

Jersey Shore Area School District
Board of Education – Regular Meeting
Minutes of June 12, 2017

A. Opening

1. Call to Order: Mrs. Kelley Wasson, President, called the meeting to order at 7:00 p.m.

2. Roll Call:

Members Present: Mr. Craig Allen, Mr. Christopher Fravel, Mr. David Hines, Mrs. Denise Smith, Mrs. Karen Stover, Mr. Merrill Sweitzer, Mrs. Kelley Wasson and Dr. Jill Wenrich, Superintendent

Others Present: J. David Smith, Esq., Solicitor, Benjamin Enders, Board Secretary,

Members Absent: Mrs. Loren Koch and Mrs. Mary Thomas

3. Pledge of Allegiance

B. Presentations

1. Communications:

- a. Jersey Shore Historical Society
- b. Buddy Bench

2. President's Report: None

3. Intermediate Unit Report: None

5. Superintendent's Report:

- a. Law Day Essay - Faith Leathers
- b. Recogniton of Spring Sport Athletes - Jill Wenrich
- c. Retirees Recogniton - Jill Wenrich
- d. Heartworks Book Bags - Jennifer Patterson
- e. 21st Century Learning - Keith Veldhuis
- f. e-Backpack - Bruce Boncal
- g. Learning Commons - Cindy Welsh
- h. Prom Venue for 2018 - Michele Persun and Wanda Derr
- i. TAP School - Steven Keen
- j. Child and Adult Care Food Program - Daphne Hiles
- k. PlanCon J Report - Ben Enders (Attachment)

l. Policy Review, First Reading - Jill Wenrich (Attachments)

Policy 815.1 - Student iPad Responsible Use Policy and Student/Parent/Guardian

Policy 815.2 - Student Mobile Digital Device Financial Responsibility

m. Job Descriptions, First Reading - Jill Wenrich (Attachments)

Accountant

Accounts Payable Secretary

Administrative Assistant to Assistant Superintendent and Business Manager

Administrative Assistant to Superintendent

Assistant Accountant for Payroll and Human Resources

Building and Grounds Secretary

Director of Building and Grounds

Central Registration Secretary

Digital and Print Media Specialist

Director of Pupil Services

Special Education Secretary

Director of Technology

District Attendance Officer

Network-Computer Technician Specialist

Technology Secretary

Transportation-Purchasing Secretary

C. Courtesy of the Floor:

Jennifer Geary-JS Boro – commented on Crossing Guards

Cam Peters-JS Boro – commented on promotion to next grade level of students and sports participation.

K. Executive Session: An Executive Session was held beginning at 8:27 p.m. for personnel matters after which business will be conducted.

Meeting resumed at 8:45 p.m.

D. Personnel

1. Personnel Items:

Motion: A motion was made by Craig Allen and seconded by David Hines for a roll call vote and to approve Personnel items b and c:

b. a half day without pay for Christopher Lahr, High School Music Teacher, on June 2, 2017.

c. a day without pay for Lindsey Paulhamus, Jersey Shore Area Elementary School Third Grade Teacher, on June 8, 2017.

The vote was 0 – Yes and 7 – No. Motion failed. The vote was as follows:

Craig Allen	No	Chris Fravel	No
David Hines	No	Denise Smith	No
Karen Stover	No	Merrill Sweitzer	No
Kelley Wasson	No		

Motion: A motion was made by Merrill Sweitzer and seconded by Karen Stover to approve Personnel items a and d-o as listed on the Agenda:

- a. 2.5% increase for the following classified staff as budgeted for the 2017-18 school year:
(Attachment)
 - Secretaries
 - Aides
 - Part Time Custodians
 - Security Police
 - Digital and Print Media Specialist
 - Educational Interpreter for the Deaf and Hearing Impaired
 - Crossing Guard
 - Lunch Monitor
- d. a letter of resignation from David Becker, Information Technology Teacher at the High School, effective June 30, 2017.
- e. a letter of resignation from John Crossen, Technology Support Intern with the Jersey Shore Area School District Technology Department, effective May 26, 2017.
- f. a letter of resignation from Lindsey Eischeid as High School Band Front Advisor, effective May 25, 2017.
- g. appointment of Angel English, to the position of part time (4 hour per day) custodian at Jersey Shore Area Elementary School, effective June 13, 2017 at an hourly rate of \$11.25.
- h. appointment of Ryan Marshall, to the position of full time custodian at the Middle School, effective July 1, 2017 at \$13.47 per hour with a \$.20 per hour shift differential for second shift.
- i. granting tenure to Erin Bonsell, Fourth Grade Teacher, who has completed the required three (3) years of satisfactory teaching and has been recommended by her Assistant Principal, Mrs. Adrienne Johnston.
- j. recommendation of a shift from hiring an Autistic Support Teacher to a Behavior Intervention Support Teacher for Grades K-5.
- k. a letter of resignation from Tara Phlegar, Educational Interpreter for the Deaf and Hearing Impaired, effective June 30, 2017.
- l. FMLA from May 11, 2017 through June 5, 2017 for employee 2016-17-28.
- m. FMLA from May 17, 2017 through June 30, 2017 for employee 2016-17-29.
- n. appointment of Jamie Hostrander as Middle School Cheerleader Advisor, at a stipend of \$1836.90 (90% of full stipend \$2041), effective June 13, 2017.
- o. appointment of Doug Moore as Head Boys Varsity Soccer Coach, at a stipend of \$3029.99, effective June 13, 2017.

The vote was a unanimous Yes. Motion carried.

E. Curriculum and Instruction: None

F. Building and Grounds: None

G. Finance:

1. Finance Item:

Motion: A motion was made by David Hines and seconded by Christopher Fravel to approve Finance item a as listed on the Agenda with a roll call vote:

- a. the final budget for 2017-2018 as presented in PDE-2028. (Attachment)

The vote was 6 – Yes and 1 – No. Motion carried. The vote was as follows:

Craig Allen	Yes	Chris Fravel	Yes
David Hines	Yes	Denise Smith	Yes
Karen Stover	Yes	Merrill Sweitzer	No
Kelley Wasson	Yes		

Motion: A motion was made by Karen Stover and seconded by Merrill Sweitzer to approve Finance items b-d as listed on the Agenda:

- b. a resolution to set final real estate tax rates for 2017-2018 as presented in PDE-2028. (Attachment)
- c. Homestead/Farmstead Resolution as it pertains to the 2017 real estate taxes. (Attachment)
- d. agreements (Lycoming and Clinton Counties) with Infocon to print and mail the real estate tax bills and provide tax processing services for 2017. (Attachment)

The vote was a unanimous Yes. Motion carried.

H. Miscellaneous:

1. Miscellaneous Items

President Wasson tabled Miscellaneous items c and h:

- c. that _____ be appointed as Board Treasurer for the 2017-18 fiscal year at an annual salary of \$500.00.
- h. an Agreement of Affiliation between Pennsylvania College of Technology and Jersey Shore Area School District regarding school nursing student's clinical experience, effective July 1, 2017 – July 1, 2019. (Attachment)

Motion: A motion was made by David Hines and seconded by Merrill Sweitzer to approve Miscellaneous items a, b, d-g and i as listed on the Agenda:

- a. an MOU between Jersey Shore Area School District and Jersey Shore Area Education Association regarding the stipend payment for the 2016-17 school year in regard to the current collective bargaining agreement.
- b. a first amendment to the MOU between Jersey Shore Area School District and STEP Head Start, effective July 1, 2017 through June 30, 2018. (Attachment)
- d. the Jersey Shore Area District Wide Title I Parental Involvement Policy. (Attachment)

- e. the Avis Elementary School Parental Involvement Policy. (Attachment)
- f. the Jersey Shore Area Elementary School Parental Involvement Policy. (Attachment)
- g. the Salladasburg Elementary School Parental Involvement Policy. (Attachment)
- i. the following foreign field trip:
 - June 21, 2017 thru July 2, 2017-Costa Rico
 - (A Taste of the Tropics tour traveling with EF Educational Tours)-16 students (Grades 10-12)
 - Chaperones - Debra Bressler, Jeri Demel, Cindy Meixel, Patricia Heller

The vote was a unanimous Yes. Motion carried.

J. Old Business: Presentation of a Buddy Bench to Bruce Boncal.

K. Executive Session: A second Executive Session was held beginning at 8:58 p.m. for personnel matters after which no business will be conducted.

L. Adjournment

Motion: A motion was made by Karen Stover and seconded by Denise Smith to adjourn the June 12, 2017 Regular Board Meeting at 8:57 p.m.

The vote was a unanimous Yes. Motion carried.

Respectfully submitted,

Benjamin J. Enders
Board Secretary

PART J: PROJECT ACCOUNTING BASED ON FINAL COSTS
BOARD TRANSMITTAL

DISTRICT/CTC: Jersey Shore Area School District

COUNTY: Lycoming

PRJT BLDG NAME: Jersey Shore Elementary School

PROJECT #: 3659

ALL PRJTS

PAGE #

<u>X</u>	J02-J03	Project Accounting Based on Final Costs
<u>X</u>	Add't Costs	Additional Project Costs
<u>X</u>	J04	Financial Report
<u>X</u>	J05	Certificate of Architect
<u>X</u>	J06	Financial Information Certification
<u>X</u>		Independent Auditor's Report
		Final Just Compensation Award or Settlement Sheet (for properties acquired through condemnation)
		U.S. Green Building Council's Leadership in Energy and Environmental Design Green Building Rating System (LEED-NC™) Silver, Gold or Platinum certification (if applicable)
		Green Building Initiative's two, three or four Green Globes™ certification (if applicable)

*** TO BE COMPLETED ONLY IF DIRECTED BY PDE ***

 J07-J12 Final Project Costs - Detail

The individual or firm independently contracted by the district/CTC to prepare this information to be contacted if there are any questions about Part J:

John Casey

Independent Preparer's Name and Position

(814)237-6393

Phone Number

Fax Number

The independent preparer's e-mail address is:

ivcirish@comcast.net

CERTIFICATION BY SCHOOL DISTRICT/CTC

The district/CTC administrator to be contacted about Part J:

District/CTC Administrator's Name and Position

Phone Number

Fax Number

The district/CTC administrator's e-mail address is:

This certifies that the attached materials were approved for submission to the Pennsylvania Department of Education by board action.

BOARD ACTION DATE:

VOTING: AYE NAY ABSTENTIONS ABSENT

Signature, Board Secretary

Board Secretary's Name, Printed or Typed

District/CTC Address

Date

PROJECT ACCOUNTING BASED ON FINAL COSTS (1 of 2)
FOR THE PERIOD 03/2013 TO 01/2017

District/CTC: Jersey Shore Area School District		Project Name: Jersey Shore Elementary School	Project #: 3659
PROJECT COSTS		NEW	EXISTING
A. STRUCTURE COSTS (include site development)			TOTAL
1. General (Report costs for sanitary sewage disposal on Line B-1.)	\$2,661,285	\$4,162,522	\$6,823,807
2. Heating and Ventilating	\$511,710	\$2,899,690	\$3,411,400
3. Plumbing (Report costs for sanitary sewage disposal on Line B-1.)	\$73,958	\$747,792	\$821,750
4. Electrical	\$373,524	\$1,405,160	\$1,778,684
5. Asbestos Abatement (J10, line B-3)	X X X X X X	\$262,995	\$262,995
6. Building Purchase Amount	X X X X X X		
7. Other * (Exclude Test Borings and Site Survey) (Use PlanCon-J-Add't Costs page if necessary.)			
a. _____			
b. _____			
c. _____			
d. _____			
e. PlanCon-J-Add't Costs, Total			
A-1 to A-7 - Subtotal	\$3,620,477	\$9,478,159	\$13,098,636
8. Construction Insurance			
a. Owner Controlled Insurance Program on Structure COSTS (Exclude asbestos abatement, building purchase and other structure costs not covered by the program)			
b. Builder's Risk Insurance (if not included in primes)			
c. Construction Insurance - Total			
9. TOTAL-Structure Costs (A-1 to A-7-Subtotal plus A-8-c)	3,620,477	9,478,159	13,098,636
B. ARCHITECT'S FEE			
1. Architect's/Engineer's Fee on Structure	\$217,555	\$1,062,178	\$1,279,733
2. EPA-Certified Project Designer's Fee on Asbestos Abatement	X X X X X X X X X X X X		
3. TOTAL - Architect's Fee	\$217,555	\$1,062,178	\$1,279,733
C. MOVABLE FIXTURES AND EQUIPMENT			
1. Movable Fixtures and Equipment			
2. Architect's Fee			
3. TOTAL - Movable Fixtures & Equipment			
D. STRUCTURE COSTS, ARCHITECT'S FEE, MOVABLE FIXTURES AND EQUIPMENT - TOTAL (A-9 plus B-3 and C-3)	\$3,838,032	\$10,540,337	\$14,378,369
E. SITE COSTS			
1. Sanitary Sewage Disposal General Contractor		\$39,425	\$39,425
2. Sanitary Sewage Disposal Tap-In Fee and/or Capacity Charges		\$2,100	\$2,100
3. Owner Controlled Insurance Program/Builder's Risk Insurance on Sanitary Sewage Disposal			
4. Architect/Engineer's Fee for Sanitary Sewage Disposal		\$2,366	\$2,366
5. Site Acquisition Costs		X X X X X X X X X X X X X X X X X X	
a. Gross Amount Due from Settlement Statement or Just Compensation		X X X X X X	
b. Real Estate Appraisal Fees		X X X X X X	
c. Other Related Site Acquisition Costs		X X X X X X	
d. Site Acquisition Costs - Total		X X X X X X	
6. TOTAL - Site Costs		\$43,891	\$43,891
F. STRUCTURE COSTS, ARCHITECT'S FEE, MOVABLE FIXTURES & EQUIPMENT, AND SITE COSTS - TOTAL (D plus E-6)	\$3,838,032	\$10,584,228	\$14,422,260

- Type "No Fee" beside each item for which no design fee is charged.

PROJECT ACCOUNTING BASED ON FINAL COSTS (2 of 2)

FOR THE PERIOD 03/2013 TO 01/2017

District/CTC:
Jersey Shore Area School District

Project Name:
Jersey Shore Elementary School

Project #:
3659

ROUND FIGURES TO NEAREST DOLLAR

PROJECT COSTS (CONT.)				TOTAL
G. ADDITIONAL CONSTRUCTION-RELATED COSTS				
1. Project Supervision (inc. Asbestos Abatement Project Supervision)				
2. Construction Manager Fee and Related Costs				\$283,327
3. Total Demolition of Entire Existing Structures & Related Asbestos Removal to Prepare Project Site for Construction of New Building and Related AHERA Clearance Air Monitoring and EPA-Certified Project Designer's Fee on Asbestos Abatement (Exclude costs for partial demolition.)				
4. Architectural Printing				
5. Test Borings				
6. Site Surveys				\$17,433
7. Other (Attach PlanCon-J-Add't Costs page if needed.)				
a. _____				
b. _____				
c. Plan-J-Add't Costs, Total				\$650,429
8. TOTAL - Additional Construction-Related Costs				\$951,189
H. FINANCING COSTS	BOND ISSUE/NOTE	BOND ISSUE/NOTE	BOND ISSUE/NOTE	
FOR THIS PROJECT ONLY	SERIES OF 2012	SERIES OF 2013	SERIES OF Cash	X X X X X X
(EXCLUDE ACCRUED INTEREST)				X X X X X X
1. Underwriter Fees	\$124,638	\$45,753		\$170,391
2. Legal Fees	\$29,654	\$29,423		\$59,076
3. Financial Advisor	\$21,263	\$21,207		\$42,470
4. Bond Insurance	\$67,000	\$19,625		\$86,625
5. Paying Agent/Trustee Fees and Expenses	\$1,000	\$1,000		\$2,000
6. Capitalized Interest				
7. Printing	\$9,693	\$9,942		\$19,635
8. CUSIP & Rating Fees	\$8,543	\$7,052		\$15,595
9. Other				
a. Internet Auction	\$2,750	\$2,000		\$4,750
b. _____				
10. TOTAL-Financing Costs	\$264,540	\$136,002		\$400,542
I. TOTAL PROJECT COSTS (F plus G-8 plus H-10)				\$15,773,991
REVENUE SOURCES	BOND ISSUE/NOTE	BOND ISSUE/NOTE	BOND ISSUE/NOTE	
(EXCLUDE ACCRUED INTEREST)	SERIES OF 2012	SERIES OF 2013	SERIES OF Cash	TOTAL
J. AMOUNT FINANCED	\$9,995,000	\$4,455,000	\$1,251,024	\$15,701,024
FOR THIS PROJECT ONLY				
K. ORIGINAL ISSUE DISCOUNT/	\$4,359	\$22,639		\$26,998
PREMIUM FOR THIS PROJECT ONLY				
L. INTEREST EARNINGS	\$34,761	\$11,208		\$45,969
FOR THIS PROJECT ONLY				
M. BUILDING INSURANCE RECEIVED				
N. PROCEEDS FROM SALE OF BUILDING OR LAND				
O. LOCAL FUNDS - CASH (SEE INSTRUCTIONS)				
P. OTHER FUNDS (PROVIDE DESCRIPTION ON SEPARATE SHEET)				
Q. TOTAL REVENUE SOURCES				\$15,773,991

[illegible]

District/CTC:
Jersey Shore Area School District

Jersey Shore Elementary School

3659

TOTAL

* - Type "No Fee" beside each item listed above for which no design fee is charged.

TOTAL

\$6,398

\$53,279

\$309,231

\$51,432

\$12.220

\$18.020

\$15.226

\$68.423

\$15.060

\$35,365

\$27 962

\$27,962

\$8,184

\$9,600

\$9,600
\$1,510

\$1,510

\$650,429

FINANCIAL REPORT FOR THE PERIOD 03/2013 TO 01/2017

District/CTC: Jersey Shore Area School District	Project Name: Jersey Shore Elementary School	Project #: 3659
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	BOND ISSUE/NOTE SERIES OF 2012	BOND ISSUE/NOTE SERIES OF 2013	BOND ISSUE/NOTE SERIES OF Cash	TOTAL
A. TOTAL BOND ISSUE OR NOTE	\$9,995,000	\$4,455,000	\$1,251,024	\$15,701,024
B. ORIGINAL ISSUE DISCOUNT/ ORIGINAL ISSUE PREMIUM	\$4,359	\$22,639		\$26,998
C. TOTAL INTEREST EARNINGS ON ALL INVESTMENTS FOR ALL FUNDS (Exclude accrued interest and) capitalized interest)				
1. Construction Fund	\$34,761	\$11,208		\$45,969
2. Authority Fund				
3. Debt Service Fund				
4. Debt Service Reserve Fund				
5. Bond Redemption Fund				
6. Other: _____				
7. Other: _____				
8. TOTAL	\$34,761	\$11,208		\$45,969
D. BUILDING INSURANCE RECEIVED				
E. PROCEEDS FROM SALE OF BUILDING OR LAND				
F. LOCAL FUNDS - CASH				
G. OTHER: _____				
H. OTHER: _____				
I. TOTAL REVENUE SOURCES				\$15,773,991
J. TOTAL PROJECT COSTS FOR THIS PLANCON PROJECT (J03, line I)				\$15,773,991
K. FUNDS NOT EXPENDED FOR THIS PLANCON PROJECT (I minus J)				(\$0)

DISPOSITION OF FUNDS NOT EXPENDED FOR THIS PLANCON PROJECT (Indicate the applicable bond issue.)

Reimbursable Projects:

Project Building Name	PDE Project #	Amount Financed	Applicable Issue
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Nonreimbursable Projects:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other:

_____	_____	_____	_____
_____	_____	_____	_____

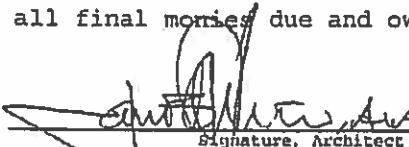
CERTIFICATE OF ARCHITECT

District/CTC: Jersey Shore Area School District County: Lycoming

School Name: Jersey Shore Elementary School Project #: 3859

The bid opening date for the original General Contract was: 3/12/2013

As the architect of record for the above named school district/area vocational-technical school for said project, I certify to the best of my knowledge and belief that all construction work, including change orders and supplemental contracts, has been completed as of 12/8/2016 in an acceptable manner in accordance with the plans and specifications approved by the Pennsylvania Department of Education (and any approved changes thereto) and that all contractors, by virtue of said completion, may be paid all final monies due and owing on this project.



Signature, Architect

James B. Haines, AIA

Architect's Name, Printed or Typed

Crabtree, Rohrbaugh & Associates, Inc

Architectural Firm Name

401 E. Windling Hill Road, Mechanicsburg, PA. 17055

Architect's Address

4/3/2017

Date

For a project constructed and based on an approved school facility design published on the Department's School Design Clearinghouse, I further certify that the project was constructed based on an approved school facility design published on this clearinghouse.

Signature, Architect

Date

FINANCIAL INFORMATION CERTIFICATION

District/CTC: Jersey Shore Area School District

County: Lycoming

School Name: Jersey Shore Elementary School

Project #: 3659

I certify that the financial information on the schedules titled Project Accounting Based on Final Costs (pages J02 and J03), Financial Report (J04), and Final Project Costs - Detail (pages J07 to J12) for the above referenced school construction project is presented based on the following:

Financial information is reported based on the cash basis of accounting.

If costs were allocated to certain areas or contracts, describe the allocation method below (attach additional pages if needed):

Signature, Board Secretary

Board Secretary's Name, Printed or Typed

Date

FOR 100% CASH PROJECT ONLY

Please provide information, by fiscal year, on the expenditure of project funds for a project fully funded by local funds. Cash projects are those projects for which the District/CTC has not incurred debt.

FY

PROJECT FUNDS
ACTUALLY EXPENDED

_____	_____
_____	_____
_____	_____
_____	_____
TOTAL -	_____

I certify that the project funds were actually expended in the fiscal years as reported above and I also certify that the District/CTC has not incurred debt to fund this project.

Signature, Board Secretary

Board Secretary's Name, Printed or Typed

Date

FOR PROJECT USING LOCAL FUNDS AS FINANCING SOURCE

Please provide information, by fiscal year, on the expenditure of project funds for a project using local funds as a financing source in addition to debt incurred.

FY

PROJECT FUNDS
ACTUALLY EXPENDED

2011-12	\$429,238
2012-13	\$53,999
2013-14	\$157,663
2014-15	\$538,886
TOTAL -	See Page J06(2)

I certify that the project funds were actually expended in the fiscal years as reported above.

Signature, Board Secretary

Board Secretary's Name, Printed or Typed

Date

FINANCIAL INFORMATION CERTIFICATION

District/CTC: Jersey Shore Area School District County: Lycoming
 School Name: Jersey Shore Elementary School Project #: 3659

I certify that the financial information on the schedules titled Project Accounting Based on Final Costs (pages J02 and J03), Financial Report (J04), and Final Project Costs - Detail (pages J07 to J12) for the above referenced school construction project is presented based on the following:

Financial information is reported based on the cash basis of accounting.

If costs were allocated to certain areas or contracts, describe the allocation method below (attach additional pages if needed):

 Signature, Board Secretary

 Board Secretary's Name, Printed or Typed

 Date

FOR 100% CASH PROJECT ONLY

Please provide information, by fiscal year, on the expenditure of project funds for a project fully funded by local funds. Cash projects are those projects for which the District/CTC has not incurred debt.

FY

PROJECT FUNDS
 ACTUALLY EXPENDED

_____	_____
_____	_____
_____	_____
_____	_____
TOTAL -	_____

I certify that the project funds were actually expended in the fiscal years as reported above and I also certify that the District/CTC has not incurred debt to fund this project.

 Signature, Board Secretary

 Board Secretary's Name, Printed or Typed

 Date

FOR PROJECT USING LOCAL FUNDS AS FINANCING SOURCE

Please provide information, by fiscal year, on the expenditure of project funds for a project using local funds as a financing source in addition to debt incurred.

FY

PROJECT FUNDS
 ACTUALLY EXPENDED

From J06	\$1,179,786	
2015-16	\$84,523	
2016-17	(\$13,285)	Due to refund from G.C
TOTAL -	\$1,251,024	

I certify that the project funds were actually expended in the fiscal years as reported above.

 Signature, Board Secretary

 Board Secretary's Name, Printed or Typed

 Date

Independent Auditors' Report

Board of Directors
Jersey Shore Area School District

Report on the Schedules

We have audited the accompanying schedules for Project Accounting Based on Final Costs (pages J02 and J03) and Financial Report (J04) (collectively, the "Schedules") for Project No. 3659 of the Jersey Shore Elementary School for the Jersey Shore Area School District (the "District") for the period from March 2013 through January 2017.

Management's Responsibility for the Schedules

Management is responsible for the preparation and fair presentation of the Schedules in accordance with the Commonwealth of Pennsylvania, Department of Education's rules and regulations used to determine a project's final reimbursement and its permanent reimbursement percentage, and as described on Page J06. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the Schedules that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on the Schedules based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the Schedules are free from material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the Schedules. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the Schedules, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the Schedules in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the Schedules.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the Schedules referred to above present fairly, in all material respects, the costs incurred, revenues collected, and available funds arising from cash transactions for Project No. 3659 of the Jersey Shore Elementary School for the Jersey Shore Area School District for the period from March 2013 through January 2017 on the basis of accounting and cost allocation methodology described in Note 1.

Basis of Accounting

We draw attention to Note 1 to the Schedules, which describes the basis of accounting. The accompanying Schedules were prepared using accounting practices prescribed or permitted by the Commonwealth of Pennsylvania, Department of Education's rules and regulations used to determine a project's final reimbursement and its permanent reimbursement percentage, and as described on Page J06, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Restriction on Use

This report is intended solely for the information and use of the governing body and management of the District and for filing with the Pennsylvania Department of Education and is not intended to be and should not be used by anyone other than the specified parties.

Baker Tilly Voichau Krause, LLP

Williamsport, Pennsylvania
May 23, 2017

Jersey Shore Area School District

Note to Project Accounting Based on Final Costs
Project No. 3659

1. Significant Accounting Policies

Basis of Accounting

The accompanying schedules for Project No. 3659 of Jersey Shore Area School District (the "District") were prepared in accordance with the rules and regulations used by the Commonwealth of Pennsylvania, Department of Education to determine a capital project's final reimbursement and its permanent reimbursement percentage, and the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

Cost Allocation Methodology

The proceeds of the District's General Obligation Bonds, Series of 2012 and Series of 2013 were used to finance construction projects of the District.

All structure costs, architect fees, movable fixtures, equipment, site costs, and additional construction related costs were directly incurred.



Book	Board Policy Manual
Section	800 Operations
Title	Student iPad Responsible Use Policy and Student/Parent/Guardian Policy
Number	815.1
Status	

Purpose

This iPad Responsible Use Policy is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued iPad. The use of iPad technology is fundamental to the Instruction process. Use of iPad technology is required. Technology, on or offcampus, must be used in accordance with the mission and philosophy of Jersey Shore Area School District as well as the Acceptable Use of Internet, Computers and Network Resources, Board Policy, 815. A copy of this Board Policy can also be found in the Student-Parent Handbook. Teachers may set additional requirements for use in their respective classes.

The iPad and accessories remain the property of Jersey Shore Area School District at all times. Therefore, there is no assumption of privacy. Jersey Shore Area School District reserves the right to inspect student iPads at any time during the school year. Misuse of the iPad will result in disciplinary action.

Guidelines

Above all, the "Digital Conversion" iPad program at Jersey Shore Area School District is an academic program, and the policies governing the use of the iPad support its academic use. To maintain the integrity of the iPad program, all students and parents/guardians are subject to the following conditions of use:

1. **Liability** - The parent/guardian/student is responsible for the cost to repair and/or replace, at the date of loss, the iPad, protective case (if applicable), keyboard (if applicable) and all other issued accessories if the property is:
 - a. Not returned.
 - b. Intentionally damaged.
 - c. Lost or damaged because of negligence and/or by not following the procedures established in this policy.
 - d. Stolen, but not reported to school and/or police by end of the next school day. A police report must be filed by the parent/guardian/student if the iPad is stolen.
2. **Personal Safety**
 - a. Users should recognize that communicating over the internet brings risks associated with the lack of face-to-face contact.
 - b. Users should carefully safeguard their personal information and that of others.

- j. Do not alter the iPad in any manner that will permanently change the iPad.
- k. Do not remove the serial number or identification sticker on the iPad.
- l. The lock screen picture will remain the school logo with the device name showing. Students may not alter their lock screen picture.
- m. Do not lend the iPad to a classmate, friend, or family member.
- n. Clean the iPad screen with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- o. Fully charge the iPad each night with the appropriate iPad A/C adapter.
- p. Do not attempt to repair a damaged or malfunctioning iPad. All damaged and malfunctioning iPads need to be taken to the Library Media Center.
- q. Do not upgrade or change in any way the iPad operating system.
- r. Do not remove or circumvent the mobile device management system installed on each iPad. This includes removing restrictions or "jailbreaking" the device.
- s. Do not sync the iPad with a district or home computer.
- t. Avoid touching the screen with pens/pencils. Use an appropriate stylus.
- u. Students are responsible for the safety and security of their iPad.
- v. Students will be permitted to take the iPad home based on school-standard operating procedures (SOP).
- w. Students may not change the "Lock Screen" without permission.
- x. Students may not change the "Device Name".
- y. Students may not change or delete and "Profile" settings.
- z. All accessories will be unplugged from the iPad when it is moved or in transit to another location. When the iPad is moved or in transit from one location to another, it needs to be inserted into the issued protective sleeve, if applicable.

7. Email and District Apple ID for Students - Purpose: All students will receive an individual email account. With these accounts, students will have access to educational applications, which include productivity and instructional tools and much more. All iPads will need to be set up with email so students can quickly and easily send messages and schoolwork to teachers. This setup will happen during orientation, and the email required to remain on the iPads through the course of the school year. All official JSASD electronic communications will be sent via the JSASD student email.

- a. The effective use of email will:
 - i. Develop 21st Century Communication Skills.
 - ii. Allow students to develop positive professional relationships with peers and staff.
 - iii. Assist in collaboration skills required in careers and higher education settings.
- b. Guidelines and Reminders

- b. Video segments required for school use will be allowed on iPads with teacher permission.
- c. Students will have access to YouTube with teacher approved video clips being authorized.

11. Games

- a. Students may not play games on the iPad during school hours unless they are given permission by the teacher AND the game supports education.
- b. The content of any games played at home must be school appropriate.

12. Student Files and Storage - All students should store their files using District approved file storage resources including the approved Learning Management System. Additional data storage, through portable or cloud resources, is at the expense and responsibility of the user. These file storage resources should be setup using the student's JSASD email account and password. If students need additional storage, they can request it via a Help Desk request.

13. Printing

- a. Printing will not be allowed from the iPads at school.
- b. If printing is necessary, students must email the document to their school email account or save to their student network account and print from a computer lab.

14. iPad Background - The lock screen picture background will be used by the School District and cannot be changed. Any picture used as the background for a school issued iPad must be school appropriate and align with the Acceptable Use guidelines.

15. Plagiarism

- a. Users are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the internet.
- b. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
- c. Research conducted via the Internet should be appropriately cited, giving credit to the original authors.
- d. Users are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.
- e. Plagiarism will be handled according to the school discipline policy on plagiarism. Please see JSASD handbook for the policy.
- f. Users must follow copyright and other applicable laws.

16. Behaviors and Discipline Related to Student iPad Use

- a. Violations are as follows:

<i>Technology Related Behavior Violations</i>	<i>Equivalent "traditional" Classroom</i>
• Failure to bring iPad to school	• Coming to class unprepared

17. Examples of Unacceptable Use - Unacceptable use of the iPad includes, but is not limited to, the following examples:

- a. Using the school network for illegal activities such as copyright and/or license violations.
- b. Using the iPad as the vehicle for plagiarism.
- c. Unauthorized downloading of apps and/or jail-breaking of the iPad.
- d. Accessing and/or using websites or materials that are not in direct support of the curriculum and are inappropriate for school.
- e. Vandalizing equipment and/or accessing the network inappropriately. Using and/or possessing programs that are capable of hacking the network.
- f. Gaining unauthorized access anywhere on the network.
- g. Invading the privacy of individual(s).
- h. Using and/or allowing use of another person's login/password to access the network.
- i. Being a passive observer or active participant with any unauthorized network activity.
- j. Participating in cyber-bullying of any person.
- k. Using objectionable language, photos, or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
- l. Obtaining, modifying, or using user name/passwords of other users.
- m. Modifying files belonging to another student on the network.
- n. Attempting to access or accessing websites blocked by the school's internet filter.
- o. Downloading apps, streaming media, or playing games without permission of an administrator.
- p. Sending and/or forwarding emails that are chain letters, forwards, etc. via school email.
- q. Any use that violates any School District policy.

18. Power Management

- a. Users are responsible to recharge the iPad's battery so it is fully charged by the start of the next school day.
- b. Users with no battery life may bring the iPad to the Library Media Center for charging. Students needing this service will be referred to the office under the progressive discipline clause (see 16b).
- c. Users will forfeit use of the iPad for the entire time it takes to charge the iPad.
- d. The Library Media Center may lend an iPad to a student while the student's iPad is charging.
- e. Users may pick up or check on the iPad during passing periods and lunch. Users may not ask for pass-outs during class to pick up or check on the iPad.

19. iPad Security - Content filtering is present on the school network.

Content Filtering - The Children's Internet Protection Act requires that schools have a content



Book Board Policy Manual
 Section 800 Operations
 Title Student Mobile Digital Device Financial Responsibility
 Number 815.2
 Status

Purpose

The Jersey Shore Area School District is embarking on a multi-year initiative to provide a digital device (iPad) to every student for use in the classroom. In most cases, students will take the devices home with them for research and homework assignments during the school year. Students will turn in devices at the end of each school year for maintenance, so the devices will not be taken home during summer break.

The benefits of the Jersey Shore Area School District 1:1 iPad program include:

- Providing instant access to up-to-date information and current events as well as digital books and multimedia resources
- Fostering critical thinking skills to do research that encourages proactive learning
- Strengthening communication skills and literacy
- Availability of multiple collaboration tools
- Individualizing learning for each student
- Preparing students for high school and college work
- Expanding students' working knowledge of effective methods to problem solve and complete tasks

The device, accessories, and all necessary software are provided free of charge but, in accordance with applicable laws, parents/guardians may be held financially responsible for damage, loss, or theft of the device under certain circumstances. These circumstances are more fully described in the questions below.

The District is offering an ***optional, voluntary insurance program*** to provide financial protection against accidental damage (including screen breakage) of devices. This program is self-funded, and all monies collected will be deposited into a special account to be used for repair or replacement of damaged, lost, or stolen student devices. The purpose of the program is to help offset the cost of a lost or damaged iPad to families, and it can provide significant savings in the event of accidental damage or loss.

TERMS AND CONDITIONS:

The insurance fees annual cost is "per student."

Insurance Fee/Per Incident Cost	Regular Cost	Reduced Lunch Cost *	Free Lunch Cost *
Annual Insurance Payment	\$25/first student \$10/each additional student	\$15/first student \$5 each additional student	\$5/first student \$2 each additional student
1 st Incident Deductible	\$20	\$10	\$5
2 nd and Additional	\$80	\$50	\$50

Lightning connector	
Damaged button (home/volume/power)	\$100
Cable replacement	\$20
AC adaptor replacement	\$20
Complete iPad replacement	\$500
Protective sleeve replacement	\$30

Opt-in/Opt-out Process

Parents/Guardians have the option to decide if they want to participate (OPT-IN) in the student iPad Insurance program or not participate (OPT-OUT) and assume full responsibility to pay for accessory replacement costs or repair/replacement of a damaged iPad.

iPad insurance envelopes will be sent home with student(s) the first days of school and will be available after that at each school's main office.

1. Mark on the envelope your iPad insurance selection - OPT-IN or OPT-OUT.
2. Fill in the needed information on the iPad Insurance Envelope (even if the parent/guardian OPTs-OUT).
3. If OPTing-IN, select the cost category (Regular, Reduced Lunch or Free Lunch) and put that amount in the envelope and seal it.
4. Envelopes with parent/guardian decision (OPT-IN or OPT-OUT) are returned to the student's homeroom teacher.

OPT IN - fill out the requested information on the envelope, and submit a check (made out to Jersey Shore Area School District) or money order for the correct amount. The student should return the envelope to his/her homeroom teacher.

OPT OUT - fill out the requested information, sign the envelope. The student should return the envelope to his/her homeroom teacher.

If the insurance envelope is not returned for any reason, the parent/guardian will be considered to not have any insurance coverage.

All insurance claims should be filed with the school's main office on forms that will be made available in each school office.

Last Modified by Pamela M Copenhaver on June 8, 2017



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Accountant

Scope: This position serves as support to the Business Manager. The main focus of this position will be the general accounting processes of the school district.

Certifications: Minimum two-year college degree, four year preferred, with emphasis on accounting, or equivalent school district experience.

Qualifications: Background should include experience in a double entry accounting system, reconciliations, financial analysis and reporting, and all aspects of payroll preparation and tax reporting. Must be proficient using accepted accounting software and have supervisory experience.

Responsible To: Business Manager

Supervisory Function: Payroll and Accounts Payable.

Classification: Exempt

Position Objective: To assist the Business Manager and other business office personnel in the punctual, accurate operation of the fiscal affairs of the district and the fair presentation of all financial reports.

Responsibilities:

1. Ensures that the accounting procedures for the district are carried out in compliance with all PDE regulations and financial reporting requirements, including the use of the current PDE chart of accounts. Ensures that all vouchers, purchase orders, and all other financial transactions are prepared using the appropriate account codes and internal control procedures. Prepares journal entry adjustments as needed for reclassifications and corrections.
2. Supervises payroll and accounts payable. Provides direction and assistance with setting up new insurance plans. Ensures compliance with new regulations and reporting requirements, such as all ACA reporting requirements.
3. Provides accounting services essential to the preparation, administration, supervision and control of the budget. Provides advance warning of potential over-expenditure of budgeted funds, including federal, state, and local grant funds. Provides regular budget reports to principals and other administrators throughout the year to assist them in controlling their budgets.
4. Analyzes General Fund cash receipts monthly. Monitors and adjusts all interfund transactions and requests interfund transfers as necessary.
5. Prepares all Child Accounting reports in accordance with all PDE regulations. Reviews attendance and membership information for accuracy before PIMS submissions; reviews preliminary and final Child Accounting reports on PIMS after submission, including information

provided to PIMS by other LEA's.

6. Responsible for tracking fixed assets.
7. Reconciles bank accounts monthly. Monitors all bank cash activity throughout the month.
8. Prepares all reports that are the result of the accounting function, including regular monthly, quarterly, and year end reports. Prepares and distributes accounting reports at other times during the year as requested by district administrators.
9. Provides information, answers questions and provides account analysis as needed for district administrators and other staff.
10. Administers all activities involved with the Free and Reduced Meals program, including distribution, processing and reporting of F&R application status. Prepares all required PDE Division of Food and Nutrition reports and processes.
11. Recommends changes and improvements as needed.
12. Prepares fiscal year end reconciliations, accruals, adjustments, and closing procedures. Works with external auditors, providing them with information as needed, and prepares Financial Statements in accordance with Governmental Accounting Standards Boards Statements.
13. Prepares and submits Annual Financial Report.
14. Other duties as assigned.

Placement: Act 93 Administrator

Terms of Employment: 12 months

Evaluation: Annually by the Business Manager



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Accounts Payable Secretary

Scope: To assist the Business Manager and Accountant in financial aspects of the district.

Certifications: None

Qualifications: High School Diploma, proficiency in keyboarding, organizational and communication skills.

Responsible To: Business Manager and Accountant

Supervisory Function: None

Classification: Non-Exempt

Position Objective: To process invoices for payment in a timely manner and maintain appropriate accounting records for audit.

Responsibilities:

1. Process checks for the General Fund, Athletics, Food Service and Capital Projects.
 - a. Review all invoices/documents and process all requests for payments (invoices without PO's) for payment approval.
 - b. Track and order checks for all accounts when needed.
2. Activity Accounts
 - a. Keep cash flow and balance sheets for each club
 - b. Process monthly, quarterly and yearly reports for club advisors and the School Board
 - c. Determine yearly interest income on each account and distribute
 - d. Process sales tax for all taxable fundraisers each quarter and submit payment through e-tides
3. Ramsey and Sechrist Scholarships
 - a. Collect recipient information and set up spreadsheets
 - b. Mail scholarship checks
 - c. Mail letters to recipients and colleges
 - d. Keep cash flow
4. Tuition Reimbursement
 - a. Maintain spreadsheets for all teachers and administrators college courses
 - b. Collect pertinent information from teachers needed for reimbursement
5. Utilities
 - a. Process manual checks throughout the month
 - b. Maintain spreadsheets for all utilities
6. Maintain spreadsheets for all Act 93 reimbursements
7. Type and track invoices for busing, facility use and miscellaneous expenses
8. Process journal entries for Accountant

9. Reconcile invoices for substitute teachers with sign in sheets and approve for payment
10. Track and follow up on all outstanding/uncashed checks
11. Process cash receipts for General Fund, Athletics and Food Service.
12. All other duties as assigned.

Placement: Classified Staff

Terms of Employment: 12 months

Evaluation: Annually by Business Manager and Accountant



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Administrative Assistant to the Assistant Superintendent and Business Manager

Scope: To oversee and track the processing of tax bills and payment from printing to payment of the tax bill by taxpayer. Assist the Assistant Superintendent and Business Manager in efficient operation of the related offices.

Certifications: None

Qualifications: High School Diploma, proficiency in keyboarding, organizational and communication skills.

Responsible To: Assistant Superintendent and Business Manager

Supervisory Function: None

Classification: Non-Exempt

Position Objective: To provide tax services and administrative assistance to central office.

Responsibilities:

Tax Collection - Current and Delinquent Years

1. Coordinate printing of tax bills each year with Infocon Corporation and Lycoming and Clinton Counties
2. Upload to Infocon Program and balance daily payment file from Fulton Bank Lockbox; post exceptions, run reports.
3. Maintain daily excel file of remittances from lockbox. Compare to month end reports from Infocon
4. Coordinate uploading of mortgage company taxpayer payment files with Infocon beginning of September
5. Keep records of exonerations and additions from counties, make changes on tax program and send out new bills to taxpayers
6. Provide assistance to taxpayer's inquiries
7. Provide Tax Certificates to Attorneys, mortgage companies and Title Companies
8. Coordinate mailing of reminder tax notices in November with Infocon.
9. Prepare year end reports for board approval and the approved auditing firm.
10. Provide Clinton and Lycoming County Delinquent Tax Claim with printouts of unpaid tax bills by middle of January. Maintain excel spreadsheet of monthly delinquent remittances from both counties.
11. Post monthly delinquent per capita taxes from Statewide Tax Recovery
12. Prepare interim tax spreadsheets, mail bills, post on tax program – February and August
13. Prepare and mail Tax Collector Compensation forms. Have option to decide if they want to collect or appoint district. Have option to make decision each year or for their term

14. Coordinate with 2 counties mailing of Homestead/Farmstead applications each December.

Board Agenda

15. Prepare tax and business office agenda items

Audit Letters

16. Prepares yearend audit letters for the auditors. Taxes, bond issues, EIT, PURTA, bank deposit accounts, counties delinquent real estate collections, counties transfer taxes, etc.

Budget Books

17. Coordinate with the Business Manager, items to go into books; work with Digital and Print Media Specialist on copies.
18. Format building budgets; prepare plant operations and maintenance section

Act 80

19. Make changes for those taxpayers who provided wrong school district code when filing their local tax form and change to JSASD. File reports with Department of Revenue. (March)

Safety Committee

20. Prepare agendas with Business Manager's approval. Keep notebooks with all paperwork. Complete "Hands" Certification Workplace Safety Committee filing to receive 5% reduction on workman's comp insurance premium thru the insurance agency. (April)

Statement of Financial Interest

21. Forward forms to pertinent employees and board members for completion each January and send out reminders as needed. State Auditors ask for these files to make sure all have been completed.

Custodian, Maintenance, Food Service Job Postings

22. Advertise, set up interviews, make packets, and send letters.

Transfer Funds

23. Transfer payroll funds
24. Set up Wire for monthly LCIC premium
25. Other transfers between accounts as needed

PURTA – Public Utility Realty Report

26. Prepare and file report – required to file with PA Dept. of Revenue as district has authority to impose taxes on real estate – receive revenue check October.

Cell Phone

27. Collect cell phone usage payments and send reminder notices when needed.

Petty Cash

28. Maintain petty cash for admin building.

Assistant to the Business Manager

29. Types letters, reports, forms and monthly agenda items.
30. Performs any other project as assigned by the Business Manager.

Assistant to the Assistant Superintendent

31. Types letters, reports, forms and monthly agenda items.
32. Performs any other project as assigned by the Assistant Superintendent.
33. Other duties as assigned.

Placement: Classified Staff

Terms of Employment: 12 months

Evaluation: Annually by Assistant Superintendent and Business Manager

Date Approved:



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Administrative Assistant to Superintendent

Scope: To provide assistance to the Superintendent in the efficient operation of the office of the Superintendent.

Certifications: High School Diploma

Qualifications: Computer fluency, organizational and communication (oral and written) skills, experience in handling highly confidential matters and interaction with the public.

Responsible To: Superintendent

Supervisory Function: None

Classification: Non-Exempt

Position Objective: With general direction from the Superintendent, provide responsible and confidential secretarial and support services to the office of the Superintendent and Board of Education.

Responsibilities:

1. Provide assistance to staff, parents and the public. Responding to phone calls, emails and in person visits, by answering questions using information obtained from established policies and procedures or referral to the appropriate administrator or office.
2. Prepare Board meeting agendas, coordinating with the Superintendent, Assistant Superintendent, Business Manager and Board President.
3. Prepare boardroom and supply necessary items, to the Board, Superintendent, Assistant Superintendent, Business Manager and public, for the Board meeting.
4. Perform follow up, after the Board meeting, by communication of approved items and typing of minutes.
5. Assist in preparation and coordination of various meetings via direction from the Superintendent.
6. Advertise job openings, receive applications, verify receipt of all required documentation from applicants, coordinate access to online application files for the interview committee and assist in coordination of interviews.
7. Ensure receipt of all necessary employment paperwork for new employees.

8. Maintain personnel files (including CSIU electronic clearance tracking) for all employees, ensuring all certifications and clearances are up to date.
9. Complete Act 168 forms – Sexual Misconduct/Abuse Disclosure.
10. Maintain online Board Policy files.
11. Assist Superintendent in preparation of future School Year calendars for board approval and update current school year calendar throughout the year to reflect changes due weather related closings, etc.
12. Maintain calendar for Administration Building meeting rooms.
13. Perform secretarial services for Right to Know Officer.
14. Schedule/arrange annual elementary pool party.
15. Arrange retiree recognition by the board.
16. All other duties as assigned.

Placement: Classified Staff

Terms of Employment: 12 months

Evaluation: Annually by Superintendent

Date Approved:



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Assistant Accountant for Payroll and Human Resources

Scope: The main focus of this position will be the payroll processes and benefits administration for the school district. This position will also assist the Accountant and Business Manager in various related duties as assigned.

Certifications: Minimum two-year college degree with an emphasis on business administration, accounting or human resources.

Qualifications: Experience in PA public school district payroll is preferred. Scope of experience must include all aspects of payroll operations, including PSERS, and all aspects of benefit administration.

Responsible To: Business Manager and Accountant

Supervisory Function: None

Classification: Exempt

Position Objective: To ensure the punctual, accurate operation of all payroll processes and employee benefits, including all reporting requirements.

Responsibilities:

Payroll:

1. Maintain all salary records. Update all changes each year according to contracts, agreements, and approved annual increases. Maintain correct account codes for each employee and each type of pay.
2. Maintain all deductions, including taxes, PSERS, voluntary, and involuntary deductions. Update and document all changes as needed.
3. Maintain all other biographical and personnel records, including all required PIMS data.

Process bi-weekly Payroll:

4. Review and process salary changes for each pay due to leaves, days without pay, new employees, etc.
5. Gather all information needed for each payroll such as timecards, stipends schedules, auxiliary payments etc. Review for accuracy and required approvals. Enter all information in payroll software program.
6. Confirm the accuracy of all entries and totals, process payroll, and submit direct deposit file. Generate all payroll reports, updating all spreadsheets required for tax reporting.

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

Other Payroll Functions:

8. Administer and ensure compliance with JSAEA and AFSCME contracts and Act 93 Agreements for both salaries and benefits. Calculate, input and reconcile all annual salary changes per contracts, agreements and board approved schedules for all salary, hourly and stipend positions. Calculate position/salary changes as needed, including retroactive adjustments.
9. Provide wage and benefit information to assist the business manager in the development of salary budget preparation and contract negotiations.
10. Manage summer pay requests. Reconcile and implement subsequent salary changes.
11. Reconcile year-end balance of salary contract reports. Assist with fiscal year end salary accrual process.
12. Monthly and annual reporting to the Public School Employees Retirement System (PSERS).
13. Review, reconcile and approve invoices from Source4Teachers for all hourly substitutes. Research any variances and work with S4T and JSASD staff to resolve any discrepancies.
14. Provide information and assist with biannual GASB reporting.
15. Public School Support Personnel reporting.
16. Assist in external audits (Financial, State Auditor General, Workers Compensation).
17. Provide salary and employment information as appropriate to outside agencies for employment verification requests, survey purposes, etc.
18. Provide information necessary for unemployment claims.
19. EEOC reporting.
20. Act 29 reporting (PDE2015)
21. Calculate and record taxable Group Term Life for W-2 reporting.

Personnel:

22. Meet with new employees to review salaries and benefits and ensure compliance with all required notifications.
23. Maintain records of employee absences. Record annual addition of days, post days used, monitor balances.
24. Manage enrollments, changes, and payments to employee Tax Sheltered Annuities and Health Savings Accounts.
25. Manage enrollments, changes, terminations for employee health, dental, life and disability insurances. Provide exiting employees with COBRA forms and information. Manage open enrollment period forms and coverage changes.
26. Prepare monthly payments for all insurances, reconciling each with payroll and personnel changes.
27. Liaison/coordinator for health care benefit changes. Assist with presentations to employees about new health care plans (High Deductible Plans with HAS and HRA accounts).
28. Manage data required to ensure compliance with the Affordable Care Act (ACA), including W-2 health insurance cost reporting and Forms 1095-C Employer-Provided Health Insurance Offer and Coverage.

29. Administer Family Medical Leave Act (FMLA) and sabbatical requests. Obtain all required forms, communicate with employee about use of absence days and other issues. Calculate salary payoff and new adjusted salary when employee returns to service. Calculate necessary adjustments to insurance copays, union dues and other deductions.
30. Process retirement enrollments and changes. Research and provide payroll information for inquiries from employees approaching retirement.
31. Establish and update CSIU insurance module required for ACA reporting. Maintain premium costs and copay information for all insurance plans and types. Record all employee coverage changes. Obtain and update additional information on dependents as required for ACA reporting.
32. Work in conjunction with the Office of the Superintendent on a variety of confidential employee matters: new hires, terminations, salary adjustments, FMLA leaves, days without pay, changes in employee assignments, state and federal clearances, professional certifications and any other issues related to payroll and personnel.
33. Attend continuing education and professional development sessions as required by the Business Manager.
34. Join the Pennsylvania Association of School Business Officials and obtain certification as a registered Human Resources Specialist within 6 years.
35. Other duties as assigned.

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

Prepare schedules of compensated absence balances and liability
941 Reconciliation
Pension liability analysis and reconciliation
Schedule unemployment charges by account
Analysis of all insurance suspense accounts for cost allocations
Analysis of purchase substitute services suspense account for cost allocations
Prepare monthly interfund payroll overhead due from Athletics and Food Service Funds
Schedule wages and benefit costs for all grants; prepare quarterly expenditure reports

Placement: Act 93 Group

Terms of Employment: 12 months

Evaluation: Annually by the Business Manager and Accountant

Date Approved:



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Building and Grounds Secretary

Scope: To assist Director of Building and Grounds in operation of the Building and Grounds Department.

Certifications: None

Qualifications: High School Diploma, proficiency in keyboarding, organizational and communication skills.

Responsible To: Director of Building and Grounds

Supervisory Function: None

Classification: Non-Exempt

Position Objective: To provide secretarial support to the Building and Grounds Department.

Responsibilities:

1. Monitor front door every morning from 7:00 a.m. – 8:00 a.m. and per daily schedule.
2. Update maintenance/custodial calendar regularly.
3. Answer incoming phone calls for maintenance/custodial department, process information accordingly.
4. Send/receive emails, faxes and pdf's and process accordingly.
5. Process facility use forms and schedule action as needed.
6. Process uniform allotments for maintenance and custodians.
7. Maintain Building and grounds project files, disperse and collect relevant information as needed.
8. Process and track maintenance and custodial purchase orders.
9. Type, mail and file maintenance and custodial correspondences.
10. Maintain maintenance and custodial department communication.
11. Maintain and update vehicle insurance and district vehicle driver's information.

12. Track contractor and outside group insurance information.
13. Maintain vehicle/equipment inventory for maintenance and custodians.
14. Schedule training classes for maintenance and custodial employees.
15. Process bid opening evaluation sheets for Building and Grounds department.
16. Maintain and update seniority lists for maintenance/custodial department.
17. Process DEP sewage reports.
18. Register and order bulk salt deliveries.
19. Receiving warehouse deliveries in absence of warehouse employee.
20. Processing district USP mail and interoffice mail in absence of Digital and Print Media Specialist.
21. Maintain key fob records in excel, create new accounts and manage key fob accounts for transfers, terminations, retirements, etc as well as changing building access as requested by administration. Distribute key fobs for new staff and coordinate return for staff leaving the district.
22. Other duties as assigned.

Placement: Classified Staff

Terms of Employment: 12 month

Evaluation: Annually by Director of Building and Grounds

Date Approved:



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Director of Building and Grounds

Scope: The Director of Building and Grounds maintains school buildings and grounds to ensure safe, full and productive use of all district facilities.

Certifications: Department of Agriculture certification for pool management.

Qualifications: . Knowledge of budgeting and budget management, personnel management, long range and strategic planning, computer proficiency, Microsoft Office, digital work order systems, building operations and controls, PA procurement laws and contracting. Must have knowledge and skills to ensure safety of all buildings, grounds, equipment, vehicles, and athletic facilities. Must have knowledge of all laws governing school operations.

Responsible To: Business Manager

Supervisory Function: Maintenance employees, Building and Grounds Secretary and shared responsibility with building principal for custodial staff.

Classification: Exempt

Position Objective: To ensure safety and functionality of all district facilities through efficient use of maintenance and custodial employees.

Responsibilities:

1. Approve and secure all supplies needed by the maintenance and custodial staff, coordinating delivery to buildings and facilities.
2. Set work priorities and daily plans, via the work order system and verbal communication as emergencies arise, for maintenance and custodial staff.
3. Interview and recommend maintenance and custodial staff for hire.
4. Provide orientation to new custodians and maintenance personnel.
5. Track and provide required training for maintenance and custodial staff.
6. Ensure that all buildings are staff properly daily, securing substitutes when necessary.
7. Coordinates preparation of facilities for all sporting events and extracurricular events.
8. Serve on the district safety committee.

9. Annually order custodial cleaning supplies, including toilet tissue and soaps for all district facilities.
10. Coordinate snow and ice removal, working closely with Assistant Superintendent to monitor weather.
11. Evaluate need for Capital projects, prepare data for recommendation to the capital projects Committee.
12. Coordinate Board approved Capital projects, from inception to completion.
13. Coordinate outside contractors for yearly inspection of all buildings and equipment.
14. Maintain district wide key fob system and physical plant keys.
15. Serve on Energy Conservation Committee.
16. Verify and approve all hours for maintenance personnel, custodial personnel and the building and grounds secretary for payroll.
17. Adjusting and scheduling HVAC for all district buildings.
18. Prepare proposed annual department budget.
19. Other duties as assigned.

Placement: Act 93 Administrator

Terms of Employment: 12 months

Evaluation: Annually by Business Manager



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Central Registration Secretary

Scope: To enroll students and maintain district student information as required by law.

Certifications: High School Diploma

Qualifications: Training and experience in Microsoft Office and keyboarding skills.

Responsible To: Director of Technology

Supervisory Function: None

Classification: Non-Exempt

Position Objective: To maintain district student enrollment numbers, student placement information, and other required state mandated student information.

Responsibilities:

Central Registration:

1. Receive all enrollment forms for new students ensuring that all required data is completed:
 - a. Student biographical/education history forms and required support documentation.
 - i. Obtain immunization form and birth certificate.
 - ii. Verify student residency (address confirmation).
 - b. Student support services forms (transportation, food service).
 - c. Student records request form.
 - d. Required state forms (home language survey, safe schools initiative).
 - e. Medical cover sheet and forms (health history, medical screening, physical exam notice, private physician report, dental form, and private dentist report).
 - f. Parental permission letter/Media Release Permission.
 - g. Emergency card and Authorization for First Aid.
2. Obtain PASecureID from Pennsylvania Department of Education.
3. Enter student data into MMS Generations student management system.
4. Facilitate student special education requirements.
 - a. Secure IEP information
 - b. Enter student in DARTS (special education management system), if applicable.
5. Facilitate student transportation needs.
6. Ensure completion of food service forms, including free/reduced applications.
7. Complete student ID card requirements, including photographs.
8. Enroll student in various district software programs.
9. Inform school of completed registration approval and send necessary materials to schools.
10. Submit request for student records to previous school system, if applicable.
 - a. Submit formal request.

- b. Follow up to ensure receipt of records.
- c. Distribute records to appropriate schools.
- 11. Compare and update student management system records annually with required new parental emergency authorization forms for all students. Maintain and update student biographical records due to address, phone number, and e-mail changes as needed.
- 12. Verify student status changes and obtain proper documentation for custody issues (parental custody changes, foster care, ward of state, etc.).
- 13. Withdraw all student:
 - a. Ensure accuracy of last membership date.
 - b. Determine proper withdrawal code.
 - c. Notify appropriate administration building departments of withdrawal.
 - d. Provide withdrawal checklist to be completed at individual schools.
- 14. Provide assistance to elementary principals and secretaries by entering student courses, grade processing, and report card processing.
- 15. Compile and develop reports of student assessment data as necessary for administrative review.

PIMS:

- 16. Maintain PIMS attendance data requirements for all students.
- 17. Maintain PIMS student biographical submissions for all students.
- 18. Maintain PIMS course enrollments for all schools including course uploads, instructor uploads, and student course enrollment uploads.
- 19. Maintain PIMS grades for all schools.
- 20. Maintain PIMS program facts for all schools, including: homebound, Title I, full-day kindergarten, dual enrollment, early intervention, etc.
- 21. Assist CTE Director with data collection and submission of PIMS CATS (career and Technical Education).
- 22. Maintain PIMS school enrollment data for all schools.
- 23. Maintain PIMS school schedule data.
- 24. Maintain PIMS district annual facts data.
- 25. Maintain PIMS district local annual facts.
- 26. Obtain PASEcureIDs for student and gather data to resolve “near matches” with students in other school districts.
- 27. Generate PIMS data reports as necessary for administrative review.

Special Education:

- 28. Update biographical information in special education data management system (DARTS).
- 29. Copy, pdf, import and file reports for individual students.
- 30. Enter special education disabilities into student management system.
- 31. Provide backup support for full-time special education secretary, as needed.

Outside Placements:

32. Maintain records for students placed in facilities outside the district: BSI, Meadows In-Patient, Crossroads Partial Hospitalization Program, Charter Schools, other districts' IU classes, homeschool, etc.
 - a. Record entries and withdrawals.
 - b. Monitor and record compulsory attendance records.
 - c. Verify membership days and confirm accuracy of billing to JSASD from the outside facilities.
33. Maintain student management system records for students placed in facilities within the district, if applicable.
 - d. Record entries and withdrawals.
 - e. Monitor and record compulsory attendance records.
 - f. Verify membership days and confirm accuracy of billing to JSASD.

Other Duties:

34. Answer main district phone line.
35. Answer door buzzer, monitor admittance to the Admin Building.
36. Other duties as assigned.

Placement: Classified Staff

Terms of Employment: 12 month

Evaluation: Annually by Director of Technology

Date Approved:



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Digital and Print Media Specialist

Scope: This position serves as a support to the district's digital and print presence in the community and schools.

Certifications: Adobe Certified Specialist/Microsoft Office User Specialist; Associate's Degree required.

Qualifications: Any combination of education, training, and experience which demonstrates the ability to perform the duties and responsibilities as described, including responsible experience as a lead in enterprise printing and production needs; experience in print and production cost analysis; experience operating print shop equipment; design of layout of digital communication materials including digital images; newsletters, flyers, programs, etc. and ability to manage the district's web presence and social media sites.

1. Experience and familiarity with Windows or Macintosh operating systems is essential.
2. Experience with software such as Microsoft Office Suite, Adobe Creative Suite, and social media applications.
3. Must be self-motivated with the ability to work independently and to learn quickly.
4. Must be able to communicate effectively in person, in writing, and over the phone.
5. Exceptional attention to detail and strong organizational skills.

Responsible To: Assistant Superintendent

Supervisory Function: None

Classification: Non-Exempt

Position Objective: Performs printer center operations, utilizes digital design applications, maintains district web and social media presence; completes mail room functions; and provides technical support in the daily support of the schools and the district.

Responsibilities:

1. Coordinates, schedules, facilitates, and monitors printing and production services.
2. Reviews online print order requests.
3. Organizes and implements a production work schedule for processing requests.
4. Maintains a job log for all assigned projects.

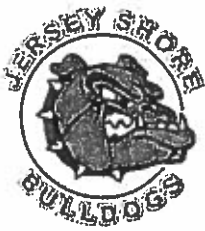
5. Creates and implements a system for each phase of the production schedule to ensure the timely completion and availability of projects.
6. Reviews incoming requests for completeness, accuracy, and cost effectiveness; follows-up with requestors with questions or suggestions.
7. Operates all equipment housed in the print center, including copiers/printers, binders, collators, cutters, folders, laminator, etc.
8. Performs regular safety inspections on equipment.
9. Inspects and verifies that completed projects meet quality standards.
10. Maintains inventory of paper, bindery supplies, toner, and other consumables.
11. Instructs others in the use of equipment housed in the print center as needed.
12. Troubleshoots equipment and assists with maintenance and repair requests.
13. Completes mailroom-related duties by receiving and distributing incoming mail and processing and preparing outgoing mail.
14. Maintains mail machine and supplies for processing outgoing mail.
15. Create/update forms as needed and post to website as needed.
16. Utilizes desktop publishing programs to design and create digital publications such as newsletters, posters, programs, certificates, flyers, digital images, etc.
17. Manage and maintain digital staff handbook on website.
18. Maintains and updates the district's web photo banner on website.
19. Manage and maintain all District and Building websites. Check for updates weekly.
20. Manage and maintain district social media content, including Facebook, Twitter, Instagram, etc.
21. Create digital print and video instructional and promotional materials as requested.
22. Serve as point of contact for local Xerox support office above and beyond normal equipment related issues.
23. Manage, produce and deliver newsletters as requested by the Superintendent's office.
24. Convey to district staff print center utilization.
25. Other duties as assigned by Superintendent.

Placement: Hourly Classified Position

Terms of Employment: 12 month position

Evaluation: Annually by Assistant Superintendent

Date Approved:



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Director of Pupil Services

Scope: This position administers special education and other services for disabled students in the Jersey Shore Area School District. All issues and information regarding special education are considered a responsibility of this position. Other areas of education such as Section 504 compliance, gifted support, alternative education and others as assigned are included within the scope of this position.

Certifications: Administrative Certificate (Principal, Special Education Supervisor, Pupil Personnel Supervisor, etc.)

Qualifications: . Hold appropriate certificate for the position. Background to include instructional and/or supervisory experience in special education settings. Ability and experience in assessment, curriculum design and implementation and data-driven instruction are desirable. Bachelor and Master's degrees required.

Responsible To: Superintendent

Supervisory Function: Supervises and evaluates (formative and summative) support staff, psychologist(s) and Pupil Services secretary. Assists building principals with evaluations of special education teachers.

Classification: Exempt

Position Objective: To maintain an effective and efficient special education program for all students in the Jersey Shore Area School District.

Responsibilities:

1. Develop administrative plans and budgets for Special Education services which are provided directly or by contract with other educational agencies.
2. Develop and implement Special Education Plan in accordance with state and federal regulations.
3. Coordinate multidisciplinary procedures including requesting information from the parent, teacher, counselor, agency personnel, therapist or specialist and/or other instructional staff.
4. Monitor student progress in assigned Special Education programs and provide consultation with teaching staff or therapists for appropriate instructional strategies.
5. Provide assistance in evaluation of Special Education teachers' performance in cooperation with building principals.
6. Serve as Local Education Agency representative for the Multidisciplinary Evaluation Teams in

making recommendations for Special Education programs and placements.

7. Coordinate Multidisciplinary Team Re-evaluations of students in Special Education programs and maintain communication with parents according to the current Special Education regulations.
8. Serve as the district Section 504 Coordinator to maintain a program on non-discrimination practices. This responsibility includes coordination of district and building procedures to provide services to students with disabilities under the Chapter 15 regulations.
9. Provide information to appropriate personnel regarding the availability of alternate school placements.
10. Participate in developing long range plans to provide Special Education services for district students.
11. Serve in a leadership role on all Special Education matters including service, delivery, budget planning, district response to changed regulations or service requirements and innovations from the professional literature.
12. Coordinate services with other local school districts and Intermediate Unit #17 to provide an effective continuum of services for Special Education students.
13. Homeless and Foster Care Liason
14. Paraprofessional oversight.
15. Other duties and responsibilities as assigned by the Superintendent.

Placement: Act 93 Administrator

Terms of Employment: 12 month

Evaluation: Annually by Superintendent

Date Approved:



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Special Education Secretary

Scope: To assist Director of Pupil Services and Psychologists in efficient operation of Special Education department.

Certifications: None

Qualifications: High School Diploma, proficiency in keyboarding, organizational and communication skills.

Responsible To: Director of Pupil Services

Supervisory Function: None

Classification: Non-Exempt

Position Objective: With general direction from the Director of Pupil Services and/or School Psychologists, provide responsible and confidential secretarial and support services to the special education office.

Responsibilities:

1. Create Darts file for new students.
2. Creation and dissemination of meeting invitations and all associated documentation, daily.
3. Disseminate permission to evaluate forms as needed along with accompanying documentation.
4. PDF signed permissions; notify evaluator, complete appropriate tracking info on DARTS, record on spreadsheet.
5. Track RR's due, send waivers or Parent Input forms.
6. Compile and complete record requests.
7. Process IEPs, ERs, RRs Waivers, NOREPs and 504s CST Plans and disseminate copies to parent and building.
8. Enter suspensions.
9. State Reports (12/1 and 6/30).
10. Prepare PT billing summary and Request for Payment monthly.
11. Create and disseminate Post-Secondary Eval permissions, summer before junior year.
12. Filing
13. Disseminate graduation documentation, process upon return, close DARTS file.
14. Occasional reports for principals/director of transportation.
15. Update V drive documents.
16. Answer phone and distribute messages and assist parents.
17. Pull and box files, graduated and age 21 and over.
18. Order subs for IEP meeting days.
19. Assist teachers with questions and Darts issues.
20. Send One Call Now messages for outstanding documents.

21. Student roll over – update DARTS files as appropriate for the upcoming school year after the July roll over.
22. Other duties as assigned

Placement: Classified Staff

Terms of Employment: 12 months

Evaluation: Annually by Director of Pupil Services



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Director of Technology

Scope: This position serves as support to the Superintendent. Expertise in network and network configurations, data and data processes, diagnosing and troubleshooting are essential. Requires knowledge in technology design, implementation and operations. Requires supervisory skills to manage a diverse technology environment. Requires excellent interpersonal skills to communicate with staff, students, parents and vendors.

Certifications: Minimum four-year college in computer/data related area; demonstrated experience in designing, implementing and support all facets of data networking and information systems.

Qualifications: Background should include experience with many varieties of network hardware, servers (Windows), network cabling include fiber optic, data analysis and manipulation, SQL programming and VB Scripting. Should have working experience with Windows Server, Exchange, Microsoft Deployment tools, Apple OS & iOS, JAMF deployment tools. .

Responsible To: Superintendent

Supervisory Function: Network Computer Technician Specialists, Technology Secretary, Central Registration Secretary, Technology Interns and Technology Co-Op students.

Classification: Exempt

Position Objective: To oversee the efficient function of the district's information and computer network. To recommend, design and implement upgrades to district network systems as necessary. To design, implement and support all data related needs including state and federal data reporting submissions, supply data needed for critical third-part vendor systems. To supervise and manage IT staff to ensure smooth operations. To facilitate technology training as needed.

Responsibilities:

1. Perform or supervise the management and maintenance of network hardware including but not limited to: Switches, firewalls, routers, wireless controllers, wireless access points and bridges.
2. Perform or supervise the management and maintenance of Windows Server network servers and software including but not limited to: system performance and monitoring, file and directory management, data storage, backup and recovery, email, applications and web services.
3. Perform or supervise user account management for all staff and students including home accounts, permission assignments and shared folder access.
4. Perform or supervise the response to network outages, troubleshoot and problem diagnosis and repair.

5. Perform or supervise backups and restorations and maintain disaster recovery plan
6. Recommend network equipment purchasing to keep district network services at optimal operations.
7. Implement virus and firewall protection technologies across the network.
8. Participate in technology planning and budgeting.
9. Maintain current knowledge of trends, directions and technical expertise in the network field.
10. Perform staff training related to network services
11. Perform PIMS administration functions:
 - a. Review PIMS documentation for all submissions including schedules, technical specifications and data dictionaries
 - b. Coordinate and discuss meetings with stakeholders regarding data changes and requirements
 - c. Review current student information system. Contact vendor and plan for updates and changes.
 - d. Coordinate with central registration that all necessary data are collected and meet specifications for submissions.
 - e. Produce Accuracy Certification Statement reports. These reports must be reviewed by stakeholders for accuracy.
 - f. Submit all signed ACSs to Pennsylvania Department of Education
 - g. Support, maintain and submit data for PDE's Early Warning System (EWS) as mandated for the SSIP grant.
 - h. Provide ad-hoc reporting to district staff regarding PIMS, PSSA and Keystone testing, and other reportable items as needed.
12. Maintain Information System Data Flow.
 - a. Ensure proper working order of student information systems including but not limited to networking, server hardware, operating system maintenance and updates.
 - b. Maintain all third party vendor data flows for transparent data connectivity. These flows include but are not limited to: Cafeteria and Point-of-Sale data, Library system data, teacher gradebooks, student-to-parent information portals, transportation system data, parent and student communications data, student data for all student learning applications, HVAC data systems and email data infrastructure needs.
13. Create, modify and update all system, operational and procedural documentation to accurately reflect current processes.

14. Immediate supervision of staff to maintain technology operations
 - a. Central Registration Secretary
 - i. Assist Central Registration secretary with the development of registration forms/web documents.
 - ii. Provide guidance regarding placement of new/reentering students school placement based on established district boundaries for elementary schools.
 - iii. Determine school district boundaries/borders with neighboring school systems when district of residence is uncertain; confirm location of property with Lycoming/Clinton County courthouses for school district of residence or municipality of residence.
 - iv. Work with Central Registration secretary on elementary grading/grades confirmation/report card printing and distribution at the end of each marking period.
 - v. Work with Central Registration secretary on homeless determination and transportation arrangements, if necessary.
 - vi. Compares enrollment data received for SVRCS, Path, BSI, and other outside placements with Central Registration secretary for transportation arrangements.
 - vii. Participate in semi-annual secretaries' meetings.
 - viii. Supervise/support central registration secretary.
15. Schedule photographer for annual fall photos during the first week school so that picture IDs can be generated on site for students, staff, coaches, and auxiliary staff using the following guidelines:
 - a. Admin building staff pictures must be scheduled the week before students arrive.
 - b. High school and middle school pictures must be scheduled the first day of school.
 - c. Elementary pictures must be scheduled during the last 3 days of the first week of school.
 - d. Ensure that picture IDs are generated on site and distributed to students and staff.
 - e. Provide photographer with staff and student data prior to arrival on site which will include staff ID #, building location.
 - f. Provide contact information for middle school and elementary school yearbook advisers.
 - g. Serve as primary point of contact with photographer.
 - h. Schedule spring photos.
 - i. Provide and approve ID card design.
 - j. Order lanyards for schools for IDs.
16. Complete tasks relate to technology operation and integration in classrooms and offices throughout the district
17. Provides appropriate in-service programming for all staff.
 - a. Provide specific training opportunities for district staff related to district instructional/technology initiatives, including iPad programming.

18. Assists with development and implementation of districtwide technology-related policies and procedures.
 - a. Implement district-wide Acceptable Use Policy and support revision and recommendation to the School Board as part of the revision process.
19. Prepare specifications for technology purchases.
 - a. Work with IT staff related to developing specs for networking and other IT related equipment.
 - b. Using state bid lists where possible, identify hardware/software that meets district IT needs. Generate specifications for items that must be placed out to bid.
20. Supervise and evaluate IT department staff.
 - a. Implement approval process for IT requests.
 - b. Approve leave requests for staff.
 - c. Receive/review application materials for IT positions; conduct interviews; recommend staff for hire where vacancies exist.
 - d. Coordinate with high school cooperative education supervisor for integration of high school cooperative education students into IT program.
 - e. Provide staff performance feedback.
21. Serve as district security administrator/approver for PDE applications.
22. Approve district administrator requests for access to PDE application.
23. Provide School Board meeting/other events video and BoardDocs Support.
 - a. Attend or delegate coverage for board meeting broadcasts.
 - b. Ensure adequate audio and video in board meeting room
 - c. Provide technical support for BoardDocs.
24. Serve as resource person for technology implementation within the district.
 - a. Support and work with staff in selection of online programs and apps to meet instructional and operational needs.
 - b. Provide group or individual training on any of the following online services: (1) Renaissance Learning, (2) Study Island, (3) IXL, (4) ConnectEd, (5) Destiny, (6) Discovery Streaming, (7) MMS teacher portal/gradebook, (Assist Work Order System, (12) ParentLink, (13) SchoolWires/web pages, (14) Outlook/email system, (15) iPad or Windows-related apps, (16) SchoolDude maintenance or facilities scheduling software.
 - c. Provide group of individual training on any of the following non-online technology tools: (1) Promethean Board, (2) Xerox copiers
 - d. Serve as district liaison at IU wide Technology Coordinators meetings.
 - e. Serve as district point of contact for IU region network.
 - f. Manage district-wide iPad implementation K-8; work with staff in and out of classrooms on technology integration and app selection; create and manage online Edmodo class to share resources and best practices with staff.

- g. Place support calls to vendors as necessary.

25. Schedule Electronics Recycler

- a. Collect electronics for disposal; coordinate with IT staff and maintenance staff.
- b. Palletize all electronics for removal.
- c. Schedule electronics recycler; ensure hard drive destruction in accordance with government standards.
- d. Guarantee receipt of certificate of destruction; maintain destruction records.

26. Other Duties as assigned

Placement: Act 93 Administrator

Terms of Employment: 12 months

Evaluation: Annually by the Superintendent



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: District Attendance Officer

Scope: To serve as a representative of the school district and a facilitator for maintaining student attendance with students, parents, law enforcement agencies and the courts.

Certifications: Valid Driver's License and at Minimum High School Diploma or GED, Associates or Bachelors Degree preferred.

Qualifications: Personal Vehicle, experience in a public school environment preferred. Work experience in compliance, law enforcement or with children or adults in a leadership role preferred. Knowledge of and ability to interpret the federal, state and local laws, policies and procedures as it applies to compulsory school attendance. Strong communication and interpersonal skills.

Responsible To: Assistant Superintendent

Supervisory Function: None

Classification: Non-Exempt

Position Objective: Provide assistance to campus personnel in interpreting and enforcing compulsory attendance laws and resolving truancy, excessive absences and tardiness problems.

Responsibilities:

Attendance Enforcement:

1. Investigate cases of unexcused and excessive absences and tardies and enforce provisions of compulsory attendance laws.
2. Issue warnings; file complaints against students, parents, or individuals with parental control in accordance with compulsory attendance laws, Pennsylvania School Code, and board policy; and refer to appropriate court.
3. Interpret and communicate compulsory attendance laws and school policy to parents and students.
4. Represent the school district in court hearings resulting from attendance problems.
5. Investigate cases of suspected drop out; assist in retrieval of textbooks and school property when appropriate.

Consultation:

6. Confer regularly with teachers, counselors, principals, and other staff to identify problems of tardiness, attendance, and student truancy.
7. Work closely with counselors, teachers, and other staff to identify and counsel students at risk of dropping out or developing poor attendance habits as well as their parents.
8. Confer with students in matters of attendance and tardiness and make a reasonable effort to gain their cooperation to improve attendance.

9. Conduct home visits and parent conferences on student truancy and attendance problems.
10. Maintain contact and act as liaison to local law enforcement agencies and courts in the area of student truancy.

Administration:

11. Generate and issue citations.
12. Implement and comply with policies established by federal and state laws, State Board of Education regulations, and local board policy in the area of student attendance.
13. Comply with all district and campus procedures and regulations.
14. Maintain a positive and effective relationship with supervisors.
15. Communicate effectively with colleagues, students, and parents.
16. Develop and implement effective communication between the schools and community; promote community support and involvement with the schools.
17. Maintain confidentiality concerning the student and/or family with all persons other than authorized persons or agencies.
18. Participate in professional development to improve skills related to job assignment.
19. Demonstrate behavior that is professional, ethical, and responsible.
20. Maintain records and file reports of in-district and out-of-district travel mileage.
21. Other duties as assigned.

Placement: Classified Staff

Terms of Employment: 12 months

Evaluation: Annually by Assistant Superintendent

Date Approved:



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Network-Computer Technician Specialist

Scope: This position serves as support to the Director of Technology.

Certifications: None

Qualifications: Minimum Bachelor's Degree in Computer Networking / Information Securities / Network Management.

1. Experience and familiarity with Windows, Android, and IOS operating systems is essential.
2. Experience with Cisco IP based Phone Systems.
3. Experience with Cisco, HP and 3com networking equipment programming / configuration
4. Experience with Mobile Device Management
5. Experience with iBoss or similar network/internet security devices
6. Experience with Ruckus or similar wireless networking equipment
7. Experience with Windows Server Roles and Features:
 - DHCP, DNS, Active Directory
8. Understanding of an IP based security camera system
9. Must be self-motivated with the ability to work independently and to learn quickly.
10. Must be able to communicate effectively in person, in writing, and over the phone.
11. Must be able to lift 50 lbs.
12. Must possess a valid Pennsylvania driver's license.

Responsible To: Director of Technology

Supervisory Function: May supervise work study/cooperative education interns.

Classification: Exempt

Position Objective: To maintain technology resources (hardware and software) and communication systems at peak operating efficiency; to provide technical support to district users (students and staff); to resolve immediate operational and/or safety concerns; and to recommend the procurement of technology supplies and materials.

Responsibilities:

1. Install computer hardware, peripherals, network devices, and related software for the purpose of maintaining safe and effective operations at all district buildings.
2. Assesses malfunctions of computer hardware, peripheral devices, software, network-related devices

for the purpose of determining appropriate actions to repair/replace them.

3. Coordinates with other staff for the purpose of completing projects/work orders efficiently.
4. Performs warranty service, preventative maintenance, and cleaning on district technology resources/communication systems.
5. Installs and uninstalls software on district computers in accordance with appropriate licensing and the district Acceptable Use Policy.
6. Maintains, prioritizes, and tracks all technology work orders in the work order system.
7. Assists with the maintenance of the district technology inventory.
8. Recommends maintenance procedures and equipment/parts needs to the Instructional Technology Specialist.
9. Transports a variety of items for the purpose of providing materials at job site or to bring equipment in for repairs.
10. Take an active role in the planning, design, configuring, implementing, managing, evaluating, testing, and problem solving of Local Area Networks (LAN), Wide Area Networks (WAN).
11. Provide technical assistance with Windows and Mac based OS issues.
12. Reconfiguration of desktop and laptop systems via network imaging.
13. Add, remove, and alter network user accounts via Windows Active Directory.
14. Develop, maintain, and track both server and desktop group policies in order to maintain maximum user / network performance.
15. Maintain a working knowledge of windows DNS settings and configurations for maximum network efficiency.
16. Maintain a working knowledge of Windows DHCP settings and configurations for maximum network efficiency.
17. Maintain a working knowledge of Microsoft Exchange Server and network user email configurations.
18. Maintain a working knowledge of our current Mobile Device Management System (MDM).
19. Provide both physical and technical assistance with the Apple iPads managed by the aforementioned MDM.

20. Maintain the hardware and software systems associated with an IP based phone system.
21. Add, remove, and alter phone system records to accommodate staff and location changes.
22. Maintain hardware and software components of an IP based security camera system.
23. Maintain a managed wireless infrastructure in all district buildings.
24. Maintain a working knowledge of our network firewall configuration to provide optimum network security.
25. Assists with training sessions as needed.
26. Other duties as assigned.

Placement: Act 93 Group

Terms of Employment: 12 months

Evaluation: Annually by the Director of Technology



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Technology Secretary

Scope: The position of Technology Secretary coordinates and supports the management of the daily operations of the Technology Department, provides assistances to staff/parents/students who are experiencing procedural or operating difficulty with the use of IT applications, products or services in person, via phone or email. This person is highly confidential in all internal and external matters.

Certifications: None

Qualifications: High School Diploma, proficiency in keyboarding, organizational and communication skills. Proficient in productivity software, ex. Microsoft Office Suite and proficient with Microsoft and Apple IOS devices.

Responsible To: Director of Technology

Supervisory Function: None

Classification: Non-Exempt

Position Objective: To provide secretarial and help desk support to the Technology Department, staff and parents.

Responsibilities:

Technology Secretary

1. Technology Staff

- Manages all clerical functions within the Technology department
- Review payroll timecards for student interns
- Answers the telephone for technology staff and Director of Technology
- Provides support as needed within the technology department
- Performs duties and special projects as requested by the Director of Technology
- Do necessary paperwork for e-rate filing as requested by the CSIU e-rate liaison
- Assist Technology Director with annual Teacher Induction Technology Training held in August by gathering the necessary information for setting up all software accounts and preparing excel spreadsheet with the username/password information
- Ordering and distribution of all printer toner cartridges, scantrons and headphones for the district
- Issue guest wi-fi passes as needed or directed by technology staff and/or Director of Technology
- Maintain email group membership

2. Staff Accounts

- Setup of all necessary software accounts, network account, email for new staff
 - Removal and disabling of accounts from software for staff leaving the district
 - Create new ID cards for new staff after the beginning of the school year
 - Correspond with new staff on account information
 - Process necessary changes for any staff name changes
3. Student Accounts
 - Create network account, email account, password letter, ConnectEd accounts, ID cards for new students
 - Disable accounts for students leaving the district
 - Reset passwords as requested
 - Restore student information as requested
 4. Short/Long Term Substitute
 - Setup of network and email accounts for substitutes in the district
 - Coordinate the setup of necessary software account access for short/long term substitutes as well as relaying the information to the substitute. This may include setup of email groups, Xerox account, parentlink, assist work order system, renaissance, study island, MMS, special education. Also responsible for changes necessary when position has ended.
 5. Student Teachers Accounts:
 - Create computer network logins, copier accounts and Wi-Fi guest passes for student teachers and relay information to the student teacher through email
 6. Jersey Shore Online Learning
 - Receive equipment from BLaST IU 17 and distribute to parents/students
 - At EOY, receive and check-in all equipment from parents/students and ensure all equipment was turned in. Report any outstanding equipment to guidance counselors/Operations Director.
 - Maintain record keeping/files for students and equipment.
 - Correspond with HS guidance counselors and BLaST IU 17 Tech Dept. on all equipment received and returned and student transfers out of the program for equipment returns
 7. Copiers
 - Create and maintain staff copier accounts and reset on a monthly basis
 - Send copier toner and supplies when requested
 8. Schoolwires
 - Maintain the District Calendar of Events
 - Maintain the Directory for all staff
 - Research and resolve any staff questions or issues with their accounts
 - Create/maintain the staff Schoolwire accounts for new personnel, transfers, and terminations/retirements/resignations
 9. Destiny
 - Creates any new staff accounts and transfers accounts when a staff member transfers to another school.
 - Removes destiny accounts for graduated seniors at end of year and retains any students with outstanding balances

10. Software
 - Field any questions from staff and help in resolving any student/staff account issues
 - Assign Star testing and Accelerated Reader to courses/classes as needed
 - Assign or remove staff and/or student capabilities as needed
11. Purchase Orders
 - Enter purchase orders for technology department and email/fax orders as needed
 - Maintain record keeping/binder for purchase orders
 - Understanding of PEPPM pricing and ordering requirements
12. General Supplies
 - Filing of forms submitted by staff
 - Work with warehouse manager as needed to research questions or issues regarding orders
 - Fill orders when needed
 - Modify supply order form as requested by Director of Operations/Warehouse Mgr.
13. Photo Identification Cards
 - Create photo ID cards for new staff, new students and lost cards
 - Take pictures as needed for new staff
 - Send out duplicate replacements for lost ID cards or create when needed
 - Maintain and order supplies for equipment
14. One-Call
 - Field questions from parents and help to resolve any issues
 - Setup new staff accounts
 - Setup accounts for Pre-K students
 - Maintain accounts for bus drivers and bus companies
15. Parent Portal
 - Assist parents with questions and resolve problems through email/phone
 - Setup of new accounts as requested
 - Prepare printing and mailing at beginning of year to all parents regarding accounts
16. Food Service
 - Relay new staff information to Food Service director for cafeteria account setup
 - Reply to student id request emails from parents for Nutrikids accounts
17. Miscellaneous
 - CSIU Employee Portal general help, unlocking accounts and resetting passwords

Help Desk

19. Troubleshoot problems and advise on ways to resolve
20. Inform technical staff of any district-wide issues
21. Process and directs calls to appropriate staff
22. Use net support software to fix computer issues and resolve questions

23. Provide support for all Information Technology products and services. This support may

include answering questions through phone or email, instructing regarding the software or hardware as well as directing the issue to the correct technical personnel if needed.

24. Creates work orders using Assist Work Order System as needed as well as resolving and closing work orders when jobs are completed.

25. Deal courteously and professionally by phone and email with parents and staff

26. Other duties as assigned.

Placement: Classified Staff

Terms of Employment: 12 months

Evaluation: Annually by Director of Technology

Date Approved:



JERSEY SHORE AREA SCHOOL DISTRICT

Job Description

Title: Transportation-Purchasing Secretary

Scope: To assist the Assistant Superintendent and Business Manager in operation of the Transportation and Purchasing Departments.

Certifications: None

Qualifications: High School Diploma, proficiency in keyboarding, organizational and communication skills.

Responsible To: Assistant Superintendent and Business Manager

Supervisory Function: None

Classification: Non-Exempt

Position Objective: To coordinate purchase of items needed for the efficient operation and education of students in the district. Assist in effective transportation of all students within the district.

Responsibilities:

Purchasing

Purchase Orders

1. Enter PO's as needed/requested
2. Email principals that PO's are ready for approval
3. Review PO's for errors (spelling, shipping, etc.)
4. PO's to Superintendent, Assistant Superintendent and Business Manager for signature
5. Make necessary changes (account codes, etc.) to PO's per Business Manager
6. Print final copies of PO's (4 copies)
7. Vendor copy will be faxed, emailed, ordered online or mailed
8. Receiving copies to warehouse/Accounts payable secretary, requisitioner & school office copies to respective buildings via inter-office
9. Assist staff with PO issues (entry, account codes, errors, etc.)
10. Check status/track missing orders by contacting vendor
11. Add vendors/requisitioners
12. Research vendor/pricing options
13. Contact vendors to confirm that they accept purchase order

Bidding

KPN/CSIU Bid (timeline/information comes from KPN/CSIU)

14. Agenda (requesting authorization to participate - usually late September)

15. Compile list of needed supplies (General, Art, Computer, Custodial, Paper, Cafeteria, Athletic)
16. Enter quantities via KPN/CSIU site & submit (due late October/early November)
17. Receive notice to create PO's according to bid award
18. Create PO's from purchasing lists provided by KPN/CSIU (due late March & early April)
19. PO's to Superintendent, Assistant Superintendent and Business Manager for signature
20. Print final copies of PO's
21. Attach purchasing lists to vendor copy and mail to CSIU by deadline
22. Receiving copies to warehouse/Accounts Payable Secretary, requisitioner & school office copies to respective buildings via inter-office
23. Agenda (bid awards)

Athletic/Trainer Bid (manual bid for supplies)

24. Agenda (requesting authorization to solicit bids)
25. List of items/pricing (previous year) sent to Athletic Director/Athletic Trainer
26. List of items back to Transportation-Purchasing Secretary with additions/deletions
27. Transportation-Purchasing Secretary prepares list of all items to be put out for bid
28. Advertise in newspaper (Lock Haven Express and Williamsport Sun Gazette)
29. Prepare bid packets for mail to vendors
30. Bid opening date (from Business Manager)
31. Record bid results on a spreadsheet for Athletic Director/Athletic Trainer to review
32. Athletic Director/Athletic Trainer will meet with Transportation-Purchasing Secretary and make selections from bid results
33. Transportation-Purchasing Secretary prepares purchasing list by vendor and creates a PO
34. PO's to Superintendent, Assistant Superintendent and Business Manager for signature
35. Print final copies of PO's
36. Attach purchasing lists to vendor copy and fax, email or mail to vendor
37. Receiving copies to warehouse/ Accounts Payable Secretary, requisitioner & school office copies to respective buildings via inter-office
38. Agenda (bid awards)
39. Bid totals by sport to Athletic Director/Athletic Trainer

Other Bids

40. As needed (yearbook, etc.)

Transportation

41. Assist transportation director with student busing needs
42. Arrange transportation as needed (communicate with bus companies, schools, parents)
43. Assist parents with special transportation (forms, calls, in person)
44. Assist in resolving transportation issues
45. Create/maintain transportation binders for Special Busing Requests, Private & Charter Schools, New Student Registration
46. Maintain/record bus driver information (clearances, physicals, licenses must be current)
47. Review paperwork for new drivers/aides before giving to Assistant Superintendent for approval
48. Add new drivers/aides to agenda for board approval

49. Contact bus company when approved
50. Prepare bus contracts in conjunction with Assistant Superintendent
51. Computation worksheet by bus for contracts (approx. 38 busses)
52. Calculate daily rate and daily vehicle allowance
53. Summary of cost by bus
54. Maintain bus info (VIN #, capacity, etc.)
55. Record monthly bus count (report from Assistant Superintendent)
56. Record transportation costs (add'l runs/aides/pre-k/monthly contract payments/etc.)
57. Create RFP for the two bus companies for monthly contract payment
58. Agenda (for approval of bus contracts)

Field Trips

59. Review field trip request forms when received
60. Form to Superintendent and Assistant Superintendent for approval
61. Email confirmation of approved form to teacher
62. Email form to bus company for scheduling of trip
63. Assist staff with questions about scheduled trips or future trips (cost, how to calculate cost, bus capacity, etc.)

Misc.

64. Supply requests (Central Supply)
65. Filing
66. Box files for storage
67. Create new folders for new year
68. Troubleshoot purchasing/transportation issues
69. Transportation, purchasing, calls
70. Answer e-mails/calls/VM pertaining to purchasing/transportation
71. Other duties as assigned

Placement: Classified Staff

Terms of Employment: 12 months

Evaluation: Annually by Assistant Superintendent and Business Manager

Date Approved:

[illegible]

Field Trip List

Date	Student Group	Destination Facility	Destination Location	Chaperones
5/24/2017	HS - VEX, Gr 9-11	Lycoming Valley Intermediate School	Williamsport, PA	Baker
5/29/2017	HS - Band, Gr. 8-12	JS Cemetery/Salladasburg	Jersey Shore and Salladasburg, PA	Lahr
5/31/2017	HS - Gr. 12	Avis Elem, JSE, Sall and MS	Avis and Jersey Shore, PA	SH Teachers
6/2/2017	HS - Band, Gr. 8-12	Avis Parade	Avis, PA	Lahr
6/7/2017	HS - Musical Theatre II Class	Fulton Theatre	Lancaster, PA	Ortbal
6/9/2017	HS - Gr. 12 - Class of 2017	Mifflin Township Park	Salladasburg, PA	Nagy/Riggle/Wagner/Campbell/Mellinger/Persun/M williamson/Sarmbruster/Rogers/Bwilliamson/Wasso n

Proposed 17-18 Salary Increases

<u>Classification</u>	<u>16-17 Salary</u>	<u>% Increase</u>	<u>17-18 Salary</u>
10 Month Secretary	\$ 29,955	2.5%	30,704
12 Month Secretary - Level 2	33,818	2.5%	34,664
12 Month Secretary - Level 3	35,502	2.5%	36,389
12 Month Administrative Assitant	38,651	2.5%	39,618
Educational Interpreter for the Deaf & Hearing Impalred	38,579	2.5%	39,543

<u>Classification</u>	<u>16-17 Hourly Rate</u>	<u>% Increase</u>	<u>17-18 Hourly Rate</u>
Part Time Custodians	\$ 11.25	2.5%	\$ 11.53
Crossing Guard	12.43	2.5%	12.74
Crossing Guard - Substitute	11.81	2.5%	12.11
Lunch Room Monitor	8.71	2.5%	8.93
Hourly Aide	8.71	2.5%	8.93
Security Police - Head Officer	14.42	2.5%	14.78
Security Police	12.33	2.5%	12.64
Digital and Print Media Specialist	18.52	2.5%	18.98

<u>Aides</u>	<u>16-17 Step Salary Scale</u>			<u>% Increase</u>	<u>17-18 Step Salary Scale</u>		
<u>Step</u>	<u>A - Reg Ed</u>	<u>B - Spec Ed</u>	<u>C - Nurse</u>		<u>A - Reg Ed</u>	<u>B - Spec Ed</u>	<u>C - Nurse</u>
1	15,397	16,037	16,672	2.5%	15,782	16,438	17,089
2	15,792	16,430	17,070	2.5%	16,187	16,841	17,497
3	16,201	16,840	17,475	2.5%	16,606	17,261	17,912
4	16,619	17,261	17,895	2.5%	17,034	17,693	18,342
5	17,043	17,681	18,318	2.5%	17,469	18,123	18,776
6	17,458	18,095	18,733	2.5%	17,894	18,547	19,201
7	17,879	18,516	19,153	2.5%	18,326	18,979	19,632
8	18,291	18,929	19,566	2.5%	18,748	19,402	20,055
9	18,710	19,346	19,979	2.5%	19,178	19,830	20,478
10	19,125	19,761	20,401	2.5%	19,603	20,255	20,911
11	19,543	20,179	20,819	2.5%	20,032	20,683	21,339
12	19,565	20,203	20,837	2.5%	20,054	20,708	21,358
13	19,585	20,223	20,862	2.5%	20,075	20,729	21,384
14	19,609	20,246	20,881	2.5%	20,099	20,752	21,403
15	19,629	20,266	20,903	2.5%	20,120	20,773	21,426
16	19,649	20,287	20,922	2.5%	20,140	20,794	21,445



pennsylvania
DEPARTMENT OF HUMAN SERVICES

**PENNSYLVANIA CHILD ABUSE
HISTORY CLEARANCE**

001606230010101

JAMIE M. HOSTRANDER
367 DAVIDSON ROAD
JERSEY SHORE, PA 17740

CERTIFICATE ID: 79KSZB9CV7
VERIFICATION DATE: 7/1/2015
SOCIAL SECURITY #: XXX-XX-6533
DATE OF BIRTH: 2/1/1983

The above named person has applied for a Pennsylvania Child Abuse History Clearance pursuant to Chapter 63 of 23 Pa. Consolidated Statutes Annotated relating to the Child Protective Services Law. NO RECORD EXISTS in the Pennsylvania Department of Human Services' statewide Central Registry listing the applicant as a perpetrator of an Indicated or Founded report of child abuse or an Indicated or Founded report for school employees.

Applicants are required to show the Administrator the results of their Child Abuse History Clearance. Administrators are required to keep a copy of this Child Abuse History Clearance on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

ISSUED BY Commonwealth of Pennsylvania
Department of Human Services
CHILDLINE AND ABUSE REGISTRY
ChildLine Verification Unit
P.O. Box 8170
Harrisburg, PA 17105-8170
1-877-371-5422

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT



Pennsylvania State Police

1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

THE CERTIFICATE IS ONLY VALID FOR VOLUNTEER PURPOSES, THE PENNSYLVANIA STATE POLICE DOES NOT AUTHORIZE THIS FORM FOR ANY OTHER USE

**JAMIE MICHELLE HOSTRANDER
367 DAVIDSON ROAD
JERSEY SHORE PA 17740**

TELEPHONE (570) 974-7405

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: HOSTRANDER, JAMIE MICHELLE
Date of Birth: 02/01/1983
Social Security #: xxx-xx-6533
Sex: F
Race: White
Date of Request: 03/09/2017 12:43 PM
Purpose of Request: Volunteer

**Maiden Name and/or Alias (1) MANN, JAMIE MICHELLE (2)
(3) (4)**

***** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL #R17733068 *****

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS. THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES.

THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (<https://epatch.state.pa.us/RCStatusSearch.jsp>) AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.

QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

Certified by:

**Lieutenant Richard O Quinn
Director, Criminal Records and Identification Division
Pennsylvania State Police**

**DISSEMINATED BY: SYSTEM
03/09/2017 12:44 PM**

*Pennsylvania Department of Education
School Services Unit
333 Market Street
Harrisburg, PA 17126-0333*

Jamie Marie Hostrander
367 Davidson Road
Jersey Shore, PA 17740

Registration ID: PAE175MC53183717

Dear Applicant,

Enclosed is the unofficial copy of the results of your federal criminal history background check, your federal Criminal History Record Information (CHRI). You requested this copy when you registered to be fingerprinted. This copy is for your use only and cannot be used as the official copy that is to be reviewed by your prospective employer.

Pennsylvania law, Act 114 of 2006, requires prospective employees of all public and private schools and their contractors, who will have contact with children, to obtain a federal background check prior to employment. The applicant must provide a report that is no more than one year old to their employer; the report must be provided in a manner prescribed by the Department of Education (PDE). PDE established an all electronic system for obtaining federal background checks, effective December 1, 2008. The new system enables Administrators of public and private schools and Teacher Training Institutions to review the official CHRI online. Under this new system, applications and results are being processed much more efficiently.

Applicants for employment to any public school or private school or their contractor (s) must include their Registration ID number with their employment application. The Administrator of the public or private school will use your Registration ID number to locate your CHRI in the secure, online system. Under Act 114 and Section 1-111 of the PA Public School Code, it is the responsibility of the Administrator to review the CHRI and make a determination as to your fitness to work in a position that places you in contact with children. If you are hired by the public school, private school or the contractor, a copy of the CHRI will be kept in the school's files. If you are approved for student teaching, a copy of your CHRI will be kept in a file at your college / university by the Teacher Training Institution Administrator. The official CHRI in the electronic system will be deleted 12 months from the date you were fingerprinted.

Information on Act-114 of 2006 and how it applies to you, including Frequently Asked Questions and Answers can be found on the Department of Education's website at: www.pde.state.pa.us . The PDE's School Services Unit oversees the process, and can be contacted at: RA-PDE-SchoolServices@state.pa.us .

Not an Official Copy -- For Applicant Use Only

PAE175MC53183717

Urgent Care at McElhattan
A partner of...
JERSEY SHORE
HOSPITAL

MANTOUX TUBERCULIN SKIN TEST RECORD FORM

Patient Information

Patient Name Jannie Hast Rander Date of Birth _____

Address 367 Davidson Road

City Jersey Shore State PA Zip Code 17740

Home Telephone _____ Cell Phone 570-974-7405

Employer Name _____ Employer Telephone _____

Skin Test Information

Administrator Name Pamela A. Braucht RN

Date/Time Administered 5/23/16 15:30 Arm Administered Right (Left)

Manufacturer of PPD Solution Sanofi Pasteur Limited

Lot Number 14653AA Expiration Date 2/3/2017

Results

Induration 0 mm Date/Time of Reading 5/23/16 14:50

Comments and adverse reaction(s), if any * _____

Name of Reader Pamela A. Braucht RN

Signature of Reader Pamela A. Braucht RN

*It is very unlikely that a side effect to the test will occur. If such an event does happen, the most common reaction is pain or redness at the test site. In very rare cases, a person who is hypersensitive to the solution could have a severe allergic reaction near the injection site. Such rare reactions may include blistering or a skin wound.

Certificate of Completion

Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania

Meets ACT 31 of 2014 training requirements

2 continuing education hours

Presenter:

University of Pittsburgh School of Social Work,
PA Child Welfare Resource Center
403 East Winding Hill Road, Mechanicsburg, PA 17055

Presented to:

Hostlander, Jamie

on the date:

4/19/2016



Provider Number:
CACED00004

CE Course Number:
PCW000001

[Signature]
Tara Soth, Director of
Continuing Education
School of Social Work

[Signature]
Michael D. Cox,
Director PA Child Welfare
Resource Center





Jersey Shore Area School District

Coaching Application

Stephen Alexander, Athletic Director, CAA



Name: DAUG. MOORE Date: 4/15/2017
 Address: 734 CONNORSPT PIKE, LOCK HAVEN, PA 17745
Street City State Zip
 Telephone: (Home): (570) 660-9772 (Work): X

Have you ever been interviewed at Jersey Shore before? Yes: _____ No: ✓
 If yes, with whom did you interview? _____

Are you currently employed with the Jersey Shore Area School District?

Yes _____ No ✓

If yes, current assignment: PRINCIPAL JWB. TEACHING

If no, present employer: UNEMPLOYED (JWB. TEACHING)

Does your work permit you to be at practice by 3:30? Yes: ✓ No: _____

List educational training/degrees: COLA EDUCATION (LLK.)
MASTER (M.L.A.) LOCK HAVEN UNIVERSITY

What other work experience have you had which would additionally qualify you for this position? _____

NATIONAL COACH - BIRMINGHAM, NEW ZEALAND, SINGAPORE

CLUB COACH - NEW ZEALAND, CULWAT, MALAYSIA, JAPAN

HARD COACH MON'S (JWBHUS) JODGER, WTL 2001-2014

What contributions do you think you could make to the Jersey Shore Athletic Program, and this particular team? _____

BRING A WEALTH OF EXPERIENCE IN SCHOOL COACHING

ASSIST TEAM MEMBERS ACADEMICALLY

STAND FOR CHARACTER, TEAM WORK & SPORTSMANSHIP

Would you accept a volunteer position? NO

List two references that have intimate knowledge of your ability to perform in the position for which you are applying.

Name: SHARON TAYLOR Phone: (570) 769-6942

Address: PARK AVE, LOCK HAVEN, PA 17745
Street City State Zip

Name: ROB EATON Phone: (570) 295-6627

Address: 373 MADSON AVE, ACEEN PARK, PA 17745
Street City State Zip

Do not write below this line:

Act 34 Clearance Attached: _____

Act 114 Clearance Attached: _____

Concussion Awareness Certification Attached: _____

Act 151 Clearance Attached: _____

Sudden Cardiac Arrest Certification Attached: _____

**PENNSYLVANIA CHILD ABUSE
HISTORY CERTIFICATION**

00246500250010101

**BRIAN D. MOORE
734 COUDERSPORT PIKE
LOCK HAVEN, PA 17745**

**CERTIFICATION ID: XTDMM8IM6Y
CERTIFICATION PURPOSE: EMPLOYMENT
VERIFICATION DATE: 6/2/2017
SOCIAL SECURITY #: XXX-XX-NONE
DATE OF BIRTH: 7/15/1944**

The above named person has applied for a Pennsylvania Child Abuse History Certification pursuant to 23 Pa. C.S., Chapter 63 related to the Child Protective Services Law. NO RECORDS EXIST in the Pennsylvania Department of Human Services' Statewide database listing the applicant as a perpetrator of an Indicated or Founded report of child abuse.

Applicants are required to show the Administrator the results of their Child Abuse History Certification. Administrators are required to keep a copy of this Child Abuse History Certification on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

**ISSUED BY Commonwealth of Pennsylvania
Department of Human Services
CHILDLINE AND ABUSE REGISTRY
ChildLine Verification Unit
P.O. Box 8170
Harrisburg, PA 17105-8170
1-877-371-5422**

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT

046390

CY8910-6/00



Pennsylvania State Police1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110**Response for Criminal Record Check****BRIAN DOUGLAS MOORE
734 COUDERSPORT PIKE
LOCK HAVEN PA 17745****TELEPHONE (570) 660-9772****TO WHOM IT MAY CONCERN:****THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:****Name:** Moore, Brian Douglas
Date of Birth: 07/15/1944
Social Security #: xxx-xx-1728
Sex: M
Race: White
Date of Request: 05/30/2017 12:14 PM
Purpose of Request: Employment**Maiden Name and/or Alias (1) (2)**
(3) (4)***** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE
ABOVE IDENTIFIERS - REFER TO CONTROL #R18152283 *****

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES.

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QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

Certified by:**Lieutenant Todd J Post, Director
Criminal Records and Identification Division
Pennsylvania State Police****DISSEMINATED BY: SYSTEM
05/30/2017 12:17 PM**

**Applicant Fingerprinting Online Services****Applicant Registration****Step 3 - Registration Complete**

Registration ID: PAE175U748224383
Last Name: MOORE
First Name: BRIAN
Payment Confirmation Number: 3703274351

2140211759
5-30-17
8:58

Reason: SCHOOL DISTRICTS

Payment Type: Credit Card
Transaction Fee: \$24.25
Transaction Date: 05/30/2017
Transaction Status: Registered.

Thank you for registering with 3M Cogent.
Please take the RegistrationID with you to the fingerprint location.
Need to find a fingerprint location? [Click here](#).

This registration will expire after 90 days from the registration date.
It will be cancelled and any payment refunded at this time if
the applicant has not been fingerprinted.


[Print](#)[Send Email](#)[Close](#)

In-house PPD (PURIFIED PROTEIN DERIVATIVE), SKIN TEST for MOORE, BRIAN D 07/15/1944 (72yo M) #26351 E#24263

In-house PPD (PURIFIED PROTEIN DERIVATIVE), SKIN TEST for MOORE, BRIAN D 07/15/1944 (72yo M) #26351 E#24263

PPD (PURIFIED PROTEIN DERIVATIVE), SKIN TEST (#1271142, tied to order #1271140.)

Ordering Provider	Steven Gelse, DO	Performing Lab	IN-OFFICE ORDER INTERNAL USE ONLY MA 00000 CLIA: 39D1016697			
Specimen Coll. Location	External Lab	Specimen Source				
Specimen Coll. By		Specimen Coll. Date				
Specimen Notes						

Report	Result	Ref. Range	Units		Status	Lab
TB	negative					
Result Note	read 7-27-16 by Dawna Mann, RN - Negative 0mm					



Doug Moore <bandjmoore44@gmail.com>

Your ConcussionWise Certificate
1 message

Sport Safety International <support@sportsafetyinternational.org>
Reply-To: Sport Safety International <support@sportsafetyinternational.org>
To: bandjmoore44@gmail.com

Sun, Aug 14, 2016 at 11:19 AM



**SPORT SAFETY
INTERNATIONAL**
PROMOTING SAFE PARTICIPATION IN SPORT AND PHYSICAL ACTIVITY THROUGH EDUCATION

CERTIFICATE OF COMPLETION

This certificate verifies that

Doug Moore

Has completed the course entitled:

ConcussionWise for Coaches

Date of Completion: Aug 14, 2016

RECOMMENDED RENEWAL DATE IS ONE YEAR FROM DATE OF COMPLETION

Certificate No.: CWC-18495

This course is not intended for health care providers.
Sport Safety International strongly recommends annual retraining

For more information on Sport Safety International educational
programs, visit www.SportSafetyInternational.org

FINAL GENERAL FUND BUDGET

Fiscal Year 2017-2018

General Fund Budget Approval**Date of Adoption of the General Fund Budget:**President of the Board - Original Signature RequiredDateSecretary of the Board - Original Signature RequiredDateChief School Administrator - Original Signature RequiredDateBenjamin J EndersContact Person(570)398-5050Extn :TelephoneExtensionbenders@jsasd.orgEmail Address

**CERTIFICATION OF USE OF PDE-2028
FOR PUBLIC INSPECTION OF 2017-2018 PROPOSED BUDGET**


24 PS 6-687(a)(1)

(03/2006)

School District Name : Jersey Shore Area SD	County : Lycoming	AUN Number : 117414003
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Section 687(a)(1) of the School Code requires the president of the board of school directors of each school district to certify to the Department of Education that the proposed budget was prepared, presented and will be made available for public inspection using the uniform form prepared and furnished by the Department of Education.

I hereby certify that the above information is accurate and complete.

SIGNATURE OF SCHOOL BOARD PRESIDENT 	DATE 5/8/17
---	--------------------

DUE DATE: IMMEDIATELY FOLLOWING
ADOPTION OF PROPOSED
FINAL GENERAL FUND BUDGET

ITEM	AMOUNTS
Estimated Beginning Unreserved Fund Balance Available for Appropriation and Reserves Scheduled For Liquidation During The Fiscal Year	
0810 Nonspendable Fund Balance	
0820 Restricted Fund Balance	
0830 Committed Fund Balance	3,780,000
0840 Assigned Fund Balance	
0850 Unassigned Fund Balance	3,026,698
Total Estimated Beginning Unreserved Fund Balance Available for Appropriation and Reserves Scheduled For Liquidation During The Fiscal Year	<u>\$6,806,698</u>
Estimated Revenues And Other Financing Sources	
6000 Revenue from Local Sources	17,186,783
7000 Revenue from State Sources	23,226,117
8000 Revenue from Federal Sources	641,802
9000 Other Financing Sources	10,000
Total Estimated Revenues And Other Financing Sources	<u>\$41,064,702</u>
Total Estimated Fund Balance, Revenues, and Other Financing Sources Available for Appropriation	<u>\$47,871,400</u>

	Amount
OTHER FINANCING SOURCES	
9400 Sale of or Compensation for Loss of Fixed Assets	10,000
OTHER FINANCING SOURCES	\$10,000
TOTAL ESTIMATED REVENUES AND OTHER SOURCES	41,064,702

Act 1 Index (current): 3.5%

Calculation Method:

Number of Decimals For Tax Rate Calculation:

Approx. Tax Revenue from RE Taxes:

Amount of Tax Relief for Homestead Exclusions

Total Approx. Tax Revenue:

Approx. Tax Levy for Tax Rate Calculation:

Section 672.1 Method Choice: (a)(1)

Revenue

4

\$11,701,800

\$1,143,428

\$12,845,228

\$13,605,329

Clinton

Lycoming

Total

Index Maximums

p. Maximum Mills Based On Index

(i * (1 + Index))

q. Mills In Excess of Index

(if (l > p), (l - p))

r. Maximum Tax Levy Based On Index

(p / 1000 * d)

s. Millage Rate within Index?

(if l > p Then No)

t. Tax Levy In Excess of Index

(if (m > r), (m - r))

u. Tax Revenue In Excess of Index

(l * Est. Pct. Collection)

17.3737

0.0000

\$11,174,101

Yes

\$0

\$0

\$13,635,392

\$0

\$0

Information Related to Property Tax Relief

Assessed Value Exclusion per Homestead

Number of Homestead/Farmstead Properties

Median Assessed Value of Homestead Properties

\$14,102

3476

4736

\$98,570

CODE6111 Current Real Estate Taxes

<u>County Name</u>	<u>Taxable Assessed Value</u>	<u>Real Estate Mills</u>	<u>Tax Levy Generated by Mills</u>	<u>Amount of Tax Relief for Homestead Exclusions</u>	<u>Tax Levy Minus Homestead Exclusions</u>	<u>Percent Collected</u>	<u>Net Tax Revenue Generated By Mills</u>
Clinton	200,916,800	12.1009	2,431,274			93.90060%	
Lycoming	643,161,850	17.3736	11,174,037			93.90060%	
Totals:	844,078,650		13,605,311	1,143,428	12,461,883	93.90060%	11,701,783

	<u>Rate</u>	<u>Add'l Rate (if appl.)</u>	<u>Tax Levy</u>	<u>Estimated Revenue</u>
6120 <u>Current Per Capita Taxes, Section 679</u>	\$0.00			0
6140 <u>Current Act 511 Taxes -- Flat Rate Assessments</u>				
6141 <u>Current Act 511 Per Capita Taxes</u>	\$0.00	\$0.00	0	0
6142 <u>Current Act 511 Occupation Taxes -- Flat Rate</u>	\$0.00	\$0.00	0	0
6143 <u>Current Act 511 Local Services Taxes</u>	\$0.00	\$0.00	0	0
6144 <u>Current Act 511 Trailer Taxes</u>	\$0.00	\$0.00	0	0
6145 <u>Current Act 511 Business Privilege Taxes -- Flat Rate</u>	\$0.00	\$0.00	0	0
6146 <u>Current Act 511 Mechanical Device Taxes -- Flat Rate</u>	\$0.00	\$0.00	0	0
6149 <u>Current Act 511 Taxes, Other Flat Rate Assessments</u>	\$0.00	\$0.00	0	0

Total Current Act 511 Taxes -- Flat Rate Assessments

	<u>Rate</u>	<u>Add'l Rate (if appl.)</u>	<u>Tax Levy</u>	<u>Estimated Revenue</u>
6150 <u>Current Act 511 Taxes -- Proportional Assessments</u>				
6151 <u>Current Act 511 Earned Income Taxes</u>	1.100%	0.000%	3,700,000	3,700,000
6152 <u>Current Act 511 Occupation Taxes</u>	0.00%	0.00%	0	0
6153 <u>Current Act 511 Real Estate Transfer Taxes</u>	0.500%	0.000%	200,000	200,000
6154 <u>Current Act 511 Amusement Taxes</u>	0.000%	0.000%	0	0
6155 <u>Current Act 511 Business Privilege Taxes</u>	0.00%	0.00%	0	0
6156 <u>Current Act 511 Mechanical Device Taxes -- Percentage</u>	0.000%	0.000%	0	0
6157 <u>Current Act 511 Mercantile Taxes</u>	0.00%	0.00%	0	0
6159 <u>Current Act 511 Taxes, Other Proportional Assessments</u>	0	0	0	0

Total Current Act 511 Taxes -- Proportional Assessments

Total Act 511, Current Taxes		3,900,000		3,900,000
	Act 511 Tax Limit -->	960,397,751	X	11,524,773
		Market Value	12	(511 Limit)
			Mills	

<u>Description</u>	<u>Amount</u>
1000 Instruction	
1100 Regular Programs - Elementary / Secondary	19,015,383
1200 Special Programs - Elementary / Secondary	5,451,914
1300 Vocational Education	1,056,087
1400 Other Instructional Programs - Elementary / Secondary	184,495
1800 Pre-Kindergarten	170,000
Total Instruction	\$25,877,879
2000 Support Services	
2100 Support Services - Students	
2200 Support Services - Instructional Staff	1,440,884
2300 Support Services - Administration	1,340,086
2400 Support Services - Pupil Health	2,430,324
2500 Support Services - Business	377,490
2600 Operation and Maintenance of Plant Services	837,433
2700 Student Transportation Services	3,268,828
2800 Support Services - Central	1,864,387
Total Support Services	4,000
3000 Operation of Non-Instructional Services	\$11,563,432
3200 Student Activities	793,973
Total Operation of Non-Instructional Services	\$793,973
5000 Other Expenditures and Financing Uses	
5100 Debt Service / Other Expenditures and Financing Uses	500
5200 Interfund Transfers - Out	3,299,220
5900 Budgetary Reserve	135,000
Total Other Expenditures and Financing Uses	\$3,434,720
Total Estimated Expenditures and Other Financing Uses	\$41,670,004

Description	Amount
200 Personnel Services - Employee Benefits	505,513
300 Purchased Professional and Technical Services	139,900
400 Purchased Property Services	3,000
500 Other Purchased Services	5,075
600 Supplies	12,305
800 Other Objects	1,069
Total Support Services - Students	\$1,440,884
2200 Support Services - Instructional Staff	
100 Personnel Services - Salaries	554,555
200 Personnel Services - Employee Benefits	520,949
300 Purchased Professional and Technical Services	94,168
400 Purchased Property Services	14,850
500 Other Purchased Services	46,150
600 Supplies	44,309
700 Property	62,775
800 Other Objects	2,330
Total Support Services - Instructional Staff	\$1,340,086
2300 Support Services - Administration	
100 Personnel Services - Salaries	1,272,490
200 Personnel Services - Employee Benefits	799,646
300 Purchased Professional and Technical Services	262,460
400 Purchased Property Services	520
500 Other Purchased Services	62,038
600 Supplies	12,140
800 Other Objects	21,030
Total Support Services - Administration	\$2,430,324
2400 Support Services - Pupil Health	
100 Personnel Services - Salaries	196,827
200 Personnel Services - Employee Benefits	174,363
300 Purchased Professional and Technical Services	2,500
400 Purchased Property Services	400
600 Supplies	3,135
800 Other Objects	265
Total Support Services - Pupil Health	\$377,490
2500 Support Services - Business	
100 Personnel Services - Salaries	388,866
200 Personnel Services - Employee Benefits	302,872
300 Purchased Professional and Technical Services	32,000
400 Purchased Property Services	63,100
500 Other Purchased Services	32,000
600 Supplies	15,650
800 Other Objects	2,945
Total Support Services - Business	\$837,433
2600 Operation and Maintenance of Plant Services	
100 Personnel Services - Salaries	1,077,442

Estimated Expenditures and Other Financing Uses: Detail	
Amount	
Total Budgetary Reserve	\$135,000
Total Other Expenditures and Financing Uses	\$3,434,720
TOTAL EXPENDITURES	\$41,670,004

Total Long-Term Investments		
TOTAL CASH AND INVESTMENTS	\$8,740,000	\$8,140,000

06/30/2017 Estimate

06/30/2018 Projection

Long-Term Indebtedness

- 0530 Lease-Purchase Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Long-Term Liabilities

Total Capital Reserve Fund - \$ 690, \$1850
Capital Reserve Fund - \$ 1431

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease-Purchase Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Long-Term Liabilities

Total Capital Reserve Fund - \$ 1431
Other Capital Projects Fund

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease-Purchase Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Long-Term Liabilities

Total Other Capital Projects Fund
Debt Service Fund

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease-Purchase Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations
- 0560 Other Post-Employment Benefits (OPEB)
- 0599 Other Long-Term Liabilities

Total Debt Service Fund

Food Service / Cafeteria Operations Fund

- 0510 Bonds Payable
- 0520 Extended-Term Financing Agreements Payable
- 0530 Lease-Purchase Obligations
- 0540 Accumulated Compensated Absences
- 0550 Authority Lease Obligations

Long-Term Indebtedness

06/30/2017 Estimate 06/30/2018 Projection

Investment Trust Fund

0510 Bonds Payable
0520 Extended-Term Financing Agreements Payable
0530 Lease-Purchase Obligations
0540 Accumulated Compensated Absences
0550 Authority Lease Obligations
0560 Other Post-Employment Benefits (OPEB)
0599 Other Long-Term Liabilities

Total Investment Trust Fund

Pension Trust Fund

0510 Bonds Payable
0520 Extended-Term Financing Agreements Payable
0530 Lease-Purchase Obligations
0540 Accumulated Compensated Absences
0550 Authority Lease Obligations
0560 Other Post-Employment Benefits (OPEB)
0599 Other Long-Term Liabilities

Total Pension Trust Fund

Activity Fund

0510 Bonds Payable
0520 Extended-Term Financing Agreements Payable
0530 Lease-Purchase Obligations
0540 Accumulated Compensated Absences
0550 Authority Lease Obligations
0560 Other Post-Employment Benefits (OPEB)
0599 Other Long-Term Liabilities

Total Activity Fund

Other Agency Fund

0510 Bonds Payable
0520 Extended-Term Financing Agreements Payable
0530 Lease-Purchase Obligations
0540 Accumulated Compensated Absences
0550 Authority Lease Obligations
0560 Other Post-Employment Benefits (OPEB)
0599 Other Long-Term Liabilities

Total Other Agency Fund

Permanent Fund

0510 Bonds Payable
0520 Extended-Term Financing Agreements Payable

<u>Short-Term Payables</u>	<u>06/30/2017 Estimate</u>	<u>06/30/2018 Projection</u>
General Fund	475,000	500,000
Public Purpose (Expendable) Trust Fund		
Other Comptroller-Approved Special Revenue Funds		
Athletic / School-Sponsored Extra Curricular Activities Fund		
Capital Reserve Fund - \$ 690, \$1850		
Capital Reserve Fund - \$ 1431	150,000	160,000
Other Capital Projects Fund	15,000	16,000
Debt Service Fund		
Food Service / Cafeteria Operations Fund		
Child Care Operations Fund		
Other Enterprise Funds		
Internal Service Fund		
Private Purpose Trust Fund		
Investment Trust Fund		
Pension Trust Fund		
Activity Fund		
Other Agency Fund		
Permanent Fund		
Total Short-Term Payables	\$640,000	\$676,000
TOTAL INDEBTEDNESS	\$38,376,000	\$38,280,000

JERSEY SHORE AREA SCHOOL DISTRICT

Resolution Adopting Tax Levy

Real Estate Tax - It is resolved that under the authority granted by Act 511 and its Amendments, known as the Local Tax Enabling Act, that the Jersey Shore Area School District imposes for general revenue purposes an annual tax of 17.3736 mills or \$1.73736 per \$100.00 of assessed valuation on all real estate situated in the Boroughs of Jersey Shore and Salladasburg, and the Townships of Anthony, Bastress, Brown, Cummings, Limestone, McHenry, Mifflin, Nippenose, Piatt, Porter, and Watson in Lycoming County, Pennsylvania and an annual tax of 12.1009 mills or \$1.21009 per \$100.00 of assessed valuation on all real estate situated in the Borough of Avis, and the Townships of Crawford and Pine Creek #1 in Clinton County, Pennsylvania to be effective 12:01 A.M. EDT on July 1, 2017 and to continue in force on a fiscal year basis without annual re-enactment unless the rate of tax is subsequently changed. In the opinion of the Jersey Shore Area Board of School Directors, said tax is necessitated by reason of the costs and expenses incident to the conduction of the activities and functions of the Jersey Shore Area School District, Lycoming and Clinton Counties.

JERSEY SHORE AREA SCHOOL DISTRICT

2017 Homestead and Farmstead Exclusion Resolution

RESOLVED, by the Board of School Directors of Jersey Shore Area School District, that homestead and farmstead exclusion real estate tax assessment reductions are authorized for the school year beginning July 1, 2017, under the provisions of the Homestead Property Exclusion Program Act (part of Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006), as follows:

Aggregate amount available for homestead and farmstead real estate tax reduction. The following amounts are available for homestead and farmstead real estate tax reduction for the school year beginning July 1, 2017:

Gambling tax funds. The Pennsylvania Department of Education (PDE) has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.505(b), as a property tax reduction allocation funded by gambling tax funds, the amount of \$1,143,384. Jersey Shore Area School District has prior year unused exclusions in the amount of \$44. The total available for tax reduction is \$1,143,428.

Homestead/farmstead numbers. Pursuant to Act 50, 54 Pa. C.S. § 8584(i), and Act 1, 53 P.S. § 6926.341(g)(3), the County has provided the School District with a certified report listing approved homesteads and approved farmsteads as follows:

Homestead property number. The number of approved homesteads within the School District is 3,381 in Lycoming County and 1,254 in Clinton County.

Farmstead property number. The number of approved farmsteads within the School District is 95 in Lycoming County and 6 in Clinton County.

Homestead/farmstead combined number. Adding these numbers, the aggregate number of approved homesteads and approved farmsteads is 4,736.

Real estate tax reduction calculation. The school board has decided that the homestead exclusion amount and the farmstead exclusion amount shall be equal. Dividing the aggregate amount available during the school year for real estate tax reduction of \$1,143,428 by the aggregate number of approved homesteads and approved farmsteads of 4,736 (before considering the assessed value of approved homesteads and approved farmsteads having an assessed value below the preliminary calculation of the maximum real estate assessed value reduction amount to be established as the homestead and farmstead exclusion amount), the preliminary calculation of the maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is \$241.44 in Lycoming County and \$241.44 in Clinton County.

Homestead/farmstead exclusion authorization – July 1 tax bills. The tax notice issued to the owner of each approved homestead within the School District shall reflect a homestead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the homestead, or (b) the maximum real estate assessed value reduction of \$14,102 in Lycoming County and \$20,256 in Clinton County. The tax notice issued to the owner of each approved farmstead within the School District shall reflect an additional farmstead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the farmstead, or (b) the maximum real estate assessed value reduction of \$14,102 in Lycoming County and \$20,256 in Clinton County. For purposes of this Resolution, “approved homestead” and “approved farmstead” shall mean homesteads and farmsteads listed in the report referred to in paragraph 2 above and received by the School District from the Lycoming and Clinton County Assessment Offices on or before May 1 pursuant to Act 1, 53 P.S. § 6926.341(g)(3), based on homestead/farmstead applications filed with the County Assessment Office on or before March 1. This authorization will apply to tax notices issued based on the initial tax duplicate used in issuing initial real estate tax notices for the school year, which will be issued on or promptly after July 1, and will not apply to interim real estate tax bills.

**AGREEMENT FOR SCHOOL TAX PROCESSING SERVICES
FOR TAX YEAR 2017**

This Agreement Made By *INFOCON Corporation*, 172 Gateway Road, Ebensburg, Pennsylvania, herein called the "Company" and submitted to:

School District Name: JERSEY SHORE AREA-CLINTON CO

School District Number: 41400 Tax Year: 2017 County: CLINTON COUNTY

Business Manager Name and Address: BENJAMIN J. ENDERS
JERSEY SHORE AREA SCHOOL DIST
175 A & P DRIVE
JERSEY SHORE, PA 17740

Telephone Number: 570 398 - 5051 Fax Number: 570 398 - 5089

Contract No. 00367 . 000

Project No. 2015 - 01 - 065 - 240

A/R Account No. 03765

herein called the "Client".

A. SERVICES TO BE PROVIDED BY THE COMPANY

The Company shall provide all the computer time, software, supplies, and personnel necessary to provide the products as selected and described within the *INFOCON Corporation* School Tax Processing System to the Client.

B. SERVICES TO BE PROVIDED BY THE CLIENT

The Client shall supply to the Company all data required for the products as selected and described within the *INFOCON Corporation* School Tax Processing System, as it relates to the particular requirements of the School District.

C. MATERIALS AND SUPPLIES

As part of the services described herein, the Company shall supply the forms for the tax bills and stock paper for the tax duplicates and the tax summary reports.

D. LIABILITY

The Company shall exercise all normal controls relating to the validity of the data, forms, and reports herein described.

The data utilized by the Company to perform the services described within this Agreement are provided and maintained by the Client's County Assessment Office, School District Administration Office, and Tax Collector's Office. Recognizing this fact, the Client agrees not to hold the Company liable for the errors contained in the data or reflected on reports and documents created from said data.

The Client agrees to carefully and deliberately review all data, bar codes, forms, reports, and electronic files generated by the Company within 10 days of the receipt thereof and prior to the mailing of the tax bills.

In the event errors are discovered, the Client shall immediately notify the Company of the conditions found in writing and the parties shall mutually establish liability and take corrective actions.

Understanding this the Company's liability shall be limited to that of reprocessing any data, bar codes, forms, reports and electronic files found in error and caused by the Company.

In no case shall the Company be held liable for the Taxpayer's primary tax liability as defined by the Pennsylvania Tax Code or for errors discovered after the 10 day review period herein above described, or the mailing costs in the case of a re-print.

E. DELAYS AND INTERRUPTIONS OF WORK

It is mutually understood and agreed that the Company shall not be held responsible for damages caused by delay or failure to perform here under when such delay or failure is due to acts of God or other causes beyond the Company's controls.

**AGREEMENT FOR SCHOOL TAX PROCESSING SERVICES
FOR TAX YEAR 2017**

INFOCON Corporation's ability to perform the service described herein are contingent upon the County Assessment Office completing their maintenance functions in order to prepare a school tax processing file and calculating the certified assessed values for school tax purposes. The County functions must be completed before *INFOCON Corporation* can proceed with any school tax processing projects within the County. *INFOCON Corporation* shall not be held responsible for damages caused by delay or failure to perform hereunder when a certified tax processing file has not been made available to *INFOCON Corporation*.

F. TERMS AND CONDITIONS

The Company shall be provided three work weeks (15 work days), to complete the printing functions after the Business Manager provides the required data and submits said data to *INFOCON Corporation*, and reviews and approves the processed print samples provided by the Company on a secure FTP site, by signing the provided "Authorization to Print", and returning it to the Company. Said print samples will remain on the FTP Site for a maximum of 60 Days.

The Company shall provide all those services and products described and selected by the Client within the *INFOCON Corporation* School Tax Processing System, and invoice the Client an amount calculated by utilizing the pricing information provided on the attached "School Tax Processing Service Fee Schedule" and the *INFOCON Corporation* School Tax Information System "Final Submission Report". This report is automatically generated when the Client submits the required information and product selections to the Company for tax processing, and is considered part of this agreement.

The Company shall ship all ordered products to the Ship To Address provided by the Client with the order submission process. Incorrect or invalid Ship To Address fees from shipping carriers shall be the responsibility of the Client. All shipping and handling fees will be included on the invoice as a separate line item.

The Client agrees to pay to the Company the total amounts due under each invoice at Net 30 Days. Any amount not paid within 30 Days of such invoicing shall bear interest at the rate of 1 1/2 % per month until paid in full.

In witness whereof, the Client by his signature, accepts the Agreement and the terms and conditions described herein this

12th day of June, 2017

Client as defined herein above:

JERSEY SHORE AREA-CLINTON CO
CLINTON COUNTY

By: _____ Kelley Wasson
Authorized Signature Printed Authorized Signature

Title Jersey Shore School District Board President

PLEASE DATE AND SIGN PAGE 2, THEN RETURN BOTH PAGES 1 AND 2 TO INFOCON.

**AGREEMENT FOR SCHOOL TAX PROCESSING SERVICES
FOR TAX YEAR 2017**

This Agreement Made By *INFOCON Corporation*, 172 Gateway Road, Ebensburg, Pennsylvania, herein called the "Company" and submitted to:

School District Name: JERSEY SHORE AREA-LYCOMING CO

School District Number: 41400 Tax Year: 2017 County: LYCOMING COUNTY

Business Manager Name and Address: BENJAMIN J. ENDERS
JERSEY SHORE AREA SCHOOL DIST
175 A&P DRIVE
JERSEY SHORE, PA 17740

Telephone Number: 570 398 - 5051 Fax Number: 570 398 - 5089

Contract No. 00367 . 000

Project No. 2015 - 01 - 065 - 240

A/R Account No. 03765

herein called the "Client".

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The Client agrees to carefully and deliberately review all data, bar codes, forms, reports, and electronic files generated by the Company within 10 days of the receipt thereof and prior to the mailing of the tax bills.

In the event errors are discovered, the Client shall immediately notify the Company of the conditions found in writing and the parties shall mutually establish liability and take corrective actions.

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FOR TAX YEAR 2017**

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The Client agrees to pay to the Company the total amounts due under each invoice at Net 30 Days. Any amount not paid within 30 Days of such invoicing shall bear interest at the rate of 1 1/2 % per month until paid in full.

In witness whereof, the Client by his signature, accepts the Agreement and the terms and conditions described herein this

12th day of June, 2017

Client as defined herein above:

JERSEY SHORE AREA-LYCOMING CO
LYCOMING COUNTY

By: _____
Authorized Signature Kelley Wasson
Printed Authorized Signature

Title Jersey Shore School District Board President

PLEASE DATE AND SIGN PAGE 2, THEN RETURN BOTH PAGES 1 AND 2 TO INFOCON.

FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING BETWEEN THE JERSEY SHORE AREA SCHOOL DISTRICT AND STEP HEAD START

THIS FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING (this "Amendment"), dated as of June 1, 2017, is entered into by the Jersey Shore Area School District and STEP Head Start.

WHEREAS, the Parties wish to amend that certain Memorandum of Understanding dated July 1, 2017 through June 30, 2018, by and among the Parties hereto (the "MOU"), to have the Jersey Shore Elementary School supply breakfast to STEP Head Start.

NOW, THEREFORE, in consideration of the premises and the mutual promises

hereinafter set forth, the Parties agree as follows:

1. The sentence of Section II (18) of the MOU is hereby added, "STEP Head Start will purchase breakfast from the JSASD. JSASD will supply the breakfast items at 7:30am in a hotbox/cooler. Head Start staff and children will eat in the classroom.
2. This Amendment, when signed and delivered by each of the Parties, shall be effective as to all of the Parties as of the effective date above written.
4. As amended by this Amendment, the MOU shall continue in full force and effect in accordance with its terms.

Acceptance and Approvals:

Jill Wenrich, Superintendent
Jersey Shore Area School District

James D. Plankenhorn
President & CEO, STEP, Inc.

MEMORANDUM OF UNDERSTANDING

The Jersey Shore Area School District (District) and the Jersey Shore Area Education Association (Association) agree to the following Memorandum of Understanding related to the implementation of the current Collective Bargaining Agreement.

1. The current Collective Bargaining Agreement was ratified by the District and the Association on October 20, 2016 and was retroactive to July 1, 2015.
2. The current Collective Bargaining Agreement created co-curricular wage stipends for positions to be held by members of the bargaining unit that previously did not exist as paid positions.
3. The co-curricular wages (Appendix B) and the department coordinators and mentor stipends (Appendix C) listed in the Collective Bargaining Agreement are compensation for work during the school year. Due to the date of ratification of the current Collective Bargaining Agreement, bargaining unit members were not able to begin working as Grade Level Leaders (Appendix C) until after the Agreement was ratified, and, consequently, only able to complete 50% of the work for the 2016-17 school year. Therefore, the stipends for Grade Level Leaders shall be prorated to an amount of 50% of the listed stipend amount for the 2016-17 school year only.
4. The bargaining unit members shall receive the full amount of the co-curricular wages (Appendix B) and the department coordinators and mentor stipends (Appendix C) for all remaining years of the current Collective Bargaining Agreement.

Jersey Shore Area
School District

Date

Jersey Shore Area
Education Association

Date



JERSEY SHORE AREA SCHOOL DISTRICT

Jersey Shore Area School District

District Wide Parental Involvement Policy

PART I. GENERAL EXPECTATIONS

The Jersey Shore Area School District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition.

Parental involvement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring

- (A) that parents play an integral role in assisting their child's learning.*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. The Jersey Shore Area School District will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA: Review plan with Parent Advisory Committee.
2. The Jersey Shore Area School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA: Review PSSA results and school building goals with Parent Advisory Committee.
3. The Jersey Shore Area School District will provide the necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance: Monthly planning meetings with all Title I staff.
4. The Jersey Shore Area School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Head Start, Mom's Day Care Pre K Counts, All Things Bright and Beautiful Pre K Counts, Intermediate Unite 17 Early Intervention Program, and Hope Preschool by sharing resources, professional development and transition activities.
5. The Jersey Shore Area School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement policies. Members of the Parent Advisory

Committee will analyze attendance at the sponsored meetings and provide feedback about the Parent Compact and Progress Monitoring contacts.

1. The Jersey Shore Area School District will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
 - a. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:
 - the State's academic content standards,
 - the State's student academic achievement standards
 - the State and local academic assessments including alternate assessments
 - the requirements of Part A,
 - how to monitor their child's progress, and
 - how to work with educators.
 - b. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by presentations at the annual Parent Meeting and in individual Progress Monitoring contacts.
 - c. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by presentations at professional development sessions and faculty meetings.
 - d. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by sharing resources and cooperative transition activities.
 - e. The school district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand: obtain translated copy from Intermediate Unit 17 of appropriate materials and/or obtain a translator for meetings for the family.



JERSEY SHORE AREA SCHOOL DISTRICT

Avis Elementary School School Parental Involvement Policy

Part I: General Expectations

Avis Elementary School agrees to implement the following statutory requirements:

- The school will jointly develop with parents, distribute to parents of participating children, a School Parental Involvement Policy that the school and parents of participating children agree on.
- The school will notify parents about the School Parental Involvement Policy in an understandable and uniform format and, to the extent feasible, will distribute this policy to parents in a language the parents can understand.
- The school will make the School Parental Involvement Policy available to the local community.
- The school will periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school.
- The school will adopt the school's school-parent compact as a component of its School Parental Involvement Policy.
- The school agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring

- a. that parents play an integral role in assisting their child's learning.*
- b. that parents are encouraged to be actively involved in their child's education at school.*
- c. that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- d. the carrying out of other activities, such as those described in section 1118 of the ESEA.*

Part II: Description of How the School Will Implement Required School Parental Involvement Policy Components

1. Avis Elementary School will take the following actions to involve parents in the joint development and joint agreement of its School Parental Involvement Policy and its

school wide plan, if applicable, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:

The following will be disseminated to parents for review through newsletters, informational meetings, opening day packets, advisory committees, the district website and school events:

- District Parental Involvement Policy
 - School Parental Involvement Policy
 - School-Parent Compact
 - Parent Notices as they apply to the Title I, Part A Non-Regulatory Guidance
2. Avis Elementary School will convene an annual meeting during the first quarter of the school year at a convenient time to inform parents of the following:
 - That their child's school participates in Title I
 - About the requirements of Title I
 - Their rights to be involved
 - About their school's participation in Title I
 3. Avis Elementary School will provide information about Title I programs to parents of participating children in a timely manner:
 - Newsletters
 - Open Houses
 - Parent-Teacher Conferences
 - District Website
 - Resource Packets
 4. Avis Elementary School will provide parents of participating children a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet, and an opportunity for parents of participating children to provide suggestions as practicably possible through:
 - School Meetings
 - Parent Teacher Conferences
 - School Board Meetings
 - Title I Annual Meetings
 5. Avis Elementary School will submit to the district any parent comments if the school wide plan under section (1114)(b)(2) is not satisfactory to parents of participating children. Submission of comments will be made to the Superintendent or Superintendent's designee and the parent will be notified by the district for conference.

Part III: Shared Responsibilities for High Student Academic Achievement

1. Avis Elementary School will build the school's and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically listed below:
 - Newsletters
 - Open House
 - Parent-Teacher Conferences
 - District Website
 - Resource Packets
2. Avis Elementary School will incorporate the school-parent compact as a component of its School Parental Involvement Policy and will be disseminated in the "First Day" Packets at the beginning of every school year.
3. Avis Elementary School will, with the assistance of the district, provide assistance to parents of children served by the school in understanding topics such as the following:
 - The State's academic content standards
 - The State's student academic achievement standards
 - The State and Local Academic Assessments including alternate assessments
 - The requirement of Title I
 - How to monitor their child's progress
 - How to work with educators
4. Avis Elementary School will, to the extent feasible and appropriate, ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parent of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents can understand.



JERSEY SHORE AREA SCHOOL DISTRICT

Jersey Shore Area Elementary School School Parental Involvement Policy

Part I: General Expectations

Jersey Shore Area Elementary School agrees to implement the following statutory requirements:

- The school will jointly develop with parents, distribute to parents of participating children, a School Parental Involvement Policy that the school and parents of participating children agree on.
- The school will notify parents about the School Parental Involvement Policy in an understandable and uniform format and, to the extent feasible, will distribute this policy to parents in a language the parents can understand.
- The school will make the School Parental Involvement Policy available to the local community.
- The school will periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school.
- The school will adopt the school's school-parent compact as a component of its School Parental Involvement Policy.
- The school agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring

- a. that parents play an integral role in assisting their child's learning.*
- b. that parents are encouraged to be actively involved in their child's education at school.*
- c. that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- d. the carrying out of other activities, such as those described in section 1118 of the ESEA.*

Part II: Description of How the School Will Implement Required School Parental Involvement Policy Components

1. Jersey Shore Area Elementary School will take the following actions to involve parents in the joint development and joint agreement of its School Parental Involvement Policy

and its school wide plan, if applicable, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:

The following will be disseminated to parents for review through newsletters, informational meetings, opening day packets, advisory committees, the district website and school events:

- District Parental Involvement Policy
 - School Parental Involvement Policy
 - School-Parent Compact
 - Parent Notices as they apply to the Title I, Part A Non-Regulatory Guidance
2. Jersey Shore Area Elementary School will convene an annual meeting during the first quarter of the school year at a convenient time to inform parents of the following:
 - That their child's school participates in Title I
 - About the requirements of Title I
 - Their rights to be involved
 - About their school's participation in Title I
 3. Jersey Shore Area Elementary School will provide information about Title I programs to parents of participating children in a timely manner:
 - Newsletters
 - Open Houses
 - Parent-Teacher Conferences
 - District Website
 - Resource Packets
 4. Jersey Shore Area Elementary School will provide parents of participating children a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet, and an opportunity for parents of participating children to provide suggestions as practicably possible through:
 - School Meetings
 - Parent Teacher Conferences
 - School Board Meetings
 - Title I Annual Meetings
 5. Jersey Shore Area Elementary School will submit to the district any parent comments if the school wide plan under section (1114)(b)(2) is not satisfactory to parents of participating children. Submission of comments will be made to the Superintendent or Superintendent's designee and the parent will be notified by the district for conference.

Part III: Shared Responsibilities for High Student Academic Achievement

1. Jersey Shore Area Elementary School will build the school's and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically listed below:
 - Newsletters
 - Open House
 - Parent-Teacher Conferences
 - District Website
 - Resource Packets
2. Jersey Shore Area Elementary School will incorporate the school-parent compact as a component of its School Parental Involvement Policy and will be disseminated in the "First Day" Packets at the beginning of every school year.
3. Jersey Shore Area Elementary School will, with the assistance of the district, provide assistance to parents of children served by the school in understanding topics such as the following:
 - The State's academic content standards
 - The State's student academic achievement standards
 - The State and Local Academic Assessments including alternate assessments
 - The requirement of Title I
 - How to monitor their child's progress
 - How to work with educators
4. Jersey Shore Area Elementary School will, to the extent feasible and appropriate, ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parent of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents can understand.



JERSEY SHORE AREA SCHOOL DISTRICT

Salladasburg Elementary School School Parental Involvement Policy

Part I: General Expectations

Salladasburg Elementary School agrees to implement the following statutory requirements:

- The school will jointly develop with parents, distribute to parents of participating children, a School Parental Involvement Policy that the school and parents of participating children agree on.
- The school will notify parents about the School Parental Involvement Policy in an understandable and uniform format and, to the extent feasible, will distribute this policy to parents in a language the parents can understand.
- The school will make the School Parental Involvement Policy available to the local community.
- The school will periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school.
- The school will adopt the school's school-parent compact as a component of its School Parental Involvement Policy.
- The school agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring

- a. that parents play an integral role in assisting their child's learning.*
- b. that parents are encouraged to be actively involved in their child's education at school.*
- c. that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- d. the carrying out of other activities, such as those described in section 1118 of the ESEA.*

Part II: Description of How the School Will Implement Required School Parental Involvement Policy Components

1. Salladasburg Elementary School will take the following actions to involve parents in the joint development and joint agreement of its School Parental Involvement Policy and its

school wide plan, if applicable, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:

The following will be disseminated to parents for review through newsletters, informational meetings, opening day packets, advisory committees, the district website and school events:

- District Parental Involvement Policy
 - School Parental Involvement Policy
 - School-Parent Compact
 - Parent Notices as they apply to the Title I, Part A Non-Regulatory Guidance
2. Salladasburg Elementary School will convene an annual meeting during the first quarter of the school year at a convenient time to inform parents of the following:
 - That their child's school participates in Title I
 - About the requirements of Title I
 - Their rights to be involved
 - About their school's participation in Title I
 3. Salladasburg Elementary School will provide information about Title I programs to parents of participating children in a timely manner:
 - Newsletters
 - Open Houses
 - Parent-Teacher Conferences
 - District Website
 - Resource Packets
 4. Salladasburg Elementary School will provide parents of participating children a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, the proficiency levels students are expected to meet, and an opportunity for parents of participating children to provide suggestions as practicably possible through:
 - School Meetings
 - Parent Teacher Conferences
 - School Board Meetings
 - Title I Annual Meetings
 5. Salladasburg Elementary School will submit to the district any parent comments if the school wide plan under section (1114)(b)(2) is not satisfactory to parents of participating children. Submission of comments will be made to the Superintendent or Superintendent's designee and the parent will be notified by the district for conference.

Part III: Shared Responsibilities for High Student Academic Achievement

1. Salladasburg Elementary School will build the school's and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically listed below:
 - Newsletters
 - Open House
 - Parent-Teacher Conferences
 - District Website
 - Resource Packets
2. Salladasburg Elementary School will incorporate the school-parent compact as a component of its School Parental Involvement Policy and will be disseminated in the "First Day" Packets at the beginning of every school year.
3. Salladasburg Elementary School will, with the assistance of the district, provide assistance to parents of children served by the school in understanding topics such as the following:
 - The State's academic content standards
 - The State's student academic achievement standards
 - The State and Local Academic Assessments including alternate assessments
 - The requirement of Title I
 - How to monitor their child's progress
 - How to work with educators
4. Salladasburg Elementary School will, to the extent feasible and appropriate, ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parent of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents can understand.

Pennsylvania College of Technology

PENNSSTATE



One College Avenue
Williamsport, PA 17701-5799
(570) 326-3761
www.pct.edu

AGREEMENT OF AFFILIATION

PENNSYLVANIA COLLEGE OF TECHNOLOGY
WILLIAMSPORT, PENNSYLVANIA

THIS AGREEMENT made and concluded the 1st day of July, 2017 by and between the Pennsylvania College of Technology of Williamsport, Pennsylvania hereinafter designated as the "COLLEGE", and JERSEY SHORE SCHOOL DISTRICT of Jersey Shore, Lycoming County, hereinafter designated as "CLINICAL SITE".

WITNESSETH:

WHEREAS, the COLLEGE has a program to prepare Bachelor Degree Nurses and Associate Degree Nurses, in accordance with the Pennsylvania State Plan for Education, approved by the State Board of Nursing, and accredited by the National League for Nursing; and

WHEREAS, the CLINICAL SITE has agreed to assist and cooperate in offering Pediatric experiences for students;

NOW, THEREFORE, the COLLEGE and CLINICAL SITE will cooperate as described:

COLLEGE AND CLINICAL SITE:

1. The total number of students to be assigned shall be agreed upon by the COLLEGE and the CLINICAL SITE.
2. The CLINICAL SITE shall provide experiences as determined through collaborative agreement between the COLLEGE and the CLINICAL SITE.

The Penn College Nursing student can be expected to perform the following skills under the supervision of the School Nurse:

- Measure Height & Weight
- Perform Hearing Assessment using a standard audiometer
- Perform Vision Assessment using the Snellen Chart or Titmus Vision Tester
- Measure Vital Signs – Temperature (Oral/Axillary), Pulse, Respiration, Blood Pressure
- Use an Otoscope
- Perform a Throat Inspection
- Assess for the Presence of Head Lice
- Oral Medication Administration
- Inhaler Administration and Use of Peak Flow Meters
- Nebulizer Treatments
- Glucometer Checks

PENN COLLEGE RESPONSIBILITIES:

1. to provide an orientation for students in the COLLEGE Nursing Skills Laboratory prior to any clinical experience. The orientation will address the following:
 - a. roles and responsibilities of the CLINICAL SITE supervisor.
 - b. role and responsibilities of the Nursing student during this clinical experience.
 - c. uniform and/or dress requirements.
 - d. designated time for student to arrive and leave the CLINICAL SITE.
 - e. procedure for notifying the CLINICAL SITE if the student must be absent.
 - f. clinical objectives the student must meet to complete the clinical experience.
2. to instruct the student in skills appropriate to the clinical facility.
3. to verify competency by the student in the appropriate skills.
4. to provide the CLINICAL SITE with the following:
 - a. rotation schedule that specifies the student and date assigned.
 - b. clinical objectives, and, when applicable, an itemized list of skills the student can be expected to perform with supervision at the CLINICAL SITE.
 - c. telephone numbers for the COLLEGE and the Nursing Instructor.
5. to insure the student has appropriate health insurance.
6. to insure the student has met all health requirements as designated by the COLLEGE.
7. to insure the student maintains individual liability insurance.
8. to maintain regular contact with the CLINICAL SITE.

SCHOOL DISTRICT RESPONSIBILITIES

1. to provide experiences that will allow the student to meet the clinical objectives.
2. to provide registered nurse supervision for the student who will perform any of the specific skills appropriate to the CLINICAL SITE.
3. to notify the instructor of any student who does not perform within the Bachelor Degree or Associate Degree role or in a professional manner at all times.
4. to sign the student's clinical objective form indicating the student was present on the assigned day for the designated number of hours.
5. to notify the COLLEGE and/or Instructor if the supervisor will not be present on a scheduled day.
6. to provide an alternate day for clinical experience whenever possible if the CLINICAL SITE is closed or the supervisor is absent on a student's assigned day.

7. In the event of a significant exposure from a contaminated needlestick, puncture wound, or contamination of any obviously open wound or the mucous membranes by saliva, blood, or other body fluids, the following procedure will apply:

Whenever a significant exposure occurs at a CLINICAL SITE, the CLINICAL SITE'S protocol will be followed. The CLINICAL SITE will be asked to provide the same level of care to the student as the CLINICAL SITE provides to its own personnel. ANY costs incurred for a student will be the responsibility of the student.

8. to have the right to recommend removal of any student whose health or performance is detrimental to client well-being and to notify the College of that decision.

This agreement shall become effective upon execution by both parties and shall continue for a period beginning July 1, 2017 and extending to July 1, 2019 unless amended, modified or terminated according to the relevant provision contained herein.

This agreement shall be amended, modified or revised only upon written agreement of the parties hereto.

Unless ninety (90) days prior to the end of any term either party shall notify the other in writing of its intention to terminate the within agreement at the end of the then current term, the within agreement shall continue for an additional term of two years; however, a renewal agreement shall be entered into setting forth the beginning date and termination date of the renewal term. Students participating in ongoing clinical affiliation shall be permitted to complete said clinical affiliation during which the effective date of termination occurs. All applicable provisions of this Agreement shall remain in force during the extension period.

This agreement represents the entire Agreement between the parties as described herein and is incorporated herein by reference, and supersedes all prior written or verbal understandings.

This agreement is made and entered into and executed by the proper officers of the COLLEGE and by the duly authorized representative of the CLINICAL SITE.

PENNSYLVANIA COLLEGE OF TECHNOLOGY

By _____
Davie Jane Gilmour, Ph.D.
President

Date

By _____
Edward Henninger, Ed.D
Dean, School of Health Sciences

Date

By _____
Sandra Richmond, DNP MS RN CSN
Director of Nursing

Date

JERSEY SHORE SCHOOL DISTRICT

By _____
Representative

Date