

**Jersey Shore Area School District**  
**Board of Education – Regular Meeting**  
**Minutes of January 11, 2016**

**A. Opening**

**1. Call to Order:** Mrs. Kelley Wasson, Vice President, called the meeting to order at 6:59 p.m.

**2. Roll Call:**

Members Present: Mr. Craig Allen, Mr. Christopher Fravel, 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

Members Absent: Mr. David Hines

**3. Pledge of Allegiance:** Led by Landyn Rhea and Jaymison Stellfox students representing Avis Elementary School.

**B. Presentations**

**1. Communications:** None

**2. President's Report:** None

**3. Student Representative Report:** None

**4. Intermediate Unit Report:** None

**5. Superintendent's Report:**

a. Central Pennsylvania Broadcasting Presentation – Bruce Boncal

b. School Updates - Building Principals

c. Policy Updates - Dorothy Chappel

**I. Executive Session**

An Executive Session was held beginning at 8:10 p.m. for personnel matters after which business will be conducted.

Meeting resumed at 8:54 p.m.

**Motion:** A motion was made by Karen Stover and seconded by Loren Koch to remove the following agenda item:

**D. Personnel:**

l. j. opening the Girls Varsity Head Soccer coach and Assistant Girls Varsity Soccer coach positions.

The vote was a unanimous Yes. Motion carried.

### **C. Courtesy of the Floor**

John Shireman-JS Borough – comment on 2 documents and was stopped by Mr. Chris Kenyon.

### **D. Personnel**

#### **1. Personnel:**

**Motion:** A motion was made by Craig Allen and seconded by Karen Stover to approve Personnel items as listed on the Agenda:

a. the following leaves of absence:

2015-16-13	January 14, 2016 through April 14, 2016 (approx.)	FMLA
2015-16-14	January 14, 2016 through January 27, 2016 (approx.)	FMLA
2015-16-15	January 21, 2016 through June 7, 2016 (approx.)	Medical Sabbatical
2015-16-05	Extension of Sabbatical from January 21, 2016 through June 7, 2016 (approx.)	Medical Sabbatical
2015-16-16	February 16, 2016 through May 12, 2016 (approx.)	FMLA
2015-16-17	January 22, 2016 through March 7, 2016 (approx.)	FMLA

b. a letter of resignation from Megan Hufnagle, Crossing Guard, effective December 8, 2015.

c. Gail Ulmer as a Crossing Guard, effective December 9, 2015, at a rate of \$12.13 per hour.

d. a letter of resignation from Eric Eiswerth, Assistant Varsity Football Coach, effective January 12, 2016.

e. a letter of resignation from Nikki Eoute, Health and Family and Consumer Science Teacher at the Middle School, effective March 4, 2016.

f. the correction of salary for Kendra Blair, Learning Support Aide at Jersey Shore Area Elementary School, Step 5 (\$17,250), retroactive to her hire date, October 29, 2015,

g. the following bus driver:

Stephanie	Marshall	Mardens
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h. appointment of Jonathan Bresnock as a volunteer Boys Varsity Track & Field coach, effective January 12, 2016.

i. appointment of Robert Miller as an Auxiliary staff member for the Sports program, effective January 12, 2016.

k. a letter of retirement from Denise Johnson, part time custodian, effective February 12, 2016.

The vote was a unanimous Yes. Motion carried.

**E. Curriculum and Instruction:** None

**F. Building and Grounds:** None

**G. Finance:** None

## H. Miscellaneous

### 1. Miscellaneous Items

**Motion:** A motion was made by Loren Koch and seconded by Christopher Fravel to approve the following Miscellaneous item as listed on the Agenda:

- a. the following out of state field trip:

June 27, 2016 - July 4, 2016-Nashville, TN-145 students (Grades 9-12), TSA

Chaperones - Andrew Baker, Ernie Harter, 2 TBD

- b. the following Advisors and officers for Senior High Clubs:

Club Name	Advisor	President	Vice-President
American Red Cross	Melissa Rogers	Ariana Paulhamus	Samual Lefever
Teen Talk	Scott Vairo	Skyla Feerrar	Zane Kaler

- c. the following policies at first reading: (Attachments)

Policy No. 115	Career and Technical Education
Policy No. 901	Public Relations Objectives
Policy No. 902	Publications Program
Policy No. 903	Public Participation in Board Meetings
Policy No. 904	Public Attendance at School Events
Policy No. 904.1	Smoking and/or Tobacco
Policy No. 905	Citizen Advisory Committees
Policy No. 906	Public Complaints
Policy No. 909	Municipal Government Relations
Policy No. 910	Community Engagement
Policy No. 911	News Media Relations
Policy No. 912	Relations with Educational Institutions
Policy No. 914	Relations with Intermediate Unit
Policy No. 916	Volunteers
Policy No. 917	Parental/Family Involvement

- d. deletion of Policy 919 - District/School Report Cards, policy is no longer necessary based on Pennsylvania Department of Education's (PDE's) role in developing and issuing School Performance Profiles.
- e. the General Career and Technical Advisory Committee and Occupational Advisory Committee members for a period of two years – January 2016 through December 2018. (Attachment)
- f. Morgan N. High, a Jersey Shore Senior High student to attend Lycoming College on an early admissions basis, starting the fall semester of 2016 in lieu of her senior year at the request of her mother, as per policy.

The vote was a unanimous Yes. Motion carried.

## **J. Adjournment**

**Motion:** A motion was made by Karen Stover and seconded by Denise Smith to adjourn the January 11, 2016 Regular Board Meeting at 9:00 p.m.

The vote was a unanimous Yes. Motion carried.

Respectfully submitted,

Adrienne F. Craig  
Board Secretary



Book	Board Policy Manual
Section	100 Programs
Title	Career and Technical Education
Number	115 Vol V 2015
Status	

## Legal

1. 24 P.S. 1806
2. 24 P.S. 1807
3. 22 PA Code 4.31
4. 22 PA Code 12.41
5. 22 PA Code 339.2
6. Pol. 103
7. Pol. 103.1
8. Pol. 113
9. Pol. 138
10. 24 P.S. 1841
11. 24 P.S. 1809
12. 22 PA Code 11.28
13. 24 P.S. 1801
14. 22 PA Code 339.29
15. 24 P.S. 1850.1
16. 22 PA Code 339.21
17. 22 PA Code 339.22
18. 24 P.S. 1847
19. 24 P.S. 1106
20. 24 P.S. 1212
21. 22 PA Code 339.41
22. 24 P.S. 1808
23. 24 P.S. 1842
24. 22 PA Code 4.33
25. 22 PA Code 339.13
26. 22 PA Code 339.14
27. 23 Pa. C.S.A. 6303
28. 23 Pa. C.S.A. 6344
29. 23 Pa. C.S.A. 6344.3
30. 23 Pa. C.S.A. 6311
31. Pol. 806
- 22 PA Code 4.34
- 23 Pa. C.S.A. 6301 et seq

**If students attend an AVTS or CTC, use only non-italicized language and delete the rest. *Italicized language applies only if district operates its own school or holds all vocational-technical classes in the district.***

## Authority

The Board shall provide a program of career and technical education in order to:[1][2][3][4][5]

1. Prepare students for employment as skilled workers or technicians in recognized, new and emerging occupations.
2. Prepare students for enrollment in postsecondary education programs.
3. Assist students in choosing career pathways.

**The Board shall ensure that all students and parents/guardians are informed of the student's rights to participate in career and technical education programs and courses and that students with disabilities enrolled in such programs are entitled to services under state and federal laws and regulations.**[3][6][7][8][9]

All students participating in career and technical programs sponsored or supervised by the Board shall be considered regularly enrolled in district schools and shall be subject to Board policies and district administrative regulations and rules.

The Board shall support a program of career and technical education which may include:

1. ~~{ } District students attending \_\_\_\_\_ (Area Vocational Technical School) (Career & Technology Center) for participation in a cooperative program of career development.~~[2][10][3][5]
2. {x} Career and technical courses of study interwoven and articulated throughout the curriculum of district schools.[1][3][5]
3. {x} Enrollment of students in a program of career and technical education outside this district, provided that such program is not offered in this district and enrollment has been approved by the parent/guardian of the student.[11]
4. {x} A work-study program for the employment of qualified students in public agencies and institutions.[12]
5. {x} A cooperative education program to offer students experience in private employment.[13][3][12][14]
6. {x} Establishment and maintenance of a school for career and technical education.[1]

Students and parents/guardians shall be informed that admission to career and technical education programs is accessible to regularly enrolled district students, in accordance with established criteria for attendance.[15][3][4][16]

*If the Board offers a program of career and technical education within the district's curriculum or operates its own school for career and technical education, the Board shall:*

1. Approve the content, organization and assessment standards of all technical courses.[3]
2. Approve the placement of students in cooperative education and career preparatory programs and supervise the nature and conduct of their employment.[3][14]
3. Operate programs in compliance with the laws and regulations governing career and technical education.[15][3][17]

4. *Approve the transfer of students to out-of-district career and technical education programs.*[\[11\]](#)[\[18\]](#)
5. *Employ and supervise certified district staff teaching career and technical education courses.*[\[19\]](#)[\[20\]](#)[\[21\]](#)
6. *Provide adequate facilities and equipment for maintenance of the district's career and technical education program.*
7. *Establish appropriate advisory committees to advise the Board, administration and staff concerning the aspects of the career and technical education program delegated to each committee.*[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)

### **Delegation of Responsibility**

*The Superintendent or designee shall be responsible for developing and monitoring the district's program of career and technical education to ensure that:*

1. *All district programs are operated in conformance with the laws and regulations governing career and technical education programs.*[\[15\]](#)[\[3\]](#)[\[14\]](#)
2. *Approved planned instruction is being implemented.*
3. *Students participating in cooperative education programs are not exploited, illegally employed, or employed under conditions that fail to safeguard their health and interests.*
4. *Development of district career and technical education programs is integrated with a continuing assessment of the **local, national and international** employment demands; as well as the needs and interests of students.*

*The Superintendent shall seek and utilize all available state and federal sources of revenue for the financial support of career and technical education programs.*

### **Guidelines**

#### **Child Abuse Prevention Requirements**

**Employers who participate in district internship, externship, work study, co-op, or similar programs shall adopt policies and procedures that ensure compliance with the following procedures required by the Child Protective Services Law.**

#### ***Identification of Adult Responsible for Child's Welfare -***

**When a district student under the age of eighteen (18) years old participates in an internship, externship, work study, co-op, or similar program with an outside employer, the district and the employer shall, prior to commencing participation, identify an adult(s) who will be the student's supervisor while the child participates in the program. The identified adult(s) will be the person responsible for the child's welfare.**[\[27\]](#)[\[28\]](#)

**The identified adult(s) shall be in the immediate vicinity of the child at regular intervals during the program. Immediate vicinity shall mean an area in which an individual is physically present with a child and can see, hear, direct and assess the**



**activities of the child.[27][28]**

***Certifications -***

**Prior to commencement of the program, the identified adult shall submit the following information to the Superintendent or designee:[28]**

- 1. PA Child Abuse History Clearance - which must be less than sixty (60) months old.**
- 2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.**
- 3. Federal Criminal History Report - which must be less than sixty (60) months old.**
- 4. Disclosure Statement – which is a statement swearing or affirming applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.[29]**

**The Superintendent or designee shall review the information and determine if information is disclosed that precludes identification of the adult as the supervisor responsible for the child's welfare.**

**Information submitted by an identified adult in accordance with this policy shall be maintained centrally in a manner similar to that for school employees.**

***Arrest or Conviction Reporting Requirements -***

**An identified adult shall notify the employer, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law.[29]**

**An identified adult shall also report to the employer, within seventy-two (72) hours of notification, that s/he has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.[29]**

**Failure to accurately report such occurrences may subject the identified adult to disciplinary action up to and including termination of employment and criminal prosecution.[29]**

**The employer shall immediately require an identified adult to submit new certifications when there is a reasonable belief that the identified adult was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[29]**

**If the employer receives notice of such occurrences from either the adult or a third party, the employer shall immediately report that information to the Superintendent or designee in writing.[29]**

***Child Abuse Reporting -***

**Identified adults who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with the Child**

**Protective Services Law.**[\[30\]](#)[\[31\]](#)

**PSBA Revision 10/15 © 2015 PSBA**

Last Modified by Pamela M Copenhaver on January 8, 2016



Book	Board Policy Manual
Section	900 Community
Title	Public Relations Objectives
Number	901
Status	From PSBA
Legal	<u>1. 65 Pa. C.S.A. 701 et seq</u> 2. Pol. 006 3. Pol. 903

### **Purpose**

The purpose of the school-community relations program is to establish and maintain communication that informs the parents/guardians and public and involves them in the educational goals and programs of the district's schools.

### **Authority**

**To achieve this purpose, the Board shall provide parents/guardians and other district residents opportunities to receive information and orientation regarding the schools. The Board will utilize all appropriate means and media to achieve its public relations objectives.**

### **Guidelines**

**The objectives of the district's public relations program shall be to:**

- 1. Explain the programs, achievements and needs of the schools.**
- 2. Maintain a cooperative relationship with the community.**
- 3. Determine what residents expect from their schools and what they want to know about the school's programs and operations.**
- 4. Keep students, parents/guardians and staff members fully informed about relevant Board policies and procedures and their own responsibilities and rights.**
- 5. Communicate factual information to avoid rumors and communication crises.**

6. **Involve students, parents/guardians and the community in discussions regarding education programs, student activities and Board policy.**
7. **Operate in public session, as speedily and efficiently as circumstances permit and with appropriate public participation.[1][2][3]**
8. **Recognize students and their achievements.**

#### **Delegation of Responsibility**

It shall be the responsibility of all district staff to:

1. Acquaint parents/guardians and residents with the **educational achievements** of the schools, students and **staff**.
2. Give courteous and thoughtful consideration to all inquiries and suggestions and carefully investigate all complaints.
3. Make parents/guardians, volunteers and visitors feel welcome in the school and in the classroom.
4. Cooperate with parent-teacher and other community groups.
5. Maintain student relations that encourage cooperation of the **parents/guardians**.
6. Observe interstaff relations conducive to high morale that merit the respect of students and citizens.

Last Modified by Elizabeth Flood on December 4, 2015



Book	Board Policy Manual
Section	900 Community
Title	Publications Program
Number	902
Status	From PSBA
Legal	<u>24 P.S. 510</u> <u>24 P.S. 511</u> Pol. 007 Pol. 105 Pol. 106 Pol. 127 Pol. 801 Pol. 803

### **Purpose**

The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding **Board** policies and district finances, programs, personnel and operations.

### **Authority**

The Board shall determine which of its official actions have such community impact and interest to warrant special release, and it will release information to the media on matters of importance.

### **Delegation of Responsibility**

Matters of a routine nature may be released by the Superintendent as they have been recorded in the minutes of Board meetings and upon request of media representatives.

All publications, releases, photographs and the like depicting the accomplishments of district students and staff may be approved at the discretion of the Superintendent.

Last Modified by Elizabeth Flood on December 4, 2015



Book	Board Policy Manual
Section	900 Community
Title	Public Participation in Board Meetings
Number	903
Status	
Legal	<u>1. 65 Pa. C.S.A. 710</u> <u>2. 65 Pa. C.S.A. 710.1</u> <u>3. 24 P.S. 407</u> 4. Pol. 006 65 Pa. C.S.A. 701 et seq.

### **Purpose**

The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings. The Board also recognizes its responsibility for proper governance of the district and the need to conduct its business in an orderly and efficient manner.

### **Authority**

The Board **adopts this policy** to govern public participation in Board meetings necessary to conduct its meeting and to maintain order.[1]

In order to permit fair and orderly expression of public comment, the Board shall provide an opportunity at each open meeting of the Board for residents and taxpayers to comment on matters of concern, official action or deliberation before the Board prior to official action by the Board.[2]

The Board shall require that all public comments be made at the beginning of each meeting.

If the Board determines there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting or to a special meeting occurring before the next regular meeting.[2]

### **Delegation of Responsibility**

The presiding officer at each public Board meeting shall follow Board policy for the conduct of public meetings. Where his/her ruling is disputed, it may be overruled by a majority of those

Board members present and voting.[3][4]

### **Guidelines**

Whenever issues identified by the participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures and the organizational structure of the district.

The Board requires that public participants be residents or taxpayers of this district or:

1. Anyone representing a group in the community or school district.
2. Any representative of a firm eligible to bid on materials or services solicited by the Board.
3. Any district employee.
4. Any district student.

**All individuals wishing to participate in a public Board meeting shall register their intent with the Board Secretary ten (10) days in advance of the meeting and shall include the name and address of the participant, topic to be addressed and group affiliation, if applicable.**

**Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation if applicable.**

Each **recognized** organization shall designate one (1) individual to **address** the Board.

**Each statement made by a participant shall be limited to three (3) five (5) minutes' duration, unless the Board President extends the time limit.**

No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.

All statements shall be directed to the presiding officer; no participant may address or question Board members individually.

The presiding officer may:

1. Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.
2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
3. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.
4. Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.

5. Waive these rules with the approval of the Board.

Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at public meetings under guidelines established by the Board.

No placards or banners will be permitted within the meeting room.

The meeting agenda and all pertinent documents shall be available to the press and public at the meetings.

Last Modified by Pamela M Copenhaver on January 8, 2016





Book	Board Policy Manual
Section	900 Community
Title	Public Attendance at School Events
Number	904
Status	From PSBA
Legal	<u>1. 35 P.S. 1223.5</u> <u>2. 24 P.S. 511</u> <u>3. 24 P.S. 775</u> <u>4. 20 U.S.C. 7183</u> <u>5. 24 P.S. 1302.1-A</u> <u>6. 24 P.S. 1303-A</u> <u>7. 22 PA Code 10.2</u> <u>8. 22 PA Code 10.22</u> <u>9. 18 Pa. C.S.A. 6305</u> 10. Pol. 805.1 <u>11. 43 P.S. 953</u> <u>12. 28 CFR 35.136</u> 13. Pol. 718 <u>22 PA Code 403.1</u> <u>20 U.S.C. 7181 et seq</u> <u>28 CFR Part 35</u>

### **Purpose**

The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve school facilities during such events.

### **Definition**

**For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form.[1]**

### **Authority**

The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. The Board prohibits gambling and the possession and use of controlled substances, alcoholic beverages and weapons on school premises.[2]  
[3]

### **Guidelines**

A schedule of fees for attendance at school events shall be prepared by the Superintendent or designee and adopted by the Board.

### **Tobacco**

The Board prohibits tobacco use by any persons in its school buildings and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.[1][4]

**The Superintendent or designee may report incidents involving the sale of tobacco to minors by any person on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.**  
[5][6][7][8][9][10]

**In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco by any person on school property to the Office for Safe Schools on the required form.**[6][10]

The district shall annually notify staff, parents/guardians and members of the public about the district's tobacco policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.[1]

### **Service Animals**

**Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public in accordance with Board policy and state and federal laws and regulations.**[11][12][13]

Last Modified by Elizabeth Flood on December 4, 2015



Book	Board Policy Manual
Section	900 Community
Title	Smoking and/or Tobacco
Number	904.1
Status	From PSBA
Legal	<u>1. 35 P.S. 1223.5</u> <u>2. 20 U.S.C. 7183</u> <u>3. 24 P.S. 1302.1-A</u> <u>4. 24 P.S. 1303-A</u> <u>5. 22 PA Code 10.2</u> <u>6. 22 PA Code 10.22</u> <u>7. 18 Pa. C.S.A. 6305</u> 8. Pol. 805.1

### **Purpose**

The Board recognizes that the use of tobacco in any form presents a health hazard which can have serious consequences for tobacco users and tobacco non-users. **The purpose of this policy shall be** to protect the general public, students and district employees from the health hazards resulting from tobacco use.

### **Definitions**

For the purposes of this policy, **smoking** shall mean all forms of tobacco, including lighted or unlighted cigarette, cigar, pipe, other smoking product or materials, snuff, chewing tobacco and all forms of smokeless tobacco, as well as look-alike items **and/or** devices, including but not limited to, electronic cigarettes.

**Electronic cigarettes shall be** defined as battery-operated products designed to deliver nicotine, flavor and other chemicals by turning the substance into a vapor that is inhaled by the user.

### **Authority**

The Board prohibits tobacco use in any form by any persons in school buildings and on **any** property, buses, **vans and vehicles that are** owned, leased or **controlled** by the school district. [1][2]

### **Delegation of Responsibility**

The Superintendent or designee shall **develop administrative regulations pertaining to visitor tobacco use, including** signs to be placed on school property and in school buildings at any time open to the general public designating such building or property as a **nonsmoking** location.

The Superintendent or designee may report incidents involving the sale of tobacco to minors by any person on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.  
[3][4][5][6][7][8]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco by any person on school property to the Office for Safe Schools on the required form.[4][8]

### **Guidelines**

The district shall annually notify staff, parents/guardians and members of the public about the district's tobacco policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.[1]

Violations of policy shall **result in disciplinary action**, including **instruction** to immediately stop use of tobacco and, upon failure to promptly comply, **immediate removal** from school premises.

Last Modified by Elizabeth Flood on December 4, 2015



Book	Board Policy Manual
Section	900 Community
Title	Citizen Advisory Committees
Number	905
Status	From PSBA
Legal	<u>24 P.S. 510</u>

### **Purpose**

Citizen advisory committees can be useful in keeping the Board and administration informed with regard to community opinion and in representing the community in the study of specific school issues.

**An advisory committee shall consist of at least one (1) Board member, interested community residents, and district administrators when appropriate.**

### **Authority**

When creating an advisory committee, the Board shall:

1. Define the committee's assignment.
2. Appoint a Chairperson **and a recording secretary.**
3. Appoint residents who are interested and can make some special contribution to the committee's function.
4. Approve appointment of residents, staff members and/or students recommended by the Superintendent.
5. Seek the widest range of community interest and backgrounds.

Recommendations of advisory committees shall not reduce the responsibility of the Board, which shall be free to accept or reject the recommendations.

Meetings of an advisory committee are not regular meetings of the Board and shall be open to the public only upon invitation of the committee.

Last Modified by Elizabeth Flood on December 4, 2015



Book	Board Policy Manual
Section	900 Community
Title	Public Complaints
Number	906
Status	From PSBA
Legal	<u>1. 20 U.S.C. 7844</u>

### **Purpose**

**The Board welcomes inquiries, suggestions, and constructive criticism regarding the district's programs, personnel, operations and facilities.** Any parent/guardian, student, resident or community group shall have the right to present a request, suggestion or complaint. The **Board intends** to provide a fair and impartial **method** for seeking appropriate **resolution**.

### **Authority**

**Attempts to resolve public concerns and complaints of district residents shall begin with** informal, direct discussions among the **affected** parties, following the established **guidelines and district** organizational structure. Only when informal meetings fail to resolve the **issue** shall more formal procedures be **utilized**.

**In accordance with law, the Board shall adopt a written procedure that provides parents/guardians, public agencies, other individuals, and organizations a means to submit and resolve complaints alleging violations in the administration of educational programs under the No Child Left Behind Act. The complaint procedure shall be available to the public, a copy maintained in each school, and be distributed annually to parents/guardians and staff.[1]**

Any requests, suggestions or complaints directed to individual Board members and/or the Board shall be referred to the Superintendent for consideration and action. If further action is warranted, based on the initial investigation, such action shall be in accordance with **the following procedures**.

### **Guidelines**

#### **General Complaint Procedure**

**General complaints about Board policy and district procedures, programs, operations, facilities and personnel shall be processed in accordance with the following procedure.**

**First Level - Complaints and requests** shall be addressed initially to the concerned employee, who shall discuss it with the complainant and **attempt** to provide a reasonable explanation or take appropriate action within the employee's authority.

As appropriate, the staff member shall report the matter and the resolution to the building principal or immediate supervisor.

**Second Level** - If the **issue** cannot be resolved satisfactorily at the first level, it shall be discussed by the complainant with the building principal or the employee's immediate supervisor.

**Third Level** - If a satisfactory solution is not achieved by discussion with the building principal or immediate supervisor, a conference shall be scheduled with the Superintendent or designee. The principal or supervisor shall provide to the Superintendent or designee a report that includes the specific nature of the complaint, brief statement of relevant facts, how the complainant has been affected adversely, the action requested, and the reasons why such action should be taken **or not taken**.

**Fourth Level** - Should the matter not be resolved by the Superintendent or designee or is beyond his/her authority and requires Board action, the Superintendent or designee shall provide the Board with a complete report.

**Final Level** - After reviewing all **information** relative to the **complaint**, the Board shall provide the complainant with its written decision and may grant a hearing before the Board or a committee of the Board.

The complainant shall be advised of the Board's decision, in writing, no more than ten (10) days following the hearing.

### **NCLB Complaint Procedure**

**Complaints alleging violations of law in the district's administration of NCLB education programs shall be processed in accordance with the following procedure.**  
**[1]**

The complaint must be filed with the district **as a written, signed statement that identifies:**

1. Alleged **NCLB** violation.
2. **Facts supporting the alleged violation.**
3. **Supporting documentation, such as information on discussions, correspondence or meetings with the district regarding the complaint.**

**Complaints shall be referred to the Federal Programs Coordinator, who will notify the Superintendent or designee.**

**The Federal Programs Coordinator will conduct an independent investigation, which could include but not be limited to:**

1. **On-site visit to the building that is the subject of the complaint.**

2. **Opportunity to present evidence by all individuals and/or organizations involved.**
3. **Opportunity for each side to question parties of other side and witnesses.**

**When the investigation is completed, the Federal Programs Coordinator will prepare a report with a recommendation for resolving the complaint. The report will include:**

1. **Name of the individual or organization filing the complaint.**
2. **Nature of the complaint.**
3. **Summary of the investigation.**
4. **Recommended resolution.**
5. **Reasons for the recommended resolution.**

**The Federal Programs Coordinator will submit the report to the Superintendent or designee, who will determine whether further investigation is required and/or the district's final response.**

**All parties involved in the complaint will be notified of the resolution of the complaint by the Superintendent or designee.**

**The Federal Programs Coordinator will ensure that the resolution of the complaint is implemented.**

**The time period between receipt and resolution of a complaint will not exceed sixty (60) calendar days, unless circumstances require additional time.**

**Either party may appeal the final resolution to the Pennsylvania Department of Education.**

**Division of Federal Programs  
PA Department of Education  
333 Market Street  
Harrisburg, PA 17126-0333**

Last Modified by Elizabeth Flood on December 4, 2015





Book	Board Policy Manual
Section	900 Community
Title	Municipal Government Relations
Number	909
Status	
Legal	<u>1. PA Const. Art. III Sec. 14</u> <u>2. 24 P.S. 502</u> <u>3. 24 P.S. 521</u> <u>4. 24 P.S. 706</u> <u>5. 24 P.S. 775</u> <u>6. 24 P.S. 790</u> <u>7. 24 P.S. 1302.1-A</u> <u>8. 24 P.S. 1303-A</u> <u>9. 22 PA Code 10.11</u> 10. Pol. 805.1 <u>22 PA Code 10.24</u> <u>35 Pa. C.S.A. 7701</u> Pol. 613 Pol. 805

### **Purpose**

It is the policy of the Board that school district officials and municipal officials maintain a close and harmonious association. Such liaison is requisite for dealing with school/community concerns and issues in a satisfactory manner while assuring prudent expenditure of tax dollars.

### **Authority**

The Board recognizes that its authority derives directly from the General Assembly, but it also is aware that the municipality and the school district must work together for the welfare of the residents.<sup>[1]</sup>

**The Board, as an independent body, has no statutory relationship to other local governmental bodies. However, the Board may cooperate with local government units and other appropriate organizations in matters that affect district**

**responsibilities. Such organizations may include, but not be limited to, health agencies, public libraries, museums, police and fire departments, township supervisors, borough council, planning commissions and the courts.**

**In matters affecting the budgets of such agencies, the Board shall neither seek special consideration nor assume costs that properly fall outside its jurisdiction, except as prescribed by law.**

The Board advocates joint expenditures of district and municipal or county funds to provide facilities from which the entire community may derive benefits. In accordance with this policy, the Board **may**, as either opportunity or need arises, and as it is entitled to do by law, enter into joint **action agreements** with the local municipal governing body in acquiring or leasing, improving, equipping, operating or maintaining such jointly used facilities.[2][3][4][5][6]

### **Delegation of Responsibility**

**The Superintendent and each local police department that has jurisdiction over school property shall enter into, and update on a biennial basis, a memorandum of understanding which shall be developed and executed in accordance with state law and regulations.**[7][8][9][10]

**To maintain cooperation with the municipality for fiscal and facilities planning, the Superintendent or designee will meet periodically with municipal officials to discuss issues of common interest.**

~~The public library can and should play an important role in the intellectual and educational development of district students, serving as a resource to reinforce and augment the school library and provide services and materials that may go beyond those which the school library can provide. To help achieve this end, the school district shall~~ **provide financial support for the local library.**

Last Modified by Pamela M Copenhaver on January 8, 2016



Book	Board Policy Manual
Section	900 Community
Title	Community Engagement
Number	910
Status	From PSBA
Legal	<u>24 P.S. 510</u>

### **Purpose**

The purpose of community engagement is to create a collaborative environment in which students, parents/guardians, families, residents, businesses, and community organizations are encouraged and invited to be involved stakeholders in the school community. Such engagement strengthens broad-based community support for the school district's mission, goals, operations and educational programs.

### **Definition**

**Community engagement** is defined as an ongoing collaborative process in which the school district works with the public to build understanding, guidance, and active support for the education of students in the community.

### **Authority**

The Board endorses the concept that community engagement is essential for the school district and the community to maintain mutual understanding, respect and trust, and to work together to improve the quality of education for district students. The Board intends, through this two-way communication, to identify the community's concerns, needs and suggestions, and to be responsive to the community through the Board's actions.

The Board also recognizes that the public offers resources of training and experience useful to the schools. The quality of the district's operations and programs can be strengthened when these resources are used in an advisory capacity.

The Board, with assistance from the administration, shall determine the appropriate strategy when utilizing the community engagement process.

The Board, in consultation with the Superintendent, shall identify a team of individuals who will be responsible for developing, implementing and delivering a community engagement program.

After the community engagement process is concluded, the Board shall make the final decision regarding an issue.

The Board shall annually assess the effectiveness of the community engagement program.

### **Delegation of Responsibility**

The Board directs the administration to develop and implement a planned program of community engagement that regularly provides opportunities for students, parents/guardians, families, residents, businesses and community organizations to participate in dialogue and decision-making related to district-wide and school-based issues.

The administration shall develop and use varied, effective communication methods to ensure that all community members receive information about district and school programs and the available opportunities to become actively involved.

### **Guidelines**

**Students, parents/guardians and community members must submit to the Superintendent's office any communications and questions addressed to the Board.**

The Board and administration shall give substantial weight to the input received from the community. When evaluating the community's suggestions, the Board and administration will consider the impact on the district's goals, operations, educational programs, and financial resources. Recommendations made by the community shall not reduce the authority or responsibility of the Board, which may accept or reject such recommendations.

The district shall communicate to the community the Board's decision and its rationale regarding an issue involving community engagement.

Last Modified by Elizabeth Flood on December 4, 2015



Book	Board Policy Manual
Section	900 Community
Title	News Media Relations
Number	911
Status	From PSBA
Legal	1. Pol. 216 <u>24 P.S. 510</u>

### **Purpose**

Representatives of the local press, radio and TV are an important link in communications between school and community. Maintenance of good working relationships with media representatives is essential to meeting **the** objectives of the school-community relations program.

### **Authority**

The Board shall have final approval for all **procedures regarding** relations between the news media and the district.

The Board reserves the right to negotiate for radio broadcasting, **televising**, filming, or sound recording of any school event by an outside agency. These rights, if sold, shall be contracted under conditions **that** bring the most favorable terms to the school district.

### **Delegation of Responsibility**

The chief communications representative for the Board shall be the Superintendent.

The communications representative shall be responsible **to**:

1. **Be** readily available to media representatives.
2. **Keep** media representatives informed of all aspects of the school district so that reporting will be done on the basis of a complete and valid overview.
3. **Submit and suggest** feature **stories** or articles of interest or **relevance**.
4. **Assist** various school-related groups in their **relations** with **the** news media.
5. **Assist the Board in preparing regular and special publications for the public.**

**Guidelines**

**Staff members shall not give school information or interviews requested by news media representatives without prior approval of the district's communications representative.**

**Students shall not be permitted to give school information or interviews requested by news media representatives without prior approval of the district's communications representative.**

**Submission of photographs to news media and permission for news media representatives to photograph district subjects, personnel, or students shall be authorized by the communications representative and the individuals involved or their parents/guardians.[1]**

**Photographs of a controversial nature, or that are questionable with regard to individual rights of privacy, shall not be sanctioned.**

Last Modified by Elizabeth Flood on December 4, 2015



Book	Board Policy Manual
Section	900 Community
Title	Relations With Educational Institutions
Number	912
Status	From PSBA
Legal	<u>24 P.S. 1332</u> <u>24 P.S. 1354</u> Pol. 216 Pol. 307

### **Authority**

It is the policy of the Board that lines of communication be maintained by the school district with other districts and institutions that provide programs, training or services not otherwise available to district students and with districts whose resident students are enrolled in programs of this district.

### **Delegation of Responsibility**

Maintaining **cooperative** and **constructive** relationships with other educational institutions shall be the responsibility of the Superintendent or designee, **who will establish administrative regulations that enable the district to do so.**

Last Modified by Elizabeth Flood on December 4, 2015



Book	Board Policy Manual
Section	900 Community
Title	Relations With Intermediate Unit
Number	914
Status	From PSBA
Legal	<u>1. 24 P.S. 901-A</u> <u>2. 24 P.S. 902-A</u> <u>3. 24 P.S. 920-A</u> <u>4. 24 P.S. 910-A</u>

### **Authority**

Each school district has an opportunity to participate in the services and programs offered by the assigned intermediate unit.**[1][2]**

It is the policy of this Board that cooperation and communication be maintained with BLaST Intermediate Unit **No. 17** to ensure maximum effectiveness of programs and services.

The Board shall annually review district programs that involve intermediate unit services and make whatever determinations such a review suggests. This review will normally take place prior to the district's approval of the proposed **intermediate unit** budget.**[3]**

In order to maintain a constructive relationship with the intermediate unit, the Board member elected by the Board is designated as the official liaison between the district and BLaST **Intermediate Unit No. 17**.**[4]**

### **Delegation of Responsibility**

The duties of the Board representative are to ensure that the Board receives necessary information and data that will lead to sound and valid judgments regarding decisions that involve participation by the district in the various programs and services offered by the intermediate unit.

Last Modified by Elizabeth Flood on December 4, 2015





Book	Board Policy Manual
Section	900 Community
Title	Volunteers
Number	916
Status	From PSBA
Legal	<u>1. 24 P.S. 510</u> 2. Pol. 824 <u>3. 23 Pa. C.S.A. 6303</u> <u>4. 23 Pa. C.S.A. 6344</u> <u>5. 23 Pa. C.S.A. 6344.2</u> 6. Pol. 907 <u>7. 23 Pa. C.S.A. 6344.3</u> <u>8. 23 Pa. C.S.A. 6344.4</u> <u>9. 24 P.S. 1418</u> <u>10. 28 PA Code 23.44</u> <u>11. 23 Pa. C.S.A. 6311</u> 12. Pol. 806 13. Pol. 123 14. Pol. 123.1 15. Pol. 123.2 16. Pol. 216 17. Pol. 113.4 <u>23 Pa. C.S.A. 6301 et seq</u>

### **Purpose**

The Board recognizes and values the contributions made by **parents/guardians** and community volunteers to the **district's** educational, athletic and extracurricular programs.

### **Authority**

The **partnership** of volunteers **shall be** endorsed by the Board, subject to the requirements and procedures **stated in policy**.

The Board authorizes the selection and use of parents/guardians, community members and others as volunteers to assist and supplement regular district staff. The volunteer position is not a right, but rather a privilege conferred by the Board and the administration. Any volunteer may be removed from a volunteer position at any time **and/or** for any reason.

**The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.[1]**

**The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[1]**

**All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.[2]**

### **Definitions**

**The following words and phrases, when used in this policy, shall have the meaning given to them in this section:**

**Adult - an individual eighteen (18) years of age or older.[3]**

**Certifications - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.[4][5]**

**Direct volunteer contact - the care, supervision, guidance or control of children and routine interaction with children.[3]**

**Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.[3]**

**Routine interaction - regular and repeated contact that is integral to a person's volunteer responsibilities.[3]**

**Visitor - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.[6]**

**Volunteer - is an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation, wages, salary or valuable consideration from the district for the performance of services. A volunteer is not a school employee or independent contractor of the district.[5]**

**The two (2) categories of volunteers shall be:**

1. **Casual Volunteer - an adult who infrequently volunteers in the district without compensation and works directly under the supervision, direction and in the presence of a school teacher, administrator or other member of the staff employed by the district. A volunteer in this category shall not provide direct services to students or have unsupervised contact with students. Examples include, but shall not be limited**

to, classroom volunteers that assist in planning or conducting classroom celebrations, **school assemblies, or school concerts; reading to students;** individuals performing functions ancillary to an athletic event or extracurricular activity, such as general parent teacher organization (PTO) functions, festivals, book fairs and performance ushers, **participating in "Career Day," etc.**

2. **Program Volunteer** - **an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare** who volunteers in the district under the general direction and supervision of a teacher or administrator employed by the district. A volunteer in this category may provide direct services to students and may be reasonably expected to have unsupervised contact with student. Examples include, **but shall not be limited to,** volunteer tutors, chaperones for field trips, volunteer coaches, volunteer trainers or equipment managers, activity **advisor, recess or library aides,** musical choreographers, **etc.**

### **Delegation of Responsibility**

**The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.**

**At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.**

**The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, participation and supervision of volunteers.**

**The building principal or designee shall be responsible for keeping an active and current roster of approved volunteers and final determination of a volunteer's category.**

### **Guidelines**

**Each prospective position volunteer shall complete and submit a volunteer application.**

**The names of all position volunteers shall be submitted for approval by the Board.**

**The names of all guest volunteers shall be submitted for approval by the building principal or designee.**

**Upon approval, volunteers shall be placed on the list of approved volunteers.**

**Approval shall be required prior to beginning service as a volunteer.**

**The role of the volunteer shall be to assist district staff, but not to replace or assume the professional or paraprofessional responsibilities or authority of any district staff.**

### **Certifications**

**Prior to approval, all position volunteers shall submit the following information:**

1. **PA Child Abuse History Certification - which must be less than sixty (60) months old.****[5]**

2. **PA State Police Criminal History Record Information** - which must be less than sixty (60) months old.[5]
3. **Disclosure Statement for Volunteers** - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.[4][5][7]

If a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information:[5]

1. **Federal Criminal History Report** - issued at any time since the volunteer established residency.

The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.

Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

Position volunteers shall obtain and submit new certifications every sixty (60) months.[8]

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.[5]

### **Tuberculosis Test**

Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.[9][10]

### **Arrest or Conviction Reporting Requirements**

Position volunteers shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[7]

The Superintendent or designee shall immediately require a position volunteer to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[7]

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.[7]

### **Child Abuse Reporting**

**All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.[11][12]**

### **Supervision**

**Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.**

### **Transport**

**Except as specifically authorized by the Board on a case by case basis, volunteers shall not be permitted to operate any motor vehicles owned by or under the control of the district and volunteers shall not be permitted to transport students by motor vehicles in support of any school program.**

### **Training**

**Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training. [13][14][15][12]**

### **Confidentiality**

**A volunteer shall not be permitted access to confidential student information or participate in conversations in which confidential student information is discussed unless the supervisor has determined that such access is necessary for the volunteer to fulfill his/her responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal.[16][17]**

**Examples of such information include, but shall not be limited to, grades or other measures of academic performance, class standing, attendance records, discipline history, standardized test scores, individual education plans, health data, family background information, personality and interest scores or any other verified or unverified information contained in a student's file maintained by teachers, administrators or district schools.**

### **Discipline of Students**

**A volunteer shall not administer discipline upon students under any circumstances. Volunteers shall report all student disciplinary issues or concerns to the classroom teacher or building principal.**

### **Reimbursement for Expenses**

**Volunteers may be reimbursed for expenses incurred in the course of their volunteer service through the applicable PTO.**

### **Acknowledgement**

Each volunteer shall affirm **in writing that** s/he has **been provided with** a copy of, has read, understands and agrees to comply with this policy.

Last Modified by Elizabeth Flood on December 4, 2015



Book	Board Policy Manual
Section	900 Community
Title	Parental/Family Involvement
Number	917
Status	From PSBA
Legal	<u>24 P.S. 510</u>

### **Purpose**

The Board recognizes the vital role parents/guardians and family play in the education, welfare and values of their children. The district is committed to the belief that all students can learn and acknowledges that schools and families share a commitment to the educational success of students.

### **Definition**

**Parental and family involvement** shall be defined as an ongoing process that assists parents/guardians and families to meet their basic obligation as a child's first educator, promotes clear two-way dialogue between home and school, and supports parents/guardians as leaders and decision-makers concerning the education of their children at all levels.

### **Authority**

The Board recognizes that the responsibility for each student's education is shared by the school and the family and acknowledges that schools and families must work as knowledgeable, cooperative partners to effectively educate all students. To this end, the Board shall support the development, implementation, and continuing evaluation of a parental and family involvement program that will involve parents/guardians at all grade levels in a variety of roles.

### **Delegation of Responsibility**

**The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parental involvement efforts, including, but not limited to, input from parents/guardians and district staff on the adequacy of parental involvement opportunities and barriers that may inhibit parent/guardian participation.**

### **Guidelines**

Because parents/guardians are familiar with the needs, problems and abilities of their children, staff should communicate with and seek their input throughout the school year.

The parental and family involvement program may include the following:

1. Support for parents/guardians as school leaders and decision-makers, in addition to serving in advisory roles.
2. Promotion of clear two-way communication between the school and the family about school programs and student progress.
3. Assistance to parents/guardians and families in developing parenting skills to foster positive relationships at home, to support children's educational efforts, and to assist their children with learning at home.
4. Involvement of parents/guardians, with appropriate training, in instructional and support roles at the school.

Last Modified by Elizabeth Flood on December 4, 2015



**Jersey Shore Area School District**  
Career and Technical Education  
Advisory Committee Members  
2016 - 2018

**General Advisory Committee Members**  
**Dr. Dorothy L. Chappel, Superintendent**  
**Mr. Thomas Kirol, CTE Coordinator**

William Camerer, Camerer Farms, Inc

Tammy Gunsallus, Jersey Shore State Bank

Martin Flayhart, Carpenter, Harris & Flayhart

Richard Delaney, Jr., Jersey Shore Steel

Jason Fink, Wmspt/Lycoming Chamber

Paul Watson, PCT/Outreach K-12

Erica Mulberger, Central Pennsylvania Workforce  
Development Corporation

James Ely, State Farm Insurance

Reed Mellinger, JSASD Principal

Steven Keen, JSASD Assistant Principal

Christopher Fravel, JSASD Board of Education

**50.5999 Communications Technology**

**Mr. Thomas Kirol, Instructor**

**Mr. Matthew Hensler, Instructor**

Bruce Hoffman, PCT, Mass Media, Retired

Slater Harrison, Technology Education, Retired

Logan Beaver, Audio Technician

Valerie Reynolds, Social Media

Charles Brion, Freelance Photographer

Gabrielle Chappel, Graduate, Penn State Student

**11.0901 Computer Systems Networking and Telecommunications**

**15.1202 Computer Technology/Computer Systems Technology**

**15.5999 Engineering Technology**

**Mr. David Becker, Instructor**

**Cooperative Education Supervisor**

Bruce Boncal, JSASD Director of Operations

Patrick McCormick, JSASD Network/Information Systems Manager

Steve Heagy, Graduate, Intel

Kenny Steinbacher, Partner, Real IT Care

Michael Gadfrey, Micro One Computer Technician

Alexandr Nidetch, Graduate, Network Engineer, Harris Communications

Nathan Welshans, Graduate, Network  
Administrator, Vanguard Securities

Nathan Barger, Graduate, Student Computing  
Services Coordinator, PCT

Chad Hillyard, Graduate, Network Administrator,  
Susquehanna Investment Group

Lisa Bock, PCT

Richard Calver, PCT

Perry R. Gotschal, PCT

Jeffrey Rankinen, PCT

Ken J. Kinley, PCT

Jeffrey Be Weaver, PCT

Kyle Haltenhoff, Graduate, Network and System  
Administration Student at RIT

**10.0708 Child Care and Support Services  
Management**

**Mrs. Shenna Armbruster, Instructor**

Corinne Amrom , Director J.S. YMCA Preschool

Karen Rush, Service Coordinator BLaST IU 17

Beth Gill, Grade 2 Instructor, Salladasburg  
Elementary School

Janet Shields, CTE Instructional Aide Jersey  
Shore High School

Neva Simcox, Instructor Penn College

Hannah Swartwood, Child Care Student, Senior

Madison Bowes, Child Care Student, Junior

Shelbie Eshelman, Crossroads Preschool,  
Assistant Director

Sue Suehr, Preschool Parent

**12.0508 Culinary Arts**  
**Mr. Matthew Wolford, Instructor**

Belinda Moore, Retired CTE Culinary Arts  
Instructor

Kevin Nash, Chef/Owner of 33 East Restaurant

Brian Nasdeo, CTE Culinary Arts Instructor at  
Williamsport Area Senior High School

Joanna Nash-Morrone, Owner/Front of House  
Supervisor of 33 East Restaurant

Frank Morrone, Owner of 33 East/Front of House  
Supervisor

Lydia Ertel, Retired CTE Culinary Arts Instructor

Jim Schiavoni, CTE Culinary Arts Instructor at  
Northumberland County Area Vocational  
Technical School

Amanda Palmer, Former CTE Culinary Arts  
Instructor at Williamsport Area Senior High  
School

Peter Daugherty, Sous Chef 33 East, Pastry Chef  
The Moon and the Raven

Mike Ditchfield, PCT

Brad Ungard, Graduate, Student at Bloomsburg  
University

Colleen Mastellar, Graduate, PCT Culinary  
Student

Sierra Bradley, Student

Olivia Hauser, Student

**46.0401 Building/Property Management**  
**Mr. Heath Rager, Instructor**

Mike Yarnell, Yarnell Construction

Jason Sechrist, Self Employed Contractor

Robert Masorti, Masorti Enterprises

Jennifer Rippy, Brigandi Real Estate  
Rachel Smith, Brigandi Real Estate

Mark Wall, JSASD Maintenance Director

Bruce Rogers, JSASD Retired Maintenance  
Director

Scott Kern, JSASD Maintenance Electrician,  
Retired

Logan Wool, Graduate, Davis Oil Services

**46.5999 Construction Technology**  
**Mr. John Jarrett, Instructor**

Bruce Rodgers, JSASD Maintenance Supervisor,  
Retired

Lewis Moyer, Electrician

Dan Ulmer, Self Employed Contractor

Randy Stover, Concrete Finishing Contractor

Mike Buttorff, Buttorff's Plumbing and Heating

Dave Henrey, Manager, Avis Building Supply

Joseph Feerrar, Construction Contractor

Stephen Welsh, Graduate, Bloomsburg University

Barry Enders, Enders Construction

Kevin Hauser, Construction Contractor

Brian Chamber, Graduate, working in  
construction

**47.0604 Automobile/Automotive Mechanics**  
**Technology/Technician**  
**Mr. John Faryniak, Instructor**

Dr. Ronald Garner, PCT Instructor

Don Hudson, Hudson's Garage

Skip Wagner/Neil Bailey, PAA

Chris VanStavoren, PCT Instructor

Beau Keyte, Blaise Alexander

Dave Plessinger, Economy Auto Parts

Andrew Leigey, WASD Auto Instructor

Harry Kline, LCCTC

Brad Rhone, Rhones Travel Trailers  
Brad Clayton, Blaise Alexander Subaru

Fred Schreppel, Fairfield Toyota

Harry Wolfe, Keystone Central SD Automotive  
Instructor

Jeremy Hostranden, Fairfield Toyota

Ken Haas, Pine Mountain Auto Repair

Larry Decker, Heartbeat Hollow Performance

Mark Sones, Penn College

Neil Baily, Retired

Phil Heasley, Fairfield Toyota

Randy Zangara, WAHS CTE Director

Ronald DeSanto, DeSanto Automotive Repair

Roy Puller, WAHS

Sam Reynolds, Blaise Alexander Subaru

Tom Cohick, Retired

Wes McCracken, McCracken's Service Center

Jim Mulberger, VanCampen Motors

**48.5999 Production Industries Technology  
Manufacturing Technology/CADD  
Mr. Brent Wheeland, Instructor**

Thaddeus Temple, Norcen Industries

Matt Strouse, Hermance Machinery

Seth Alberts, Alberts Company, INC

James Bower, Thermal Product Solutions

Kirk Cantor, PCT

Dick Delany, Jersey Shore Steel Company

Michael Allen, PCT

Tyler Woolever, Montgomery High School-  
Manufacturing

Rick Hendricks, PCT

Robert Glosser, M&M Sheet Metal and Fabricators

Derek McPherson, Graduate, PCT Student

Dan McPherson, Parent/Susquehanna Cable

Abe Naugle, Parent/Select Trim Manufacturing

Sapphire Naugle, Graduate/PCT Student



**Business/Computer Technologies**  
**52.0302 Accounting Technology**  
**52.0401 Administrative Assistant**  
**52.1801 Sales, Distribution and Marketing**  
**Operations**  
**Mr. Rock Griswold, Instructor, Dept. Chair**  
**Mrs. Dolly Oden, Instructor**  
**Mr. Harvey Barnhart, Instructor**  
**Mr. Jeffrey Miller, Instructor**

Jen Kimball, Business Teacher

Jennifer Rhea, CPA

Steph Hollick, CPA

Tim Keohane, Small Business Development  
Center Lock Haven University, Director

Tammy Gunsallus, VP Branch Manager, Jersey  
Shore State Bank

Matt Fisher, Vice Principal, South Williamsport

Curtis Eckard, Graduate, PSU Student,  
International Business and Finance

Bill Burgett, Jersey Shore State Bank

Karen Zimmerman, Bastress Mountain Winery