Jersey Shore Area School District

Board of Education – Regular Meeting Minutes of October 10, 2016

A. Opening

1. Call to Order: Mr. David Hines, President, called the meeting to order at 7:02 p.m.

2. Roll Call:

Members Present: Mr. Craig Allen, Mr. Christopher Fravel, Mr. David Hines, 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: Mrs. Loren Koch

3. Pledge of Allegiance: Led by Bo Sechrist and Chesney Fetzer representing Salladasburg Elementary School.

B. Presentations

1. Communications:

- a. PDE Department of Federal Programs Letter
- b. PDE notification that 2 JSASD schools are being considered for Title I awards Avis Elementary for High Achievement and Jersey Shore Area Elementary for High Progress.

2. President's Report:

a. Executive Session for litigation and personnel was held prior to the meeting at 6:00p.m.

3. Student Representative Report

- a. Student surveys went out last Monday and Brandon will have results at a future board meeting.
- b. High School American Red Cross club hosted their first blood drive yielding 66 pints of blood.

4. Intermediate Unit Report: None

5. Superintendent's Report:

- a. School Wide Positive Behavior presentation Kelly Swartwood, IU 17
- b. JS Education Foundation Teacher Mini Grant Cindy Welsh, District Library/Media Specialist
- c. Mindset Chapters 1 & 2 Presentation Adrienne Johnston
- d. Sixth Grade Math Curriculum Pilot Laura Milarch
- e. Tennis Courts Presentation Mark Wall

- f. Baseball Field Sign Presentation Mark Wall (Attachment)
- g. Policy Review, First Reading: Policy 121 and Policy 830 Jill Wenrich (Attachments)

C. Courtesy of the Floor:

<u>John Shireman-JS Boro</u> – Thanked Dr. Wenrich for posting response to policy and transportation question.

D. Personnel

1. Personnel:

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

- a. extension of FMLA for employee 2016-17-04 from October 11, 2016 through November 1, 2016.
- b. acceptance of a letter of resignation from Jake Keiper, Assistant Jr High Wrestling coach, effective October 11, 2016.
- c. appointment of Jonathan Palumbo as Assistant Swimming coach, at a stipend of \$2195.10 (90% of full stipend \$3239.00) effective October 11, 2016.
- d. appointment of Randy Smith as volunteer Middle School Girls Basketball coach, effective October 11, 2016.
- e. acceptance of a letter of resignation from Gwen Arnold, Head Cheerleading coach, effective October 10, 2016.
- f. appointment of Buffy Neese as Interim Head Cheerleading Advisor, pending receipt of FBI clearance results.
- g. appointment of Nicole Bower to a Middle School 8th Grade Learning Support Teacher position, Step M-4 (\$50,696.00) prorated, effective October 11, 2016.

The vote was a unanimous Yes. Motion carried.

E. Miscellaneous

1. Miscellaneous Items:

Motion: A motion was made by Denise Smith and seconded by Karen Stover to approve the following Miscellaneous item as listed on the Agenda:

a. deleting Policy 810.1 Transportation (Special Requests) per PSBA recommendation.

The vote was a unanimous Yes. Motion carried.

Motion: A motion was made by Karen Stover and seconded by Kelley Wasson to add the following Miscellaneous Item to the agenda:

E.1.b. Recommend accepting the Superintendent's recommendation for discipline for student 2016-2017-1

The vote was a unanimous Yes. Motion carried.

Motion: A motion was made by Craig Allen and seconded by Kelley Wasson to approve the following Miscellaneous Item:

E.1.b. accepting the Superintendent's recommendation for discipline for student 2016-2017-1

A roll call vote was taken and the vote was 8 - Yes and 0 - No. Motion carried. The vote was as follows:

Craig Allen	Yes	Christopher Fravel	Yes
David Hines	Yes	Denise Smith	Yes
Karen Stover	Yes	Merrill Sweitzer	Yes
Mary Thomas	Yes	Kelley Wasson	Yes

F. Executive Session:

An Executive Session was held beginning at 8:08 p.m. for personnel matters after which no business will be conducted.

Meeting resumed at 8:59 p.m.

G. Adjournment

Motion: A motion was made by Karen Stover and seconded by Craig Allen to adjourn the October 10, 2016 Regular Board Meeting at 9:00 p.m.

The vote was a unanimous Yes. Motion carried.

Respectfully submitted,

Adrienne F. Craig Board Secretary



333 MARKET STREET HARRISBURG, PA 17126-0333 www.pde.state.pa.us

October 1, 2016

Dr. Jill Wenrich Superintendent Jersey Shore Area D 175 A & P Drive Jersey Shore, PA 17740

Dear Dr. Wenrich:

This letter is to inform you that the Division of Federal Programs has determined that Jersey Shore Area SD has maintained fiscal effort when comparing the fiscal year ending June 30, 2014 to the fiscal year ending June 30, 2015. Maintenance of Effort (MOE) references a federal regulation requiring grant recipients to maintain a certain level of state/local fiscal effort in order to be eligible for full participation in federal grant funding. This is important, because if an LEA fails to maintain fiscal effort (measured by aggregate expenditure or per pupil expenditure), the Pennsylvania Department of Education is required to reduce its allocations under Title 1, Part A, as well as other federal programs for the appropriate year.

According to your Annual Financial Report, aggregate expenditures from state and local sources were 3.2%. For the same comparison period, per pupil spending from state and local sources were 5.5% during the most recent comparison year (2014-15). One or both of these percentages was within the allowable reduction rate of 10%. Because of this, no action is required, and your LEA is eligible for full participation in federal grant funding for school year 2016-17.

If you have any questions regarding MOE, please contact your Regional Coordinator in the Division of Federal Programs at (717) 783-2193.

Sincerely,

Susan McCrone Division Chief

Susan Mc Crone

cc: Federal Programs Coordinator 2016-17 Project File

Harrisburg Update September 1, 2016

Personnel Updates:

Office of Elementary and Secondary Education: Pamela Smith, Special Assistant to the Secretary: Community Partnerships and Interagency Collaboration at the State level. Email: pammsmi@pa.gov

Substitute Program - Terry Barnaby:

In the process of redoing the Emergency Permit CSPG allowing for locally issued permits. The only difference is that they do not have to have a Bachelor's degree. These substitutes must be enrolled in a Pa. Teacher Preparation Program, have completed 60 credits, and passed the Praxis basic skills test. A maximum of: 10 days in the same assignment and a total of 20 days total maximum. PDE will be gathering data on this initiative to determine if it creates additional interest in teaching.

Uniform Grants Guidance (UGG):

This is the procurement program for use of Federal funds used by districts, not tied to ESSA. PDE has met with outside counsel to determine the implications of the guidance on school districts. Deb Reeves and Sue McCrone are the PDE staff working on this project. The procedures and policies are scheduled to take effect beginning July 1, 2017.

State Budget Updates:

Debbie Reeves (Deputy for Admin). Drug and Alcohol Recovery School proposals are being sought and an RFP is circulated. These programs will have heavy Drug and Alcohol treatment components, with an emphasis on recovery and career readiness.

Data Reduction Program:

Part of the ESSA legislation in an effort to cut down on redundant paperwork and data collection. PDE is moving forward as quickly as possible. September will be their first meeting. This will involve State data only, PDE cannot revise federal requirements.

Upcoming Fiscal Budget 2017-18:

Preparing budget requests, which are due to the Governor's office by Oct 7th. No specific education budget numbers at this point. The New calculations/disbursements will use the 2015-16 AFR information. Training modules are out on the PDE's website. PDE will be asking the IU's to coordinate the trainings and PDE will deliver them.

Office of Elementary and Secondary Education (OESE):

Matt Stem, Deputy Secretary. Brian Trusedale has been hired as Executive Assistant to the Secretary. He is charged with leadership and developing internal infrastructure. The Department is in the process of recruiting leaders to fill vacancies.

They are focusing on technical support and customer service.

Dr. Kerrie Helm – Division Chief in Planning. She is now responsible for Act 48 Programming.

OESE will be reorganizing to better meet the needs of the field. PDE will be pushing out reorganization chart and contact information by October. The Department now has 2 people now answering telephones so you can speak to a live person when calling for technical support of have questions. The Department also will prioritize response to superintendents when contacted in writing.

Diabetes Management:

Work has begun to develop implementation guidelines and policies, how we assist students, insulin, etc. The department has worked with PSEA on this for the protection of teaching staff. The Good Samaritan law will cover all individuals involved is assisting students in diabetic crisis.

Graduation Requirements and School Performance Profile information - Matt Stem

The formal report released on August 4th (this was distributed by Dr. Reed to all superintendents via email) – Waiting to operationalize the recommendations, pending direction from the Legislature. Initial feedback very positive – need to add some internal controls. Some rigor questions remain. PDE needs to set standards for alternative assessments if a Keystone Exam isn't passed. And determine criteria for adequate evidence of career planning/programming for students. Absent any regulatory changes or additional statutes, there is still a 2-year delay in current graduation requirements.

Every Student Succeeds Act - Matt Stem

Resources are all on the PDE website related to Phase 1 (the development of recommendations for the federal DOE).

Some include: Shortening the length of exam. The understanding that academic growth is more important than achievement, revising the weighting in the current teacher evaluation formula as mandated in Act 82. The Department is continuing to brief legislators as they are developing the state plan. There is a meeting scheduled for Oct 18th, in Harrisburg with a public reporting of the recommendations. After this meeting PDE will enter into Phase 2, which involves action planning with larger stakeholder groups. Pennsylvania's consolidated plan needs to be submitted by June 30, 2017. As a reminder: the Pennsylvania Core Standards are not going away and are firmly in place for the foreseeable future.

Act 45 and 48:

Pennlink guidance distributed on August 29, 2016. There were nearly 1,300 administrators effected, 1,009 need 120 hours or more by July 1, 2017. Training cohorts are filling quickly; participants will be allowed to take more than one course at a time. Priority individuals; those that haven not attained their hours to avoid certificate suspension on July 1, 2017.

Division of Student Services

September 21, 2016

Division of Student Services

Program/Service	Primary Funding Source
Early Intervention Services	State/Federal
School Age Services	Fee for Service - District Contracts
Non Public School Services	Federal/State
Core Services	State/Fee for Service
Training and Consultation Team Federal	Federal

Early Intervention Services

BLaST is the "LEA" for students aged 3-5 in our 4 county region

▶ Between 900-1000 students served each year

▶ 5 Classrooms

>20 Itinerants

Services are provided in a variety of locations

▶ Homes

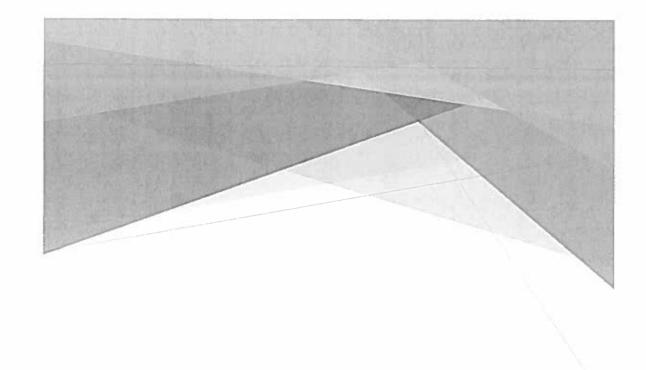
► Child Care Facilities

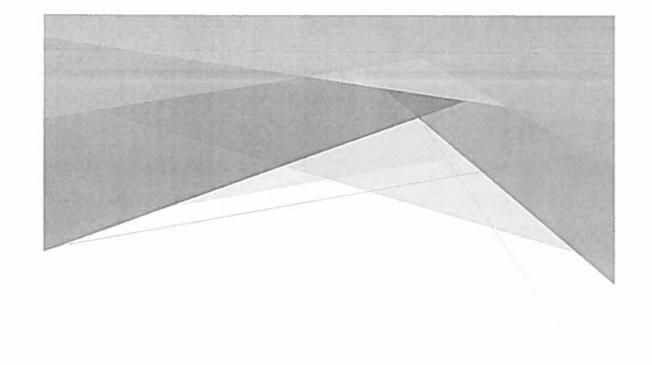
▶ Preschool Programs

► Head Start Classes

School Age Services

- ► Life Skills Support
- ► Learning Support
- ▶ Emotional Support
- ▶ Multiple Disabilities Support
- Autistic Support
- Academy Programs
- ▶ Partial Classrooms
- ▶ Alternative Education



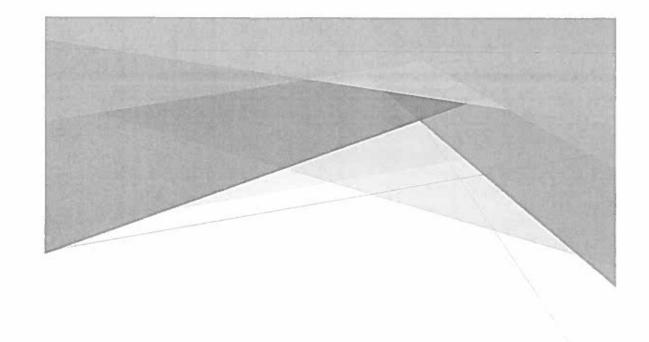


School Age Services

- Speech
- Hearing
 - Vision
- ▶ Occupational Therapy
 - Physical Therapy
 - Social Workers
- ▶ Gifted

School Age Services

- School Psychologist
- Special Education Supervisors
- Explore Program
- CLM Coaches
- Job Coaches



Non Public School Services

Act 89 and Equitable Participation

▶ Both funded through "child find" activities

Act 89 - state funded services

Equitable Participation- federally funded services

Services provided:

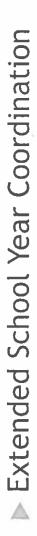
School Psychologist

► Remedial Math and Reading

Speech

► Learning Support

Additional Services



Gifted Liaison

Support to District Special Education Directors

Training and Consultation - TaC

- ► IDEA B Section 611
- ▶ Based on School Districts' December 1 Child Count
- Overall budget 6,519,207.00
- Based on December 1 Child Count 4,910
- % of budget is allocated for training and consultation
- ▶ Minimum 5.0 FTE
- Remaining funds are allocated to school districts

Tac Services

Assistive Technology - Dana Vermilya and Chris Bear

Autism - Jeff Pelly and Trisha Patterson

▶ Behavior - Kelly Swartwood, Todd Moyer, Brenda Roberts

Inclusion - Todd Moyer

Interagency/Transition - Brenda Roberts and Robin Holmes

Multi-Tiered Systems of Support - Amy Breon

District Summaries

Athens74.75Canton109.50East Lycoming40.75Jersey Shore117.25Loyalsock73.25Montgomery35.90Montoursville32.50Muncy20.00	District	15-16 TaC Hours
00	Athens	74.75
00	Canton	109.50
	East Lycoming	40.75
1)	Jersey Shore	117.25
(1)	Loyalsock	73.25
(I)	Montgomery	35.90
	Montoursville	32.50
	Muncy	20.00

District Summaries

15-16 TaC Hours
56.50
133.50
27.25
98.00
182.50
18.75
186.25
82.50

District Summaries

istrict 15-16 TaC Hours	123.75	ort 720.75	140.25
	Wellsbord	Williamsport	Wyalusing

Division of Student Services

Primary goal is to support districts in meeting the needs of students

▶ Direct Services

Shared Services

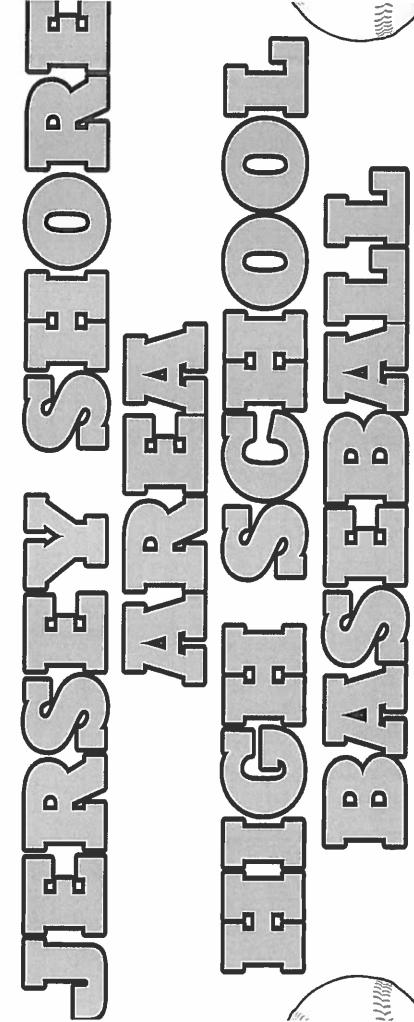
Administrative Support

▶ Training

▶ Coaching

▶ Consultation

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Book

Board Policy Manual

Section

100 Programs

Title

Field Trips

Number

121

Status

Legal

1. 24 P.S. 517

2. Pol. 105

3. Pol. 103.1

4. Pol. 113

5. Pol. 210

6. Pol. 210.1

24 P.S. 510

Purpose

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important component of the instructional program of the schools. Properly planned and executed field trips can:

- 1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.
- 2. Arouse new interests among students.
- 3. Help students relate academic learning to the reality of the world outside of school.
- Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational.
- 5. Afford students the opportunity to study real things and real processes in their actual environment.

Definition

For purposes of this policy, a field trip shall be defined as any trip by students away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or district employee, any planned travel activity that supplements or enriches the classroom curriculum and class trips.

Authority

Field trips that apply to the curriculum and are within the confines of the state shall be approved by the Superintendent.

All such state and other field trips shall be listed monthly in the Superintendent's Board report.

All field trips outside Pennsylvania shall be approved by the Board.

Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations.

The Board does not endorse, support nor assume responsibility in any way for any district staff member who takes students on trips not approved by the Board or Superintendent. No staff member may solicit district students for such trips within district facilities or on district grounds without Board permission.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations for the operation of field trips.

Guidelines

Field trips shall be governed by guidelines which ensure that:

- 1. The safety and well-being of students will be protected at all times.
- 2. Permission of the parent/guardian is sought and obtained before any student may participate.
- 3. The principal approves the purpose, itinerary and duration of each proposed trip.
- 4. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value.[2]
- 5. The effectiveness of field trip activities is monitored and evaluated continuously.
- 6. Teachers are allowed flexibility and innovation in planning field trips.
- No field trip will be approved unless it contributes to the achievement of specified instructional objectives (class trips are exempt).

Funds should be budgeted if the district is to share in the costs.

Chaperones

A ratio of adult supervision to student of 1/10 is required. Exceptions will be granted upon request when the principal and Superintendent concur that a lesser number of supervisors is deemed adequate.

Foreign Field Trips

The Board shall consider approving foreign field trips for students if they are scheduled during an extended break. Scheduling during an extended break is for the purpose of reducing the cost to the district for substitute teachers.

If the sponsoring organization desires to schedule the trip at a time other than an extended break, justification for such departure from this policy shall be presented to the Board at the time of the request for such field trip approval.

A ratio of adult supervision to student of 1/10 is required. Exceptions will be granted upon request when the principal and Superintendent concur that a lesser number of supervisors is deemed adequate. Final approval will be granted by the board.

Applications for foreign field trips must contain the names of the adult chaperones who are to accompany the students on the foreign field trip.

Administration of Medication

The Board directs planning for field trips to start early in the school year and to include collaboration between administrators, teachers, nurses, parents/guardians and other designated health officials.

Decisions regarding administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs. [3][4]

Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.[5][6]

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Last Modified by Pamela M Copenhaver on October 5, 2016

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Book Board Policy Manual

Section 800 Operations

Title Breach of Computerized Personal Information

Number 830

Status

Legal <u>1. 73 P.S. 2301</u> et seg

2. 73 P.S. 2302 3. Pol. 801

4. 73 P.S. 2303 15 U.S.C. 1681a

Purpose

With the increased reliance upon electronic data, and the maintenance of personal information of students and employees in electronic format, the Board is concerned about the risk of a breach in the district's electronic system security and the possible disclosure of personal information. This policy addresses the manner in which the district will respond to unauthorized access and acquisition of computerized data that compromises the security and confidentiality of personal information.

Authority

The Board directs that district administrators shall provide appropriate notification of any computerized system security breach to any state resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by unauthorized persons.[1]

Definitions

Breach of the system's security - unauthorized access and acquisition of computerized data that materially compromises the security or confidentiality of personal information maintained by the district as part of the database of personal information regarding multiple individuals and that the district reasonably believes has caused or will cause loss or injury to any state resident. Good faith acquisition of personal information by an employee or agent of the school district for the purpose of the district is not a breach of the security of the system if the personal information is not used for a purpose other than the lawful purpose of the district and is not subject to further unauthorized disclosure.[2]

10/5/2016 10:20 AM

Individual - means any natural person, not an entity or company.

Personal information - includes an individual's first initial and last name in combination with and linked to any one or more of the following, when not encrypted or redacted:[2]

- 1. Social security number.
- 2. Driver's license number or state identification card number issued instead of a driver's license.
- 3. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account.

Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.[3]

Records - means any material, regardless of its physical form, on which information is recorded or preserved by any means, including written or spoken words, graphically depicted, printed or electromagnetically transmitted. This term does not include publicly available directories containing information that an individual has voluntarily consented to have publicly disseminated or listed, such as name, address or telephone number.[2]

Delegation of Responsibility

The Superintendent or designee shall ensure that the district provides notice of any system security breach, following discovery, to any state resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed and acquired by an unauthorized person. Such notice shall be made without a reasonable delay, except when a law enforcement agency determines and advises the district in writing that the notification would impede a criminal or civil investigation, or the district must take necessary measures to determine the scope of the breach and to restore the reasonable integrity of the data system. The district will also provide notice of the breach if the encrypted information is accessed and acquired in an unencrypted form, if the security breach is linked to a breach of security of the encryption, or if the security breach involves a person with access to the encryption key.[4]

Last Modified by Pamela M Copenhaver on October 5, 2016

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