERVICES	\$9,876.23
STAT STAFFING MEDICAL SERVICES INC.	1012110003900310	LIFE SKIL-SEC-SPED	330	PROFESSIONAL SERVICES	\$24,641.82
STELLA MARIE RUANE	10	GENERAL FUND	0462.021	NET SALARIES-EE	\$8.70
STEVE WEISS MUSIC	1011100002910123	REG ED-DMS-BAND	610	GENERAL SUPPLIES	\$109.93

Fund 10 Disbursements for the period of 11/1/2023-11/30/2023

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
SUE GOTTLIEB	1032500003912000	ATHLETIC-HS	329	PROF EDUCATIONAL SERVICES	\$400.00
T. F. CAMPBELL COMPANY INC.	1026200001905001	OPER MNT-FV-MAINT	610	GENERAL SUPPLIES	\$312.85
T. F. CAMPBELL COMPANY INC.	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$459.49
TEACHER DIRECT	1011100001907000	REG ED-KR	610	GENERAL SUPPLIES	\$105.90
THE LIFEGUARD STORE	1011100003912140	REG ED-HS-PHYED	610	GENERAL SUPPLIES	\$167.60
THE PENWORTHY CO., LLC	1022500001907000	LIBR SRV-KR	640	BOOKS	\$367.31
THE SHERWIN-WILLIAMS CO.	1046000003912000	CONSTRUC-HS	610	GENERAL SUPPLIES	\$301.50
THE UPS STORE	1023700000000000	COMM REL	530	COMMUNICATIONS	\$13.46
THE UPS STORE	1021420001905000	TEST SRV-FV	610	GENERAL SUPPLIES	\$3.62
THE UPS STORE	1021420001908000	TEST SRV-HW	610	GENERAL SUPPLIES	\$3.62
THE UPS STORE	1021420001907000	TEST SRV-KR	610	GENERAL SUPPLIES	\$3.61
THE UPS STORE	1021420001904000	TEST SRV-OH	610	GENERAL SUPPLIES	\$3.62
THE WATSON INSTITUTE	1012900003900310	OTHR SPT-SEC-SPED	563	TUITION-NONPUBLIC SCHLS	\$10,478.49
THE WOODWIND & BRASSWIND	1011100002910123	REG ED-DMS-BAND	610	GENERAL SUPPLIES	\$541.44
THOMAS D MOUL	1032500003912552	ATH-VAR-B-XCNTRY	580	TRAVEL	\$52.53
TOLEDO P. E. SUPPLY CO.	1011100001904140	REG ED-OH-PHYED	610	GENERAL SUPPLIES	\$712.57
TON POTTERY LLC	1011100003912122	REG ED-HS-ART	610	GENERAL SUPPLIES	\$180.00
TRANSACT COMMUNICATIONS, LLC	1011109903912153	REG ED-ESSER III-HS-ESL	658	TECH SUPPLIES	\$4,400.00
TRI-STATE TRACK COACHES ASSOCIATION	1032500003912576	ATH-VAR-B-INDTRK	810	DUES & FEES	\$450.00
TRI-STATE TRACK COACHES ASSOCIATION	1032500003912577	ATH-VAR-G-INDTRK	810	DUES & FEES	\$450.00
TRIB TOTAL MEDIA	1023100000000000	BOARD SRV	549	ADVERTISING	\$1,046.50
U.S. BANK EQUIPMENT FINANCE	1051400000000000	LEASES	913	PRINCIPAL - LEASES	\$105,820.85
U.S. POSTAL SERVICE	1023700000000000	COMM REL	530	COMMUNICATIONS	\$1,510.00
UGI ENERGY SERVICES LLC	1026200002910000	OPER MNT-DMS	621	NATURAL GAS	\$1,111.97
UGI ENERGY SERVICES LLC	1026200001905000	OPER MNT-FV	621	NATURAL GAS	\$429.32
UGI ENERGY SERVICES LLC	1026200003912000	OPER MNT-HS	621	NATURAL GAS	\$3,244.77
UGI ENERGY SERVICES LLC	1026200001908000	OPER MNT-HW	621	NATURAL GAS	\$423.61
UGI ENERGY SERVICES LLC	1026200001907000	OPER MNT-KR	621	NATURAL GAS	\$1,364.25
UGI ENERGY SERVICES LLC	1026200001904000	OPER MNT-OH	621	NATURAL GAS	\$1,297.02
UNIFIRST CORPORATION	1026200002910000	OPER MNT-DMS	431	BUILDING MAINTENANCE	\$102.32
UNIFIRST CORPORATION	1026200001905000	OPER MNT-FV	431	BUILDING MAINTENANCE	\$136.64
UNIFIRST CORPORATION	1026200003912000	OPER MNT-HS	431	BUILDING MAINTENANCE	\$302.52
UNIFIRST CORPORATION	1026200001908000	OPER MNT-HW	431	BUILDING MAINTENANCE	\$107.16
UNIFIRST CORPORATION	1026200001907000	OPER MNT-KR	431	BUILDING MAINTENANCE	\$102.54
UNIFIRST CORPORATION	1026200001904000	OPER MNT-OH	431	BUILDING MAINTENANCE	\$112.88
UNIFIRST CORPORATION	1026200003912000	OPER MNT-HS	415	LAUNDRY SERVICES	\$19.47
UNITED REFRIGERATION INC.	1046000003912000	CONSTRUC-HS	610	GENERAL SUPPLIES	\$1,100.75
UNITED REFRIGERATION INC.	1026200001905001	OPER MNT-FV-MAINT	610	GENERAL SUPPLIES	\$356.00
UNITED REFRIGERATION INC.	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$356.00
UNIVERSITY OF PITTSBURGH	1032500003912000	ATHLETIC-HS	810	DUES & FEES	\$12.50
UNUM LIFE INS COMPANY OF AMERICA	10	GENERAL FUND	0462.001	ADDITIONAL LIFE INS-EE	\$622.25
UNUM LIFE INS COMPANY OF AMERICA	10	GENERAL FUND	0462.015	LIFE INSURANCE PAYABLE-ER	\$7,983.48
UPMC (WPIC)	1023700000000000	COMM REL	530	COMMUNICATIONS	\$160.00
UPMC (WPIC)	1012900001900310	OTHR SPT-EL-SPED	563	TUITION-NONPUBLIC SCHLS	\$600.00
UPMC HEALTH BENEFITS INC.	1025110000000000	BUSINESS	330	PROFESSIONAL SERVICES	\$4,246.00
VERIZON BUSINESS SERVICES	1026200000000000	OPER MNT	538	TELECOMMUNICATIONS	\$490.90
VERIZON WIRELESS	1026200000000000	OPER MNT	538	TELECOMMUNICATIONS	\$1,092.40
VIRCO	1011100003912270	REG ED-HS-TECHED	762	CAP REPLACE EQUIP	\$4,189.64
VOLKWEIN BROS.	1011100001905123	REG ED-FV-BAND	610	GENERAL SUPPLIES	\$373.98
VOLKWEIN BROS.	1011100001908000	REG ED-HW	610	GENERAL SUPPLIES	\$237.50
VRABEL PLUMBING COMPANY, LLC	1042000003912000	SITE IMPR-HS	450	CONSTRUCTION SERVICES	\$4,800.00
WEST MUSIC COMPANY	1011100001905121	REG ED-FV-MUSIC	610	GENERAL SUPPLIES	\$643.14
WEST MUSIC COMPANY	1011100001908121	REG ED-HW-MUSIC	610	GENERAL SUPPLIES	\$1,423.44
WEST PENN LACO INC.	1026200003912000	OPER MNT-HS	431	BUILDING MAINTENANCE	\$727.16
WESTERN PA. SCHOOL FOR BLIND CHILDR	1012240001904310	VISION SPT-OH-SPED	329	PROF EDUCATIONAL SERVICES	\$2,310.00
WESTERN PA. SCHOOL FOR BLIND CHILDR	1012240002910310	VISION SUP-DMS-SPED	329	PROF EDUCATIONAL SERVICES	\$240.00
WESTERN PA. SCHOOL FOR BLIND CHILDR	1012240003912310	VISION SUP-HS-SPED	329	PROF EDUCATIONAL SERVICES	\$330.00
WESTMORELAND COUNTY BLIND ASSOCIATI	1025110000000000	BUSINESS	610	GENERAL SUPPLIES	\$65.00
WESTMORELAND COUNTY BLIND ASSOCIATI	10129000000000310	OTHR SPT-SPED	610	GENERAL SUPPLIES	\$33.00
WESTMORELAND COUNTY BLIND ASSOCIATI	1011100002910000	REG ED-DMS	610	GENERAL SUPPLIES	\$147.50
WILLIAM G. GLESNER	1011100001908000	REG ED-HW	432	REPAIR OF EQUIPMENT	\$110.00
WILSON LANGUAGE TRAINING CORP	1011100001900110	REG ED-EL-GNRL	640	BOOKS	\$61.00
WILSON LANGUAGE TRAINING CORP	1011100001908110	REG ED-HW-GENRL	640	BOOKS	\$1,058.40
WILSON LANGUAGE TRAINING CORP	1011100001904000	REG ED-OH	610	GENERAL SUPPLIES	\$540.00
WORKSPACE SOLUTIONS, INC.	1026200003912000	OPER MNT-HS	762	CAP REPLACE EQUIP	\$3,855.22

Fund 10 Disbursements for the period of 11/1/2023-11/30/2023

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
Total Check Disbursements					\$2,536,931.91
ACH/Wire Transfers					
SCHOLASTIC	1022600001904000	CURR DEV-OH	640	BOOKS	\$127.20
AMAZON	1011101191904110	REG ED-STEAM CURR-OH	610	GENERAL SUPPLIES	\$319.98
AMAZON	1011100002910121	REG ED-DMS-MUSIC	610	GENERAL SUPPLIES	\$170.08
AMAZON	1011100003912122	REG ED-HS-ART	610	GENERAL SUPPLIES	\$179.21
AMAZON	1011100003912180	REG ED-HS-SCIEN	610	GENERAL SUPPLIES	\$118.43
AMAZON	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$153.74
AMAZON	1022200003912000	AV SRV-HS	610	GENERAL SUPPLIES	(\$95.74)
AMAZON	1025110000000000	BUSINESS	610	GENERAL SUPPLIES	\$60.80
AMAZON	1011100001904000	REG ED-OH	610	GENERAL SUPPLIES	\$584.70
AMAZON	1011100002910122	REG ED-DMS-ART	610	GENERAL SUPPLIES	\$543.67
AMAZON	1011100002910150	REG ED-DMS-LANG	610	GENERAL SUPPLIES	\$15.74
AMAZON	1025400000000000	PRINTING	610	GENERAL SUPPLIES	\$46.40
AMAZON	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$303.55
AMAZON	1023800001907000	PRINC SRV-KR	610	GENERAL SUPPLIES	\$119.55
AMAZON	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$334.15
AMAZON	1011100002910180	REG ED-DMS-SCIEN	610	GENERAL SUPPLIES	\$239.36
AMAZON	1011100002910160	REG ED-DMS-FORGN	610	GENERAL SUPPLIES	\$64.58
AMAZON	1011100001905000	REG ED-FV	610	GENERAL SUPPLIES	\$42.88
AMAZON	1011100001905140	REG ED-FV-PHYED	610	GENERAL SUPPLIES	\$42.88
AMAZON	1012330001900310	AUTS SPT-EL-SPED	610	GENERAL SUPPLIES	\$159.99
AMAZON	1012110003912310	LIFE SKIL-HS-SPED	610	GENERAL SUPPLIES	\$87.00
AMAZON	1011100003912240	REG ED-HS-FAMLY	610	GENERAL SUPPLIES	\$25.27
AMAZON	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$58.93
AMAZON	1021203601904000	GUIDANCE-SAFE SCHLS-OH	610	GENERAL SUPPLIES	\$259.73
AMAZON	1011100003912122	REG ED-HS-ART	610	GENERAL SUPPLIES	\$95.88
AMAZON	1011100002910270	REG ED-DMS-TECHED	610	GENERAL SUPPLIES	\$1,706.61
AMAZON	1011100003912270	REG ED-HS-TECHED	610	GENERAL SUPPLIES	\$334.65
AMAZON	1011100003912270	REG ED-HS-TECHED	610	GENERAL SUPPLIES	\$455.76
AMAZON	1012410003912310	LRN SPT-HS-SPED	610	GENERAL SUPPLIES	\$58.81
AMAZON	1012410001900310	LRN SPT-EL-SPED	610	GENERAL SUPPLIES	\$138.02
AMAZON	1011100001904000	REG ED-OH	610	GENERAL SUPPLIES	\$58.99
AMAZON	1011100001904260	REG ED-OH-COMPU	610	GENERAL SUPPLIES	\$10.48
AMAZON	1011100003912160	REG ED-HS-FORGN	610	GENERAL SUPPLIES	\$50.73
AMAZON	1012410001900310	LRN SPT-EL-SPED	610	GENERAL SUPPLIES	\$43.98
AMAZON	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$46.73
AMAZON	1025110000000000	BUSINESS	610	GENERAL SUPPLIES	\$26.45
AMAZON	1022503603912000	LIBRARY-SFTY HLTH-HS	610	GENERAL SUPPLIES	\$41.07
AMAZON	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$256.96
AMAZON	1022200001907000	AV SRV-KR	610	GENERAL SUPPLIES	\$198.00
AMAZON	1022500003912000	LIBR SRVC-HS	610	GENERAL SUPPLIES	\$95.59
AMAZON	1028180000000000	SYS TECH	610	GENERAL SUPPLIES	\$45.61
AMAZON	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$57.16
AMAZON	1022600002910000	CURR DEV-DMS	640	BOOKS	\$117.13
AMAZON	1011100001904000	REG ED-OH	610	GENERAL SUPPLIES	\$82.64
AMAZON	1011103901900180	REG ED-PASMRT-EL-SCIENCE	610	GENERAL SUPPLIES	\$29.27
AMAZON	1021203603912000	GUIDANCE-SFTY HLTH-HS	610	GENERAL SUPPLIES	\$83.85
AMAZON	1026200003912000	OPER MNT-HS	610	GENERAL SUPPLIES	\$199.99
AMAZON	1022500001908000	LIBR SRV-HW	610	GENERAL SUPPLIES	\$129.97
AMAZON	1011100002910000	REG ED-DMS	610	GENERAL SUPPLIES	\$34.99
AMAZON	1012430002910390	GIFTED-DMS-SPPRG	610	GENERAL SUPPLIES	\$44.95
AMAZON	1023800003912000	PRINC SRV-HS	610	GENERAL SUPPLIES	\$78.73
AMAZON	1011103601900000	REG ED-HLTH SFTY-ELEM	610	GENERAL SUPPLIES	\$239.70
AMAZON	1011103901900180	REG ED-PASMRT-EL-SCIENCE	610	GENERAL SUPPLIES	\$13.49
AMAZON	1022711410000000	STF DV INST CRT-PTA	610	GENERAL SUPPLIES	\$88.19
AMAZON	1022713901900000	STF DV CRT INST-PASMRT-EL	610	GENERAL SUPPLIES	\$99.99
AMAZON	1022713901900000	STF DV CRT INST-PASMRT-EL	635	MEALS/REFRESHMENTS	\$65.85
AMAZON	1011100002910140	REG ED-DMS-PHYED	610	GENERAL SUPPLIES	\$38.56
AMAZON	1032500003912000	ATHLETIC-HS	610	GENERAL SUPPLIES	\$64.58
AMAZON	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$723.68
AMAZON	1011100003912000	REG ED-HS	610	GENERAL SUPPLIES	\$29.97
AMAZON	1011100003912270	REG ED-HS-TECHED	610	GENERAL SUPPLIES	\$394.31
AMAZON	1025400000000000	PRINTING	610	GENERAL SUPPLIES	\$25.48

Fund 10 Disbursements for the period of 11/1/2023-11/30/2023

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
AMAZON	1011100003912122	REG ED-HS-ART	610	GENERAL SUPPLIES	\$319.22
AMAZON	1011100002910160	REG ED-DMS-FORGN	610	GENERAL SUPPLIES	\$49.49
AMAZON	1012330001900310	AUTS SPT-EL-SPED	610	GENERAL SUPPLIES	\$83.22
AMAZON	1011100001908121	REG ED-HW-MUSIC	610	GENERAL SUPPLIES	\$384.29
AMAZON	1011100002910150	REG ED-DMS-LANG	610	GENERAL SUPPLIES	\$135.13
AMAZON	1011100003912270	REG ED-HS-TECHED	610	GENERAL SUPPLIES	\$1,683.67
AMAZON	1032100003912510	STUD ACT-HS-ACTIV	610	GENERAL SUPPLIES	\$2,888.67
AMAZON	1011100003912122	REG ED-HS-ART	610	GENERAL SUPPLIES	\$75.62
AMAZON	1011100001905260	REG ED-FV-COMPU	610	GENERAL SUPPLIES	\$282.16
AMAZON	1012430001904390	GIFTED-OH-SPPRG	640	BOOKS	\$551.94
AMAZON	1022200001905000	AV SRV-FV	610	GENERAL SUPPLIES	\$72.91
AMAZON	1011100002910260	REG ED-DMS-COMPU	610	GENERAL SUPPLIES	\$27.21
AMAZON	1011100001900000	REG ED-EL	610	GENERAL SUPPLIES	\$59.50
AMAZON	1011100001904153	REG ED-OH-ESL	640	BOOKS	\$232.90
AMAZON	1022600002910000	CURR DEV-DMS	640	BOOKS	\$11.68
AMAZON	1011100002910170	REG ED-DMS-MATH	610	GENERAL SUPPLIES	\$44.50
AMAZON	1012110003912310	LIFE SKIL-HS-SPED	610	GENERAL SUPPLIES	\$91.92
AMAZON	1012410003912310	LRN SPT-HS-SPED	610	GENERAL SUPPLIES	\$304.51
AMAZON	1032100001907510	STUD ACT-KR-ACTIV	610	GENERAL SUPPLIES	\$624.14
AMAZON	1011100001904260	REG ED-OH-COMPU	610	GENERAL SUPPLIES	\$928.31
AMAZON	1011100001907260	REG ED-KR-COMPU	658	TECH SUPPLIES	\$891.00
AMAZON	1011103601900000	REG ED-HLTH SFTY-ELEM	610	GENERAL SUPPLIES	\$69.99
AMAZON	1012410001900310	LRN SPT-EL-SPED	610	GENERAL SUPPLIES	\$98.88
AMAZON	1021200001905000	GUIDANCE-FV	640	BOOKS	\$313.97
AMAZON	1011100003912180	REG ED-HS-SCIEN	610	GENERAL SUPPLIES	\$35.90
AMAZON	1022200001904000	AV SRV-OH	610	GENERAL SUPPLIES	\$51.69
7 ELEVEN	1026500003912550	VEHIC MNT-HS-ATHLETICS	626	GASOLINE	\$37.96
CLEMS CAFE	1032500003912553	ATH-VAR-B-GOLF	580	TRAVEL	\$70.01
CRA DESIGNS	1032500003912553	ATH-VAR-B-GOLF	610	GENERAL SUPPLIES	\$120.00
DUCK HOLLOW GC	1032500003912553	ATH-VAR-B-GOLF	810	DUES & FEES	\$102.00
GET GO	1026500003912550	VEHIC MNT-HS-ATHLETICS	626	GASOLINE	\$53.00
HOLIDAY INN	1032500003912553	ATH-VAR-B-GOLF	580	TRAVEL	\$925.74
ORIGINAL WAFFLE SHOP	1032500003912553	ATH-VAR-B-GOLF	580	TRAVEL	\$90.00
PENN STATE GOLF	1032500003912553	ATH-VAR-B-GOLF	580	TRAVEL	\$84.00
PENN STATE GOLF	1032500003912553	ATH-VAR-B-GOLF	610	GENERAL SUPPLIES	\$180.98
SHEETZ	1026500003912550	VEHIC MNT-HS-ATHLETICS	626	GASOLINE	\$62.00
SHEETZ	1032500003912553	ATH-VAR-B-GOLF	580	TRAVEL	\$41.18
THE CLUBHOUSE GRILLE	1032500003912566	ATH-VAR-G-GOLF	580	TRAVEL	\$37.39
TRACKWRESTLING.COM	1032500002910575	ATH-DMS-WRESTLING	658	TECH SUPPLIES	\$15.50
TRACKWRESTLING.COM	1032500003912575	ATH-VAR-WRESTLING	658	TECH SUPPLIES	\$15.50
ANTHONYS	1032500003912553	ATH-VAR-B-GOLF	580	TRAVEL	\$186.06
CEDARBROOK	1032500003912000	ATHLETIC-HS	442	RENTALS	\$124.50
FLOORMAX	1032500003912000	ATHLETIC-HS	610	GENERAL SUPPLIES	\$61.46
GET GO	1026500003912550	VEHIC MNT-HS-ATHLETICS	626	GASOLINE	\$67.22
MCDONALDS	1032500003912553	ATH-VAR-B-GOLF	580	TRAVEL	\$128.50
SHEETZ	1026500003912550	VEHIC MNT-HS-ATHLETICS	626	GASOLINE	\$112.02
SHEETZ	1032500003912550	ATH-HS-ATHLETICS	580	TRAVEL	\$47.79
SHEETZ	1032500003912553	ATH-VAR-B-GOLF	580	TRAVEL	\$180.79
SUNOCO	1026500003912550	VEHIC MNT-HS-ATHLETICS	626	GASOLINE	\$117.94
TRACKWRESTLING.COM	1032500003912575	ATH-VAR-WRESTLING	658	TECH SUPPLIES	\$11.00
NSPRA	1023700000000000	COMM REL	810	DUES & FEES	\$280.00
AMAZON	1011100001908140	REG ED-HW-PHYED	610	GENERAL SUPPLIES	\$109.77
AMAZON	1011100002910000	REG ED-DMS	610	GENERAL SUPPLIES	\$112.30
AMAZON	1011100002910140	REG ED-DMS-PHYED	610	GENERAL SUPPLIES	\$7.88
AMAZON	1011100002910180	REG ED-DMS-SCIEN	610	GENERAL SUPPLIES	\$332.91
AMAZON	1011100002910270	REG ED-DMS-TECHED	610	GENERAL SUPPLIES	\$824.57
AMAZON	1012110003912310	LIFE SKIL-HS-SPED	610	GENERAL SUPPLIES	\$25.95
AMAZON	1022500003912000	LIBR SRVC-HS	610	GENERAL SUPPLIES	\$93.41
AMAZON	1023800001908000	PRINC SRV-HW	610	GENERAL SUPPLIES	\$6.99
AMAZON	1023800003912000	PRINC SRV-HS	610	GENERAL SUPPLIES	\$70.99
AMAZON	1024400000000000	HLTH SRV	610	GENERAL SUPPLIES	\$685.90
INTUIT QUICKBOOKS	1025110000000000	BUSINESS	658	TECH SUPPLIES	\$64.20
INTUIT QUICKBOOKS	1032100002910510	STUD ACT-DMS-ACTIV	658	TECH SUPPLIES	\$32.10
INTUIT QUICKBOOKS	1032100003912510	STUD ACT-HS-ACTIV	658	TECH SUPPLIES	\$32.10
OFFICE DEPOT	1058000000000000	SUSPENSE ACCOUNTS	610	GENERAL SUPPLIES	\$2,381.62

Fund 10 Disbursements for the period of 11/1/2023-11/30/2023

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
PASBO	1028360000000000	STF DV-N.INST NCRT	360	EMPLOYEE TRAINING SERVICE	\$80.00
XFINITY	1028180000000000	SYS TECH	329	PROF EDUCATIONAL SERVICES	\$10.52
CLEANER IMAGE	1026200003912000	OPER MNT-HS	431	BUILDING MAINTENANCE	\$988.00
CRAIGSLIST	1026200000000000	OPER MNT	810	DUES & FEES	\$5.00
PANERA	1028360000000000	STF DV-N.INST NCRT	580	TRAVEL	\$13.33
QUAKER STEAK & LUBE	1028360000000000	STF DV-N.INST NCRT	580	TRAVEL	\$23.54
SPRINGHOUSE SUITES	1028360000000000	STF DV-N.INST NCRT	580	TRAVEL	\$337.78
AMER CHORAL DIR ASSOC	1011100002910121	REG ED-DMS-MUSIC	810	DUES & FEES	\$125.00
AMER SCHOOL COUNSELOR	1021200002910000	GUIDANCE-DMS	810	DUES & FEES	\$129.00
CARNEGIE MUSEUM	1012431502910390	GIFTED-COLL-DMS	810	DUES & FEES	\$117.00
DUNKIN DONUTS	1023800002910000	PRINC SRV-DMS	635	MEALS/REFRESHMENTS	\$22.73
GORDON INST OF MUSIC	1011100002910121	REG ED-DMS-MUSIC	810	DUES & FEES	\$60.00
IMAGESTUFF.COM	1011100002910000	REG ED-DMS	610	GENERAL SUPPLIES	\$342.31
KAHOOT	1011100002910180	REG ED-DMS-SCIEN	658	TECH SUPPLIES	\$101.63
KAHOOT INTL FEE	1011100002910180	REG ED-DMS-SCIEN	658	TECH SUPPLIES	\$2.03
LAB AIDS	1011100002910180	REG ED-DMS-SCIEN	610	GENERAL SUPPLIES	\$484.34
PA MUSIC EDU ASSOC	1011100002910121	REG ED-DMS-MUSIC	810	DUES & FEES	\$290.00
PA SCHOOL COUNSELORS	1021200002910000	GUIDANCE-DMS	810	DUES & FEES	\$60.00
WHITEBOARD	1011100002910160	REG ED-DMS-FORGN	658	TECH SUPPLIES	\$59.76
WHITEBOARD INTL FEE	1011100002910160	REG ED-DMS-FORGN	658	TECH SUPPLIES	\$1.20
ALDI	1011100002910240	REG ED-DMS-FAMLY	610	GENERAL SUPPLIES	\$34.38
GIANT EAGLE	1011100002910240	REG ED-DMS-FAMLY	610	GENERAL SUPPLIES	\$188.53
RESTAURANT DEPOT	1011100002910240	REG ED-DMS-FAMLY	610	GENERAL SUPPLIES	\$982.54
AMAZON PRIME	1025110000000000	BUSINESS	810	DUES & FEES	\$129.00
FORM APPROVALS	1028310000000000	STAFF SERVICES	329	PROF EDUCATIONAL SERVICES	\$236.25
PASBO	1028360000000000	STF DV-N.INST NCRT	360	EMPLOYEE TRAINING SERVICE	\$424.00
PAYPAL	1032100001907510	STUD ACT-KR-ACTIV	610	GENERAL SUPPLIES	\$151.45
BLANK APPERAL	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$1,819.30
BLANK SHIRTS INC.	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$157.40
CLOTHIN SHOP ONLINE	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$702.73
ETSY.COM	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$289.15
GINO BROTHERS	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$364.79
INITION DRAWINGS	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$32.00
INSTACART	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	(\$8.56)
JONESTSHIRTS.COM	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$204.40
LENZER COACH	1032100003912510	STUD ACT-HS-ACTIV	513	CONTRACTED TRANSPORTATION	\$5,335.00
MATHEMATICS LEAGUES	1032100003912510	STUD ACT-HS-ACTIV	810	DUES & FEES	\$100.00
SOCIETY CONTEMPORARY	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$100.00
VECTORSTOCK MEDIA	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$39.99
WALMART	10	GENERAL FUND	0155.000	OTH RECOVER DISBURSE	\$66.35
32AUCTIONS	1032100001905510	STUD ACT-FV-ACTIV	610	GENERAL SUPPLIES	\$30.00
GAZDA IDENTITY SERVICE	1032101071905510	STD T ACT-GNRL-FV-ACTIV	442	RENTALS	\$200.00
AATG	1011100003912160	REG ED-HS-FORGN	810	DUES & FEES	\$90.00
B&H PHOTO	1011100003912270	REG ED-HS-TECHED	610	GENERAL SUPPLIES	(\$413.44)
BANEBOTS	1032100003912510	STUD ACT-HS-ACTIV	610	GENERAL SUPPLIES	\$317.60
CASTLE CREATIONS	1032100003912510	STUD ACT-HS-ACTIV	610	GENERAL SUPPLIES	\$904.00
EPIDEMIC SOUND	1022200003912000	AV SRV-HS	658	TECH SUPPLIES	\$244.68
ETSY.COM	1011100003912270	REG ED-HS-TECHED	610	GENERAL SUPPLIES	\$55.56
GIANT EAGLE	1023800003912000	PRINC SRV-HS	635	MEALS/REFRESHMENTS	\$122.88
GINO BROTHERS	1023800003912000	PRINC SRV-HS	635	MEALS/REFRESHMENTS	\$50.67
HARBOR FREIGHT	1011100003912270	REG ED-HS-TECHED	610	GENERAL SUPPLIES	\$311.66
STAHL	1011100003912270	REG ED-HS-TECHED	610	GENERAL SUPPLIES	\$128.72
USEFUL CHARTS	1011100003912190	REG ED-HS-SOCST	610	GENERAL SUPPLIES	\$27.48
WALMART	1011100003912241	REG ED-HS-CHDEV	610	GENERAL SUPPLIES	\$30.95
GIANT EAGLE	1012110003912310	LIFE SKIL-HS-SPED	610	GENERAL SUPPLIES	\$75.90
TARGET	1012110003912310	LIFE SKIL-HS-SPED	610	GENERAL SUPPLIES	\$24.73
WALMART	1011100003912240	REG ED-HS-FAMLY	610	GENERAL SUPPLIES	\$582.69
WALMART	1011100003912241	REG ED-HS-CHDEV	610	GENERAL SUPPLIES	\$51.38
AMAZON	10	GENERAL FUND	0132.051	DUE FROM CAFETERIA FUND 5	\$24.99
WEBSTAIRANT	10	GENERAL FUND	0132.051	DUE FROM CAFETERIA FUND 5	\$407.54
KISKI VALLEY UNIFORMS	1026600000000000	SECURITY	610	GENERAL SUPPLIES	\$1,616.90
PASQUALES PIZZA	1026600000000000	SECURITY	635	MEALS/REFRESHMENTS	\$59.02
TAPACHE	1026600000000000	SECURITY	635	MEALS/REFRESHMENTS	\$32.75
THE BAJA GRILL	1026600000000000	SECURITY	635	MEALS/REFRESHMENTS	\$114.55
NSPRA	1023700000000000	COMM REL	810	DUES & FEES	\$295.00

Fund 10 Disbursements for the period of 11/1/2023-11/30/2023

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
ZOOM	1023700000000000	COMM REL	658	TECH SUPPLIES	\$247.97
HOME 2 SUITES	1023600000000000	SUPERINT	580	TRAVEL	\$129.71
WALMART	1023600000000000	SUPERINT	610	GENERAL SUPPLIES	\$63.88
PASBO	1028360000000000	STF DV-NINST NCRT	360	EMPLOYEE TRAINING SERVICE	\$349.00
SW PASBO	1025110000000000	BUSINESS	810	DUES & FEES	\$50.00
COSTCO	1023800002910000	PRINC SRV-DMS	635	MEALS/REFRESHMENTS	\$65.97
DUNKIN DONUTS	1023800002910000	PRINC SRV-DMS	635	MEALS/REFRESHMENTS	\$111.44
GIANT EAGLE	1011100002910240	REG ED-DMS-FAMILY	610	GENERAL SUPPLIES	\$392.68
PAMLE STATE COLLEGE	1022710002910000	STF DV INST CRT-DMS	360	EMPLOYEE TRAINING SERVICE	\$1,017.00
PAMLE STATE COLLEGE	1028340002910000	STF DV-NINST CRT-DMS	360	EMPLOYEE TRAINING SERVICE	\$239.00
AMAZON	1026200001904001	OPER MNT-OH-MAINT	610	GENERAL SUPPLIES	\$62.09
AMAZON	1026200001905001	OPER MNT-FV-MAINT	610	GENERAL SUPPLIES	\$60.19
AMAZON	1026200001907001	OPER MNT-KR-MAINT	610	GENERAL SUPPLIES	\$97.77
AMAZON	1026200001908001	OPER MNT-HW-MAINT	610	GENERAL SUPPLIES	\$11.80
AMAZON	1026200002910000	OPER MNT-DMS	610	GENERAL SUPPLIES	\$45.84
AMAZON	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$98.73
GIANT EAGLE	1027200000000000	STU TRANS	513	CONTRACTED TRANSPORTATION	\$492.00
PANERA BREAD	1023100000000000	BOARD SRV	635	MEALS/REFRESHMENTS	\$215.93
PORT AUTHORITY	1027200000000000	STU TRANS	513	CONTRACTED TRANSPORTATION	\$195.00
PROF CODE SERVICES	1046009902910000	CONSTRUC-ARP-DMS	330	PROFESSIONAL SERVICES	\$78.75
PTC EZPASS	1026200003912000	OPER MNT-HS	580	TRAVEL	\$24.70
U	1026500003912000	VEHIC MNT-HS	444	RENTAL OF VEHICLES	\$983.89
APPLE	1011100001907260	REG ED-KR-COMPU	658	TECH SUPPLIES	\$138.00
DMARCLY	1021240000000000	INFO SRV	658	TECH SUPPLIES	\$69.00
GLOWFORGE	1011100001907260	REG ED-KR-COMPU	610	GENERAL SUPPLIES	\$294.00
LOWES	1011101191904110	REG ED-STEAM CURR-OH	610	GENERAL SUPPLIES	\$8.09
MOBIL SENTRIX	1028180000000000	SYS TECH	438	REPAIR OF TECH EQUIP	\$82.90
OAKMONT BAKERY	1028180000000000	SYS TECH	635	MEALS/REFRESHMENTS	\$21.00
PETE&C	1028340000000000	STF DV-NINST CRT	360	EMPLOYEE TRAINING SERVICE	\$284.00
TARGET	1022713901900000	STF DV CRT INST-PASMRT-EL	610	GENERAL SUPPLIES	\$178.20
TARGET	1022713901900000	STF DV CRT INST-PASMRT-EL	635	MEALS/REFRESHMENTS	\$51.46
WALMART	1011103601900000	REG ED-HLTH SFTY-ELEM	610	GENERAL SUPPLIES	\$70.63
ZOOM	1022400000000000	COMP ASST	658	TECH SUPPLIES	\$149.90
TIMS	1028310000000000	STAFF SERVICES	810	DUES & FEES	\$25.00
CAPRI PIZZA	1023800003912000	PRINC SRV-HS	635	MEALS/REFRESHMENTS	\$88.36
SAMS CLUB	1023800003912000	PRINC SRV-HS	635	MEALS/REFRESHMENTS	\$206.88
WENDYS	1023800003912000	PRINC SRV-HS	635	MEALS/REFRESHMENTS	\$18.60
CHIPOTLE	1032500003912000	ATHLETIC-HS	580	TRAVEL	\$17.72
FCASD	1032500003912000	ATHLETIC-HS	610	GENERAL SUPPLIES	\$1.00
GIANT EAGLE	1032500003912000	ATHLETIC-HS	580	TRAVEL	\$7.74
MCDONALDS	1032500003912000	ATHLETIC-HS	580	TRAVEL	\$8.41
NOX'S TAVERN	1032500003912000	ATHLETIC-HS	580	TRAVEL	\$15.24
PANERA	1032500003912000	ATHLETIC-HS	580	TRAVEL	\$16.88
SPOTIFY	1032500003912000	ATHLETIC-HS	658	TECH SUPPLIES	\$16.04
TST ROMAN BISTRO	1032500003912000	ATHLETIC-HS	580	TRAVEL	\$33.96
UPPER CRUST	1032500003912000	ATHLETIC-HS	580	TRAVEL	\$80.78
WAVE	1032500003912552	ATH-VAR-B-XCNTRY	810	DUES & FEES	\$50.00
WAVE	1032500003912565	ATH-VAR-G-XCNTRY	810	DUES & FEES	\$50.00
GIANT EAGLE	1032100001907510	STUD ACT-KR-ACTIV	610	GENERAL SUPPLIES	\$65.99
MICHAELS	1032100001907510	STUD ACT-KR-ACTIV	610	GENERAL SUPPLIES	\$5.48
PARTY CITY	1032100001907510	STUD ACT-KR-ACTIV	610	GENERAL SUPPLIES	\$58.00
PASQUALES PIZZERIA	1023800001907000	PRINC SRV-KR	635	MEALS/REFRESHMENTS	\$38.05
SCRIPPS NATL SPELLING	1011100001907000	REG ED-KR	810	DUES & FEES	\$162.00
FREEDOM FARMS	1012410002910310	LRN SPT-DMS-SPED	610	GENERAL SUPPLIES	\$70.00
GIANT EAGLE	1012410002910310	LRN SPT-DMS-SPED	610	GENERAL SUPPLIES	\$93.84
PEARSON EDUCATION	1021400000000000	PSYCHOL	610	GENERAL SUPPLIES	\$1,315.44
PGH CULTURAL TRUST	1012430001904390	GIFTED-OH-SPPRG	810	DUES & FEES	\$240.00
RIVERSIDE INSIGHTS	1021400000000000	PSYCHOL	610	GENERAL SUPPLIES	\$1,706.10
SUNOCO	1012908913912310	OTHR SPT-ACCS-HS-SPED	626	GASOLINE	\$85.00
SOUTHWEST	1028364210000000	STF DEV-TITL2	580	TRAVEL	\$1,109.92
RETURNED PAYMENT FEE	1058000000000000	SUSPENSE ACCOUNTS	610	GENERAL SUPPLIES	\$25.00
ACE HARDWARE	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$942.96
HARBOR FREIGHT	1026200003912001	OPER MNT-HS-MAINT	610	GENERAL SUPPLIES	\$274.98
PASBO	1028360000000000	STF DV-NINST NCRT	360	EMPLOYEE TRAINING SERVICE	\$275.00
U-HAUL	1026200003912000	OPER MNT-HS	580	TRAVEL	\$89.40

Fund 10 Disbursements for the period of 11/1/2023-11/30/2023

Vendor Name	Budget Unit	Budget Unit Title	Account Code	Account Title	Transaction Amount
JFK ASSASSINATION	1032501523912550	ATH-ATHACT-HS-ATHLE	329	PROF EDUCATIONAL SERVICES	\$148.00
PA COUNCIL FOR SS	1022710003912000	STF DV INST CRT-HS	329	PROF EDUCATIONAL SERVICES	\$75.00
PANERA	1032100003912510	STUD ACT-HS-ACTIV	580	TRAVEL	\$42.00
NCCS	1022710003912000	STF DV INST CRT-HS	360	EMPLOYEE TRAINING SERVICE	\$315.00
PANERA	1022710000000000	STF DV INST CRT	635	MEALS/REFRESHMENTS	\$645.89
TARGET	1011101191904110	REG ED-STEAM CURR-OH	610	GENERAL SUPPLIES	\$18.32
GIANT EAGLE	1021203601904000	GUIDANCE-SAFE SCHLS-OH	610	GENERAL SUPPLIES	\$11.56
PASBO	1028360000000000	STF DV-N.INST NCRT	360	EMPLOYEE TRAINING SERVICE	\$75.00
ASCD	1021400000000000	PSYCHOL	810	DUES & FEES	\$79.00
ASSOC SCHL PSYCHOLO	1028340000000000	STF DV-N.INST CRT	360	EMPLOYEE TRAINING SERVICE	\$215.00
CURBSIDE COFFEE HOUSE	1012900000000310	OTHR SPT-SPED	635	MEALS/REFRESHMENTS	\$176.12
OMNI FINANCIAL	10	GENERAL FUND	0462.028	403B - TRADITIONAL	\$99,911.98
EXPERTPAY-PASCDU	10	GENERAL FUND	0462.005	COURT-ORDER DEDUCTS-EE	\$7,317.49
NORTH DISTRICT CREDIT UNION	10	GENERAL FUND	0462.006	CREDIT UNION-EE	\$73,133.53
ACSHIC	10	GENERAL FUND	0462.007	DENTAL INS PAYABLE	\$43,809.35
AMERICAN FIDELITY	10	GENERAL FUND	0462.050	DEPCAR/FSA PRETX-EE AF	\$21,460.23
PNC BANK FEE	10	GENERAL FUND	0132.051	DUE FROM CAFETERIA FUND 5	\$75.13
SEIU	10	GENERAL FUND	0462.009	DUES (PSEA/SEIU/ESPA)-EE	\$2,700.00
OMNI FINANCIAL	10	GENERAL FUND	0462.010	EMPLYER TAX SHELTT ANN PAY	\$2,050.00
INTERNAL REVENUE SERVICE	10	GENERAL FUND	0462.011	FEDERAL INCOME TAX (FIT)-	\$505,719.60
INTERNAL REVENUE SERVICE	10	GENERAL FUND	0462.012	FICA PAYABLE-ER	\$535,495.38
ACSHIC	10	GENERAL FUND	0462.014	HEALTH INSURANCE	\$952,423.91
UNUM	10	GENERAL FUND	0462.018	LTD INSURANCE-ER	\$860.53
INTERNAL REVENUE SERVICE	10	GENERAL FUND	0462.019	MEDICARE PAYABLE-ER	\$130,219.45
NET PAYROLL	10	GENERAL FUND	0462.021	NET SALARIES-EE	\$2,900,690.44
PA DEPT OF REVENUE	10	GENERAL FUND	0462.027	STATE INCOME TAX-EE	\$137,671.76
ACSHIC	10	GENERAL FUND	0462.032	VISION INS PAYABLE	\$7,029.78
AMERICAN FIDELITY	10	GENERAL FUND	0462.052	VOL BEN AFTER TAX - EE AF	\$21,667.79
AMERICAN FIDELITY	10	GENERAL FUND	0462.053	VOL BEN POSTTAX - TX LIFE	\$3,010.14
AMERICAN FIDELITY	10	GENERAL FUND	0462.051	VOL BEN PRETX - EE AF	\$9,060.80
VOYA-PSERS	10	GENERAL FUND	0462.042	VOYA RETIRE - EE	\$11,987.41
VOYA-PSERS	10	GENERAL FUND	0462.041	VOYA RETIRE - ER	\$9,347.62
RETURN DEPOSIT	1000000000000000	REVENUE	R6999	MISC	\$19.00
PNC BANK FEE	1025110000000000	BUSINESS	810	DUES & FEES	\$471.95
GUTTMAN OIL	1026500003912000	VEHIC MNT-HS	626	GASOLINE	\$1,410.46
ARBITERPAY	1032500003912000	ATHLETIC-HS	330	PROFESSIONAL SERVICES	\$6,500.00
MERCHANT SERVICE FEE	1032500003912000	ATHLETIC-HS	810	DUES & FEES	\$255.11
Total ACH/Wire Transfers					\$5,548,176.63

Total Disbursements 11/2023	\$8,085,108.54
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COVID-19 Mitigation Grant Summary- Disbursements			
Budget Unit Title Includes	Funding Source	Applicable Stimulus/Grant	Total
ESSER III / ARP	990 ESSER III/ARP	\$	5,325.00
November, 2023 Disbursement Report Subtotal			\$ 5,325.00

Fox Chapel Area School District

Combined Agenda Study Session
and Regular Business Meeting

December 4, 2023

Disbursements (Fund 31) – November 2023

Disbursement Report Fund 31 for the period of 2023

Vendor Name		Budget Unit Title	Account Code	Account Title	Transaction Amount
H. F. LENZ CO.	3146000001908000	CP-CONSTRUC-EL-HW	330	PROFESSIONAL SERVICES	\$7,500.00
Fund 31 11.2023 Total Disbursements					\$7,500.00

Fox Chapel Area School District

Combined Agenda Study Session
and Regular Business Meeting

December 4, 2023

Finance Report – October 2023

**Fund 10 Financial Report for the Month of:
October, 2023**

FISCAL YEAR 2023-2024

REVENUES	ORIGINAL BUDGET	ADJUSTED BUDGET	Budget Change	CURRENT MONTH RECEIPTS*	FISCAL YEAR TO DATE**
Balance Sheet Receipts				\$ 10,267.51	
1000 - Instruction				\$ 22,086.61	
2000 - Support Services				\$ 691.87	
3000 - Non-Instructional				\$ -	
4000 - Facilities				\$ -	
5000 - Other Financing Uses				\$ -	
Total Expenditure Contras				\$ 22,778.48	
6000-Local Revenue -	\$ 88,897,430	\$ 88,947,883	\$ 50,452.70	\$ 3,923,910.86	\$ 69,724,665.89
7000-State Revenue -	\$ 22,903,894	\$ 23,100,655	\$ 196,761.08	\$ 2,113,306.10	\$ 5,282,077.44
8000-Federal Revenue -	\$ 1,305,876	\$ 2,204,897	\$ 899,020.63	\$ 364,211.33	\$ 337,574.33
9000-Other Financing Sources -	\$ 60,000	\$ 60,000	\$ -	\$ 1,501.00	\$ 1,501.00
Unassigned FB/Reserve	\$ 1,500,000	\$ 1,500,000	\$ -		
TOTAL REVENUES/RECEIPTS	\$114,667,200	\$ 115,813,434	\$ 1,146,234	\$ 6,435,975.28	\$ 75,345,818.66
				\$ -	
EXPENDITURES	ORIGINAL BUDGET	ADJUSTED BUDGET	Budget Change	CURRENT MONTH DISBURSEMENTS*	FISCAL YEAR TO DATE**
Balance Sheet Accounts -				\$ 5,815,508.98	
1000-Instruction -	\$ 69,076,580	\$ 69,273,645	\$ 197,065.27	\$ 494,522.77	\$ 61,439,980.53
2000-Support Services -	\$ 33,256,913	\$ 33,635,606	\$ 378,692.94	\$ 1,049,021.03	\$ 23,247,434.12
3000-NonInstructional Services -	\$ 3,178,849	\$ 3,196,859	\$ 18,010.46	\$ 85,572.29	\$ 2,376,940.43
4000-Facilities (Buildings/Sites) -	\$ 501,934	\$ 1,051,934	\$ 550,000.00	\$ 34,981.98	\$ 139,259.13
5000-Other Financing Uses -	\$ 7,858,943	\$ 7,858,943	\$ -	\$ 28,143.01	\$ 6,630,979.55
6000-Local Revenue -				\$ -	
7000-State Revenue -				\$ -	
8000-Federal Revenue -				\$ -	
9000-Other Financing Sources -				\$ -	
Budgetary Reserve	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	
TOTAL DISBURSEMENTS	\$ 115,373,219	\$ 116,516,988	\$ 1,143,769	\$ 7,507,750.06	\$ 93,834,593.76
Net Change	-\$ 706,019	-\$ 703,553	\$ 2,466	\$ -	as of 11.2.23
NET INCREASE (DECREASE) TO G/L CASH (Cash Accounts)				-\$ 1,071,774.78	

*Current Month Receipts & Disbursements reflect actual money taken in or paid out during the month. They may not necessarily be attributed to the current fiscal year.

** Fiscal Year to Date totals reflect actual allocations for current Fiscal Year, including all adjusting entries. Expenditures include encumbrances.

Fund 10 Revenues 10/1/2023-10/31/2023

Budget Unit	Account Code	Account Title	Transaction Amount
Balance Sheet Accounts			
10	0462.028	TAX SHELTERED ANNUITIES-E	\$50.00
10	0462.021	NET SALARIES-EE	\$2,417.14
10	0155.000	OTH RECOVER DISBURSE	\$86.81
10	0155.000	OTH RECOVER DISBURSE	\$155.50
10	0155.000	OTH RECOVER DISBURSE	\$6,183.95
10	0155.000	OTH RECOVER DISBURSE	\$969.87
10	0155.000	OTH RECOVER DISBURSE	\$404.24
Subtotal			\$10,267.51
Current Real Estate Taxes			
1000000130000000	R6111	CURRENT REAL ESTATE TAXES	\$1,068,526.91
1000000150000000	R6111	CURRENT REAL ESTATE TAXES	\$883,625.72
1000000160000000	R6111	CURRENT REAL ESTATE TAXES	\$714,907.14
1000000110000000	R6111	CURRENT REAL ESTATE TAXES	\$76,643.37
1000000120000000	R6111	CURRENT REAL ESTATE TAXES	\$214,120.44
Subtotal			\$2,957,823.58
Other Real Estate Taxes			
1000000000000000	R6113	PUBLIC UTILITY REALTY TAX	\$73,329.71
Subtotal			\$73,329.71
Act 511 Taxes			
1000000000000000	R6143	LOCAL SERVICES TAX (LST)	\$1,602.29
1000000150000000	R6143	LOCAL SERVICES TAX (LST)	\$5,172.13
1000000000000000	R6151	EARNED INCOME TAX (EIT)	\$425,499.00
1000000000000000	R6153	REAL ESTATE TRANSFER TAX	\$56,448.17
Subtotal			\$488,721.59
Delinquent Real Estate Taxes			
1000000000000000	R6411	DELINQ REAL ESTATE TAXES	\$26,769.45
1000000000000000	R6411	DELINQ REAL ESTATE TAXES	\$5,215.15
1000000000000000	R6411	DELINQ REAL ESTATE TAXES	\$6,158.76
1000000000000000	R6411	DELINQ REAL ESTATE TAXES	\$9,223.63
1000000000000000	R6411	DELINQ REAL ESTATE TAXES	\$7,375.00
Subtotal			\$54,741.99
Other Local Revenues			
1000000000000000	R6510	EARNINGS ON INVESTMENTS	\$299,055.41
1000000000000000	R6710	ADMISSIONS	\$259.70
1000000000000000	R6710	ADMISSIONS	\$206.00
1000000000000000	R6710	ADMISSIONS	\$753.25
1000000000000000	R6710	ADMISSIONS	\$4,405.00
1000000000000000	R6710	ADMISSIONS	\$3.00
1000000000000000	R6710	ADMISSIONS	\$5,623.00
1000000000000000	R6710	ADMISSIONS	\$1,534.00
1000000000000000	R6710	ADMISSIONS	\$10,036.00
1000001503912000	R6740	FEES COLLECT FROM STUD	\$4,704.00
1000001502910000	R6740	FEES COLLECT FROM STUD	\$117.00
1000001502910000	R6740	FEES COLLECT FROM STUD	\$2,088.00
1000000000000000	R6740	FEES COLLECT FROM STUD	\$10.00
1000000000000000	R6740	FEES COLLECT FROM STUD	\$30.00
1000000000000000	R6740	FEES COLLECT FROM STUD	\$100.00

Fund 10 Revenues 10/1/2023-10/31/2023

Budget Unit	Account Code	Account Title	Transaction Amount
1000000000000260	R6740	FEES COLLECT FROM STUD	\$60.00
1000000000000260	R6740	FEES COLLECT FROM STUD	\$60.00
1000000003912550	R6910	RENTAL INCOME	\$6,110.63
1000000000000000	R6910	RENTAL INCOME	\$5,245.00
1000000003912550	R6910	RENTAL INCOME	\$225.00
1000000003912241	R6920	DONATIONS	\$715.00
1000001061908000	R6920	DONATIONS	\$5,540.00
1000000000000000	R6999	MISC REVENUE	\$1,800.00
1000000000000000	R6999	MISC REVENUE	\$600.00
1000000000000000	R6999	MISC REVENUE	\$14.00
Subtotal			\$349,293.99
Basic Instructional & Operating Subsidy			
1000000000000000	R7111	BASIC ED FORMULA	\$752,063.00
1000000000000000	R7112	BASIC ED - SSR PAYMENTS	\$10,368.65
Subtotal			\$762,431.65
Other State Revenues			
1000000000000000	R7311	PUPIL TRANSPORT SUBSIDY	\$202,742.00
1000000000000000	R7340	STATE PROPERTY TAX REDUC	\$925,245.31
1000002220000000	R7505	READY TO LEARN GRANT	\$205,030.00
1000003900000000	R7506	PASmart GRANT	\$17,857.14
Subtotal			\$1,350,874.45
Federal Revenues			
1000004110000000	R8514	TITLE I FUNDING	\$60,543.60
1000004310000000	R8517	TITLE IV FUNDING	\$1,544.00
1000009900000000	R8744	ESSER III ARP FUNDS	\$56,965.98
1000009940000000	R8751	ARP LEARN LOSS	\$3,162.53
1000009950000000	R8752	ARP SUMMER PROGRAMS	\$632.51
1000009960000000	R8753	ARP AFTERSCHOOL	\$632.51
1000008910000000	R8810	MEDICAID REIMB (ACCESS)	\$240,730.20
Subtotal			\$364,211.33
Other Revenues			
1000000000000000	R9400	SALE OF FIXED ASSET	\$1,501.00
Subtotal			\$1,501.00
Instructional Expenditures			
1011100003912000	281	OPEB HEALTH	\$1,862.00
1011100003912000	281	OPEB HEALTH	\$951.17
1011100003912000	281	OPEB HEALTH	\$532.40
1011100003912000	281	OPEB HEALTH	\$3,183.48
1011100003912000	281	OPEB HEALTH	\$15,512.04
1014200001900151	635	MEALS/REFRESHMENTS	\$45.52
Subtotal			\$22,086.61
Support Service Expenditures			
1023800003912000	635	MEALS/REFRESHMENTS	\$15.07
1025110000000000	329	PROF EDUCATIONAL SERVICES	\$36.00
1025110000000000	329	PROF EDUCATIONAL SERVICES	\$36.00
1025110000000000	329	PROF EDUCATIONAL SERVICES	\$36.00
1025110000000000	329	PROF EDUCATIONAL SERVICES	\$36.00
1025110000000000	329	PROF EDUCATIONAL SERVICES	\$36.00

Fund 10 Revenues 10/1/2023-10/31/2023

Budget Unit	Account Code	Account Title	Transaction Amount
102511000000000000	329	PROF EDUCATIONAL SERVICES	\$36.00
102511000000000000	329	PROF EDUCATIONAL SERVICES	\$36.00
102511000000000000	329	PROF EDUCATIONAL SERVICES	\$36.00
102511000000000000	329	PROF EDUCATIONAL SERVICES	\$36.00
1026600001908000	610	GENERAL SUPPLIES	\$352.80
Subtotal			\$691.87
Total Revenues 10.2023			\$6,435,975.28

Fox Chapel Area School District

Combined Agenda Study Session
and Regular Business Meeting

December 4, 2023

Budget Transfers

Budget Transfers for Approval 12/4/2023

Budget Code to Transfer FROM		Budget Code to Transfer TO		Budget Transfer Reason	Transfer Amount
Internal Transfers (transfers within same function and sub-object)					
1022200003912000 610	AV SRV-HS (General Supplies)	1022200003912000 658	AV SRV-HS (Tech Supplies)	Reallocate to proper cost	\$210.96
1011100001905000 640	REG ED-FV (Books)	1011100001905150 610	REG ED-FV-Lang Arts (General Supplies)	To cover added cost of consumable books	\$377.65
External Transfers (transfers between functions and/or objects)					
1023800003912000 610	PRINC SRV-HS (General Supplies)	1022200003912000 610	AV SRV-HS (General Supplies)	To cover added costs of supplies	\$902.00
1022600003912000 640	CURRICULUM-HS (Books)	1011100003912160 658	REG ED-HS-For Lang (Tech Supplies)	To cover cost of subscription not originally budgeted for	\$3,757.95
1023800001907000 610	PRINC SRV-KR (General Supplies)	1011100001907000 810	REG ED-KR (Dues & Fees)	To cover cost of registration not originally budgeted for	\$162.00
					\$5,410.56

Fox Chapel Area School District

Combined Agenda Study Session
and Regular Business Meeting

December 4, 2023

AMCA Systems, LLC
ACA (Affordable Care Act) TaxTrack Software Agreement

ACA TaxTrack Software License Agreement

THIS SOFTWARE LICENSE AGREEMENT (the "Agreement") dated this 4th day of December, 2023 (the "Execution Date")

BETWEEN:

AMCA Systems, LLC (the
"Vendor")

OF THE FIRST PART

And

Fox Chapel Area School District
(the "Licensee")

OF THE SECOND PART

BACKGROUND:

The Vendor wishes to license computer software to the Licensee and the Licensee desires to purchase the software license under the terms and conditions stated below.

IN CONSIDERATION OF the provisions contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. Under this Agreement the Vendor grants to the Licensee a non-exclusive, non-transferable, and non-sublicensable license (the "License") to use ACA TaxTrack (the "Software") for the tax year 2023 subject to the limitations and restrictions set forth herein. This License is valid for up to five related Federal Employer Identification Numbers. Additional licenses are necessary for each additional Federal Employer Identification Number over five used in connection with the Software. No additional rights are granted by this License, and any rights that are not expressly granted by this Agreement shall not be implied. No transfer of ownership of the Software is intended by this Agreement.
2. "Software" includes the executable computer programs and any related printed, electronic and online documentation and any other files that may accompany the product.
3. Any rights that are not expressly granted by this Agreement shall not be implied. The License granted pursuant to this Agreement authorizes or permits only the actions and uses of the Software as defined herein. Except for the limited rights and License

expressly granted hereunder, no other license is granted, no other use is permitted, and Vendor retains all right, title and interest in and to the Software including all intellectual property rights such as, but not limited to, trademarks, technical information, copyrights, and the look and feel.

4. The Software will be accessed through a secure login and password and accessed through a third-party hosted environment. Licensee acknowledges that hosted environments can be inaccessible from time to time due to scheduled or unscheduled server outages and errors.
5. The rights and obligations of this Agreement are personal rights granted to the Licensee only. The Licensee may not transfer or assign any of the rights or obligations granted under this Agreement to any other person or legal entity. The Licensee may not make available the Software for use by one or more third parties.
6. The Software may not be modified, reverse-engineered, or de-compiled in any manner through current or future available technologies.
7. Failure to comply with any of the terms under the License section will be considered a material breach of this Agreement.
8. The purchase price of \$2,950USD ("License Fee") paid by the Licensee will constitute the entire fee for the License and is the full consideration for this Agreement. This License Fee will cover the filing requirements for the 2023 tax year. Additional license fees will be due for each tax year after 2023. All data will be carried over from year to year provided the Software is used and consecutively licensed every year. To the extent that the license is not renewed for consecutive years, Vendor shall not be obligated to store or export any data.
9. The License Fee for ACA TaxTrack will cover the following functional requirements:
 - Employer imports demographics for all employees or former employees with reporting requirements from any payroll or HR system.
 - Employer sets up system defaults for coverage offers, enrollment options, and minimum premium costs.
 - Upon import, all offer coverage codes, minimum premium, and safe harbor codes are automatically updated for the entire year.
 - All new hires, terminations, COBRA events, are automatically coded in the months prior to and after hire or termination dates including customized waiting period defaults.
 - Import of health carrier enrollment files for self-insured reporting, if applicable.
 - Generate employee recipient copies directly from the application and either print/mail in PDF or electronically send for mail processing (at extra cost, see below).

- Download and print detailed PDF or Excel reports to review and analyze reporting information.
- E file all forms to the IRS including the 1094-C transmittal.
- If the employer desires, the vendor can mail each tax form to the recipients at an additional cost of \$1.75 per form.

10. The Vendor warrants and represents that it owns the Software and has the right to enter into this Agreement. Licensee warrants and represents that it has the right to enter into this Agreement.
11. Vendor warrants that the Software will meet reasonable professional standards and will meet Licensee's needs, as understood between the Parties.
12. All other warranties are waived by vendor, including express or implied warranties and warranties arising from any course of dealing, course of performance, or usage in trade. Vendor does not warrant the performance or results licensee may obtain by implementing, practicing, or using the software. The software is provided "as is" and without warranty of any kind. Vendor does not warrant that the software will meet licensee's requirements or that they it be uninterrupted or error-free. To the fullest extent permitted by law, vendor hereby disclaims all other warranties, whether express or implied, oral or written, with respect to the software including, without limitation, all implied warranties of title, non-infringement of third-party rights, quiet enjoyment, integration, merchantability or fitness for any particular purpose, and all warranties arising from any course of dealing, course of performance or usage of trade. any liability of vendor for defective software will be limited exclusively to, as a maximum, a replacement of the software or the original purchase price of the software. In no event will vendor be liable to licensee for any consequential, incidental or special damages, including any lost profits or lost savings, even if a representative of vendor has been advised of the possibility of such damages.
13. Vendor will indemnify Licensee from any liabilities arising out of a claim that the Software, standing alone and without being combined with any other system, device, or process, infringes any third-party intellectual rights, provided that Licensee notifies Vendor of any such claim within thirty (30) days of Licensee being notified, and that Licensee provides Vendor with the option to defend the claim on behalf of Licensee.
14. The Vendor will not be liable for any tax assessments, interest, or penalties that may be assessed by any taxing bodies for the tax year for 2023 or earlier tax years relating to any of the tax forms generated by the Software based on the data provided by the licensee.

15. The Vendor warrants and represents that it owns the Software and has the right to enter into this Agreement. Licensee warrants and represents that it has the right to enter into this Agreement.
16. All terms, conditions and obligations of this Agreement will be deemed to be accepted by the Licensee ("Acceptance") upon execution of this Agreement.
17. The Licensee will be entitled to one year of phone support for problems experienced while using the Software, available 9:00 AM to 4:00 PM on regular business days with reasonable exceptions, at no additional cost until filing.
18. The Licensee will be entitled to maintenance upgrades and bug fixes, at no additional cost, for a period of one year from the date of Acceptance.
19. The term of this Agreement will begin on Acceptance and will continue for a period of one year until filing, whichever is earlier. The Agreement will not renew automatically each year.
20. This Agreement will be terminated and the License forfeited where the Licensee has failed to comply with any of the terms of this Agreement or is in breach of this Agreement.
21. The Vendor will be free of liability to the Licensee where the Vendor is prevented from executing its obligations under this Agreement in whole or in part due to Force Majeure, such as earthquake, typhoon, flood, fire, and war or any other unforeseen and uncontrollable event where the Vendor has taken any and all appropriate action to mitigate such an event.
22. The Parties to this Agreement submit to the jurisdiction of the courts of the Commonwealth of Pennsylvania in Allegheny County for the enforcement of this Agreement or any arbitration award or decision arising from this Agreement and agree that, in the event an action is brought in the Commonwealth of Pennsylvania, they will waive any argument of lack of personal jurisdiction or improper venue. This Agreement will be enforced or construed according to the laws of the Commonwealth of Pennsylvania.

23. In recognition of the foregoing, Vendor agrees and covenants that it shall: (i) keep and maintain all Licensee data confidential using a commercially reasonable degree of care; (ii) use and disclose Licensee data solely and exclusively for the purposes of fulfilling its obligations under this Agreement, and not use, sell, rent, transfer, distribute, or otherwise disclose or make available Licensee data for Vendor's own purposes or for the benefit of anyone other than Licensee, in each case, without Licensee's prior written consent; and (iii) not, directly or indirectly, disclose Licensee data to any third party without express written consent from Licensee unless and to the extent required by Government Authorities or as otherwise, to the extent expressly required, by applicable law.
24. This Agreement can only be modified in writing signed by both the Vendor and the Licensee.
25. This Agreement does not create or imply any relationship in agency or partnership between the Vendor and the Licensee.
26. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement. Words in the singular mean and include the plural and vice versa. Words in the masculine gender include the feminine gender and vice versa. Words in the neuter gender include the masculine gender and the feminine gender and vice versa.
27. If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, it is the parties' intent that such provision be reduced in scope by the court only to the extent deemed necessary by that court to render the provision reasonable and enforceable and the remainder of the provisions of this Agreement will in no way be affected, impaired or invalidated as a result.
28. This Agreement contains the entire agreement between the parties. All understandings have been included in this Agreement. Representations which may have been made by any party to this Agreement may in some way be inconsistent with this final written Agreement. All such statements are declared to be of no value in this Agreement. Only the written terms of this Agreement will bind the parties.
29. This Agreement and the terms and conditions contained in this Agreement apply to and are binding upon the Vendor's successors and assigns.

30. The failure of either party to enforce, in any one or more instances, any of the terms and conditions of this Agreement shall not be construed as a waiver of the future performance of any such term or condition.

31. All notices to the parties under this Agreement are to be provided at such addresses as may be later provided in writing.

IN WITNESS WHEREOF the parties have duly affixed their signatures under hand and seal on the date indicated below.

Vendor: AMCA Systems, LLC

per: Everett Burns

Everett Burns

Principal

11/15/23

Name of Licensee

per: _____

Name of Licensee's Agent

School Board President
Title of Licensee's Agent

December 4, 2023
Date

Fox Chapel Area School District

Combined Agenda Study Session
and Regular Business Meeting

December 4, 2023

Election Not to Increase the Tax Rate Above the Index
Resolution 2023-5

Fox Chapel Area School District
BOARD OF DIRECTORS

RESOLUTION 2023-5

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 Fox Chapel Area School District index for the 2024-2025 fiscal year is 5.3%.

WHEREAS, the Fox Chapel 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 Fox Chapel Area School District for the 2024-2025 fiscal year by more than its index.

AND NOW, on this 4th day of December 2023, it is hereby RESOLVED by the Fox Chapel 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 2024-2025 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 2024-2025 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 2024-2025 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:

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.

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.

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.

RESOLVED this 4th day of December, 2023.

ATTEST:

FOX CHAPEL AREA SCHOOL DISTRICT

By: _____
Board Secretary

By: _____
Board President

Fox Chapel Area School District

Combined Agenda Study Session
and Regular Business Meeting

December 4, 2023

Allegheny Intermediate Unit Joint Purchasing Program
Resolution 2023-6

**A RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS
OF THE FOX CHAPEL AREA SCHOOL DISTRICT**

**AUTHORIZING THE PARTICIPATION IN AND APPOINTMENT OF REPRESENTATIVES
TO THE ALLEGHENY INTERMEDIATE UNIT JOINT PURCHASING PROGRAM
FOR THE 2024-2025 SCHOOL YEAR**

RESOLUTION 2023-6

WHEREAS, savings in the cost of preparing specifications and advertising for bids for school materials, supplies, equipment and services, as well as bulk price advantages, may be obtained through joint purchasing arrangements entered into by a number of school entities in the same area; and an agreement entitled "Joint Purchasing Agreement," in a form prepared by the Allegheny Intermediate Unit and as approved by the Fox Chapel Area School District (hereinafter "District/School") on February 12, 2018, which provides the District/School the opportunity to enjoy these possible joint purchasing benefits, without being required to participate in any bidding thereunder.

THEREFORE, in order to obtain the potential advantages of joint purchasing of school materials, supplies, equipment and services,

BE IT RESOLVED that the Board of School Directors of this District/School hereby reaffirms said Joint Purchasing Agreement and authorizes its participation in the Allegheny Intermediate Unit Joint Purchasing Program; directs that a copy thereof be filed with the minutes of this meeting as part of this Resolution; directs its Secretary to certify to the Executive Director of the Allegheny Intermediate Unit the adoption of this Resolution and the appointment of primary and alternate representatives to the Joint Purchasing Program; and directs its proper officers to execute said Agreement on behalf of this District/School.

CERTIFICATION OF ADOPTION OF RESOLUTION AND OF APPOINTEES

I, the undersigned, Kathleen Anuszek, Secretary of District/School, certify that the foregoing is a true copy of resolution adopted by said Board at a duly advertised public meeting thereof duly held on December 4, 2023, that the vote thereon was ____ in favor and ____ members against said resolution, and that a record showing each member's vote thereon is set forth in the minutes.

I further certify that said Board of School Directors designates the following representatives to the Joint Purchasing Program referred to in said Resolution (conditioned upon said Agreement becoming effective):

Primary Representative

Name: Kimberly Pawlishak
Title: Business Manager
E-mail: kimberly_pawlishak@fcasd.edu

Alternate Representative

Name: Daniel Breitreutz
Title: Director of Ancillary Services
E-mail: daniel_breitreutz@fcasd.edu

IN WITNESS THEREOF, I have hereunto set my hand and the seal of said District/School this 4th day of December, 2023.

Board Secretary

Fox Chapel Area School District

Combined Agenda Study Session
and Regular Business Meeting

December 4, 2023

PowerSchool Group LLC Amended Agreement – eFinancePlus Software

Sales Quote - This is Not An Invoice

Prepared By: Michelle Mullins
 Customer Name: Fox Chapel Area School District
 Contract Term: 12 Months
 Start Date: 1-JAN-2024
 End Date: 31-DEC-2024
 Billing Frequency: Annually

Customer Contact: Megan Collett
 Title: Director of Instructional Technology
 Address: 611 Field Club Rd
 City: Pittsburgh
 State/Province: Pennsylvania
 Zip Code: 44875
 Phone #: (412) 967-2418

Product Description	Quantity	Unit	Unit Price	Extended Price
Initial Term 1-JAN-2024 - 31-DEC-2024				
License and Subscription Fees				
eFinancePlus Core SaaS		4,155.00	Students	USD 62,325.00
eFinancePlus One Time Discount		1.00	Each	USD -4,330.99
License and Subscription Totals:				USD 57,994.01

Quote Total

Initial Term	1-JAN-2024 - 31-DEC-2024
Amount To Be Invoiced	USD 57,994.01

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote.

All invoices shall be paid before or on the due date set forth on invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months.

This renewal quote will continue to be subject to and incorporate the terms and conditions of the main services agreement executed between PowerSchool and Customer that is in effect at the time of this quote, or if no such agreement is in effect, then the terms and conditions found at https://www.powerschool.com/MSA_Feb2022/, as may be amended.

By either (i) executing this quote or (ii) accessing the services described herein, Customer agrees that the subscription for such services will continue for succeeding subscription periods on the same terms and conditions as set forth herein (subject to a standard annual price uplift) unless Customer provides PowerSchool with a written notice of its intent not to renew at least sixty (60) days prior to the end of the current subscription period.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Fox Chapel Area School District

Signature:

Signature:

A handwritten signature in dark ink, appearing to read "Eric Shander", written over a light gray rectangular background.

Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Job Title:

Date: 30-NOV-2023

Date:

PO Number: _____

Fox Chapel Area School District

Combined Agenda Study Session
and Regular Business Meeting

December 4, 2023

PA Mental Health Education Learning Program in Schools (PA HELPS)
Participation Agreement

25-6010615
Fox Chapel Area School District
611 Field Club Road
Pittsburgh, PA 15238

Participation Agreement

PA Mental Health Education Learning Program in Schools (PA HELPS)

This agreement becomes effective with the 2023-24 award year. Please sign and return to pahelps@pheaa.org.

Electronic signatures (eSign) must meet PHEAA requirements. Additional information can be found under PA State Grant and Special Programs Resources at [pheaa.org/sgspResources](https://www.pheaa.org/sgspResources).

All Pennsylvania Local Education Agencies (LEA) will be required review the intern applications prior to LEA submission. LEAs must handle all communications during time of internship. Upon completion of internship, PHEAA will communicate directly with the intern.

Definitions

1. **Agency**–The Pennsylvania Higher Education Assistance Agency (PHEAA).
2. **Active intern**–A student enrolled in an Educational Specialist Preparation Program and completing their internship as a requirement for certification.
3. **Educational Specialist Certification (ESC)**–An educator certification issued by the Department of Education of the Commonwealth of Pennsylvania after the completion of an Educational Specialist Preparation Program. For PA HELPS eligibility, the certification must be in school nursing, school psychology, school counseling, or school social worker.
4. **Educational Specialist Preparation Program (ESPP)**–An educator preparation program approved by the Department of Education of the Commonwealth of Pennsylvania that leads to an ESC. For PA HELPS the program must lead to a certification in school nursing, school psychology, school counseling, or school social worker.
5. **Inactive intern**–A student that was enrolled in an ESPP and completing their internship as a requirement for certification but has discontinued their internship without completion or the required hours.
6. **Local Education Agency (LEA)**–A school district, Intermediate Unit, area career and technical school, charter school, regional charter school, or cyber charter school located within the Commonwealth of Pennsylvania.
7. **LEA Point of Contact (POC)**–The individual at the LEA who has the authority to sign the agreement and authorize receipt of PA HELPS funds.
8. **PA HELPS Award**–The amount which an intern can earn for their internship.
9. **PA HELPS Stipend**–The wages paid to an intern by the LEA.

Agreement

1. The LEA agrees to comply and abide with all PA HELPS eligibility and program administration requirements listed in the applicable PA HELPS Guidelines and this agreement.
2. The LEA shall not deny work to any intern or subject any intern to different treatment on the grounds of race, sex, religion, national origin, age, sexual orientation, disability, or any other factor protected by law.
3. The LEA will require the interns to abide by all health and safety rules and guidelines deemed appropriate for all LEA employees (full-time, part-time, or temporary).
4. The LEA will ensure that each PA HELPS internship will build on classroom learning experiences using best practices that include:
 - A variety of opportunities for the intern across student age ranges
 - Student need areas
 - Psychological services
 - Service delivery models
5. The LEA will ensure that each intern will have a site supervisor that holds an ESC approved by the Department of Education within the same field as the interns.
6. The LEA POC will be responsible to submit the following documentation:
 - PA HELPS LEA Master Agreement
 - PA HELPS Intern Application
 - Remote Access Agreement
 - Electronic Funds Transfer (EFT) Agreement
7. The LEA POC is responsible for communicating any changes to the Agency that could hinder the ability to communicate effectively or receive program funds during the time of the internship.
8. The LEA must conduct an evaluation of the intern's eligibility and verify that all eligibility criteria was met prior to submission of the intern application.
9. The LEA will ensure that 100% of the granted PA HELPS award will be paid to the active intern.
10. The LEA POC will notify the Agency of any changes that could affect the disbursement of necessary information to the intern or the LEA, which includes demographics, status, and classifications.
11. The LEA will receive disbursements aligning with postsecondary academic terms, and fall and spring term disbursements will be scheduled as appropriate. For any internships that occur over both the fall and spring term, the intern will receive two disbursements.
12. The LEA may only compensate active interns, once an intern becomes inactive, funds must be returned to the Agency by the LEA within 30 days, as detailed in the program guidelines.
13. The LEA will notify the Agency if participation in PA HELPS cannot be continued as instructed in the **PA HELPS Guidelines**.

Certification

As an official of this organization with the authority to sign this document and authorize payment of wages to the interns hired, I hereby certify and agree that this document:

- a. Certifies that the organization is eligible to participate in PA HELPS
- b. Provides assurance that this organization will follow the operational procedures described in the PA HELPS Program Guidelines and will abide by all items listed in this Agreement

Organization

Pennsylvania Higher Education Assistance Agency

By _____

Signature

Name: _____

Title: _____

Date: _____

By _____

Signature

Name: Nathaniel D. Hench

Title: Sr. V.P., Public Affairs, Guaranty, & Strategy

Date: _____

Approved as to form and legality

Approved as to form and legality

PHEAA Legal Counsel

Pennsylvania Deputy Attorney General

Participation Agreement Addendum: School Counselor

PA Mental Health Education Learning Program in Schools (PA HELPS)

Instructions: Initial indicating agreement with each statement.

- _____ A Pennsylvania Local Education Agency (LEA) is required to provide the Pennsylvania Higher Education Assistance Agency (PHEAA) with a copy of the agreement establishing the internship between the LEA and the school the intern is attending for their Educational Specialist Preparation Program.
- _____ The internship will build on postsecondary classroom learning experiences using best practices.
- _____ The site supervisor will be provided with time for activities related to the direct supervision of the intern.
- _____ The internship will provide a variety of opportunities for the intern across various student age ranges, student need areas, and service delivery models.
- _____ All funds disbursed must be used to pay the intern for work performed during the internship. The funds may be used to pay all legally required payroll deductions as a result of the intern's employment with the LEA.
- _____ The intern will be supervised by an individual holding an active Pennsylvania Department of Education School Counselor Certification.

Participation Agreement Addendum: School Nurse

PA Mental Health Education Learning Program in Schools (PA HELPS)

Instructions: Initial indicating agreement with each statement.

- _____ A Pennsylvania Local Education Agency (LEA) is required to provide the Pennsylvania Higher Education Assistance Agency (PHEAA) with a copy of the agreement establishing the internship between the LEA and the school the intern is attending for their Educational Specialist Preparation Program.
- _____ The internship will build on postsecondary classroom learning experiences using best practices.
- _____ The site supervisor will be provided with time for activities related to the direct supervision of the intern.
- _____ The internship will provide a variety of opportunities for the intern across student various age ranges, student need areas, and service delivery models.
- _____ All funds disbursed must be used to pay the intern for work performed during the internship. The funds may be used to pay all legally required payroll deductions as a result of the intern's employment with the LEA.
- _____ The intern will be supervised by an individual holding active Pennsylvania Department of Education School Nurse Certification.

Fox Chapel Area School District

Combined Agenda Study Session
and Regular Business Meeting

December 4, 2023

The Watson Institute – WISCA-Sharpsburg – Letter of Agreement



Administrative Offices
The Education Center
Human Resources
Psychological Services
Respite Programs
301 Camp Meeting Road
Sewickley, PA 15143
(412) 741-1800

Friendship Academy
255 South Negley Avenue
Pittsburgh, PA 15206
(412) 365-3800

LEAP Preschool
Training and Consultation
WISCA
200 Linden Avenue
Pittsburgh, PA 15215
(412) 781-1708

November 30, 2023

Mr. Timothy A. Mahoney
Director of Special Education and Pupil Services
Fox Chapel Area School District
611 Field Club Road
Pittsburgh, PA 15238

Dear Mr. Mahoney:

This letter will serve as an agreement between The Watson Institute and Fox Chapel Area School District.

will be enrolled in The Watson Institute Social Center for Academic Achievement (WISCA- Sharpsburg) program for the 2023-2024 school year, effective November 30, 2023. The tuition for the program will be the responsibility of the school district and will be prorated with the start date of November 30, 2023.

Annual cost of service for the school year (2023-2024) is \$57,155 per student. Watson will submit quarterly invoices to the district and payment for services should be made within thirty (30) days after the invoice is received.

Please sign this letter of Agreement noting your acceptance of the arrangement and return it to our office.

Should you have any questions, you can reach me by calling 412-749-2860 or by email at marciala@thewatsoninstitute.org

Sincerely,

Marcia Laus
Chief Operating Officer

Fox Chapel School District

Date

Fox Chapel Area School District

Combined Agenda Study Session
and Regular Business Meeting

December 4, 2023

Policies – Revised – Second Reading and Adoption

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	000 Local Board Procedures
Title	Meetings
Code	006
Status	Second Reading/Adoption
Adopted	April 4, 2022
Last Revised	December 4, 2023
Last Reviewed	October 3, 2023
Prior Revised Dates	9/13/2021

Parliamentary Authority

All Board meetings shall be conducted in an orderly and business-like manner. Robert's Rules of Order, Newly Revised, including group rules shall guide the Board in its deliberations in all cases in which it is not inconsistent with law, state regulations or Board procedures.[\[1\]](#)[\[2\]](#)

Quorum

A quorum shall be five (5) school directors present at a meeting. No business shall be transacted at a meeting without a quorum, but the school directors present at such a meeting may adjourn to another time.[\[3\]](#)

Remote Board Meetings

In extenuating circumstances, such as a health and safety emergency in the school community, the Board may choose to conduct a remote Board meeting.[\[4\]](#)

During a remote Board meeting, the public will be able to participate by using a remote meeting platform that will allow for connection by any member of the public and provide a mechanism for attendees to indicate that they would like to speak and offer comment during any public comment portion of the meeting.

Presiding Officer

The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. In the absence, disability or disqualification of both the President and Vice-President, the Assistant Secretary shall act instead. If none of the officers are present, a school director shall be elected President pro tempore by a majority of those present and voting to preside at that meeting only. Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

Meeting Notifications

Notice of all open Board meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and posting of such notice at the administrative offices of the Board.[\[9\]](#)[\[10\]](#)

1. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.[\[9\]](#)[\[10\]](#)
2. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.[\[9\]](#)[\[10\]](#)
3. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.[\[9\]](#)[\[10\]](#)
4. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of the meeting and sending copies of such notice to interested parties.[\[9\]](#)
5. Notice of all open meetings shall be given to any newspaper(s) circulating in Allegheny County and any radio or television station which so requests. Notice of all open meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.[\[10\]](#)

Notice of all rescheduled meetings and special meetings shall be given to each school director no later than twenty-four (24) hours prior to the time of the meeting.[\[10\]](#)[\[11\]](#)

Agenda Notifications

The agenda, together with all relevant reports, shall be provided to each school director at least three (3) days before the meeting.

If the agenda includes an item of business related to removal of an officer of the Board, the agenda shall be provided to each school director at least seven (7) days before the meeting.

The district shall publicly post the agenda for all open meetings of the Board or Board committees at which deliberation or official action may take place no later than twenty-four (24) hours prior to the time of the meeting, as follows:[\[10\]](#)

1. On the district's website.
2. At the location of the meeting.
3. At the district's administrative office.

The posted agenda shall list each matter of agency business that will or may be the subject of deliberation or official action at the meeting.[\[10\]](#)

Agenda Preparation

It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business anticipated to come before the Board at each open meeting.

Order of Business

The order of business for regular meetings shall be as follows, unless altered by the President or a majority of those present and voting:

Call to Order/Pledge of Allegiance
Roll Call
Guests
Student Council Representative
Superintendent's Report
Solicitor's Report
Approval of Minutes
Public Comments on Agenda Items
Old Business
New Business
Facilities/Transportation
Finance
Instruction
Legislation/Policy
Personnel
Operations/Cooperative Services
Public Comments on Matters of Concern
Fox Chapel Education Association
Adjournment

Additions to the Agenda

The Board may deliberate or take official action on matters not included in a posted agenda only under the following circumstances:[\[12\]](#)

Emergencies – The matter of business relates to a real or potential emergency involving a clear and present danger to life or property.[\[9\]](#)[\[12\]](#)

Business Arising Within Twenty-Four (24) Hours Prior to the Meeting – The matter of business has arisen within twenty-four (24) hours prior to the meeting, is de minimis (minor) in nature, and does not involve the expenditure of funds or entering into a contract or agreement.
[\[12\]](#)

Business Raised by Residents or Taxpayers During the Meeting – When a matter of Board business is raised by a resident or taxpayer during a meeting:[\[12\]](#)[\[13\]](#)

1. The Board may take official action to refer the matter to staff, if applicable, to conduct research and include on a future Board meeting agenda; or
2. If the matter is de minimis (minor) in nature and does not involve the expenditure of funds or entering into a contract or agreement, the Board may take official action on the matter.

Majority Vote – During a meeting, the Board may add a matter of business to the posted agenda by a majority vote of the school directors present and voting. The reason for adding an item to the posted agenda must be announced at the meeting before conducting the vote. Once announced and approved by majority vote, the Board may take official action on the item of business. The agenda shall be amended to reflect the new item of business and the amended agenda shall be posted to the district's website and at the administrative office no later than the first business day following the meeting at which the agenda was amended. The unanimous consent procedure may not be used in place of majority vote for this purpose.[\[12\]](#)

The public posting of agenda requirements and rules for adding items to a posted agenda apply to both regular and special open meetings of the Board. These requirements and rules do not apply to: [\[10\]](#)[\[12\]](#)[\[14\]](#).

1. Conference sessions.
2. Executive sessions.

Regular Meetings

Regular Board meetings shall be open and shall be held at specified places at least once every two (2) months. [\[2\]](#)[\[15\]](#)

Special Meetings

Special meetings may be called for special or general purposes and shall be open except when conducted as an executive session for purposes authorized by law. [\[2\]](#)[\[6\]](#)[\[11\]](#)[\[16\]](#)

The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) school directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the school directors. [\[6\]](#)

The order of business for special meetings shall be determined according to the stated purpose of the special meeting.

No business shall be transacted at any special meeting except that named in the call sent to school directors for such special meeting. [\[11\]](#)

Public Participation

At each open Board meeting, prior to official action by the Board, an opportunity shall be provided for public comment in accordance with law and Board procedures and policy. [\[2\]](#)[\[13\]](#)

Voting

All motions shall require for adoption a majority vote of those school directors present and voting, except as provided by statute or Board procedures.

All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another school director.

Special Voting Requirements –

**Indicates actions for which the minutes also must reflect how each school director voted.*

1. Actions requiring the unanimous affirmative vote of all members of the Board remaining in office:
 - a. Appoint as Board Secretary a former school director who has resigned, before the expiration of the term for which the member was elected. **[\[17\]](#)[\[18\]](#)*
 - b. Appoint as solicitor a former school director who has resigned, before the expiration of the term for which the director was elected. **[\[17\]](#)[\[18\]](#)*
2. Actions requiring the affirmative votes of two-thirds of the full membership of the Board:

- a. Transferring, during the first three (3) months of the fiscal year, budgeted funds set apart or appropriated to a particular item of expenditure.*[\[18\]](#)[\[19\]](#)[\[20\]](#)
 - b. Adding or increasing appropriations to meet an emergency or catastrophe.*[\[18\]](#)[\[20\]](#)
 - c. Hiring as a teacher a former school director who has resigned, before the expiration of the term for which the director was elected.*[\[17\]](#)[\[18\]](#)
 - d. Conveying land or buildings to certain charities or other public agencies without following prescribed valuation procedures or with more favorable financing.*[\[18\]](#)[\[21\]](#)
 - e. Incurring temporary debt.*[\[20\]](#)[\[23\]](#)
 - f. Dismissing a tenured professional employee after a hearing.*[\[18\]](#)[\[24\]](#)
 - g. Borrowing in anticipation of current revenue.*[\[18\]](#)[\[25\]](#)
 - h. **Adopting or changing textbooks without the recommendation of the Superintendent.*** [\[17\]](#)[\[25\]](#)
3. Actions requiring the affirmative votes of a majority of the full membership of the Board:
- a. Fixing the length of the school term.*[\[18\]](#)
 - b. Adopting textbooks recommended by the Superintendent.*[\[18\]](#)[\[27\]](#)
 - c. Appointing the district Superintendent and Assistant Superintendent(s).*[\[18\]](#)[\[28\]](#)[\[29\]](#)
 - d. Appointing teachers and principals.*[\[18\]](#)
 - e. Adopting the annual budget.*[\[18\]](#)[\[30\]](#)
 - f. Appointing tax collectors and other appointees.*[\[18\]](#)[\[31\]](#)[\[32\]](#)
 - g. Levying and assessing taxes.*[\[18\]](#)[\[33\]](#)
 - h. Purchasing, selling, or condemning land.*[\[18\]](#)
 - i. Locating new buildings or changing the location of old ones.*[\[18\]](#)
 - j. Creating or increasing any indebtedness.*[\[18\]](#)
 - k. Adopting planned instruction.[\[18\]](#)[\[34\]](#)
 - l. Establishing additional schools or departments.*[\[18\]](#)
 - m. Designating depositories for school funds.*[\[18\]](#)[\[35\]](#)[\[36\]](#)
 - n. Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.*[\[18\]](#)[\[20\]](#)
 - o. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to bid requirements).*[\[18\]](#)[\[37\]](#)
 - p. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.*[\[18\]](#)

- q. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.*[\[18\]](#)
- r. Dismissing, after a hearing, a Superintendent, Assistant Superintendent or non-tenured teacher.*[\[18\]](#)[\[38\]](#)[\[39\]](#)
- s. Determining the location and amount of any real estate required by the school district for school purposes.*[\[18\]](#)[\[40\]](#)
- t. Vacating and abandoning property to which the Board has title.*[\[18\]](#)[\[41\]](#)
- u. Determining the holidays, other than those provided by statute, to be observed by special exercises and those on which the schools shall be closed for the whole day.[\[42\]](#)
- v. Appointing a school director to fill a vacancy on the Board.*[\[18\]](#)[\[43\]](#)
- w. Calling a special meeting when the President has failed to do so after written request of three (3) members of the Board.[\[6\]](#)
- x. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.[\[44\]](#)
- y. Adopting, amending or repealing Board procedures and policy.[\[45\]](#)
- z. **Approve or denying a charter school application.*** [\[44\]](#)
- aa. **Approve or denying a multiple charter school organization application.*** [\[45\]](#)
- ab. **Establishing joint schools or departments.***[\[46\]](#)

Abstention from Voting

A school director shall be required to abstain from voting when the issue involves either one of the following:

1. Conflict of interest under the Ethics Act.[\[47\]](#)[\[48\]](#)[\[49\]](#)

Prior to the vote being taken, the school director shall verbally disclose the nature of the conflict in public, and shall also provide the Board Secretary with a written memorandum stating the nature of the conflict, which shall be attached to the Board minutes as a public record.

Conflict of interest - use by a public official of the authority of their office or any confidential information received through holding public office for the private pecuniary benefit of the public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated. The term does not include an action having a de minimis economic impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated.[\[47\]](#)

De minimis economic impact – an economic consequence which has an insignificant effect.[\[47\]](#)

Immediate family – parent, spouse, child, brother or sister.[\[47\]](#)

Business with which associated – any business in which the person or a member of the person's immediate family is a director, officer, owner, employee or has a financial interest. [\[47\]](#)

2. Relative recommended for appointment to or dismissal from a teaching position. [\[24\]](#)[\[50\]](#)

Relative – father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.

The Board is encouraged to seek the guidance of the district solicitor or the State Ethics Commission for questions related to conflict of interest. [\[48\]](#)[\[49\]](#)

Minutes

The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show: [\[51\]](#)[\[52\]](#)

1. Date, place, and time of the meeting.
2. Names of school directors present.
3. Presiding officer.
4. Substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken. [\[53\]](#)
7. Names of all residents who appeared officially and the subject of their testimony.
8. Any matter added to a posted agenda, including the substance of the matter, the announced reason and the recorded vote, where applicable. [\[10\]](#)[\[12\]](#)

The Board Secretary shall provide each school director with a copy of the minutes of the last voting meeting prior to the next voting meeting. [\[1\]](#)

The minutes of Board voting meetings shall be approved at the next succeeding voting meeting and signed by the Board Secretary. [\[54\]](#)

Notations and any tape or audiovisual recordings shall not be the official record of an open Board meeting but may be available for public access, upon request made in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the district's records retention schedule. [\[1\]](#)[\[55\]](#)[\[56\]](#)

Recess/Reconvene

The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy. [\[9\]](#)[\[10\]](#)[\[57\]](#)

Executive Session

The Board may hold an executive session, which is not an open meeting, before; during; at the conclusion of an open meeting; or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session.[\[14\]](#)[\[16\]](#)[\[58\]](#)

The Board may discuss the following matters in executive session:

1. Employment issues.
2. Labor relations.
3. Purchase or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.
5. Matters that must be conducted in private to protect a lawful privilege or confidentiality.
6. School safety and security, of a nature that if conducted in public, would:[\[16\]](#)
 - a. Be reasonably likely to impair the effectiveness of school safety measures.
 - b. Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility or information storage system.

Official actions based on discussions held in executive session shall be taken at an open meeting.

Work Sessions

The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with Board procedures.[\[2\]](#)[\[57\]](#)

A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by school directors. Public notice of the meeting shall be made in accordance with Board procedures.

The Board Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with Board procedures.[\[9\]](#)[\[10\]](#)[\[57\]](#)

Committee Meetings

Standing committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by members of the committee.[\[9\]](#)[\[10\]](#)[\[57\]](#)

A majority of the total membership of a committee shall constitute a quorum.

Unless held as an executive session, standing committee meetings shall be open to the public, other school directors, and the Superintendent.[\[2\]](#)

A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of an area under discussion.

Legal

[1. 24 P.S. 407](#)

[2. 65 Pa. C.S.A. 701 et seq](#)

[3. 24 P.S. 422](#)

4. Pol. 006.1

[5. 24 P.S. 405](#)

[6. 24 P.S. 426](#)

[7. 24 P.S. 427](#)

[8. 24 P.S. 428](#)

[9. 65 Pa. C.S.A. 703](#)

[10. 65 Pa. C.S.A. 709](#)

[11. 24 P.S. 423](#)

[12. 65 Pa. C.S.A. 712.1](#)

13. Pol. 903

[14. 65 Pa. C.S.A. 707](#)

[15. 24 P.S. 421](#)

[16. 24 P.S. 425](#)

[17. 24 P.S. 324](#)

[18. 24 P.S. 508](#)

[19. 24 P.S. 609](#)

[20. 24 P.S. 687](#)

[21. 24 P.S. 707](#)

[22. 24 P.S. 671](#)

[23. 24 P.S. 634](#)

[24. 24 P.S. 1129](#)

[25. 24 P.S. 640](#)

[26. 24 P.S. 803](#)

27. Pol. 108

[28. 24 P.S. 1071](#)

[29. 24 P.S. 1076](#)

30. Pol. 604

31. Pol. 005

32. Pol. 606

33. Pol. 605

34. Pol. 107

[35. 24 P.S. 621](#)

36. Pol. 608

37. Pol. 610

[38. 24 P.S. 1080](#)

[39. 24 P.S. 514](#)

[40. 24 P.S. 702](#)

[41. 24 P.S. 708](#)

[42. 24 P.S. 1503](#)

[43. 24 P.S. 315](#)

44. Pol. 004

45. Pol. 003

[46. 24 P.S. 224](#)

[47. 65 Pa. C.S.A. 1102](#)

[48. 65 Pa. C.S.A. 1103](#)

49. Pol. 827

[50. 24 P.S. 1111](#)

[51. 24 P.S. 518](#)

[52. 65 Pa. C.S.A. 706](#)

[53. 65 Pa. C.S.A. 705](#)

[54. 24 P.S. 433](#)

55. Pol. 800

56. Pol. 801

57. Pol. 006

[58. 65 Pa. C.S.A. 708](#)

[24 P.S. 408](#)

[24 P.S. 1075](#)

[24 P.S. 1077](#)

[65 Pa. C.S.A. 1101 et seq](#)

Pol. 612

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	100 Programs
Title	Home Education Programs
Code	137
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	December 4, 2023
Last Reviewed	October 3, 2023
Prior Revised Dates	8/17/2015, 12/5/2022

Authority

Home education programs for students of compulsory school age residing in the school district shall be conducted in accordance with state law and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Definitions

Appropriate education - a program consisting of instruction in the required subjects for the time required by law and in which the student demonstrates sustained progress in the overall program.[\[2\]](#)

Hearing examiner - shall not be an officer, employee or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program.

Home education program - a program conducted in compliance with law by the parent/guardian or person having legal custody of a child. A home education program shall not be considered a nonpublic school under the provisions of law.

Supervisor - the parent/guardian or person having legal custody of a child who is responsible for providing instruction, provided that such person has a high school diploma or its equivalent.

Delegation of Responsibility

The Superintendent or designee shall develop and distribute administrative regulations for registering home education programs **and maintaining appropriate records in accordance with law.**[\[2\]](#)

Guidelines

Notarized Affidavit

Prior to the commencement of the home education program, and annually thereafter on **or before** August 1, the parent/guardian or other person having legal custody of the child or children shall file a notarized affidavit with the Superintendent, **which contains certification that the supervisor of the home education program and all adults living in the home and persons having legal custody of a child or children in the home education program have not been convicted of criminal offenses enumerated in School Code, in accordance with law. The affidavit shall include all** information required by law.[\[2\]](#)

Instructional Program

The instructional program for home education students shall include such courses as required by law.[\[2\]](#)[\[4\]](#)[\[5\]](#)

Loan of Instructional Materials

At the request of the supervisor, the district shall lend to the home education program copies of the school's planned courses, textbooks and curriculum materials appropriate to the student's age and grade level.[\[2\]](#)

Student Portfolio and Evaluations

For each student participating in a home education program, the supervisor shall:[\[2\]](#)

1. Maintain a portfolio of records and materials, **in accordance with applicable law.**
2. Provide an annual written evaluation of the student's educational progress, **in accordance with the provisions of applicable law.**

Graduation Requirements

The following minimum courses in grades 9 through 12 are established as a requirement for graduation in a home education program: four (4) years of English; three (3) years of mathematics; three (3) years of science; three (3) years of social studies; and two (2) years of arts and humanities.[\[2\]](#)

Diplomas

Students who complete all of the graduation requirements of the home education program shall receive a high school diploma issued by the supervisor or an approved diploma-granting organization.[\[2\]](#)

Students With Disabilities

A home education program meets compulsory attendance requirements for a student with a disability only when the program addresses the specific needs of the student and is approved by a teacher with a valid Pennsylvania certificate to teach special education, a licensed clinical psychologist or a certified school psychologist. Written notice of such approval must be submitted with the required affidavit.[\[1\]](#)

The supervisor may request that the school district or intermediate unit of residence provide services that address the specific needs of a student with a disability.[\[1\]](#)

When the provision of services is agreed to by both the supervisor and the school district or intermediate unit, all services shall be provided in **public** schools or in a private school licensed to provide such programs and services.[\[1\]](#)

Appropriate Education/Compliance

A home education evaluator shall certify that an appropriate education is occurring in the home education program. The supervisor shall submit the certification to the Superintendent by June 30 of each year. If the supervisor fails to submit the certification, the Superintendent shall send a letter to the supervisor notifying the supervisor that **they have** ten (10) days to submit the certification.[\[2\]](#)

If the Superintendent has a reasonable belief at any time during the school year that appropriate education may not be occurring in the home education program, **the Superintendent** may submit a letter to the supervisor requiring an evaluation **to** be conducted and that an evaluator's certification stating that an appropriate education is occurring **shall** be submitted to the district by the supervisor within thirty (30) days. The letter shall include the basis for the Superintendent's reasonable belief.[\[2\]](#)

If the Superintendent has a reasonable belief that the home education program is out of compliance, **the Superintendent** shall submit a letter to the supervisor requiring a certification **to** be submitted within thirty (30) days indicating the program is in compliance. The letter shall include the basis for the Superintendent's reasonable belief.[\[2\]](#)

As required by law, all letters shall be sent by certified mail, return receipt requested, and the time for submission of the requested documentation begins upon receipt of the letter.[\[2\]](#)

Hearings

If the supervisor fails to submit a certification as required, the Board shall provide a hearing by a qualified and impartial hearing examiner within thirty (30) days.[\[2\]](#)

If the hearing examiner finds that an appropriate education is not taking place in the home education program, the home education program will be determined out of compliance; and the student will be enrolled promptly in a **public** school, a nonpublic school or a licensed private academic school.[\[2\]](#)

If a home education program has been determined to be out of compliance, the supervisor or spouse of the supervisor of the home education program is prohibited by law from supervising a home education program for that child or children for a period of twelve (12) months from the date of such determination.[\[2\]](#)

Appeal

The supervisor or Superintendent may appeal the decision of the hearing examiner to the Secretary of Education, Commonwealth Court or Court of Common Pleas. The home education program may continue during the appeals process.[\[2\]](#)

Transfers

If a home education program is relocating to another Pennsylvania school district, the supervisor must request from the Superintendent a letter of transfer for the home education program. The request must be made by registered mail thirty (30) days prior to relocation.[\[2\]](#)

The Superintendent shall issue the letter of transfer within thirty (30) days after receipt of the supervisor's registered mail request.[\[2\]](#)

The supervisor shall file the letter of transfer with the Superintendent of the new district of residence.[\[2\]](#)

If a home education program is out of compliance, the Superintendent shall inform the home education supervisor and Superintendent of the new district of residence of this status and the reason for denial of the transfer letter.[\[2\]](#)

If a home education program is in hearing procedures, the Superintendent shall inform the home education supervisor, hearing examiner and Superintendent of the new district of residence of this status and the reason for denial of the transfer letter.[\[2\]](#)

If the Superintendent is informed of pending proceedings related to a home education program relocating **from a previous district** to **this** district, **the Superintendent** shall continue the home education program until the appeal process **in the previous district** is finalized.[\[2\]](#)

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Legal

[1. 24 P.S. 1327](#)

[2. 24 P.S. 1327.1](#)

[3. 22 PA Code 11.31a](#)

4. Pol. 137.2

5. Pol. 137.3

[24 P.S. 111](#)

[22 PA Code 11.33](#)

Pol. 137.1

Pol. 203

Pol. 209

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	100 Programs
Title	Extracurricular Participation by Home Education Students
Code	137.1
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	December 4, 2023
Last Reviewed	October 3, 2023
Prior Revised Dates	12/6/2021

Authority

The Board **approves** participation in the district's extracurricular activities and interscholastic athletic programs by a student enrolled in a home education program who meets all the **requirements** stated in **law and** Board policy.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The Board shall not provide individual transportation for students enrolled in home education programs who participate in the district's extracurricular activities or interscholastic athletic programs. When the district provides transportation to and from an away competition, game, event or exhibition and requires district students to use district transportation, home education students shall be required to use the transportation provided by the district.

Guidelines

Students attending home education programs shall be given an equal opportunity to compete for positions and participate in district extracurricular activities and interscholastic athletic programs, including, as applicable, Junior Reserve Officers' Training Corps (JROTC) units.[\[6\]](#)[\[7\]](#)[\[8\]](#)

A home education student may participate in extracurricular activities and interscholastic athletic programs only at the school building the student would be assigned to if the student was enrolled in the district.

Prior to trying-out or joining an activity, a home education student shall submit required documents and written verification of eligibility to the building principal or designee. **Verification may include, but not be limited to, attendance records, weekly grades or academic achievement or other documents demonstrating completion of eligibility criteria.**[\[1\]](#)

To be considered in attendance in accordance with Board policy, the home education student must participate in a full, normally scheduled academic program, in accordance with the planned home education program and submitted documentation.[\[5\]](#)[\[9\]](#)

The following conditions shall govern participation in the district's extracurricular activities and interscholastic athletic programs by home education students, who shall:

1. Be a resident of the district.
2. Meet the required eligibility criteria.[3][4]
3. Maintain appropriate insurance coverage, consistent with the coverage requirements for district students.[4]
4. Comply with Board policies and school rules and **administrative** regulations regarding extracurricular activities, interscholastic athletics, and student **conduct**. [3][4][10][11][12][13]
5. Comply with policies, rules and regulations, or their equivalent, of the activity's governing organization. [1][2]
6. Meet attendance and reporting requirements established for all participants of the activity or program. [9]
7. Meet the requirements for physical examinations and physical fitness and any height and/or weight restrictions. [1][4]
8. Comply with all requirements and directives of the district staff, coaches, **activity advisors** and administrators involved with the extracurricular activity or interscholastic athletic program.

Delegation of Responsibility

The **Superintendent** or designee shall **post information regarding the availability of the district's extracurricular activities and interscholastic athletics programs, as well as a copy of this Board policy, on the district's publicly available website and provide participation information upon request by students enrolled in home education programs or their parents/guardians.** [1]

The building principal or designee shall distribute **eligibility criteria** regarding student participation in extracurricular activities and interscholastic athletics, and information **on the dates and times of physical examinations or medical tests provided to students by the district. Such information shall be distributed through student handbooks, other publications and on the district's publicly available website.** [1]

The building principal or designee shall receive and review verification from the parent/guardian **or home education program supervisor** that a student has met and continues to meet the established eligibility criteria for an extracurricular activity or interscholastic athletic program.

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Legal

[1. 24 P.S. 1327.1](#)

[2. 24 P.S. 511](#)

3. Pol. 122

4. Pol. 123

5. Pol. 137

[6. 10 U.S.C. 2031](#)

7. Pol. 103

8. Pol. 103.1

9. Pol. 204

10. Pol. 218

11. Pol. 222

12. Pol. 227

13. Pol. 235

Pol. 137.2

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Supplemental Discipline Records
Code	216.1
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	December 4, 2023
Last Reviewed	October 3, 2023

Authority

The school district shall maintain required records concerning **students** adjudicated **delinquent** and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on, **or within 1,500 feet of**, school property.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Guidelines

Records/Information Regarding Students Who Have Been Adjudicated Delinquent

The building principal **or designee** shall receive from the court, through the juvenile probation **office**, information concerning the adjudication of an enrolled student. **The information may** include, **but not be limited to, the name and address of the student**, a description of **the** delinquent acts committed by the student **and the** disposition of the case. **If the student is adjudicated delinquent of a felony offense, the building principal or designee may receive additional information, including but not limited to juvenile** probation or treatment reports **pertaining to the adjudication**, prior delinquent history **and** the supervision plan. **Other information may be provided as deemed necessary by the juvenile probation office unless restricted by a court order or other applicable law or regulation.**[\[4\]](#)[\[5\]](#)

Upon receipt, the building principal or designee shall send a written acknowledgement to the juvenile probation office of the receipt of the information, including acknowledgement of the requirements and restrictions of the district regarding such information.[\[5\]](#)

The building principal **or designee shall** share this information with the student's teacher and the principal of another school to which the student may transfer. **The information shall be used for the limited purposes of protecting school personnel and students, and arranging for appropriate counseling and education for the student.**[\[4\]](#)[\[5\]](#)

The information may be used for school disciplinary decisions only if: the student was under the supervision of the Board at the time of the incident; the act(s) took place within 1,500 feet of school property; and the school has complied with all other statutory, regulatory and constitutional provisions relative to the imposition of school discipline.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

The information received from the juvenile probation office concerning an adjudicated student **shall** be maintained separately from the student's official school record.[\[4\]](#)[\[5\]](#)

Records Regarding Student Enrollment - Sworn Statement or Affirmation Related to Disciplinary Exclusions

Upon registration and prior to admission to the school district, the parent/guardian or person having charge of the student shall provide a **signed** sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school for an offense involving weapons, alcohol or drugs; willful infliction of injury to another person; **sexual assault**; or any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons.[\[1\]](#)[\[8\]](#)[\[10\]](#)[\[11\]](#)

The sworn statement or affirmation shall include the signature of the parent/guardian or person having charge of the student and they shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree.[\[1\]](#)

This registration statement shall be maintained as part of the student's disciplinary record.

Transfer of Disciplinary Records

Transfer Into the District -

When a student transfers to a district school from another school district, a nonpublic school, or other school within this district, the district shall request a certified copy of the student's disciplinary record from the school from which the student is transferring. The sending school shall have ten (10) days from receipt of the request to provide the disciplinary record. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law **and Board policy**.[\[2\]](#)[\[12\]](#)

Transfer From the District -

When a student transfers from a district school to another school district, a nonpublic school or other school within the district, the district shall transmit a certified copy of the student's disciplinary record within ten (10) days of receiving the request from the school to which the student has transferred. **A copy of the notice initially provided by the juvenile probation office to the district shall also be provided to the school to which the student has transferred.**[\[5\]](#)

The building principal or designee shall maintain a log of all individuals from other school districts to whom this information is subsequently provided, and shall inform the juvenile probation office upon providing this information to officials from other schools outside the district.[\[5\]](#)

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Legal

[1. 24 P.S. 1304-A](#)

[2. 24 P.S. 1305-A](#)

[3. 24 P.S. 1307-A](#)

[4. 42 Pa. C.S.A. 6341](#)

[5. 237 PA Code Rule 163](#)

6. Pol. 113.1

7. Pol. 218

8. Pol. 218.3

9. Pol. 233

[10. 24 P.S. 1318.1](#)

11. Pol. 200

12. Pol. 216

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

[20 U.S.C. 7118](#)

Pol. 113.4

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Use of Motor Vehicles
Code	223
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	December 4, 2023
Last Reviewed	October 3, 2023

Purpose

The Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility by parents/guardians and students.

Authority

The Board shall permit the use of motor vehicles by secondary students in accordance with district administrative regulations, provided that such students have followed established procedures and obtained the required permit and have been granted permission by the building principal to drive a motor vehicle on school grounds.[\[1\]](#)

The Board prohibits the use of skateboards, mini-bikes, motorcycles, ATVs, and unauthorized vehicles on school property.

The Board shall not be responsible for motor vehicles that are lost, stolen, or damaged, or for injuries arising from their use.

Delegation of Responsibility

The **building principal** or designee shall **disseminate administrative** regulations for operating and parking of **authorized** motor vehicles to affected students.

The building principal or designee shall establish standards for granting permits, which contain the warning that infraction of rules may result in revocation of the permit.

Legal [1. 24 P.S. 779](#)
 [2. 24 P.S. 1519](#)
 [24 P.S. 510](#)

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Students Experiencing Homelessness, Foster Care and Other Educational Instability
Code	251
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	December 4, 2023
Last Reviewed	October 3, 2023
Prior Revised Dates	1/9/2017, 5/8/2023

Purpose

The Board recognizes the challenges encountered by students experiencing homelessness, foster care and other educational instability. The Board is committed to facilitating the immediate enrollment; eliminating barriers to the attendance, education and graduation; and providing additional supports in compliance with federal and state laws, regulations and Board policy, for such students.[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]\[8\]](#)

Authority

The Board directs the district to collaborate with school staff, other school districts, local agencies and other entities in supporting the needs of students experiencing educational instability.

The Board shall ensure that students experiencing educational instability have equal access to the same educational programs, activities and services provided to other district students.[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]](#)

The Board authorizes the Superintendent to waive specific requirements in Board policies, procedures and administrative regulations to the extent that they create barriers for the enrollment and attendance of students experiencing educational instability. Such waivers include, but are not limited to, requirements regarding:[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]](#)

1. Dress code.[\[9\]](#)
2. Transportation.[\[10\]](#)
3. School-sponsored or extracurricular activities for which students meet placement and qualification requirements, including, but not limited to, clubs, athletics, performing arts, class trips, social events, career and technical education, internships and specialized classes.[\[11\]\[12\]\[13\]\[14\]\[15\]\[16\]\[17\]](#)
4. Fees related to school-sponsored or extracurricular activity participation fees, and other fees including, but not limited to, school identification (badges, cards, etc.), uniforms,

materials, lost or damaged items, athletic physical exams, parking or driving, food services, library, locker or padlock rental or replacement, summer school or credit recovery, technology and graduation regalia.[9][13][14][15][18][19][20][21][22]

5. Graduation.[19]

6. Registration deadlines.

It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on their status as a student experiencing educational instability.

Definitions

Student Experiencing Educational Instability means a student who has experienced one (1) or more changes in school enrollment during a single school year due to any of the following:[4]

1. Homelessness.[1][3][7]
2. An adjudication of:[23][24]
 - a. Dependency relating to child protective services and juvenile matters;
 - b. Delinquency, if disclosed by the student's parent/guardian; or
 - c. As part of court-ordered services under a voluntary placement or custody agreement.

A student experiencing foster care may also qualify as a student experiencing educational instability as defined above, if such circumstances apply.[25]

Enroll or **Enrollment** means attending classes and participating fully in school activities.[26]

Additional costs means the difference between what the district spends to transport a resident student to the student's assigned school and the cost to transport a child in foster care to the child's school of origin.

Foster care means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption or whether there is federal matching of any payments that are made. [25]

Homeless children and youths means individuals who lack a fixed, regular and adequate nighttime residence, and includes:[26]

1. Children and youths who are:
 - a. Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
 - b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
 - c. Living in emergency, transitional or domestic violence shelters; or

- d. Abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
4. Migratory children who qualify as homeless because they are living in circumstances described above; and
5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

School of origin is the school in which the student experiencing educational instability was last enrolled.

- The school of origin for a *homeless child or youth* - the last school in which the homeless child or youth was enrolled when permanently housed or the school in which the homeless child or youth was last enrolled, including preschool.[\[27\]](#)
- The school of origin for a *child in foster care* - the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin is the school the child is attending immediately prior to each change in placement.[\[8\]](#)
- When the homeless child or youth, or child in foster care, completes the final grade level served by the school of origin, the school of origin shall become the designated receiving school at the next grade level for all feeder schools.

Unaccompanied youth means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.[\[26\]](#)

Delegation of Responsibility

The Board designates the Homeless Child or Youth Liaison to serve as the district's point of contact for students experiencing educational instability.[\[4\]](#)[\[5\]](#)[\[27\]](#)

The name and contact information of the district's point of contact shall be included in the student's education records and provided to the student's education decision maker.[\[4\]](#)

The district's point of contact shall ensure outreach and coordination with the following, as appropriate to each individual student's needs:[\[4\]](#)[\[5\]](#)[\[27\]](#)

1. Local children and youth agency to:
 - a. Establish formal mechanisms to ensure that the district is promptly notified when a child enters foster care or changes foster care placements;
 - b. Develop a protocol on how to make best interest determinations; and
 - c. Develop and coordinate transportation procedures.
2. Other local service agencies and entities that provide services to students experiencing educational instability.

3. Other school districts on issues of prompt identification, transfer of records, transportation and other inter-district activities.
4. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[11][28]
5. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's point of contact, in consultation with the school counselor, school social worker, home and school visitor or school psychologist and the student's Individualized Education Program (IEP) team or Section 504 Team, shall:[4]

1. Facilitate the student's expedited consultation with the school counselor or other mental health professionals, as appropriate.
2. Facilitate the prompt placement of the student in appropriate courses.
3. Connect the student with educational services that meet the student's specific needs.
4. Immediately request the prior school entity, county agency and the student's education decision maker to provide the complete student information and records, including an IEP or Section 504 service agreement, if applicable. Within ten (10) business days, the prior school entity located within Pennsylvania, including schools with residential placements, shall provide the requested information and records to ensure proper transfer of course credits, grades and an IEP or Section 504 service agreement, if applicable.
5. Develop and execute a graduation plan in collaboration with the student in grades nine (9) through twelve (12). The graduation plan shall be customized to meet the specific needs of the student and shall detail the courses necessary for on-time graduation and transition to postsecondary education or the workforce. The graduation plan shall be included in the student's education records.

Additional Responsibilities to Support Homeless Students -

The district's point of contact shall ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents/guardians of homeless children and youths, and unaccompanied youths, including schools and shelters. Such notice shall be provided in a manner and form understandable to the parents/guardians of homeless children and youths, and unaccompanied youths.[27]

The district's point of contact shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.[27]

Training

The district's point of contact shall provide professional development and training to school staff on the education needs of students experiencing educational instability.

Additional Training to Support Homeless Students -

The district's point of contact shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.[27]

The district's point of contact shall arrange professional development programs for school staff, including office staff.[27]

School personnel providing services to homeless children and youths, including school enrollment staff, shall receive professional development and support to:[27]

1. Improve identification of homeless children and youths and unaccompanied youths;
2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

Guidelines

Students enrolled in this district experiencing educational instability shall be provided support and services, as appropriate to each individual student's needs, in accordance with Board policy. [4]

Minimal documentation shall be required for a student experiencing educational instability to qualify for supports and services. Information used to determine that a student is experiencing educational instability may be confirmed verbally, in writing or by another manner by shelter providers, outreach workers, case managers, juvenile probation officers and others.

Parents/Guardians and students have the authority to determine what information shall be shared with the district.

Information related to the student's educational instability status shall be confidential and disclosed by the point of contact or other administrators only to other school staff who have a legitimate need to know unless authorized by the student or parent/guardian.[29][30]

Enrollment

Except when an unaccompanied youth or the parents/guardians of a homeless youth request otherwise, it shall be presumed that a student experiencing educational instability shall continue to be enrolled in their school of origin unless it is determined that it is not in the student's best interest to remain in the school of origin.[5][27]

In accordance with the homeless child's or youth's best interest, the district shall continue to enroll a homeless student in the student's school of origin within the district while the student remains homeless and through the end of the academic year in which the student obtains permanent housing.[27]

An unaccompanied youth or the parents/guardians of a homeless student may request enrollment in any grade-appropriate school within the district regardless of the district attendance area where the student is actually living or a school of origin in another district.[27]

The district's point of contact shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where the student will be enrolled.[27]

Best Interest Determination -

The best interest determination shall be made in accordance with federal and state laws and regulations, court orders and established local procedures.

In making a best interest determination, the district shall:[5][27]

1. In the case of a homeless child or unaccompanied youth, give priority to the request of the parent/guardian or unaccompanied youth.
2. Consider student-centered factors related to impact of mobility on achievement, education, appropriateness of the current educational setting, health and safety, and proximity to living arrangements including foster care placement.

The cost of transportation shall not be used as a factor in the best interest determination.

Documentation related to the best interest determination shall be maintained in the student's education record.[29][30]

Timeliness of Enrollment -

When a school receives a student experiencing educational instability, the school shall immediately enroll the student and begin instruction, even if:[4][5][7][29][30][31][32][33][34][35]

1. The student is unable to produce records normally required for enrollment.[27][31]
2. The application or enrollment deadline has passed.[27][31][32]

The district's point of contact shall immediately contact the school last attended by the student to obtain relevant academic or other records.[27]

The district may require a parent/guardian to submit contact information.

Grade Level Assignment -

If the district is unable to determine the student's grade level due to missing or incomplete records, the district may administer tests or utilize appropriate means to determine the student's assignment within the school.[36]

Dispute Resolution

If a dispute involving a student experiencing educational instability arises, the concern shall be addressed and/or resolved at the lowest appropriate level in accordance with Board policy, unless otherwise stated below.[37]

Dispute Resolution for Homeless Students -

If the district determines that it is not in the student's best interest to attend the school of origin or the school requested by the unaccompanied youth or parent/guardian, the district shall provide the unaccompanied youth or parent/guardian with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the unaccompanied youth or parent/guardian and shall include information regarding the right to appeal.[27]

If a dispute arises over eligibility, enrollment or school selection:[27]

1. The parent/guardian or unaccompanied youth shall be referred to the district's point of contact, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The district's point of contact shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

Dispute Resolution for Students in Foster Care -

If a dispute arises over the appropriate school placement for a child in foster care, to the extent feasible and appropriate, the child shall remain in their school of origin, pending resolution of the dispute.[\[2\]](#)[\[38\]](#)

A student who exited foster care will be immediately enrolled in the district where they are residing.

Education Records

Information about a student's educational instability shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information.[\[29\]](#)[\[30\]](#)[\[39\]](#)

The district may disclose personally identifiable information from the education records of a student without written consent of the parent/guardian or the eligible student if the disclosure is: [\[29\]](#)[\[30\]](#)[\[39\]](#)

1. To comply with a court order authorizing the disclosure of education records in a case where a parent is a party to a proceeding involving child abuse or neglect or a dependency matter.
2. To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records.

Comparable Services

Students experiencing educational instability shall be provided services comparable to those offered to other district students including, but not limited to:[\[3\]](#)[\[27\]](#)[\[40\]](#)

1. Transportation services.[\[10\]](#)
2. School nutrition programs.[\[21\]](#)
3. Career and technical education.[\[12\]](#)
4. Educational programs for which the student meets the eligibility criteria, such as:
 - a. Services provided under Title I or similar state or local programs.[\[41\]](#)
 - b. Programs for English Learners.[\[42\]](#)
 - c. Programs for students with disabilities.[\[11\]](#)
 - d. Programs for gifted and talented students.[\[16\]](#)

Transportation for Homeless Students -

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the district.[3][10][27]

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.[27]

Transportation for Students in Foster Care -

The district shall ensure that children in foster care needing transportation to their school of origin promptly receive transportation in a cost-effective manner.[6][10]

To ensure that transportation for children in foster care to their school of origin is provided, arranged, and funded, the district shall collaborate with the local children and youth agency to develop a local transportation plan.[6]

The transportation plan shall address the following:[6]

1. The procedure the district and local children and youth agency will follow to provide transportation for children in foster care in a cost-effective manner and in accordance with applicable law.[8]
2. How transportation costs will be covered if additional costs are incurred. Options include:
 - a. The local children and youth agency agrees to reimburse the district;
 - b. The district agrees to pay for the cost;[6]
 - c. The district and the local children and youth agency agree to share the costs; or
 - d. The district of origin, the district of foster residence, and the placing children and youth agency agree to share the costs.
3. Dispute resolution procedures to ensure that any disagreements regarding the cost of transportation are resolved promptly and fairly, and do not impact a student's ability to remain in the school of origin during the dispute resolution process.

The district shall submit the local transportation plan, including any updates or revisions, to the Pennsylvania Department of Education.

Transportation shall be provided to children in foster care in accordance with the local transportation plan regardless of whether transportation is provided to district students.

Course Credit and Graduation

The district shall ensure that each student experiencing educational instability in grades nine (9) through twelve (12) is provided with a graduation plan to facilitate the student's timely graduation. The graduation plan shall specify the courses and other requirements necessary for the student to graduate. The district's efforts to ensure that the student experiencing educational instability graduates in a timely manner may include:[4][5][6]

1. Waiving a specific course required for graduation if similar coursework has been satisfactorily completed in another school entity or the student has demonstrated competency in that content area. Evidence as to whether coursework has been satisfactorily completed and the amount of full or partial credit assigned, may be

determined through any of the following:[\[4\]](#)[\[19\]](#)

- a. Competency demonstration, which could include, but is not limited to:
 - i. Submission of an essay, presentation or project.
 - ii. Recognition that the student has already successfully completed a higher-level course, an experiential learning opportunity or internship that demonstrates competence in the content area.
 - b. Performance on an examination.
 - c. Successful completion of a career and technical education course.
 - d. Other evidence or method determined appropriate by the district.
2. If a specific course requirement cannot be waived, the district shall provide an alternative or modified course of study that is currently offered to students and that will assist the student with acquiring the required work or competency requirements by the anticipated graduation date.
 3. If, after considering full and partial course credits, waiving courses or providing alternative courses of study, the district determines that the student meets the established graduation requirements, the student shall be allowed to participate in the graduation ceremony and graduate with their peers.

If the student is determined not eligible for graduation, the district may request a high school diploma from the prior school entity. The prior school entity may issue a diploma if the student meets the prior school entity's graduation requirements.

Keystone Diploma –

In any school year for which demonstration of proficiency on a Keystone exam is required for graduation, a student who has successfully satisfied the graduation requirements may obtain a secondary school diploma known as the Keystone Diploma from the PA Department of Education, if both of the following provisions apply:[\[4\]](#)[\[43\]](#)

1. All other graduation options have been exhausted.
2. The student is unable to obtain a diploma from the student's prior or receiving school entity.

The district's point of contact shall assist the student in determining the student's eligibility for a Keystone Diploma and, if eligible, obtaining the Keystone Diploma from the PA Department of Education.[\[4\]](#)[\[43\]](#)

Students with Disabilities –

Students experiencing educational instability who have an IEP shall maintain the right to special education and the right to graduate either through attainment of credits or through the completion of the goals established in their IEP, **in accordance with applicable law, regulations, Board policy, administrative regulations and state guidance.**[\[11\]](#)[\[19\]](#)

Legal

[1. 22 PA Code 11.18](#)

[2. 24 P.S. 1305](#)

[3. 24 P.S. 1306](#)

[4. 24 P.S. 1331.1](#)
[5. 20 U.S.C. 6311](#)
[6. 20 U.S.C. 6312](#)
[7. 42 U.S.C. 11431 et seq](#)
[8. 42 U.S.C. 675](#)
9. Pol. 221
10. Pol. 810
11. Pol. 113
12. Pol. 115
13. Pol. 121
14. Pol. 122
15. Pol. 123
16. Pol. 114
17. Pol. 231
18. Pol. 124
19. Pol. 217
20. Pol. 223
21. Pol. 808
22. Pol. 110
[23. 23 Pa. C.S.A. 6301 et seq](#)
[24. 42 Pa. C.S.A. 6301 et seq](#)
[25. 45 CFR 1355.20](#)
[26. 42 U.S.C. 11434a](#)
[27. 42 U.S.C. 11432](#)
28. Pol. 103.1
29. Pol. 113.4
30. Pol. 216
31. Pol. 200
32. Pol. 201
33. Pol. 203
34. Pol. 204
35. Pol. 209
36. Pol. 206
37. Pol. 906
38. Pol. 202
[39. 20 U.S.C. 1232g](#)
40. Pol. 146
41. Pol. 918
42. Pol. 138
[43. 24 P.S. 121](#)

[20 U.S.C. 6301 et seq](#)

[22 PA Code 403.1](#)

[34 CFR Part 99](#)

[67 Fed. Reg. 10698](#)

PA Education for Homeless Children and Youth State Plan

[Basic Education Circular, August 1, 2022: Act 1 of 2022 - Assisting Students Experiencing Education Instability](#)

Ensuring Educational Stability for Foster Care Youth - Transportation Plan Guide

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	700 Property
Title	Service Animals in Schools
Code	718
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	December 4, 2023
Last Reviewed	October 3, 2023

Purpose

The Board adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from district programs, activities and services, and to ensure that the district does not discriminate on the basis of disability.

Definition

Service animal means any dog individually trained to do work or perform tasks for the benefit of an individual with a disability.[\[1\]](#)

Miniature horses may be utilized as service animals if:[\[2\]](#)

- 1. The miniature horse is individually trained to do work or perform tasks for the benefit of an individual with a disability.**
- 2. The facility can accommodate the type, size and weight of the miniature horse.**
- 3. The presence of the miniature horse does not compromise the safe operation of the facility.**

The work or tasks performed by a service animal shall be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.[\[1\]](#)

The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.[\[1\]](#)

Authority

The Board shall permit individuals with disabilities to use service animals in district buildings; on district property; and on vehicles that are owned, leased or controlled by the school district, **in accordance with this policy and applicable state and federal laws and regulations.**[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Guidelines

Admission of Service Animals to Schools

A student or an employee with a disability may submit a request to bring a service animal to school for educational or employment purposes. A student or employee seeking to bring a service animal to school must comply with the requirements as set forth in this policy and any administrative regulations governing this issue.

Parents/Guardians of students with disabilities may submit a request to the building principal for their student to bring a service animal to school. The building principal shall forward the request to the appropriate Section 504 or IEP team. The team shall gather the necessary information and evaluate the request to bring a service animal to school. Any service animal accompanying a student with a disability to school or school activities shall be handled and cared for in a manner detailed in the student's IEP or Section 504 Service Agreement.[\[7\]](#)[\[8\]](#)

Before a service animal shall be allowed in a district building, or on district property or vehicles, the district shall request the following documentation from the owner or handler of the animal:[\[6\]](#)

- 1. Verification of the need for a service animal.**[\[2\]](#)
- 2. Description of the function(s) the service animal is trained to perform in relation to the individual's disability.**[\[2\]](#)
- 3. Proof of current vaccinations and immunizations of the service animal.**[\[9\]](#)

Admission of Service Animals to Public Events

Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public. This right of access does not extend to the schools generally or to other activities that are not open to the general public.[\[2\]](#)[\[3\]](#)[\[10\]](#)

School administrators may inquire of the owner or handler of an animal whether the animal is required because of a disability and the specific tasks that the animal has been trained to perform, but shall not ask questions about an individual's disability.[\[2\]](#)

The district shall not require an owner or handler of a service animal to pay an extra charge for the animal to attend events for which a fee is charged.[\[2\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop **and disseminate** administrative regulations to implement Board policy and accommodate individuals with disabilities requesting use of a service animal in district buildings and on district property and vehicles.

The designated administrator shall ensure that all individuals involved in a situation where a service animal will regularly accompany an individual in district buildings or on district property or vehicles are informed of the Board policy and administrative regulations governing this issue. Involved individuals can include administrators, appropriate employees, student and parent/guardian.

The owner or handler of a service animal shall be solely responsible for:

- 1. Supervision and care of the animal, including any feeding, exercising, clean up and stain removal.[\[2\]](#)**
- 2. Control of the animal at all times through the use of a harness, leash, tether or by other effective means.**
- 3. Damages to district buildings, property and vehicles caused by the animal.**
- 4. Injuries to students, employees, volunteers and visitors caused by the animal.**
- 5. Annual submission of documentation of vaccinations and immunizations.**

The building principal shall receive and forward to the Superintendent or designee each completed request by an individual with a disability to be accompanied by a service animal. The Superintendent or designee shall respond to the request.

District administrators may exclude a service animal from district buildings, property and vehicles under the following circumstances:

- 1. Presence of the animal poses a direct threat to the health and safety of others.**
- 2. Owner or handler is unable to control the animal.**
- 3. Animal is not housebroken.**
- 4. Presence of the animal would require a fundamental alteration to the program.**

Any individual with a service animal who is aggrieved by a decision to exclude, limit or remove a service animal may appeal that decision in accordance with applicable Board policy. The appeal must be in writing and provide detailed information regarding the basis of the appeal.[\[7\]](#)[\[11\]](#)[\[12\]](#)

Legal

[1. 28 CFR 35.104](#)

[2. 28 CFR 35.136](#)

[3. 43 P.S. 953](#)

[4. 29 U.S.C. 794](#)

[5. 42 U.S.C. 12101 et seq](#)

[6. 28 CFR 35.130](#)

7. Pol. 103.1

8. Pol. 113

[9. 3 P.S. 455.1 et seq](#)

10. Pol. 904

11. Pol. 104

12. Pol. 906

[28 CFR Part 35](#)

[29 CFR Part 1630](#)

Pol. 103

Pol. 707

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	800 Operations
Title	Records Management
Code	800
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	December 4, 2023
Last Reviewed	October 3, 2023
Prior Revised Dates	4/13/2015

Purpose

The Board recognizes the importance of establishing and maintaining a Records Management Plan that defines district staff responsibilities and complies with federal and state laws and regulations.

Authority

The Board shall retain, as a permanent record of the district, Board minutes, annual auditor's reports and annual financial reports. All other financial records, including financial account books, orders, bills, contracts, invoices, receipts and purchase orders, shall be retained by the district for a period of not less than six (6) years.[\[1\]](#)

All other district records shall be retained in accordance with state and federal law and regulations and the district Records Management Plan approved by the Board.

The district shall make a good faith effort to comply with all proper requests for record production. Selective destruction of records in anticipation of litigation is forbidden.[\[2\]](#)[\[3\]](#)

Definitions

Electronic Mail (Email) System - a system that enables users to compose, transmit, receive and manage text and/or graphic electronic messages and images across local area networks and through gateways connecting other networks. This information consists primarily of messages but may include attachments such as calendars, directories, distribution lists, word processing documents, spreadsheets, and other electronic documents.

Litigation Hold - a communication ordering that all records and data relating to **an issue** being addressed by current or **potential** litigation **or investigation** be preserved for possible production **during** the litigation **or investigation**.

Records - information, regardless of physical form or characteristics, that documents a transaction or activity of the district and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the district. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically and a data-processed or image-processed document.^[4]

Records Management Plan - the system implemented by the district for the **storage**, retention, retrieval, and disposition of all records generated by district operations.

Records Retention Schedule - a comprehensive listing stating retention periods and proper disposition of records.

Delegation of Responsibility

Any individual responsible for the collection, maintenance and/or security of records on behalf of the district shall comply with state and federal laws and regulations, Board policies, district procedures and the Records Management Plan.

Records Coordinator

In order to maintain a Records Management Plan that complies with federal and state laws and regulations and Board policy, the Board designates the Board Secretary as the district's Records Coordinator **who shall serve as the chairperson of the Records Management Committee.**

The Records Coordinator shall be responsible to:

1. Ensure that training appropriate to the user's position and level of responsibility is provided. Such training may include:
 - a. Operation, care and handling of the equipment and software.
 - b. Requirements of the Records Retention Schedule.
 - c. Protocols for preserving and categorizing district records.
 - d. **Procedures and responsibilities of district staff in the event of a litigation hold.**
 - e. Identification of what is and what is not a record.
 - f. Disposal of records.
2. Review the Records Management Plan periodically to ensure that record descriptions and retention periods are updated as necessary.
3. Identify, when the retention period expires, the specific records to be disposed of and ensure that all identified records are properly disposed of at least annually or at other regular intervals.

Records Management Committee

A committee responsible for the development and recommendation of the district's Records Management Plan shall be established by the Board. The Records Management Committee shall give primary consideration to the most efficient and economical means of implementing the recommended Plan. Members of the Committee shall include the:

1. Open Records Officer.[5]
2. Superintendent.
3. Board Secretary.[6]
4. District solicitor.
5. Information Technology Director or designee.

The Records Management Committee shall meet periodically to evaluate the effectiveness and implementation of the Records Management Plan and recommend changes as needed.

Guidelines

Records Management Plan

The district's Records Management Plan shall be the principal means for the **storage**, retention, retrieval, and disposition of manual and electronic records, including emails. The Plan shall not rely primarily on backup systems to manage the retention and disposition of records.

The Records Management Plan shall include:

1. Comprehensive listing of records and data of the district.
2. Criteria to distinguish records of the school district from the supplemental personal records of individual employees.[7][8]
3. System(s) of records storage and retrieval to be used, including in what form the records will be stored, maintained, reproduced, and disposed.
4. Preservation measures to protect the integrity of records **and reduce the risk of a data breach. Such measures shall include encryption or other appropriate security procedures.**[9][10][11]
5. Data map or flow chart detailing the sources, routes, and destinations of electronic records.
6. Procedures and employee(s) designated for determining whether an item is a record.
7. Procedures for adding, revising or deleting records and data, and any other details necessary to implement the Records Management Plan.
8. Records Retention Schedule.
9. Provisions for the storage and retrieval of records in the event of an emergency or disaster. [11]
10. **Staff** positions authorized to access district records.
11. Procedures to be implemented in the event of a litigation hold that immediately suspends disposition of all records relevant to the current or potential claim. Such procedures shall specify:
 - a. Who can initiate a litigation hold.

- b. How and to whom a litigation hold is communicated.
- c. Who will determine which records are subject to the litigation hold.
- d. Who will be responsible for collecting and preserving such records **and data**.
- e. **Who will be responsible for monitoring and ensuring the district's compliance with the litigation hold.**
- f. In what format the records will be collected.

When possible, records and data shall be stored in their original form, including metadata, such as creation date, author, type of file, etc.

For any record not covered by the **Records** Retention Schedule, the Records Management Committee shall determine how long the record shall be kept and recommend any necessary revisions to the retention schedule.

The district shall **store**, maintain and dispose of records in a manner that protects any sensitive, proprietary or confidential information or individual privacy rights, and helps conserve natural resources.

Manual Records

Manual records, which include all records not stored electronically, shall be retained and disposed of in accordance with the Records Management Plan.

Manual records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The district shall develop and maintain adequate and up-to-date documentation about each manual record system. Documentation may:

1. List system title and responsible employee(s) or office.
2. Define the contents of the system, including record formats.
3. Identify vital records and information.
4. Determine restrictions on access and use.

Electronic Records

Electronic records shall be retained and disposed of in the same manner as records in other formats and in accordance with the Records Management Plan.

Electronic records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The district shall develop and maintain adequate and up-to-date documentation about each electronic record system. Documentation may:

1. List system title and responsible employee(s) or office.
2. Specify all technical characteristics necessary for reading or processing the records stored on the system.

3. Identify all defined inputs and outputs of the system.
4. Define the contents of the system, including records formats and database tables.
5. Identify vital records and information.
6. Determine restrictions on access and use.
7. Describe update cycles or conditions.

Email Records

Email messages, in and of themselves, do not constitute records. Retention and disposition of email messages depend on the function and content of the individual message.

Records on **an** email system, including messages and attachments, shall be retained and disposed of in accordance with the district's Records Management Plan.

Email messages and attachments that do not meet the definition of records shall be deleted as required by the Records Management Plan.

Email records may be maintained as an electronic record or be printed and maintained as a manual record.

For each email considered to be a record, the following information shall be retained:

1. Message content.
2. Name of sender.
3. Name of recipient.
4. Date and time of transmission and/or receipt.

Contractors

~~Records created or maintained by contractors employed by the Board shall be retained and disposed of in accordance with the Records Management Plan.~~[\[9\]](#)

Service Providers

The Board requires service providers contracted by the district to create, maintain, retain and dispose of district records in accordance with the Records Management Plan.**[12]**

Legal

[1. 24 P.S. 518](#)

[2. 65 P.S. 67.901](#)

3. Pol. 828

[4. 65 P.S. 67.102](#)

5. Pol. 801

[6. 24 P.S. 433](#)

[7. 65 P.S. 67.708](#)

[8. 20 U.S.C. 1232g](#)

[9. 65 P.S. 67.506](#)

[65 P.S. 67.101 et seq](#)

[Federal Rules of Civil Procedure - 16, 26, 34, 37, 45](#)

Pol. 004

Pol. 006

Pol. 105.2

Pol. 114

Pol. 138

Pol. 203

Pol. 203.1

Pol. 209

Pol. 212

Pol. 216

Pol. 216.1

Pol. 233

Pol. 314

Pol. 324

Pol. 326

Pol. 334

Pol. 601

Pol. 609

Pol. 610

Pol. 618

Pol. 619

Pol. 702

Pol. 706

Pol. 716

Pol. 810

Pol. 810.1

Pol. 830

Pol. 912

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	800 Operations
Title	Emergency Preparedness and Response
Code	805
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	December 4, 2023
Last Reviewed	October 3, 2023
Prior Revised Dates	9/9/2013, 2/10/2020, 1/10/2022, 5/8/2023

Purpose

The Board recognizes its responsibility for the safety of students, staff, visitors and facilities. Therefore, the Board shall provide facilities, equipment and training necessary to protect against hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, intruders, terrorism, communicable diseases and pandemics. Advance planning, training, practice and comprehensive implementation are key components in protecting the safety and security of the school community.[1]

Authority

The district, in cooperation with the county Emergency Management Agency and the Pennsylvania Emergency Management Agency (PEMA), shall develop and implement a comprehensive disaster response and emergency preparedness plan, consistent with the guidelines developed by PEMA and other applicable state requirements.[2][3]

The Board shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health, the Pennsylvania Department of Education, and local law enforcement agencies.[4]

The Board requires that emergency preparedness, emergency evacuation and school security drills be conducted at intervals required by state law.[3][5][6]

Definitions

School security drill – a planned exercise, other than a fire drill or natural disaster drill, designed to practice procedures to respond to an emergency situation that may include, but is not limited to, an act of terrorism, armed intruder situation or other violent threat.[5]

School Safety and Security Assessment – a strategic evaluation of a school entity’s facilities and programs used to identify potential safety and security threats.[7]

Delegation of Responsibility

The Superintendent or designee shall collaborate with relevant stakeholders, including parents/guardians, students, staff, community agencies, local law enforcement agencies and first responders, during the development and implementation of the emergency preparedness plan.

The Superintendent or designee shall implement a communication system to notify parents/guardians of the evacuation or sheltering of students and to alert the entire school community when necessary.

Annually, on or before April 10, the Superintendent shall certify that emergency evacuation drills and school security drills have been conducted in the manner prescribed by law.[\[5\]](#)

In accordance with state law and regulations, the Superintendent shall execute a memorandum of understanding with each local police department that has jurisdiction over school property.[\[4\]](#)
[\[8\]](#)[\[9\]](#)

The Board directs the Superintendent or designee to periodically complete a School Safety and Security Assessment in accordance with the provisions of law and established criteria, based on the needs of the district and availability of funding and resources.[\[7\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

Guidelines

Emergency Planning

The emergency preparedness plan shall be accessible in each district building, be reviewed at least annually, and be modified as necessary. A copy of the plan shall be made accessible to the county Emergency Management Agency, each local police department and each local fire department that have jurisdiction over school property. The district shall obtain assurances from each appropriate agency that the emergency preparedness plan will be safeguarded and maintained confidentially.[\[2\]](#)[\[3\]](#)[\[13\]](#)

Appropriate information regarding the emergency preparedness plan shall be communicated to students, parents/guardians, staff, the community and other relevant stakeholders.

Annually, by September 30, the district shall assemble information required to assist local police and fire departments in responding to an emergency. The required information shall be deployed immediately to the Incident Command Post in the event of an emergency incident or disaster.[\[2\]](#)
[\[3\]](#)[\[4\]](#)

Schools and school buses or transportation vehicles owned or leased by the district shall be made available to local, county and state officials for emergency planning and exercises.[\[3\]](#)

Continuity of Student Learning/Core Operations

In the event of an emergency, local, county or state officials may require that schools be made available to serve as mass-care facilities. Local, county or state officials may also utilize district-owned buses and other transportation vehicles. The Superintendent or designee shall determine whether schools shall be closed, or the educational program suspended, to safeguard student and staff health and safety.[\[3\]](#)[\[14\]](#)

State officials may also direct schools to close in order to mitigate the spread of infection or illness in designated emergencies.[\[15\]](#)

The district shall make provisions in the emergency preparedness plan and any applicable health and safety plan for the continuity of student learning during school closings or excessive absences, in accordance with law. This may include, as appropriate, activities qualifying as instructional days for fulfilling the minimum required days of instruction under the law. Instructional activities may include:[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)

1. Web-based instruction.
2. Mailed lessons and assignments.
3. Instruction via local television or radio stations.
4. Instructional activities approved by the Superintendent or designee. The continuity of core operations such as payroll and ongoing communication with staff, students and parents/guardians shall be an essential part of the emergency preparedness plan.

Education and Training

Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.[\[5\]](#)[\[6\]](#)[\[21\]](#)

Effective infection control and prevention education and procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at district schools.[\[22\]](#)[\[23\]](#)

The district shall provide mandatory training for school staff on school safety and security, in accordance with law and the standards specified by the state's School Safety and Security Committee:[\[21\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)

1. Two (2) hours of required training addressing any combination of one (1) or more of the following areas shall be completed each year, in person or virtually:
 - a. Situational awareness.
 - b. Trauma-informed approaches.[\[25\]](#)[\[27\]](#)
 - c. Behavioral health awareness.
 - d. Suicide and bullying awareness.[\[28\]](#)[\[29\]](#)
 - e. Substance use awareness.[\[30\]](#)[\[31\]](#)
2. One (1) hour of training in the following areas shall be completed each year:
 - a. Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat. This training must be conducted in person.[\[32\]](#)
 - b. Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities, or the community. This training may be conducted in person or virtually.[\[33\]](#)[\[34\]](#)

The required school safety and security training shall be credited toward professional education requirements, in accordance with law and the district's Professional Education Plan.[\[21\]](#)[\[25\]](#)[\[35\]](#)

Required Drills

Emergency Preparedness Drill -

The Board directs district schools to conduct a disaster response or emergency preparedness plan drill at least annually, in accordance with the provisions of law.[\[3\]](#)

Fire Drills -

The Board directs each district school to conduct fire drills at least once a month during the school year, in accordance with the provisions of law.[\[5\]](#)[\[6\]](#)

School Security Drills -

The Board directs each district school to conduct a school security drill within ninety (90) days of the beginning of each school year. The school security drill shall be conducted while school is in session, with students present.[\[5\]](#)

The school security drill may take the place of a fire drill for the month in which it is conducted.

The Superintendent or designee may conduct additional school security drills in district schools after the first ninety (90) days of the school year. Up to two (2) additional school security drills per school year may be conducted in place of the required fire drills for the month in which they are conducted.[\[5\]](#)

The Superintendent or designee shall:[\[5\]](#)

1. Oversee instruction and training of students and school employees in developmentally appropriate procedures for conducting school security drills and responding to emergency situations.
2. Notify and request assistance from local law enforcement and the emergency management agency prior to conducting a school security drill.
3. Notify parents/guardians of the students attending the school building where the school security drill is scheduled in advance of conducting the drill.

Bus Evacuation Drills -

Bus evacuation and safety drills shall be conducted twice a year, in accordance with the provisions of law.[\[5\]](#)[\[36\]](#)

Safe2Say Something Program

The Board directs the Superintendent or designee to develop procedures for assessing and responding to reports received from the Safe2Say Something anonymous reporting program, in accordance with law. The procedures shall establish a framework within which district administration and staff will respond to program reports, coordinate with the county emergency dispatch center(s) and local law enforcement, and provide appropriate assessment and response for the safety and security of students, staff and school facilities, in accordance with applicable law and Board policy and administrative regulations.[\[4\]](#)[\[26\]](#)[\[32\]](#)[\[34\]](#)[\[37\]](#)

Legal

1. Pol. 705

[2. 22 PA Code 10.24](#)

[3. 35 Pa. C.S.A. 7701](#)

4. Pol. 805.1

[5. 24 P.S. 1517](#)

[6. 24 P.S. 1518](#)
[7. 24 P.S. 1301-B](#)
[8. 22 PA Code 10.11](#)
[9. 24 P.S. 1303-A](#)
[10. 24 P.S. 1303-B](#)
[11. 24 P.S. 1314-B](#)
[12. 24 P.S. 1315-B](#)
[13. 24 P.S. 1302.1-A](#)
14. Pol. 804
[15. 35 Pa. C.S.A. 7301 et seq](#)
[16. 24 P.S. 520.1](#)
[17. 24 P.S. 1501](#)
[18. 24 P.S. 1506](#)
[19. 22 PA Code 11.2](#)
20. Pol. 803
[21. 24 P.S. 1310-B](#)
22. Pol. 203
23. Pol. 203.1
[24. 24 P.S. 102](#)
25. Pol. 333
26. Pol. 805.2
27. Pol. 146.1
28. Pol. 249
29. Pol. 819
30. Pol. 227
31. Pol. 351
32. Pol. 805
[33. 24 P.S. 1302-E](#)
34. Pol. 236.1
[35. 24 P.S. 1205.2](#)
[36. 75 Pa. C.S.A. 4552](#)
[37. 24 P.S. 1303-D](#)
[24 P.S. 1205.7](#)
[20 U.S.C. 7112](#)
[20 U.S.C. 7118](#)
[20 U.S.C. 7801](#)
Pol. 146
Pol. 236
Pol. 709
Pol. 810

Pol. 909

[805 Attachment 1 - Safe2SayProcedures .docx \(53 KB\)](#)

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	800 Operations
Title	Security of Computerized Personal Information/Breach Notification
Code	830
Status	Second Reading/Adoption
Adopted	May 10, 2010
Last Revised	December 4, 2023
Last Reviewed	October 3, 2023

Purpose

The Board is committed to the security of the district's computerized data and to addressing the risk of a breach of the district's systems involving the possible disclosure of personal information. This policy addresses the manner in which the district will respond to unauthorized access and acquisition of computerized data that compromises the security and confidentiality of personal information.

Authority

The Board requires that records containing personal information be securely maintained, stored and managed in compliance with state and federal laws, regulations, Board policy, administrative regulations and the district's Records Management Plan.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

The Board directs **the district to provide notice as required by law** to any resident **of the Commonwealth** whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by unauthorized persons.[\[1\]](#)

Definitions

Breach of the security of the system - unauthorized access and acquisition of computerized data that materially compromises the security or confidentiality of personal information maintained by the district as part of **a** database of personal information regarding multiple individuals and that **causes, or** the district reasonably believes has caused, or will cause, loss or injury to any resident **of the Commonwealth**. **Acquisition** of personal information by an employee or agent **acting in good faith on behalf** of the school district is not a breach of the security of the system if the personal information is not used for a purpose other than the lawful purpose of the district and is not subject to further unauthorized disclosure.[\[9\]](#)

Determination - **a verification or reasonable certainty that a breach of the security of the system has occurred.**[\[9\]](#)

Discovery - **the knowledge of or reasonable suspicion that a breach of the security of the system has occurred.**[\[9\]](#)

Encryption - the use of an algorithmic process to transform data into a form in which there is a low probability of assigning meaning without use of a confidential process or key.[\[9\]](#)

Personal information - includes an individual's **first name or** first initial and last name in combination with and linked to any one or more of the following, when not encrypted or redacted:[\[9\]](#)

1. Social Security number.
2. Driver's license number or state identification card number issued instead of a driver's license.
3. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account.
4. **Medical information, meaning any individually identifiable information contained in the individual's current or historical record of medical history or medical treatment or diagnosis created by a health care professional.**[\[9\]](#)
5. **Health insurance information, meaning an individual's health insurance policy number or subscriber identification number in combination with access code or other medical information that permits misuse of an individual's health insurance benefits.**[\[9\]](#)
6. **A user name or email address, in combination with a password or security question and answer that would permit access to an online account.**

Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records **or widely distributed media.**[\[9\]](#)[\[10\]](#)

Records - means any material, regardless of its physical form, on which information is recorded or preserved by any means, including written or spoken words, graphically depicted, printed or electromagnetically transmitted. This term does not include publicly available directories containing information that an individual has voluntarily consented to have publicly disseminated or listed, such as name, address or telephone number.[\[9\]](#)

Redact - includes, but is not limited to, alteration or truncation such that no more than the last four (4) digits of a Social Security number, driver's license number, state identification card number or account number is accessible as part of the data.[\[9\]](#)

Delegation of Responsibility

The Superintendent or designee shall ensure that the district provides notice, **as required by law,** of any breach **of the security of the district's systems.**[\[1\]](#)

The Superintendent, in collaboration with appropriate administrators, shall develop administrative regulations to implement this policy, which shall include, but not be limited to:[\[1\]](#)

1. **Procedures following discovery of a breach.**

2. **Procedures for the determination of a breach and whether breach notification is required under the law.**
3. **Breach notification procedures including timeline requirements, who must be notified and methods for such notice.**

Guidelines

Upon determination of a breach of the security of the system, the Superintendent or designee shall provide notice to **the district attorney in the county where the breach occurred and to** any resident **of the Commonwealth** whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed and acquired by an unauthorized person. Such notice shall be made **in accordance with the provisions of law regarding timelines and methods of notification.** [\[1\]](#)

The notice shall be made without **an unreasonable** delay, except when a law enforcement agency determines and advises the district in writing, **citing the applicable section of law,** that the notification would impede a criminal or civil investigation, or the district must take necessary measures to determine the scope of the breach and to restore the reasonable integrity of the data system. [\[11\]](#)[\[12\]](#)

The district **shall** also provide notice of the breach if the encrypted information is accessed and acquired in an unencrypted form, if the security breach is linked to a breach of security of the encryption, or if the security breach involves a person with access to the encryption key. [\[1\]](#)

PSBA Revision 4/23 © 2023 PSBA

Legal

[1. 73 P.S. 2301 et seq](#)

2. Pol. 113.4

3. Pol. 216

4. Pol. 324

5. Pol. 800

6. Pol. 800.1

7. Pol. 815

8. Pol. 830.1

[9. 73 P.S. 2302](#)

10. Pol. 801

[11. 73 P.S. 2303](#)

[12. 73 P.S. 2304](#)

[15 U.S.C. 1681a](#)

Fox Chapel Area School District

Combined Agenda Study Session
and Regular Business Meeting

December 4, 2023

Policies – New – Second Reading and Adoption

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	100 Programs
Title	Participation in Cocurricular Activities and Academic Courses by Home Education Students
Code	137.2
Status	Second Reading/Adoption
Adopted	December 4, 2023
Last Reviewed	October 3, 2023

Authority

The Board approves participation in the district's cocurricular activities and academic courses by a student enrolled in a home education program who meets all the requirements stated in law and Board policy.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Definition

Cocurricular activities - district activities that merge extracurricular activities with a required academic course, including but not limited to, band, orchestra and other activities that include a for-credit component that takes place during the school day.[\[1\]](#)[\[2\]](#)[\[4\]](#)

Guidelines

Students attending home education programs shall be given an equal opportunity to compete for positions and participate in district cocurricular activities and academic courses in accordance with Board policy on the same basis as other students enrolled full-time in the district.[\[1\]](#)[\[6\]](#)[\[7\]](#)

A home education student may participate in cocurricular activities and academic courses only at the school building the student would be assigned to if the student was enrolled in the district.

Prior to trying-out or auditioning for a cocurricular activity or enrolling in an academic course, a home education student shall submit required documents and written verification of eligibility or completion of prerequisites to the building principal or designee. Verification may include, but not be limited to, attendance records, portfolio records documenting completion of curriculum or other documents demonstrating completion of eligibility criteria.[\[1\]](#)

The following conditions shall govern participation in the district's cocurricular activities and academic courses by home education students, who shall:

1. Be a resident of the district.
2. Meet the required eligibility criteria or their equivalent for the cocurricular activity or the prerequisites for the academic course.[\[1\]](#)[\[2\]](#)[\[9\]](#)
3. Comply with Board policies and school rules and administrative regulations regarding student conduct in school and at school-sponsored activities.[\[1\]](#)[\[2\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

4. Comply with policies, rules and regulations, or their equivalent, of the cocurricular activity's governing organization, where applicable.
5. Meet attendance and reporting requirements established for all participants of the cocurricular activity or academic course, including any sign-in and sign-out procedures for school building attendance purposes. Home education students must participate in the full class period for an academic course, unless an exception has been granted in accordance with Board policy and school rules.[14]
6. Comply with all Board policies, school rules and requirements and directives of the district staff, activity advisors and administrators involved with the cocurricular activity or academic course.[1]

Academic Courses

Students attending home education programs are eligible to enroll in district academic courses in accordance with law and Board policy, and may participate in academic courses equaling up to one-quarter ($\frac{1}{4}$) of the school day for full-time district students.[1]

Students enrolled in home education programs shall only be eligible to participate in cocurricular activities and/or academic courses that are scheduled in consecutive time periods during the school day if the student's parent/guardian is not able to provide supervision for the student between the scheduled cocurricular activities and/or academic courses.[1]

The district shall provide the student's home education program supervisor with a grade for each cocurricular activity and academic course completed by a student enrolled in a home education program, in accordance with Board policy and administrative regulations. The home education program supervisor shall be responsible for maintaining the material in the student's portfolio of records.[1][3][15]

Transportation

Parents/Guardians of home education students shall be responsible for transportation of students participating in district cocurricular activities and academic courses, except that a home education student may utilize district transportation to or from school during the times a bus is otherwise already operating, and space is available.[1]

Delegation of Responsibility

The Superintendent or designee shall post information regarding the district's cocurricular activities and academic courses, as well as a copy of this Board policy, on the district's publicly available website and provide participation information upon request by students enrolled in home education programs or their parents/guardians.

The building principal or designee shall request and review verification from the parent/guardian or home education program supervisor that a student has met and continues to meet the established eligibility criteria for a cocurricular activity or academic course.

The Superintendent or designee may establish administrative regulations for prioritization of enrollment in district cocurricular activities and academic courses based on the established number of allowable participants in designated activities and courses.[1]

Prioritization may be based on academic achievement, demonstration of skills or competencies, record of conduct, and other designated criteria. Students attending home education programs shall have an equal opportunity to compete for enrollment in district activities and courses, in accordance with established administrative regulations.[1][6][7]

Legal

[1. 24 P.S. 1327.1](#)

2. Pol. 122

3. Pol. 137

4. Pol. 137.1

5. Pol. 137.3

6. Pol. 103

7. Pol. 103.1

[8. 10 U.S.C. 2031](#)

9. Pol. 105

10. Pol. 218

11. Pol. 222

12. Pol. 227

13. Pol. 235

14. Pol. 204

15. Pol. 212

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	100 Programs
Title	Participation in Career and Technical Education Programs by Home Education Students
Code	137.3
Status	Second Reading/Adoption
Adopted	December 4, 2023
Last Reviewed	October 3, 2023

Authority

The Board approves participation in a career and technical education program by a student enrolled in a home education program who meets all the requirements stated in law and Board policy.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Students attending home education programs shall be eligible to participate in a career and technical education program at A.W. Beattie Career Center, in accordance with the Articles of Agreement and center admission policy and procedures, on the same basis as other district students.

Guidelines

Students attending home education programs shall be given an equal opportunity to apply for placement in available programs at A.W. Beattie Career Center. [\[1\]](#)[\[3\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

Prior to enrolling in a career and technical education program, a home education student shall submit required documents and written verification of eligibility or completion of prerequisites to the building principal or designee. Verification may include, but not be limited to, attendance records, portfolio records documenting completion of curriculum or other documents demonstrating completion of eligibility criteria.[\[1\]](#)

The following conditions shall govern participation in career and technical education programs by home education students, who shall:

1. Be a resident of the district.
2. Meet the required eligibility criteria or their equivalent or the prerequisites for the career and technical education program.[\[1\]](#)[\[4\]](#)[\[6\]](#)[\[9\]](#)
3. Comply with applicable policies and school rules and administrative regulations of A.W. Beattie Career Center regarding student conduct in school and at school-sponsored activities.[\[1\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)
4. Meet attendance and reporting requirements established for all participants of the career and technical education program, including any sign-in and sign-out procedures for building attendance purposes. Home education students must participate in the required courses for

the program on the same basis as students enrolled in the district, unless an exception has been granted in accordance with applicable Board policy and school or program rules.[14]

The A.W. Beattie Career Center shall provide the student's home education program supervisor with a grade for each career and technical education program course completed by a student enrolled in a home education program, in accordance with Board policy and administrative regulations. The home education program supervisor shall be responsible for maintaining the material in the student's portfolio of records.[1][5][15]

Transportation

Students attending home education programs who participate in career and technical education programs may use district transportation to or from the career and technical education program during the times when district transportation is already operating, and space is available in addition to full-time district students.[1]

Delegation of Responsibility

The Superintendent or designee shall post information regarding the district's options for career and technical education programs, as well as a copy of this Board policy, on the district's publicly available website and provide information upon request by students enrolled in home education programs or their parents/guardians.

The building principal or designee shall request and review verification from the parent/guardian or home education program supervisor that a student has met and continues to meet the established eligibility criteria for participation in career and technical education programs.

The Superintendent or designee shall establish administrative regulations for prioritization of enrollment in career and technical education programs, in accordance with the Articles of Agreement and the established number of allowable participants for designated programs at A.W. Beattie Career Center. [1]

Prioritization may be based on academic achievement, demonstration of skills or competencies, record of conduct, and other designated criteria. Students attending home education programs shall have an equal opportunity to compete for program enrollment, in accordance with established administrative regulations.[1][4][7][8]

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Legal

[1. 24 P.S. 1327.1](#)

[2. 24 P.S. 1801](#)

[3. 22 PA Code 4.31](#)

4. Pol. 115

5. Pol. 137

6. Pol. 137.2

7. Pol. 103

8. Pol. 103.1

9. Pol. 105

10. Pol. 218

11. Pol. 222

12. Pol. 227

13. Pol. 235

14. Pol. 204

15. Pol. 212

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	800 Operations
Title	Data Governance - Storage/Security
Code	830.1
Status	Second Reading/Adoption
Adopted	December 4, 2023
Last Reviewed	October 3, 2023

Purpose

The district is required to collect, create, store and manage data and information. Accurately maintaining and protecting such data is essential for efficient district operations, legal compliance, confidentiality and upholding trust with the school community.

This policy addresses the Board's commitment to sound data governance related to the integrity and security of the data collected, maintained, stored and managed by the district.

Authority

The Board recognizes the importance of establishing and maintaining a system of data governance that addresses district staff responsibilities and complies with federal and state laws and regulations regarding data storage, security and records management. The district's data governance system shall meet or exceed industry and/or government standards for data protection and privacy of personal information.[\[1\]](#)[\[2\]](#)

The Board directs that the creation, collection, retention, retrieval and disposition of district records shall be governed by Board policy and the district's Records Management Plan and Records Retention Schedule.[\[3\]](#)

The Board directs notifications of a breach of the security of the district's computerized data system involving an individual's personal information to be conducted in accordance with law and Board policy.[\[4\]](#)[\[5\]](#)

Definitions

Confidential Data/Information - information regarding which law, Board policy or contract prohibit disclosure or that may be disclosed only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information and other personal information regarding students, employees and district residents.[\[6\]](#)[\[7\]](#)[\[8\]](#)

Critical Data/Information - information that is essential to district operations and that must be accurately and securely maintained to avoid disruption to district operations.

Data Governance - the district's comprehensive system to ensure the integrity of data created, collected, stored, secured and managed by the district.

Encryption - the use of an algorithmic process to transform data into a form in which there is a low probability of assigning meaning without use of a confidential process or key.[9]

Personal Information - includes an individual's first name or first initial and last name in combination with and linked to any one or more of the following when not encrypted or redacted: [5][9]

1. Social Security number.
2. Driver's license number or state identification card number issued instead of a driver's license.
3. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account.
4. Medical information, meaning any individually identifiable information contained in the individual's current or historical record of medical history or medical treatment or diagnosis created by a health care professional.[9]
5. Health insurance information, meaning an individual's health insurance policy number or subscriber identification number in combination with access code or other medical information that permits misuse of an individual's health insurance benefits.[9]
6. A user name or email address, in combination with a password or security question and answer that would permit access to an online account.

Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records or widely distributed media.[9][10]

Records Management Plan - the system implemented by the district for the storage, retention, retrieval and disposition of all records generated by district operations.[3]

Records Retention Schedule - a comprehensive listing stating retention periods and proper disposition of records.[3]

Delegation of Responsibility

The Superintendent, in coordination with the Director of Information Technology, shall develop procedures necessary to implement this policy.

All individuals who are granted access to confidential and/or critical data/information are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such data/information.[5][11]

The Network Systems Manager and Application Systems Manager shall conduct regular vulnerability and risk assessments to monitor the integrity of the district's system of data governance.

The Superintendent shall ensure that this policy is reviewed at least annually and updated as necessary.[1][2]

Guidelines

The district's system of data governance shall include, but not be limited to, the following:

1. Data security controls that meet or exceed industry and/or government standards for data protection and privacy, to ensure that only authorized individuals have access to computerized data.
2. A plan for backup and recovery of data to protect against information loss. Redundant backup systems of data storage shall be securely maintained in separate physical locations or in separate data storage systems.
3. Training requirements for individuals who have access to confidential and/or critical data and information.
4. Provisions to minimize the risk of unauthorized access, alteration or erasure of computerized data.[5]
5. An inventory of all software applications, digital tools and platforms, and related instruments comprising the data governance system.
6. Procedures for addressing a breach of data and cybersecurity incidents.[5]
7. Procedures and acceptable use provisions for access to data and protection of privacy and personal information for students, staff and district residents.[5][12]
8. A requirement that all service providers retained or contracted by the district for data governance and records management purposes meet or exceed applicable industry and/or government standards for data protection and privacy of personal information.

Use of Personal Electronic Devices and Resources

The district prohibits storage of confidential and/or critical data/information of the district on a personal electronic device, personal email account or other personal platform. District staff and service providers shall use district-controlled accounts and platforms to securely access, store or transmit confidential and/or critical data/information of the district.

Service Providers

Service providers retained or contracted by the district shall comply with law, Board policy, administrative regulations and district procedures regarding data security and integrity of data containing confidential and/or critical data/information of the district.[3][5]

The district shall ensure that the agreement or contract for service with a service provider who may have access to confidential and/or critical data/information reflects appropriate data security provisions.

Consequences

Failure to comply with law, Board policy, administrative regulations or procedures regarding data governance and security may result in the following disciplinary measures and possible pursuit of civil and criminal sanctions:[13][14][15]

1. Employees may be disciplined up to and including termination.
2. Volunteers may be excluded from providing services to the district.
3. The termination of a business relationship with a service provider.

Legal

[1. 73 P.S. 2305.1](#)

[2. 73 P.S. 2305.2](#)

3. Pol. 800

[4. 73 P.S. 2301 et seq](#)

5. Pol. 830

6. Pol. 113.4

7. Pol. 216

8. Pol. 324

[9. 73 P.S. 2302](#)

10. Pol. 801

11. Pol. 828

12. Pol. 815

13. Pol. 317

14. Pol. 818

15. Pol. 916

Fox Chapel Area School District

Combined Agenda Study Session
and Regular Business Meeting

December 4, 2023

Policies – Revised – First Reading

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Student Complaint Process
Code	219
Status	First Reading
Adopted	May 10, 2010
Last Reviewed	November 14, 2023

Purpose

The Board recognizes that students have the right to request redress of complaints. In addition, the Board believes that the inculcation of respect for established procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.

Definition

For purposes of this policy, a **student complaint** shall be one that arises from actions that directly affect the student's participation in an approved educational program.

Authority

The Board and its employees will recognize the complaints of students, provided that such complaints are submitted according to the guidelines established by Board policy.

A Student shall not be subjected to any reprisals because of filing a complaint.

Guidelines

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a **guidance school** counselor; and both shall attempt to resolve the issue informally and directly.

For complaints that must move beyond the first step, the student shall prepare a written statement of **his/her** **their** complaint which shall set forth:

1. Specific nature of the complaint and a brief statement of relevant facts.
2. Manner and extent to which the student believes **s/he has** **they have** been adversely affected.
3. Relief sought by the student.
4. Reasons why the student feels entitled to the relief sought.

The complaint may then be submitted, in turn, to the building principal, the Superintendent and the Board, with a suitable period of time allowed at each level for hearing of the complaint and preparation of a response.

At each level the student shall be afforded the opportunity to be heard personally by the school authority.

The student may seek the help of a parent/guardian at any step.

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Student Expression/Dissemination of Materials
Code	220
Status	First Reading
Adopted	May 10, 2010
Last Reviewed	November 14, 2023

Purpose

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to **disseminate nonschool materials to others** as a part of that expression. The Board also recognizes that the exercise of that right **is not unlimited and** must be **balanced with** the district's responsibility to maintain **a safe and** orderly school environment and to protect the rights of all members of the school community.^[1]

This policy addresses student expression in general **as well as dissemination of expressive materials** that are not part of district-sponsored activities (**nonschool materials**).

This policy does not apply to materials sought to be **disseminated** as part of the curricular or extracurricular programs of the district, **which** shall be regulated **separately** as part of the school district's educational program.

Definitions

For the purposes of this policy, dissemination shall mean students distributing or publicly displaying nonschool materials to others:

- 1. On school property or during school-sponsored activities by placing such materials upon desks, tables, on or in lockers, walls, doors, bulletin boards, or easels; by handing out such materials to other persons; or by any other manner of delivery to others; or**
- 2. At any time or location when creating or sending information using email, websites, online platforms, social media channels or other technological means that are owned, provided or sponsored by the school district.**

Expression means verbal, written, **technological** or symbolic representation or communication.

Nonschool materials means any printed, **technological** or written materials, **regardless of form, source or authorship**, that are not prepared as part of the curricular or approved extracurricular programs of the district. **This** includes, but **is** not limited to, fliers, invitations, announcements, pamphlets, posters, **online discussion areas and digital** bulletin boards, personal websites and the like.

Authority

Limitations on Student Expression

Students have the right to express themselves unless such expression is likely to or does materially **and** substantially **disrupt or** interfere with the educational process, including school activities, school work, discipline, **safety** and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. **Student expression is prohibited to the extent that it:**[\[1\]](#)

1. Violates federal, state or **local** laws, Board policy or district rules or procedures;
2. **Is defamatory**, obscene, lewd, vulgar or profane;[\[2\]](#)
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, **such as tobacco/vaping products, alcohol or illegal drugs;**
4. Incites violence, advocates use of force or threatens serious harm to the school or community;
5. Materially **and** substantially **disrupts or** interferes with the educational process, **such as** school activities, school work, discipline, **safety** and order on school property or at school functions;
6. Interferes with, **or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs; or**
7. Violates written district procedures on time, place and manner for **dissemination** of otherwise protected expression.

Student expression that occurs on school property or at school-sponsored events, **or occurs at any time or place when created or communicated using district-provided equipment, email, websites or other technological resources,** is **subject to** this policy. **The limitations, prohibitions and requirements of this policy shall apply to expression that occurs outside the foregoing circumstances only when and to the extent that the out-of-school expression:**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

1. **Incites violence, advocates use of force or otherwise threatens serious harm directed at students, staff or the school environment;**
2. Materially **and** substantially **disrupts or** interferes with the educational process, **such as** school activities, school work, discipline, **safety** and order on school property or at school functions; **or**
3. Interferes with, **or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.**

Dissemination of Nonschool Materials

The Board requires that **dissemination** of nonschool materials shall occur only at the places and during the times set forth in written **procedures**. Such procedures shall be written to permit the **safe and** orderly operation of schools, while recognizing the rights of students to engage in protected expression.[\[1\]](#)[\[3\]](#)

The Board requires that students who wish to **disseminate** nonschool materials on school property shall **obtain approval in accordance with district procedures, including by submitting** them at least one (1) school day in advance to the building principal or designee, who shall forward a copy to the Superintendent or designee.[\[1\]](#)

If the nonschool materials **include matters prohibited by** this policy, the building principal or designee shall **promptly** notify the students **of the nature of the violation and** that they may not **disseminate** the materials **until the violation is corrected and the materials are resubmitted for approval.**

If notice **of disapproval** is not given during the period between submission and the time for the planned **dissemination**, students may **consider the request approved and** proceed with dissemination **as requested, subject to all other established procedures and requirements relating to** time, place and manner of **dissemination**. Students may **nonetheless** be **directed**

to **cease or suspend dissemination** if it is later **determined that** the materials **or the dissemination of them are in violation of** this policy **or implementing rules and procedures**.

Students who **disseminate** printed **nonschool** materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Printed nonschool materials **displayed in a fixed location of a school building** shall **bear the date when placed in each location**. The district may remove the materials within ten (10) days of the posting or other reasonable time as stated in **applicable** procedures.

Review of Student Expression

Review **of nonschool materials proposed for dissemination** shall be **conducted promptly so as to avoid unreasonable delay in dissemination**.

School officials shall not censor or restrict nonschool materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible, **and apart from regarding** time, place and manner, shall not be **restricted unless** the expression violates some other **aspect** of this policy, e.g., because it is independently determined to be **in violation** of this policy **for reasons other than the religious nature of the content**.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district procedures.[5]

Delegation of Responsibility

The Superintendent or designee shall assist the building principal in determining the designation of the places and times nonschool materials may be **disseminated** in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit **dissemination** of nonschool materials to noninstructional times.

When student **dissemination of** nonschool materials **or other student expression violates** this policy, the **building principal** may determine **what if any** disciplinary **or other consequences should be imposed**. Disciplinary actions shall be **in accordance with applicable Board policy and** the Code of Student Conduct.[6][7]

The Superintendent or designee shall ensure that building principals and other staff involved in reviewing nonschool materials proposed for dissemination and evaluating whether violations of this policy have occurred receive training regarding applicable standards and procedures. Special emphasis shall be given to understanding the limitations on school officials' authority to regulate off-campus student expression, as well as the need to articulate in detail the nature and extent of disruption to or interference with the school environment thought to be caused by on or off-campus student expression and the specific manner by which the student expression involved is thought to have caused it.

This Board policy and any procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

Legal

[1. 22 PA Code 12.9](#)

[2. 22 PA Code 12.2](#)

[3. 24 P.S. 510](#)

[4. 24 P.S. 511](#)

5. Pol. 219

6. Pol. 113.1

7. Pol. 218

Pol. 816

Mahanoy Area School District v. B.L., 594 U.S. ____ (2021)

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Dress and Grooming
Code	221
Status	First Reading
Adopted	May 10, 2010
Last Reviewed	November 14, 2023

Purpose

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

Authority

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or **constitute a health or safety hazard.**[\[1\]](#)[\[2\]](#)

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.[\[2\]](#)

Delegation of Responsibility

The building principal or designee shall be responsible to monitor student dress and grooming, and **to enforce Board policy and** school rules governing student dress and grooming.

The Superintendent or designee shall ensure that all **school** rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.[\[2\]](#)

Staff members shall be instructed to demonstrate, by example, positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.[\[3\]](#)

Legal

- [1. 24 P.S. 1317.3](#)
- [2. 22 PA Code 12.11](#)
3. Pol. 325

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Care of School Property
Code	224
Status	First Reading
Adopted	May 10, 2010
Last Reviewed	November 14, 2023

Purpose

The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.

Authority

The Board charges each student in the district's schools with responsibility for the proper care of the school property, school supplies and equipment entrusted to the student's use.

It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for the actions of their child.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent/guardian.[\[4\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy.[\[5\]](#)[\[6\]](#)

The Superintendent shall submit a report on incidences of vandalism to the Board on each occurrence.

Vandalism reports shall include the number and kind of incident, cost to the district, and related information the Superintendent deems necessary.

Legal	1. 24 P.S. 777
	2. Pol. 218
	3. Pol. 233
	4. 24 P.S. 1338
	5. 24 P.S. 109
	6. 24 P.S. 801

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Searches
Code	226
Status	First Reading
Adopted	May 10, 2010
Last Reviewed	November 14, 2023

Purpose

The Board acknowledges the need **to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.**

Authority

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, **which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.**[\[5\]](#)[\[6\]](#)[\[7\]](#)

Delegation of Responsibility

The Board authorizes the administration to conduct searches of **students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.**

The Superintendent **or designee, in consultation with the district solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that school staff who are involved in carrying out searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards.**[\[3\]](#)

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.

Guidelines

Individualized Suspicion Searches

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.[3]

In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Searches involving the removal of or examination beneath ~~any a student's clothing of a student~~, other than jackets, coats or other outerwear, shall be conducted only by a staff person of the same gender as the student, with at least one (1) other staff person of the same gender present as a witness, and in a location assuring privacy from observation by persons not involved in the search or of the opposite sex. **Searches involving the removal of undergarments or examinations beneath undergarments are generally prohibited.**

Examination by school staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

Random or General Searches Without Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.

Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee, in consultation with the district solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.[8]

Searches Upon Consent

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.[6]

Searches by or at the Request of Law Enforcement Officials

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.[8]

Locker Inspections and Searches

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district, or if the district does not provide locks, personal combination locks for which the combination has been provided to designated school staff.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

The principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

~~Searches Involving Removal of Clothing or Examination Beneath Clothing~~

~~Searches of students involving the removal of undergarments or examination beneath undergarments are subject to stricter standards than are required to justify other searches of a student's person or belongings. Such searches are permitted only when the basis for suspicion establishes either:~~

- ~~1. That the reasons for believing that the items being searched for are concealed specifically inside undergarments are stronger reasons than grounds that would support only a more general reasonable suspicion that the student is in possession of the items or has them somewhere on the student's person; or,~~
- ~~2. That the quantity or nature of the items being sought present a higher level of danger to the school population than other kinds of contraband.~~

~~Searches involving the removal of undergarments or examination beneath undergarments will be conducted only after consultation with the district solicitor.~~

Handling and Disposal of Items Found in the Course of Searches

Any items or material found during a search or inspection, the student's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

Legal

[1. PA Const. Art. I Sec. 8](#)

[2. 24 P.S. 510](#)

[3. 22 PA Code 12.14](#)

[4. U.S. Const. Amend. IV](#)

[5. Pol. 218.1](#)

[6. Pol. 223](#)

[7. Pol. 227](#)

[8. Pol. 805.1](#)

Commonwealth v. Cass, 551 Pa. 25, 709 A.2d 350, 355-56 (1998)

In re F.B., 555 Pa. 661, 726 A.2d 361, 368 (1999)

Safford Unified School Dist. No. 1 v. Redding, 129 S.Ct. 2633 (U.S. 2009)

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Student Government
Code	228
Status	First Reading
Adopted	May 10, 2010
Last Reviewed	November 14, 2023

Purpose

The Board acknowledges the importance of offering students the opportunity to participate in self government within the schools.

The purpose of student government shall be to develop student leadership, provide a learning experience in democratic decision-making, and offer another avenue toward the realization of district goals.

Authority

The Board establishes that students shall have the right to organize, conduct meetings, elect officers and representatives, and petition the Board.[\[1\]](#)

The Board will recognize the Student Government as the official voice of the student body for students in the high school.

The Board shall appoint a qualified member of the faculty to serve as an advisor for student government activities.[\[1\]](#)

Delegation of Responsibility

The Superintendent shall develop administrative regulations to implement this policy.

Legal [1. 24 P.S. 511](#)

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Public Performances by Students
Code	230
Status	First Reading
Adopted	May 10, 2010
Last Reviewed	November 14, 2023

Purpose

The Board recognizes the value of students sharing their talents and skills with the community through student participation and performances in public events.

Authority

The Board endorses public performances by students when they constitute a learning experience that contributes to the educational program; they do not interfere with other scheduled activities; and the circumstances of the event do not pose a threat to the health, safety or well-being of the students who are involved.[1]

Delegation of Responsibility

All requests for public performances by student groups require the approval of the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy.

Guidelines

Parental permission shall be sought and received before students may participate in any public performance.

When public performances are scheduled as a regular part of a planned course of instruction taken for credit, students shall be informed in advance of their obligation to participate; and they will be excused from participation only in accordance with the rules and procedures governing school attendance.[2]

No district student, group of students, or employees may receive compensation for a public performance of students organized as school representatives.

The interests of students shall be protected and guarded against exploitation.

Legal [1. 24 P.S. 510](#)
2. Pol. 204

FOX CHAPEL AREA
SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Social Events and Clubs
Code	231
Status	First Reading
Adopted	May 10, 2010
Last Reviewed	November 14, 2023

Purpose

The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for students.

Authority

The Board shall make school facilities available and provide appropriate staff for social events within the school facilities that have been approved by the building principal.^[1]

Class trips and social events that take place outside of school facilities require approval by the Superintendent or designee.

As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district policies and rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program. [3]

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for **Board policies, administrative regulations or** school rules.

Delegation of Responsibility

The Superintendent or designee shall develop **administrative regulations governing** the conduct of student social events and class trips.

Legal [1. 24 P.S. 511](#)
[2. 24 P.S. 517](#)
[3. 24 P.S. 510](#)

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Student Involvement in Decision-Making
Code	232
Status	First Reading
Adopted	May 10, 2010
Last Reviewed	November 14, 2023

Purpose

The Board believes that students should participate in the governance of school activities at levels appropriate to their ages and competencies because:

1. As an institution fundamental to the operation of a democratic society, the schools should strive to exemplify the democratic ideal of citizen participation in decision-making.
2. Students are a valuable resource whose contributions can aid and benefit the programs of the schools.

Authority

The Board directs that students be invited to participate in activities appropriate to their maturity and competency, leading to administrative decision-making.

Suggestions for improvement may be offered by any student, provided they are of a constructive nature and contribute toward the realization of the district's educational goals.

Delegation of Responsibility

The Superintendent or designee shall develop procedures to implement this policy.

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Student Rights and Responsibilities
Code	235
Status	First Reading
Adopted	May 10, 2010
Last Reviewed	November 14, 2023
Prior Revised Dates	11/10/2014

Purpose

This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.

Authority

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules. [\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]](#)

Guidelines

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner. [\[4\]\[7\]\[8\]\[9\]\[10\]\[11\]](#)

It shall be the responsibility of the student to: [\[7\]](#)

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect. [\[10\]](#)
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes. [\[12\]](#)
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities, school supplies and equipment. [\[13\]](#)

7. Attend school daily and be on time to all classes and other school functions.[9]
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.[11]
11. Not use obscene language in student media or on school property.[11]

Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.[10][14]

A listing of students' rights and responsibilities shall be included in the Code of Student Conduct, which shall be distributed annually to students and parents/guardians.[4][10]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations consistent with law and Board policy to ensure that student rights under specific conditions are properly recognized and maintained.

Legal

- [1. 24 P.S. 510](#)
- [2. 22 PA Code 4.4](#)
- [3. 22 PA Code 12.1](#)
- [4. 22 PA Code 12.3](#)
- [5. 22 PA Code 12.4](#)
- [6. 22 PA Code 12.9](#)
- [7. 22 PA Code 12.2](#)
8. Pol. 130
9. Pol. 204
10. Pol. 218
11. Pol. 220
12. Pol. 221
13. Pol. 224
14. Pol. 233
- Pol. 103
- Pol. 218.1
- Pol. 218.2
- Pol. 249
- Pol. 705

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Surveys
Code	235.1
Status	First Reading
Adopted	November 10, 2014
Last Reviewed	November 14, 2023

Purpose

This policy sets forth guidelines regarding the conduct of surveys and collection and use of information for marketing purposes, consistent with law and regulations.

Definitions

Personal information means individually identifiable information, including a student's or parent's/guardian's first and last name; home or physical address, including street name and the name of the city or town; telephone number; or social security number.[\[1\]](#)

For purposes of this policy, **protected information**, as addressed by the Protection of Pupil Rights Amendment (PPRA), includes:[\[1\]](#)

1. Political affiliations or beliefs of the student or student's parent/guardian.
2. Mental or psychological problems of the student or student's family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or student's parent/guardian.
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Authority

Surveys conducted by outside agencies, organizations and individuals shall be approved by the Board, based on the Superintendent's recommendation, prior to administration to students.

Guidelines

All surveys and instruments used to collect information from students shall relate to the district's educational objectives.[2]

U.S. Department of Education Funded Surveys

No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis or evaluation that reveals protected information without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years of age.[1]

All instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be made available for inspection by the parent(s)/guardian(s) of the student.[1][3]

Surveys Funded by Other Sources

Parents/Guardians shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/guardian's right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the **Deputy** Superintendent.[1][2]

Parents/Guardians shall be informed of their right to have their child excluded from any research studies or surveys conducted by entities other than a school entity without prior written consent. [1][2][4]

Collection of Information for Marketing, Sales or Other Distribution Purposes

The district shall notify parents/guardians of any activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling, or otherwise providing the information to others for that purpose.[1]

The parent/guardian has the right to inspect the instrument used in collection of personal information for the purpose of marketing or selling that information and opt the student out of participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information.[1]

This provision does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following: recruiters, book clubs, curriculum and instructional materials used by schools, sale by students of products or services to raise funds for school-related or education-related activities, or student recognition programs.[1]

Privacy

The district shall implement procedures to protect student identity and privacy when a survey containing one or more of the items listed under protected information is administered or distributed to a student and in the event of the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.[1]

Student and Parent/Guardian Rights

Under federal law, the rights provided to parents/guardians under this policy transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to receive notice and to inspect.[1][2][4]

Delegation of Responsibility

The Superintendent or designee shall notify parents/guardians and students of:[1]

1. **This policy and its availability.**
2. **The specific or approximate dates during the school year when activities described above are scheduled, or expected to be scheduled.**
3. **How to opt their child out of participation in activities as provided in this policy.**

4. **How to request access to any survey or other material described in this policy.**

This notification shall be given at least annually, at the beginning of each school year, and within a reasonable time after any substantive changes regarding the contents of this policy.

The Superintendent or designee shall establish administrative regulations for protecting student identity and privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

Legal

[1. 20 U.S.C. 1232h](#)

[2. 22 PA Code 12.41](#)

3. Pol. 105.1

[4. 22 PA Code 4.4](#)

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Electronic Devices
Code	237
Status	First Reading
Adopted	May 10, 2010
Last Reviewed	November 14, 2023
Prior Revised Dates	8/12/2019

Purpose

The Board **adopts this policy in order to support an educational environment that is orderly, safe and secure for district students and employees, while also recognizing that electronic devices may provide a positive contribution when used for educational purposes.**

Definition

Electronic devices shall include all devices that can take photographs; record, play or edit audio or video data; store, transmit or receive calls, messages, text, data or images; operate online applications; or provide a wireless, unfiltered connection to the Internet.

Authorized Use of Electronic Devices

The Board authorizes use of electronic devices in the classroom, in education-related activities and in approved locations under the supervision of the classroom teacher or staff for educational purposes. All use shall be in compliance with the Code of Student Conduct and Board policy, or as designated in an Individualized Education Program (IEP) or Section 504 Service Agreement.[2][3][4][5]

The Board authorizes silent use of electronic devices by district students during the school day in district buildings, on district property, while students are attending school-sponsored activities and during the times students are under the supervision of the district, when they are in compliance with this policy, other Board policies, administrative regulations and rules, so long as such use does not interfere with the students' educational requirements, responsibilities, duties, performance, the rights and education of others, and the operation and services of the district.[4][5][6]

Students may use their personal electronic devices, in accordance with Board policy.

Building principals, in consultation with the Superintendent and in compliance with Board policy, administrative regulations and rules, are authorized to determine the extent of the use of electronic devices within their buildings and programs, on district property, and/or while students are attending school-sponsored activities. Use of electronic devices at the elementary level may be different than at the middle school and/or high school levels or may be different between programs. Building principals shall establish rules and notify students, staff and parents/guardians of all applicable rules for use of electronic devices within their buildings and programs.

The Board directs that electronic devices may be used in authorized areas or as determined by the building principal as follows:

1. **For educational or instructional purposes, as determined and supervised by the classroom teacher.**
2. **Before and after school, in the cafeteria at lunchtime, in the hallways during the passing of classes, on the bus or other vehicles if authorized by the driver, and in the library and study hall if authorized by the classroom teacher.**
3. **When the educational, safety, emergency, medical or security use of the electronic device is approved by the building principal or designee, or the student's Individualized Education Program (IEP) or Section 504 team. In such cases, the student's use must be supervised by a classroom teacher or district staff.[2][3]**

The Board prohibits use of electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time.

The district shall not be liable for the loss, damage or misuse of any **electronic device**.

Electronic Images and Photographs

The Board prohibits the capturing, sharing, distributing, or publishing of audio, video, text or photographic content without the permission of the district, the person(s) part of the electronic media, or copyright holder. All content must comply with the district's Acceptable Use Policy. Additionally, the Board prohibits the **taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.**[1][5]

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and **employees** about the **Board's** electronic device policy.

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

Guidelines

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the **electronic device**. [4][7][8]

Legal

[1. 24 P.S. 510](#)

2. Pol. 103.1

3. Pol. 113

4. Pol. 218

5. Pol. 815

6. Pol. 235

7. Pol. 226

8. Pol. 233

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Student Recruitment
Code	250
Status	First Reading
Adopted	May 10, 2010
Last Reviewed	November 14, 2023

Authority

In accordance with law, the Board shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions and to representatives of the Armed Forces of the United States.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Equitable access to secondary students shall be granted to postsecondary education representatives, military recruiters and prospective employers.

Guidelines

Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent/guardian requests that such information not be released without prior written parental consent.[\[2\]](#)[\[3\]](#)

The district shall notify parents/guardians of the right of the secondary student or parent/guardian to request that student information not be released to representatives of postsecondary institutions and/or military recruiters without prior written parental consent.[\[4\]](#)[\[2\]](#)[\[3\]](#)

The district shall provide a list of graduating seniors, which shall be available to military recruiters by the first day of the academic year of graduation.[\[4\]](#)

Military Personnel

Military recruiters and all other members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to wear their official military uniforms while on district property.[\[5\]](#)

Delegation of Responsibility

The building principal shall determine under what conditions and when access to secondary students will be provided to representatives of postsecondary institutions, military recruiters and prospective employers.

The building principal reserves the right to deny access to students when such access will materially and substantially interfere with the proper and orderly operation **and discipline** of the school; **is likely to cause violence or disorder; or will constitute a violation of the rights of other students.**

The Superintendent or designee shall notify parents/guardians prior to the end of the student's junior year about the provisions of this policy. The notice shall include:[\[4\]](#)

1. Notice that the school routinely discloses names, addresses and telephone numbers of junior and senior students to postsecondary institutions and military recruiters, subject to a

parent's/guardian's or secondary student's request not to disclose such information without prior written parental consent.

2. Explanation of the parent's/guardian's or secondary student's right to request that information not be disclosed without prior written parental consent.
3. Procedures for how the parent/guardian or secondary student can opt out of the public, nonconsensual disclosure of such information, and the method and timeline for doing so.

Legal

[1. 51 P.S. 20221 et seq](#)

[2. 10 U.S.C. 503](#)

[3. 20 U.S.C. 7908](#)

[4. 51 P.S. 20222](#)

[5. 24 P.S. 2402 \(Military Uniform\)](#)

[22 PA Code 403.1](#)

Fox Chapel Area School District

Combined Agenda Study Session
and Regular Business Meeting

December 4, 2023

Policy – Deleted

FOX CHAPEL AREA
SCHOOL DISTRICT

Book	Policy Manual
Section	200 Pupils
Title	Recording of Students/Publishing of Students' Work
Code	235.2 - DELETE
Status	From PSBA

Recommended deletion -- policy is primarily procedural in nature and from 2015. Language would be more appropriate in student/parent handbooks.

Fox Chapel Area School District

Combined Agenda Study Session
and Regular Business Meeting

December 4, 2023

Optimum Water Solutions, Inc. – Rental Agreements



Distributor:
Optimum Water Solutions, Inc.
1500 Ardmore Boulevard, Suite #104
Pittsburgh, PA, 15221
(844) 776-0588
www.drinkoptimum.com

Customer Satisfaction & Performance Guarantee

Items & Services We Guarantee:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Filters | <input checked="" type="checkbox"/> Timely Service Calls |
| <input checked="" type="checkbox"/> Free Maintenance and Repairs | <input checked="" type="checkbox"/> All Parts |
| <input checked="" type="checkbox"/> Full Unit Replacement | <input checked="" type="checkbox"/> Labor |

Preventative Maintenance Program:

Optimum offers a Comprehensive Maintenance Program ensuring continuous and uninterrupted service throughout the tenure of the rental agreement.

Optimum's Guarantee:

Provided customer uses the equipment to manufacturer's specifications, the equipment is guaranteed to perform for the entire term of the rental period. If repairs cannot be made, Optimum Water Solutions, Inc. will replace the equipment with another model of equal or greater capabilities at NO ADDITIONAL COST to the customer.

In the event the customer becomes aware that the equipment does not meet minimum performance standards, customer agrees to notify OWS in writing within ten days of first knowledge. OWS shall have five days to correct the problem. If the problem is not corrected, OWS shall issue a check from OWS equal to the amount of one month's rental payment per non-performing system and for each month of non-performance commencing with the date of first receipt of written notification of non-performance.

_____	_____	_____	_____
Customer Name	Printed Name	Title	Date
_____	JASON EVANS	ACCOUNT EXECUTIVE	_____
Optimum Signature	Printed Name	Title	Date

Statement of Assurance: Distributor is committed to providing you with quality equipment, quality service and quality drinking water. If for any reason you are not satisfied with the performance of your equipment or the level of service provided, please contact us directly for prompt assistance.



www.drinkoptimum.com

DISTRIBUTOR:

Optimum Water Solutions, Inc
1500 Ardmore Blvd Suite 1400
Pittsburgh, PA 15221
(844) 776-0588



CUSTOMER INFORMATION		BILLING INFORMATION (if different)	
Company Full Legal Name: Fox Chapel Area School District		Company Name:	
Contact: Jennifer Schwartz	Phone #: 412-967-2428	Billing Contact:	Phone #:
Contact Email: jennifer_schwartz@fcasd.edu	Mobile #:	Billing Contact Email:	Mobile #:
Equipment Location Address: 611 Field Club Road		Billing Address:	
City, State, Zip: Pittsburgh, PA 15238		City, State, Zip	
Company Email:	TIN#: 25-6010615	Billing Email:	P.O.#:
Org Type: <input type="checkbox"/> Corp <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Other <u>School</u> State incorporated/organized: _____			

RENTAL TERM	MONTHLY PAYMENT	BILLING FREQ./TYPE	SPECIAL INSTRUCTIONS
60 mos.	\$ 520.00 (plus taxes)	<input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Check <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> ACH	

EQUIPMENT SCHEDULE		ACCOUNT SETUP FEES	
4 - i12		Installation Fee	
		\$ 150.00 / Unit = \$ 300.00	
		Other Fees* = \$	
		* _____	

Agreed and Accepted by:

Customer:

Authorized Signature		Name Printed	
Title		Date	
Distributor:		Account Executive	
Signature	Title	Date	

Customer acknowledges having read and understood all of the terms of this Rental Agreement, including page 2 hereof, and agrees to be bound by all of the terms herein upon execution of this Rental Agreement.

Reference Number _____ (for internal use only)

page 1 of 2

Rental Agreement Terms

- 1. Ownership of Equipment:** Distributor is the sole owner and title-holder of the equipment under this Rental Agreement ("Equipment"). Customer agrees to keep the Equipment free and clear of all liens and Customer will pay all taxes, filing fees, interest and penalties relating to this Rental Agreement or the Equipment.
- 2. Complete Agreement:** Customer agrees that no promises or agreements have been made by Distributor or anyone else regarding the rental or use of the Equipment which are not part of this Rental Agreement.
- 3. Authorized Signer:** The person signing this Rental Agreement on behalf of the Customer represents he/she has the power and authority to do so on behalf of the Customer.
- 4. Liability and Insurance; Indemnity:** Customer is responsible for any damage to the equipment or losses or injuries caused by the Equipment due to acts of Customer. Customer agrees to keep the Equipment fully insured against such losses during the term of the Rental Agreement or any extension hereof. If Distributor or its assignee requests proof of insurance and Customer fails to provide said proof, Customer agrees to pay to Distributor or its assignee the cost (which may be at a higher premium) of the insurance obtained by Distributor or its assignee. Customer agrees to indemnify, defend and hold harmless Distributor's assignee at all times, including after termination of this Rental Agreement, from and against any loss, damage, liability or claim, including reasonable attorneys' fees, caused by the Equipment or its use.
- 5. Location of Equipment:** Customer will keep the Equipment at the location specified in this Rental Agreement. The Distributor or its authorized agent must perform any relocation of the Equipment.
- 6. Distributor Interests:** Customer may not sell, transfer, encumber or assign the Equipment or this Rental Agreement without the prior written consent of Distributor or its assignee. Distributor may sell, transfer, encumber or assign its interests in the Equipment and/or this Rental Agreement. Any assignee of Distributor will have all of Distributor's rights and benefits under this Rental Agreement but none of its obligations.
- 7. Agreement Inception, Payment Requirements, Payment Due Dates:** This Rental Agreement shall commence on the Delivery and Acceptance Date ("Commencement Date") and continue for the duration of the term stated on page 1 herein. Rental will accrue from the Commencement Date; provided that payment for the initial billing period shall be due thirty (30) days after the Commencement Date. Thereafter, payments will be due for each billing period on the date that Distributor or its assignee establish for payments under this Rental Agreement. Any additional costs associated with the compliance or collection of this agreement will be passed on to the customer. If payment is not made within fifteen (15) days of when due, a late charge equal to 15% of the late payment or \$20, whichever is greater, will be charged for each late payment. Customer's obligation extends through the term of the Agreement.
- 8. Early Termination:** Customer may terminate this Rental Agreement with thirty (30) days prior written notice to Distributor and upon payment, as calculated on the termination date, of all remaining payments, and all sales tax, and fees, if applicable. An equipment pick-up fee of \$150 per unit shall be invoiced at time of pick-up.
- 9. Renewal/Price Protection:** After the initial rental term (or extension previously agreed to), this Rental Agreement will renew for an additional 12 months and annually thereafter at the same monthly rate unless the Customer notifies Distributor in writing ninety (90) days prior to the expiration of the initial rental term (or extension previously agreed to) that the Customer does not intend to renew this Rental Agreement and will return the equipment. A \$150 equipment pick-up fee shall be invoiced at time of pick-up.
- 10. Installation, Maintenance and Care:** Customer agrees to use the Equipment in accordance with the Distributor's specifications and will make the Equipment available to Distributor or its authorized agent for service and maintenance. Amounts payable by Customer under this Rental Agreement are exclusive of any charges for Equipment service, maintenance, repairs or relocation.
- 11. UCC Filings:** Customer grants Distributor (and its successors and assigns) authorization to sign and file Uniform Commercial Code financing statements deemed necessary by Distributor (or its successors and assigns) to protect its interests in the Equipment.
- 12. Default:** If Customer does not pay any amount when due, or breaches any other term of this Rental Agreement, or becomes insolvent or subject to any insolvency proceeding, Distributor or its assignee may deem the Customer in default and Distributor or its assignee may thereafter exercise any and all legal remedies available by law including but not limited to, repossession of the Equipment, termination of maintenance agreements, reimbursement of reasonable attorney fees associated with any action, repossession or disposal of the Equipment and acceleration of the balance due under this Rental Agreement. If any part of this Rental Agreement is found to be invalid, then it shall not invalidate any of the other parts.
- 13. Business Agreement:** Customer agrees that this Rental Agreement and its use of the Equipment is solely for business purposes. This Rental Agreement will be governed by the laws of the state in which the Equipment is located. Any judicial proceedings arising under this Rental Agreement shall be adjudged by any court in any state in which the Customer conducts business at the commencement of the action or is organized. Customer expressly accepts the jurisdiction and venue in any such court and irrevocably waives any right to a trial by jury.
- 14. Manner of Execution:** This Rental Agreement may be executed in as many counterparts as necessary or convenient, including both counterparts that are executed on paper and counterparts that are electronic records and executed electronically, and by the different parties on separate counterparts each of which, when so executed, (and any copy of an executed counterpart that is an electronic record) shall be deemed an original but all such counterparts shall constitute but one and the same agreement. Delivery of a signed counterpart hereof by facsimile transmission or by e-mail transmission shall be as effective as delivery of a manually executed counterpart hereof.
- 15. Miscellaneous:** At the discretion of Distributor or its assignee (the "Holder"), the authoritative electronic copy of this Agreement ("Authoritative Copy") may be converted to paper and marked as the original by Distributor or such assignee (the "Paper Original"). Unless and until the Holder creates a Paper Original, the Authoritative Copy of this Agreement: (1) shall at all times reside in a document management system designated by Holder for the storage of authoritative copies of electronic records, and (2) is held in the ordinary course of business. In the event the Authoritative Copy is converted to a Paper Original, the parties hereto acknowledge and agree that: (a) the electronic signing of this Rental Agreement also constitutes issuance and delivery of the Paper Original, (b) the electronic signature(s) associated with this Rental Agreement, when affixed to the Paper Original, constitutes legally valid and binding signatures on the Paper Original, and (c) the Customer's obligations will be evidenced by the Paper Original after such conversion. Any purchaser of this paper is notified that a security or ownership interest has been granted to the party holding the Paper Original of the Rental Agreement marked "ORIGINAL" and any other security or ownership interest herein will violate the rights of such party.



www.drinkoptimum.com

DISTRIBUTOR:
Optimum Water Solutions, Inc.
1500 Ardmore Blvd. Suite 104
Pittsburgh, PA 15221
(844) 776-0588



Customer Name: Fox Chapel School District

DELIVERY AND ACCEPTANCE CERTIFICATE

Customer and Distributor certify that all Equipment described in the Rental Agreement has been delivered and properly installed according to the Rental Agreement. Customer acknowledges that the Equipment is in good condition and is performing satisfactorily. Customer hereby accepts the equipment unconditionally and irrevocably in accordance with the Rental Agreement and understands that invoicing will commence upon receipt of this Certificate showing execution by Customer. Distributor acknowledges its obligation to provide maintenance services in accordance with any maintenance agreement separately entered into between Distributor and Customer.

Customer: Do not sign this Certificate until you have actually received, installed, inspected and accepted all of the Equipment described in the Rental Agreement.

X _____	_____	_____	_____
Customer (Authorized Signature)	Name (Print)	Title	Date
X _____	Jason Evans	Account Executive	_____
Distributor (Authorized Signature)	Name (Print)	Title	Date

MODEL	SERIAL #
i12	
i12	
i12	
i12	

☐ See attached equipment schedule (if applicable).

Statement of Assurance

Distributor is committed to providing you with quality equipment, quality service and quality drinking water. If for any reason you are not satisfied with the performance of your equipment or the level of service provided, please contact us directly for prompt assistance.

Reference Number _____ (for internal use only)



Customer Payment Preferences

Thank you for choosing your Pure Water System. In order to best serve your needs, please tell us how you prefer to pay your invoices.

Customer Name: FOX CHAPEL AREA SCHOOL DISTRICT

Rental Agreement Account Number: _____

Payables Department Information:

Payables Contact Name: JENNIFER SCHWARTZ

Email Address: jennifer_schwartz@fcsd.edu Phone: 412.767.5343

Are You Tax Exempt? ☐ No ☒ Yes If Yes, please attach completed tax exemption certificate.

Vendor Form: Do you require the completion of a Vendor Form? ☐ No ☐ Yes If Yes, please provide Vendor Form.

Payment Method:

☐ Recurring ACH (standard) please complete below. ☐ Check ☐ Other: _____

☐ Option B: ACH Payments – Direct Deposit to Pure Water Partners

If you would like to set up automatic payment into our bank account, please check this option and we will forward you our banking information.

☐ Credit Card/Debit Card/eCheck

A payment Portal is provided at www.purewaterpartners.com for one-time and recurring payments. Convenience fees may apply.

Payment Frequency: ☐ Quarterly. ☐ Monthly

Invoicing Preference: ☐ Email (Email address) _____ ☐ Paper via U.S. Mail

Is a PO# required on invoices? ☐ No ☐ Yes PO# _____

Save time, money and avoid late fees with the convenience of ACH payment processing

Please complete this section to have your rental payments automatically deducted from your checking account

<u>Bank Routing Number</u>	<u>Bank Account Number</u>
<u>Financial Institution Name</u>	

I (we), as the account holder(s), authorize Pure Water Partners or its assignee and our or its financial institution to debit our account for the amounts due or to become due under the terms of the rental agreement referenced above. This authorization will remain in effect until written notification of termination is received by Pure Water Partners or its assignee.

Authorized By _____ Signature _____ Date _____

Email Address for ACH Notifications: _____

Internal Use: Reference # _____ Dealership: _____ Rep: _____



Distributor:
Optimum Water Solutions, Inc.
1500 Ardmore Boulevard, Suite #104
Pittsburgh, PA, 15221
(844) 776-0588
www.drinkoptimum.com

Customer Satisfaction & Performance Guarantee

Items & Services We Guarantee:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Filters | <input checked="" type="checkbox"/> Timely Service Calls |
| <input checked="" type="checkbox"/> Free Maintenance and Repairs | <input checked="" type="checkbox"/> All Parts |
| <input checked="" type="checkbox"/> Full Unit Replacement | <input checked="" type="checkbox"/> Labor |

Preventative Maintenance Program:

Optimum offers a Comprehensive Maintenance Program ensuring continuous and uninterrupted service throughout the tenure of the rental agreement.

Optimum's Guarantee:

Provided customer uses the equipment to manufacturer's specifications, the equipment is guaranteed to perform for the entire term of the rental period. If repairs cannot be made, Optimum Water Solutions, Inc. will replace the equipment with another model of equal or greater capabilities at NO ADDITIONAL COST to the customer.

In the event the customer becomes aware that the equipment does not meet minimum performance standards, customer agrees to notify OWS in writing within ten days of first knowledge. OWS shall have five days to correct the problem. If the problem is not corrected, OWS shall issue a check from OWS equal to the amount of one month's rental payment per non-performing system and for each month of non-performance commencing with the date of first receipt of written notification of non-performance.

_____	_____	_____	_____
Customer Name	Printed Name	Title	Date
_____	JASON EVANS	ACCOUNT EXECUTIVE	_____
Optimum Signature	Printed Name	Title	Date

Statement of Assurance: Distributor is committed to providing you with quality equipment, quality service and quality drinking water. If for any reason you are not satisfied with the performance of your equipment or the level of service provided, please contact us directly for prompt assistance.



www.drinkoptimum.com

DISTRIBUTOR:
Optimum Water Solutions, Inc
1500 Ardmore Blvd Suite 1400
Pittsburgh, PA 15221
(844) 776-0588



CUSTOMER INFORMATION		BILLING INFORMATION (if different)	
Company Full Legal Name: Fox Chapel Area School District		Company Name: Fox Chapel Area School District	
Contact: Jennifer Schwartz	Phone #: 412-967-2428	Billing Contact: Jennifer Schwartz	Phone #: 412-967-2428
Contact Email: jennifer_schwartz@fcasd.edu	Mobile #:	Billing Contact Email: jennifer_schwartz@fcasd.edu	Mobile #:
Equipment Location Address: 3732 Saxonburg Boulevard		Billing Address: 611 Field Club Road	
City, State, Zip: Pittsburgh, PA 15238		City, State, Zip: Pittsburgh, PA 15238	
Company Email:	TIN#: 25-6010615	Billing Email:	P.O.#:
Org Type: <input type="checkbox"/> Corp <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Other <u>School</u> State incorporated/organized: _____			

RENTAL TERM	MONTHLY PAYMENT	BILLING FREQ./TYPE	SPECIAL INSTRUCTIONS
<u>60</u> mos.	\$ <u>130</u> . <u>00</u> (plus taxes)	<input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Check <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> ACH	

EQUIPMENT SCHEDULE	ACCOUNT SETUP FEES
<u>1 - i12</u>	Installation Fee \$ <u>150.00</u> / Unit = \$ <u>150.00</u> Other Fees* = \$ _____ * _____

Agreed and Accepted by:

Customer:

Authorized Signature

Name Printed

Title

Date

Distributor:

Signature

Account Executive

Title

Date

Customer acknowledges having read and understood all of the terms of this Rental Agreement, including page 2 hereof, and agrees to be bound by all of the terms herein upon execution of this Rental Agreement.

Reference Number _____ (for internal use only)

page 1 of 2

v. 01/10/2022

Rental Agreement Terms

- 1. Ownership of Equipment:** Distributor is the sole owner and title-holder of the equipment under this Rental Agreement ("Equipment"). Customer agrees to keep the Equipment free and clear of all liens and Customer will pay all taxes, filing fees, interest and penalties relating to this Rental Agreement or the Equipment.
- 2. Complete Agreement:** Customer agrees that no promises or agreements have been made by Distributor or anyone else regarding the rental or use of the Equipment which are not part of this Rental Agreement.
- 3. Authorized Signer:** The person signing this Rental Agreement on behalf of the Customer represents he/she has the power and authority to do so on behalf of the Customer.
- 4. Liability and Insurance; Indemnity:** Customer is responsible for any damage to the equipment or losses or injuries caused by the Equipment due to acts of Customer. Customer agrees to keep the Equipment fully insured against such losses during the term of the Rental Agreement or any extension hereof. If Distributor or its assignee requests proof of insurance and Customer fails to provide said proof, Customer agrees to pay to Distributor or its assignee the cost (which may be at a higher premium) of the insurance obtained by Distributor or its assignee. Customer agrees to indemnify, defend and hold harmless Distributor's assignee at all times, including after termination of this Rental Agreement, from and against any loss, damage, liability or claim, including reasonable attorneys' fees, caused by the Equipment or its use.
- 5. Location of Equipment:** Customer will keep the Equipment at the location specified in this Rental Agreement. The Distributor or its authorized agent must perform any relocation of the Equipment.
- 6. Distributor Interests:** Customer may not sell, transfer, encumber or assign the Equipment or this Rental Agreement without the prior written consent of Distributor or its assignee. Distributor may sell, transfer, encumber or assign its interests in the Equipment and/or this Rental Agreement. Any assignee of Distributor will have all of Distributor's rights and benefits under this Rental Agreement but none of its obligations.
- 7. Agreement Inception, Payment Requirements, Payment Due Dates:** This Rental Agreement shall commence on the Delivery and Acceptance Date ("Commencement Date") and continue for the duration of the term stated on page 1 herein. Rental will accrue from the Commencement Date; provided that payment for the initial billing period shall be due thirty (30) days after the Commencement Date. Thereafter, payments will be due for each billing period on the date that Distributor or its assignee establish for payments under this Rental Agreement. Any additional costs associated with the compliance or collection of this agreement will be passed on to the customer. If payment is not made within fifteen (15) days of when due, a late charge equal to 15% of the late payment or \$20, whichever is greater, will be charged for each late payment. Customer's obligation extends through the term of the Agreement.
- 8. Early Termination:** Customer may terminate this Rental Agreement with thirty (30) days prior written notice to Distributor and upon payment, as calculated on the termination date, of all remaining payments, and all sales tax, and fees, if applicable. An equipment pick-up fee of \$150 per unit shall be invoiced at time of pick-up.
- 9. Renewal/Price Protection:** After the initial rental term (or extension previously agreed to), this Rental Agreement will renew for an additional 12 months and annually thereafter at the same monthly rate unless the Customer notifies Distributor in writing ninety (90) days prior to the expiration of the initial rental term (or extension previously agreed to) that the Customer does not intend to renew this Rental Agreement and will return the equipment. A \$150 equipment pick-up fee shall be invoiced at time of pick-up.
- 10. Installation, Maintenance and Care:** Customer agrees to use the Equipment in accordance with the Distributor's specifications and will make the Equipment available to Distributor or its authorized agent for service and maintenance. Amounts payable by Customer under this Rental Agreement are exclusive of any charges for Equipment service, maintenance, repairs or relocation.
- 11. UCC Filings:** Customer grants Distributor (and its successors and assigns) authorization to sign and file Uniform Commercial Code financing statements deemed necessary by Distributor (or its successors and assigns) to protect its interests in the Equipment.
- 12. Default:** If Customer does not pay any amount when due, or breaches any other term of this Rental Agreement, or becomes Insolvent or subject to any Insolvency proceeding, Distributor or its assignee may deem the Customer in default and Distributor or its assignee may thereafter exercise any and all legal remedies available by law including but not limited to, repossession of the Equipment, termination of maintenance agreements, reimbursement of reasonable attorney fees associated with any action, repossession or disposal of the Equipment and acceleration of the balance due under this Rental Agreement. If any part of this Rental Agreement is found to be invalid, then it shall not invalidate any of the other parts.
- 13. Business Agreement:** Customer agrees that this Rental Agreement and its use of the Equipment is solely for business purposes. This Rental Agreement will be governed by the laws of the state in which the Equipment is located. Any judicial proceedings arising under this Rental Agreement shall be adjudged by any court in any state in which the Customer conducts business at the commencement of the action or is organized. Customer expressly accepts the jurisdiction and venue in any such court and irrevocably waives any right to a trial by jury.
- 14. Manner of Execution:** This Rental Agreement may be executed in as many counterparts as necessary or convenient, including both counterparts that are executed on paper and counterparts that are electronic records and executed electronically, and by the different parties on separate counterparts each of which, when so executed, (and any copy of an executed counterpart that is an electronic record) shall be deemed an original but all such counterparts shall constitute but one and the same agreement. Delivery of a signed counterpart hereof by facsimile transmission or by e-mail transmission shall be as effective as delivery of a manually executed counterpart hereof.
- 15. Miscellaneous:** At the discretion of Distributor or its assignee (the "Holder"), the authoritative electronic copy of this Agreement ("Authoritative Copy") may be converted to paper and marked as the original by Distributor or such assignee (the "Paper Original"). Unless and until the Holder creates a Paper Original, the Authoritative Copy of this Agreement: (1) shall at all times reside in a document management system designated by Holder for the storage of authoritative copies of electronic records, and (2) is held in the ordinary course of business. In the event the Authoritative Copy is converted to a Paper Original, the parties hereto acknowledge and agree that: (a) the electronic signing of this Rental Agreement also constitutes issuance and delivery of the Paper Original, (b) the electronic signature(s) associated with this Rental Agreement, when affixed to the Paper Original, constitutes legally valid and binding signatures on the Paper Original, and (c) the Customer's obligations will be evidenced by the Paper Original after such conversion. Any purchaser of this paper is notified that a security or ownership interest has been granted to the party holding the Paper Original of the Rental Agreement marked "ORIGINAL" and any other security or ownership interest herein will violate the rights of such party.



www.drinkoptimum.com

DISTRIBUTOR:
Optimum Water Solutions, Inc.
1500 Ardmore Blvd. Suite 104
Pittsburgh, PA 15221
(844) 776-0588



Customer Name: Fox Chapel School District

DELIVERY AND ACCEPTANCE CERTIFICATE

Customer and Distributor certify that all Equipment described in the Rental Agreement has been delivered and properly installed according to the Rental Agreement. Customer acknowledges that the Equipment is in good condition and is performing satisfactorily. Customer hereby accepts the equipment unconditionally and irrevocably in accordance with the Rental Agreement and understands that invoicing will commence upon receipt of this Certificate showing execution by Customer. Distributor acknowledges its obligation to provide maintenance services in accordance with any maintenance agreement separately entered into between Distributor and Customer.

Customer: Do not sign this Certificate until you have actually received, installed, inspected and accepted all of the Equipment described in the Rental Agreement.

X _____
Customer (Authorized Signature) Name (Print) Title Date

X _____
Distributor (Authorized Signature) **Jason Evans** Account Executive _____
Name (Print) Title Date

MODEL	SERIAL #
i12	

☐ See attached equipment schedule (if applicable).

Statement of Assurance

Distributor is committed to providing you with quality equipment, quality service and quality drinking water. If for any reason you are not satisfied with the performance of your equipment or the level of service provided, please contact us directly for prompt assistance.

Reference Number _____ (for internal use only)



Customer Payment Preferences

Thank you for choosing your Pure Water System. In order to best serve your needs, please tell us how you prefer to pay your invoices.

Customer Name: FOX CHAPEL AREA SCHOOL DISTRICT

Rental Agreement Account Number: _____

Payables Department Information:

Payables Contact Name: JENNIFER SCHWARTZ

Email Address: jennifer_schwartz@fcasd.edu Phone: 412.767.5743

Are You Tax Exempt? ☐ No ☒ Yes If Yes, please attach completed tax exemption certificate.

Vendor Form: Do you require the completion of a Vendor Form? ☐ No ☐ Yes If Yes, please provide Vendor Form.

Payment Method:

☐ Recurring ACH (standard) please complete below. ☒ Check ☐ Other: _____

☐ Option B: ACH Payments – Direct Deposit to Pure Water Partners

If you would like to set up automatic payment into our bank account, please check this option and we will forward you our banking information.

☒ Credit Card/Debit Card/eCheck

A payment Portal is provided at www.purewaterpartners.com for one-time and recurring payments. Convenience fees may apply.

Payment Frequency: ☐ Quarterly. ☐ Monthly

Invoicing Preference: ☐ Email (Email address) _____ ☒ Paper via U.S. Mail

Is a PO# required on invoices? ☐ No ☐ Yes PO# _____

Save time, money and avoid late fees with the convenience of ACH payment processing

Please complete this section to have your rental payments automatically deducted from your checking account

<u>Bank Routing Number</u>	<u>Bank Account Number</u>
<u>Financial Institution Name</u>	

I (we), as the account holder(s), authorize Pure Water Partners or its assignee and our or its financial institution to debit our account for the amounts due or to become due under the terms of the rental agreement referenced above. This authorization will remain in effect until written notification of termination is received by Pure Water Partners or its assignee.

Authorized By _____ Signature _____ Date _____

Email Address for ACH Notifications: _____

Internal Use: Reference # _____ Dealership: _____ Rep: _____



Distributor:

Optimum Water Solutions, Inc.
1500 Ardmore Boulevard, Suite #104
Pittsburgh, PA, 15221
(844) 776-0588
www.drinkoptimum.com

Customer Satisfaction & Performance Guarantee

Items & Services We Guarantee:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Filters | <input checked="" type="checkbox"/> Timely Service Calls |
| <input checked="" type="checkbox"/> Free Maintenance and Repairs | <input checked="" type="checkbox"/> All Parts |
| <input checked="" type="checkbox"/> Full Unit Replacement | <input checked="" type="checkbox"/> Labor |

Preventative Maintenance Program:

Optimum offers a Comprehensive Maintenance Program ensuring continuous and uninterrupted service throughout the tenure of the rental agreement.

Optimum's Guarantee:

Provided customer uses the equipment to manufacturer's specifications, the equipment is guaranteed to perform for the entire term of the rental period. If repairs cannot be made, Optimum Water Solutions, Inc. will replace the equipment with another model of equal or greater capabilities at NO ADDITIONAL COST to the customer.

In the event the customer becomes aware that the equipment does not meet minimum performance standards, customer agrees to notify OWS in writing within ten days of first knowledge. OWS shall have five days to correct the problem. If the problem is not corrected, OWS shall issue a check from OWS equal to the amount of one month's rental payment per non-performing system and for each month of non-performance commencing with the date of first receipt of written notification of non-performance.

_____	_____	_____	_____
Customer Name	Printed Name	Title	Date
_____	JASON EVANS	ACCOUNT EXECUTIVE	_____
Optimum Signature	Printed Name	Title	Date

Statement of Assurance: Distributor is committed to providing you with quality equipment, quality service and quality drinking water. If for any reason you are not satisfied with the performance of your equipment or the level of service provided, please contact us directly for prompt assistance.



www.drinkoptimum.com

DISTRIBUTOR:
Optimum Water Solutions, Inc
1500 Ardmore Blvd Suite 1400
Pittsburgh, PA 15221
(844) 776-0588



CUSTOMER INFORMATION		BILLING INFORMATION (if different)	
Company Full Legal Name: Fox Chapel Area School District		Company Name: Fox Chapel Area School District	
Contact: Jennifer Schwartz	Phone #: 412-967-2428	Billing Contact: Jennifer Schwartz	Phone #: 412-967-2428
Contact Email: jennifer_schwartz@fcasd.edu	Mobile #:	Billing Contact Email: jennifer_schwartz@fcasd.edu	Mobile #:
Equipment Location Address: 115 Cabin Lane		Billing Address: 611 Field Club Road	
City, State, Zip: Pittsburgh, PA 15238		City, State, Zip: Pittsburgh, PA 15238	
Company Email:	TIN#: 25-6010615	Billing Email:	P.O.#:
Org Type: <input type="checkbox"/> Corp <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Other <u>School</u> State incorporated/organized: _____			

RENTAL TERM	MONTHLY PAYMENT	BILLING FREQ./TYPE	SPECIAL INSTRUCTIONS
<u>60</u> mos.	\$ <u>130</u> <u>00</u> (plus taxes)	<input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Check <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> ACH	

EQUIPMENT SCHEDULE	ACCOUNT SETUP FEES
<u>1 - i12</u>	Installation Fee \$ <u>150.00</u> / Unit = \$ <u>150.00</u> Other Fees* = \$ _____ * _____

Agreed and Accepted by:

Customer:

_____	_____
Authorized Signature	Name Printed
_____	_____
Title	Date

Distributor:

_____	Account Executive	
Signature	Title	Date

Customer acknowledges having read and understood all of the terms of this Rental Agreement, including page 2 hereof, and agrees to be bound by all of the terms herein upon execution of this Rental Agreement.

Reference Number _____ (for internal use only)

page 1 of 2

Rental Agreement Terms

- 1. Ownership of Equipment:** Distributor is the sole owner and title-holder of the equipment under this Rental Agreement ("Equipment"). Customer agrees to keep the Equipment free and clear of all liens and Customer will pay all taxes, filing fees, interest and penalties relating to this Rental Agreement or the Equipment.
- 2. Complete Agreement:** Customer agrees that no promises or agreements have been made by Distributor or anyone else regarding the rental or use of the Equipment which are not part of this Rental Agreement.
- 3. Authorized Signer:** The person signing this Rental Agreement on behalf of the Customer represents he/she has the power and authority to do so on behalf of the Customer.
- 4. Liability and Insurance; Indemnity:** Customer is responsible for any damage to the equipment or losses or injuries caused by the Equipment due to acts of Customer. Customer agrees to keep the Equipment fully insured against such losses during the term of the Rental Agreement or any extension hereof. If Distributor or its assignee requests proof of insurance and Customer fails to provide said proof, Customer agrees to pay to Distributor or its assignee the cost (which may be at a higher premium) of the insurance obtained by Distributor or its assignee. Customer agrees to indemnify, defend and hold harmless Distributor's assignee at all times, including after termination of this Rental Agreement, from and against any loss, damage, liability or claim, including reasonable attorneys' fees, caused by the Equipment or its use.
- 5. Location of Equipment:** Customer will keep the Equipment at the location specified in this Rental Agreement. The Distributor or its authorized agent must perform any relocation of the Equipment.
- 6. Distributor Interests:** Customer may not sell, transfer, encumber or assign the Equipment or this Rental Agreement without the prior written consent of Distributor or its assignee. Distributor may sell, transfer, encumber or assign its interests in the Equipment and/or this Rental Agreement. Any assignee of Distributor will have all of Distributor's rights and benefits under this Rental Agreement but none of its obligations.
- 7. Agreement Inception, Payment Requirements, Payment Due Dates:** This Rental Agreement shall commence on the Delivery and Acceptance Date ("Commencement Date") and continue for the duration of the term stated on page 1 herein. Rental will accrue from the Commencement Date; provided that payment for the initial billing period shall be due thirty (30) days after the Commencement Date. Thereafter, payments will be due for each billing period on the date that Distributor or its assignee establish for payments under this Rental Agreement. Any additional costs associated with the compliance or collection of this agreement will be passed on to the customer. If payment is not made within fifteen (15) days of when due, a late charge equal to 15% of the late payment or \$20, whichever is greater, will be charged for each late payment. Customer's obligation extends through the term of the Agreement.
- 8. Early Termination:** Customer may terminate this Rental Agreement with thirty (30) days prior written notice to Distributor and upon payment, as calculated on the termination date, of all remaining payments, and all sales tax, and fees, if applicable. An equipment pick-up fee of \$150 per unit shall be invoiced at time of pick-up.
- 9. Renewal/Price Protection:** After the initial rental term (or extension previously agreed to), this Rental Agreement will renew for an additional 12 months and annually thereafter at the same monthly rate unless the Customer notifies Distributor in writing ninety (90) days prior to the expiration of the initial rental term (or extension previously agreed to) that the Customer does not intend to renew this Rental Agreement and will return the equipment. A \$150 equipment pick-up fee shall be invoiced at time of pick-up.
- 10. Installation, Maintenance and Care:** Customer agrees to use the Equipment in accordance with the Distributor's specifications and will make the Equipment available to Distributor or its authorized agent for service and maintenance. Amounts payable by Customer under this Rental Agreement are exclusive of any charges for Equipment service, maintenance, repairs or relocation.
- 11. UCC Filings:** Customer grants Distributor (and its successors and assigns) authorization to sign and file Uniform Commercial Code financing statements deemed necessary by Distributor (or its successors and assigns) to protect its interests in the Equipment.
- 12. Default:** If Customer does not pay any amount when due, or breaches any other term of this Rental Agreement, or becomes insolvent or subject to any insolvency proceeding, Distributor or its assignee may deem the Customer in default and Distributor or its assignee may thereafter exercise any and all legal remedies available by law including but not limited to, repossession of the Equipment, termination of maintenance agreements, reimbursement of reasonable attorney fees associated with any action, repossession or disposal of the Equipment and acceleration of the balance due under this Rental Agreement. If any part of this Rental Agreement is found to be invalid, then it shall not invalidate any of the other parts.
- 13. Business Agreement:** Customer agrees that this Rental Agreement and its use of the Equipment is solely for business purposes. This Rental Agreement will be governed by the laws of the state in which the Equipment is located. Any judicial proceedings arising under this Rental Agreement shall be adjudged by any court in any state in which the Customer conducts business at the commencement of the action or is organized. Customer expressly accepts the jurisdiction and venue in any such court and irrevocably waives any right to a trial by jury.
- 14. Manner of Execution:** This Rental Agreement may be executed in as many counterparts as necessary or convenient, including both counterparts that are executed on paper and counterparts that are electronic records and executed electronically, and by the different parties on separate counterparts each of which, when so executed, (and any copy of an executed counterpart that is an electronic record) shall be deemed an original but all such counterparts shall constitute but one and the same agreement. Delivery of a signed counterpart hereof by facsimile transmission or by e-mail transmission shall be as effective as delivery of a manually executed counterpart hereof.
- 15. Miscellaneous:** At the discretion of Distributor or its assignee (the "Holder"), the authoritative electronic copy of this Agreement ("Authoritative Copy") may be converted to paper and marked as the original by Distributor or such assignee (the "Paper Original"). Unless and until the Holder creates a Paper Original, the Authoritative Copy of this Agreement: (1) shall at all times reside in a document management system designated by Holder for the storage of authoritative copies of electronic records, and (2) is held in the ordinary course of business. In the event the Authoritative Copy is converted to a Paper Original, the parties hereto acknowledge and agree that: (a) the electronic signing of this Rental Agreement also constitutes issuance and delivery of the Paper Original, (b) the electronic signature(s) associated with this Rental Agreement, when affixed to the Paper Original, constitutes legally valid and binding signatures on the Paper Original, and (c) the Customer's obligations will be evidenced by the Paper Original after such conversion. Any purchaser of this paper is notified that a security or ownership interest has been granted to the party holding the Paper Original of the Rental Agreement marked "ORIGINAL" and any other security or ownership interest herein will violate the rights of such party.



www.drinkoptimum.com

DISTRIBUTOR:
Optimum Water Solutions, Inc.
1500 Ardmore Blvd. Suite 104
Pittsburgh, PA 15221
(844) 776-0588



Customer Name: Fox Chapel School District

DELIVERY AND ACCEPTANCE CERTIFICATE

Customer and Distributor certify that all Equipment described in the Rental Agreement has been delivered and properly installed according to the Rental Agreement. Customer acknowledges that the Equipment is in good condition and is performing satisfactorily. Customer hereby accepts the equipment unconditionally and irrevocably in accordance with the Rental Agreement and understands that invoicing will commence upon receipt of this Certificate showing execution by Customer. Distributor acknowledges its obligation to provide maintenance services in accordance with any maintenance agreement separately entered into between Distributor and Customer.

Customer: Do not sign this Certificate until you have actually received, installed, inspected and accepted all of the Equipment described in the Rental Agreement.

X _____	_____	_____	_____
Customer (Authorized Signature)	Name (Print)	Title	Date
X _____	Jason Evans	Account Executive	_____
Distributor (Authorized Signature)	Name (Print)	Title	Date

MODEL	SERIAL #
i12	

☐ See attached equipment schedule (if applicable).

Statement of Assurance

Distributor is committed to providing you with quality equipment, quality service and quality drinking water. If for any reason you are not satisfied with the performance of your equipment or the level of service provided, please contact us directly for prompt assistance.

Reference Number _____ (for internal use only)



Customer Payment Preferences

Thank you for choosing your Pure Water System. In order to best serve your needs, please tell us how you prefer to pay your invoices.

Customer Name: FOX CHAPEL AREA SCHOOL DISTRICT

Rental Agreement Account Number: _____

Payables Department Information:

Payables Contact Name: JENNIFER SCHWARTZ

Email Address: jennifer_schwartz@fcasd.edu Phone: 412.767.5343

Are You Tax Exempt? ☐ No ☒ Yes If Yes, please attach completed tax exemption certificate.

Vendor Form: Do you require the completion of a Vendor Form? ☐ No ☐ Yes If Yes, please provide Vendor Form.

Payment Method:

☐ Recurring ACH (standard) please complete below. ☐ Check ☐ Other: _____

☐ Option B: ACH Payments – Direct Deposit to Pure Water Partners

If you would like to set up automatic payment into our bank account, please check this option and we will forward you our banking information.

☒ Credit Card/Debit Card/eCheck

A payment Portal is provided at www.purewaterpartners.com for one-time and recurring payments. Convenience fees may apply.

Payment Frequency: ☐ Quarterly. ☐ Monthly

Invoicing Preference: ☐ Email (Email address) _____ ☒ Paper via U.S. Mail

Is a PO# required on invoices? ☐ No ☐ Yes PO# _____

Save time, money and avoid late fees with the convenience of ACH payment processing

Please complete this section to have your rental payments automatically deducted from your checking account

<u>Bank Routing Number</u>	<u>Bank Account Number</u>
<u>Financial Institution Name</u>	

I (we), as the account holder(s), authorize Pure Water Partners or its assignee and our or its financial institution to debit our account for the amounts due or to become due under the terms of the rental agreement referenced above. This authorization will remain in effect until written notification of termination is received by Pure Water Partners or its assignee.

Authorized By _____ Signature _____ Date _____

Email Address for ACH Notifications: _____

Internal Use: Reference # _____ Dealership: _____ Rep: _____

Fox Chapel Area School District

Combined Agenda Study Session
and Regular Business Meeting

December 4, 2023

Allegheny Intermediate Unit
Allegheny Connect – Regional Wide-Area Network (RWAN) Consortium
Resolution 2023-7

Resolution 2023-7

Resolution to Approve Service Order Agreement and E-rate Letter of Agency with Allegheny Intermediate Unit

for Regional Wide Area Network Services and Internet Access Service

Organization Name Fox Chapel Area School District

WHEREAS Allegheny Intermediate Unit 3 (Allegheny IU) with participating school districts and career and technology centers that are served by Allegheny IU have established a regional wide area network ("RWAN") to interconnect with one another via lit fiber wide area network services and to receive cost-effective Internet access service via the RWAN; and

WHEREAS, the existing contracts for RWAN and Internet access services with the commercial third-party vendor expire on June 30, 2024; and

WHEREAS, Allegheny IU through the RWAN Committee for Oversight and Governance ("RWAN COG") conducted a competitive procurement to rebid these services; and

WHEREAS, Crown Castle Fiber was chosen as offering the most cost-effective service with the requisite technical capability to provide services that will best meet the current and future needs of the Districts and CTCs during the initial contract term and any voluntary extension terms for service beginning July 1, 2024.

NOW THEREFORE BE IT RESOLVED THAT:

1. Fox Chapel Area School District agrees and authorizes Allegheny IU to purchase lit fiber wide area network and Internet access services from Crown Castle Fiber on behalf of this organization and agrees to pay for services in accordance with the terms of the Service Order.
2. Fox Chapel Area School District approves the execution of the Service Order and E-rate Letter of Agency by an authorized representative, to be in effect initially through June 30, 2029 for lit fiber wide area network service and the Letter of Agency, and through June 20, 2027 for Internet access service.
3. Fox Chapel Area School District approves the extension of the initial term of this Service Order in accordance with the voluntary extension options set forth in the Crown Castle Fiber's master agreements that provide for up to five years of extensions for the lit fiber wide area network service and up to seven years of extensions for Internet access service, without requiring separate and/or additional board action.

Approved this 4th day of December, 2023.

ATTEST:

FOX CHAPEL AREA SCHOOL DISTRICT:

By: _____
School Board Secretary

By: _____
School Board President

**REGIONAL WIDE AREA NETWORK SERVICE ORDER WITH ALLEGHENY INTERMEDIATE
UNIT 3 ALLEGHENY INTERMEDIATE UNIT RWAN E-RATE CONSORTIUM**

School Customer Name: Fox Chapel Area School District

Billed Entity Number: 125280

WHEREAS, Allegheny Intermediate Unit 3 ("AIU"), its member school districts and Career Technology Centers ("Schools") are interconnected via a lit fiber wide area network service ("Network") and obtain Internet access service; Internet2 and related services from Pittsburgh Supercomputing Center; access to PAIUnet, the statewide K-12 network; and, point to point direct connectivity with other Schools in the County, via this Network and all of which shall hereinafter be referred to as "RWAN Services"; and

WHEREAS, the Network and Internet access services are provided via competitively bid contracts that expire on June 30, 2024; and

WHEREAS, **Fox Chapel Area School District** ("School Customer") signed a Regional Wide Area Network Service Agreement with ALLEGHENY IU that terminates on June 30, 2024; and

WHEREAS, ALLEGHENY IU in conjunction with representatives of the Schools via the RWAN Committee for Oversight and Governance ("RWAN COG") conducted a competitive procurement to rebid the network and Internet access services with the knowledge and support of School Customer, including the posting of FCC Form 470 Description of Services Requested and Certification and issuance of a Request for Proposal (RFP), in order to comply with the E-rate competitive bidding regulations; and

WHEREAS, the RWAN COG reviewed all bids and selected the service provider, Crown Castle Fiber LLC (hereinafter "CCF") that offers the most cost effective solution and best met the requirements of the proposal for the provision of Network and Internet access services beginning July 1, 2024; and

WHEREAS, ALLEGHENY IU has negotiated master agreements with CCF for Internet access service and wide area network services; and

WHEREAS, ALLEGHENY IU seeks assurance from each School Customer that the School Customer intends to purchase the identified services according to the schedule itemized below, since Allegheny IU will be the customer of record and signatory to the master agreements with CCF on behalf of the School Customer; and

WHEREAS, by entering into and approving this Regional Wide Area Network Service Order, School Customer agrees to be bound to purchase and pay for the referenced services.

NOW THEREFORE, School Customer agrees as follows:

- (1) School Customer agrees that Allegheny IU shall purchase the following services from CCF to be delivered to School Customer, and School Customer agrees to pay Allegheny IU for the associated costs itemized below:
 - A. **Wide Area Network Service: 10 Gbps** lit fiber wide area network service to interconnect with all other School Customers in a point to point configuration at a cost of **\$895.00 for 10 Gbps per month** (prior to the reflection of E-rate discounts).
 - (1) The School Customer agrees to pay for these charges for the five-year period July 1, 2024 through June 30, 2029.
 - (2) If School Customer opts to purchase a 1 Gbps service at the beginning of the term of this Service Order, School Customer may increase the circuit size to 10 Gbps effective on July 1 of an upcoming year that the Service Order and master agreement for wide area network service between ALLEGHENY IU and CCF is in effect. School Customer must notify Allegheny IU of its request to increase the circuit size of its wide area network service by no later than January 31 in advance of the upcoming July 1.
 - B. **Internet Access Service: At least 4000 mbps x \$0.26 per mbps = \$1,040.00 per month** (prior to the reflection of E-rate discounts).
 - (1) The School Customer agrees to pay for these charges for the three-year period July 1, 2024 through June 30, 2027.
 - (2) School Customer may increase the quantity of Internet Access Service and associated charges annually to be effective July 1 of each year that this Service Order and the master agreement for Internet Access Service between ALLEGHENY IU and CCF is in effect. School Customer must notify Allegheny IU of its request to increase the Internet access service quantity by no later than January 31 in advance of the upcoming July 1.
- (2) School Customer agrees to pay ALLEGHENY IU for the following Consortium Services that are not eligible for E-rate, at a monthly price of **\$280.00**:
 - A. **Administrative Services** such as invoice processing, accounts payable and receivable, project management and administration, network operations and related support
 - B. **Pittsburgh Supercomputing Center Membership Fee for Internet2 and related services**
 - C. **PAIUnet service fee to access the statewide network via the RWAN.**
- (3) School Customer acknowledges that prior to the second year and each subsequent year that this Service Order is in effect, the RWAN COG will review and approve the upcoming year's Consortium Services fee and will communicate this information to each School Customer during the first quarter of the calendar year.

- (4) The School Customer may opt to cease receiving Internet access service via the RWAN at the end of the initial term (June 30, 2027) and shall communicate this service cancellation in writing or via email by no later than February 28, 2027.
- (5) The School Customer may opt to cease receiving wide area network service via the RWAN at the end of the initial term for this service (June 30, 2029), and shall communicate this service cancellation in writing or via email by no later than February 28, 2029.
- (6) ALLEGHENY IU may voluntarily extend the master agreements with CCF in consultation with School Customer's assent. In that event, this Service Order will be automatically extended during any extension period that may be in effect through June 30, 2034. Alternatively should School Customer prefer, an addendum to this Service Order will be prepared and presented to School Customer for signature.
- (7) School Customer acknowledges and understands that ALLEGHENY IU is executing master agreements with CCF to facilitate the School Customer's receipt of the services at the prices set forth above in Item 1A through 1C; and, in order to do so, ALLEGHENY IU is bound to the service provider for a five (5) year period for the RWAN wide area network services and a three (3) year period for Internet access service. In the event that School Customer seeks to voluntarily terminate this Regional Wide Area Service Network Service Order with ALLEGHENY IU prior to the end of the five (5) year term or any voluntary extension period, School Customer agrees to pay for any early termination charges that ALLEGHENY IU incurs from the service provider(s) and the balance of the Consortium Fee for the year in which the School Customer terminates the Service Order.
- (8) The prices set forth above are contingent on realizing aggregated cost savings arising from the combined participation of all School Customers. To the extent that fewer than the anticipated number of School Customers may opt to participate in this procurement, the ALLEGHENY IU reserves the right to increase the prices set forth herein subject to School Customer's approval of the revised prices.
- (9) During the hours that classes are in session, School Customer agrees that the RWAN Services will be used by the School Customer solely for educational purposes. School Customer will not allow the RWAN Services to be used by any third party not directly affiliated with School Customer when classes are in session. When classes are not in session, School Customer has the discretion but is not required to allow for community use of these services.
- (10) School Customer authorizes ALLEGHENY IU to apply for E-rate funding on behalf of the School Customer for the costs of the E-rate eligible services as set forth in Section 1. Upon receipt of E-rate funding approval, the benefit of the School Customer's E-rate discount will be reflected on the bills issued by ALLEGHENY IU for the RWAN Services.

School Customer is required to respond promptly to all information and document requests from the IU pertaining to the E-rate application and funding process. The School Customer is responsible for submitting E-rate applications for all other E-rate eligible services and/or equipment that School Customer procures and uses.

- (11) School Customer agrees to the continuation of the RWAN COG as the means of representative governance of the RWAN services during the period this Service Order is in effect.
- (12) This Service Order constitutes the entire agreement between the School Customer and ALLEGHENY IU. All prior written and oral understandings between the parties are merged into this Service Order. No agent, representative, employee or officer of the School Customer or IU has authority to make, or has made, any statement, agreement or representation, oral or written, in connection with this Service Order which in any way is deemed to modify, add to, or detract from or otherwise change or alter the terms and conditions of this Service Order.
- (13) This Service Order shall be governed by and interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania and decisions of the Pennsylvania courts.

I certify I am authorized to sign this Service Order intend to be legally bound thereby:

School Customer Name	<u>Fox Chapel Area School District</u>
Signature of Authorized Individual	<u></u>
Printed name of Authorized Signatory	<u></u>
Title of Authorized Signatory	<u>School Board President</u>
Date of Signature	<u>December 4, 2023</u>

Letter of Agency for Funding Year 2024-2029 for Allegheny IU RWAN Consortium, Entity # 17000532

Letter of Agency for Fox Chapel Area School District, Entity # 125280

This Letter of Agency (LOA) confirms our participation in the Allegheny IU RWAN E-Rate Consortium ("this Consortium") for the procurement of all Category 1 services and equipment. I hereby authorize this Consortium to submit FCC Form(s) 470,471, 472/474, 486,498,500, SPIN Change, Service Substitution Requests and appeals relating this Consortium's E-rate applications] to the Universal Service Administrative Company (USAC) on behalf of **Fox Chapel Area School District.**

I understand that, in submitting E-rate forms and other filings on our behalf, this Consortium will make certifications for our organization. I represent I am authorized to make and so state the following certifications on behalf of our organization:

- (a) I certify that our school(s) are all schools under the statutory definitions of elementary and secondary schools as defined under 47 C.F.R. § 54.500, do not operate as for-profit businesses, and do not have endowments exceeding \$50 million.
- (b) I certify that our school(s) has/have secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that to the extent that the billed entity is passing through the non-discounted charges for the services requested under this LOA, that the entities I represent have secured access to all of the resources to pay the non-discounted charges for eligible services and products from funds to which access has been secured in the current funding year.
- (c) I certify that the services that our organization purchases at discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes, see 47 C.F.R. § 54.500, and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by Commission's rules at 47 C.F.R. § 54.513.
- (d) I certify that our organization has/have complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could also result in civil or criminal prosecution by the appropriate law enforcement authorities.
- (e) I acknowledge that the discount level used for shared services is conditional for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.
- (f) I certify that I will retain required documents for a period of at least 10 years after the later of the last day of the applicable funding year or the service delivery deadline for the associated funding request. I acknowledge that I may be audited pursuant to participation in the schools and libraries program. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission's rules regarding the application for, receipt of, and delivery of services receiving schools

and libraries discounts, and that if audited, I will make such records available to USAC.

- (g) I certify that I am authorized to order the eligible equipment and services for the eligible entity(ies) covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entity(ies) covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities to receive discounted equipment and/or services under this Letter have complied with the terms, conditions and purposes of the E-Rate program, that no kickbacks were paid to anyone, and that false statements can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.
- (h) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the Schools and Libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity and/or the entities, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the Schools and Libraries support mechanism.
- (i) I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider(s). I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.
- (j) I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information, and belief, all information provided to this Consortium for our entity(ies) participation in the E-Rate program is accurate and true.

School Customer Name	<u>Fox Chapel Area School District</u>
Signature of Authorized Individual	<u></u>
Printed name of Authorized Signatory	<u></u>
Title of Authorized Signatory	<u>School Board President</u>
Date of Signature	<u>December 4, 2023</u>

Fox Chapel Area School District

Combined Agenda Study Session
and Regular Business Meeting

December 4, 2023

Enrollment and Fire Drills

Fox Chapel Area School District															
Enrollment															
December 2023															
School	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Fairview Elementary School		17	20	20	25	22	22								371
		18	19	19	24	20	21								
		17	20	20	24	22	21								
Hartwood Elementary School		16	22	20	23	22	21								389
		14	23	20	23	22	22								
		16	22	20	24	21	19								
				19											
Kerr Elementary School	20	19	21	23	18	26	19								454
		17	21	23	19	26	19								
		18	21	23	18	27	19								
		18			18										
Spanish Immersion Class							21								
O'Hara Elementary School		21	22	25	21	23	25								716
		21	22	24	21	23	25								
		21	21	24	21	23	25								
		21	22	25	19	22	25								
		21	22	24	20	22	23								
		20			22										
Dorseyville Middle School								300	328	335					963
Fox Chapel Area High School											330	323	336	296	1,285
TOTAL	20	275	318	329	340	321	327	300	328	335	330	323	336	296	4,178
As of November 2023															
Look Down Drill *															
Cafe Evac ** Each grade level gathered in the cafe. A presentation was given to explain the drill. Each grade level quickly exited the cafe using 2 exits. This simulated an emergency evac. Once on the track, monitors took attendance **							Fire Drills								
Safety Evacuation Drill **															
				Fairview Elementary School			11/03/23		6 Minutes	00 Seconds *					
				Hartwood Elementary School			11/15/23		5 Minutes	38 Seconds *					
				Hartwood Elementary School			11/22/23		5 Minutes	19 Seconds					
				Kerr Elementary School			11/08/23		3 Minutes	19 Seconds					
				O'Hara Elementary School			11/13/23	3 Hours	55 Minutes	00 Seconds **					
				Dorseyville Middle School			11/06/23		14 Minutes	00 Seconds *					
				Fox Chapel Area High School			11/06/23		36 Minutes	00 Seconds **					