

Jersey Shore Area School District
Board of Education – Regular Meeting
Minutes of February 8, 2016

A. Opening

1. Call to Order: Mr. David Hines, President, called the meeting to order at 7:00 p.m.

2. Roll Call:

Members Present: Mr. Craig Allen, Mr. Christopher Fravel, Mr. David Hines, Mrs. Loren Koch, Mrs. Denise Smith, Mrs. Karen Stover, Mr. Merrill Sweitzer, Mrs. Mary Thomas, Mrs. Kelley Wasson and Dr. Dorothy Chappel, Superintendent

Others Present: Chris Kenyon, Esq., Solicitor, Adrienne Craig, Board Secretary, Madalyn Charnego, Student Representative

3. Pledge of Allegiance: Led by Caleb Sarge and Hayden Prichard, students representing Salladasburg Elementary.

B. Presentations

1. Communications:

- a. Madalyn Charnego (student) and Cindy Ferguson (teacher) representing Jersey Shore Area School District at Chamber of Commerce Education Celebration
- b. JSASD TSA Students placed in the top 10 of 18 events out of 22, at the Regional Competition
- c. Governor Wolfe signed Senate Bill 880
- d. JSASD received an American Heart Association Fit Friendly Work Site Award
- e. PSERS special election for new members for retirement board
- f. Bob Staver notification that the comprehensive plan is approved by PDE in effect until 2018
- g. Ben Thomas representing JSASD at District Chorus
- h. Wrestlers recieved 5th consecutive District 4 Championship

2. President's Report:

- a. Executive Sessions were held at the Administration Building on the following nights for personnel matters:

January 26, 2016 at 6:30 p.m.

January 27, 2016 at 6:30 p.m.

January 28, 2016 at 6:30 p.m.

February 3, 2016 at 6:30 p.m.

3. Student Representative Report: None

4. Intermediate Unit Report: None

5. Superintendent's Report:

- a. Lycoming County Comprehensive Plan - Kim Wheeler, Deputy Director of Planning for Lycoming County
- b. AP Environmental Science Course - Reed Mellinger and Bill Ferguson
- c. Proposed 2016 - 2017 Calendar - Dorothy Chappel

(Attachment)

I. Executive Session

An Executive Session was held beginning at 7:57 p.m. for personnel matters after which business will be conducted.

Meeting resumed at 9:03 p.m.

Motion: A motion was made by Craig Allen and seconded by Christopher Fravel to table the following agenda items pending changes to the job description. Changes should go to Adrienne Craig by February 12, 2016.:

D. Personnel:

1. Personnel:

- f. a new Act 93 position titled, Assistant Accountant for Payroll and Human Resources, at a salary of \$46,079 for 2015-2016 and further approving the attached job description for the position. (Attachment)
- g. the appointment of Lynn Robinson to the Assistant Accountant for Payroll and Human Resources effective February 9, 2016. Salary to be prorated.

The vote was a unanimous Yes. Motion carried.

C. Courtesy of the Floor

John Shireman-JS Borough – commented on the sale of the Nippenose Elementary property.

D. Personnel

1. Personnel:

Motion: A motion was made by Craig Allen and seconded by Christopher Fravel to approve the following Personnel items as listed on the Agenda:

- a. a day without pay for Kelly Klein, April 8, 2016.
- b. days without pay for Mindy Gunn, February 25, 2016 (1/2 day p.m.) and February 26, 2016.
- c. a letter of resignation from Tracy Kessinger, Assistant Girls Varsity Soccer coach, effective February 5, 2016.
- d. appointment of Angela Eaton and Mindy Gunn as Fitness Center Instructors, effective February 9, 2016, at an hourly rate of \$10.00.
- e. appointment of Bill Farr to the position of Assistant Varsity Girls Soccer coach \$2124.90 (90% of full stipend \$2361), effective February 9, 2016.

The vote was a unanimous Yes. Motion carried.

E. Curriculum and Instruction: None

F. Building and Grounds: None

G. Finance:

1. Finance:

Motion: A motion was made by Mary Thomas and seconded by Loren Koch to approve the following Finance items as listed on the Agenda:

- a. settlement of 2015 Interim Real Estate Taxes in accordance with the attached summary. (Attachment)
- b. settlement of 2015 Real Estate Taxes in accordance with the attached summary. (Attachment)
- c. awarding 2015-2016 bus contracts to Susquehanna Transit Company to provide regular student transportation services at the daily rates listed below. The contractor will be reimbursed the pro-rated daily vehicle allowance portion of the contract for days of transportation which are lost and not made up due to emergency cancelations.

# Days	# of Busses	Daily Rate	Average Daily Rate	Daily Vehicle Allowance
173	8	\$2,257.09	\$282.14	\$457.97
175	1	\$146.93	\$146.93	\$26.14
180	1	\$169.29	\$169.29	\$43.10
181	1	\$300.43	\$300.43	\$51.65
182	1	\$146.31	\$146.31	\$33.88

- d. awarding 2015-2016 bus contracts to Marden's to provide regular student transportation services at the daily rates listed below. The contractor will be reimbursed the pro-rated daily vehicle allowance portion of the contract for days of transportation which are lost and not made up due to emergency weather cancelations.

# Days	# of Busses	Daily Rate	Average Daily Rate	Daily Vehicle Allowance
173	17	\$3,977.44	\$233.97	\$803.04
180	2	\$759.82	\$379.91	\$81.78
188	1	\$293.94	\$293.94	\$38.44
190	1	\$341.13	\$341.13	\$38.04
195	1	\$208.89	\$208.89	\$39.78
64	1	\$690.78	\$690.78	\$146.07
109	1	\$645.08	\$645.08	\$100.36

The vote was a unanimous Yes. Motion carried.

H. Miscellaneous

1. Miscellaneous Items

Motion: A motion was made by Loren Koch and seconded by Karen Stover to approve the following Miscellaneous items as listed on the Agenda:

- a. the 2016-2017 school year calendar at first reading. (Attachment)

- b. the deletion of Policy 906.1 - Public Complaints - ESEA Title I, as language in the policy is now covered by Policy 906 - Public Complaints. (Attachment)
- c. a Nondisclosure Agreement between Automated Records Centre and Jersey Shore Area School District. (Attachment)
- d. a Letter of Agreement between Crossroads Counseling, Inc. and Jersey Shore Area School District for Partial Hospitalization services. (Attachment)
- e. additional instructor fees for ALiCE training. (Attachment)
- f. the sale of the 1980 Ford bucket truck, as is, to the West Branch Emergency Management Association, Inc. for \$400.00.
- g. the 2015-2016 Jersey Shore Area School District Pre K Counts Partnership Agreement with All Things Bright and Beautiful Day Care. (Attachment)
- h. authorizing the Director of Operations to solicit bids for Athletic and Trainer supplies for the 2016-2017 school year.
- i. authorizing Larson Design to solicit bids for the replacement of the Middle School chiller. This was recommended by the Capital Projects Committee.

The vote was a unanimous Yes. Motion carried.

I. Executive Session

An Executive Session was held beginning at 9:11 p.m. for personnel and real estate matters after which no business will be conducted.

Meeting resumed at 9:45 p.m.

J. Adjournment

Motion: A motion was made by Denise Smith and seconded by Loren Koch to adjourn the February 8, 2016 Regular Board Meeting at 9:46 p.m.

The vote was a unanimous Yes. Motion carried.

Respectfully submitted,

Adrienne F. Craig
Board Secretary



Jersey Shore Area School District

SCHOOL CALENDAR

2016-2017

Proposed 01.19.16

AUGUST				
M	T	W	T	F
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 17-18:
August 22-24:
August 29:

Teacher induction
In-service
First student day

(3-3)

SEPTEMBER				
M	T	W	T	F
				1
4	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 5:
September 23:

Schools closed
In-service

(20-1)/(23-4)

OCTOBER				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

October 10:

Act 80 day

(21-0)/(44-4)

NOVEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

November 1:
November 4:
November 11:
November 21-22:
November 23-28:

End marking period 1
2-hour Early Dismissal
Report cards distributed
Act 80 day
parent conferences
Schools closed

11/21 12:30-8:00pm

(18-0)/(62-4)

DECEMBER				
M	T	W	T	F
				1
				2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December 5-16:
December 21:
December 22-30:

Keystone Testing, Wave 1
2-hour early Dismissal
(staff and students)
Schools closed

(15-0)/(77-4)

JANUARY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January 2:
January 9-23:
January 16:
January 19:
January 20:
January 27:

Schools closed
Keystone Testing, Wave 2
Act 80 day
End marking period 2
2-hour Early Dismissal
Report cards distributed

(21-0)/(98-4)

FEBRUARY				
M	T	W	T	F
			1	2
			3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

February 17, 20:
February 21:

Schools closed
Act 80 day

(18-0)/(116-4)

MARCH				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

March 16-17:
March 29:
March 31:

In-service
End marking period 3
2-hour Early Dismissal

(21-2)/(137-6)

APRIL				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

April 3-7:
April 7:
April 13-17:
April 18:
April 24-28:

PSSA Testing, Grades 3-8
English/Language Arts
Report cards distributed
Schools closed
Act 80 day
PSSA Testing, Grades 3-8
Mathematics

(17-0)/(154-6)

MAY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

May 1-5:
May 9-12:
May 15-26:

PSSA Testing, Grades 4 & 8
Science
PSSA Make-ups
Keystone Testing
Algebra I, Biology, Literature
Act 80 day/senior projects
Keystone exam makeups
Schools closed

May 26:
May 29:
(22-0)/(176-6)

JUNE				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16

June 6:
June 7:
June 10:

Last student day
2-hour early dismissal
In-service
Graduation

(4-1)/(180-7)

in-service day/no school for students
schools closed
Act 80 day/no school for students
2-hour early dismissal
end of marking period
report cards distributed

Weather Make-up Days:

09/23: 1st make-up
10/10: 2nd make-up
01/16: 3rd make-up
02/21: 4th make-up
04/18: 5th make-up
04/13: 6th make-up
06/07: 7th make-up
06/08: 8th make-up
06/09: 9th make-up

June 7 == In-service

moved after last student day
if used as make-up date

September 23 == In-service

moved after last student day
if used as make-up date

Act 80 days ==

Act 80 days converted to
make up days will be moved
to end of year for staff.

JERSEY SHORE AREA SCHOOL DISTRICT

Job Description of:

ASSISTANT ACCOUNTANT FOR PAYROLL AND HUMAN RESOURCES

<u>Position:</u>	Assistant Accountant for Payroll and Human Resources
<u>Scope:</u>	The main focus of this position will be the payroll processes and benefits administration for the school district. This position will also assist the Accountant and Business Manager in various related duties as assigned.
<u>Certification:</u>	Minimum two-year college degree with an emphasis on business administration or accounting.
<u>Qualifications:</u>	Experience in PA public school district payroll is required. Scope of experience must include all aspects of payroll operations, including PSERS administration, and all aspects of benefit administration.
<u>Responsible to:</u>	Accountant and Business Manager
<u>Supervisory Function:</u>	Payroll Administrative Assistant
<u>Position Objective:</u>	To ensure the punctual, accurate operation of all payroll processes and employee benefits, including all reporting requirements.
<u>Salary Range:</u>	Per Act 93 based on experience _____

ASSISTANT ACCOUNTANT FOR PAYROLL AND HUMAN RESOURCES

Responsibilities - Payroll:

Maintain employee master file data:

Maintain all salary records. Update all changes each year according to contracts, agreements, and board approved annual increases. Maintain correct account codes for each employee and each type of pay.

Maintain all deductions, including taxes, PSERS, voluntary, and involuntary deductions. Update and document all changes as needed.

Maintain all other biographical and personnel records, including all required PIMS data.

Process bi-weekly Payroll:

Review and process salary changes for each pay due to leaves, days without pay, new employees, etc.

Gather all information needed for each payroll such as timecards, stipends schedules, auxiliary payments etc. Review for accuracy and required approvals. Enter all information in payroll software program.

Confirm the accuracy of all entries and totals, process payroll, and submit direct deposit file. Generate all payroll reports, updating all spreadsheets required for tax reporting.

Remit all tax and deduction payments as required: biweekly, monthly, or quarterly. Reconcile and file all related deduction reports: bimonthly or monthly as required. Reconcile and file all local, state, and federal payroll tax returns as required: biweekly, monthly, quarterly, and annually including W-2s.

Other Payroll Functions:

Administer and ensure compliance with JSEA and AFSME contracts and Act 93 Agreements for both salaries and benefits. Calculate, input, and reconcile all annual salary changes per contracts, agreements, and board approved schedules for all salary, hourly, and stipend positions. Calculate position/salary changes as needed, including retroactive adjustments.

Provide wage and benefit information to assist the business manager in the development of salary budget preparation and contract negotiations.

Manage summer pay requests. Reconcile and implement subsequent salary changes.

Reconcile year-end balance of salary contract reports. Assist with fiscal year end salary accrual process.

Monthly and annual reporting to the Public School Employees Retirement System (PSERS).

Review, reconcile and approve invoices from Source4Teachers for all hourly substitutes. Research any variances and work with S4T and JSASD staff to resolve any discrepancies.

Provide information and assist with biannual GASB reporting.

Public School Support Personnel reporting

Assist in external audits (Financial, State Auditor General, Workers Compensation).

Provide salary and employment information as appropriate to outside agencies for employment verification requests, survey purposes, etc.

Provide information necessary for unemployment claims.

EEOC reporting

Act 29 reporting (PDE 2105)

Calculate and record taxable Group Term Life for W-2 reporting.

Manage school calendars, including changes required by snow days as they effect salary calculations for leaves.

Responsibilities - Personnel:

Meet with new employees to review salaries and benefits and ensure compliance with all required notifications.

Maintain records of employee absences. Record annual addition of days, post days used, monitor balances.

Manage enrollments, changes, and payments to employee Tax Sheltered Annuities, Health Savings Accounts.

Manage enrollments, changes, terminations for employee health, dental, life, and disability insurances. Provide exiting employees with COBRA forms and information. Manage open enrollment period forms and coverage changes.

Prepare monthly payments requests for all insurances, reconciling each with payroll and personnel changes.

Liaison/coordinator for health care benefit changes. Assist with presentations to employees about new health care plans (High Deductible Plans with HSA, HRA accounts).

Manage data required to ensure compliance with the Affordable Care Act (ACA), including W-2 health insurance cost reporting and Forms 1095-C Employer-Provided Health Insurance Offer and Coverage.

Administer Family Medical Leave Act (FMLA) and sabbatical requests. Obtain all required forms, communicate with employee about use of absence days and other issues. Calculate salary payoff and new adjusted salary when employee returns to service. Calculate necessary adjustments to insurance copays, union dues and other deductions.

Process retirement enrollments and changes. Research and provide payroll information for inquiries from employees approaching retirement.

Establish and update CSIU Insurance module required for ACA reporting. Maintain premium costs and copay information for all insurance plans and types. Record all employee coverage changes. Obtain and update additional information on dependents as required for ACA reporting.

Work in conjunction with the Office of the Superintendent on a variety of confidential employee matters: new hires, terminations, salary adjustments, FMLA leaves, days without pay, changes in employee assignments, state and federal clearances, professional certifications, and any other issues related to payroll and personnel.

Attend continuing education and professional development sessions as required by the Business Manager.

Join the Pennsylvania Association of School Business Officials and work toward certification as a Registered Human Resources Specialist.

Prepare financial projects for Accountant's review throughout the year:

Prepare schedules of compensated absence balances and liability

941 Reconciliation

Pension liability analysis and reconciliation

Schedule unemployment charges by account

Analysis of all insurance suspense accounts for cost allocations

Analysis of purchase substitute services suspense account for cost allocations

Prepare monthly interfund payroll overhead due from Athletics and Food Service Funds

Schedule wages and benefit costs for all grants; prepare quarterly expenditure reports

Other projects as assigned

Township/Borough	Assessed Value	Millage	*\$ Value	Face Value of Taxes Collected	Exonerations	Delinquent	Discount	Penalty	Net Collections
Anthony Township	234,150	15.9869	2,371.36	2,371.36	0.00	0.00	(45.80)	8.13	2,333.69
Bastress Township	44,030	15.9869	703.90	703.90	0.00	0.00	(14.08)	0.00	689.82
Brown Township	331,660	15.9869	2,393.33	2,393.33	0.00	0.00	(47.86)	53.45	2,398.92
Cummings Township	192,520	15.9869	2,484.86	2,484.86	0.00	0.00	(48.20)	0.00	2,436.66
Jersey Shore Borough	0	15.9869	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Limestone Township	312,060	15.9869	3,210.28	3,210.28	0.00	0.00	(64.21)	0.00	3,146.07
McHenry Township	262,730	15.9869	2,856.70	2,856.70	0.00	0.00	(57.12)	0.00	2,799.58
Mifflin Township	302,140	15.9869	1,650.71	1,650.71	0.00	0.00	(18.83)	70.90	1,702.78
Nippenose Township	349,800	15.9869	3,266.31	3,266.31	0.00	0.00	(65.33)	0.00	3,200.98
Platt Township	278,040	15.9869	2,769.34	2,769.34	0.00	0.00	(1.09)	20.99	2,789.24
Porter Township	133,110	15.9869	836.27	766.99	0.00	69.28	(6.18)	0.00	760.81
Salladasburg Borough	0	15.9869	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Watson Township	36,000	15.9869	335.72	335.72	0.00	0.00	(6.71)	0.00	329.01
TOTALS	\$2,476,230		\$22,878.78	\$22,809.50	\$0.00	\$69.28	(\$375.41)	\$153.47	\$22,587.56
*Interim real estate billing ranges from 1 month to 12 months depending on when construction or renovation was completed.									

2015
REAL ESTATE
TAX SETTLEMENT

Township/Borough	Assessed Value	HomeFarmslead Exclusion	Adjusted Amount	Additions	Millage	\$ Value	Face Value of Taxes Collected	Exonerations	Delinquent	Discount	Penalty	Net Collections	%
Anthony Township	44,690,360	4,373,960	40,316,400	0.00	16.4141	661,757.03	619,555.47	2,477.05	39,724.51	(9,207.46)	3,162.87	613,510.88	0.93
Avis Borough	58,486,000	8,238,088	50,247,912	0.00	11.5320	579,459.88	543,582.71	1,639.26	34,237.91	(8,445.76)	3,621.96	538,758.91	0.93
Bastress Township	26,550,650	2,460,879	24,089,771	0.00	16.4141	395,411.63	382,726.63	0.01	12,684.99	(6,397.09)	2,001.88	378,331.42	0.96
Brown Township	28,572,780	505,002	28,067,778	0.00	16.4141	460,707.26	453,684.20	233.19	6,809.87	(7,810.27)	2,081.03	447,934.96	0.97
Crawford Township	46,312,000	5,722,976	40,589,024	365.56	11.5320	468,073.29	451,291.13	644.38	16,503.34	(7,180.85)	1,950.94	446,061.22	0.95
Cummings Township	35,267,160	1,453,401	33,813,759	0.00	16.4141	555,022.31	520,071.28	19.38	34,931.65	(9,224.17)	1,007.27	511,854.38	0.92
Jersey Shore Borough	126,464,510	11,585,340	114,879,170	0.00	16.4141	1,885,637.06	1,678,899.49	5,214.87	201,522.70	(26,815.21)	11,726.89	1,663,811.17	0.88
Limestone Township	99,288,900	8,865,725	90,423,175	0.00	16.4141	1,484,214.22	1,442,413.02	0.04	41,801.16	(23,632.70)	5,563.45	1,424,343.77	0.96
McHenry Township	32,379,650	698,091	31,681,559	0.00	16.4141	520,024.09	503,108.11	1.09	16,914.89	(8,240.21)	2,981.94	497,849.84	0.96
Mifflin Township	49,597,910	4,715,097	44,882,813	0.00	16.4141	736,710.65	681,709.68	0.11	55,000.86	(11,394.15)	3,956.02	674,271.55	0.92
Nippenose Township	29,705,630	2,764,461	26,941,169	0.00	16.4141	442,214.84	410,998.30	1,213.77	30,002.77	(6,714.67)	1,621.51	405,905.14	0.92
Piatt Township	44,582,370	3,765,416	40,816,954	0.00	16.4141	669,973.25	612,282.07	2,072.15	55,619.03	(9,410.33)	3,631.27	606,503.01	0.91
Pine Creek Township #1	93,157,100	11,894,417	81,262,683	0.00	11.5320	937,122.51	888,666.76	675.23	47,780.52	(14,091.05)	3,487.20	878,062.91	0.94
Porter Township	78,916,760	6,506,108	72,410,652	0.00	16.4141	1,188,555.10	1,099,780.21	0.02	88,774.87	(17,224.11)	4,678.33	1,087,234.43	0.92
Salladasburg Borough	9,772,860	741,947	9,030,913	0.00	16.4141	148,234.24	125,943.39	0.02	22,290.83	(2,077.21)	964.55	124,830.73	0.84
Watson Township	34,568,140	2,749,022	31,819,118	0.00	16.4141	522,281.98	481,977.33	0.00	40,304.65	(6,784.50)	2,025.19	477,218.02	0.91
TOTALS	\$838,312,780	\$77,039,930	\$761,272,850	365.56		\$11,655,399.34	\$10,896,669.78	\$14,190.57	\$744,904.55	-\$174,649.74	\$54,462.30	\$10,776,482.34	0.93



Jersey Shore Area School District SCHOOL CALENDAR 2016-2017

Proposed 01.19.16

AUGUST				
M	T	W	T	F
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 17-18:
August 22-24:
August 29:

Teacher induction
In-service
First student day

(3-3)

SEPTEMBER				
M	T	W	T	F
				1
4	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 5:
September 23:

Schools closed
In-service

(20-1)/(23-4)

OCTOBER				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

October 10:

Act 80 day

(21-0)/(44-4)

NOVEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

November 1:
November 4:
November 11:
November 21-22:
November 23-28:

End marking period 1
2-hour Early Dismissal
Report cards distributed
Act 80 day
parent conferences
Schools closed

11/21 12:30-8:00 pm

(18-0)/(62-4)

DECEMBER				
M	T	W	T	F
				1
				2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December 5-16:
December 21:
December 22-30:

Keystone Testing, Wave 1
2-hour early Dismissal
(staff and students)
Schools closed

(15-0)/(77-4)

JANUARY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January 2:
January 9-23:
January 16:
January 19:
January 20:
January 27:

Schools closed
Keystone Testing, Wave 2
Act 80 day
End marking period 2
2-hour Early Dismissal
Report cards distributed

(21-0)/(98-4)

FEBRUARY				
M	T	W	T	F
			1	2
			3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

February 17, 20:
February 21:

Schools closed
Act 80 day

(18-0)/(116-4)

MARCH				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

March 16-17:
March 29:
March 31:

In-service
End marking period 3
2-hour Early Dismissal

(21-2)/(137-6)

APRIL				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

April 3-7:
April 7:
April 13-17:
April 18:
April 24-28:

PSSA Testing, Grades 3-8
English/Language Arts
Report cards distributed
Schools closed
Act 80 day
PSSA Testing, Grades 3-8
Mathematics

(17-0)/(154-6)

MAY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

May 1-5:
May 9-12:
May 15-26:
May 26:
May 29:

PSSA Testing, Grades 4 & 8
Science
PSSA Make-ups
Keystone Testing
Algebra I, Biology, Literature
Act 80 day/senior projects
Keystone exam makeups
Schools closed

(22-0)/(176-6)

JUNE				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16

June 6:
June 7:
June 10:

Last student day
2-hour early dismissal
In-service
Graduation

(4-1)/(180-7)

in-service day/no school for students
schools closed
Act 80 day/no school for students
2-hour early dismissal
end of marking period
report cards distributed

Weather Make-up Days:

09/23: 1st make-up
10/10: 2nd make-up
01/16: 3rd make-up
02/21: 4th make-up
04/18: 5th make-up
04/13: 6th make-up
06/07: 7th make-up
06/08: 8th make-up
06/09: 9th make-up

June 7 == in-service

moved after last student day
if used as make-up date

September 23 ==

in-service

moved after last student day
if used as make-up date

Act 80 days ==

Act 80 days converted to
make up days will be moved
to end of year for staff

Jersey Shore Area School District

Section COMMUNITYTitle PUBLIC COMPLAINTS-ESEA TITLE IJERSEY SHORE AREA SCHOOL DISTRICTDate Adopted November 21, 1983

Guide		Reference
	906.1 PUBLIC COMPLAINTS - ESEA TITLE I	
1. <u>Purpose</u>	It is the policy of the Board to establish reasonable and effective means of resolving difficulties which may arise involving parents, taxpayers or other individuals or organizations alleging violations of Title I of the Elementary and Secondary Education Act or of the regulations for that title.	1 2 3 4 5 6 7 8 9
2. <u>Authority</u>	It is the position of the Pennsylvania Department of Education that every possible attempt should be made at the local level to resolve complaints alleging violations of ESEA Title I or the regulations for that title and that all conceivable remedies should be exhausted before approaching the Pennsylvania Department of Education for investigation and resolution of complaints.	10 11 12 13 14 15 16 17
3. <u>Definitions</u>	<p><u>Formal Complaint Procedures (to be submitted in writing)</u></p> <p>A. <u>Filing of Complaint (local level)</u> - A complaint must first be filed in writing with the Jersey Shore Area School District. It must include the names and addresses of the persons or organization initiating the complaint and must include a complete description of the alleged violation. If a formal written complaint is received by the Pennsylvania Department of Education without first having been reviewed and responded to by the Jersey Shore Area School District, the PDE shall provide the Jersey Shore Area School District a copy of the complaint while requesting a written response to it.</p> <p>B. <u>Resolving of Complaints (local level)</u> - If the Jersey Shore Area School District does not, or cannot, resolve the matter, it will prepare a written response to the complaint. Copies of all written correspondence relating to the complaint will be sent to the Chief, Division of Compensatory Programs, Pennsylvania Department of Education. The unresolved item(s) will be clearly identified. The Jersey Shore Area School District will provide the PDE with a copy of its findings, responses and decisions relative to the complaint.</p>	18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43

Informal Complaint Procedures

While it is the general policy of the Pennsylvania Department of Education to notify the local educational agencies of all situations involving an informal complaint, the procedure for handling complaints of a personal nature or telephone or anonymous complaints may deviate from the more formal procedure.

All complainants within these categories will be encouraged to follow formal complaint procedures where possible. Both the PDE and the Jersey Shore Area School District discourage anonymous complaints. Certain sensitive issues involving complaints may suggest a deviation from described procedures, however. In such situations, they will be handled on a case-by-case basis at the discretion of the Chief, Division of Compensatory Programs.

NOTE: Detailed explanations about resolving complaints on the local and state levels are contained in a PDE position paper dated March 1, 1978, on file in the Title I office of the Jersey Shore Area School District and in the offices of all eligible Title I schools.

NONDISCLOSURE AGREEMENT

This Nondisclosure Agreement (the "Agreement") is entered into on January 29, 2016 by and between Automated Records Centre with its principal offices at 738 Bellefonte Avenue, Lock Haven, Pa 17745, ("Disclosing Party & Receiving Party") and Jersey Shore Area School District, with its principal offices at 175 A&P Drive, Jersey Shore, PA ("Disclosing Party & Receiving Party") for the purpose of preventing the unauthorized disclosure of Confidential Information as defined below. The parties agree to enter into a confidential relationship with respect to the disclosure of certain proprietary and confidential information ("Confidential Information").

1. Definition of Confidential Information. For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have commercial value or other utility in the business in which Disclosing Party is engaged. All communications, both written and oral are to be considered Confidential Information, whether specifically marked "Confidential" or not.

2. Exclusions from Confidential Information. Receiving Party's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party; (b) discovered or created by the Receiving Party before disclosure by Disclosing Party; (c) learned by the Receiving Party through legitimate means other than from the Disclosing Party or Disclosing Party's representatives; or (d) is disclosed by Receiving Party with Disclosing Party's prior written approval.

3. Obligations of Receiving Party. Receiving Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Disclosing Party. Receiving Party shall carefully restrict access to Confidential Information to employees, contractors and third parties as is reasonably required and shall require those persons to sign nondisclosure restrictions at least as protective as those in this Agreement. Receiving Party shall not, without prior written approval of Disclosing Party, use for Receiving Party's own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of Disclosing Party, any Confidential Information. Receiving Party shall return to Disclosing Party any and all records, notes, and other written, printed, or tangible materials in its possession pertaining to Confidential Information immediately if Disclosing Party requests it in writing.

4. Time Periods. The nondisclosure provisions of this Agreement shall survive the termination of this Agreement and Receiving Party's duty to hold Confidential Information in confidence shall remain in effect until the Confidential Information no longer qualifies as a trade secret; until Disclosing Party sends Receiving Party written notice releasing Receiving Party from this Agreement, or three (3) years from the effective date noted above, whichever occurs first.

5. **Relationships.** Nothing contained in this Agreement shall be deemed to constitute either party a partner, joint venture or employee of the other party for any purpose.

6. **Severability.** If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to affect the intent of the parties.

7. **Integration.** This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings. This Agreement may not be amended except in a writing signed by both parties.

8. **Waiver.** The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.

This Agreement and each party's obligations shall be binding on the representatives, assigns and successors of such party. Each party has signed this Agreement through its authorized representative.

(Signature)

Michael Sullivan - President

Automated Records Centre, Inc.

Date: _____

(Signature)

Name: David R. Hines Title: Board President

Company: Jersey Shore Area School District

Date: February 8, 2016



SPECIALIZING IN MENTAL HEALTH & SUBSTANCE ABUSE TREATMENT

Letter of Agreement

In order to ensure cooperative efforts and to facilitate continuity of care when serving individuals assigned to the Jersey Shore Area School District and Crossroads Counseling, Inc. both parties agree to the following for the 2015-2016 school year:

1. To respond to requests for clinical information in a timely manner and in accordance with applicable law. Each agency will be responsible for obtaining appropriate Releases of Information. In accordance with appropriate Releases of Information, or as otherwise permitted by applicable law, Crossroads Counseling, Inc. will send Jersey Shore Area School District all relevant information including psychiatric reports, treatment plans, and Continuing Care Plans relevant to each individual to whom they mutually provide services.
2. The assigned professional from Jersey Shore Area School District agrees to participate in collaboration for the purpose of developing assessments, treatment goals, and discharge planning for individuals and their families who are receiving services.
3. All employees who have direct contact with children will maintain background clearances (Act 114, Act 151, and Act 34) current within 36 months and be trained in child abuse recognition and reporting through an approved program every five years. Before hiring a new employee, Crossroads Counseling, Inc. will verify employment history for Sexual Misconduct/Abuse Disclosure through Act 168. Crossroads Counseling, Inc. will notify the chief school administrator within 72 hours of an employee's arrest or conviction of an offense listed in Section 111(e). All records will be made available to Jersey Shore Area School District with 48 hours of the request.
4. This agreement assures that both agencies will abide by Federal and State standards regarding confidentiality of individual's information, as well as maintain the clients protected health information as required by law.
5. Jersey Shore Area School District agrees to pay Crossroads Counseling, Inc. \$25.00 per hour, per student, for educational services offered by the agency teacher, Monday through Friday.
6. Invoices will be submitted monthly and are to be paid within 45 days of receipt.
7. This letter will remain in effect until either part requests termination by a written 30 day notice.

William Knecht
President
Crossroads Counseling, Inc.

Date

School District Representative

Date

Board President
Title

501 East Third Street • Williamsport, PA 17701 • Phone: 570-323-7535 • Fax: 570-323-3790
8 North Grove Street • Suite Four • Lock Haven, PA 17745 • Phone: 570-893-1886
444 East College Avenue • Suite 460 • State College, PA 16801 • Phone: 814-231-0940
1873 Shumway Hill Rd • Wellsboro, PA 16901 • Phone: 570-948-9111
1-800-887-2720

ORDER FORM



Customer: Jersey Shore Area School District
Jon Jean
jjean@jsasd.org
(570) 398-1551

Proposal Expires: 10/30/2015
Proposal No 104045
Proposal By Joanne Terry
Email jerry@alicetraining.com

Services: ALICE Products and Services listed below, each subject to the applicable Terms of Use located on a subdomain of www.AliceTraining.com and attached hereto

Term: The term shall begin on 11/01/2015 and end on 10/30/2016. The Agreement will renew for another term of equal length at then current rates unless Customer gives ATI 60 days prior written notice of termination. If rates change, ATI will send Customer written notice of rate change at least 120 days before expiration of term

Annual Fees & Usage			
Description	Unit Price	Quantity	Total Price
eLearning Users (K12 Basic)	\$41.18	340.00	\$14,001.20
TOTAL ANNUAL FEES			\$14,001.20

Note 1: If this Order Form is executed and returned after the beginning of the term, ATI may adjust this Order Form without increasing the Total Annual Fees based on the date ATI activates the Services listed above
Note 2: Price does not include sales tax, which may be applicable in some states or jurisdictions.

Payment Details

Payment Terms: Invoiced Annually - Net 15 days

2/1/16 \$1500 + Travel for additional instructor

Upon signature by Customer and submission to the ALICE Training Institute (ATI), this Order Form shall become legally binding and governed by the Terms of Use - ALICE eLearning Agreement, unless this Order Form is rejected by ATI. ATI may reject this Order Form if: (1) the signatory does not have the authority to bind Customer to this Order Form, or (2) changes have been made to this Order Form (other than completion of purchase order information and the signature block).

<p>CUSTOMER SIGNATORY</p> <p>Name: <u>Robert K. Ryan</u></p> <p>Title: <u>Board President</u></p> <p>Date: <u>10-26-15</u></p> <p>Signature: <u>Robert K. Ryan</u></p> <p>Purchase Order: _____ (if applicable)</p>	<p>CUSTOMER BILLING INFORMATION</p> <p>Billing Phone: <u>570-398-5053</u></p> <p>Billing Fax: <u>570-398-5089</u></p> <p>Billing Email: <u>jjean@jsasd.org</u></p> <p>Billing Address: <u>175 A + P Drive</u> <u>Jersey Shore, PA</u> <u>17740</u></p> <p>Federal Tax ID: <u>24-6002552</u></p> <p>Sales Tax Exempt No. <u>76-41400-9</u> (if applicable)</p>
--	--

* _____

* change will be applied to final invoice that includes travel expenses

John
Alice Training
2/1/16

Please sign & date for approval of additional fees.

**2015-16 JSASD PA Pre-K Counts
Partnership Agreement
All Things Bright and Beautiful Day Care**

A. Background

Lead Agencies are responsible for fiscal and administrative oversight, program leadership and decision-making authority relative to PA Pre-K Counts. It is the entity that responds to the Office of Child Development & Early Learning (OCDEL) requests and submits documents to OCDEL (such as the Waiver Requests and Continuous Quality Improvement Plans (CQIP)) on behalf of the Partners. The Lead Agency holds the responsibility for the Partners' compliance with PA Pre-K Counts requirements. The Lead Agency is responsible for working with its Partner(s) to develop a mutually agreed upon partnership agreement/contract.

Partner Agencies receive funding from the Lead Agency to provide pre-kindergarten programming to PA Pre-K Counts children. The partners are responsible for carrying out the requirements identified in a Partnership Agreement in a satisfactory and proper manner. The Partner(s) communicates directly with the Lead Agency.

B. Elements of the Partnership Agreement:

1. Start and End Date of Partnership Agreement and Identification of Legal Partners –

This Partnership Agreement is made as of July 1, 2015 by and between Jersey Shore Area School District located at 175 A & P Drive, Jersey Shore, PA and All Things Bright and Beautiful Day Care, located at P.O. Box 180, Avis, PA 17721

Jersey Shore Area School District contracts with All Things Bright and Beautiful Day Care to provide all services and program activities as described by the Program Requirements contained within this Partnership Agreement to up to 20 full time children and agrees to pay All Things Bright and Beautiful Day Care \$130,260.00 for the provision of tuition-free pre-kindergarten opportunities for eligible children from August 26, 2015 until June 6, 2016, or after, if snow make-up days need to be used, for agreed upon services listed in this agreement. **Due to the current state budget impasse, the starting date for these services will be delayed until the state of Pennsylvania passes a budget and funds become available for the Pre-K Counts programs. The amount of funding given to All Things Bright and Beautiful Day Care will be prorated based on actual days students are serviced.**

- a. **Length of Day and Program Year** – This will be a program for a minimum of 5.5 hours per day, for a minimum of 180 days per year. Thirty (30) minutes of the day is for lunch. Student days are on attached calendar. The days
- b. **Standards-Based Curriculum** – The curriculum, Creative Curriculum, used in the Pre-K Counts classroom is aligned with the Early Learning Standards established by the Pennsylvania Department of Education.
- c. **Class Size and Student/Teacher Ratios**- PA Pre-K Counts programs must have a student/teacher ratio of no more than 20 students for one teacher and one teacher aide in a classroom, that is, 2 adults in a classroom for every 20 students. If the classroom has 10 or fewer 3 and 4 year olds, it must have one highly qualified teacher and a secondary person available in the

facility. The secondary person must meet the requirements for a PA Pre-K Counts teacher's aide.

- d. Staffing Qualifications** – The lead teacher in each PA Pre-K Counts classroom must possess a Pennsylvania early childhood education certification.

Teacher Aide qualifications for all providers must meet one of the following criteria:

- Completion of at least 2 years postsecondary study, or
- Possession of an associate's degree or higher, or
- Child Development Associate (CDA), or
- Ability to meet rigorous standards of quality and demonstration of knowledge in and the ability to assist a teacher in instructing reading, writing and mathematics.

- e. On-Going Professional Development** – PA Pre-K Counts providers are encouraged to create and implement plans for professional development that are specific to pre-kindergarten. The Lead Agency and Partner(s) should work together to develop a professional development plan that meets, at a minimum, the requirements outlined in ACT 48. Act 48 requires all professional educators to acquire 6 credits/180 hours /a combination of PD hours/credits equivalent to 180 hours every 5 years to maintain an active certificate.

Teacher Aides must have at least 24 hours of continuing professional development each year.

- f. Meals and Snacks** – PA Pre-K Counts requires a meal for a half day program and a snack and one or more meals for a full-day program.
- g. Transitioning Activities** - Transition of students into the PA Pre-K Counts Program and from PA Pre-K Counts into Kindergarten must include specific and mindful activities.
- h. Parental Involvement** – Requirements for the plan for Parent Involvement and shall include at a minimum: joint staff & parent planning process, establishment of policies that support parental involvement, role for parents in evaluating program success, system for reporting child's progress, recognition of parents' critical role and parent education activities.
- i. Develop and Implement a Comprehensive Emergency Response Plan.** All PA Pre-K Counts providers must develop their plan in cooperation with the local Emergency Management Agency and be consistent with the guidelines developed by the Pennsylvania Emergency Management agency and other pertinent state requirements. The plan must be reviewed annually and modified as necessary.
- j. Immunization Requirements** – All providers of PA Pre-K Counts funded programs must meet the immunization requirements, but are not limited to the following:
1. Within 60 days of a child's first day of attendance in the program, the provider shall obtain a record establishing that the child has received the vaccinations recommended by the American Committee on Immunization Practices (ICIP); or
 2. Receipt from a parent or guardian of a child of a written objection to the child being vaccinated on religious grounds or a physician verified medical reason of a temporary or permanent nature explaining why the child is not to be vaccinated.

3. Providers must exclude children from group activities for an additional 30 days who are not vaccinated due to a temporary medical condition, unless they have received written confirmation from a physician or state or local health department of vaccination or continuation of the medical condition. A new verification is required every 30 days or the child may not be readmitted to the setting until the requirements are met.
- k. **Screenings** – All providers of PA Pre-K Counts funded programs must provide or obtain hearing, vision, dental, and health (including mental health) screenings on all children within 60 calendar days of their first day in the classroom setting.
- l. **Waivers** – A Partner Agency is to work through the Lead Agency and the Preschool Program Specialist for advance approval of waivers. Waivers must be submitted by the Lead Agency on behalf of the Partner Agency and facilitated by the Preschool Program Specialist.
- m. **Eligibility of Children**— Eligible children must be three or four years old before September 1st. Five year olds who are eligible for kindergarten may not receive PA Pre-K Counts funding. They may be included in a PA Pre-K Counts classroom only if alternate funding is being used to support these children. This includes five-year olds participating in Early Intervention with developmental delays or disabilities who are eligible for Kindergarten.
- n. **Serve At-Risk children**– All PA Pre-K Counts providers are expected to target their PA Pre-K Counts services to children considered at-risk. An individual assessment of each child’s at-risk status prior to enrolling the child in the program is not required but OCDEL does collect regular information about the at-risk status of the children enrolled.
- o. **Participate in Development and Implementation of Enrollment Plans.** All slots allotted to the Partner Agency by the Lead Agency must be filled prior to the opening day of class and all classrooms must open no later than September 30. Full enrollment must be maintained at all times by the Partner Agency and the Partner is responsible for filling the slot with another child within 20 program days of the original child’s departure from the program. Partners must also assure Lead agencies that they will have strategies in place to maintain at least 85% attendance rate in their PA Pre-K Counts classrooms.
4. **Coordination and Collaboration Requirements** - The PA Pre-K Counts program requires the participating providers to work in a coordinated and collaborative manner with other PA Pre-K Counts programs as well as the early childhood community and OCDEL. Lead Agencies and their Partner(s) are expected to engage in coordination and collaboration partnerships organized for the purpose of community education and outreach on early childhood education, assessing needs and resources and coordinating and developing strategies to address these issues. The PA Pre-K Counts program expectations of working with the following can be addressed:
 - a. **Early Intervention Programs and Services** –The coordination with the Infant and Toddlers and the Preschool Early Intervention (EI) programs to ensure a smooth transition for children coming into PA Pre-K Counts from the Infant and Toddler program and who may be receiving Preschool EI services.

- b. **Child Care Works** – All participants must confirm in the partnership agreement/contract that they will work collaboratively with their CCIS regarding building enrollment and child participation verification.
 - c. **Community Engagement Groups** – PA Pre-K Counts Partnerships are strongly encouraged to meet with the local Community Engagement Group Coordinators in order to connect with other early childhood education efforts in the community and become actively engaged in the Transitioning activities of the CEG.
 - d. **“Wrap-around” Child Care services** –It is recommended that Lead and Partner Agencies work together to coordinate with programs that are providing before and after school wrap-around services in their service area for any of their enrollees..
5. **Monitoring, Program Reporting Requirements and Assurances** - Listing of program reporting requirements, identified in the Pennsylvania Pre-K Counts e-Grant Application – Program Assurances section and PA Pre-K Counts Guidance which must be adhered to by the Partner Agency. It is the Lead Agency’s responsibility to develop procedures for ongoing monitoring of Partners’ compliance with PA Pre-K Counts requirements. Lead Agencies and their Partners should meet a minimum of 4 times a year to review program operation and the Partnership Agreement.

The following areas should be addressed in this section:

- a. **Comply with all PA Pre-K Counts Monitoring Requirements** – Lead Agencies and their Partners should work cooperatively in preparation for monitoring and site visits by their assigned Preschool Program Specialist. Preschool Program Specialists will evaluate an individual program’s capacity to offer high quality Prekindergarten programs through PA Pre-K Counts by using the Program Review Instrument and supporting documents.
- b. **Develop and Submit a Continuous Quality Improvement Plan (CQIP)**- Each PA Pre-K Counts provider is responsible for developing and maintaining a CQIP for their program. Preschool Program Specialists are available to assist each program in creating their Continuous Quality Improvement Plans.
- c. **Assess the Early Learning Environment** - The Department has identified the Early Childhood Environment Rating Scale – Revised (ECERS-R) as the tool that will be used to assess the learning environment in PA Pre-K Counts classrooms. Partners must agree to allow all their PA Pre-K Counts lead teachers to participate in the ERS Foundations and ECERS-R workshops which will be offered through the Regional Keys. Partner programs must confirm that they will conduct a self assessment prior to the formal assessment from the ERS Assessor. All PA Pre-K Counts classrooms are expected to earn an average score of 5.50. Partner classrooms, where the averages score are lower than 5.50, are required to develop and implement an individual improvement plan for each sub-scale below 5.50.
- d. **Assess Student Progress may be accomplished through an approved child outcomes assessment tool.** - The Office of Child Development and Early Learning requires the use of an approved child outcomes assessment tool for the statewide measurement of child progress for PA Pre-K Counts. The Agreement must indicate that the partners will cooperate with this requirement, including training and timely data entry. The specific approved measurement tool must be identified in PELICAN.

- e. **Comply with Reporting Requirements** – Lead Agencies must be very specific in this section of the agreement/contract and spell out in detail the requirements relative to the submission of data required by OCDEL. The Partner and Lead Agency must work together to develop a process that clearly identifies who is collecting and verifying the data, who is submitting data for each data requirement to the correct data depository, when the various data reports are to be submitted and how the information is finally submitted to OCDEL. Timely reporting is a critical issue and the parameters for collection and submission must be clearly understood and agreed upon by the Partner agencies.

The reporting requirements include:

- **Child assessment outcomes reporting** – Methods for how child outcomes data will be reported should be determined at the local level by Lead Agencies and Partner Agencies. This data is collected 3 times per year. PA Pre-K Counts Grantees will report child outcomes on October 15, 2015 and May 15, 2015.
 - **Enrollment reports/attendance data reports** – PELICAN System - Partners are required to submit monthly electronic enrollment/attendance reports to the Lead Agency in the required format using the PELICAN reporting system. Reports will be due by the 10th of each month, following the service month.
 - **Financial reports** – FAI System– Supporting budgetary information, including QER information, is required from the Partner(s) in order for the Lead Agency to complete mandatory, quarterly financial reporting to OCDEL. The financial information requested by the Lead Agency should be determined on the local level within the partnership with mandatory timelines for submission of data by the Partner to the Lead Agency.
 - In addition to the data requirements listed above Partner Agencies must also agree to provide the Lead Agency any data or information that is requested by OCDEL during the course of the grant.
- f. **Attend all PA Pre-K Counts Regional Meetings** – All Lead Agencies and their partner sites are required to attend PA Pre-K Counts State or Regional Meetings – Partners must agree to attend all Regional Meetings hosted by the OCDEL. Details can be found in the Pennsylvania Pre-K Counts Guidance. Required attendee is the Director, Ms. Angela Johnson.
- g. **Fees** – Lead Agencies and their partners must agree not to charge any fee to parents for PA Pre-K Counts services - It must be clearly stated in the agreement that families that enroll their children in a PA Pre-K Counts program may not be charged for any portion of the service.
- h. **Agree to Maintain Required Provider Status** - For the duration of the grant all Lead Agencies and their partners must agree to maintain their provider status. A Partner Agency that is a Child Care Center or Group Child Care Home the agreement should state that they must be at a STAR 3 level or higher beginning in July 2011 and maintain this STAR designation throughout the life of their program. The STAR level of all PA Pre-K Counts programs will be verified during the application. If a Partner loses its STAR designation it should contact the lead Agency immediately and work with the Preschool Program Specialist to remediate this situation.
- i. **Background Checks** – All Lead Agencies and their partner sites must abide by the legal requirements for staff background checks that regulate that type of provider. The Lead Agency

and Partner Agency should identify the process to assure that all staff has appropriate background checks.

- j. **Classroom Content** – All Lead Agencies must assure that the content, activities and materials used in the Partner’s PA Pre-K Counts classroom is secular in nature.
 - k. **Agree not to supplant funds** – Lead Agencies and their partners must agree not to supplant funds but to supplement public funds received from another source. Partners may not substitute PA Pre-K Counts dollars for public resources currently expended to provide pre-kindergarten that meet the standards of the PA Pre-K Counts program. It should be stated that Partners will avoid the use of PA Pre-K Counts funds in a way that replaces services that are currently being provided by Head Start grantees. The Agreement should specifically state that the Partner Agency will not displace existing high quality programs that are in place and serving children, such as Head Start.
 - l. **Appropriate Use of Funds** – Lead Agencies must assure that PA Pre-K Counts funds will only be used for the Partner’s PA Pre-K Counts program and classrooms. Lead agencies should identify allowable “uses” for Partner Agencies to avoid funding disallowances.
6. **Oversight and Termination** – The lead agency facilitates partnership activities and delivery of services. Technical assistance and guidance are available through the PA Pre-K Counts Coordinator, Dorothy L. Chappel, Ph.D. Failure to comply with deadlines for OCDEL mandates and amendments and misuse of funds are reasons for termination. The process for termination is as follows:
- a. Inform the PA Pre-K Counts Specialist of the situation with the partner and discuss steps to rectify.
 - b. Meet with the partner and discuss prevailing situation.
 - c. Confirm with a letter outlining the steps to correct the infractions and provide deadline to correct.
 - d. Inform PA Pre-K Counts Specialist of corrections with copy of letter sent to partner.
 - e. If partner has not made corrections within the deadline, a termination letter will be sent to the partner with a copy to the PA Pre-K Counts Specialist.
7. **Financial Reporting Requirements**—Budget and financial reporting responsibilities and expectations of the Lead Agency and Partner(s). Some critical areas are:
- a. **Pass through budgets** – Partner detailed “pass through” budget are required to be provided to OCDEL through the Lead Agency. Lead Agencies are expected to share the budget guidance document, found through links in e-Grants, which explains what is expected in each budget line. Partners are expected to sign and date their pass through budgets.
 - b. **Participation in pre-determined level of financial data reporting** - Lead Agency must determine and inform the Partner Agency as to the date and information required to complete mandatory financial reporting.
 - c. **Payment & compensation requirements- PDE endorses an advance payment process mirroring that between the Commonwealth and the Lead Agency.** However, if the Lead

and Partner agree to cost reimbursement, this should include frequent payments (weekly or biweekly) so that partners receive sufficient cash flow. Factors to consider in clarifying this section of the agreement:

- Lead Agency and Partner must discuss and agree upon per child funding budgeted at the Pre-K Counts classroom level.
 - Details regarding the payment schedule for agreed upon services should be described in this section.
 - The Lead Agency retains the right to withhold payments if reports are not filed accurately and/or on time.
 - A clear understanding of the enrollment expectation and potential impact on payment must be clearly stated.
 - A clear understanding of the salary guidelines for teaching staff as presented in the PA Pre-K Counts Guidance.
- d. **Invoices/billing for services provided by partner to Lead Agency** - Invoices for services provided by partner to Lead Agency must include dates of service, invoice date, invoice amount, invoice number, reference to Partnership Agreement/Contract and number of contracted slots.
- e. **Accountability for expenditures** –The partner should agree to work with the lead agency to develop a process to account for program related expenditures. Partners are expected to maintain books, records, documents, and other evidence in sufficient detail to support all claims against the PA Pre-K Counts funding in the event of an audit. Grantees must also maintain an inventory list of equipment with a purchase price exceeding \$1,000. All documentation for the PA Pre-K Counts program must be maintained for 7 years.
8. **Areas of Potential Collaboration in Program Delivery** –Both the Lead Agency and Partner(s) should identify individual responsibilities pertaining to potential areas of collaboration. This is not an exhaustive list.
- a. **Provision of Technical Assistance by Lead Agency** - The Lead Agency and Partner Agency should work together to identify the professional development needs of all the staff members relative to the staffing qualifications required and identified in the Pennsylvania Pre-K Counts Guidance. This section would address the role of the Lead Agency, if any, in providing professional development, technical assistance and other services to the Partner.
- b. **Transportation agreements** – If there is an opportunity to better serve the needs of parents through collaborative transportation agreements between the Lead and Partner agencies they should work together to identify these arrangements and the costs, and operational responsibilities should be clearly stated in the Agreement/Contract.
- c. **Joint purchasing agreements to maximize cost savings** – Opportunities to save costs through joint purchasing arrangements should be analyzed and if appropriate clearly stated in the partnership agreement.
9. **The Partner Agency agrees to participate in activities related to the professional induction plan as related to lead teacher certification.** The Partner Agency agrees to budget for the mentor expenses

related to the induction plan along with follow through on providing opportunities for the lead teacher to fully participate in the scheduled meetings.

10. **The following signatures signify an agreement to the work identified in this Partnership Agreement/contract.**

Addendum:

Due to the state budget impasse, all financial figures and dates have been altered from previous years to accommodate schedule changes. The figures are based on 117 student days for the Pre-K Counts enrollees, and on a full class of 20 students. Should these scheduled days or number of students change, and in turn alter the funding received by the district, the funds payed to All Things Bright and Beautiful Day Care will likewise be altered to account for the difference.

IN WITNESS WHEREOF, the parties hereto, have caused this partnership agreement/contract to be executed by their duly authorized officials:

Jersey Shore Area School District

By: _____
(Authorized Signature)

(Title)

(Date)

All Things Bright and Beautiful Day Care

By: _____
(Authorized Signature)

(Title)

(Date)

2015-2016 Proposed payment schedule after JSASD Board approval on or about the dates listed below (again, this will change based on the passing of the state budget, and the amount paid to the program will be prorated based on days of attendance for the students):

February 11, 2016	\$28,223.34 (Payment for January and February)
March 24, 2016	\$14,111.67
April 28, 2016	\$14,111.67
May 26, 2016	\$14,111.67
<u>June 23, 2016</u>	\$14,111.65
Total Grant:	\$84,670.00

Payment schedule is dependent upon Jersey Shore Area School District receipt of invoice from All Things Bright and Beautiful Day Care for PA Pre-K Counts program on or before the 1st of each month.

JSASD Partnership meetings to take place at the Jersey Shore Area Administration Building or other mutually agreed upon location at 1:30 PM on the following dates, unless circumstances necessitate postponement/cancellation:

March 7, 2016
May 2, 2016