

**Jersey Shore Area School District**  
Board of Education – Regular Meeting  
Minutes of January 13, 2020

**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. David Becker, Mr. Harry Brungard, Ms. Patrice Doebler, Mrs. Angela Grant, Mr. Wayne Kinley, Mrs. Nancy Petrosky, Mrs. Michelle Stemler and Mrs. Mary Thomas.

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

**3. Pledge of Allegiance:** Led by Emma Silvis and Olivia Snook, Youth Development Task Force members representing the High School.

**B. Presentations**

**1. Communications:**

- a. Employee of the Month for November is Sharon Koch.
- b. The individual that was going to remove the pavilion at Salladasburg Elementary is unable to do so, do to insurance requirements.
- c. Middle School production of Middle School Rocks is Thursday and Friday, January 16 and 17, 2020.

**2. President's Report:**

- a. PSBA Charter School Task Force had their first conference call in December 2019.
- b. Mr. Allen attended the State Board of Education Meeting in January.

**3. Student Representative Report:** None

**4. Intermediate Unit Report:**

- a. Mrs. Petrosky met with the BLaST IU 17 Executive Director and Business Manager, the first committee meeting is Wednesday, January 15, 2020.

**5. Superintendent's Report:**

- a. Heart and Sole Program - Erin Bonsell
- b. Simulator Donation - Lou Anne Gasperine
- c. Peru Trip - Deb Bressler
- d. Girls on the Run - Jodi Wolesslagle
- e. Dual Enrollment Lackawanna College - Elizabeth Segraves
- f. Technology Scholarship - Ken Dady
- g. Dental Program with Susquehanna Community Health & Dental Clinic - Ken Dady (Attachment)
- h. Policy 805.2 and 805.2-AR-0 at first read - Ken Dady

**K. Executive Session:** An executive session was held for personnel issues starting at 7:59 p.m. after which business was conducted.

Meeting resumed at 8:48 p.m.

**C. Courtesy of the Floor on Agenda Items:** None

**J. Courtesy of the Floor on Items not on the Agenda:** None

**D. Personnel**

**1. Personnel Items:**

**Motion:** A motion was made by Mary Thomas and seconded by Nancy Petrosky to approve Personnel items b. - l. and n. – s. as listed on the Agenda:

- b. FMLA, intermittent days, from December 3, 2019 thru June 2, 2020 for employee 2019-20-18.
- c. FMLA, intermittent days, from December 9, 2019 thru May 31, 2020 for employee 2019-20-20.
- d. accepting a letter of retirement from Dr. Jill Wenrich, Superintendent, effective June 1, 2020.
- e. accepting a letter of resignation from B. Doug Moore, Boys Varsity and Boys Middle School Soccer head coach, effective November 24, 2019.
- f. accepting a letter of resignation from Michele Tice, Sports Auxiliary Employee, effective December 5, 2019.
- g. accepting a letter of resignation from Charles Little, Security Staff employee, effective December 20, 2019.
- h. accepting a letter of resignation from Melinda Bartman, part time Paraprofessional, effective December 24, 2019.
- i. accepting a letter of resignation from Amy Liddick, part time Paraprofessional, effective January 9, 2020.
- j. accepting a letter of resignation from Alex Jackson, Assistant Varsity Football coach, effective January 3, 2020.
- k. a Medical Sabbatical for employee number 2019-20-19, January 20, 2020 through June 20, 2020.
- l. extension of a Medical Sabbatical for employee number 2019-20-04, January 20, 2020 through June 2, 2020.
- n. appointment of Joshua Stover to a fulltime custodial position, effective January 14, 2020, at Step C1 of the AFSCME contract, \$13.85 per hour with a \$.20 per hour shift differential for second shift.
- o. accepting the resignation of Maxwell Hospes as Band Front advisor, effective January 13, 2020.
- p. appointment of Quinn Henry to a Band Front Advisor position, effective January 14, 2020, at a stipend of \$1178.00.
- q. appointment of Brian Witner to a part time Food Service position at the High School, \$10.05 per hour, effective January 14, 2019.
- r. appointment of Jessica Smith to a part time Food Service position at Jersey Shore Area Elementary School, \$10.05 per hour, effective January 14, 2019.

s. the amendment to the Assistant Superintendent's contract, authorizing him to act as Superintendent during periods when the Superintendent is unavailable. (Attachment)

**Motion:** A motion was made by Mary Thomas and seconded by David Becker to approve Personnel item a. as listed on the Agenda, a roll call vote was held:

a. the Network-Computer Technician job description. (Attachment)

The vote was as listed below:

David Becker	Yes	Harry Brungard	No
Patrice Doebler	No	Angela Grant	Yes
Wayne Kinley	No	Nancy Petrosky	No
Michelle Stemler	No	Mary Thomas	Yes
Craig Allen	No		

The vote was 3 – yes and 6 – no. Motion failed.

**Motion:** A motion was made by Mary Thomas and seconded by Harry Brungard to approve Personnel item m. as listed on the Agenda, a roll call vote was held:

m. appointment of Bridget Carmeci to an 8th Grade ELA Teacher position, Step M1 of the current teacher contract, (\$50,000.00 prorated for the 2019-2020 school year), effective January 14, 2020.

The vote was as listed below:

David Becker	Yes	Harry Brungard	Yes
Patrice Doebler	No	Angela Grant	Yes
Wayne Kinley	Yes	Nancy Petrosky	No
Michelle Stemler	Yes	Mary Thomas	Yes
Craig Allen	Yes		

The vote was 7 – yes and 2 – no. Motion carried.

## **E. Curriculum and Instruction**

### **Curriculum and Instruction Item:**

**Motion:** A motion was made by Mary Thomas and seconded by Wayne Kinley to approve the following Curriculum and Instruction item as listed on the Agenda:

a. the addition of two new High School Elective courses, Introduction to Statistics for Grades 11-12 and Guitar Class for Grades 9-12, beginning the second semester of the 2019-20 school year as presented at the November 25, 2019 Board Meeting.

The vote was a unanimous yes. Motion carried.

## **F. Building and Grounds**

### **Building and Grounds Item:**

**Motion:** A motion was made by Mary Thomas and seconded by Harry Brungard to approve the following Building and Grounds item as listed on the Agenda:

- a. the sale of the following items, via Municibid online auction, for the amount listed and to whom the bid is awarded:

CNC machine	\$1151.00 to Florin Banciu
1995 Chevy truck	\$ 500.00 to Rick Burkholder

The vote was a unanimous yes. Motion carried.

**G. Finance:** None

**H. Miscellaneous:** None

**I. Old Business:** None

**K. Executive Session:** An executive session was held for personnel and legal issues starting at 8:57 p.m. after which no business was conducted.

Meeting resumed at 10:14 p.m.

## **L. Adjournment**

The January 13, 2020 Regular Board Meeting was adjourned at 10:15 p.m.

Respectfully submitted,

Benjamin J. Enders  
Board Secretary

## Letter of Agreement

The purpose of this agreement is to set forth the terms and conditions under which the Jersey Shore Area School District (JSASD) and Susquehanna Community Health & Dental Clinic, Inc. (SCH&DC) will work together to provide dental care services to students of JSASD through the Next Stop: Oral Care dental program for the 2019-2020 school year.

Intending to be legally bound, JSASD and SCH&DC agree:

1. SCH&DC will supply trained staff with full child abuse and criminal record clearances to provide dental services to students of JSASD on-site at JSASD.
2. SCH&DC's Dental Program Coordinator and the School Nurse will work together to identify students who have not received their annual dental exam or who require restorative or emergent dental services. These students will then be prioritized according to the severity of need to participate in the program.
3. Any student in JSASD is eligible to participate in this program.
4. JSASD staff and SCH&DC will provide information to aid families to understand the services provided and give informed consent to their involvement, including signed release of information forms allowing information sharing in support of the student's dental needs. Staff members will also assist with creating a plan for continued dental care for each student. In order to participate in the program, a parent or guardian will have to sign consent forms, health and social paperwork, and provide insurance information (if applicable) prior to receiving dental services.
5. Dental services such as cleanings, restorative care, sealants, and exams will be offered through this program, as well as supplemental education on proper oral and dental care.
6. The SCH&DC Dental Program Coordinator and other outreach staff will serve as an access point to connect students with services directed at their identified needs. These individuals will assist families in contacting service providers at SCH&DC who can address the identified issues and, in total, provide proper dental

care for the student participating in the Next Stop: Oral Care dental program.

7. SCH&DC will provide services on-site at the schools within the district on the mobile care unit and portable equipment if applicable.
8. JSASD and SCH&DC may terminate the agreement upon two weeks written notice should either fail to adhere to the items specified above.
9. JSASD and SCH&DC will encourage families to regularly participate in the program to ensure proper dental care and hygiene of the identified students.
10. SCH&DC shall indemnify and hold harmless JSASD, and any of its officials, employees, representatives and agents (the "Indemnified Parties") from and against any and all claims, penalties, demands, causes of action, fines, damages, losses, liabilities, costs, expenses, including reasonable attorney's fees, in law or in equity, of any kind or nature whatsoever arising out of or in connection with SCH&DC's performance, or failure to perform, the services detailed herein or any material breach of this Agreement by the SCH&DC, including without limitation, any breach of the SCH&DC's representations contained in this Agreement, except in the event of acts of negligence or improper conduct by JSASD, and any of its officials, employees, and representatives, which prohibit the SCH&DC from efficiently carrying out its duties.
11. JSASD shall indemnify and hold harmless the SCH&DC, and any of its officials, employees, representatives and agents (the "Indemnified Parties") from and against any and all claims, penalties, demands, causes of action, fines, damages, losses, liabilities, costs, expenses, including reasonable attorney's fees, in law or in equity, of any kind or nature whatsoever arising out of or in connection with the JSASD's performance, or failure to perform, the services detailed herein or any material breach of this Agreement by the JSASD, including without limitation, any breach of the JSASD's representations contained in this Agreement, except in the event of acts of negligence or other improper conduct by the SCH&DC, and any of its elected and appointed officials, employees, and representatives, which prohibit JSASD from efficiently carrying out its duties.

Jersey Shore Area  
School District

Susquehanna Community  
Health and Dental Clinic, Inc.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
President

\_\_\_\_\_  
Witness

## Assistant Superintendent Job Description

- Position:** Assistant Superintendent
- Scope:** Primary responsibilities include the safety and well-being of our students/staff through the oversight of emergency programming, busing/transportation, crossing guards, volunteers, mandatory trainings etc. All Pre-K, K and School-wide Positive Behavior Support programming as well as District-wide teacher induction will be facilitated through this position. All standardized testing requirements will be facilitated through this office. Grant writing and ACT 48 reporting will be a major function of this position as well. In collaboration with the Superintendent, the Assistant Superintendent will provide leadership in strategic planning, curriculum development, research, evaluation, and staff development, as well as assist with federal program requirements as necessary.
- Certification:** PA Superintendent letter of eligibility
- Qualifications:** Hold appropriate certificate for the position. Background to include instructional and/or supervisory experience in an educational setting, ability and experience in grant writing desirable. Doctorate preferred.
- Responsible to:** Superintendent
- Supervisory:  
Function** Directly evaluates and supervises support staff within the scope of this position. Assists in the supervision and evaluation of all personnel as needed.
- Position Objective:** To grow and maintain an effective and efficient educational system. Seek innovative and appropriate improvement strategies as it relates to the scope of the position. Maintain effective relationships with local, state and federal agencies for grantsmanship.



## Assistant Superintendent

### Responsibilities:

- Coordinate/document all district emergency planning (All Hazards Plan), fire drills, etc.
- Coordinate/document all district busing/transportation.
- Coordinate/document all crossing guard positions.
- Coordinate distribution and collection of district volunteer information.
- Coordinate/document all required/mandatory district trainings for all personnel ie. QBS, CPI, Mandated Reporter, etc.
- Coordinate/document all Pre-K, K-5 and School-wide Positive Behavior Support programs.
- Coordinate/document district-wide teacher induction program.
- Coordinate all standardized testing (PSSA/PASA, Keystone,etc.).
- Research, write and implement district grants.
- Coordinate/document all ACT 48/paraprofessional hours.
- Provide appropriate in-service programming for all staff as related to described scope.
- Assist in the review and implementation of school policies/procedures.
- Assist in budget preparation and determining appropriate expenditures in described scope.
- Assist in federal program development.
- Assist in the supervision and evaluation of personnel.
- Be a contributing and enthusiastic member of the administrative team.
- Maintain current knowledge of rules, regulations, guidelines and trends regarding the described scope.
- Perform the duties of Superintendent, including the execution of applicable documents, during the periods when the Superintendent is unavailable or unable to do so.
- Participate in organizations appropriate to the described scope.
- Perform other duties as assigned.



# JERSEY SHORE AREA SCHOOL DISTRICT

## Job Description

**Title:** Network-Computer Technician

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

**Certifications:** None

**Qualifications:** Minimum Associates Degree in Network Administration/Information Systems Management and/or a combination of Associates Degree or Bachelor's degree with appropriate work-based experience in an Information Technology setting.

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

**Responsible To:** Director of Technology

**Supervisory Function:** None – May collaborate with the Network-Computer Technician Specialist to 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. Add, remove, and alter network user accounts via Windows Active Directory and Office365.
13. Develop, maintain, and track both server and desktop group policies in order to maintain maximum user/network performance.
14. Provide both physical and technical assistance with the Apple iPads managed by the MDM.
15. Maintain a managed wireless infrastructure in all district buildings.
16. Assists with training sessions as needed.
17. Other duties as assigned.

**Placement:** Act 93 Group

**Terms of Employment:** 12 months

**Evaluation:** Annually by the Director of Technology

**Date Approved:**