

Jersey Shore Area School District
Board of Education – Regular Meeting
Minutes of October 11, 2021

A. Opening

1. Call to Order: Mr. Craig Allen, President, called the meeting to order at 7:28 p.m.

2. Roll Call:

Members Present: Mr. Craig Allen, Mr. Michael Allen, Mr. Harry Brungard, Ms. Patrice Doeblor, Mrs. Angela Grant, Mr. Wayne Kinley (Virtual), Mrs. Nancy Petrosky, Mrs. Michelle Stemler, Mrs. Mary Thomas and Dr. Brian Ulmer, Superintendent.

Others Present: Christopher Kenyon, Esq., Solicitor, Dr. Kenneth J. Dady, Jr., Assistant Superintendent and Mr. Benjamin Enders, Board Secretary.

3. Pledge of Allegiance

B. Presentations

1. Communications: None

2. President's Report:

a. An executive session was held beginning at 6:00 p.m. prior to the meeting, regarding Legal and Personnel issues.

3. Intermediate Unit Report: None

4. Student Representative Report: None

5. Superintendent's Report:

a. School Board Member Recognition - Brian Ulmer

b. 2022-2023 Budget Calendar - Ben Enders

(Attachment)

c. Updated Board Policies:

(Attachments)

Policy 201 - Admission of Students

Policy 903 - Public Participation in Board Meetings

Policy 918 - Title I Parent and Family Engagement

Policy 805.2 - School Security Personnel

Policy 211 - Student Accident Insurance

d. Legal Update - Brian Ulmer

C. Courtesy of the Floor on Agenda Items:

Robert Pryor-Mifflin Twp. - commented on stipend for Jazz Club.

D. Personnel

1. Personnel Items:

Motion: A motion was made by Mary Thomas and seconded by Harry Brungard to approve the following Personnel items as listed on the Agenda, with a separate roll call vote for item e.:

- a. accepting a letter of resignation from Michael Schall, Middle School Girls Basketball coach, effective September 27, 2021.
- b. appointment of Adam Kline as Middle School Girls Basketball coach, at a stipend of \$4,086.00, (level 5 of the coaches' salary matrix), effective October 12, 2021.
- c. appointment of Sadiq Burkholder as Head Baseball coach, at a stipend of \$4320.00, (level 3 of the coaches' salary matrix), effective the 2021-2022 season.
- d. acknowledgement that Timothy Dershem has reached Master's+30 level, salary increase to be effective for the 2021-2022 school year.
- f. accepting a letter of resignation from Melissa Seasholtz, School Nurse, effective November 29, 2021.
- g. accepting a letter of resignation from Ashley Shields, Paraprofessional, effective October 6, 2021.
- h. accepting a letter of retirement from Darleen Runner, Custodian at the High School, effective November 2, 2021, after 28 years of service with the District.
- i. the 2021-22 Middle School and High School Clubs and advisors per the attached listings. (Attachments)
- j. appointment of Robert Harrow to an Event Staff position at \$13.35 per hour, effective upon receipt of TB test results.
- k. accepting a letter of resignation from Abbie Allison, Salladasburg Elementary Secretary, effective October 22, 2021.

The vote was a unanimous Yes. Motion carried.

- e. the 2021-2022 21st Century After School Program staff and stipends:

Vickie Allen	\$30.00 per hour
Jennifer Berry-Propst	\$30.00 per hour
Korinda Englert	\$15.00 per hour
Donnica Confair	\$15.00 per hour
Sharon Sechrist	\$15.00 per hour

A roll call vote was taken as listed below:

Michael Allen	Abstained	Harry Brungard	Yes
Patrice Doeblor	Yes	Angela Grant	Yes
Wayne Kinley	Yes	Nancy Petrosky	Yes
Michelle Stemler	Yes	Mary Thomas	Yes
Craig Allen	Yes		

The vote was 8-yes, 1-abstained and 0-no, motion carried.

E. Curriculum and Instruction: None

F. Building and Grounds:

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. authorizing Mark Wall to advertise a request for bids for two T380AMR Robotic floor scrubbers.

The vote was a unanimous Yes. Motion carried.

G. Finance:

1. Finance Item:

Motion: A motion was made by Mary Thomas and seconded by Harry Brungard to approve the following Finance items as listed on the Agenda:

- a. authorization for Business Manager/JSASD Purchasing Office to participate in KPN/CSIU cooperative bidding process for art supplies; general supplies; computer supplies; copy paper; custodial/maintenance supplies; cafeteria paper/smallwares and athletic ball/athletic supplies for the 2022-2023 school year.
- b. authorization for Business Manager/JSASD Purchasing Office to solicit bids for JSASD athletic trainer and general athletic supplies for the 2022-2023 school year.

The vote was a unanimous Yes. Motion carried.

H. Miscellaneous:

Miscellaneous Items:

Motion: A motion was made by Mary Thomas and seconded by Nancy Petrosky to approve the following Miscellaneous items as listed on the Agenda, pulling Policy 335 - Family and Medical Leaves listed under item b.:

- a. the following policies at first read: (Attachments)

Policy 336 - Personal Necessity Leave
Policy 337 - Vacation
Policy 342 - Jury Duty
Policy 343 - Paid Holidays
Policy 348 - Unlawful Harassment

- b. the following policies at second read: (Attachments)

Policy 314.1 - HIV Infection
Policy 321 - Political Activities
Policy 006 - Meetings
Policy 333 -Professional Development

- c. authorization for the Board Secretary to cast the school district's vote for the slate of candidates running for PSBA office as follows:

David Schaap, Brentwood Borough School District - President-Elect
Allison Mathis, North Hills School District - Vice President
Edward Brown, Upper Darby School District - East Zone representative
Justin Warren, Central Dauphin School District - Section 7 Advisor
Richard Frerichs - Insurance Trust Trustee (term ends Dec. 31, 2024)
William LaCoff - Insurance Trust Trustee (term ends Dec. 31, 2024)
Nathan Mains - Insurance Trust Trustee (term ends Dec. 31, 2024)
School Board Secretaries Forum Steering Committee (term ends Dec. 31, 2023):

Jennifer Davidson, Manheim Township School District
Deana Lancense, Palisades School District
Bethanne Ziegler, Shikellamy School District

d. a donation from Donors Choose for plastic bins and lids for organization, Wobble stools, ESGI software, Loop scissors and mini erasers for incentives in Mrs. Jeanne Reeder's classroom.

e. a donation from Staples, Williamsport, PA; of PPE products and 75 school supply kits, can be used by all grade levels.

The vote was a unanimous Yes. Motion carried.

I. Old Business: None

J. Courtesy of the Floor for items not on the Board agenda:

John Shireman-JS Boro – commented on masks in school.

Robert Pryor-Miffln Twp. – commented on masks and writing a letter to the governor.

Ann Marie Pfirman-Watson Twp. – commented on masks and vaccine. .

Ms. Sullivan-Bastress Twp. - commented on masks.

Jesse Edwards- Piatt Twp. - commented on Paraprofessional resignation.

Burt Francis-JS Boro – commented on district history and at risk students.

Brandi Carothers-Piatt Twp. - commented on masks.

Shannon Gottschall-JS Boro – commented on vaccines.

K. Executive Session: An Executive Session was held beginning at 8:38 p.m. for security after which no business was conducted.

The meeting resumed at 9:24 p.m.

L. Adjournment

The October 11, 2021 Regular Board Meeting was adjourned at 9:25 p.m.

Respectfully submitted,

Benjamin J. Enders
Board Secretary

Jersey Shore Area School District

Budget Calendar

2022-2023

September 28, 2021	Budget Forms & Input sheets given to Building Principals/Department Heads
October 8, 2021	<p>KPN/CSIU 2022-23 custodial/maintenance supplies bid due to JSASD Business Office.</p> <p>KPN/CSIU 2022-23 cafeteria and small ware supplies bid due to JSASD Business Office.</p> <p>KPN/CSIU 2022-23 athletic balls/supplies bid due to JSASD Business Office.</p> <p>KPN/CSIU 2022-23 copy paper supplies bid due to JSASD Business Office.</p> <p>KPN/CSIU 2022-23 computer supplies bid due to JSASD Business Office.</p> <p>KPN/CSIU 2022-23 general supplies bid due to JSASD Business Office.</p> <p>KPN/CSIU 2022-23 art supplies bid due to JSASD Business Office.</p>
October 11, 2021	<p>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 2022-23 school year.</p> <p>JSASD School Board Authorization for the Business Manager to solicit bids for JSASD athletic trainer and general athletic supplies for the 2022-23 school</p>
October 29, 2021	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.
December 1&2, 2021	Budget Meetings (Administrators & Principals) - 1 1/2 hours, times to be determined
January 10, 2022	School Board Meeting - Preliminary Budget Presentation and discussion on applying for exceptions or staying within index. Dr. Ulmer's enrollment and staffing report will be presented.
January 24, 2022 (legal deadline is 1/27/22)	District's deadline to adopt a resolution authorizing 2022-23 proposed preliminary budget display and advertising OR adopt resolution indicating that it will not raise the rate of any tax by more than its index
January 24, 2022	School Board Meeting - Budget Binders to be distributed

Jersey Shore Area School District

Budget Calendar

2022-2023

February 6, 2022 (10 days prior to preliminary budget vote) (Deadline for District will be 2/4/21 to vote on 2/14/21)	District's deadline to advertise its intent to adopt the 2022-23 preliminary budget unless resolution staying within the index was adopted.
February 14, 2022	School Board Meeting - Jersey Shore Elementary, Avis Elementary, & Salladasburg Elementary Budget Section Presentation
February 16, 2022 (vote will need to take place at the board meeting on 2/14/21)	District's deadline to adopt the 2022-23 preliminary budget unless resolution staying within the index was adopted.
February 28, 2022	School Board Meeting - Middle School and Technology Budget Section Presentation
February 24, 2022 (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
March 3, 2022	District's deadline to request approval form PDE for referendum exceptions
March 14, 2022	School Board Meeting - High School and CTE Budget Section Presentation
March 28, 2022	School Board Meeting - Athletics and Buildings & Grounds Budget Section Presentation
April 11, 2022	School Board Meeting - Districtwide Budget Section & Revenue Presentation
April 25, 2022	School Board Meeting - Formal Budget Presentation
May 9, 2022 (at least 30 days prior to final budget adoption)	School Board Meeting - Adoption of 2022-23 proposed version of final budget. Discussion of real estate tax increase

Jersey Shore Area School District

Budget Calendar

2022-2023

May 23, 2022 (at least 20 days prior to final budget adoption deadline)

District deadline to make 2022-23 proposed final budget available for public inspection on the General Fund Budget from the CFRS application.

May 23, 2022

School Board Meeting - Approval of real estate tax increase (if applicable)

June 1, 2022 (at least 10 days prior to final budget)

District deadline to advertise of its intent to adopt the 2022-23 final budget.

June 13, 2022

School Board Meeting - Adoption of 2022-23 final budget, adoption of the resolution implementing the homestead/farmstead exclusion, and the adoption of the tax rate resolution

Note: Items in **Bold** are key steps in the formation of the budget and in most cases must be approved on the respective date.

Items in **Red** can be ignored if the board approves not to raises taxes above the index.



Book	Board Policy Manual
Section	200 Pupils
Title	Admission of Students
Code	201
Status	
Legal	1. 22 PA Code 11.12 2. 22 PA Code 11.41 3. 24 P.S. 1301 4. 22 PA Code 11.15 5. 24 P.S. 1304 6. 24 P.S. 1326 7. 22 PA Code 11.16 8. 22 PA Code 11.14 9. Pol. 200 - Enrollment of Students 10. Pol. 203 - Immunizations and Communicable Diseases 24 P.S. 503 22 PA Code 4.41
Adopted	January 26, 2009

Authority

The Board shall establish age requirements for the admission of students to first grade and to kindergarten that are consistent with state law and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)

Guidelines

First Grade

Beginners are students entering the lowest grade of the primary school above the kindergarten level. The Board establishes the district's entry age for beginners as **6 years by September 1, in accordance with state law and regulations.** [\[4\]](#)[\[5\]](#)[\[6\]](#)

The Board may admit as a beginner a child who is five (5) years old and demonstrates readiness for entry by the first day of the school term, upon the written request of the parent/guardian, recommendation of the district psychologist, and approval of the Superintendent. [\[7\]](#)

The Board is not required to admit as a beginner any child whose age is less than the district's established admission age for beginners. [\[7\]](#)

Kindergarten

The Board establishes the district's entry age for kindergarten as **5 years by September 1, in accordance with state law and regulations.**[\[8\]](#)

Delegation of Responsibility

The Superintendent or designee shall require that the parent/guardian of each student who registers for entrance to school shall submit proof of age, residency, and required immunizations.[\[9\]](#)[\[10\]](#)



Book	Board Policy Manual
Section	200 Pupils
Title	Student Accident Insurance
Code	211
Status	
Legal	1. 24 P.S. 511

Purpose

The Board recognizes the need for insurance coverage for unforeseen accidents that may occur to students in the course of attendance at school or participation in the athletic and extracurricular programs of the schools.

Authority

The Board shall require parents/guardians of students who participate in an interscholastic sport, cheerleader program, band program and designated extracurricular programs to purchase the student accident insurance available through the school district or provide proof of comparable insurance, prior to the student's participation.

The Board shall provide, at no cost to the Board, parents/guardians the opportunity to purchase insurance coverage **for students while participating in:**

1. Any activity during school hours.
2. Any activity sponsored by the school.
3. Any activity round-the-clock.

The premium will be paid by the parents/guardians.

Delegation of Responsibility

The Superintendent or designee shall be responsible to:

1. Prepare specifications and secure suitable coverage from qualified insurance carriers for recommendation and Board approval.
2. Notify all students and parents/guardians of students who may be eligible for insurance purchase.
3. **Ensure that where the Board assumes the full cost of insurance, each eligible student is properly insured.**



Book	Board Policy Manual
Section	800 Operations
Title	School Security Personnel
Code	805.2
Status	

Legal

1. [24 P.S. 1301-C](#)
2. [24 P.S. 1309-B](#)
3. Pol. 146 - Student Services
4. Pol. 227 - Controlled Substances/Paraphernalia
5. Pol. 236 - Student Assistant Program
6. Pol. 249 - Bullying/Cyberbullying
7. Pol. 351
8. Pol. 805 - Emergency Preparedness
9. Pol. 819 - Suicide Awareness, Prevention and Response
10. [24 P.S. 1305-B](#)
11. Pol. 006 - Meetings
12. Pol. 235.1 - Surveys
13. Pol. 805.1 - Relations with Law Enforcement Agencies
14. [24 P.S. 1302-C](#)
15. [24 P.S. 1310-C](#)
16. [24 P.S. 1311-C](#)
17. Pol. 304 - Employment of District Staff
18. Pol. 818 - Contracted Services
19. [24 P.S. 1303-C](#)
20. [24 P.S. 1304-C](#)
21. [24 P.S. 1305-C](#)
22. [22 PA Code 10.23](#)
23. [22 PA Code 14.104](#)
24. [22 PA Code 14.133](#)
25. Pol. 113.2 - Behavior Support
26. [24 P.S. 1306-C](#)
27. [24 P.S. 1307-C](#)
28. Pol. 909 - Municipal Government Relations
29. [24 P.S. 1313-C](#)
30. [24 P.S. 1314-C](#)
31. Pol. 907 - School Visitors
32. [24 P.S. 1309-C](#)
33. [42 Pa. C.S.A. 8953](#)
34. [53 Pa. C.S.A. 2303](#)
- [53 Pa. C.S.A. 2301 et seq](#)
- Pol. 705 - Facilities and Workplace Safety
- Pol. 709 - Building Security

Authority

The Board shall employ, contract for and/or assign staff to coordinate the safety and security of district students, staff, visitors and facilities.

Definitions

School security personnel - school police officers, school resource officers and school security guards.[\[1\]](#)

Independent contractor - an individual, including a retired federal agent or retired state, municipal or military police officer or retired sheriff or deputy sheriff, whose responsibilities, including work hours, are established in a written contract with the district for the purpose of performing school security services.[\[1\]](#)

Third-party vendor - a company or entity approved by the Office for Safe Schools of the PA Department of Education or the PA Commission on Crime and Delinquency that provides school security services in accordance with law.[\[1\]](#)

Delegation of Responsibility

The Superintendent shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law.[\[2\]](#)

The School Safety and Security Coordinator shall report directly to the Superintendent, and shall be responsible for the following:[\[2\]](#)

1. Oversee all School Resource Officers (SROs), school security guards and event staff.
2. Review and provide oversight of all Board policies, administrative regulations and procedures related to school safety and security, and ensure compliance with federal and state laws and regulations regarding school safety and security.
3. Coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide and bullying, substance abuse, and emergency procedures and training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)
4. Coordinate a tour of the district's buildings and grounds biennially, or when a building is first occupied or reconfigured, with law enforcement and first responders responsible for protecting and securing the district to discuss and coordinate school safety and security matters.
5. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.
6. Coordinate School Safety and Security Assessments and respond to School Safety and Security surveys, as applicable.[\[8\]](#)[\[10\]](#)

By June 30 of each year, the School Safety and Security Coordinator shall make a report to the Board at an executive session on the district's current safety and security practices, and identify strategies to improve school safety and security.[\[2\]](#)[\[11\]](#)

The Board directs the School Safety and Security Coordinator to include the following information in the annual report:

1. Reports of required emergency preparedness, fire, bus evacuation and school security drills.[\[8\]](#)
2. Information on required school safety and security training and resources provided to students and staff.
3. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety

reports received.

4. Behavioral health and school climate information, including aggregate data from surveys and assessments issued in the district, information on referrals and services accessed by students and families, and identification of additional resources needed in the district.[12]
5. Office for Safe Schools reports for the previous year(s) and/or data collected to date for the current year.
6. Updates regarding the district's Memorandum of Understanding with local law enforcement agencies.[13]
7. Updates to laws, regulations and/or Board policies related to school safety and security.
8. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.
9. Information on grants or funding applied for and/or received in support of school safety and security efforts.

A copy of the report shall be submitted to the state's School Safety and Security Committee.[2]

The Superintendent or designee shall implement job descriptions and procedures to address the responsibilities and requirements specific to each category of school security personnel in carrying out their duties.

School security personnel shall carry weapons, including firearms, in performance of their duties **only if**, and to the extent, authorized by the Board, including as provided in an agreement with a law enforcement agency for the stationing of a School Resource Officer or in a contract with an independent contractor or third-party vendor approved by the Board.

Guidelines

School Resource Officers (SROs)

The district shall establish an agreement with Tiadighton Valley Regional Police Department, in accordance with the provisions of law, for the assignment of a School Resource Officer(s) to specified district schools.[1][28]

School Resource Officer (SRO) - a law enforcement officer commissioned and employed by a law enforcement agency whose duty station is located in the district and whose stationing is established by an agreement between the law enforcement agency and the district. The term includes an active certified sheriff or deputy sheriff whose stationing in the district is established by a written agreement between the county, the sheriff's office and the district.[1]

The agreement shall address the powers and duties conferred on SROs, which shall include but not be limited to:[29]

1. Assist in identification of physical changes in the environment which may reduce crime in or around a school.
2. Assist in developing Board policy, administrative regulations or procedures which address crime, and recommending procedural changes.
3. Develop and educate students in crime prevention and safety.
4. Train students in conflict resolution, restorative justice and crime awareness.
5. Address crime and violence issues, gangs and drug activities affecting or occurring in or around

a school.

6. Develop or expand community justice initiatives for students.
7. Other duties as agreed upon between the district and municipal agency.

SROs shall successfully complete required training, in accordance with law. [\[29\]](#)

School Security Guards

The district shall employ one or more school security guards, in accordance with the provisions of law. [\[1\]](#)[\[17\]](#)[\[18\]](#)[\[30\]](#)

School security guard - an individual employed by the district or a third-party vendor or an independent contractor who is assigned to a school for routine safety and security duties, and has not been granted powers by the court to issue citations, detain individuals or exercise the same powers as exercised by police of the municipality in which the school property is located, in accordance with law. An independent contractor or individual employed by a third-party vendor contracted with the district shall meet the requirements of contracted services personnel, in accordance with Board policy, and the provisions of applicable law. [\[1\]](#)[\[16\]](#)[\[18\]](#)[\[30\]](#)

School security guards shall provide the following services, as directed by the district: [\[30\]](#)

1. School safety support services.
2. Enhanced campus supervision.
3. Assistance with disruptive students.
4. Monitoring visitors on campus. [\[31\]](#)
5. Coordination with law enforcement officials, including SROs.
6. Security functions which improve and maintain school safety.

School security guards shall successfully complete required training, in accordance with law, and applicable staff training in accordance with Board policy. [\[30\]](#)

The district shall employ one or more event staff.

Event Staff

Event staff shall provide the following services, as directed by the district and head security guard:

1. Assist Security guard(s) in providing a safe and secure environment.
2. Assist law enforcement as directed by the head security guard or district administrator.
3. Direct traffic and parking.

The district shall enter into a cooperative police service agreement(s) with a municipality(ies), in accordance with the provisions of law. [\[28\]](#)[\[32\]](#)[\[33\]](#)[\[34\]](#)

The district shall enter into an intergovernmental agreement(s) otherwise providing for School Resource Officers with other political subdivisions, in accordance with the provisions of law. [\[28\]](#)[\[29\]](#)[\[34\]](#)



Book	Board Policy Manual
Section	900 Community
Title	Public Participation in Board Meetings
Code	903
Status	
Legal	1. 65 Pa. C.S.A. 710 2. 65 Pa. C.S.A. 710.1 3. 65 Pa. C.S.A. 712.1 4. 24 P.S. 407 5. Pol. 006 - Meetings 6. 65 Pa. C.S.A. 711 7. 65 Pa. C.S.A. 709 65 Pa. C.S.A. 701 et seq Pol. 906 - Public Complaints

Purpose

The Jersey Shore Area School District Board of Directors (Board) recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings. The Board also recognizes its responsibility for proper governance of the Jersey Shore Area School District (school district) and the need to conduct its business in an orderly and efficient manner.

Authority

The Board adopts this policy to govern public participation in Board meetings necessary to conduct its meeting and to maintain order. [\[1\]](#)

In order to permit fair and orderly expression of public comment, the Board shall provide an opportunity at each open meeting of the Board for residents and taxpayers to comment on matters of concern, official action or deliberation **which are or may be before** the Board prior to official action by the Board. The Board will have two (2) public comment sessions each being a maximum of 30 minutes in length. [\[2\]](#)[\[3\]](#)

The Board shall require that the first public comments be made at the Courtesy of the Floor before each meeting to pertain to the evening's agenda only.

The Board shall require that the second public comments be made after the business of the evening to pertain to anything other than the evening's agenda.

If the Board determines there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting or to a special meeting occurring before the next regular meeting.[\[2\]](#)

When an item is added to the agenda after the public comment period has ended, the Board shall offer a further public comment opportunity limited to the added item(s).[\[2\]](#)[\[3\]](#)

Delegation of Responsibility

The presiding officer at each **open** Board meeting shall follow Board policy for the conduct of **open** meetings. Where the presiding officer's ruling is disputed, it may be overruled by a majority of those school directors present and voting.[\[4\]](#)[\[5\]](#)

Guidelines

Whenever issues identified by the participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures and the organizational structure of the district.

The Board requires that public participants be residents or taxpayers of this district or:

1. anyone representing a group in the community or school district.
2. any representative of a firm eligible to bid on materials or services solicited by the Board.
3. any district employee.
4. any district student.

Participants must sign in to be addressed; before the Board meeting for the first Courtesy of the Floor to be recognized by the presiding officer and must preface their comments by an announcement of their name, address, topic (i.e., agenda item) and group affiliation if applicable.

The second Courtesy of the Floor participants must be recognized by the presiding officer and must preface their comments by an announcement of the name, address, topic and group affiliation if applicable.

Each recognized organization shall designate one (1) individual to address the Board.

Each statement made by a participant shall be limited to three (3) minutes duration, unless the Board President extends the time limit.

No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.

All statements shall be directed to the presiding officer; no participant may address or question Board members individually. Questions of fact asked by the public will, when appropriate, be answered by the Superintendent or designee. Questions requiring investigation will be referred by the Superintendent to the appropriate employee for later reporting to the Board and public. As appropriate, questions submitted may be referred to the "Right to Know" process by the presiding officer or Superintendent (Administration).

The presiding officer may:

1. interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.
2. request any individual to leave the meeting when that person does not observe reasonable decorum.
3. request the assistance of law enforcement officers to remove a disorderly person when the person's conduct interferes with the orderly progress of the meeting.

4. call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.
5. waive these rules with the approval of the Board.
6. omitted agenda items will not be addressed during the first Courtesy of the Floor.

Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at **open** meetings under guidelines established by the Board. [\[6\]](#)

No placards or banners will be permitted within the meeting room.

The meeting agenda and all pertinent documents shall be available to the press and public at the meetings, with reasonable attempts to publish electronically on the school district's website (www.jsasd.org) on the date of the respective meeting. [\[7\]](#)

[Board Meeting Sign IN Sheet.pdf \(8 KB\)](#)



Book	Board Policy Manual
Section	900 Community
Title	Title I Parent and Family Engagement
Code	918
Status	
Legal	<ol style="list-style-type: none">1. 20 U.S.C. 63182. Pol. 102 - Academic Standards3. 20 U.S.C. 63124. 24 P.S. 510.25. Pol. 138 - English as a Second Language/Bilingual Education Program6. Pol. 916 - Volunteers7. Pol. 127 - Assessment System8. Pol. 814 - Copyright Material9. Pol. 333 - Professional Development10. 20 U.S.C. 784511. 29 U.S.C. 3271 et seq12. 29 U.S.C. 701 et seq13. 42 U.S.C. 11301 et seq14. 42 U.S.C. 9831 et seq15. Pol. 212 - Reporting Student Progress
Adopted	August 10, 2015

Purpose

The Board recognizes that **meaningful** parent **and family engagement** contributes to the achievement of **state** academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents **and family members**, and community. [\[1\]](#)[\[2\]](#)

Definition

Parent and Family (Family Member) - these terms are used interchangeably and shall include caregivers, a legal guardian or other person standing in loco parentis such as a grandparent or stepparent with whom the child lives, a person who is legally responsible for the child's welfare, or a legally appointed Education Decision Maker of a child participating in a Title I program.

Authority

The Board directs the district and each of its schools with a Title I program to: [\[1\]](#)

- 1. Conduct outreach to all parents and family members.**
- 2. Include parents and family members** in development of the district's overall Title I Plan and process for school review and improvement. [\[3\]](#)
- 3. Include parents and family members in the development of the Title I Parent and Family Engagement Policy. Following adoption of the policy by the Board, the policy shall be:**
 - a. Distributed in writing to all parents and family members.**
 - b. Incorporated into the district's Title I Plan.** [\[3\]](#)
 - c. Posted to the district's publicly accessible website.** [\[4\]](#)
 - d. Evaluated annually with parent and family involvement.**
- 4. Provide opportunities and conduct meaningful collaborations with parents and family members in the planning and implementation of Title I programs, activities and procedures.**

Accessibility

The district and each of its schools with a Title I program shall provide communications, information and school reports to parents and family members who are migrants or who have limited English proficiency, a disability, limited literacy, or racial and ethnic minority backgrounds, in a language they can understand. [\[1\]](#)[\[5\]](#)

Delegation of Responsibility

The Superintendent or designee shall ensure that the district's Title I Parent **and Family Engagement** Policy, plan and programs comply with the requirements of federal law. [\[1\]](#)[\[3\]](#)

The Superintendent or designee shall ensure that **the district and its schools with Title I programs provide opportunities for the informed participation of parents and family members by providing resources,** information and **school** reports in an understandable and uniform format **or, upon request, in another format. Such efforts shall include:**

- 1. Providing communications in clear and simple language.**
- 2. Posting information for parents and family members on the district's website.**
- 3. Including a telephone number for parents and family members to call with questions.**
- 4. Partnering with community agencies which may include libraries, recreation centers, community-based organizations and faith-based organizations to assist in sharing information.**
- 5. Provide language access services to families with limited English proficiency through on-site or telephonic translation and interpretation services, as appropriate.** [\[5\]](#)

The building principal and/or Title I staff shall notify parents **and family members of the existence of the** Title I programs **and** provide:

- 1. An** explanation of the reasons supporting their child's selection for the program.

2. A set of goals and expectations to be addressed.
3. A description of the services to be provided.
4. **A copy of this policy and the School-Parent and Family Compact.**[\[1\]](#)

Parents and family members shall actively carry out their responsibilities in accordance with this policy and the School-Parent and Family Compact. At a minimum, parents and family members shall be expected to:[\[1\]](#)

1. **Volunteer in their child's classroom.**[\[6\]](#)
2. **Support their child's learning.**
3. **Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time.**

Guidelines

Each district school operating a Title I program shall hold an annual meeting of parents **and family members at a convenient time**, to explain the goals and purposes of Title I programs **and to inform them of their right to be involved**. Parents **and family members** shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents **and family members** shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.[\[1\]](#)

The schools with Title I programs shall offer a flexible number of meetings **which** shall be held at various times of the **morning** and evening. Title I funds may be used to enable parent **and family member** attendance at meetings through payment of transportation, child care costs **or home visits.**[\[1\]](#)

The schools shall involve parents and family members in an organized, ongoing and timely way, in the planning, review and improvement of Title I programs, the Title I Parent and Family Engagement Policy and the joint development of the Title I Plan.[\[1\]](#)[\[3\]](#)

At these meetings, parents **and family members** shall be provided:[\[1\]](#)

1. **Timely** information about programs provided under Title I.
2. Description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the **achievement** levels **of the academic standards.**
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

To ensure the continuous engagement of parents and family members in the joint development of the Title I Plan and with the school support and improvement process, the district shall:

Establish meaningful, ongoing two-way communication between the district, staff and parents and family members.

Communicate with parents and family members about the plan and seek their input and participation through the use of newsletters, the district website, email, telephone, parent and teacher conferences, and home visits if needed.

Train personnel on how to collaborate effectively with parents and family members with diverse backgrounds that may impede their participation, such as limited literacy or language difficulty.

Analyze and share the results of the Title I Parent/Family Survey.

Post school performance data on the district's website.

Distribute and discuss the School-Parent and Family Compact.

Host various parent and family nights at each school building with a Title I program.

Establish and support active and engaged Title I parent and family advisory councils. The council will include a majority of parents and family members of students participating in Title I programs, as well as the building principal, teachers or other appropriate staff, students and community members. The purpose of the council shall be to focus on improved student achievement, effective classroom teaching, parent/family/community engagement in the educational process, and to facilitate communications and support.

Actively recruit parents and family members to participate in school review and improvement planning.

Assign district representatives to be available to work collaboratively with parents and family members, and to conduct school-level trainings to promote understanding of school data, comprehensive plans and the budgeting process.

Invite participation of parents and family members at the regular comprehensive planning committee meetings, Title I budget meetings and school improvement plan meetings to obtain input and propose school improvement initiatives.

If the Title I Plan is not satisfactory to parents and family members, the district shall submit any parent or family member comments with the plan when the school makes the plan available to the Board.[\[1\]](#)[\[3\]](#)

Building Capacity for Parent and Family Engagement

The district shall provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve academic achievement and school performance through:[\[1\]](#)

- 1. Providing assistance to parents and family members in understanding such topics as the academic standards, state and local academic assessments, the requirements of parent and family involvement, how to monitor a child's progress and work with teachers to improve the achievement of their children.[\[2\]](#)[\[7\]](#)**
- 2. Providing material and training to help parents and family members work with their children to improve academic achievement and to foster parent and family engagement, such as:**
 - a. Scheduling trainings in different locations on a variety of topics including how to support their child in school, literacy, school safety, cultural diversity and conflict resolution.**
 - b. Using technology, including education about the harms of copyright piracy, as appropriate.[\[8\]](#)**
 - c. Providing information, resources and materials in a user friendly format.**
 - d. Providing, as requested by a parent or family member, other reasonable support for parent and family engagement activities.**

- e. **Training on how to use the Parent Portal as a tool to monitor grades and achievement.**
3. **Educating teachers, specialized instructional support personnel, principals and other school leaders and staff, with the assistance of parents and family members, on the value and usefulness of contributions of parents and family members and in how to reach out to, communicate with, and work with them as equal partners, implement and coordinate parent and family programs, and build ties between parents and family members and the school.**[9]
4. **To the extent feasible and appropriate, coordinating and integrating Title I parent and family involvement efforts and activities with other federal, state and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents and family members in more fully participating in the education of their children.**[1][5][10][11][12][13][14][15]
5. **Engage the PTA/PTO to actively seek out and involve parents and family members through regular updates, information sessions and assistance with the identification of effective communication strategies.**
6. **Adopt and implement model approaches to improving parent and family engagement.**
7. **Establish a district-wide parent and family advisory council to provide advice on all matters related to parent and family engagement in Title I programs.**
8. **Engage community-based organizations and businesses in parent and family engagement activities.**

Coordinating Parent and Family Engagement Strategies

The district shall coordinate and integrate Title I parent and family engagement strategies with other parent and family engagement strategies required by federal, state, and local laws by:[1][5][10][11][12][13][14][15]

1. **Involving district and program representatives to assist in identifying specific parent and family member needs.**
2. **Sharing data from other programs to assist in developing initiatives to advance academic achievement and school improvement.**

Annual Parent and Family Engagement Policy Evaluation

The district shall conduct, with meaningful participation of parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of all district schools with a Title I program.[1]

The evaluation shall identify:[1]

1. **Barriers to parent and family member participation, with particular attention to those who are migrants, are economically disadvantaged, have a disability, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.**
2. **The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers.**
3. **Strategies to support successful school and parent and family interactions.**

The district shall use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise, if necessary, the district's Title I Parent and Family Engagement Policy.[1]

School-Parent **and Family** Compact

Each school in the district receiving Title I funds shall jointly develop with parents **and family members** a School-Parent **and Family** Compact outlining the manner in which parents **and family members, the entire** school staff and students **will** share responsibility for improved student **academic** achievement **and the means by which the school and parents and family members will build and develop partnerships to help children achieve the state's** academic standards.

The compact shall: **[1]**

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in Title I programs to meet the academic standards.
2. **Describe** the ways in which parents **and family members** will be responsible for supporting their child's learning; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.**[6]**
3. Address the importance of **ongoing two-way, meaningful** communication **between** parents/**family members and** teachers through, at a minimum, **annual** parent-teacher conferences **at the elementary level**, frequent reports to parents **and family members on their child's progress**, reasonable access to staff, **opportunities to volunteer and participate in their child's class, and observation of classroom activities.****[6]**

Title I Funds

Unless exempt by law, the district shall reserve at least one percent (1%) of its Title I funds to assist schools in conducting parent and family engagement activities. Parents and family members shall be involved in the decisions regarding how the Title I reserved funds are used for parent and family engagement activities.**[1]**

Not less than ninety percent (90%) of the reserved funds shall be distributed to district schools with a Title I program, with priority given to high need schools. The district shall use the Title I reserved funds to conduct activities and strategies consistent with this policy, including:**[1]**

Engaging in any other activities and strategies that the district determines are appropriate and consistent with this policy.

Documentation of Parent and Family Engagement Practices

Documentation to track the implementation of this policy is an essential part of compliance and may include, but not be limited to, sign-in sheets at workshops, meetings and conferences; schedules, training and informational materials; communications and brochures; and meeting notes.

JERSEY SHORE AREA SENIOR HIGH SCHOOL

CLUBS AND ORGANIZATIONS

Club	Brief Description	Advisor	Stipend
American Red Cross Club	An extension of the local Red Cross Unit. Hosting blood drives for community.	Melissa Williamson	\$400.00
Bible Club	Provides opportunity to read/discuss Bible passages and teachings. Studentrun & led.	James Watson	\$400.00
Drama Club	Learn more about and to actively participate in technical and performanceaspects of theatre.	Michele Long	\$400.00
FBLA 9th	To further the goals of FBLA within the Jersey Shore Area School District. Allparticipate in Regional Competition, may qualify for States or Nationals.	Tim Dershem	\$400.00
FBLA	To further the goals of FBLA within the Jersey Shore Area School District. All participate in Regional Competition, may qualify for States or Nationals. <i>FBLAis a CTSO (Career & Technical Student Organization)</i>	Dolly Oden	\$400.00
Jazz Band	Offers students additional time to practice their instruments. It is also used asadditional time to listen and discuss jazz music and concepts. Occasionally club time is used for additional rehearsal time for the extra-curricular jazz band.	Chris Lahr	\$400.00
IT Club	Promotes Information Technology/Computer related fields. Organizationalskills/LAN Party fundraisers	Scott Alexander	\$400.00
Indoor Track & Field Club	Allows winter training for spring track preparation, all students welcome.	Robert Fox	\$400.00
Manufacturing Club	Design and fabricate mass production/large scale real life projects.	Brent Wheeland	\$400.00
Mock Constitutional Convention & Model UN	Academic competitions with other districts.	Jessica George Timothy Greene Mike Harvey James Smith	\$100.00 \$100.00 \$100.00 \$100.00

Club	Brief Description	Advisor	Stipend
Key Club	Key Club is part of Kiwanis International, making it an international organization as well. Activities focus on community service, fundraising, and leadership development	Jodi English	\$400.00
National Art Honor Society	Promotes art advocacy with art projects in school/community. Must have GPA of 90% or higher in all art classes.	Sarah Keim	\$400.00
National English Honor Society	Supports development of hardworking/diligent students striving to support community and excel in academics. Required 90% in English.	Brooke Menzen	\$400.00
Outdoor Club	Extension of Physical Education and our life time fitness activities. The club's purpose is to connect high school age students to our amazing Tiadaghton state forest. Community service.	Eric Hess Bill Ferguson James Smith	\$133.33 \$133.33 \$133.33
National Honors Society	Student who meet specific academic, extra-curricular, and volunteer requirements are eligible to be inducted into this organization.	Brooke Menzen	\$400.00
Pep Club	Meet with information regarding student-section and athletics events	Serena Henry, AD	\$400.00
Renaissance Club	Executive committee of carefully selected students to work with teachers to improve school climate and atmosphere. Extension of School Wide Positive Behavior program using Jostens Renaissance program.	Jonathan Palumbo Teri Bauman	\$200.00 \$200.00
Rho Kappa National Social Studies Honor Society	Academic club of seniors only, students participate in the numerous competitions like Con-Con & Mock Trial, Government Day and Law Day.	James Smith	\$400.00
YDTF (Youth Development Task Force)	YDTF's mission is to empower young people to successfully lead regional community initiatives through collaborative leadership roles across various school districts.	Jodi English	\$400.00
Sign Language Club	Teaches students American Sign Language as well as different aspects to the Deaf Culture.	Julie Wagner	\$400.00

Club	Brief Description	Advisor	Stipend
Skills USA	SkillsUSA is a national membership association serving high school, college and middle school students who are preparing for careers in trade, technical and skilled service occupations, including health occupations, and for further education. <i>SkillsUSA is a CTSO (Career & Technical Student Organization)</i>	NO ADVISOR	N/A
Spanish National Honor Society/Club	Academic Society focused on Spanish Language, excellence in Secondary education & promoting continuity of interest in Spanish culture, must maintain cumulative average of 90%, 94% in Spanish. 10th grade or above.	Debra Bressler Sarah Yorks	\$200.00 \$200.00
Spectrum Club	Provides students of all gender, race, religion, culture, sexual orientation, and economic background a safe place to socialize and support each other.	Michele Long	\$400.00
Student Council	Government body for the high school. A member of the National Association of Student Councils & the PA Association.	Michele Persun Charlotte Bierly	\$200.00 \$200.00
Teen Talk	Allows students to explore issues that most affect them. Goal to keep students in school, improve respect and grades in classrooms.	Scott Vairo	\$400.00
TSA (Technology Student Association)	A national, non-profit organization of student members who are engaged in STEM competitions, intra-curricular activities, leadership opportunities, and community service. <i>TSA is a CTSO (Career & Technical Student Organization)</i>	NO ADVISOR	N/A
Young Democrats	Intends to allow people to express and discuss political opinions. Allows students to take part in community service through local organizations.	Jessica George	\$400.00

JSAMS Club Information 2021-22

Club	Brief Description:	Advisor	Stipend
Band/Jazz Band	Jazz Band, meets TBA. We play pop and jazz music different from the regular band music.	Liza Smith	\$400.00
Builders Club (Sponsored by the Jersey Shore Area Kiwanis Club)	Community service projects (i.e. Jared Boxes, Pennies for Patients, Positive Community Initiatives like Builders Club Week & cards for Seniors).	Tracy Silvis	\$400.00
C3: Committed Christians Club	Host Friday night activity nights for the Middle School throughout the year. Share and spread positive and kind message. Gather food for the foodbank, and clothing for love center.	Matthew Hartman Christina Naugle Monica Richards Kurt Jones	\$100.00 \$100.00 \$100.00 \$100.00
Chorus/Select Singers	Select Singers	Andrea Bowers	\$400.00
Constitutional Convention	Goes to Constitutional Convention and Model U.N conventions yearly.	Rebecca Ball-Schaller Jeffrey Klugh	\$200.00 \$200.00
Future Business Leaders of America - Middle Level	Prepares members for careers in business. Develops leadership and communication skills through competitive events and community service projects.	Jeff Miller Keith McCabe	\$200.00 \$200.00
Healthy Hearts Club	Promotes healthy lifestyles throughout the school year. Club members make posters, meet to have wellness activities, and support the high school's branch of the club. The club also promotes and supports the American Heart Association through the annual Hoops For Heart event.	Jill Flook Erin Bonsell	\$200.00 \$200.00
Military and Law Enforcement Support Club	Collects items and ships care packages and Easter eggs to deployed service men and women. Care baskets and cards to local veterans. Police appreciation gifts throughout the year.	Ruth LeVan	\$400.00
Outdoor Club	-Service, education and fun activities to promote conservation of environment. -School Recycling program	Jodie Chappel Todd Gunn Barb Fedele	\$133.33 \$133.33 \$133.33
Student Council	Student leadership within the building. Service to the local community.	Lynnnann Charnego	\$400.00
Yearbook: Bullpup Memories	Works throughout the year to create the middle school yearbook.	Samantha Smith Dennis Killion	\$200.00 \$200.00

TAG Club: DC Trip (similar to a Class Advisor)	Small group to organize DC trip	Not this year	N/A
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Book	Board Policy Manual
Section	300 Employees
Title	Personal Necessity Leave
Code	336
Status	
Legal	1. 24 P.S. 510 2. 24 P.S. 1154

Authority

This policy shall provide for absences for defined personal necessity leave by administrative, professional and classified employees.

The Board has the authority to specify reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days that may be used by an employee in any school year for such leave. [\[1\]](#)[\[2\]](#)

Guidelines

Personal Leave

Personal leave days with pay shall be granted to district employees in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Bereavement Leave

When a professional or temporary professional employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence of three (3 minimum) school days. The Board may extend the period of absence, at its discretion. Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, near relative who resides in the same household, or any person with whom the employee has made his/her home. [\[2\]](#)

When a professional or temporary professional employee is absent from duty because of the death of a near relative, there shall be no deduction in salary for absence on the day of the funeral. The Board may extend the period of absence, at its discretion. Near relative shall be defined as first cousin, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law. [\[2\]](#)

Bereavement leave with pay shall be granted to district employees other than a professional employee or temporary professional employee in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution. [\[2\]](#)



Book	Board Policy Manual
Section	300 Employees
Title	Vacation
Code	337
Status	
Legal	1. 24 P.S. 510

Authority

Administrative and classified staff employed to work twelve (12) months or other schedules considered full-time shall be provided paid vacation.

The Board shall provide vacation days for eligible employees, consistent with the employee's request and convenience while considering the district's management and operational needs. [\[1\]](#)

Vacation time shall be granted in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Vacations normally will be scheduled at times when they will not interfere with the normal operation of the school.

All vacation schedules are subject to final approval by the Superintendent.



Book	Board Policy Manual
Section	300 Employees
Title	Jury Duty
Code	342
Status	
Legal	1. 42 Pa. C.S.A. 4563

Authority

Regularly employed administrative, professional and classified employees shall be protected against loss of employment for time served on jury duty. [\[1\]](#)

Guidelines

When an employee is notified of jury duty, s/he shall inform the Superintendent or designee.

Employees called for jury duty shall normally be permitted to serve and will not be penalized in any way. They shall receive normal pay for the period of jury duty, but any compensation received from jury duty in excess of actual expenses shall be credited against such pay.



Book	Board Policy Manual
Section	300 Employees
Title	Paid Holidays
Code	343
Status	
Legal	1. 24 P.S. 1502 2. 24 P.S. 1503 3. Pol. 803 - School Calendar

Authority

Paid holidays for regularly employed administrative and classified employees shall be determined in accordance with Board policy.

Holidays are established for eligible employees in accordance with an applicable administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution.

[\[1\]](#)[\[2\]](#)[\[3\]](#)



Book	Board Policy Manual
Section	300 Employees
Title	Unlawful Harassment
Code	348
Status	
Legal	<ol style="list-style-type: none">1. 43 P.S. 951 et seq2. 20 U.S.C. 1681 et seq3. 42 U.S.C. 2000e et seq4. 42 U.S.C. 2000ff et seq5. 29 CFR 1606.86. 29 CFR 1604.117. Pol. 104 - Discrimination/Title IX Sexual Harassment Affecting Staff8. Pol. 317 - Conduct/Disciplinary Procedures

Authority

The Board strives to provide a safe, positive working climate for its administrative, professional and classified employees. Therefore, it shall be the policy of the district to maintain an employment environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of employees and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The Board directs that complaints of harassment shall be investigated promptly, and corrective action taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Definitions

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation, religion or genetic information when such conduct: [\[4\]](#)[\[5\]](#)

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work

performance.

3. Otherwise adversely affects an individual's employment opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when: [6]

1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment.
2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual.
3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, rumors, touching or propositions; verbal abuse of a sexual nature; sexually graphic or suggestive comments; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; drawings; pictures; written materials; innuendoes; references to sexual activities; overt sexual conduct or gestures; circulating or showing emails or websites of a sexual nature; or any conduct that has the effect of unreasonably interfering with an employee's ability to work or creates an intimidating, hostile or offensive working environment.

Delegation of Responsibility

In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district's Compliance Officer.[7]

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and district employees regarding unlawful harassment.

Each employee shall be responsible to maintain a working environment free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the employee or third party of the right to file a complaint and the complaint procedure.
2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
3. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Guidelines

Complaint Procedure – Employee/Third Party

Step 1 – Reporting

An employee or third party who believes s/he has been subject to conduct that constitutes a violation

of this policy is encouraged to immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer.

The complainant is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building principal shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with Board policies, administrative regulations and procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action.[8]

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building

principal who conducted the initial investigation.

[348-Attach.doc \(27 KB\)](#)



Book	Board Policy Manual
Section	000 Local Board Procedures
Title	Meetings
Code	006
Status	

Legal

1. [24 P.S. 407](#)
2. [65 Pa. C.S.A. 701 et seq](#)
3. [24 P.S. 422](#)
4. [24 P.S. 405](#)
5. [24 P.S. 426](#)
6. [24 P.S. 427](#)
7. [24 P.S. 428](#)
8. [65 Pa. C.S.A. 703](#)
9. [65 Pa. C.S.A. 709](#)
10. [24 P.S. 423](#)
11. [65 Pa. C.S.A. 712.1](#)
12. **Pol. 903 - Public Participation in Board Meetings**
13. [65 Pa. C.S.A. 707](#)
14. [24 P.S. 421](#)
15. [24 P.S. 425](#)
16. [24 P.S. 324](#)
17. [24 P.S. 508](#)
18. [24 P.S. 609](#)
19. [24 P.S. 687](#)
20. [24 P.S. 707](#)
21. [24 P.S. 671](#)
22. [24 P.S. 634](#)
23. [24 P.S. 1129](#)
24. [24 P.S. 640](#)
25. [24 P.S. 803](#)
26. **Pol. 108 - Adoption of Textbooks**
27. [24 P.S. 1071](#)
28. [24 P.S. 1076](#)
29. **Pol. 604 - Budget Adoption**
30. **Pol. 005 - Organization**
31. **Pol. 606 - Tax Collection**
32. **Pol. 605 - Tax Levy**
33. **Pol. 107 - Adoption of Planned Instruction**
34. [24 P.S. 621](#)
35. **Pol. 608 - Bank Accounts**
36. **Pol. 610 - Purchases Subject to Bid/Quotation**
37. [24 P.S. 1080](#)
38. [24 P.S. 514](#)
39. [24 P.S. 702](#)
40. [24 P.S. 708](#)
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- [46. 65 Pa. C.S.A. 1102](#)
- [47. 65 Pa. C.S.A. 1103](#)
- 48. Pol. 827 - Conflict of Interest
- [49. 24 P.S. 1111](#)
- [50. 24 P.S. 518](#)
- [51. 65 Pa. C.S.A. 706](#)
- [52. 65 Pa. C.S.A. 705](#)
- [53. 24 P.S. 433](#)
- 54. Pol. 800 - Records Management
- 55. Pol. 801 - Public Records
- 56. Pol. 006 - Meetings
- [57. 65 Pa. C.S.A. 708](#)
- [24 P.S. 408](#)
- [24 P.S. 1075](#)
- [24 P.S. 1077](#)
- [65 Pa. C.S.A. 1101 et seq](#)
- Pol. 612 - Purchases Not Budgeted

Parliamentary Authority

All Board meetings shall be conducted in an orderly and business-like manner. Robert's Rules of Order, Newly Revised, shall govern the Board in its deliberations in all cases in which it is not inconsistent with law, state regulations or Board procedures. [\[1\]](#)[\[2\]](#)

Quorum

A quorum shall consist of a majority of the members of the Board. No business shall be transacted at a meeting without a quorum, but the school directors present at such a meeting may adjourn to another time. [\[3\]](#)

Presiding Officer

The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a school director shall be elected President pro tempore by a majority of those present and voting to preside at that meeting only. Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes. [\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Meeting Notifications

Notice of all open Board meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general

circulation designated by the Board and posting of such notice at the administrative offices of the Board. [\[8\]](#)[\[9\]](#)

1. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting. [\[8\]](#)[\[9\]](#)
2. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property. [\[8\]](#)[\[9\]](#)
3. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting. [\[8\]](#)[\[9\]](#)
4. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of the meeting and sending copies of such notice to interested parties. [\[8\]](#)
5. Notice of all open meetings shall be given to any newspaper(s) circulating in Lycoming or Clinton County and any radio or television station which so requests. Notice of all open meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification. [\[9\]](#)

Notice of all rescheduled meetings and special meetings shall be given to each school director no later than twenty-four (24) hours prior to the time of the meeting. [\[9\]](#)[\[10\]](#)

Agenda Notifications

The agenda, together with all relevant reports, shall be provided to each school director at least two (2) days before the meeting.

The district shall publicly post the agenda for all open meetings of the Board or Board committees at which deliberation or official action may take place no later than twenty-four (24) hours prior to the time of the meeting, as follows: [\[9\]](#)

1. On the district's website.
2. At the location of the meeting.
3. At the district's administrative office.

The posted agenda shall list each matter of agency business that will or may be the subject of deliberation or official action at the meeting. [\[9\]](#)

Agenda Preparation

It shall be the responsibility of the Superintendent, in cooperation with the Board Secretary and Board President, to prepare an agenda of the items of business anticipated to come before the Board at each open meeting.

Order of Business

The order of business for regular meetings and special meetings called for general purposes shall be as follows, unless altered by the President or a majority of those present and voting:

Opening

Call to Order

Roll Call

Pledge of Allegiance

Approvals

Minutes

Treasurer's Report

Bills

Communications

Presentations

President's Report

Intermediate Unit Report

Superintendent's Report

Courtesy of the Floor on Agenda Items

Personnel

Curriculum & Instruction

Building and Grounds

Finance

Miscellaneous Items

Old Business

Courtesy of the Floor on Items Not on the Agenda

Adjournment

The order of business for other special meetings shall be determined according to the stated purpose of the special meeting.

Additions to the Agenda

The Board may deliberate or take official action on matters not included in a posted agenda only under the following circumstances: [\[11\]](#)

Emergencies – The matter of business relates to a real or potential emergency involving a clear and present danger to life or property. [\[8\]](#)[\[11\]](#)

Business Arising Within Twenty-Four (24) Hours Prior to the Meeting – The matter of business has arisen within twenty-four (24) hours prior to the meeting, is de minimis (minor) in nature, and does not involve the expenditure of funds or entering into a contract or agreement. [\[11\]](#)

Business Raised by Residents or Taxpayers During the Meeting – When a matter of Board business is raised by a resident or taxpayer during a meeting: [\[11\]](#)[\[12\]](#)

1. The Board may take official action to refer the matter to staff, if applicable, to conduct research

and include on a future Board meeting agenda; or

2. If the matter is de minimis (minor) in nature and does not involve the expenditure of funds or entering into a contract or agreement, the Board may take official action on the matter.

Majority Vote – During a meeting, the Board may add a matter of business to the posted agenda by a majority vote of the school directors present and voting. The reason for adding an item to the posted agenda must be announced at the meeting before conducting the vote. Once announced and approved by majority vote, the Board may take official action on the item of business. The agenda shall be amended to reflect the new item of business and the amended agenda shall be posted to the district's website and at the administrative office no later than the first business day following the meeting at which the agenda was amended. The unanimous consent procedure may not be used in place of majority vote for this purpose. [\[11\]](#)

The public posting of agenda requirements and rules for adding items to a posted agenda apply to both regular and special open meetings of the Board. These requirements and rules do not apply to: [\[9\]](#)[\[11\]](#)[\[13\]](#)

1. Conference sessions.
2. Executive sessions.

Regular Meetings

Regular Board meetings shall be open and shall be held at specified places at least once every two (2) months. [\[2\]](#)[\[14\]](#)

Special Meetings

Special meetings may be called for special or general purposes and shall be open except when conducted as an executive session for purposes authorized by law. [\[2\]](#)[\[5\]](#)[\[10\]](#)[\[15\]](#)

The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) school directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the school directors. [\[5\]](#)

No business shall be transacted at any special meeting except that named in the call sent to school directors for such special meeting. [\[10\]](#)

Public Participation

At each open Board meeting, prior to official action by the Board, an opportunity shall be provided for public comment in accordance with law and Board procedures and policy. [\[2\]](#)[\[12\]](#)

Voting

All motions shall require for adoption a majority vote of those school directors present and voting, except as provided by statute or Board procedures.

All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another school director.

Special Voting Requirements –

**Indicates actions for which the minutes also must reflect how each school director voted.*

1. Actions requiring the unanimous affirmative vote of all members of the Board remaining in office:

- a. Appoint as Board Secretary a former school director who has resigned, before the expiration of the term for which the member was elected.*[\[16\]](#)[\[17\]](#)
 - b. Appoint as solicitor a former school director who has resigned, before the expiration of the term for which the director was elected.*[\[16\]](#)[\[17\]](#)
2. Actions requiring the affirmative votes of two-thirds of the full membership of the Board:
 - a. Transferring, during the first three (3) months of the fiscal year, budgeted funds set apart or appropriated to a particular item of expenditure.*[\[17\]](#)[\[18\]](#)[\[19\]](#)
 - b. Adding or increasing appropriations to meet an emergency or catastrophe.*[\[17\]](#)[\[19\]](#)
 - c. Hiring as a teacher a former school director who has resigned, before the expiration of the term for which the director was elected.*[\[16\]](#)[\[17\]](#)
 - d. Conveying land or buildings to certain charities or other public agencies without following prescribed valuation procedures or with more favorable financing.*[\[17\]](#)[\[20\]](#)
 - e. Incurring temporary debt (non-emergency).*[\[19\]](#)[\[22\]](#)
 - f. Dismissing a tenured professional employee after a hearing.*[\[17\]](#)[\[23\]](#)
 - g. Borrowing in anticipation of current revenue.*[\[17\]](#)[\[24\]](#)
3. Actions requiring the affirmative votes of two-thirds of those voting in the presence of a quorum:
 - a. Incurring temporary debt to meet an emergency or catastrophe.*[\[17\]](#)[\[19\]](#)
 - b. Adopting or changing textbooks without the recommendation of the Superintendent.*[\[17\]](#)[\[25\]](#)
4. Actions requiring the affirmative votes of a majority of the full membership of the Board:
 - a. Fixing the length of the school term.*[\[17\]](#)
 - b. Adopting textbooks recommended by the Superintendent.*[\[17\]](#)[\[26\]](#)
 - c. Appointing the district Superintendent and Assistant Superintendent(s).*[\[17\]](#)[\[27\]](#)[\[28\]](#)
 - d. Appointing teachers and principals.*[\[17\]](#)
 - e. Adopting the annual budget.*[\[17\]](#)[\[29\]](#)
 - f. Appointing tax collectors and other appointees.*[\[17\]](#)[\[30\]](#)[\[31\]](#)
 - g. Levying and assessing taxes.*[\[17\]](#)[\[32\]](#)
 - h. Purchasing, selling, or condemning land.*[\[17\]](#)
 - i. Locating new buildings or changing the location of old ones.*[\[17\]](#)
 - j. Creating or increasing any indebtedness.*[\[17\]](#)
 - k. Adopting planned instruction.[\[17\]](#)[\[33\]](#)
 - l. Establishing additional schools or departments.*[\[17\]](#)
 - m. Designating depositories for school funds.*[\[17\]](#)[\[34\]](#)[\[35\]](#)

- n. Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.*[\[17\]](#)[\[19\]](#)
- o. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to bid requirements).*[\[17\]](#)[\[36\]](#)
- p. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.*[\[17\]](#)
- q. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.*[\[17\]](#)
- r. Dismissing, after a hearing, a Superintendent, Assistant Superintendent or non-tenured teacher.*[\[17\]](#)[\[37\]](#)[\[38\]](#)
- s. Determining the location and amount of any real estate required by the school district for school purposes.*[\[17\]](#)[\[39\]](#)
- t. Vacating and abandoning property to which the Board has title.*[\[17\]](#)[\[40\]](#)
- u. Appointing a school director to fill a vacancy on the Board.*[\[17\]](#)[\[41\]](#)
- v. Calling a special meeting when the President has failed to do so after written request of three (3) members of the Board.[\[5\]](#)
- w. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.[\[42\]](#)
- x. Adopting, amending or repealing Board procedures and policy.[\[43\]](#)
- y. Combining or reorganizing into a larger school district.[\[44\]](#)
- z. Adopting a corporate seal for the district.[\[45\]](#)

Abstention from Voting

A school director shall be required to abstain from voting when the issue involves either one of the following:

1. Conflict of interest under the Ethics Act.[\[46\]](#)[\[47\]](#)[\[48\]](#)

Prior to the vote being taken, the school director shall verbally disclose the nature of the conflict in public, and shall also provide the Board Secretary with a written memorandum stating the nature of the conflict, which shall be attached to the Board minutes as a public record.

Conflict of interest - use by a public official of the authority of their office or any confidential information received through holding public office for the private pecuniary benefit of the public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated. The term does not include an action having a de minimis economic impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated.[\[46\]](#)

De minimis economic impact – an economic consequence which has an insignificant effect. [\[46\]](#)

Immediate family – parent, spouse, child, brother or sister. [\[46\]](#)

Business with which associated – any business in which the person or a member of the person's immediate family is a director, officer, owner, employee or has a financial interest. [\[46\]](#)

2. Relative recommended for appointment to or dismissal from a teaching position. [\[23\]](#)[\[49\]](#)

Relative – father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.

The Board is encouraged to seek the guidance of the district solicitor or the State Ethics Commission for questions related to conflict of interest. [\[47\]](#)[\[48\]](#)

Minutes

The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all **open** Board meetings. Said minutes shall be comprehensible and complete and shall show: [\[50\]](#)[\[51\]](#)

1. Date, place, and time of the meeting.
2. Names of school directors present.
3. Presiding officer.
4. Substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken. [\[52\]](#)
7. Names of all residents who appeared officially and the subject of their testimony.
8. Any matter added to a posted agenda, including the substance of the matter, the announced reason and the recorded vote, where applicable. [\[9\]](#)[\[11\]](#)

The Board Secretary shall provide each school director with a copy of the minutes of the last meeting prior to the next regular meeting. [\[1\]](#)

The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary. [\[53\]](#)

Notations and any tape or audiovisual recordings shall not be the official record of an open Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the district's records retention schedule. [\[1\]](#)[\[54\]](#)[\[55\]](#)

Recess/Reconvene

The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy. [\[8\]](#)[\[9\]](#)[\[56\]](#)

Executive Session

The Board may hold an executive session, which is not an open meeting, before; during; at the conclusion of an open meeting; or at some other time. The presiding officer shall announce the

reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session. [\[13\]](#)[\[15\]](#)[\[57\]](#)

The Board may discuss the following matters in executive session:

1. Employment issues.
2. Labor relations.
3. Purchase or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.
5. Matters that must be conducted in private to protect a lawful privilege or confidentiality.
6. School safety and security, of a nature that if conducted in public, would: [\[15\]](#)
 - a. Be reasonably likely to impair the effectiveness of school safety measures.
 - b. Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility or information storage system.

Official actions based on discussions held in executive session shall be taken at an open meeting.

Work Sessions

The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with Board procedures. [\[2\]](#)[\[56\]](#)

A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by school directors. Public notice of the meeting shall be made in accordance with Board procedures.

The Board Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with Board procedures. [\[8\]](#)[\[9\]](#)[\[56\]](#)

Committee Meetings

Standing committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by members of the committee. [\[8\]](#)[\[9\]](#)[\[56\]](#)

A majority of the total membership of a committee shall constitute a quorum.

Unless held as an executive session, standing committee meetings shall be open to the public, other school directors, and the Superintendent. [\[2\]](#)

A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of an area under discussion.



Book	Board Policy Manual
Section	300 Employees
Title	HIV Infection
Code	314.1
Status	
Legal	1. 35 P.S. 7603 2. 24 P.S. 510 3. Pol. 334- Sick Leave 4. Pol. 335 - Family and Medical Leave 5. Pol. 339 - Uncompensated Leave 6. Pol. 348 - Unlawful Harassment 7. Pol. 104 - Discrimination/Title IX Sexual Harassment Affecting Staff 8. 35 P.S. 7607 35 P.S. 7601 et seq

Purpose

The Board is committed to providing a safe, healthy environment for its students and employees and adopts this policy to safeguard the health and well-being of students and employees while protecting the rights of the individual. This policy shall apply to all administrative, professional and classified staff employed by the district.

Definitions

AIDS - Acquired Immune Deficiency Syndrome. [\[1\]](#)

HIV Infection - refers to the disease caused by the HIV or human immunodeficiency virus.

Infected employee - refers to district employees diagnosed as having the HIV virus, including those who are asymptomatic.

Authority

The Board directs that the established Board policies and procedures and administrative regulations relative to illnesses among district employees shall also apply to infected employees. [\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The Board shall not require routine screening tests for HIV Infection in the school setting, nor will such tests be a condition for employment.

Delegation of Responsibility

The Superintendent or designee shall be responsible for developing and releasing information concerning infected employees.

All district employees shall maintain a respectful working climate and shall not participate in physical or verbal harassment of any individual or group, including infected employees.[6]

Building principals shall notify district employees, students and parents/guardians about current Board policies concerning HIV Infection and shall provide reasonable opportunities to discuss the policy and related concerns.

Infected employees whose employment is interrupted or terminated shall be entitled to available medical leave and medical disability benefits. Such employees shall be informed by the appropriate administrator of benefits, leave, and alternatives available to them through state and federal laws, Board policies, collective bargaining agreements, individual contracts and the retirement system.
[7][3][4][5]

Guidelines

Confidentiality

District employees with knowledge of an infected employee's condition shall not disclose that information without prior written consent of the employee, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act. [8]

Infection Control

Universal precautions shall be followed for exposure to bodily fluids. Employees shall treat all body fluids as hazardous and follow universal precautions.

The school district shall maintain reasonably accessible equipment and supplies necessary for infection control.

Employees shall notify the school nurse of all incidents of exposure to bodily fluids.

Staff Development

The district shall provide opportunities for employees to participate in in service education on HIV Infection.

Designated district employees may receive additional, specialized training appropriate to their positions and responsibilities.



Book	Board Policy Manual
Section	300 Employees
Title	Political Activities
Code	321
Status	
Legal	1. 24 P.S. 510

Authority

The Board recognizes and encourages the right of administrative, professional and classified employees, as citizens, to engage in political activity. However, district time, resources, property or equipment, paid for by taxpayers, may not be used for political purposes by district employees when performing assigned duties.

Employees shall not engage in political activities during assigned work hours on property under the jurisdiction of the Board.[\[1\]](#)

The following situations are exempt from the provisions of this policy:

1. Discussion and study of politics and political issues when applicable to the curriculum and appropriate to classroom studies.
2. Conduct of student elections and connected campaigning.
3. Conduct of employee representative elections.



Book	Board Policy Manual
Section	300 Employees
Title	Professional Development
Code	333
Status	
Legal	1. 24 P.S. 517 2. 24 P.S. 1205.1 3. 24 P.S. 1205.2 4. 24 P.S. 1144 5. 24 P.S. 1151 6. 22 PA Code 4.13 7. 22 PA Code 49.16 8. Pol. 100 - Comprehensive Planning 9. 24 P.S. 1205.5 10. 24 P.S. 1217 11. 22 PA Code 49.17 24 P.S. 1205.6 Pol. 806 - Child Abuse

Authority

Continuing professional study and inservice training for administrative, professional and classified employees are prerequisites for professional development, enhanced ability to complete responsibilities and maintaining certification.

The Board directs district employees to further their professional and personal advancement through graduate study, inservice training, conference attendance and professional development activities.

[\[1\]](#)[\[2\]](#)[\[3\]](#)

Guidelines

Graduate/Special Courses

Only courses of study that are preapproved shall be eligible for reimbursement by the district or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required.

Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan or an individual contract, or collective

bargaining agreement.

All eligible employees shall submit annually a record and description of the attainment of approved credits to the Superintendent.

Approved graduate study or special courses/programs may be of sufficient advantage to the district to warrant an increase in an employee's annual salary, upon documentation of satisfactory completion. Such an increase will be in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution. [\[4\]](#)[\[5\]](#)

Induction Plan

The district shall comply with Department of Education requirements when developing and maintaining an induction plan for first-year teachers, long-term substitutes hired for a position for forty-five (45) days or more, educational specialists and teachers new to the district. The district shall develop and submit the induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the district's administrative offices and the district's website for a minimum of twenty-eight (28) days. [\[6\]](#)[\[7\]](#)[\[8\]](#)

Induction Program for School System Leaders

School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time. [\[9\]](#)[\[10\]](#)

School system leaders include principals, vice-principals, assistant principals, Assistant Superintendent, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate. [\[9\]](#)

Professional Education Plan

The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members. [\[2\]](#)[\[11\]](#)

The district shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the district and its certificated administrative and professional employees; specify approved courses, programs, activities and learning experiences; and identify approved providers. Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the district's administrative offices and the district's website for a minimum of twenty-eight (28) days. [\[2\]](#)[\[6\]](#)[\[11\]](#)[\[8\]](#)

The Board shall ensure an annual review of the district's professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the district, employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education. [\[2\]](#)

The Board may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan. [\[3\]](#)

If the district assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education

plan. [\[3\]](#)