

Jersey Shore Area School District
Board of Education – Regular Meeting
Minutes of September 12, 2016

A. Opening

1. Call to Order: Mrs. Kelley Wasson, Vice President, called the meeting to order at 7:02 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. Jill Wenrich, Superintendent

Others Present: J. David Smith, Esq., Solicitor, Adrienne Craig, Board Secretary and Brandon Ranck, Student Representative.

Members Absent: Mr. David Hines

3. Pledge of Allegiance: Led by Dante Thomas and Gage Thomas representing Avis Elementary School.

B. Presentations

1. Communications:

- a. PDE letter of compliance, met requirements of the Individuals with Disabilities Education Act (IDEA)
- b. Article in PC Today regarding former JSASD students Joseph Lusk and Austin Way, regarding FBLA involvement.
- c. Middle School 8th grade participation in a study through University of Michigan questionnaire.

2. President's Report:

- a. Introduction of Brandon Ranck, student representative on the board for the 2016-2017 school year.

3. Student Representative Report – Power Point presentation regarding student activities

4. Intermediate Unit Report: None

5. Superintendent's Report:

- a. Source 4 Teachers - Amanda Briggs
- b. Bond Refunding - Jamie Doyle, PFM
- c. Teacher Mini Grant - Josh Ely
- d. Departmentalization - Jon Jean
- e. PSSA and Keystone Exam - Building Principals
- f. AP Testing Results - Reed Mellinger
- g. CSIU Cooperative Bid Process and Athletic Bids - Bruce Boncal
- h. Policy Review, First Reading (policies 137, 137.1, 204, 206, 916) - Jill Wenrich (Attachments)

C. Courtesy of the Floor:

Dave Stratton – JS Boro – stated moved to Jersey Shore for the robotics program and soccer. Presented a request to reduce Soccer program admission fees and commented on the stipend for Middle School coach. John Shireman-JS Boro – commented on Mrs. Craig’s retirement and years of service. Commented on policy regarding notification of a data breach and the renovation of the High School Pool.

D. Personnel

1. Personnel:

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

- a. FMLA, intermittent days off, for employee 2016-17-05, from September 26, 2016 through June 7, 2017 (approx.).
- b. extension of FMLA for employee 2016-17-04 from September 19, 2016 through October 11, 2016.
- c. Amy Liddick, to a 5 hour per day Aide at Jersey Shore Area Elementary School, \$8.71 per hour effective September 13, 2016.
- d. acceptance of a letter of resignation from Amanda Confair, Learning Support Aide at Jersey Shore Elementary, effective September 1, 2016.
- e. appointment of Mande Bradford as a volunteer Middle School Softball coach, effective September 13, 2016.
- f. appointment of Kimberly Moore to the position of Learning Support Aide at Jersey Shore Area Elementary School, Step B-1 (\$16,037.00), effective September 13, 2016.
- g. the following school bus drivers, effective September 13, 2016:

Charles	Rogers	Mardens
Rita	Almasy	Mardens
- h. the following school bus aide, effective September 13, 2016:

Linda	Starr	Mardens
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- i. acceptance of a letter of resignation from Gwendolyn Arnold, Varsity Cheerleading coach, effective November 5, 2016.
- j. a letter of retirement from Adrienne Craig, Business Administrator, effective February 10, 2017 with 31 years of service. (Attachment)

The vote was a unanimous Yes. Motion carried.

E. Miscellaneous

1. Miscellaneous Items:

Motion: A motion was made by Mary Thomas and seconded by Craig Allen to approve the following Miscellaneous items as listed on the Agenda:

- a. a contract between Lycoming-Clinton CCCA and Jersey Shore Area School District, effective September 1, 2016 through June 30, 2017. (Attachment)
- b. an addendum to the HOPE Physical Therapy Services contract for the 2016-2017 school year, approved on May 9, 2016. (Attachment)
- c. the 2016-2017 Jersey Shore Area School District Pre K Counts partnership Agreement with All Things Bright and Beautiful Day Care. (Attachment)

The vote was a unanimous Yes. Motion carried.

Motion: A motion was made by Christopher Fravel and seconded by Loren Koch to change the varsity soccer admission fee to \$3.00 for adults and \$1.00 for students and retirees and that at the end of the season the fee will be reevaluated and increased over time.

The vote was a unanimous Yes. Motion carried.

F. Executive Session:

An Executive Session was held beginning at 9:44 p.m. for personnel matters after which no business will be conducted.

Meeting resumed at 10:44 p.m

G. Adjournment

Motion: A motion was made by Denise Smith and seconded by Karen Stover to adjourn the September 12, 2016 Regular Board Meeting at 10:45 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	Home Education Programs
Number	137
Status	
Legal	<u>1. 24 P.S. 1327</u> <u>2. 24 P.S. 1327.1</u> <u>3. 22 PA Code 11.31a</u> <u>24 P.S. 111</u> <u>22 PA Code 11.33</u> Pol. 203 Pol. 209

Authority

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

Definitions

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

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

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

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

Delegation of Responsibility

The Superintendent or designee shall develop and distribute administrative regulations for registering and monitoring home education programs.

Guidelines

Notarized Affidavit

Prior to the commencement of the home education program, and annually thereafter on August 1, the parent/guardian or other person having legal custody of the child or children shall file a notarized affidavit with the Superintendent setting forth the information required by law.[2]

Instructional Program

The instructional program for home education students shall include such courses as required by law.[2]

Loan of Instructional Materials

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

Student Portfolio and Evaluations

For each student participating in the home education program, the supervisor shall:[2]

1. Maintain a portfolio of records and materials.
2. Provide an annual written evaluation of the student's educational progress.

Graduation Requirements

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

Curricular Activities

Home education students shall be permitted to participate in curricular activities of the school district subject to administrative guidelines and the availability of space in the program.

Regular, full-time students who are enrolled or who enroll throughout the school year shall have priority. Home education students who participate in a curricular course(s) will be included on school attendance rolls for state subsidy(s).

Requests for taking a class(es) must be made in writing to the appropriate school principal prior to August 1 of the school year during which the course(s) will be taken or December 1 if a spring semester program.

Home Education students may participate in ~~one (1) course~~ two (2) courses in both the fall and spring semesters.

The principal shall notify the parents/guardians within two (2) weeks after the above dates(s) as to action on the request.

Home education students will be bound by the attendance and discipline policies of the

district while in attendance for such course(s).

Request for special transportation or specific teachers or class periods shall not be honored. Parking privileges on campus are awarded to regular full-time students beginning with seniors in descending class order.

Taking a class under these auspices in no way acknowledges the completion of an education program, awarding a diploma, or eligibility for commencement or other school awards. Grades for such classes taken will be recorded as pass/fail even if the student should return to regular enrollment.

Diplomas

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

Students With Disabilities

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

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

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

Appropriate Education/Compliance Determination

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

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

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

As required by law, all letters shall be sent by certified mail, return receipt requested, and the

time for submission of the requested documentation begins upon receipt of the letter.[2]

Hearings

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

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

Appeal

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

Transfers

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

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

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

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

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

If the Superintendent is informed of pending proceedings related to a home education program relocating to the district, s/he shall continue the home education program until the appeal process is finalized.[2]

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Book	Board Policy Manual
Section	100 Programs
Title	Extracurricular Participation by Home Education Students
Number	137.1
Status	
Legal	<u>1. 24 P.S. 511</u> <u>2. 24 P.S. 1327.1</u> 3. Pol. 122 4. Pol. 123 5. Pol. 137 6. Pol. 204 7. Pol. 218

Authority

The Board shall approve participation in the district's extracurricular activities and interscholastic athletic programs by a student enrolled in a home education program who meets all the conditions stated in Board policy. [1][2][3][4][5]

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

Guidelines

Students attending home education programs shall be given an equal opportunity to compete for positions and participate in district extracurricular activities and interscholastic athletic programs.

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

Prior to trying-out or joining an activity, a home education student shall submit required documents and written verification of eligibility to the building principal or designee.

To be considered in attendance in accordance with Board policy, the home education

student must participate in a full, normally scheduled academic program, in accordance with the planned home education program and submitted documentation.
[5][6]

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

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

If a class for credit held during the school day by the school district is required for participation in an activity that takes place outside of the class, home education students may petition the Superintendent to audit the class in order to meet the eligibility requirement for participation in the activity that takes place outside of the class. Such petitions shall be granted subject to the student meeting any other prerequisites and there is space in the class after students enrolled in the school district have had the first opportunity to enroll in the for-credit class. Continued participation in the activity outside of class shall be dependent on regular attendance at and participation in the for-credit class. The student shall be responsible for all transportation and costs associated with his/her auditing the for-credit class and participating in the related out-of-class activities.

Delegation of Responsibility

The building principal or designee shall ensure that home education students have access to information regarding the district's extracurricular activities and interscholastic athletic programs.

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

The building principal or designee shall distribute information regarding eligibility criteria and student participation in extracurricular activities and interscholastic athletics to all affected by them.

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Book	Board Policy Manual
Section	200 Pupils
Title	Attendance
Number	204
Status	

Legal

1. 24 P.S. 1301
2. 24 P.S. 1326
3. 24 P.S. 1327
4. 22 PA Code 11.12
5. 22 PA Code 11.13
6. 22 PA Code 11.14
7. 22 PA Code 11.21
8. Pol. 200
9. 24 P.S. 1329
10. 24 P.S. 1330
11. 22 PA Code 11.23
12. 22 PA Code 11.25
13. 22 PA Code 12.1
14. 22 PA Code 11.26
15. 24 P.S. 1333
16. 24 P.S. 1354
17. 22 PA Code 11.22
18. 22 PA Code 11.28
19. Pol. 115
20. Pol. 116
21. Pol. 117
22. Pol. 118
23. 24 P.S. 1546
24. 22 PA Code 11.41
25. 22 PA Code 11.34
26. 22 PA Code 11.32
27. 22 PA Code 11.5
28. 24 P.S. 1327.1
29. Pol. 137
30. 22 PA Code 10.22
31. 24 P.S. 1501
32. 24 P.S. 1504
33. 22 PA Code 4.4
34. 22 PA Code 11.1
35. 22 PA Code 11.2
36. 22 PA Code 11.3
37. 24 P.S. 1332
38. 24 P.S. 1339

Purpose

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.[1][2][3][4][5][6][7][8]

Authority

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.[3][9][10][11][12][13]

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness.[12]
2. Quarantine.
3. Family emergency, per principals approval.
4. Recovery from accident.
5. Required court attendance.
6. Death in family.
7. Family educational travel, with prior approval.
8. Educational tours and trips, with prior approval.[9][14]

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

The Board may shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law.[15][16][13]

Attendance need not always be within school buildings. A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the

student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.[3][17][11][18][19][20][21][22]

Upon written request by a parent/guardian, an absence for observance of a student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.[7]

The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.[23][7]

The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.[9][24]

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, family emergencies or other urgent reasons.[11][12]

The Board shall excuse the following students from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[9][10][25]
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the district schools shall be counted as being in part-time attendance in this district .[3][26][27]
3. **Students attending a home education program in accordance with law.**[28][29]
4. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[3]
5. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the sixth ~~(6th)~~ the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[10]
6. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.[10][18]

The Board may excuse the following students from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies. [3][30][20]
2. Homebound School age children unable to attend school upon recommendation of the school physician and a school psychiatrist or psychologist, or both, and approval of the Secretary of Education. [25]
3. Students enrolled in special schools conducted by the Blast Intermediate Unit or the Department of Education. [3]

~~Students who are enrolled in the schools of this district who are at any time absent from school for ten (10) consecutive days shall be removed from active membership toll unless one of the following occurs:~~

- ~~1. The district has been provided with evidence that the absence may be legally excused.~~
- ~~2. Compulsory attendance prosecution has been or is being pursued.~~

Educational Tours/Trips

The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met: [9][14]

1. The parent/guardian submits a written request for excusal prior to the absence.
2. The student's participation has been approved by the Superintendent or designee.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's attendance policy by publishing such policy in the student handbook, parent newsletters, district website and other efficient methods. [24]

The Superintendent or designee shall develop ~~guidelines~~ administrative regulations for the attendance of students which:

1. Ensure a school session that conforms with requirements of state law and regulations. [31][32][33][34][35][36]
2. Govern the keeping of attendance records in accordance with state ~~statutes~~ law. [37][38]
3. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.

[15][39][16][40][41]

4. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.
5. Ensure that students legally absent have an opportunity to make up work.
6. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance ~~statue~~ law, within three (3) days of any proceeding brought under that ~~statue~~ law. Such notice shall inform the parent/guardian of the date(s) the absence occurred; that the absence was unexcused and in violation of law; that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student; and that further violations during the school term will be prosecuted without notice.[15][16]

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program or **provision of alternative education services.**[42][40][41]

Last Modified by Pamela M Copenhaver on September 9, 2016



Book	Board Policy Manual
Section	200 Pupils
Title	Assignment Within District
Number	206
Status	
Legal	<u>1. 24 P.S. 1310</u> 2. Pol. 103 3. Pol. 103.1 <u>4. 24 P.S. 1310.1</u> 5. Pol. 906

Purpose

The Board directs that the assignment of students to classes and schools within this district shall be consistent with the educational needs and abilities of students and the best use of district resources.

Authority

The Board shall determine periodically the school attendance areas of the district, expects the students within each area are expected to attend the designated school. In assigning students to schools within this district, no discrimination shall occur.[1][2][3]

Delegation of Responsibility

The Superintendent periodically shall review existing attendance areas and recommend to the Board changes that may be justified by considerations of safe student transportation and travel, convenience of access to schools, financial and administrative efficiency, and effectiveness of the instructional program, including equalizing class sizes.

The Superintendent or designee may assign a student to a school other than the one designated for the attendance area when such exception is justified by circumstances and is in the educational interest of the student.

The Superintendent or designee shall assign incoming transfer students to schools, grades, and classes that afford each student the greatest likelihood of realizing his/her educational potential and academic goals.

The building principal shall assign students in the school to appropriate grades, classes or groups, based on consideration of the needs and abilities of the student, as well as the educational program and administration of the school.

Guidelines

Wherever possible, consideration will be given to a parental request for attendance at a given school as long as additional transportation costs are not required to grant the request.

Classroom Placement of Twins/Higher Order Multiples

A parent/guardian of twins or higher order multiples who are in the same grade level at the same school may request that their children be placed in the same classroom or in separate classrooms. The request for classroom placement must be made no later than ten (10) days after the first day of each school year or ten (10) days after the first day of the children's attendance.[4]

The school shall provide the classroom placement requested by the parent/guardian, with the following exceptions:

1. After consultation with the Superintendent or designee, the principal determines that an alternative placement is necessary.
2. After consultation with the teacher of each classroom in which the children are placed, the principal determines that the requested classroom placement is disruptive to the classroom. The principal may then determine the appropriate classroom placement for the siblings.
3. If the request for separate classroom placement would require the district to add an additional class to the grade level of the siblings.

The school may recommend classroom placement and provide professional education advice to the parent/guardian to assist in making the best decision for their children's education.

A parent/guardian may appeal the principal's classroom placement of twins or higher order multiples in accordance with Board policy.[5]

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Book	Board Policy Manual
Section	900 Community
Title	Volunteers
Number	916
Status	
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>
Adopted	September 22, 2014
Last Revised	January 25, 2016

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. All coach volunteers will be approved by the Board. Building administrators are responsible for the approval of all other volunteers. 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. Examples include but shall not be limited to, guest speakers, participants in a "Career Day", attendees for concerts or assemblies that occur during the school day, etc.[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) classifications of volunteers are:

1. Position 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 or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, college students on assignment, supervisors for an outside placement, agency workers, and additionally contractors, HSA workers or concession stand volunteers who work with students.

2. Guests - an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

~~Volunteers are adults applying for or holding an unpaid position with a school or a program, activity or service, as a person under the general direction and supervision of a teacher or administrator employed by the district. A volunteer may provide direct services to students and may be reasonably expected to have unsupervised contact with students. Examples include, but are not limited to, volunteer tutors, volunteers that assist in planning or conducting classroom celebrations or school assemblies, chaperones for field trips, volunteer coaches, volunteer trainers or equipment managers, activity advisors, 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.

Guidelines

Each prospective volunteer shall complete and submit a volunteer application.

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 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.

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

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 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 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 Pamela M Copenhaver on September 9, 2016

Conferences Attendees

Date	Name of Conference	Conference Facility	Conference Location	Attendees
7/25-29/2016	Cisco CCNA Routing & Switching 3		Hanover, MD	David Becker
7/27-29/2016	PACTA Conference	Nittany Lion Inn	State College, PA	Steven Keen
8/1-4/2016	Advanced Placement Summer Institute		Bellefonte, PA	Nicholas Maxson
8/2/2016	Fundations Level 1 Workshop		King of Prussia, PA	Jennifer Ingraham, Angela Feerrar, Jodie Chappel
8/3-4/2016	PSEA Step it Up, from Best to Next Practises		State College, PA	Judy Morlock
8/8-12/2016	Cisco CCNA Routing & Switching 4		Hanover, MD	David Becker
9/22/2016	Quality Behavior Solutions	BLaSTIU 17	Williamsport, PA	Haley Enders
10/05/16	An Intro to Quality Indicators of Emotional Support Svcs and Programs	PaTTAn	Harrisburg, PA	Margaret Leedy
10/18/16	Check in Check out school wide information system data entry training	BLaSTIU 17	Williamsport, PA	Erica Wingo
10/19/16	PACTA: New CTE Director Academy	Penn State University	State College, PA	Steven Keen

Field Trip List

Date	Student Group	Destination Facility	Destination Location	Chaperones
8/26/2016	HS - Band - Gr. 8-12	Bellefonte High School	Bellefonte, PA	Lahr/Volunteer Band Parents
9/9/2016	HS - Band - Gr. 8-12	Troy High School	Troy, PA	Lahr/Volunteer Band Parents
9/10/2016	HS - Band - Gr. 8-12	Williamsport High School	Williamsport, PA	Lahr/Volunteer Band Parents
9/12/2016	HS - Life Skills - Gr. 9-12	Ulmer Farms	Lock Haven, PA	Machmer/Haltenhoff/Killion
9/16/2016	HS - Band - Gr. 8-12	Lewisburg High School	Lewisburg, PA	Lahr/Volunteer Band Parents
9/20/2016	JSE - Gr. 5	Community Arts Center	Williamsport, PA	Kephart/Fausnaught/Ely/Killion/Smithy/8TBD
9/20/2016	AE - Gr. 5	Community Arts Center	Williamsport, PA	Wert/Allison/Bilbay/Carson
9/23/2016	HS - Red Cross Club - Gr. 9-12	Penn College	Williamsport, PA	Rogers/Baker
9/29/2016	JSE - Gr. 4	Little Pine State Park	Waterville, PA	Smith/Ward/Helpby/Welshans/Hamilton/7TBD
9/29/2016	HS - Band - Gr. 8-12	Bloomsburg Fair Grounds	Bloomsburg, PA	Lahr/Volunteer Band Parents
10/7/2016	HS - Band - Gr. 8-12	Shikellamy High School	Shikellamy, PA	Lahr/Volunteer Band Parents
10/8/2016	HS - Band - Gr. 8-12	Milton High School	Milton, PA	Lahr/Volunteer Band Parents
10/22/2016	HS - Band - Gr. 8-12	Williamsport High School	Williamsport, PA	Lahr/Volunteer Band Parents
10/28/2016	HS - Band - Gr. 8-12	Central Mountain High School	Mill Hill, PA	Lahr/Volunteer Band Parents

August 29, 2016

David Hines, President

Board of Directors

Jersey Shore Area School District

Dear David and All:

This is a very hard letter for me to write. I have been with the district for 31 years and my role in the district has always been an integral and important part of my life. At this time in my life, however, I am sure it is time for me to retire. I am asking you to approve my retirement effective February, 10, 2017.

I love this school district! We have been through some hard times, but we always get stronger and better. I am proud of all we have accomplished here and of our amazing staff. It's hard to think of not being part of it. We have come so far in the past three years and I hope to see that growth continue through the years from the sidelines. The bottom line of every decision we ever make should be the safety, comfort and achievement of our students and giving our teachers what they need to meet our goals.

I have enjoyed working with you and the many Board members I've worked with over the years. Thank you for your time and dedication and putting yourself "out there". Thank you for making the hard decisions you have had to make. So many people have no understanding of what it takes to keep a huge and complicated institution like a school district running. Thank you for your support and understanding, especially this summer. I hope my friendships with you continue for many years.

Sincerely,



Adrienne Craig

Cc: JSASD Board of Directors

Jill Wenrich, Superintendent

**ADDENDUM TO
CONTRACT FOR PHYSICAL THERAPY SERVICES**

2.3 The District hereby agrees:

Physical Therapy Assistant
(PTA)

\$65.00 per hour

IN WITNESS WHEREOF, the School and Hope have executed this contract on the date and year written below.

Hope Enterprises, Inc.

By: _____
Signature

Date

Jersey Shore Area School District

By: _____
Signature

Date

Billing questions please call Susan Shangraw 570-326-3745 Ext 1273

*Mission Statement: Enhancing the lives of people with developmental disABILITIES
by providing them with caring support and responsive programs and services.*

CHILD AND ADULT CARE FOOD PROGRAM INSTRUCTIONS FOR COMPLETING PDE-3086

When a school or child care institution purchases meals/snacks from another school, the contract that follows, PDE-3086, MUST BE USED. Do Not Retype. If the SFA wants to add more requirements, outline the conditions by continuing the numbering system on Page 3 before submitting to the Pennsylvania Department of Education for review.

****To fill out this form, please start at the top and use the tab button on your keyboard to navigate through the required grey fields. If the question does not pertain to your contract, please enter N/A.***

Upon execution of this contract, both parties must keep one copy with their records.

This contract can only be for a one-year period and cannot contain guaranteed renewal clauses.

A school or child care institution that enters into a contract with a school for the purchase of meals/snacks agrees to abide by the procurement standards outlined in Title 7 of the Code of Federal Regulations (CFR), Part 210.21, 220.16 or 226.22, as applicable, and by the Office of Management and Budget (OMB) Circular A-102. These regulations require that such procurement transactions be conducted in a manner that provides maximum open and free competition. Schools or child care institutions may use any of the four procurement methods outlined in OMB Circular A-102.

On January 13, 1987, the United States Department of Agriculture granted the PDE the authority to approve, on a case-by-case basis, noncompetitive negotiation as a method of procurement when meals are vended from one sponsor to another. ***For the PDE to approve the use of noncompetitive negotiation between sponsors, the following criteria must be met:***

1. The provider must have sufficient facilities and a delivery system adequate to handle the increased production.
2. The proximity of the provider must not be an undue hindrance to the fulfillment of the contract.
3. The provider has not received audit or CRE review findings within the past three years which would indicate that the provider was incapable of preparing proper meals, planning quality menus or maintaining adequate records.

This criteria has been incorporated into Items 12, 13 and 14 of the attached contract (PDE-3086). The PDE will accept the provider's signature on the contract as assurance that the provider has met the criteria specified above, thus resulting in the granting of approval by the PDE for the use of noncompetitive negotiation by the provider.

Conditions:

1. It is further agreed that the Provider, pursuant to the provisions of federal regulations, will assure that said meals/snacks will meet or exceed the minimum meal pattern requirements as necessary for the stated Menu Planning Option, and will maintain full and accurate records that the purchaser requires to meet its record keeping responsibility on a calendar month basis (supported by invoices, receipts or other records), and shall promptly submit invoices and delivery receipts to the Purchaser.
2. Meals/snacks will be delivered on a daily basis or other mutually agreed upon period of time in accordance with the 21-day menu cycle. Menu changes may be made only when agreed upon by both parties. When an emergency situation exists which might prevent the Provider from delivering a specified meal/snack component, the Provider shall notify the Purchaser immediately so substitutions can be agreed upon. The Purchaser reserves the right to periodically suggest menu changes within the Provider's suggested food cost range throughout the contract period.
3. The Provider will bill the Purchaser only for meals/snacks prepared and delivered/picked up at the specified time. Damaged or incomplete meals/snacks shall not be included. Adequate refrigeration or heating will be provided when the Provider delivers meals/snacks or picked up by Purchaser to insure the wholesomeness of food in accordance with state and/or local health codes.
4. The Purchaser will furnish the Provider with the number of meals/snacks, by meal service type, to be delivered to each site when applicable.
5. The Purchaser reserves the right to add or delete sites and provide one week's notice to the Provider.
6. The Provider guarantees that meals/snacks will be delivered within the prescribed time period as mutually agreed upon by both parties.
7. The Provider agrees to retain the records required by the Purchaser for a period of three years after the end of the fiscal year to which they pertain (or longer if an audit is in progress) and, upon request, to make all accounts and records pertaining to the program available to representatives of the Pennsylvania Department of Education, the United States Department of Agriculture and/or the Office of the Inspector General and General Accounting Office for audit or administrative review purposes at a reasonable time and place.

The Provider also agrees to provide the needed information on the amount of food sent to the Purchaser for recording on the Production Records. Recipes and Product Information Sheets will be provided to the Purchaser as required for School Meals Initiative (SMI) reviews. If the Provider is providing meals using the NuMenus Planning Option, a printout of the nutrient analysis of the menus used must be provided to the Purchaser.

8. During the performance of the contract, the Provider agrees as follows: The Provider will not discriminate against any employee or applicant for employment because of race, color, national origin, age, sex or disability. The Provider will take affirmative action to ensure that applicants are employed and that employees are treated while employed without regard to their race, color, national origin, age, sex or disability. Such action shall include, but not be limited to, the following:

It is agreed by the parties hereto that there are no other considerations, favors, promises or interests passing between the parties other than what is expressly stated in this contract.

In witness hereof, this contract is signed and executed this date of September 1, 2016 and will end June 30, 2017

Please sign in BLUE ink.

Signature on Behalf of:

Lycoming-Clinton CCCA
Name of Purchaser

Signature of Authorized Representative

Traci Lowe
Chief Financial Officer

Signature on Behalf of:

Jersey Shore Area School District
Name of Provider

Signature of Authorized Representative

Adrienne Craig
Business Manager

**2016-17 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, 2016 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 29, 2016 until June 6, 2017, 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 14, 2016 and May 12, 2017.
 - **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.**

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

All Things Bright and Beautiful Day Care

By: _____
(Authorized Signature)

By: _____
(Authorized Signature)

(Title)

(Title)

(Date)

(Date)

2016-2017 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):

September 27, 2016	\$13,026.00
October 25, 2016	\$13,026.00
November 29, 2016	\$13,026.00
December 27, 2016	\$13,026.00
January 24, 2017	\$13,026.00
February 28, 2017	\$13,026.00
March 28, 2017	\$13,026.00
April 25, 2017	\$13,026.00
May 23, 2017	\$13,026.00
<u>June 27, 2017</u>	\$13,026.00
Total Grant:	\$130,260.00

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:

November 1, 2016
March 7, 2017
May 2, 2017

ATBB will bring an updated fiscal report to these meetings that will be reviewed by the lead agency.