

Jersey Shore Area School District
Board of Education – Regular Meeting
Minutes of September 9, 2019

A. Opening

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

2. Roll Call:

Members Present: Mr. Craig Allen, Mr. Harry Brungard, Mrs. Michelle Stemler, Mr. Merrill Sweitzer, Mrs. Mary Thomas, Mrs. Kelley Wasson and Dr. Jill Wenrich, Superintendent

Others Present: Chris Kenyon, Esq., Solicitor, Mr. Benjamin Enders, Board Secretary, Dr. Kenneth Dady, Assistant Superintendent, Emmilianna George and Robert Parker, Student Representatives.

Members Absent: Mr. Christopher Fravel, Mr. John Pecchia and Mrs. Karen Stover

3. Pledge of Allegiance: Led by Leah White and Sawyer Sheleman, students representing Salladasburg Elementary.

B. Presentations

1. Communications:

- a. JSASD has received a PDE – IDEA compliance letter which states: “PDE commends your LEA for the hard work being done to deliver high quality programs to students with disabilities.”
- b. 21st Century afterschool program is going well and averaging 95 students per day.
- c. Robert Parker, a High School Junior, has been selected as the Junior School Board Representative.

2. President’s Report:

- a. Shared information from an article about teen vaping to the Board and spoke on the serious side effects of vaping.
- b. Asked that the public refrain from commentary during Board deliberation, it is a meeting of the Board which is held in public.

3. Intermediate Unit Report: None

4. Superintendent’s Report:

- a. Agreement with First Hospital Wyoming Valley for Special Education Services at first read - Jill Wenrich (Attachment)
- b. Lunch Close Out Form - Ben Enders (Attachment)
- c. 2020-2021 Budget Calendar - Ben Enders (Attachment)

K. Executive Session: An executive session was held for personnel and legal issues starting at 7:20 p.m. after which business was conducted.

Meeting resumed at 7:39 p.m.

C. Courtesy of the Floor on Agenda Items:

Burt Francis-JS Boro – commented on Old Business protocol.

D. Personnel

1. Personnel Items:

Motion: A motion was made by Mary Thomas and seconded by Kelley Wasson to approve Personnel items as listed on the Agenda:

- a. appointment of Tracy Silvis as Energy Leader for the Middle School at an annual stipend of \$400.00, effective the 2019-2020 school year.
- b. accepting a letter of resignation from Adam Sullivan, Assistant Boys Varsity Soccer coach, effective August 28, 2019.
- c. accepting a letter of resignation from Mike Wentzel, Head Junior High Wrestling Coach, effective August 5, 2019.
- d. appointment of Dylan Lietch as Assistant Varsity Boys Soccer coach, at a stipend of \$2,160.00,(level 1 of the coaches' salary matrix), effective September 10, 2019.
- e. extension of FMLA for employee 2019-20-05, from August 30, 2019 to October 21, 2019.
- f. FMLA from August 19, 2019 thru November 12, 2019 for employee 2019-20-06.
- g. appointment of Angel English to the position of full time custodian, effective September 10, 2019 at Step C2 of the AFSCME contract, \$14.07 per hour, (\$.20 per hour shift differential for second shift).
- h. appointment of William Dorwart to the position of full time custodian, effective September 10, 2019 at Step C2 of the AFSCME contract, \$14.07 per hour, (\$.20 per hour shift differential for second shift).
- i. appointment of Nicole Welshans to an a.m. crossing guard position effective September 10, 2019 at the hourly rate of \$12.93

The vote was a unanimous yes. Motion carried.

E. Curriculum and Instruction: None

F. Building and Grounds: None

G. Finance: None

H. Miscellaneous:

1. Miscellaneous Items

Motion: A motion was made by Harry Brungard and seconded by Merrill Sweitzer to approve the following Miscellaneous items as listed on the Agenda:

- a. a donation of \$5225.00 for a Memorial Court Yard at the Middle School in memory of Kelly Klein, by friends of Kelly Klein from State Farm, as presented at the August 26, 2019 Board meeting.
- b. a Letter of Agreement between the Jersey Shore Area School District and the Lycoming-Clinton Joinder Board for School Based Outreach and Student Assistance Services provided to the District by the Joinder Board for the 2019-2020 school year. (Attachment)

c. a Letter of Agreement between Lycoming-Clinton Joinder Board and Jersey Shore Area School District for services provided for the Student Assistance Program for the 2019-2020 school year.
(Attachment)

The vote was a unanimous yes. Motion carried.

I. Old Business: None

J. Courtesy of the Floor on Items not on the Agenda:

Bob Pryor-Mifflin Twp., – commented on school closure and taxes above the index.

John Shireman-JS Boro – commented on salaries, income and credit rating.

Burt Francis-JS Boro – commented on public participation at Special meeting.

K. Executive Session: An executive session was held for personnel and legal issues starting at 8:00 p.m. after which no business was conducted.

Meeting resumed at 9:12 p.m.

L. Adjournment

The September 9, 2019 Regular Board Meeting was adjourned at 9:13 p.m..

Respectfully submitted,

Benjamin J. Enders
Board Secretary

PURCHASE OF EDUCATION SERVICE AGREEMENT

This AGREEMENT is made the 1st day of August, 2019 between First Hospital Wyoming Valley, whose principal place of business is 562 Wyoming Avenue, Kingston, PA 18704, hereinafter referred to as "Agency", and JERSEY SHORE AREA SCHOOL DISTRICT, whose principal place of business is 175 A&P DRIVE, JERSEY SHORE, PA 17740, hereinafter referred to as "District" and shall be in force and effect from the effective date listed in this Agreement. Special educational services will be provided to children and adolescents in your School District who are admitted to First Hospital Wyoming Valley and enrolled in its Genesis School.

WITNESSETH:

WHEREAS, the Agency is licensed and approved by the Commonwealth of PA as a Private Academic School to offer Special Education (Elementary and Secondary) Services to socially and emotionally disturbed children and is desirous of making such services available to the District; and NOW, THEREFORE, in consideration of the mutual promise contained herein, the parties, intending to be bound hereby, it is mutually understood and agreed as follows:

1. General Provisions:

- A. This agreement is subject to all applicable provisions of State and Federal law and regulations related to the provision, delivery and funding of special education services to children.
- B. The Agency, for and in consideration of the compensation hereinafter set forth, agrees to provide special education services to children enrolled in your school district.
- C. The term of this agreement shall be a twelve (12) month period beginning on 8/1/19 and ending 8/1/20. This agreement shall automatically renew for twelve (12) month periods unless either party terminates sooner as per the agreement. Either party shall have the right to terminated with or without cause by giving a 90 day notice prior to the desired termination date. If termination notice is served, any students currently enrolled will be allowed to complete the school semester.

2. Referral Information:

- A. Following admission of a child or adolescent, the Agency will request all required educational and other documentation from the District to appropriately place the child in the Agency's programs. The District must supply basic identifying information and any information about the child which would impact on the health and welfare of the child as soon as possible following admission.

3. Discharge:

- A. Upon mutual agreement by the Parties, or expiration of this Agreement, the Agency will provide copies of all educational tests, reports and evaluations pertaining to the child for appropriate aftercare planning.

4. Payments:

- A. The District, in consideration of the services provided by the Agency under this Agreement, shall pay the costs of services rendered for the first and all

subsequent days of enrollment at a per diem rate of \$110.00. Billing statements will be rendered by the Agency on or before the fifth working day of the month immediately following the provision of the services. The District shall issue payment no later than thirty (30) calendar days from the invoice date.

5. Attendance and Participation:

- A. The Agency expects full attendance and participation by clients, in the agreed upon education and treatment programs. Parental involvement and cooperation is also essential for clients to maximize the benefits of service delivery. To that end, the Agency has implemented an attendance and participation practice which closely monitors client involvement in programs and addresses issues as they arise.

WITNESSETH:

IN WITNESS WHEREOF, the duly authorized agents of the parties hereby set their hands and seals, causing this Agreement to be executed.

SCHOOL DISTRICT:

BY:

Name: _____

Title: _____

Date: _____

Tax ID #: _____

FIRST HOSPITAL WYOMING VALLEY:

BY:



Name: Gregory Shannon

Title: CEO

Date: August 1, 2019



Jersey Shore Area School District

Lunch Account Close Out Form

The District is not allowed to retain any funds remaining in your child's cafeteria account. As such, you have several options of what to do with the remaining money: 1. Request a refund check, 2. Request a transfer to a brother/sister that is still enrolled in the District, 3. Request the funds to be donated to the local Love Center on your behalf. Please complete the attached form and return to the Administration Building.

Student's Name: _____ School: _____

☐ I am requesting the funds be refunded. Please make check payable to _____ and mail to _____

☐ I am requesting the funds be transferred to _____ enrolled at (school) _____

☐ I am requesting the District to donate all remaining funds to The Love Center of Jersey Shore on my behalf.

In a case where a parental custodial agreement is on file with the District, both custodial parents must sign. If no parental custodial agreement is filed with the District, only one custodial parent signature is required.

Parent's Name: _____ Parent's Signature: _____

Parent's Name: _____ Parent's Signature: _____

Please return completed forms to the Jersey Shore Area School District Administrative Office at 175 A&P Drive, Jersey Shore, PA 17740.

Jersey Shore Area School District

Budget Calendar

2020-2021

August 26, 2019	Budget Forms & Input sheets given to Building Principals/Department Heads
September 23, 2019	JSASD School Board Authorization for the Business Manager to participate in KPN/CSIU cooperative bidding process for art supplies, general supplies, computer supplies, copy paper, custodial/maintenance supplies, cafeteria paper and small wares supplies, and athletic balls/supplies for the 2020-21 school year.
	JSASD School Board Authorization for the Business Manager to solicit bids for JSASD athletic trainer and general athletic supplies for the 2020-21 school
October 11, 2019	KPN/CSIU 2020 custodial/maintenance supplies bid due to JSASD Business Office. KPN/CSIU 2020 cafeteria and small ware supplies bid due to JSASD Business Office. KPN/CSIU 2020 athletic balls/supplies bid due to JSASD Business Office. KPN/CSIU 2020 copy paper supplies bid due to JSASD Business Office. KPN/CSIU 2020 computer supplies bid due to JSASD Business Office. KPN/CSIU 2020 general supplies bid due to JSASD Business Office. KPN/CSIU 2020 art supplies bid due to JSASD Business Office.
October 31, 2019	Proposed budgets for schools, staff development, special programs, and pupil activities due to Superintendent and Business Manager. Proposals for new programs and staffing due to Superintendent.
November 11, 2019	School Board Meeting - Preliminary Budget Presentation and discussion on applying for exceptions or staying within index.
November 25, 2019 (legal deadline is 1/9/20)	District's deadline to make 2020-21 proposed version of preliminary budget available for public inspection OR adopt resolution indicating that it will not raise the rate of any tax by more than its index
December 4&5, 2019	Budget Meetings (Administrators & Principals) - 1 1/2 hours, times to be determined
January 19, 2020 (10 days prior to preliminary budget vote) (Deadline for District will be 1/17/20 to vote on 1/27/20)	District's deadline to advertise its intent to adopt the 2020-21 preliminary budget unless resolution staying within the index was adopted.

Jersey Shore Area School District

Budget Calendar

2020-2021

January 29, 2020 (vote will need to take place @ 1/27/20 board meeting)	District's deadline to adopt the 2020-21 preliminary budget unless resolution staying within the index was adopted.
February 6, 2020 (1 week prior to filing of request for referendum exception)	District's deadline to advertise its intent to request approval for Department of Education for a Referendum Exception
February 13, 2020	District's deadline to request approval form PDE for referendum exceptions
April 14, 2020	School Board Meeting - Budget Presentation
April 27, 2020 (at least 30 days prior to final budget adoption)	School Board Meeting - Adoption of 2020-21 proposed version of final budget
May 15, 2020 (20 days prior to final budget adoption deadline)	District deadline to make 2020-21 proposed final budget available for public inspection on the General Fund Budget from the CFRS application.
May 27, 2020 (10 days prior to final budget adoption deadline)	District deadline to offer advertise of its intent to adopt the 2020-21 final budget.
June 8, 2020	School Board Meeting - Adoption of 2020-21 final budget, adoption of the resolution implementing the homestead/farmstead exclusion, and the adoption of the tax rate resolution

LETTER OF AGREEMENT
SCHOOL BASED OUTREACH SERVICES
STUDENT ASSISTANCE SERVICES

Between

LYCOMING-CLINTON JOINDER BOARD

And

JERSEY SHORE AREA SCHOOL DISTRICT

The purpose of this Agreement is to define the relationship between the programs operated by the **LYCOMING-CLINTON JOINDER BOARD (JOINDER)** and the **JERSEY SHORE AREA SCHOOL DISTRICT (JSASD)** as it relates to joint operation and financing of School Based Outreach Services and Student Assistance Services.

1. The **Joinder** will designate a qualified casework level position to provide information and referral, assessment of needs, prevention and short term intervention for students and families in the **JSASD**.
2. The **Joinder** will assure that the designated position has completed the appropriate level of training and supervision to act in this capacity and attends SAP Sharing Sessions as scheduled.
3. The **Joinder** and **JSASD** will jointly determine the array of services to be provided, including but not limited to, home visits, group, individual and family sessions, mental health assessments, classroom observation, educational presentations and faculty consultation.
4. The **Joinder** will assure that the School Based position will serve as the SAP liaison for mental health assessments and services and provide the appropriate level of training and supervision to act in this capacity.
5. The **Joinder** and **JSASD** will establish truancy protocols for referral, assessment and intervention services and supports to be provided by the School Based position.
6. **JSASD** will have input into the selection of staff assigned to these positions and annual performance evaluations.
7. School Based Outreach Services will be provided forty (40) hours per week on a 12 month basis. Every effort will be made to limit vacation time during the school year. Back up and day to day supervision will be provided by the **Joinder**.

8. **JSASD** will define an internal system to schedule time in each building and develop a system to make referrals and request activities.
9. The **Joinder** and **JSASD** agree to design a system to collect data on services provided for further analysis, program development, grant writing and consumer satisfaction.
10. The **Joinder** and **JSASD** agree to jointly fund the annualized cost of these services through a combination of program and grant funding.
11. **JSASD** agrees to pay **\$10,000** towards this position in the FY 2019-2020 school year, to be paid in two equal installments upon invoice by the **Joinder** in December, 2019 and February, 2020.

This agreement shall be in effect from 7/1/19 to 6/30/20.

APPROVED AS TO LEGALITY AND FORM


Charles F. Greevy, III, Esq.
Lycoming-Clinton Joinder Solicitor

**JERSEY SHORE AREA
SCHOOL DISTRICT**

Dr. Jill Wenrich, Superintendent

School Board President

Date: _____

**LYCOMING-CLINTON
JOINDER BOARD**


Commissioner Robert Smeltz, Jr.
Joinder Board President


Keith Wagner, Administrator
Joinder Board Secretary

Date: 8/21/19

Reviewed:


Lori Kriner
MH/ID/EI Fiscal Officer

Date: 8-23-19

LETTER OF AGREEMENT STUDENT ASSISTANCE PROGRAM SERVICES

This Letter of Agreement is between the **Lycoming-Clinton Joinder Board (LCJB)** and the **Jersey Shore Area School District (District)**. Both parties agree to cooperate in providing services for the Student Assistance Program.

SECTION A: Provider Agency Responsibilities

The **Lycoming-Clinton Joinder Board (LCJB)** agrees to adhere to all related Federal, State and Local laws pertaining to the delivery of mental health services and any other statutory or regulatory provisions pertaining to the Student Assistance Program (SAP). Additional responsibilities of the SAP liaison provider agency include:

1. The **LCJB** agrees to appoint a representative to attend and participate in the previously established SAP County Coordination Team meetings that will be held periodically throughout the year.
2. The **LCJB** agrees to designate a qualified liaison (bachelor's level minimum) to provide SAP mental health liaison services to the **District** as outlined in Section A of this Letter of Agreement. The SAP liaison will act as an ad hoc member of the building's Student Assistance Program Core Team (hereinafter referred to as the SAP team). The SAP liaison will attend the scheduled core team meetings for the purpose of consultation, recommendations, referrals, case management and follow-up services.
3. The SAP liaison will provide site-based student screenings/assessments for mental health treatment if recommended by the SAP team and parent/guardian permission is secured or arrange for an assessment if recommended by the SAP team and parent/guardian permission is secured. The SAP liaison will secure releases of information from the student/parent/guardian prior to disclosing information to agencies that may be involved in handling a referral.
4. The SAP liaison will provide referral information for identified students. Referral information should include identification of agencies and/or resources that could serve the needs of identified students and their families. The SAP liaison may assist the identified student and/or family in linking up with the appropriate services.
5. The SAP Liaison will provide postvention assistance to core teams, students, family, and faculty with significant events that would adversely affect the school and community (i.e. student death or other tragic event) as needed/requested by the **District**.
6. The SAP liaison will provide technical assistance to core teams regarding best practices for SAP as per State standards and guidelines.
7. The SAP liaison will provide crisis response consultation via phone while not in the building and on site during scheduled times available in the **District**.
8. The SAP liaison will provide aftercare services for identified students that have returned to the school following treatment. This may include assistance in aftercare planning.

9. The SAP liaison will assist with faculty in-service and student orientation within the limits of staff availability.
10. The SAP liaison will provide educational resources to school personnel, students, families, and community as requested and within the limits of staff availability.
11. The SAP liaison will facilitate or participate in core team maintenance.
12. The SAP liaison will consult with schools around strategies for engaging parents in the SAP process.
13. The SAP liaison will provide technical assistance to the **District** for policy development in areas related to his/her field of expertise.

SECTION B: School District Responsibilities

The **Jersey Shore Area School District (District)** agrees to comply with all related Federal, State, and Local laws pertaining to the delivery of mental health services within school districts, including, but not limited to, the Family Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights. The **District** also agrees to provide a SAP team that complies with the BEC 24 P.S. 15-1547 for membership, training, common planning times, and ongoing maintenance. Additional responsibilities of the **District** include:

1. The **District** will appropriate a safe and private space in the school where the SAP liaison can provide services; provide for secure storage of student records, and adhere to SAP confidentiality provisions.
2. The **District** will provide copies of their alcohol, tobacco, and other drug policy, suicide/mental health crisis policy, school calendar, a schedule of special activities, and any other school policies, which may affect Student Assistance Program services.
3. The **District** will provide family and community education on the Student Assistance Program.
4. The **District** will provide faculty, pupil personnel and student orientation to the Student Assistance Program that includes staff, services, and referral procedures.
5. The **District** will provide release time as established by the core team for referred students. Release time shall coincide with the normal school day and will be designed so that instructional time is not abused.
6. The **District** will contact parents or guardians of identified students in order to explain referral, gather information, and obtain permission to involve students in the Student Assistance Program.
7. The **District** will submit data (on-line reporting) regarding the Student Assistance Program as requested to the Departments of Health, Education, and Human Services.
8. The **District** will appoint a representative from Central Office, along with the Building Administrator(s) or designee(s), to attend and participate in the

established SAP County Coordination Team and/or SAP District Council Meetings that will be held within the school year.

SECTION C: Records

Provider Agency (LCJB) and District (Jersey Shore) agree to the following regarding records:

All records generated by the District's Student Assistance Team, with respect to individual students, are records of the District; the retention and disclosure of which shall be governed by the policies of the District and applicable Federal laws which include:

FERPA (Family Education Rights and Privacy Act of 1974) and HIPAA (Health Insurance Portability and Accountability Act of 1996) regulations should govern procedures regarding any records developed from agency screenings or assessments.

FERPA, amended in 2002 provides parental rights to inspect, review, amend and control disclosure from a child's school record.

HIPAA is a Federal mandate that requires safeguards that protects health information and provides guidelines for disclosing protected information. HIPAA is designed to regulate the exchange of confidential and sensitive information. It requires providers of health care services, including behavioral health providers to keep information secure and available only to authorized personnel by defining standards and methods that will safeguard information

Protection of Pupil Rights Law (HATCH Amendment 2002) (BEC 20 USC 1232h) which states that "...No student shall be required, as part of any program, to submit to a survey, analysis, or evaluation that reveals information concerning: ... Mental and/or psychological problems... without the consent of the parent."

When a student has been referred to a liaison designated by the LCJB for screening/or assessment, the records generated become the property of the LCJB and are regulated by the applicable Mental Health laws (PA Code Title 55) which requires parental consent for release of information when the child is under the age of 14; for Drug and Alcohol (42 CFR Part 2, Chapter 1) which states that it is the minor patient (student) of a Drug and Alcohol facility or program that controls the release of records and that the minor can receive Drug and Alcohol treatment without the consent of his or her parents.

SECTION D: Conflict Resolution Process

Should there be a conflict between the Core Team and services provided by LCJB; the conflict resolution process should work through the levels as follows:

- Step 1. Members of the Core Team and LCJB SAP Liaison meet to discuss conflict.
- Step 2. School Building Administrator, County Mental Health Administrator meet.
- Step 3. Chief School Administrator/Superintendent, Office of Mental Health Community Program Manager and Pennsylvania Network for Student Assistance Services' Regional Coordinator meet.

Step 4. Commonwealth SAP Interagency Committee meets.

Note: The personnel indicated at each step do not preclude the inclusion of other individuals involved with the Student Assistance Program.

SECTION E: Agreement Terms


As a result of this agreement, SAP liaisons, are school officials and thus have a legitimate educational interest in participating as full members of the SAP Team.

Effective dates of this agreement are July 1, 2019 through June 30, 2020 and continued from year to year unless either party requests to amend or terminate the Agreement. Should either party choose to be released from this agreement, written notification must be made within thirty (30) days of termination to all parties whose signatures appear on this document. This agreement can be amended by mutual agreement of both parties.

JERSEY SHORE AREA SCHOOL DISTRICT

LYCOMING-CLINTON JOINDER BOARD

Dr. Jill Wenrich, Superintendent



Keith A. Wagner, Administrator
Joinder Board Secretary

Date: _____

Date: 8/20/2019