

**UPPER ST. CLAIR BOARD OF SCHOOL DIRECTORS
REGULAR BOARD MEETING**

**MONDAY, OCTOBER 22, 2018 - 7:00 PM
CENTRAL OFFICE BOARD ROOM**

**6:15 PM - EXECUTIVE SESSION - PERSONNEL, LEGAL AND
SAFETY/SECURITY MATTERS**



Customizing Learning,
Nurturing Potential...
Delivering Excellence

Notice having been advertised and posted and members duly notified, the regular meeting of the Board of School Directors was held on October 22, 2018 in the Central Office Board Room.

School Board Members in attendance:

Mrs. Amy L. Billerbeck, President
Mrs. Barbara L. Bolas, Vice President
Mrs. Jennifer L. Bowen
Mr. Phillip J. Elias
Dr. Daphna Gans
Mr. Patrick A. Hewitt
Mr. Dante R. Plutko, Jr.

School personnel in attendance:

Dr. John T. Rozzo, Superintendent of Schools
Dr. Sharon Suritsky, Assistant/Deputy Superintendent
Mr. Scott P. Burchill, Director of Business & Finance
Dr. Judith Bulazo, Director of Curriculum & Professional Development
Mr. Ray Carson, Director of Human Resources
Mrs. Amy Pfender, Director of Student Support Services
Mr. Brad Wilson, Supervisor of Customized & On-Line Learning
Mrs. Mary Ann Stabile, Stenographer
Mr. Robert Prorok, Solicitor

CALL TO ORDER/PLEDGE OF ALLEGIANCE (Billerbeck)

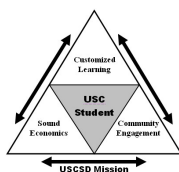
Mrs. Billerbeck called the meeting to order at approximately 7:00 p.m.

STAR SPANGLED BANNER (Malorie Glancy)

High school student Malorie Glancy sang the Star Spangled Banner. Erin Lang and Malorie, dressed in Madrigal Dinner attire, distributed invitations to the school board members and administrators to attend the Madrigal Dinner on Saturday, November 17 at Westminster Presbyterian Church at 5:30 pm.

READING OF THE MISSION

Mr. Plutko read the following School District Mission Statement:



Developing lifelong learners and responsible citizens for a global society is the mission of the Upper St. Clair School District, served by a responsive and innovative staff who in partnership with the community provides learning experiences that nurture the uniqueness of each child and promotes happiness and success.

SHARED BELIEF STATEMENT #12 FROM STRATEGIC PLAN

Dr. Gans read the following Shared Belief Statement #12 from the Strategic Plan:

We believe that:

Exposure to a balanced curriculum, including academics, arts, and athletics, expands the human experience and allows each student to discover his or her own particular interests and abilities.

RESIDENTS' COMMENTS (REGARDING AGENDA ITEMS ONLY)

Note: As per Guidelines for Residents' Comments, please state your name and address and limit your comments to three minutes.

There were no residents' comments at this time.

REPORT FROM STUDENT BOARD REPRESENTATIVES (Rebecca Speer and Gabriella Spina)

Gabriella Spina, student board representative, reported on various activities at the high school.

RECOGNITION OF SERVICE (Rozzo)

PAMELA RENDER, HIGH SCHOOL TEACHER AIDE

Mrs. Pamela Render, High School Teacher Aide, was recognized for her years of dedication and service to the school district. Mrs. Render was hired as a teacher aide in August 1993. During her tenure she worked at Baker Elementary, Boyce Middle School and the High School as a teacher aide and health room aide. She retired at the end of the 2017-18 school year after 25 years of service.

Mrs. Render thanked the Board for the recognition. She stated that she had a wonderful career with the school district, shared a story, and commented that she will miss the staff and students.

PRESENTATION REGARDING PARKWAY WEST CAREER & TECHNOLOGY CENTER (Darby Copeland, Executive Director; Brock Snedeker, Assistant Director/Principal; Fred McGivern, Supervisor/Assistant Principal)

Dr. Rozzo stated that every two years Dr. Copeland and his staff attend a school board meeting to share information regarding the Parkway West Career & Technology Center and thanked Dr. Copeland, Mr. Snedeker, and Mr. McGivern for attending this evening.

Dr. Rozzo commented that he recently had an opportunity to attend his first superintendents' meeting at Parkway West and he was very impressed with the facility and the terrific work that the administration and staff are doing preparing the students for their careers. He noted that in the spring that Dr. Copeland and his team would be visiting the middle school students to share information with them regarding the Parkway West facility and courses of study.

Dr. Copeland, Mr. Snedeker, and Mr. McGivern shared a PowerPoint presentation that included information regarding facts about Parkway West, the career majors that are offered, the Parkway West and USC student demographic profiles, and programs that are on the horizon.

Mrs. Billerbeck thanked the team for their presentation and commended the Parkway West administration and staff for the excellent education that they provide to the high school students.

APPROVAL OF AGENDA (Billerbeck)

MOTION: By Elias: I move that the Board approve the agenda as presented. Seconded by Bowen, and carried on unanimous voice vote.

APPROVAL OF MINUTES

MOTION: By Bolas: I move that the Board approve the minutes of the September 24, 2018 Board meeting. Seconded by Plutko, and carried on unanimous voice vote.

SUPERINTENDENT’S REPORT (Rozzo)

APPROVAL OF COMMENDATIONS & RECOGNITIONS - ATTACHED

Dr. Suritsky read the Commendations & Recognitions.

MOTION: By Hewitt: I move that the Board approve the Commendations & Recognitions AS ATTACHED. Seconded by Bolas, and carried on unanimous voice vote.

APPROVAL OF RESOLUTION REGARDING STAFFING

MOTION: By Bowen: The Superintendent recommends and I move that the Board approve the following resolution regarding staffing. Seconded by Plutko, and carried on unanimous roll call vote.

The District staff be decreased by the following position:
.75 High School Secretary (Athletics)

The District staff be increased by the following position:
1.00 - High School Head Secretary (Athletics)

BUSINESS & FINANCE (Burchill)

REVIEW OF 2017-18 PRELIMINARY FINANCIAL STATEMENTS

Mr. Burchill presented a review of the 2017-18 preliminary financial statements. He explained that the revenues exceed the expenditures by \$1.7 million due to earned income tax growth and an increase in real estate transfer taxes. Mr. Burchill stated that as a result the fund balance will improve from 3.82% of the budget to 4.8% of the budget. He noted that \$1,000,000 has been assigned to the liability for post-employment benefits and \$300,000 for safety and security. Mr. Burchill commented that the auditors will share a presentation at a meeting in November.

FIRST READING OF REVISIONS TO POLICY #6020 - STUDENT WELLNESS - ATTACHED

Mr. Burchill presented a first reading of revisions to Policy #6020 – Student Wellness AS ATTACHED. He noted that wording was added to the policy in response to a board member’s suggestion that a member from the Parent Teacher Council be included on the Wellness Committee.

CONSENT AGENDA

MOTION: By Gans: The Committee recommends and I move that the Board approve the following Consent Agenda items, subject to final approval by the Superintendent and Solicitor, AS ATTACHED TO THE PERMANENT RECORD OF THE MINUTES OF THIS MEETING. Seconded by Bolas, and carried on majority roll call vote. (Mr. Plutko voted nay.)

- a. **APPROVAL OF PERSONNEL LISTING (Rozzo/Carson) - ATTACHED**

Approve the Personnel Listings, pending receipt of all paperwork and required clearances, AS ATTACHED.
- b. **APPROVAL OF REVISIONS TO POLICY #4006.1 - ENGLISH AS A SECOND LANGUAGE INSTRUCTION (Pfender) - ATTACHED**

Approve revisions to Policy #4006.1 - English as a Second Language Instruction AS ATTACHED.
- c. **APPROVAL OF REVISIONS TO POLICY #6011 - CHILD-STUDENT ABUSE POLICY (Pfender) - ATTACHED**

Approve revisions to Policy #6011 - Child-Student Abuse Policy AS ATTACHED.
- d. **APPROVAL OF CONTRACT FOR APPLIED BEHAVIOR ANALYTIC THERAPY AND SERVICES (Suritsky)**

Approve the Contract with Pittsburgh Applied Behavior Analytic Therapies and Services, LLC to provide a school based functional behavioral assessment and summary reports of data-based conclusions and recommendations for a student.
- e. **APPROVAL OF CONTRACT FOR CONVERSION DISORDER TRAINING WITH THE CHILDREN'S INSTITUTE (Suritsky)**

Approve the Contract with The Children's Institute to provide conversion disorder training for staff members.
- f. **APPROVAL OF TITLE I NON-PUBLIC SCHOOL CONTRACT WITH ALLEGHENY INTERMEDIATE UNIT (Bulazo)**

Approve the Title I Non-Public School Contract with the Allegheny Intermediate Unit for the 2018-19 school year.
- g. **APPROVAL OF AMENDMENT TO POWERSCHOOL AGREEMENT TO INCLUDE TALENTED RECRUITING SOFTWARE (Carson)**

Approve an amendment to the existing agreement with PowerSchool (Contract No. 2734) and implement the TalentEd Recruiting Software solution (thus permanently ending the eFinance PLUS HR module work), the term of the agreement for three years with no impact to the current school year budget.
- h. **APPROVAL OF TREASURER'S REPORT - 10-8-18 INCLUDING SUPPLEMENTAL REPORT - 10-22-18**

Approve the Treasurer's Report, including approved total of Bill List and Check File Listing as follows:

Fund 10 (General Fund) - \$2,436,313.40
 Fund 31 (Capital Reserve Fund) - \$93,880.00
 Fund 36 (Construction Fund) - \$866,572.28
 Fund 50 (School Lunch Fund) - \$179,599.78

i. APPROVAL OF LEASE AGREEMENT WITH COMMUNITY COLLEGE OF ALLEGHENY COUNTY AND ALLEGHENY INTERMEDIATE UNIT

Approve the Lease Agreement with Community College of Allegheny County and Allegheny Intermediate Unit effective August 16, 2018 through August 15, 2022.

j. APPROVAL OF TRANSPORTATION CONTRACT WITH FIRST STUDENT

Approve the Transportation Contract with First Student, Inc. to provide student transportation services.

k. APPROVAL OF STUDENT SPECIAL EDUCATION AGREEMENT FOR 2018-19 SCHOOL YEAR (Rozzo/Pfender)

Approval of Student Special Education Agreement for 2018-19 school year.

APPROVAL OF CHANGE ORDERS FOR CAPITAL PROJECTS

MOTION: By Elias: I move that the Board approve the following change orders for Capital Improvements at High School and Boyce. Seconded by Bolas, and carried on unanimous roll call vote.

<u>Change Order No.</u>	<u>Vendor</u>	<u>Amount</u>
GC-002	Walter Mucci Construction Co., Inc.	(\$84,260.30)
PC-005	Tedesco Excavating & Paving, Inc.	\$20,577.00
EC-002	A-1 Electric, Inc.	\$ 4,490.00

COMMITTEE REPORTS

Mrs. Bowen reported that the Youth Steering Committee held their first youth event of the school year for middle school students with 185 students attending. She also announced that the next Youth Steering Committee would be held on the 2nd Wednesday of November at the Community & Recreation Center.

ANNOUNCEMENT REGARDING EXECUTIVE SESSION

Mrs. Billerbeck announced that an executive session was held on the following date:

October 22, 2018 – Personnel, Legal and Safety/Security Matters

MATTERS OF INFORMATION - SUPERINTENDENT & ADMINISTRATION

REPORT FROM HALLS OF FAME/HOMECOMING - OCTOBER 12

Dr. Rozzo reported that ten individuals were inducted into the Halls of Fame on October 12. He commented regarding how impressive it is to hear the alumni talk about their careers and the influence that the schools and the community had on their successful futures. Dr. Rozzo thanked everyone who was involved in the planning and coordination of the event.

REPORT FROM PSBA SCHOOL LEADERSHIP CONFERENCE - OCTOBER 17-19

Mrs. Bolas and Mr. Plutko shared information regarding a number of the speakers from the PSBA School Leadership Conference. Mrs. Billerbeck commented regarding the session she attended on the subject of resilience.

- **EDUCATIONAL SESSION - PRIVATE FUNDING: ENGAGE SUPPORTERS, RAISE MONEY AND TRANSFORM YOUR DISTRICT (Amy Billerbeck, Sharon Suritsky, Mark Miller and Sheila Gorgonio)** – Dr. Suritsky stated that approximately 75 individuals attended the session that USC administrators presented at the conference. She commented that many individuals were very interested in hearing more information regarding the Professional Learning Communities shared by Mr. Miller.
- **PUBLIC EDUCATION EXCELLENCE FAIR - PEER TUTORING: PROMOTING SUCCESS AND RELATIONSHIPS BETWEEN MIDDLE AND HIGH SCHOOL STUDENTS (Tanya Chothani, Gordon Mathews, High School Students)** – Dr. Rozzo stated that high school staff and students participated in the Education Excellence Fair and shared information regarding their peer tutoring program. He noted that the group would be sharing their presentation at the November 19 Board meeting.
- **PSBA VOTING DELEGATES (Barbara Bolas, Dante Plutko)** – Mr. Plutko and Mrs. Bolas shared information regarding the PSBA Voting Delegate Assembly that they attended representing the USC Board.

VETERANS DAY OBSERVANCE AT USC VETERANS PARK - NOVEMBER 12 @ 10:00 AM

Dr. Rozzo announced that the Veterans Day observance at the USC Veterans Park would be held on Monday, November 12 at 10:00 a.m.

BOARD DINNER WORKSHOP (SAFETY & SECURITY) – DECEMBER 3 @ 5:15 PM

Dr. Rozzo stated that the Board dinner workshop on the subject of safety and security would be held at 5:15 pm on December 3 prior to the Board Reorganization Meeting.

UPDATE ON BOARD GOALS WORKSHOP – DECEMBER 8 & DECEMBER 15

Dr. Rozzo reminded Board members to let Mrs. Stabile know which date worked better for their schedule for the Board Goals Workshop – December 8 or December 15.

PTC SUPERINTENDENT OPEN MIC (BOYCE THEATRE) - DECEMBER 17 @ 7:00 PM

Dr. Rozzo announced that the Parent Teacher Council Superintendent Open Mic would be held on Monday, December 17 at 7:00 pm at the Boyce Theatre. (The Superintendent Open Mic has since been moved to Wednesday, December 5.)

ADJOURNMENT

It was moved, seconded, and carried on unanimous voice vote that the meeting adjourn at approximately 8:23 p.m.

Amy L. Billerbeck, President
BOARD OF SCHOOL DIRECTORS

Scott P. Burchill, Secretary
BOARD OF SCHOOL DIRECTORS

Submitted by: Mary Ann L. Stabile
School Board Stenographer

COMMENDATIONS AND RECOGNITIONS
OCTOBER, 2018

High School

Congratulations are extended to the following Upper St. Clair High School seniors who were recently named Commended Students in the 2019 National Merit Scholarship Competition:

Brooke Christiansen
Nicholas Devlin
Miles Friedman
Mattigan Fultineer
Arushi Khaitan
Jacqueline LeKachman
Mallika Matharu
Caroline McDonough
Anh-Duy Nguyen
Ritik Parmar
Neha Patel
Hridhay Reddy
Vikram Reddy
Tushar Roy
Lauren Wholey
Aochen Zhang

Congratulations to the following students who auditioned and were accepted into the 2018 PMEA District 1 Honors Band:

Phoebe Chen - Flute
Henry Zou - Oboe
Anna Cancilla - Clarinet
Rick Sen - Trumpet
Justin Pacella - Euphonium
Shane Bowman - Percussion
Steven Halpner - Percussion
Nick Pacella – Percussion

Congratulations to the following students who auditioned and were accepted into the PMEA Honors Orchestra Festival:

Paige Copenhaver - Viola
Joe Phillips - Cello
Mallika Matharu - Cello
Jason Zhang - Violin
Veronica Zhang – Violin

Four Upper St. Clair students were selected to this year's Honors Choir, which will be held October 26-27, at Baldwin-Whitehall High School. Vocalists include:

Maddie Bruno - Soprano 2
Kaitlyn Clougherty - Alto 1
Eliza Glunt - Soprano 1
Anna Gresh - Alto 2

Middle School

Boyce Middle School has been recognized as a Title I Distinguished School in the 2018-2019 school year by the Pennsylvania Department of Education, Division of Federal Programs. Each year, the Division of Federal Programs honors the top performing Title I schools in Pennsylvania using two designations: Reward for High Achievement and Reward for High Progress.

Boyce Middle School will be honored as a 2018-19 Distinguished Title I School during the 2019 Title 1 Improving Schools' Performance Conference on January 13-16, 2019, at the Sheraton Station Square.

6020 Student Wellness

Purpose

The Upper St. Clair School District School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness through proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Authority

The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations.

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

- A comprehensive nutrition program consistent with federal and state requirements.
- Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
- Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
- Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

Delegation of Responsibility

The Superintendent or designee shall be responsible for the implementation and oversight of this policy to ensure each of the district's schools, programs and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations.

Each building principal or designee shall annually report to the Superintendent or designee regarding compliance in his/her school.

Staff members responsible for programs related to school wellness shall report to the Superintendent or designee regarding the status of such programs.

The Superintendent or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as

part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:

- The extent to which each district school is in compliance with law and policies related to school wellness.
- The extent to which this policy compares to model wellness policies.
- A description of the compliance made by the district in meeting the requirements of this policy.

At least once every three (3) years, the district shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.

The district shall annually communicate with the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy via the district website, student handbooks, newsletters, District annual report, posted notices and/or other efficient communication methods.

Guidelines

Recordkeeping

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:

- The written School Wellness policy.
- Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
- Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the district to inform the public of their ability to participate in the review.
- Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

Wellness Committee

The district shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher, Parent Teacher Council member and member of the public. It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness policy that complies with law to recommend to the Board for adoption.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.

Nutrition Education

The goal of nutrition education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with State Board of Education curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.

Nutrition education lessons and activities shall be age-appropriate.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs and shall include:

- Consistent nutrition messages shall be disseminated and displayed throughout the district, schools, classrooms, cafeterias, homes, community and media.
- District schools shall offer resources about health and nutrition to encourage parents/guardians to provide healthy meals for their children.
- Nutrition content of school meals shall be available to students and parents/guardians. An annual notification will be included with the back-to-school information.

Physical Activity

The district shall promote physical activity through the following:

- Age-appropriate physical activity opportunities, such as outdoor and indoor recess, before and after school programs, during lunch, clubs, intramurals and interscholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education.
- A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.
- Students and their families shall be encouraged to utilize district-owned physical activity facilities, such as playgrounds and fields, outside school hours in accordance with established district rules.

Physical Education

Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity. Physical education shall be taught by certified health and physical education teachers.

A sequential physical education program consistent with State Board of Education curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented.

A local assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards.

Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.

Safe and adequate equipment, facilities and resources shall be provided for physical education courses.

Other School Based Activities

Safe drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.

Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal

regulations.

District schools may implement alternative service models to increase school breakfast participation where possible, such as breakfast served in the classroom, "grab & go breakfast" and breakfast after first period to reinforce the positive educational, behavioral and health impacts of a healthy breakfast.

Students may be involved in menu selections through various means, such as taste testing and surveys.

Nutrition Guidelines for All Foods/Beverages at School

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.

Competitive Foods -

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, school campus means any area of property under the jurisdiction of the school that students may access during the school day.

For purposes of this policy, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.

Food Fundraiser Exemptions -

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless approved by exemption.

Exempt fundraisers are fundraisers in which competitive foods are available for sale to students

that do not meet the Smart Snacks in School nutrition standards.

The Pennsylvania Department of Education allows each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. The district will not permit exempt food fundraisers during school hours in the elementary and middle school buildings. The district will allow up to three (3) exempt fundraisers at the high school each school year. High school administration will oversee and maintain compliance in accordance with this policy.

Non-Sold Competitive Foods -

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district. Students/Parents should refer to their school handbook for specific information.

Marketing/Contracting

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.

Implemented: July 1, 2006

Revised: January, 2009

Revised: November 19, 2018

PERSONNEL LISTINGS

DATE: October 22, 2018

Board Meeting

Professional Staff – Elections

Name	Location	Assignment	Effective	Salary
Tissue, Gabriella	Streams	Special Ed Teacher (Long-term Substitute for E. Dyer) 10-3-18 through <u>2-6-19</u>	10-3-18	\$49,500 (pro-rated)

Professional Staff – Leave of Absence

Name	Location	Assignment	Type of Leave	Leave Dates
Morgan, Kelsey	Eisenhower	Special Ed Teacher	Personal Leave	Anticipated leave dates 11-26-18 through 3-8-19

Professional Staff – Change of Hire Date

Name	Location	Assignment	Hire Date From	Hire Date To
Magill, Kathryn	Central Office	.5 School Psychologist (Temporary Professional Employee)	To Be Determined	9-27-18
Pascarella, Kelly	Boyce	1.0 Elementary Teacher (Professional Employee)	To Be Determined	10-4-18

Professional Staff – Change of Status (Long-term Assignment Dates)

Name	Location	From	To
Toras, Alexandra	High School	Family & Consumer Science Teacher (Long-term Substitute for N. Colella) anticipated dates 10-8-18 through last day of teacher responsibility for the 2018-2019 school year	Family & Consumer Science Teacher (Long-term Substitute for N. Colella) 9-21-18 through last day of teacher responsibility for the 2018-2019 school year

Professional Staff – Change of Status (Leaves)

Name	Location	Assignment	From	To
Colella, Nikki	High School	Family & Consumer Science Teacher	Personal Leave Anticipated leave dates 10-8-18 through 1-21-19	Personal Leave 9-24-18 through 1-21-19
Colella, Nikki	High School	Family & Consumer Science Teacher	Sabbatical Leave for Professional Development Anticipated dates 2 nd semester 2018-2019 school year	Sabbatical Leave for Professional Development
Covelli, Jaclyn	Baker	Elementary Teacher	Personal Leave Anticipated dates 9-19-18 through 1-30-19	Personal Leave 9-20-18 through 1-30-19
Dyer, Emily	Streams	Special Ed Teacher	Personal Leave Anticipated dates 10-15-18 through 2-27-19	Personal Leave 9-25-18 through 1-30-19

Classified Staff – Change of Status

Name	From	To	Effective
Murray, Kristina	Sub Nutrition Center Worker at \$10.00/hr	Ft. Couch Part Time Nutrition Center Worker at 12.03/hr	10-23-18
St. Cyr, Gwendaline	Streams Part Time Nutrition Center Worker at \$12.53/hr	Streams Part Time Nutrition Center Worker (Cook) at \$13.03/hr	10-26-18
Stile, Elizabeth	Sub Nutrition Center Worker at \$10.00/hr	Streams Part Time Nutrition Center Worker \$12.03/hr	10-26-18

Classified Staff – Leave of Absence

Name	Location	Assignment	Type of Leave	Leave Dates
Kearns, Maureen	High School	Part Time Nutrition Center Worker	Personal Leave	Return to Work 10-4-18
Leonard, Deborah	High School / Streams	Health Room Aide	Personal Leave	Beginning 10-15-18
Rudge, Leo	High School	Maintenance Technician	Personal Leave	9-7-18 through 9-20-18
Stringe, Tracey	High School	Secretary	Personal Leave	9-7-18 through 10-2-18

Classified Staff – Retirement

Name	Location	Assignment	Notification Date	Last Date Worked
Garris, Elizabeth	Streams	Part-time Nutrition Center Worker (Cook)	10-16-18	10-25-18
Stuckert, Georgeann	High School	1.0 Teacher Aide	10-4-18	11-2-18

District Substitute List – ADDITIONS

Professional:

Name	Type of Substitute	Effective
Dapper, Melissa	Grades PK-4, Grades 5-6, & Reading Specialist PK-12	10-10-18
Kohnfelder, Natalie	Social Studies 7-12	9-27-18
Mittelman, Bethany	English 7-12	10-16-18
Sparico, Trina	Elementary K-6	10-17-18

Classified:

Name	Type of Substitute	Effective
Blodgett, Christine	Nutrition Center Worker	10-15-18
DeIulii, Anne	Secretary/Aide/Attendant	10-11-18
Murphy, Jennifer	Nutrition Center Worker and Secretary/Aide/Attendant	10-1-18
Murray, Kristina	Nutrition Center Worker	9-27-18
Powell, John	Custodian	10-18-18
Sibert, Jessica	Secretary/Aide/Attendant	11-1-18
Sparico, Trina	Secretary/Aide/Attendant	10-17-18
Stuckert, Georgeann	Secretary/Aide/Attendant	3-8-19

Other:

Name	Type of Substitute	Effective
Kappeler, Cindy	Bus Driver	10-18-18

District Substitute List – DELETIONS

Professional:

Name	Type of Substitute	Effective
Buchta, Taylor	Art K-12, Social Studies 7-12	10-8-18
Cooney, Ian	Social Studies 7-12	9-24-18
Defilippo, Joseph	Health & Phys Ed K-12	10-8-18
Harris, Jordan	Program Spec ESL, Spanish	9-24-18
Kowalo, Kayla	English 7-12	9-27-18
Librera, Kiera	Social Studies 7-12	9-24-18
Zwirn, Allie	Grades PK-4 and 5-6	10-18-18
Wilson, Kristen	Elementary K-6	9-24-18

Other:

Name	Type of Substitute	Effective
Chandler, Eric	School Police	9-27-18
Komorowski, Adam	School Police	9-27-18

Extra-Curricular Activities – New Appointments (2018-2019 School Year)

Name	Position	Salary
*Binkley, Michael	Assistant Theater Technician	\$ 750
Dabruzzo, Joseph	Assistant Varsity Boys Basketball Coach	\$5,000
*Delmastro, Corey	Volunteer Assistant Wrestling Coach	\$0
Dietrich, Tom	Varsity Rifle Coach	\$4,500
*Froelich, Keith	Assistant 9 th Grades Boys Basketball Coach	\$2,700
Gaither, Mark	Volunteer Boys Varsity Basketball Coach	\$0
Harbison, Jordan	Volunteer Boys Varsity Basketball Coach	\$0
Hays, Victor	Volunteer Assistant 9 th Grade Soccer Coach	\$0
Imblum, Greg	Fall Play Technical Director	\$1,500
McElhinny, Evan	Volunteer Girls Varsity Volleyball Coach	\$0
McClester, Brandon	Assistant Varsity Boys Basketball Coach	\$5,000
Poleski, Shannon	Assistant Co-Ed Swimming Coach	\$1,100
Prager, Elizabeth	Assistant Co-Ed Swimming Coach	\$2,000
Tilley, Andrew	Assistant Middle School Wrestling Coach	\$1,250
*Wagner, Greg	Volunteer Winter Track Coach	\$0
Williams, Gavin	Volunteer Boys Varsity Basketball Coach	\$0
*Yonker, Clayton	Robotics Club Sponsor	\$1,000

Extra-Curricular Activities – Re-Appointments (2018-2019 School Year)

Name	Position	Salary
*Ali, Richard	Head Middle School Girls Basketball Coach	\$2,000
*Bowers, Andrew	Head Middle School Boys Basketball Coach	\$2,000
*Cosgrove, Matt	Assistant Winter Track Coach	\$1,500
*DeMar, Joe	Head Middle School Boys Basketball Coach	\$2,000
*Dudley, Matt	Boyce Club 24 Sponsor (First Semester)	\$ 225
*Falascino, Caren	Head Middle School Girls Basketball Coach	\$2,000
Fontana, John	Assistant Girls Varsity Basketball Coach	\$4,100
*Frollini, Dom	Assistant JV Wrestling Coach	\$2,000
Gaetano, Sam	Head Middle School Boys Basketball Coach	\$2,000
*Gremba, Justin	Head Middle School Girls Basketball Coach	\$2,000
Halliwell, Andrew	Assistant Co-Ed Swimming Coach	\$2,200
Logue, Ryan	Volunteer Assistant Wrestling Coach	\$0
McCullough, Dawn	Volunteer Girls Varsity Basketball Coach	\$0
*Mellinger, Dana	Head Middle School Girls Basketball Coach	\$2,000
Morrealle, Bryan	Assistant Girls Varsity Basketball Coach	\$3,800
Palm, Danny	Volunteer Assistant Wrestling Coach	\$0
Palombine, Steve	Assistant Co-Ed Swimming Coach	\$ 700
*Petrick, Doug	Head Winter Track Coach	\$1,500
Petrick, Jonathan	Volunteer Winter Track Coach	\$0
Schraven, Dave	Head Co-Ed Swimming Coach	\$7,000
*Serio, Peter	Head Girls Varsity Basketball Coach	\$8,200
*Smith, Rebecca	PYP Coordinator – Streams	\$3,000
Toth, Zolton	Head Middle School Boys Basketball Coach	\$2,000
Totterdale, Ron	Assistant Freshman Wrestling Coach	\$3,300
Witenske, Tim	Head Middle School Boys Basketball Coach	\$2,000
Zemba, Ashley	Volunteer Girls Varsity Basketball Coach	\$0

Extra-Curricular Activities – DELETIONS

Name	Position	Last Date Worked
*Bennett, Brian	Assistant Varsity Basketball Coach	2-20-18
Gardner, Megan	Volunteer Co-Ed Swimming Coach	2-14-18
*Langley, Corey	Assistant High School Baseball Coach	5-15-18
Mann, Tonya	Volunteer Co-Ed Swimming Coach	2-14-18
Thomas, Jim	Volunteer Track Coach	3-18-18

Corso, Anthony	Assistant 9 th Grades Boys Basketball Coach	2-13-18
Froelich, Keith	Assistant Varsity Boys Basketball Coach	2-17-18
Heister, David	Volunteer Middle School Wrestling Coach	2-10-18
Jaffee, Alexandra	Girls Basketball	2-23-18
Steele, Tom	Assistant Co-Ed Swim Coach	3-15-18
Wagner, Greg	Assistant Girls Basketball Coach	2-23-18

Extra-Curricular Activities – Revised Salaries (2018-19 School Year)

Name	Position	Prior Board Approved Salary Amount	Revised Board Approved Salary Amount
*Gremba, Justin	Middle School 7 th & 8 th Grades Volleyball Coach	\$2,000	\$3,200

*Current School District Employee

4006.1 English as a Second Language Instruction**Purpose**

In accordance with the Board's philosophy to provide quality educational programs to all district students and to increase the English language proficiency of students who are English Learners (EL), the district shall provide an effective Language Instruction Educational Program (LIEP) that meets the needs of English Learners. The goal of the LIEP shall be to demonstrate success in increasing English language proficiency and student academic achievement so that EL students can attain the academic standards adopted by the Board and achieve academic success. EL students shall be identified, assessed and provided appropriate instruction in accordance with the LIEP, and shall be provided an equitable opportunity to achieve their maximum potential in educational programs and extracurricular activities, consistent with federal and state laws and regulations.

Authority

The Board shall approve a LIEP to provide English Language Development instruction (ELD) to EL students as part of the approved curriculum, in order to develop the English language proficiency of EL students. The district shall provide EL students with both planned ELD instruction and modifications in content instruction and assessments for all curricular areas, based on the provisions of the LIEP. The LIEP shall be thoughtfully and deliberately planned and evaluated in accordance with state and federal laws and regulations, and shall meet the needs of the district's EL students. The LIEP shall be based on effective research-based theory, implemented with sufficient resources and appropriately trained staff, and shall meet the following requirements:

1. Aligned to state academic content standards for the appropriate grade levels of EL students.
2. Include ELD instruction delivered by properly certified English as a Second Language (ESL) teachers, and other certified content area teachers working in conjunction with ESL certified teachers.
3. Incorporate the use of state assessments and ELD criteria.

4. Provide equitable access to content for EL students at all proficiency levels.
5. Provide equitable access to enrollment in courses or academic programs for which EL students are otherwise eligible.

The Board directs the LIEP to be evaluated for effectiveness based on student outcomes at least annually, and the results documented in accordance with state and federal laws and regulations, and state guidelines.

The district's LIEP and evaluation results of the LIEP shall be made available to district staff working with EL students and parents/guardians of EL students.

The Board may address EL students and programs in the district's comprehensive planning process.

If necessary, the Board may contract with Allegheny Intermediate Unit No. 3 for ELD services and programs.

The Board shall ensure that eligible EL students who are enrolled in nonpublic schools are identified, assessed, evaluated, provided with equitable LIEP services and programs and monitored in accordance with applicable laws and regulations. The district shall coordinate with nonpublic schools in the provision and monitoring of services and programs for eligible EL students.

Delegation of Responsibility

The Superintendent or designee shall implement and supervise a LIEP that ensures appropriate instruction in each school and complies with federal and state laws and regulations.

The Superintendent or designee shall ensure that the district complies with all federal and state laws and regulations, and program requirements, for ELD program funding, including required reports in the form prescribed by the state.

The Superintendent or designee, in conjunction with appropriate stakeholders, shall develop administrative regulations regarding the LIEP and provision of services to EL students.

Guidelines

Identification and Placement of EL Students

The district shall establish procedures for identifying and assessing the needs of students whose dominant language is not English. In order to identify which students are potential English Learners, the Home Language Survey shall be completed for each student upon enrollment in the district, and shall be maintained as part of the student's education records.

EL students shall be appropriately placed in accordance with the LIEP within the first thirty (30) days of the school year, or within fourteen (14) days of enrollment.

Program Access

EL students shall have equitable access to and be encouraged to participate in all academic and extracurricular activities available to district students.

Assessment

The district shall annually administer required assessments to EL students to measure students' English Language proficiency and progress in reading, writing, speaking and listening/understanding. Assessment results shall be maintained in the student's education records. Parents/Guardians may not opt students out of English language proficiency assessments.

EL students shall participate in all annual state or locally required assessments, with accommodations where applicable, and meet established academic standards and graduation requirements, in accordance with law, regulations and Board policy.

Program Exit

The district shall include uniform provisions in the LIEP, in accordance with state required criteria, for:

1. Reclassifying EL students as former EL students when they attain English language proficiency.
2. Actively monitoring and reporting the progress of former EL students for a period of two (2) years following reclassification and program exit, and reporting students to the state in a monitor status for an additional two (2) years, to ensure students are meeting academic standards.
3. Re-designating former EL students as active EL students if they struggle academically based on persistent language barriers.

Staff Qualifications and Professional Development

Certified employees and appropriate support staff, when necessary, shall provide the LIEP. The district shall ensure that all teachers providing ELD instruction hold the appropriate certification and can demonstrate academic language proficiency both in English and in the language used for instruction in their classroom.

Non-ESL staff shall incorporate ELD into all classes for EL students, as well as provide supports, modifications and accommodations for curricular content to enable EL students to achieve academic standards.

The district shall provide appropriate training in ELD for all professional staff as part of the Professional Development Plan.

Special Education and Gifted Education Services

EL students may be eligible for special education services when they have been identified as a student with a disability and it is determined that the disability is not solely due to lack of instruction or proficiency in the English language.

EL students may be eligible for gifted education services, when identified in accordance with law, regulations and Board policy. The district shall ensure that assessment of a student for gifted education services screens for intervening factors, such as English language proficiency, that may be masking gifted abilities.

Students participating in ELD instruction who are eligible for special education services shall continue receiving ELD instruction, in accordance with their Individualized Education Program (IEP) or Gifted Individualized Education Plan (GIEP), at the appropriate proficiency and developmental level.

Parent/Family Engagement and Communication

Communications with parents/guardians shall be in the mode and language of communication preferred by the parents/guardians.

Within thirty (30) days of the beginning of each school year, or within fourteen (14) days of enrollment during the school year, the district shall notify parents/guardians of students identified as EL about the process for identifying their children as EL, the results of that process, and the recommended program placement. The district shall also provide parents/guardians with detailed information regarding the LIEP, the benefits of ELD instruction for their children, and an explanation of the program's effectiveness.

Parents/Guardians shall be regularly apprised of their child's progress, including achievement of academic standards and assessment results.

The district shall maintain an effective means of outreach to encourage parental involvement in the education of their children.

Parental Right to Opt Out of ELD Programs and Services -

Parents/Guardians of EL students have the right to refuse specialized programs and services that may be part of the LIEP for their child. A parent's/guardian's decision to refuse programs or services must be informed and voluntary; the district shall not influence a parent's/guardian's decision in any way, or make any program or placement determinations without parental notification and an opportunity to opt the student out of programs and services.

The district shall make a parental waiver form available for parents/guardians to opt their EL child out of ELD programs and services.

The district shall document all notifications made to parents/guardians regarding assessment and recommended placements and programs for EL students, and whether or not a parental waiver form is received. When a waiver form is not received from the parent/guardian, the district shall proceed with the recommended placement.

EL students who have a parental waiver for ELD programs and services shall be assessed on English language proficiency annually, and shall be provided with supports and accommodations to participate in general curricular and extracurricular programs, in order to meet academic standards and graduation requirements.

Parents/Guardians of EL students who have been opted out of ELD programs and services shall be notified of their child's progress, including achievement of academic standards and assessment results, and shall be provided with opportunity and a form to opt their child back into ELD programs and services.

ADOPTED: February 12, 1979
REVISED: February 24, 2003
REVISED: October 22, 2018

6011 Child/Student Abuse

The Board requires District employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and School Code.

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Adult – an individual eighteen (18) years of age or older.

Bodily injury – impairment of physical condition or substantial pain.

Certifications – refers to the child abuse history clearance statement and state and federal criminal history background checks required by the Child Protective Services Law and/or the School Code.

Child – an individual under eighteen (18) years of age.

Child abuse – intentionally, knowingly or recklessly doing any of the following:

1. Causing bodily injury to a child through any recent act or failure to act.
2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
4. Causing sexual abuse or exploitation of a child through any act or failure to act.
5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.

6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
7. Causing serious physical neglect of a child.
8. Engaging in any of the following recent acts:
 - a. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
 - b. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
 - c. Forcefully shaking a child under one (1) year of age.
 - d. Forcefully slapping or otherwise striking a child under one (1) year of age.
 - e. Interfering with the breathing of a child.
 - f. Causing a child to be present during the operation of methamphetamine laboratory, provided that the violation is being investigated by law enforcement.
 - g. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known was required to register as a Tier II or Tier III sexual offender, has to register for life, or has been determined to be a sexually violent predator or sexually violent delinquent.
 - h. Causing the death of the child through any act or failure to act.
 - i. Engaging a child in a severe form of trafficking in persons or sex trafficking, as those terms are defined in the law.

The term child abuse does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities. Also excluded from the meaning of the term child abuse is the use of reasonable force by a person responsible for the welfare of a child for purposes of supervision, control or safety, provided that the use of force:

1. Constitutes incidental, minor or reasonable physical contact in order to maintain order and control;

2. Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;
3. Is necessary for self-defense or defense of another;
4. Is necessary to prevent the child from self-inflicted physical harm; or
5. Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.

Direct contact with children – the possibility of care, supervision, guidance or control of children or routine interaction with children.

Independent contractor – an individual who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children pursuant to a contract. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.

Perpetrator - a person who has committed child abuse and is a parent/guardian of a child, a spouse or former spouse of the child's parent/guardian, a paramour or former paramour of the child's parent/guardian, a person responsible for the child's welfare, an individual fourteen (14) years of age or older who is responsible for the child's welfare or who has direct contact with children as an employee of child-care services, a school or through a program activity or service; an individual fourteen (14) years of age or older who resides in the same home as the child; or an adult who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child; or an adult who engages a child in severe forms of trafficking in persons or sex trafficking, as those terms are defined in the law. Only the following may be considered a perpetrator solely based upon a failure to act: a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an adult responsible for the child's welfare; or an adult who resides in the same house as the child.

Person responsible for the child's welfare – a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.

Program, activity or service – any of the following in which children participate and which is sponsored by a school or a public or private organization:

1. A youth camp or program.
2. A recreational camp or program.
3. A sports or athletic program.
4. A community or social outreach program.
5. An enrichment or educational program.
6. A troop, club or similar organization.

Recent act or failure to act – any act or failure to act committed within two (2) years of the date of the report to the Department of Human Services of the Commonwealth or county agency.

Routine interaction – regular and repeated contact that is integral to a person’s employment or volunteer responsibilities.

School employee - an individual employed by a school or who provides a program, activity or service sponsored by a school. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.

Serious mental injury - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:

1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.
2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

Serious physical neglect – any of the following when committed by a perpetrator that endangers a child’s life or health, threatens a child’s well-being, causes bodily injury or impairs a child’s health, development or functioning:

1. A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child’s developmental age and abilities.

2. The failure to provide a child with adequate essentials of life, including food, shelter or medical care.

Sexual abuse or exploitation – any of the following:

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
 - a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in an individual.
 - b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
 - c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
 - d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

The conduct described above does not include consensual activities between a child who is fourteen (14) years of age or older and another person who is fourteen (14) years of age or older and whose age is within four (4) year of the child’s age.

Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

Student - an individual enrolled in a district school under eighteen (18) years of age.

Volunteer —an unpaid adult individual, who, on the basis of the individual’s role as an integral part of a regularly scheduled program, activity or service is a person responsible for the child’s welfare or has direct contact with children.

Delegation of Responsibility

The Superintendent or designee shall:

1. Require each candidate for employment to submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.
2. Require each applicant for transfer or reassignment to submit required certifications unless the applicant is applying for a transfer from one position as a District employee to another position as a District employee of this District and the applicant's certifications are current.
3. School employees and independent contractors shall obtain and submit new certifications every sixty (60) months.
4. Require each volunteer to submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.

The Superintendent or designee shall annually notify District staff, independent contractors, and volunteers of their responsibility for reporting child abuse in accordance with Board policy and administrative regulations.

The Superintendent or designee shall ensure that the poster, developed by the PA Department of Education, displaying the statewide toll-free telephone numbers for reporting suspected child abuse, neglect and school safety issues be posted in a high-traffic, public area of each school. The designated area shall be readily accessible and widely used by students.

The Superintendent or designee shall annually inform students, parents/guardians, independent contractors, volunteers and staff regarding the contents of this Board policy.

Guidelines

Aiding and Abetting Sexual Abuse

School employees, acting in an official capacity for this district, are prohibited from assisting another school employee, contractor or agent in obtaining a new job if the school employee knows, or has probable cause to believe, that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or student.

This prohibition applies only to assistance that extends beyond performance of normal processing of personnel matters including routine transmission of files or other information. This prohibition shall not apply if:

1. The relevant information has been properly reported to law enforcement officials and any other authority required by federal, state or local law and the matter has been officially closed or the prosecutor or law enforcement officials notified school officials that there is insufficient information to establish probable cause.
2. The school employee, contractor or agent has been acquitted or otherwise exonerated of the alleged misconduct.
3. The case or investigation remains open and no charges have been filed against, or indictment of, the school employee, contractor or agent within four (4) years of the date on which the information was reported to the law enforcement agency.

Training

The School District, and independent contractors of the School District, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.
3. District policy related to reporting of suspected abuse and sexual misconduct.
4. Maintenance of professional and appropriate relationships with students.

Employees are required to complete a minimum of three (3) hours of training every five (5) years.

The District shall provide each volunteer with training on child abuse recognition and reporting.

Duty to Report

School employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:

1. The school employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.
2. The school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.
3. A person makes a specific disclosure to a school employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.
4. An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, independent contractor or volunteer that s/he has committed child abuse.

A child is not required to come before the school employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse.

A report of suspected child abuse does not require the identification of the person responsible for the child abuse.

Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions.

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.

Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.

Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.

The District shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.

Reporting Procedures

School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies (www.compass.state.pa.us/cwis) or an oral report via the statewide toll-free telephone number (1-800-932-0313). A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the District with a written record of the report.

A school employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the building principal **or** administrator; and if the initial report was made electronically, also provide the building principal or administrator with a copy of the report confirmation. The building principal **or** administrator shall then immediately notify the Superintendent or designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation.

When a report of suspected child abuse is made by a school employee, independent contractor or volunteer as required by law, the School District is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, independent contractor or volunteer is not required to make an additional report. The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours, and shall provide the building principal or administrator with a copy of the report confirmation promptly after the written electronic report has been filed. The building principal **or** administrator shall in turn provide a copy of the report confirmation to the Superintendent or designee.

When necessary to preserve potential evidence of suspected child abuse, a school employee may, after the initial report is made, take or cause to be taken photographs of the child who is the subject of the report. Any such photographs shall be sent to the county agency at the time the written report is sent or within forty-eight (48) hours after a report is made by electronic technologies or as soon

thereafter as possible. The building principal or administrator shall be notified whenever such photographs are taken.

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Safe Schools Act, the Superintendent or designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.

Investigation

The building principal or administrator shall facilitate the cooperation with the Department of Human Services of the Commonwealth or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.

Upon notification that an investigation involves suspected child abuse by a school employee, the building principal or administrator shall immediately implement a plan of supervision or alternative arrangement that has been approved by the Superintendent for the school employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.

ADOPTED:	April 10, 1969
REVISED:	February 13, 1984
REVISED:	April 29, 1996
REVISED:	June 18, 2013
REVISED:	February 23, 2015
REVISED:	October 22, 2018