Work Session

Tuesday, October 13, 2026 7:00 PM
Board Room of the Administrative Building, 1891 Loucks Road, Suite 100, York, PA 17408

1. **EXECUTIVE SESSION - BOARD ONLY**
2. **COMMENCEMENT OF THE MEETING**
3. **ROLL CALL**
4. **PLEDGE OF ALLEGIANCE**
5. **APPROVAL OF MINUTES**

5.A. APPROVAL OF BOARD MEETING MINUTES

6. **PRESENTATION**
7. **DISCUSSION ITEMS**

7.A. CHANGE ORDERS

7.B. CONTRACTS / AGREEMENTS

7.C. BOARD POLICY REVISIONS

7.D. BUSINESS OFFICE REVIEW PROPOSALS

7.E. DRIVER RECOMMENDATIONS 2026-27

7.F. ENROLLMENT DATA RECAP

7.G. RESOLUTION FOR eSIGNATURE

7.H. OTHER MATTERS

8. **PERSONNEL (DISCUSSION)**

8.A. APPOINTMENTS

8.B. TENURE

8.C. RESIGNATIONS

8.D. RETIREMENTS

8.E. VOLUNTEERS

8.F. GUEST TEACHERS

8.G. SALARY COLUMN MOVES

9. **COMMITTEE REPORTS**

9.A. BUDGET & FINANCE COMMITTEE (Gettys)

9.B. COCURRICULAR COMMITTEE (Rice)

9.C. COMMUNICATION AND ENGAGEMENT COMMITTEE (Shah)

9.D. EDUCATIONAL PROGRAMMING COMMITTEE (Hamme)

9.E. FACILITIES COMMITTEE (Deardorff)

9.F. FOUNDATION FOR THE WYASD (Dugan)

9.G. WELLNESS COMMITTEE (Dugan)

9.H. WEST MANCHESTER TOWNSHIP RECREATION COMMITTEE (Harlacher)

9.I. YORK COUNTY SCHOOL OF TECHNOLOGY (Gettys) and YCST AUTHORITY (Gettys)

9.J. YORK ADAMS ACADEMY (Rice)

9.K. YORK/LIU JOINT AUTHORITY (Gettys) and LIU BOARD (Gettys)

10. **PUBLIC COMMENT**

11. **ANY ADDITIONAL ITEMS TO DISCUSS**

12. **ADJOURNMENT**

13. **EXECUTIVE SESSION**

Board Meeting
Tuesday, September 15, 2026 6:30 PM Eastern

Board Room of the Administrative Building
1891 Loucks Road, Suite 100
York, PA 17408

1. EXECUTIVE SESSION - BOARD ONLY

2. COMMENCEMENT OF MEETING
The meeting commenced at 6:30 PM.

3. ROLL CALL

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF WORK SESSION MINUTES
Recommendation to approve the September 8, 2026, Work Session Minutes. This motion, made by Christina Dugan and seconded by John Hamme, Carried.
Chad Deardorff: Yea, Christina Dugan: Yea, Todd Gettys: Yea, John Hamme: Yea, Shawn Harlacher: Yea, Jeanne Herman: Yea, Daniel Rice II: Yea, Jamye Shah: Yea
Yea: 8, Nay: 0
APPROVAL OF MINUTES

6. PRESENTATION AND REPORTS
PRESENTATION AND REPORTS

6.A. STUDENT COUNCIL REPORT
Samina Quayyum, Student Council President, shared updates on:

- Homecoming preparations (parade and the crowning of the King and Queen at the Homecoming football game)
- Homecoming dance will be held at the High School on October 10th
- BTSN Course Fair was a huge success
- Mini-Thon event scheduled for April 10th with a fundraising goal of $35,000

6.B. SUPERINTENDENT'S REPORT

Ms. Holman shared information/updates on the following:

- PSBA Service Honor Roll Awards:
  - President Dan Rice - 5 Years
  - Director Shawn Harlacher - 5 Years
  - Director Jeanne Herman - 15 Years
- Back to School Nights are complete
- New BTSN Structure at the HS - Course Fair, Clubs and Student Services
- Mini Stadium now in use
- Invitation extended to the Board to attend the National Honor Society Induction Program on Monday, September 21st at 6:00 p.m. in the HS Auditorium

7. PUBLIC COMMENT

No public comment.

8. BOARD VACANCY — SELECTION OF CANDIDATES FOR INTERVIEW

President Rice shared that there were 10 individuals who expressed interest in filling the vacancy, and he extended appreciation for their interest in serving the District as a Board Member. Eight of the ten submitted their resumes and responses to a set of questions. The Board Members cast votes to narrow down the eight to the top five who will be invited to the September 22nd Board Meeting to engage in interviews with the Board.

Candidates selected to advance to the interviews: Jessica Clauser, Ryan Mattern, Jessica McIntyre, Joel Riedel, and Khari Russell

The interview process at the September 22 meeting will have each candidate (in random order) provide a brief introduction, followed by a 10-12 minute Q&A with the Board Members. A voting process will follow to identify the person who will fill the vacancy and that person will immediately take the Oath of Office.

9. ACTION ITEMS
Approval for Action Item 9A-9G, as attached. This motion, made by John Hamme and seconded by Christina Dugan, Carried.
Chad Deardorff: Yea, Christina Dugan: Yea, Todd Gettys: Yea, John Hamme: Yea, Shawn Harlacher: Yea, Jeanne Herman: Yea, Daniel Rice II: Yea, Jamye Shah: Yea
Yea: 8, Nay: 0
ACTION ITEMS

9.A. BASEBALL FIELD UPDATES
Vice President Hamme inquired whether permitting and/or zoning approvals are needed. Ms. Schlemmer indicated it would be part of the next permits.

9.B. UTILITY TERRAIN VEHICLE

9.C. **SOFTBALL STORAGE & CONCESSION SHED**
Ms. Schlemmer provided Board Members with updated graphics of the Storage/Concession Shed configuration to meet the needs/placement at the softball field. Director Gettys suggested consideration of having YCST students build the Storage/Concession Storage Shed. Consensus was to stay with the purchase of the currently proposed shed and consider YCST for projects that will be part of Phase 2 of our project.

9.D. LIBERTY UNIVERSITY AFFILIATION AGREEMENT

9.E. LIBERTY UNIVERSITY PRACTICUM ARTICULATION AGREEMENT

9.F. COMMONWEALTH UNIVERSITY OF PENNSYLVANIA MOU EARLY COLLEGE PROGRAM

9.G. LIU12 ECYEH PROGRAM LETTER OF AGREEMENT

10. ACTION ITEMS (PERSONNEL)
Approval of Personnel Action Items, as exhibited. This motion, made by John Hamme and seconded by Chad Deardorff, Carried.

Chad Deardorff: Yea, Christina Dugan: Yea, Todd Gettys: Yea, John Hamme: Yea, Shawn Harlacher: Yea, Jeanne Herman: Yea, Daniel Rice II: Yea, Jamye Shah: Yea
Yea: 8, Nay: 0

10.A. APPOINTMENTS
Ms. Holman introduced Mr. Tom Fluke who will be our new Facilities Director, replacing Mr. Ludwig upon his upcoming retirement. Mr. Fluke shared his appreciation with the Board and District Leadership for the opportunity to join our Bulldog family.

10.B. TRANSFERS

10.C. RESIGNATIONS

10.D. RETIREMENTS

10.E. VOLUNTEERS
Director Shah noted that she is on the Volunteer List being approved.

10.F. STUDENT TEACHERS
Ms. Jacoby acknowledged WY teachers who are gracious with their time and experience in working with/mentoring several student teachers from York College. We have a wonderful reputation in this arena and it ripples into our recruiting.

10.G. SALARY COLUMN MOVES

10.H. APPOINTMENT: SUBSTITUTE SUPERINTENDENT
Director Herman acknowledged our newly appointed Substitute Superintendent — Ms. Holman. Director Herman expressed her excitement about Ms. Holman's leadership and what she has accomplished over the last several weeks — being up to speed so quickly.
President Rice added his acknowledgment of all that Ms. Holman will be doing as the Substitute Superintendent, expressing appreciation for the professionalism with which she conducts herself, her creative ideas, and the value she brings to the District.

10.I. APPOINTMENT: SAFETY AND SECURITY COORDINATOR

11. FINANCIAL STATEMENTS
Approval for the Financial Statements, as exhibited. This motion, made by Chad Deardorff and seconded by Todd Gettys, Carried.
Chad Deardorff: Yea, Christina Dugan: Yea, Todd Gettys: Yea, John Hamme: Yea, Shawn Harlacher: Yea, Jeanne Herman: Yea, Daniel Rice II: Yea, Jamye Shah: Yea
Yea: 8, Nay: 0

12. INFORMATIONAL REPORTS
Ms. Holman shared with the Board that the September 1st Enrollment Report reflects enrollment through the 10th day of school. As such, we are not able to drop our no-shows until the 11th day of school. The October 1st Enrollment Report will be a truer reflection of our enrollment. We do have some elementary classes exceeding the 25-student threshold and will be discussing this with the Association. The Class Size AR will be revised and presented to them during the September 17th meeting.

13. OTHERS MATTERS

Ms. Schlemmer indicated the Assessment Committee was in need of one additional Board Member. Currently, Vice President Hamme will chair the committee and Director Deardorff is confirmed as well. Director Gettys agreed to be the third Board Member on the committee. The date for the first meeting needs to be determined and the first order of business will be to finalize the Assessment Policy. Once the date is confirmed, it will need to be advertised. In the meantime, Ms. Schlemmer has reached out to several companies.

14. MOTION TO ADJOURN

Approval to Adjourn. This motion, made by Shawn Harlacher and seconded by John Hamme, Carried.

Chad Deardorff: Yea, Christina Dugan: Yea, Todd Gettys: Yea, John Hamme: Yea, Shawn Harlacher: Yea, Jeanne Herman: Yea, Daniel Rice II: Yea, Jamye Shah: Yea

Yea: 8, Nay: 0

The meeting adjourned at 7:02 PM.

15. EXECUTIVE SESSION - BOARD ONLY

EXECUTIVE SESSION - BOARD ONLY

Board Meeting
Tuesday, September 22, 2026 6:00 PM Eastern

Board Room of the Administrative Building
1891 Loucks Road, Suite 100
York, PA 17408

1. COMMENCEMENT OF MEETING

President Rice explained the format of the meeting. Each candidate will have three (3) minutes to introduce themselves. Ms. Schlemmer will conduct a random drawing to determine the interview order. The Board will then engage each candidate in a 10-minute question-and-answer session. Board Members may ask the same questions of each candidate or different questions for each candidate. The Board will then vote to determine the top two candidates, possibly ask a few follow-up questions of the top two, and then conduct a final vote for the person who will fill the vacant seat. President Rice shared that Director Dugan will possibly be leaving in November or December due to her anticipated move out of the District. The Board plans for one of the four candidates not selected at this meeting to fill Director Dugan's seat should that vacancy occur.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. INTERVIEWS OF THE CANDIDATES TO FILL THE BOARD VACANCY

Interview Order:

- Jessica McIntyre
- Khari Russell
- Joel Riedel
- Jessica Clauser
- Ryan Mattern

Questions from the Board included:

- What is one thing the District does well and one area where improvements can be made?
- Current egress lighting issue — do you view responsibility for the resolution as belonging to the District or the contractor?
- As a board of individuals with different strengths/talents, do you see yourself as a follower or a leader?
- What attributes will you bring to the Board?
- The person filling this seat will need to run for election in 2027, do you plan to run to stay on the Board?
- How will you respond when a decision does not align with your vote?
- How would you approach making budget cuts?
- How involved in the District are you currently?
- What are your thoughts on school choice and the financial impact on the District for students in cyber/charter programs?
- What do you think of our taxing history and what is your comfort level with approving tax increases going forward?
- How would you approach making a decision that does not have community support?

- What are your thoughts on student mental health?
- Why do you want to serve on the Board?

5. PUBLIC COMMENT

6. ACTION ITEMS
Approval for Ryan Mattern to serve as a Board Member, per ballot. This motion, made by Chad Deardorff and seconded by Jamye Shah, Carried.
Chad Deardorff: Yea, Christina Dugan: Yea, Todd Gettys: Yea, John Hamme: Yea, Shawn Harlacher: Yea, Jeanne Herman: Yea, Daniel Rice II: Yea, Jamye Shah: Yea
Yea: 8, Nay: 0

6.A. SELECTION OF THE CANDIDATE TO FILL THE BOARD VACANCY

President Rice thanked the candidates — the Board is very grateful to have such an outstanding group of candidates. He reminded Board Members of the respective roles of the Board and Superintendent and the importance of respecting those boundaries.
The Board took a five-minute break before commencing with voting on the candidates.

The vote resulted in a three-way tie: Ryan Mattern, Khari Russell, and Jessica McIntyre. Each was given one minute to respond to the question, Why should you select me? Following their responses, the Board voted again, resulting in the selection of Ryan Mattern.

President Rice expressed his gratitude to the remaining four candidates and reminded them of the possible vacancy coming in November/December.

7. SWEARING IN OF THE NEW BOARD MEMBER
Magisterial Judge Toby Zech was present and administered the Oath of Office to Mr. Mattern at 7:32 PM.

8. OTHER MATTERS
Director Mattern will attend the New Board Member orientation at the Administrative Offices on Wednesday, September 30, at 4:00 PM.

9. MOTION TO ADJOURN
Motion to adjourn. This motion, made by Christina Dugan and seconded by Jeanne Herman, Carried.
Chad Deardorff: Yea, Christina Dugan: Yea, Todd Gettys: Yea, John Hamme: Yea, Shawn Harlacher: Yea, Jeanne Herman: Yea, Daniel Rice II: Yea, Jamye Shah: Yea
Yea: 8, Nay: 0
ADJOURNMENT

_____
Board Secretary

Board Meeting
Monday, October 5, 2026 6:30 PM Eastern

Board Room of the Administrative Building
1891 Loucks Road, Suite 100
York, PA 17408

Chad Deardorff:	Present
Christina Dugan:	Present
Todd Gettys:	Present
John Hamme:	Present
Shawn Harlacher:	Present
Jeanne Herman:	Present
Ryan Mattern:	Present
Daniel Rice II:	Present
Jamye Shah:	Present

Present: 9.

1. COMMENCEMENT OF MEETING

Meeting commenced at 6:31 p.m.

2. ROLL CALL

Director Gettys attended the meeting virtually and arrived at 6:45 p.m.

3. PLEDGE OF ALLEGIANCE

4. DISCUSSION ITEM

Prior to the commencement of discussion from the Board members, President Rice provided context and background on the Discussion Item: Athletic Fields Project - Stadium Timeline.

- At the recent Facilities and Co-Curricular Committee meetings, it was shared that the WY Football Program expects to reach their 500th win in the program's history in the first playoff game of the current season, with the assumption that the team will continue to win all regular-season games.
- Currently, the timeline for the demolition of the stadium is scheduled immediately after the last regular season home game — October 16th.
- There is a request to push the demolition schedule out to allow for the first postseason game to be held in the current stadium.
- The Acting Superintendent surveyed the varsity football team regarding whether to push out the project schedule or not.
- The football team voted 79% in favor of pushing the schedule out and 21% opposed.
- A request was made to the Project Manager to provide the District with an estimated cost to push the schedule out approximately 4 weeks. The approximate cost would be $25,500.
- The Board decided that it was appropriate to bring this to a public Board Meeting to decide on whether to adjust the Athletic Fields Project timeline out or not.

4.A. ATHLETIC FIELDS PROJECT — STADIUM TIMELINE
Each Board Member had the opportunity to share their thoughts, feelings, concerns or ask questions. Collectively, a summary is provided below:

- Are we setting a precedent?
- What if the team loses a regular-season game? What does that do to the date of the 500th game?
    - If that were to occur, we would still have home-field advantage and post-season game #2 would still be on our field.
- Possibly use the same funds and host a celebration on the new field with time to plan the event.
- Concern for the financial impact on taxpayers.
- What other WY sports team has reached 500 wins? This is a community milestone — not just for football players, or cheerleaders, or the marching band. Friday Night Lights is where the community comes together. Celebrating this win where the journey began. We did a parade when the baseball team won a championship. We celebrated our basketball time when they made it into the postseason. The 500th win was made possible by generations of bulldogs.
- This achievement is worth the effort and cost — though some may be offset with concession proceeds.
- This is an achievement that none of us will see happen again. And that next opportunity can begin on the new field next year.
- Juniors on the team support holding the 500th win on the current field; they are sacrificing some of their senior year home games.
- An opportunity to celebrate saying good-bye to one field as we prepare to say hello to the new field.
- It will be a good opportunity for the community to sit in the stands and see all of the project already completed and parts still in process - building excitement for the completion of the new stadium.

5. PUBLIC COMMENT
The following individuals addressed the Board during Public Comment:

- Coach Ron Miller, Varsity Football Coach, shared his thoughts in favor to adjusting the stadium project timeline.
    - This is a community opportunity — the team slaps the hands of the community at each game.
    - At the start of this season, we celebrated the 1967 football team — people came from various states to be here — Once a Bulldog, Always a Bulldog.
    - Celebrating our 500th win at home also gives us a chance to capture alumni information which could help support The Foundation for West York Area School District.
- Football Team Players: Tayvon Thomas, Jensen Ferber, and Carson King
    - Carson — my first year on the team, we were 0-10. We have worked so hard to develop ourselves — athletically and academically — to be the team we are today.

    - Jensen — as a representative of the juniors on the team, we are in agreement with adjusting the project timeline, knowing it will mean fewer home games for us in our senior year.
    - Tayvon — I've looked up to so many former players — including President Rice's son. This 500th win is something very special and should be celebrated on the current field.
- Corey and Heather King — Carson King's parents
    - This team has worked so hard — they've clawed their way back to being the winning team they are today. Over the last 3 years, they have worked hard to win the games that have made the 500th win happen now and not years from now. It is right to give them the opportunity to win that 500th game on today's field.
    - Seeing what these athletes do for each other and what they and this program brings to the school — discipline, academic requirements, community focus — high standards.
- Allysan Cornerci — WY graduate and 35-year WY resident
    - While I understand the financial side, you also have to see the bigger community impact side. People have been coming to this field for decades. We should honor the legacy of everything that has happened on this field and all those who have gathered here.
- Arianna Tenuta — student and captain of the Varsity Cheerleaders
    - I recall being in elementary school and dreaming of the day I would be a cheerleader on this field — the field I grew up on and my siblings as well. You only get one 500th win, and it should be on this field. It's important to honor this legacy and tradition — uphold what it means to be a Bulldog.

President Rice shared that while some people feel the project is currently behind schedule, we do not officially have confirmation that the project is off schedule.

Regarding the $25,500 estimated costs, President Rice added that we are looking to have milestone markers in the project schedule. Once we see those milestone dates, we can have conversations on how to curb this additional cost. At this point, we have not applied any pressure; we simply requested an estimate of costs. Based on tonight's vote, such discussions would be part of our next steps.

Ms. Schlemmer added that the winter weather may play a role as well in the project timeline.

President Rice stated that the football field itself will be done and there will be some time of not being able to play on the field while the track is being completed. Just wanted the community to understand that.

6. ACTION ITEMS

Motion to postpone until the Complete Football season is finished on or about November 20, 2026. This motion, made by John Hamme and seconded by Jeanne Herman, Carried.
Chad Deardorff: Nay, Christina Dugan: Nay, Todd Gettys: Yea, John Hamme: Yea, Shawn Harlacher: Yea, Jeanne Herman: Yea, Ryan Mattern: Yea, Daniel Rice II: Yea, Jamye Shah: Yea

Yea: 7, Nay: 2
Chad Deardorff: Nay, Christina Dugan: Nay

6.A. ATHLETIC FIELDS PROJECT — STADIUM TIMELINE

7. OTHER MATTERS
There were no other matters.

8. MOTION TO ADJOURN
Motion to adjourn. This motion, made by Chad Deardorff and seconded by Christina Dugan, Carried.
Chad Deardorff: Yea, Christina Dugan: Yea, Todd Gettys: Yea, John Hamme: Yea, Shawn Harlacher: Yea, Jeanne Herman: Yea, Ryan Mattern: Yea, Daniel Rice II: Yea, Jamye Shah: Yea
Yea: 9, Nay: 0
The meeting adjourned at 7:36 p.m.

PURCHASE LETTER OF INTENT

School or District Name:

Purchase of: Cisco DUO Advantage Licenses

Background:
Educational institutions face an increasingly challenging cyber threat landscape, making identify verification a fundamental requirement for risk mitigation. Implementing a comprehensive Multi-Factor Authentication (MFA) and Zero-Trust solution is key to preventing credential misuse and unauthorized access. To assist local educational agencies, Lincoln Intermediate Unit 12 is providing statewide consortium pricing for Cisco Duo Advantage solutions. In order to support budgetary constraints, Lincoln Intermediate Unit 12 has negotiated a 3 year pricing agreement for the purchase of Cisco Duo Advantage licenses that will provide cost certainty over the term of this agreement.

Pricing & License Commitment:
By signing this Letter of Intent, you hereby confirm your organization's commitment to purchase Cisco Duo Advantage licenses. Customers will be invoiced annually and are agreeing to a binding 3-year commitment term under this LIU Agreement, for Duo Advantage licenses indicated below (prorated terms may apply for agreements executed after the initial launch wave). By completing and signing this form, you are committing your organization to the number of licenses indicated in the form below. An authorized signatory for your entity must sign below.

Please check the appropriate boxes and provide the quantity of licenses that your entity will purchase for the present term, now through January 2030.

✓	PRODUCT	COST	QTY
☑	Duo Security Licenses Commitment to purchase indicated number of licenses that begin in January 2027 and continue, billed annually, through January 2030.	$12.50/yr per license	600

Technical Contact Name:	Andrew Shearer	Signatory Name:	Dan Rice
Technical Contact Signature:		Signatory Signature:	
Date:		Date:	

Title:	Director of Technology	Title:	Board President

Terms & Agreement
By signing below, the district/entity agrees to the terms and conditions outlined above and within the Lincoln Intermediate Unit Master Service Agreement.

Please submit the fully executed copy of this document to Olivia Dyksterhouse, Online Learning Specialist, ojdyksterhouse@iu12.org.

Next Steps
Invoices will be sent to LEA following the return of the commitment letter. LEA will provide a valid purchase order within 30 days.

Questions
Please reach out to Ben Smith, Director of Educational Technology, bsmith@iu12.org with any questions..

REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM GRANT

COOPERATION AND SUB-APPLICANT AGREEMENT

BETWEEN

REDEVELOPMENT AUTHORITY OF THE COUNTY OF YORK

AND

WEST YORK AREA SCHOOL DISTRICT

This Cooperation and Sub-Applicant Agreement, made this 7th day of October, 2026, hereinafter referred to as the ("AGREEMENT"), is entered into by and between the Redevelopment Authority of the County of York, hereinafter referred to as ("RACY"), the Applicant and Grantee, and the West York Area School District, hereinafter referred to as ("WYASD"), the Sub-Applicant and Sub-Grantee.

WHEREAS, RACY is anticipated to be Grantee for and recipient of the Redevelopment Assistance Capital Program ("RACP") grant funding in the amount of up to $1,000,000 (the "RACP GRANT") from the Commonwealth of Pennsylvania (the "COMMONWEALTH") to fund in part a project to improve and enhance the main campus athletic complex, located in West Manchester Township, York County, Pennsylvania, hereinafter referred to as (the "West York Area SD Main Campus Project") to be owned and used by WYASD and,

NOW, THEREFORE, in consideration of the foregoing, and subject to the conditions contained herein, the parties hereto intending to be legally bound hereby, do covenant and agree for themselves, their respective successors and assigns as follows:

1. The obligations of RACY under this AGREEMENT shall commence on the date RACY's assistance is engaged by WYASD for any phase of the RACP GRANT process and shall end at such time when all conditions of the RACP GRANT have been confirmed satisfied by the COMMONWEALTH at the conclusion of the COMMONWEALTH's audit, or at such time the COMMONWEALTH's consideration of the RACP GRANT ceases.

2. As Sub-Applicant/ Sub-Grantee, WYASD shall be subject to and satisfy all project related terms and conditions of the RACP GRANT which are detailed in Redevelopment Assistance Capital Program guidelines and the RACP GRANT contract to be executed by RACY. Any modifications or amendments to the RACP GRANT contract will be subject to prior written approval of RACY, WYASD and the COMMONWEALTH.

3. Upon compliance with and satisfaction of the RACP GRANT special conditions by WYASD, RACY shall requisition the COMMONWEALTH for RACP GRANT disbursements in accordance with the COMMONWEALTH's approved reimbursement schedule and evidenced with supporting invoice and payment documentation provided

by WYASD, for eligible project costs as authorized by the COMMONWEALTH. Such reimbursements shall be made pending adherence with the project construction and cost schedule.

4. RACY shall make RACP GRANT disbursements to WYASD within ten business days of RACY's receipt of RACP GRANT funds from the COMMONWEALTH. RACY, WYASD and the COMMONWEALTH may elect to enter into an assignment agreement resulting in direct RACP GRANT disbursements by the COMMONWEALTH to WYASD.

5. Upon designation by WYASD of RACY as Grantee for the RACP GRANT, and prior to RACY commencing services, WYASD shall pay a non-refundable $3,500.00 RACP GRANT Commitment Fee to act as Grantee for the RACP GRANT.

   RACY shall be entitled to a RACP GRANT Processing Fee to administer and satisfy RACP guidelines and RACP GRANT contract requirements. The RACP GRANT Processing Fee payable by WYASD shall be the greater of: (i) 2% of the total RACP GRANT amount, or (ii) $20,000.00. The RACP GRANT Processing Fee shall be due and collected in installments as follows:

   INSTALLMENT I: WYASD shall pay to RACY 50% of the RACP GRANT Processing Fee, less the $3,500.00 RACP GRANT Commitment Fee previously paid, prior to the processing and submission of the RACP GRANT Project Management Proposal to the COMMONWEALTH Office of the Budget.

   INSTALLMENT II: WYASD shall pay to RACY the remaining 50% of the RACP GRANT Fee on or before the execution by RACY and the COMMONWEALTH of the RACP GRANT Contract.

   RACY shall be entitled to a RACP GRANT Special Conditions Fee of $2,000 - $5,000 for projects not bid at the General Contractor/Construction Manager Level that are required by the RACP GRANT Contract to submit competitive bidding information. RACY will collect the non-refundable GRANT Special Conditions Fee from WYASD prior to processing and submitting the Special Conditions package to the COMMONWEALTH.

   RACY shall be entitled to a RACP GRANT Term Extension Fee of $2,500 to execute and submit a RACP GRANT Contract Amendment to extend the RACP GRANT Term. RACY will collect the non-refundable GRANT TERM Extension Fee from WYASD prior to processing and submitting the RACP GRANT Contract Amendment to the COMMONWEALTH.

   All fees shall, upon payment, be considered earned and be non-refundable.

   All fees are subject to change from time-to-time during the grant term by action of RACY, effective as of the date of enactment by RACY of such change.

In addition to the foregoing fees, WYASD shall reimburse RACY for any and all out-of-pocket costs, including but not limited to reasonable legal and audit costs, and fidelity bonds. WYASD shall reimburse RACY or the appropriate third party within thirty days of receipt of a RACY or third-party invoice which shall include sufficient documentation that the cost is directly related to the RACP GRANT contract or administration thereof.

6. WYASD shall reimburse RACY or the COMMONWEALTH for any and all amounts that the COMMONWEALTH may, in its sole discretion, determine were improperly allocated, expended or committed by WYASD in connection with the project. This reimbursement shall be paid within ten (10) days of notice from RACY that the COMMONWEALTH has made such a claim. Nothing in this paragraph is meant to waive any right WYASD may have to contest or otherwise challenge such a determination by the COMMONWEALTH or, if WYASD successfully contests or otherwise challenges such a determination, WYASD's ability to resubmit such amounts to RACY for reimbursement under this AGREEMENT.

7. It shall be the sole obligation of WYASD to perform and satisfy all of the terms and conditions of the RACP GRANT and this AGREEMENT. WYASD acknowledges that RACY does not provide guidance, advice or render determinations on the applicability or implementation of the Pennsylvania Prevailing Wage Act, and that WYASD must pose all questions regarding such to the Pennsylvania Department of Labor and Industry. WYASD agrees to indemnify RACY and the COMMONWEALTH, and to hold each of them harmless from and against any liability, obligation, claim, demand, damage, expense or action, including without limitation the cost of defending against any of the foregoing including legal fees, costs, and expenses incurred, (i) based upon or arising out of WYASD's failure to perform any of its obligations under this AGREEMENT or the RACP GRANT; (ii) based upon or arising out of WYASD's breach of this AGREEMENT or the RACP GRANT; (iii) based upon or arising out of any action taken (or any failure to act) by WYASD, or its officers, directors, employees, contractors or agents, under, pursuant to or in connection with this AGREEMENT or the RACP GRANT; and (iv) brought or asserted by third parties against RACY or the COMMONWEALTH, or their officers, directors, employees, contractors or agents, with respect to any of the foregoing. WYASD shall further defend any and all actions, claims or suits brought against RACY or the COMMONWEALTH with respect to or arising out of this AGREEMENT or the RACP GRANT. WYASD agrees that its standard liability policies shall insure and protect, and that it shall cause all such policies to be properly endorsed so as to insure and protect, each of RACY and the COMMONWEALTH, their officers, directors, employees, contractors, and agents, from and against any claims, actions or suits arising out of the performance of this AGREEMENT or the RACP GRANT contract. Upon request, shall furnish to RACY proof of insurance.

   Notwithstanding any provision or obligation of this AGREEMENT or the RACP GRANT contract to the contrary, obligations of RACY hereunder and under the RACP GRANT

contract do not constitute general obligations of RACY or the COMMONWEALTH. No recourse shall be had against RACY or the COMMONWEALTH or its officers, directors, employees, contractors or agents, either directly or indirectly under this AGREEMENT or the GRANT contract.

8. This AGREEMENT shall be binding upon and inure to the benefit of RACY, WYASD and their respective successors and assigns, except that WYASD may not assign or transfer its rights hereunder, without the prior written consent of RACY and the COMMONWEALTH.

9. WYASD is responsible for providing RACY and the COMMONWEALTH with any necessary information to facilitate RACY's compliance with all guidelines and requirements as contained in RACP GRANT guidelines and contract.

10. In the event the COMMONWEALTH terminates the RACP GRANT contract, RACY may terminate this AGREEMENT at any time if it determines that termination is in its best interest, by giving prior written notice to WYASD of such termination and specifying the effective date thereof. Termination pursuant to this section shall not be applicable to funds that WYASD is legally or contractually obligated to pay as a result of project activities entered into prior to the date that it receives written notice of termination.

11. This AGREEMENT, when signed by authorized RACY and WYASD officials, constitutes the full and complete understanding and agreement of the parties, including the incorporation of all requirements of the RACP GRANT contract, of its express terms as provided above in this AGREEMENT and in the RACP GRANT contract to be attached to this AGREEMEMT.

12. Any amendments or modifications to this AGREEMENT must be in writing and signed by authorized RACY officials to be valid and binding.

13. Should any section or any part of any section of this AGREEMENT be rendered void, invalid or unenforceable by any court of law, for any reason, such a determination shall not render void, invalid, or unenforceable any other section or part of any section of this AGREEMENT.

14. No personal recourse under, or upon any statement, obligation, covenant, or agreement contained in this AGREEMENT or under any judgment obtained against a party to this AGREEMENT, or by the enforcement of any assessment, or by any legal or equitable proceeding by virtue of any constitution, statute, regulation or otherwise, whether under

or independent of this AGREEMENT, or any other agreement against such party shall be had against any individual incorporator, member, director, officer, employee or agent, as such, past, present, or future, of such party for the payment of any sum that may be due, adjudged or awarded by reason of such individual party's failure to perform any duty or obligation required to be performed from time to time under this AGREEMENT, or for any sum that may be due and unpaid such party. Any and all personal liability of every nature, whether at common law or in equity or by statute or otherwise, of any such incorporator, member, director, officer, employee or agent, as such, by reason of any act or omission on his or her part, or otherwise, directly or indirectly, for any payment of any sum that may be due, adjudged, or awarded by reason of such party's failure to perform any duty or obligation required to be performed from time to time hereunder, or for any sum that may remain due and unpaid, or any interest payable thereon, is hereby expressly waived and released by the other party hereto as a condition of, and in consideration for, the execution of this AGREEMENT.

IN WITNESS WHEREOF the parties hereunto have set their hands and seals on:

REDEVELOPMENT AUTHORITY OF THE COUNTY OF YORK	WEST YORK AREA SCHOOL DISTRICT
Federal I.D. Number: 23-24207354	Federal I.D. Number: _____
Executed:	Executed:
By: _____	By: _____
Title: Executive Director	Title _____
Date: October 7, 2026	Date: _____
Attest:	Witnessed:
By: _____	By: _____
Title: Assistant Secretary	Title _____
Date: October 7, 2026	Date: _____

Book	Policy Manual
Section	100 Programs
Title	Academic Standards
Code	102 Vol III 2026
Status	From PSBA

PURPOSE

The Board recognizes the importance of developing, assessing and expanding academic standards to challenge students to achieve at their highest level possible. To this end, the district shall establish rigorous academic standards in accordance with, and may expand upon, those adopted by the State Board of Education.[1][2]

DEFINITION

Academic standards means what a student should know and be able to do at a specified grade level. For purposes of this policy, the term **academic standards** encompasses Pennsylvania Core Standards, **Pennsylvania Integrated Standards**, state academic standards and local academic standards.[2][3]

AUTHORITY

The Board shall approve academic standards for district students to attain, in the following content areas:[2]

1. English Language Arts (reading, writing, speaking and listening) - **PA Core Standards**.
2. Mathematics **- PA Core Standards**.
3. Science, Environment, Ecology, Technology and Engineering (Grades K-5) **- PA Integrated Standards**.
4. Science, Environment and Ecology (Grades 6-12).
5. Technology and Engineering (Grades 6-12).

6. Social Studies (history, geography, civics and government, economics) - to include **PA Core Standards** reading in history and social studies, and writing for history and social studies.
7. Arts and Humanities.
8. Career Education and Work.
9. Health, Safety and Physical Education.
10. Family and Consumer Sciences.
11. World Languages.(*)
12. **Personal Finance/**Financial Literacy.~~(*)~~

Guidelines

The district's curriculum shall be designed to provide students with the planned instruction needed to attain established academic standards. **Such standards require the incorporation of education on social media literacy.**[2][4][5]

The district shall address social media literacy by providing instruction to students on the potential health and academic impacts, and safety and security concerns associated with social media use.[9]

The district shall assess individual student attainment of established academic standards and provide assistance for students having difficulty attaining academic standards.[2][6][7]

Students with disabilities may attain academic standards by completion of their Individualized Education Programs in accordance with law, regulations and Board policy.[2][8]

(*) District Specific Language

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Footnotes

[1] 22 PA Code 4.11
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[2]

22 PA Code 4.12

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22 PA Code 4.3

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Policy Reference

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Book	Policy Manual
Section	200 Pupils
Title	Virtual Attendance and Wellness Checks - **NEW POLICY**
Code	204.1 Vol III 2026
Status	From PSBA

PURPOSE

This policy establishes standards for wellness checks for students who receive academic instruction exclusively through the district's virtual instruction program for the full school year. Wellness checks are conducted to verify attendance and to facilitate the safety and well-being of students.

AUTHORITY

The Board directs the maintenance of a wellness check process that complies with state law.[1]

This policy shall be posted on the district's publicly accessible website.[1]

DEFINITION

District employee/representative – a district teacher, administrator or other district representative who is subject to mandated reporter requirements for child abuse under the Child Protective Services Law.[2][3]

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall be responsible for implementing this policy.

It shall be the responsibility of the designated district employee/representative to administer wellness check procedures in accordance with applicable law and this policy.

GUIDELINES

Weekly Wellness Checks

Weekly wellness checks must be conducted for each student enrolled in the district's virtual instruction program who receives academic instruction exclusively through virtual means for the full school year.[1]

At least once during any week consisting of three (3) or more full or partial academic instructional days, a district employee/representative shall ensure that each student is visibly seen and communicated with in real time either, in person or through electronic means.[1]

Wellness Check Methods

Acceptable methods of conducting wellness checks include:[1]

1. A student turning on a webcam and the district employee/representative visibly seeing and communicating with the student during synchronous online instruction.
2. Virtual or face-to-face participation by the student in any of the following activities:
    a. Health screenings.
    b. Standardized testing.
    c. Advising sessions.
    d. Tutoring sessions.
    e. In person, school-sponsored activities chaperoned by a district employee/representative.

Excused Absence Exemptions

A student may be exempt from a wellness check on the day a check is attempted if the student has an excused absence pursuant to applicable attendance requirements.[1] [4][5]

If this occurs, the district shall conduct the wellness check on the next school day or another school day during the same week. If a student has an excused absence for all school days during the same week, the student shall be exempt from the wellness check requirement for that week.[1] [4][5]

Internet or Power Outage Exemptions

A student may be exempt from a wellness check when the student's household experiences a documented Internet or power outage during the day and time of the attempted wellness check.[1]

If this occurs, the district shall conduct the wellness check on the next school day or another school day during the same week following resolution of the outage.[1]

The student’s parent/guardian shall provide documentation of the outage to the district as soon as possible.[1]

Failure to Complete a Required Wellness Check

Within one (1) school day after a student fails to complete a required wellness check, the district shall:[1]

1. Make documented and ongoing efforts to complete the required wellness check and contact the student's parent/guardian using at least two (2) different methods of communication; and
2. Provide written notice to the parent/guardian, in the parent's/guardian's preferred language, stating that the required wellness check has not been completed.

Wellness Review Conference

If the required wellness check is not completed within three (3) school days following the issuance of written notice, the district shall immediately schedule a wellness review conference to occur within one (1) school day. The wellness review conference may be conducted in person or through electronic means.[1]

The wellness review conference will be conducted to:[1]

1. Complete the required wellness check through real-time visual interaction with the student;
2. Reestablish communication with the student and the student’s parent/guardian; and
3. Identify interventions to facilitate future participation in wellness checks.

The wellness review conference shall convene as scheduled regardless of whether the student or the student’s parent/guardian participates.[1]

In-Person Wellness Check

If a student does not participate in the wellness review conference, the district must conduct an in-person wellness check within twenty-four (24) hours of the scheduled conference, even if this time period falls on a weekend or holiday.[1]

When the district has been unable to reach or obtain a response from the student or the student’s parent/guardian, the Superintendent or designee shall consult with the district solicitor for guidance.

Wellness Check Records

The district shall maintain accurate records of all wellness checks, including the date, time, method, and outcome of each check.[1]

District administrators are prohibited from altering attendance records for wellness checks after a wellness check has been performed, except to correct an identified error.[1]

Reporting Requirements

Any district employee/representative who observes any indications of abuse, neglect or harm to a child during a wellness check, wellness review conference, or related contact, the district employee/representative is required to report the concerns in accordance with law and Board policy.[1][2][3]

The district shall maintain documentation sufficient to demonstrate compliance with this policy and applicable law.[1]

Such documentation shall be provided to the Pennsylvania Department of Education (PDE) upon request. Failure to comply with such requests may result in:[1]

1. A requirement to report to PDE the date, time and method of each wellness check for each student enrolled exclusively in the district's virtual instruction program.
2. Mandating district educators, administrators and staff to complete child abuse recognition, prevention and reporting training annually.
3. Requiring the district to meet in person with each student enrolled in a virtual instruction program at least once during the school year following the school year in which the district was found to be out of compliance.
4. Prohibiting the district from being awarded a competitive state grant by PDE until the district demonstrates compliance.

Footnotes

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[2]
23 Pa. C.S.A. 6301
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24 P.S. 1329

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Pol. 204

Policy Reference

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Book	Policy Manual
Section	200 Pupils
Title	Health Examinations/Screenings
Code	209 Vol III 2026
Status	From PSBA

AUTHORITY

In compliance with applicable law and regulations, and Board-approved health and safety plans, the Board shall require that district students submit to health and dental examinations, screenings and health monitoring in order to protect the school community from the spread of communicable disease and to ensure that the student's participation in health, safety and physical education courses meets the student's individual needs and that the learning potential of each student is not lessened by a remediable physical disability.[1][2][3][4]

GUIDELINES

Each student shall receive a comprehensive health examination conducted by the school physician upon original entry, in sixth grade, and in eleventh grade.[2][4][5]

Each student shall receive a comprehensive dental examination conducted by the school dentist upon original entry, in third grade, and in seventh grade.[3][4][5]

A private health and/or dental examination conducted at the parents'/guardians' request and expense shall be accepted in lieu of the school examination. The district shall accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.[5]

The school nurse or medical technician shall administer to each student vision tests, hearing tests, tuberculosis tests **and** other tests deemed **advisable at** intervals established by the district. Height and weight measurements shall be used to calculate the student's weight-for-height ratio.[2][4][6]

The school nurse or other health care practitioner shall conduct measurements of height and weight for each student for the purpose of tracking growth patterns. Height and weight measurements will be conducted at intervals established by the district and in a manner that protects student confidentiality. Parents/Guardians have the right to request an exemption from height and weight measurements for their child, and the district must provide notification of the exemption request procedure.[2][25]

Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parents/guardians may attend. The notice shall encourage the parent/guardian to have the examination or screening conducted by the student's private physician or dentist at the parent's/guardian's expense to promote continuity of care. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs.[7][8][9]

A student who presents a statement signed by the parent/guardian that a health examination is contrary to the student's or parent's/guardian's religious beliefs shall be examined only when the Secretary of Health determines that facts exist indicating that certain conditions would present a substantial menace to the health of others in contact with the student if the student is not examined for those conditions.[10][11]

Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be notified of the apparent need for a special examination by the student's private physician or dentist. The parent/guardian shall report to the school whether a special examination occurred. If the parent/guardian fails to report whether the examination occurred within a reasonable time after being notified of the apparent need and the abnormal condition persists, appropriate school health personnel shall arrange a special health examination for the student.[2][4][12]

In the event that the parent/guardian objects to or refuses to obtain a regular or special health or dental examination or refuses to permit the child to be examined as arranged by the school nurse or school physician, the school nurse, in consultation with the school physician, shall determine whether the student appears to have unaddressed health conditions such that under the circumstances the refusal should be reported to the PA Department of Health or other appropriate authorities.

Where school health officials or staff have reasonable cause to suspect that a student may be the victim of child abuse, the school employee shall make a report of suspected child abuse in accordance with law and Board policy.[13][14]

Health Monitoring

The Board directs district staff to monitor student health in accordance with applicable Board policy and the Board-approved health and safety plan.[15]

A student may request an alternative method of monitoring as a religious accommodation, and designated district staff shall assess and respond to such request in accordance with applicable law, regulations and Board policy. A request for an accommodation that would unreasonably impair safety or cause undue hardship will not be granted.[16]

A student with a health condition that may render a monitoring method ineffective should notify designated staff so that alternative or supplemental methods may be considered.[16][17]

Students who may be exhibiting symptoms that indicate health concerns shall be referred to the school nurse or designated staff for further assessment and response, in accordance with Board policy.[15]

Health Records

The district shall maintain for each student a comprehensive health record which includes a record of immunizations and the results of tests, measurements, regularly scheduled examinations and special examinations.[2]

All health records shall be confidential and shall be disclosed only when necessary for the health of the student or when requested by the parent/guardian, in accordance with law and Board policy.[18][19][20]

The district may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy.[15][18][19][20][21][22][23]

Designated district staff shall request from the transferring school the health records of students transferring into district schools. Staff shall respond to such requests for the health records of students transferring from district schools to other schools.[18]

The district shall destroy student health records only after the student has not been enrolled in district schools for at least two (2) years.[18][24]

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall instruct all staff members to continually observe students for conditions that indicate health concerns or disability and to promptly report such conditions to the school nurse or designated staff.[2]

The Superintendent or designee shall ensure that educational information and materials regarding eating disorder awareness and education are made available to students in grades six through twelve. Eating disorder awareness and educational materials must also be posted on the district's website.[26][27]

The Superintendent or designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).[12]

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Footnotes

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Book	Policy Manual
Section	200 Pupils
Title	School Wellness
Code	246 Vol III 2026
Status	From PSBA

PURPOSE

The West York Area 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, 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.[2][3]

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

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. 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.[2][3]

Each building principal or designee shall annually report to the Superintendent or designee regarding compliance in his/her school.[3]

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 shall annually report to the Board on the district's compliance with law and policies related to school wellness. The report may include:

1. Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
2. Listing of activities and programs conducted to promote nutrition and physical activity.
3. Feedback received from district staff, students, parents/guardians, community members and the Wellness Committee.

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:[2][3]

1. The extent to which each district school is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by the district in attaining the goals 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.[3]

The district shall annually inform and update 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, posted notices and/or other efficient

communication methods. This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership.[2][3]

GUIDELINES

Recordkeeping

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:[3][4]

1. The written School Wellness policy.
2. 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.
3. 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.
4. 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 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.[2]

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.[3]

Advisory Health Council

An Advisory Health Council may be established by the Superintendent to study student health issues and to assist in organizing follow-up programs.[5]

Individuals who conduct student medical and dental examinations shall submit to the Advisory Health Council annual reports and later reports on the remedial work accomplished during the year, as required by law.[5]

Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.[6][7][8]

Nutrition education in the district shall teach, model, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.

Nutrition education lessons and activities shall be age-appropriate.

The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development. The district shall develop standards for such training and professional development.[9]

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.

District schools shall promote nutrition through the implementation of Farm to School activities, where possible. Activities may include, but not be limited to, the initiation/maintenance of school gardens, taste-testing of local products in the cafeteria and classroom, classroom

education about local agriculture and nutrition, field trips to local farms and incorporation of local foods into school meal programs.

District staff shall cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.

Physical Activity

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

District schools shall contribute to the effort to provide students opportunities to accumulate at least sixty (60) minutes of age-appropriate physical activity daily, as recommended by the Centers for Disease Control and Prevention. Opportunities offered at school will augment physical activity outside the school environment, such as outdoor play at home, sports, etc.

Students shall participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness and performance benefits.

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.

Physical activity breaks shall be provided for students during classroom hours.

District schools shall partner with parents/guardians and community members and organizations, such as YMCAs, Boys & Girls Clubs, local and state parks, hospitals, etc., to institute programs that support lifelong physical activity.

Physical activity shall not be used or withheld as a form of punishment.

Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.[7][8][10]

Instruction involving the collection of a student's height and weight measurements must be conducted in a manner that protects student confidentiality. The calculation of body mass index (BMI) is prohibited.[10]

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

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.

A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.

A varied and comprehensive curriculum that promotes both team and individual activities and leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.

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.

Physical education shall be taught by certified health and physical education teachers.

Appropriate professional development shall be provided for physical education staff.

Social Media

A social media literacy program consistent with curriculum regulations and academic standards shall be developed and implemented to address the following:[7][8][23]

1. **Mental, psychological and physical effects of social media and mobile device use.**
2. **Potential impacts of social media and mobile device use on academic growth and learning.**
3. **Safe use of social media, including how to recognize suspicious online behavior including, but not limited to:**

a. **Cyberbullying.**
b. **Predatory behavior.**
c. **Potential human trafficking.**

4. **Personal security and privacy on mobile devices.**

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.[11][12][13][24]

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.[9][15][16][17]

District schools shall provide adequate space, as defined by the district, for eating and serving school meals.

Students shall be provided a clean and safe meal environment.

Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.

District schools shall 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.

Meal periods shall be scheduled at appropriate hours, as required by federal regulations and as defined by the district.[11]

Students shall have access to hand washing or sanitizing before meals and snacks.

Goals of the School Wellness policy shall be considered in planning all school based activities.

Administrators, teachers, food service personnel, students, parents/guardians and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts.

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.[11][12][15][16]

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

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.[3][18][19]

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.[3][18]

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.[3][18]

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[18]

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 an exemption is approved in accordance with applicable Board policy and administrative regulations.[20]

The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education 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. **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.[18]

The district shall establish administrative regulations to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption.

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.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives:
    - Foods and beverages shall not be used as a reward or incentive in district schools.
2. Classroom Parties and Celebrations:
    - Classroom parties/celebrations with food/beverages shall be limited to no more than one (1) per month in each classroom.
    - Classroom parties shall offer a minimal amount of foods (maximum 2-3 items) containing added sugar as the primary ingredient (e.g., cupcakes, cookies) and will provide the following:
        i. Fresh fruits/vegetables; and
        ii. Water, 100 percent juice, 100 percent juice diluted with water, low-fat milk or nonfat milk.
3. Shared Classroom Snacks:
    - Dietary allergies and the number of snacks for each student shall be taken into account.

The district shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

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.[3][18]

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.[21]

Management of Food Allergies in District Schools

The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:[22]

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

Safe Routes to School

The district shall assess and, to the extent possible, implement improvements to make walking and biking to school safer and easier for students.

The district shall cooperate with local municipalities, public safety agency, police departments and community organizations to develop and maintain safe routes to school.

PSBA Revision 8/26 © 2026 PSBA

Footnotes

[2]
42 U.S.C. 1758b

[3]
7 CFR 210.31

[4]
7 CFR 210.15

[5]
24 P.S. 1422

[6]

24 P.S. 1513

[7]

Pol. 102

Policy Reference

Open policy

[8]

Pol. 105

Policy Reference

Open policy

[9]

Pol. 808

Policy Reference

Open policy

[10]

24 P.S. 1512.1

[11]

7 CFR 210.10

[12]

7 CFR 220.8

[13]

24 P.S. 701

[15]

42 U.S.C. 1751

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42 U.S.C. 1773

[17]

7 CFR 210.30

[18]

7 CFR 210.11

[19]

7 CFR 220.12

[20]

Pol. 229

Policy Reference

Open policy

[21]

24 P.S. 504.1

[22]

Pol. 209.1

Policy Reference

Open policy

[23]

24 P.S. 1556

[24]

24 P.S. 742.1

Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249 Vol III 2026
Status	From PSBA

PURPOSE

~~The Board is committed to providing a safe, positive learning environment for district students.~~ The Board recognizes that bullying **and cyberbullying create** an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning and may lead to more serious violence. **The Board is committed to providing a safe, positive learning environment for district students that is free from bullying and cyberbullying.**

DEFINITIONS

Artificial Intelligence-Generated or Modified Media means text, code, images, audio or video data that has been created or modified from its original source data through the use of artificial intelligence technology, programs or platforms.[1]

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:[1]

1. Substantially interfering with a student's education**; or**
2. Creating a threatening environment**; or**
3. Substantially disrupting the orderly operation of the school.

Cyberbullying means bullying through the use of electronic technology or communication, including data, computer software or online platforms

regardless of their origin, using a device, system network, internet service, email, social media or other digital means, including artificial intelligence–generated or modified media. Cyberbullying includes bullying conduct which occurs in a school setting and/or outside a school setting.[1]

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[1]

AUTHORITY

The Board prohibits all forms of bullying **and cyberbullying** by district students **and requires that this policy be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.**[1]

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

~~Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.~~

The Board directs that complaints of bullying **and cyberbullying** be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying **or cyberbullying** brought pursuant to this policy **to** also be reviewed for conduct which may not be proven to be bullying **or cyberbullying** under this policy but merits review and possible action under other Board policies.[1]

~~When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[2]~~[3]

~~Discrimination/Harassment~~

~~Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination or harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination or harassment are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination or harassment as well as the incidents of alleged bullying.~~ [4][5]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying **or cyberbullying** or participation in an investigation of allegations of bullying **or cyberbullying** is prohibited and shall be subject to disciplinary action.

DELEGATION OF RESPONSIBILITY

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying **and cyberbullying**.

The Superintendent or designee shall develop administrative regulations to ~~implement~~ **support** this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[1]

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[1]

District administration shall annually provide the following information with the school safety and security incident report:[1][2]

1. Board's Bullying**/Cyberbullying** Policy.

2. Report of bullying **and cyberbullying** incidents.
3. Information on the development and implementation of any bullying **and cyberbullying** prevention, intervention or education programs.

GUIDELINES

~~The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][7][8]~~

~~This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.[1]~~

Reports of bullying or cyberbullying may be made orally or in writing and may be anonymous, except where made by district staff. Students are encouraged to use the district's reporting form attached to this policy, or to submit a written complaint; however, oral complaints will be accepted, documented and investigated.

Any individual receiving a complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor any person involved.

District staff who observe bullying/cyberbullying or receive a report of bullying/cyberbullying shall not conduct an independent investigation but shall take appropriate action to protect the safety of involved students and promptly provide a summary of the observed or reported conduct to the building principal or designee.

For purposes of this policy, a reporter is an individual, other than district staff, who reports alleged bullying/cyberbullying directed at one or more students. A complainant is the alleged victim or target of the conduct. In some circumstances, the same individual may serve as both reporter and complainant.

The building principal or designee shall encourage the complainant or reporter to complete the district's designated report form. If, due to age, disability or other incapacity, the complainant or reporter is unable to complete the form, the building principal or designee shall document the report and complete the form on the individual's behalf. If the report is made by someone other than the complainant, the complainant shall be notified promptly, informed of the report, and encouraged to complete the district reporting form.

As soon as practicable after the receipt of a report of bullying or cyberbullying, the district shall notify the parent(s)/guardian(s) of any student involved in the incident.

If the complainant, district staff, or other professionals with knowledge of the complainant's health and well-being indicate that notifying a parent/guardian could place the complainant or another person at risk of abuse, neglect or other imminent harm, the building principal, in consultation with the Superintendent and legal counsel, and as appropriate, law enforcement, child welfare authorities and other qualified professionals, may determine whether parental notification should be delayed as permitted by law. The basis for the delay must be documented, and parent/guardian notification shall occur as soon as legally and safely practicable.[3][4]

Every report of bullying/cyberbullying shall be reviewed and investigated promptly and sufficiently to address the alleged misconduct, even if the report is anonymous or the complainant requests that no action be taken.

Threat Assessment

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community, or others, district staff shall make a referral to the district's threat assessment team in accordance with applicable law and Board policy.[5][6]

Discrimination/Harassment

If, at the time of the report or at any time during the investigation of the alleged bullying/cyberbullying, there is reason to believe that the conduct may fall within the provisions of the district's discrimination/harassment policies, the Title IX Coordinator must be promptly notified. Upon notification, the Title IX Coordinator will immediately initiate steps to comply with appropriate policies and procedures. The investigation will be handled as a joint and concurrent investigation to address all appliable allegations and legal requirements.[7][8]

Investigation Procedures

After determining that the matter does not require handling under Policy 103, the building principal shall determine whether the investigation may be conducted by the principal or designee or whether the matter must be referred to the Superintendent or another appropriate administrator.

If law enforcement has been notified, a law enforcement report has been filed, or substantiated allegations could result in expulsion, the building principal shall consult with the Superintendent or appropriate administrator, who may seek advice from legal counsel.

Investigations shall be timely, impartial, thorough and comprehensive. The investigation may include:

1. **Interviewing the complainant.**
2. **Interviewing the individual(s) accused of the conduct.**
3. **Interviewing witnesses.**
4. **Reviewing physical, electronic or documentary evidence.**
5. **Reviewing any other relevant information provided during the investigation.**
6. **Conducting any additional inquiry reasonably necessary to determine the facts and address proven misconduct.**

Investigative Findings

The investigator shall prepare findings that summarize the investigation, determine whether the allegations have been substantiated, identify any violation of Board policy or applicable law, and recommend appropriate corrective action.

As soon as practicable after determining that an incident of bullying or cyberbullying has occurred, the district shall notify the parent(s)/guardian(s) of any student involved in the incident of the determination of the investigation.

The complainant/reporter and the accused shall be informed of the outcome of the investigation within a reasonable period of time, consistent with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be informed of any individual remedies provided to the complainant.[9]

District Response and Corrective Action

If an investigation results in a finding that bullying or cyberbullying or other misconduct occurred, the district shall take prompt and appropriate corrective action designed to stop the conduct, prevent its recurrence, protect affected students, eliminate any hostile or disruptive environment, and prevent retaliation.[1]

The district shall document corrective actions taken and, when permitted by law, inform the complainant or reporter of responsive measures. District administrators shall monitor the effectiveness of corrective actions and take additional measures when necessary.[1]

If an investigation reveals violations of other Board policies or circumstances requiring additional review, referral, discipline or intervention, the district shall address those matters through the appropriate disciplinary, administrative or support processes.

Any disciplinary action imposed shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, applicable collective bargaining agreements, and state and federal law, and may include:[1][2][13]

- **Counseling within the school.**
- **Parental conference.**
- **Loss of school privileges.**
- **Transfer to another school building, classroom or school bus.**
- **Exclusion from school-sponsored activities.**
- **Detention.**
- **Suspension.**
- **Expulsion.**
- **Counseling/Therapy outside of school.**
- **Referral to law enforcement officials.**

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][2][10]

Education

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[1][11][12]

~~Consequences for Violations~~

~~A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[1]~~[7][12]

~~1. Counseling within the school.~~

~~2. Parental conference.~~

~~3. Loss of school privileges.~~

~~4. Transfer to another school building, classroom or school bus.~~

~~5. Exclusion from school-sponsored activities.~~

~~6. Detention.~~

~~7. Suspension.~~

~~8. Expulsion.~~

~~9. Counseling/Therapy outside of school.~~

~~10.Referral to law enforcement officials.~~

School Safety and Security Incidents Report

Annually, by July 31, the Superintendent shall report on the designated form, to the PA Department of Education, all new incidents as required by state law. The report must include the total number of bullying and cyberbullying incidents that occurred during the school year, including the number of cyberbullying incidents suspected to involve artificial intelligence-generated or modified media.[2][14]

Footnotes

[1]

24 P.S. 1303.1-A

[2]

Pol. 805.1

Policy Reference

Open policy

[3]

Pol. 236.1

Policy Reference

Open policy

[4]

Pol. 103

Policy Reference

Open policy

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Pol. 103.1

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Pol. 805.1

Policy Reference

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Pol. 103

Policy Reference

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Pol. 103

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Pol. 216

Policy Reference

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22 PA Code 12.3

[11]

Pol. 236

Policy Reference

Open policy

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Pol. 233

Policy Reference

Open policy

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Pol. 236

Policy Reference

Open policy

[14]

24 P.S. 1319-B

Book	Policy Manual
Section	800 Operations
Title	School Calendar
Code	803 Vol III 2026
Status	From PSBA

PURPOSE

The Board recognizes that preparation of an annual school calendar is necessary for the efficient operation of the district and communication with students, staff, parents/guardians and the school community.

AUTHORITY

The Board shall determine annually the days and the hours when the schools will be in session for instructional purposes, in accordance with state law and regulations. This may include, as appropriate, activities qualifying as instructional days or hours under the direction of certified school employees for fulfilling the minimum required days or hours of instruction under law, regulations and state guidance.[1][2][3][4][5][6][7][8][9]

The school calendar shall normally consist of a minimum of 180 student days or 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level. [1][2][8][10]

The Board reserves the right to alter the school calendar when it is in the best interests of the district, including in cases of emergency, in accordance with applicable law and regulations. The Board shall take action to establish temporary provisions in cases of emergency, in accordance with law, and shall document such actions with the PA Department of Education when required.[2][5][6][7][9][11][12][13][14]

Temporary provisions established in accordance with law may include but are not limited to:[1][2][5][6][7][8][9][12][13][15]

1. Keeping schools in session such days and hours as the Board deems necessary, which shall include maintaining the requirement for a minimum of 180 student days or 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level.
2. Reducing the length of time of daily instruction for courses and classes.
3. Implementing remote and other alternative methods of delivering instruction under the direction of certified school employees.

Each year, prior to finalizing the school calendar, the Board must discuss the use or potential use of flexible instructional days and remote or virtual instructional days at a public Board meeting.[7] [14]

DELEGATION OF RESPONSIBILITY

The Superintendent shall annually prepare a school calendar for Board consideration.

The Superintendent or designee shall document alterations to the school calendar and any temporary provisions in accordance with law, regulations, guidance from the PA Department of Education and Board policy.[7][14][15]

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Footnotes

[1]
24 P.S. 133
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Legal Reference
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[2]
24 P.S. 1501
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Legal Reference
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[3]
24 P.S. 1502
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24 P.S. 1503

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24 P.S. 1504

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24 P.S. 1505

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24 P.S. 1506

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Legal Reference

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22 PA Code 11.1

pacodeandbulletin.gov

pacodeandbulletin.gov

Legal Reference

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22 PA Code 11.2

pacodeandbulletin.gov

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Legal Reference

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22 PA Code 4.4

pacodeandbulletin.gov

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Legal Reference

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24 P.S. 520

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24 P.S. 1501.3

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Legal Reference

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Pol. 006

Policy Reference

Open policy

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Pol. 805

Policy Reference

Open policy

Book	Policy Manual
Section	800 Operations
Title	School Security Personnel
Code	805.2 Vol III 2026
Status	From PSBA

AUTHORITY

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

The district shall employ or contract for at least one (1) full-time school security personnel who has completed the training required by law and this Board policy to be on duty during the school day.[1]

The district shall certify to the state School Safety and Security Committee annually that it has met the requirements for school security personnel or has received a waiver, in accordance with applicable law.[1]

DEFINITIONS

School security personnel - school police officers, school resource officers and school security guards.[2]

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.[2]

School day - the hours between the morning opening of a school building and the afternoon dismissal of students on a day which classes are in session.[1]

Third-party vendor - a company or entity approved by the PA Commission on Crime and Delinquency that provides school security services in accordance with law.[2]

DELEGATION OF RESPONSIBILITY

The Superintendent shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law. When a vacancy occurs in the role of the School Safety and Security Coordinator, the Superintendent shall appoint another school administrator to serve as the School Safety and Security Coordinator within thirty (30) days of the vacancy and shall notify the Board regarding the appointment.[3]

The Superintendent or designee shall submit the name and contact information for the appointed School Safety and Security Coordinator to the state's School Safety and Security Committee within thirty (30) days of the appointment.[3]

The School Safety and Security Coordinator shall report directly to the Superintendent, and shall be responsible for the following:[3]

1. Oversee all school police officers, School Resource Officers (SROs), and school security guards.
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 **awareness and prevention,** bullying **and cyberbullying** awareness **and prevention**, substance use awareness, emergency procedures and training drills, and identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with the standards established by the state's School Safety and Security Committee and the requirements of applicable law and regulations.[3][4][5][6][7][8][9][10][11][12][13]
4. Meet with school employees annually to seek their input on the mandatory school safety and security training.[4]

5. 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.
6. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.
7. Serve on the district's threat assessment team(s) and participate in required training and the threat assessment process.[8][14]
8. Coordinate School Safety and Security Assessments, School Safety and Security grant requirements and respond to School Safety and Security surveys, as applicable.[12][15]
9. Coordinate school safety and security meetings with school and building leadership, at least on a quarterly basis.

The School Safety and Security Coordinator shall, within one (1) year of appointment, complete required training as specified by the state's School Safety and Security Committee for serving in the role of a School Safety and Security Coordinator. This training shall be in addition to other training requirements for school administrators, but shall count toward professional education credit, where applicable.[3][16][17][18]

The School Safety and Security Coordinator must complete any additional continuing education as required by the School Safety and Security Committee.[3]

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.[3][19]

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

1. Threat assessment team information, including verification of compliance with law and regulations, the number and composition of the district's threat assessment team(s), the total number of threats assessed in the past year and additional information on threat assessment required by the Superintendent or designee, in accordance with Board policy.[8][14]

2. The number and type(s) of school security personnel contracted or employed by the district, including:[3]
    a. The number of school security personnel that are armed, listed by type(s) of personnel.
    b. The school building at which each school security personnel is assigned, listed by type(s) of personnel.
    c. The training, including the type of training and completion dates, of each school security personnel, listed by type(s) of personnel.
    d. A listing of other individuals utilized by the district for school safety-related duties.
3. An attendance report of the school and building personnel present at each school safety and security meeting, including yearly attendance totals.
4. Reports of required emergency preparedness, fire, bus evacuation and school security drills.[12]
5. Information on required school safety and security training and resources provided to students and staff.[12]
6. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
7. 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.[20]
8. School safety and security incident reports for the previous year(s) and/or data collected to date for the current year.[21]
9. Updates regarding the district's memorandum of understanding with law enforcement agencies.[21]
10. Updates to laws, regulations and/or Board policies related to school safety and security.
11. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.
12. Information on grants or funding applied for and/or received in support of school safety and security efforts.

A copy of the report, including the required information on threat assessment and school security personnel, shall be submitted to the state's School Safety and Security Committee.[3]

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.

[NOTE: Select the applicable option(s) below with the appropriate corresponding language for each option, based on the district's school security personnel.]

GUIDELINES

School Police Officers

The district shall employ and/or contract for one or more school police officers and apply to the appropriate court for appointment and powers of authority, in accordance with the provisions of law.[2][22][23][24][25][26]

Within thirty (30) days of court approval for appointment of a school police officer, the district shall notify the School Safety and Security Committee and submit a copy of the court's order.[22]

School police officer -[2][23][24]

1. A law enforcement officer employed by the district whose responsibilities, including work hours, are established by the district; or
2. An independent contractor or an individual provided through a third-party vendor who has been appointed in accordance with law, and who meets the requirements of contracted services personnel, in accordance with Board policy.[26]

Background Checks -

Prior to receiving an offer of employment, all school police officers shall comply with the requirements for background checks/certifications and employment history reviews for all school employees, in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for school

police employed by the district and Board policy 818 for school police employed by an independent contractor or third-party vendor.[25][26][27][28][29][30]

The district shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school police employed by the district and shall review a background investigation conducted for all school police employed by an independent contractor or third-party vendor.[31][32]

Following an offer of employment, the district shall request the separation record for a school police officer employed or contracted by the district, in accordancccccce with applicable law and regulations for a law enforcement agency.[33][34]

Requirements -

The district shall annually report the following information regarding school police officers receiving required training to the PA Department of Education, the School Safety and Security Committee and the PA Commission on Crime and Delinquency:[35]

1. The district's name and the number of school police officers employed or contracted by the district.
2. The municipalities comprising the district.
3. The date and type of training provided to each school police officer.

The district shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.[31][36]

School police officers shall take and subscribe to the Oath of Office required by law.[37]

The district shall request that the court grant the school police officer authority to carry a firearm, in accordance with law. The school police officer shall maintain all applicable firearm license and training requirements, in accordance with applicable law and Board policy.[22][38]

School police officers shall successfully complete required training, in accordance with law, and other required staff training, including district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to behavior for students

with disabilities, in accordance with law, regulations and Board policy.[38][39][40][41][42]

School police officers shall possess and exercise the following duties:[43]

1. Enforce good order in school buildings, on school buses or vehicles owned or leased by the district, and on school grounds.
2. If authorized by the court, issue summary citations or detain individuals who are in school buildings, on school buses and on school grounds in the district until local law enforcement is notified.
3. If authorized by the court, a school police officer who is a law enforcement officer employed by the district whose responsibilities, including work hours, are established by the district, may exercise the same powers as exercised under authority of law or ordinance by the police of the municipality in which the school property is located.

School police officers shall wear the assigned metallic shield or badge provided by the district in plain view when on duty.[44]

School Resource Officers (SROs)

The district shall establish an agreement with West Manchester Police Department, in accordance with the provisions of law, for the assignment of a School Resource Officer(s) to specified district schools.[2][45]

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.[2]

The agreement shall address the powers and duties conferred on SROs, which shall include but not be limited to:[46]

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.

Prior to assignment in the district, the district shall confirm that the law enforcement agency has completed a law enforcement agency background investigation and received the SRO's separation record, when required, in compliance with applicable law and regulations. The district shall coordinate with the law enforcement agency in making required reports regarding hiring and separation, and maintaining all required records, in accordance with applicable law and regulations.[31][36]

SROs shall successfully complete required training, in accordance with law.[46]

School Security Guards

The district shall employ and/or contract for one or more school security guards, in accordance with the provisions of law.[2][25][26][47]

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.[2][24][26][47]

Background Checks -

Prior to receiving an offer of employment, all school security guards shall comply with the requirements for background checks/certifications and employment history reviews for all school employees, in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for school

security guards employed by the district and Board policy 818 for school security guards employed by an independent contractor or third-party vendor.[25][26][27][28][29][30]

The district shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school security guards employed by the district and shall review a background investigation conducted for all school security guards employed by an independent contractor or third-party vendor.[31][32]

Following an offer of employment, the district shall request the separation record for a school security guard employed or contracted by the district, in accordance with applicable law and regulations for a law enforcement agency.[33][34]

Requirements -

School security guards shall provide the following services, as directed by the district:[47]

1. School safety support services.
2. Enhanced campus supervision.
3. Assistance with disruptive students.
4. Monitoring visitors on campus.[48]
5. Coordination with law enforcement officials, including school police officers and 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.[47]

School security guards authorized to carry a firearm shall maintain an appropriate license and successfully complete required firearm training in accordance with law.[47]

The district shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.[31][36]

Footnotes

[1]

24 P.S. 1316-C

[2]

24 P.S. 1301-C

[3]

24 P.S. 1309-B

[4]

24 P.S. 1310-B

[5]

Pol. 146.1

Policy Reference

Open policy

[6]

Pol. 227

Policy Reference

Open policy

[7]

Pol. 236

Policy Reference

Open policy

[8]

Pol. 236.1

Policy Reference

Open policy

[9]

Pol. 249

Policy Reference

Open policy

[10]

Pol. 333

Policy Reference

Open policy

[11]

Pol. 351

Policy Reference

Open policy

[12]

Pol. 805

Policy Reference

Open policy

[13]

Pol. 819

Policy Reference

Open policy

[14]

24 P.S. 1302-E

[15]

24 P.S. 1305-B

[16]

24 P.S. 1316-B

[17]

24 P.S. 1205.1

[18]

24 P.S. 1205.5

[19]

Pol. 006

Policy Reference

Open policy

[20]

Pol. 235.1

Policy Reference

Open policy

[21]

Pol. 805.1

Policy Reference

Open policy

[22]

24 P.S. 1302-C

[23]

24 P.S. 1310-C

[24]

24 P.S. 1311-C

[25]

Pol. 304

Policy Reference

Open policy

[26]

Pol. 818

Policy Reference

Open policy

[27]

24 P.S. 111

[28]

24 P.S. 111.1

[29]

23 Pa. C.S.A. 6344

[30]

23 Pa. C.S.A. 6344.3

[31]

44 Pa. C.S.A. 7301

[32]

37 PA Code 241.5

[33]

44 Pa. C.S.A. 7310

[34]

37 PA Code 241.6

[35]

24 P.S. 1303-C

[36]

37 PA Code 241.1

[37]

24 P.S. 1304-C

[38]

24 P.S. 1305-C

[39]

22 PA Code 10.23

[40]

22 PA Code 14.104

[41]

22 PA Code 14.133

[42]

Pol. 113.2

Policy Reference

Open policy

[43]

24 P.S. 1306-C

[44]

24 P.S. 1307-C

[45]

Pol. 909

Policy Reference

Open policy

[46]

24 P.S. 1313-C

[47]

24 P.S. 1314-C

[48]

Pol. 907

Policy Reference

Open policy

[49]

24 P.S. 1309-C

[50]

42 Pa. C.S.A. 8953

[51]

53 Pa. C.S.A. 2303

Book	Policy Manual
Section	800 Operations
Title	Academic Standards
Code	822 Vol III 2026
Status	From PSBA

PURPOSE

The Board is committed to providing a safe and healthy environment for the school community.

Maintaining automated external defibrillator (AED) units and staff trained in cardiopulmonary resuscitation (CPR) in the schools enables responders to deliver early defibrillation and resuscitation to victims.

DEFINITION

Automated external defibrillator (AED) - a portable device that uses electric shock to restore a stable heart rhythm to an individual in cardiac arrest.[1]

AUTHORITY

~~Except in extenuating circumstances, each~~ **Each** school **building** shall have one (1) person **trained and** certified in the use of **an AED and** ~~cardiopulmonary resuscitation~~ CPR during ~~regular school hours~~ **the school day** when school is in session and students are present.[2][3]

Each school nurse or designee, coach of an athletic activity, marching band director, physical education teacher and athletic trainer in the district must participate in instruction in the use of an AED and CPR and maintain their certification.[2]

The ~~automated external defibrillator (~~AED~~)~~ units are owned by the district and shall be properly maintained **and tested,** and located in secure and accessible locations.

The district shall have an AED in a readily accessible location for students participating in interscholastic athletics and practices. Individuals trained in the use of an AED and CPR will be present during these times.[4][5]

The AED units shall be used in accordance with approved district procedures.

GUIDELINES

A core team shall be trained in CPR and AED procedures by completing a training program offered by approved providers. Members of the team shall be provided opportunities for annual training and retraining.

The district shall make instruction in the use of an AED available to all its employees and volunteers at least once every two (2) years. The instruction is optional and shall be conducted by an approved provider that may be through the Internet or other electronic means.[2]

Written guidelines for medical emergencies related to the use of ~~automated external defibrillator (~~AED~~)~~ units shall be provided to all ~~members of the core team~~ **employees instructed in the use of an AED**.

Responders' use of ~~automated external defibrillator (~~AED~~)~~ units shall not replace the care provided by emergency medical services (EMS) providers. Patient care shall be transferred to the EMS providers upon their arrival.

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall develop and disseminate administrative regulations that detail the use of ~~automated external defibrillator (~~AED~~)~~ units.

~~Automated external defibrillator (AED) units may be used by all members of the district's core team who have successfully completed training and any trained volunteer who has a current course completion card.~~

The Superintendent or designee shall annually, by June 30, report to the PA Department of Education detailing the number, condition, age, expiration date and placement of AEDs in each school building.[6]

Footnotes

[1]

24 P.S. 1401

[2]

24 P.S. 1423.1

[3]

24 P.S. 1424

[4]

24 P.S. 1423.3

[5]

Pol. 123

Policy Reference

Open policy

[6]

24 P.S. 1423.2



Proposal to

West York Area School District

Business Office Review

Background on the School Business Administration Consulting Service

The Pennsylvania Association of School Business Officials (PASBO) provides the School Business Administration Consulting Service to assist a school entity in evaluating the operation of any of the school business areas of specialization. A specific proposal is developed to meet the unique requirements of each school entity interested in contracting through PASBO. The service provides school entities with an objective review of the area to help facilitate the resource allocation, planning and staffing decisions of the administration and board.

PASBO selects a team of highly skilled and experienced school business officials to perform an on-site visit at the school entity and evaluate the effectiveness of the operation as defined in the scope of the project. The team would be composed of PASBO staff as well as active and emeritus members of PASBO, who possess the specific skills and experience required for each project.

The PASBO review team process includes studying documentation provided by the school entity in advance of the on-site visit, conducting interviews with school officials and staff on the prearranged on-site dates, and holding an exit conference to review the observations and conclusions of the visit. A full written report follows the on-site visit to highlight significant accomplishments; areas identified for improvement and recommendations to achieve the desired results.

Service Objectives

- To provide interested school entities with a cost-effective opportunity to evaluate their school business operations.

- Allow for an independent study conducted by experienced school business officials that fully understand the environment and have operational experience in Pennsylvania school entities.

- To permit a school entity restricted by time and other constraints to effectively utilize the talents of experienced school business officials to aid in planning the future staffing and direction of a particular operation.

The PASBO Team

The PASBO Review Team consists of a team leader and a number of team members which varies depending on the scope of the project. PASBO is uniquely positioned to identify from the membership of the association and select the team leader and members based on qualifications such as:

- Appropriate Professional Registration
- Years of Experience in School Business
- Formal Education Background
- Demonstrated Leadership in Services being Reviewed
- Compatibility with Size, Organization, and Geographic Area of the School Entity

Project Outline

A. SCOPE OF WORK

i. Refine the project goals and objectives with the appropriate administrative staff prior to starting this project.

ii. Analyze, validate, and review current job descriptions and the organizational structure including job functions, job assignments, and assessment of the level of job skills needed to perform the position responsibilities.

iii. Conduct in-depth interviews with the Superintendent, Business Manager and other Business Office staff as deemed appropriate.

iv. Provide a comprehensive on-site review of the Business Office and overall operations.

a. Analyze human resource utilization and needs in these offices and provide recommendations for staffing alignment if appropriate.

b. Review the flow of business operations between various offices and provide any potential recommendations for improving efficiencies.

c. Analyze use of technology and data processing applications to provide recommendations for enhancing the use of technology throughout the office operations and capabilities of this technology at other levels.

d. Review the accounting and financial reporting processes. The intent is to provide a perspective on the operational breadth and scope of responsibility and duties required (see also item v below).

e. Review the payroll, purchasing, and accounts payable operations.

f. Review the internal controls.

g. Review the budgeting process and current budget.

v. Collect and analyze district statistical data, which could include but not be limited to:

1. Budget – present and projected
2. Present organizational chart(s)
3. Policies and procedures

vi. Provide an exit conference prior to leaving the district on the day of our in-person visit.

vii. Prepare a comprehensive report containing recommendations in the form of an organizational chart, discussion of major job duties, and specific procedural guidance for office operations to the degree needed.

viii. Upon near completion of the review, a draft of the report will be delivered and reviewed with the Superintendent and other appropriate district personnel.

B. THE DISTRICT WILL PROVIDE AS REQUIRED:

i. Current job descriptions for all Business Office staff members.

ii. A list of all Business Office staff members, including name, current salary, and date of employment (length of time in the position).

iii. A current organizational chart for Business Office.

iv. Copies of relevant (Business Office) policies and procedures.

v. Copies of the budget for the most recent fiscal year available, comprehensive annual financial reports for the two (2) preceding fiscal years, and the local auditor reports for the same years.

vi. Copies of the last two state audit reports.

vii. Historical, current, and future projected enrollment data.

viii. Current labor agreements.

ix. Copies of other pertinent documents that would be required to complete the review, but are not specifically mentioned above or within other parts of this proposal, such as contractor agreements that impact on the Business Office and its operations, etc.

x. Administrators and other office staff to be interviewed will be made available by appointment with the consultants on the day of the in-person visit. Such interviews will be developed with and at the convenience of the district.

C. VALIDITY

Every effort will be made to provide a draft-written report within 30 days of the conclusion of the on-site visitation but cannot be guaranteed until 45 days after the conclusion of the on-site process. The day the consultants will work in the district is determined cooperatively. The district information requested above needs to be received by the PASBO office at least two weeks before the on-site visit.

D. COSTS

The total cost of the review as outlined in the Scope of Work shall be $7,500 for professional fees and related expenses for a one-day (in-person site visitations/staff interviews) study and utilizing a team of up to three people. It includes start up time and coordination and review with the administrative team to collect data and information as well as setting up interview schedules. The related expenses for the purpose of this proposal shall be those direct expenses

which can be assigned to the project, such as, but not limited to, travel, lodging, meals, printing, clerical, and other such costs.

A payment of 50% of the project cost will be paid to PASBO upon acceptance of this proposal. The balance of the project costs will be invoiced upon delivery of the final written report.

E. CONSULTANT STAFF

The PASBO designated project lead consultant will directly supervise all on-site activities and consultant work assignments. All aspects of the study will be under the lead consultant's direction. The lead consultants for this study will be Dr. Tim Shrom and Bobbi Billman.

F. INDEMNIFICATION

The district agrees to defend and indemnify PASBO and its consultants against wrongful acts, unless PASBO or its consultants act with impropriety or illegality on the district's behalf, from all third-party claims arising from conducting this project.

G. ACCEPTANCE

_____ _____

Name: Date
Title:
West York Area SD

_____ _____

Hannah Barrick, JD Date
Executive Director, PASBO

Lincoln Intermediate Unit 12
— An Educational Service Agency —

Service Agreement

Date	August 31, 2026
Client	West York Area School District
Job Name	BusinessSvc_WYASD_001 Financial Review Opportunity
Requested by	Board of Directors – West York Area School District
From	M. Christopher Marchese, Executive Director, Lincoln Intermediate Unit 12

Summary

This Agreement (the "Agreement") is to contract services between the Lincoln Intermediate Unit 12 ("LIU"), with its principal place of business located at 65 Billerbeck Street, New Oxford, Pennsylvania 17350, and West York Area School District ("District"), with its principal place of business located at 1891 Loucks Road, Suite 100, York, Pennsylvania 17408.

The purpose is to evaluate the district's current budget development and financial processes, identify opportunities to improve efficiency, increase revenues, reduce expenditures, and assess potential changes to educational programs and services that may result in sustainable cost savings.

Project Description

1. Scope of Work

Our Review will include the following services:

A. **Key Personnel and Board Interviews**
Interview key administrative/business office personnel and Board members to understand current budget practices, priorities, challenges, and areas of concern.

B. **Business Office Procedures and Policy Review**
Review current business office procedures, Board policies, and administrative practices related to budgeting, revenues, purchasing, expenditures, and financial management.

C. **Budget Development and Financial Analysis**
Evaluate the district's budget development process, including timelines, assumptions, responsibilities, and approval processes. Conduct a detailed review of the budget, including revenues, expenditures, historical trends, budget-to-actual results, and fund balance considerations.

The Lincoln Intermediate Unit does not discriminate on the basis of race, religion, ancestry, age, sex or disability in employment or provision of services.

D. **Expenditure Coding and Program Analysis**
Review expenditures for appropriate coding and allocation among accounts, programs, and funding sources. Evaluate the financial impact of programs, staffing, contractual obligations, and other significant commitments.

E. **Budget Monitoring and Process Review**
Assess the district's processes for monitoring the budget throughout the fiscal year, identifying variances, updating projections, and communicating financial information to administration and the Board.

F. **Cost-Savings and Process Improvement Recommendations**
Identify potential budget reductions, cost-saving opportunities, operational efficiencies, and improvements to financial and budget processes, while considering the impact on district programs and services.

G. **Long-Term Financial Planning and Recommendations**
Evaluate the district's approach to long-term financial planning and identify financial risks, opportunities, and strategies to support future budget sustainability.

H. **Summary of Findings and Recommendations**
Provide a comprehensive summary of findings and prioritized recommendations, including suggested action steps for implementation, and present findings to district administration and/or the Board as requested.

2. Confidentiality

A. Each party acknowledges that, while performing this Agreement, it may receive or have access to confidential or proprietary information of the other party, whether in written, electronic, verbal, or other form. Confidential information may include, but is not limited to, financial information, personnel information, records, data, work product, business information, methodologies, and other non-public information.

B. Each party agrees to use such confidential information solely for the purpose of fulfilling its obligations under this Agreement and shall not disclose such information to any third party except to its employees, agents, contractors, or representatives who have a legitimate need to know the information for purposes of this Agreement, or as otherwise required by applicable law. Each party shall take reasonable measures to protect the confidentiality of such information.

C. The obligations contained in this Section shall survive the expiration or termination of this Agreement.

3. Standard of Performance

A. LIU shall be entitled to rely upon the accuracy and completeness of information, records, and documentation provided by the district in performing the services. The district remains responsible for the accuracy of information it provides to the LIU.

The Lincoln Intermediate Unit does not discriminate on the basis of race, religion, ancestry, age, sex or disability in employment or provision of services.

Lincoln Intermediate Unit 12
— An Educational Service Agency —

Agreement Terms and Conditions

The initial term of this Agreement (the "Term") shall be as of the effective date for a 12-month period. The Agreement may be terminated prior to the end of the Term as follows:

- This Agreement may be terminated before the expiration of the Term by either Party if the other Party breaches any provision of this Agreement and the breach cannot be cured by the breaching Party within thirty (30) days after receipt of written notice of such breach.
- Additional terms of service are covered under the IU12 Master Services Agreement

Pricing

Services will be provided on a not-to-exceed basis of **$10,000 for up to 50 hours of service**, with a **minimum allocation of 35 hours**. Hours in excess of 50 will be billed at a rate of **$200 per hour**.

Services will be invoiced under NET30 terms within 30 days of completion of the project.

Responsibilities and Key Assumptions

This Agreement is based upon the following assumptions and responsibilities of the parties:

Lincoln Intermediate Unit 12 shall:

• Perform the services described in the Scope of Work in accordance with the terms of this Agreement.

- Tasks are limited to those contained within the Scope of Work section of this document. Additional scopes will be identified through additional Service Agreements.

• Provide qualified personnel to perform the services.
• Act in good faith and communicate with the district regarding matters affecting the performance of the services.

West York Area School District shall:

• Approve and sign the Agreement.
• Provide LIU with timely access to information and records necessary for LIU to perform the services.
• Act in good faith and communicate with LIU regarding matters affecting the performance of the services.

The Lincoln Intermediate Unit does not discriminate on the basis of race, religion, ancestry, age, sex or disability in employment or provision of services.

Lincoln Intermediate Unit 12
— An Educational Service Agency —

Acceptance

The parties identified below acknowledge that they have read, understood, and agree to the terms and conditions of this Statement of Work. Each individual signing below represents that they are authorized to execute this Statement of Work on behalf of the organization they represent.

West York Area School District	Lincoln Intermediate Unit 12
Client	Service Provider
	M. Christopher Marchese, Ed. D.
Full name	Full name
	Executive Director
Title	Title
Signature	Signature
Date	Date

The Lincoln Intermediate Unit does not discriminate on the basis of race, religion, ancestry, age, sex or disability in employment or provision of services.

RESOLUTION

BE IT RESOLVED, by authority of the **Board of School Directors** of the **West York Area School District**, and it is hereby resolved by authority of the same, that **Erin N. Holman**, who is the **Acting Superintendent** of the above named body is authorized and directed to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s)) with the Pennsylvania Department of Education (Department); and

BE IT FURTHER RESOLVED, that the body consents to the use of electronic signatures by the above named individual and that no handwritten signature from the above named individual shall be required in order for any contract with the Department to be legally enforceable and that by affixing his/her electronic signature to an electronic file of the contract via the Department's e-grants system, the above designated authorized individual shall have effectively executed and delivered the contract, binding the **West York Area School District Board of School Directors** to comply with the terms of said contract; and

BE IT FURTHER RESOLVED, that no writing shall be required in order to make the contract valid and legally binding, provided that the Department and all other necessary Commonwealth approvers affix their signatures electronically and an electronically-printed copy of the Contract is e-mailed or is otherwise made available to the body by electronic means; and

BE IT FURTHER RESOLVED, that the body will not contest the due authorization, execution, delivery, validity or enforceability of the electronic Contract under the provisions of a statute of frauds or any other applicable law. The Contract, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form and the admissibility thereof shall not be contested under either the business records exception to the hearsay rule or the best evidence rule; and

BE IT FURTHER RESOLVED, that the body will notify the Department's Bureau of Management Services promptly in the event that the above named individual is no longer authorized to execute agreements on behalf of the body electronically and that the Department shall be entitled to rely upon the above named officer's authority to execute agreements electronically on behalf of the body until such notice is received by the Department's Office of Chief Counsel.

ATTEST
(individual receiving signatory authority may not attest on behalf of himself/herself)

Signature (School Board President)		Signature (School Board Treasurer)	
	10/20/2026		10/20/2026
Daniel B. Rice II	Date	Todd A. Gettys	Date

TO BE EXECUTED BY SECRETARY OF THE GOVERNING BODY:

I, Sheri L. Schlemmer, Board Secretary, of the West York Area School District Board of School Directors, do certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the West York Area School District Board of School Directors, held the 20th day of October, 2026.

Dated: 10/20/2026

Signature (Board Secretary)

Sheri L. Schlemmer — Print/type Name

Board Secretary — Title

TO BE EXECUTED BY AUTHORIZED OFFICER:

As the person authorized to sign on behalf of the above named body, I agree that I shall not provide any other person with my e-grants password or otherwise authorize any other individual to affix my electronic signature to any agreement with the Department.

Dated: 10/20/2026

Signature (authorized signatory)

Erin N. Holman — Print/type Name

Acting Superintendent — Title

West York Area School District

MINUTES: COCURRICULAR COMMITTEE

Location: Administration Board Room
Date: 9/15/2026
Time: 5:30 - 6:30 p.m.

Committee Members	
Ms. Erin Holman, Acting Superintendent Ms. Carrie Jones, HS Principal Ms. Catherine Kveragas, MS Principal Mr. Brandon Fuhrman, Athletic Director Ms. Sheri Schlemmer, CFOO	Director Dan Rice (Chair) Director Shawn Harlacher Director Jamye Shah Mr. Andrew Shearer, Director of Technology Ms. Kristina Jacoby, Human Resources Director Ms. Jess Doellinger, Dir. of Communications

1. **Discussion Items**
    a. Booster Meeting Update
        i. Informative meeting held with booster club presidents with Jess Doellinger
    b. SCAC Update
        i. Reminder - YAIAA is now SCAC (South Central Athletic Conference)
        ii. Restructuring of the divisions - power rating system adopted similar to District III, fair way to promote teams into other divisions while still giving opportunities
        iii. The number of medals at post-season events will be cut down (ex. Swimming - top 4 instead of top 8)
    c. 26-27 Student Athlete Survey Plan
        i. Looking to increase participation
        ii. Survey will be more comprehensive
        iii. Student-athletes will complete survey within last 2 weeks of season to complete the surveys during practice
2. **Informational Items**
    a. Fall Sports Special Dates
    b. Vacancy List
3. **Old Business**
    a.
4. **New Business**
    a.
5. **Other Matters**
    a. Recognition of Brandon as the AD of the year for the SCAC
    b. Dan Rice - highlight last game on the grass field
    c. 500th win on the grass field? If possible… (brought up at construction meeting - asked them to provide us with timeline due to impacts of that)

d. Winter sports registration is Oct 9th
e. Signing day - Nov 4th
f. Injury JH XC - away meet - let bus driver know they can take student-athletes home without an adult
g. Winter Sports Registration
    i. October 9, 2026
h. 26-27 Signing Days
    i. Fall: November 4th, 2026
    ii. Winter: February 3rd, 2027
    iii. Spring: May 5th, 2027

6. Next Meeting(s)

a. November 17 - 5:30 (VM)
b. March 16 - 5:30 (VM)
c. June 8 - 5:30 - (WS)

West York Area School District

Minutes: EPC

Location: Board Room, Administration Building

Date: Tuesday, September 8, 2026

Time: 5:00 PM

Committee Members	
Dr. Todd Davies, Superintendent Ms. Erin Holman, Asst. Superintendent Ms. Melissa Appnel, Dir. K-12 Education & Assessment Ms. Carrie Jones, WYAHS Principal Ms. Katy Kveragas, WYAMS Principal Mr. Jonathan Hoffman, Wallace Principal	Director John Hamme, EPC Board Chair Director Jeanne Herman, Board Representative Director Jamye Shah, Board Representative Ms. Heather Hossler, Director Special Ed. & Pupil Services Mr. Scott Shirey, Lincolnway Principal

1. **Discussion Items**
    a. Program Goals
    b. 2026-2027 Plans and Updates: will continue to focus on our goal of 80% of students demonstrating proficiency within our tier 1 instruction
        i. Training Plans -
            - Structured Literacy
                a. 9/4, 10/9, 1/15, 3/25
                b. Potential impacts of training
                    i. Additional screeners/assessments for the "building blocks of literacy"
                    ii. Will continue to evaluate and determine what the district needs to do to meet the needs
                c. Working with IU12 to provide this training
            - MTSS K-8
                a. First elementary session is 9/11, middle school 9/18
                b. MTSS is a structured system that all buildings can follow to identify students and offer supports
                c. Looking to get potential intervention opportunities that are not software-based
                d. Every building has a team who will be trained through IU12
            - CPR/AED
                a. Per new state mandate
                b. For marching band instructor, PE instructors, nurses, and eventually the coaches
            - 3rd Grade Curriculum Resource Trial- HMH Into Reading

        a. 3 classroom sections are completing the trial
    ii. Middle School - Curriculum Impacts of Schedule Work
        - Goal will be to meet a 4-core year-long schedule for all grades (6th grade is on this schedule already this year)
        - Social Studies
        - Polaris
            a. 8 opportunities (periods) for each exploratory course this school year, down from 10, which means that there are more days available for instruction
c. On the Horizon - new/updated standards coming
    i. Arts/Humanities
    ii. Physical Education, Health, and Safety
d. New Course Requests -
    i. Considerations of schedule and staffing
    ii. Due to some curriculum work that needs to be completed/updated with new standards or schedules, plan will be to present MS course guide in March not January - committee agrees
    iii. There will be vertical considerations between grade levels and 8 to 9th.
e. Other Matters
    i. Graduation Requirements - could lowering requirements serve as a cost saving measure?
    ii. HS back to school night will look like different this year- more like a curriculum fair for students and families to explore HS pathways
    iii. General Discussion on existing back to school night schedules and activities at each building - principals and board members shared information and experiences

2. **Next Meeting - November 10, 2026**

West York Area School District

Minutes: Facilities Committee

Location: 1891 Loucks Rd., Suite 100
Administration Board Room
Zoom Registration (Viewing Only)

Date: Wednesday, September 25, 2024

Time: 6:00 p.m.

Attendees	
☐ Dr. Todd Davies, Superintendent	☐ President Lynn Kohler (Committee Chair)
☐ Ms. Erin Holman, Asst. Superintendent	☐ Director Shawn Harlacher (Committee)
☐ Ms. Sheri Schlemmer, CFO	☐ Director Wes Myers (Committtee)
☐ Mr. Jeff Ludwig, B&G Supervisor	☐ Vice President Dan Rice
☐ Ms. Carrie Jones, HS Principal	☐ Director Todd Gettys-on zoom
☑ ~~Dr. Matthew Minacci, MS Interim Principal~~	☐ Director John Hamme
☐ Mr. Brandon Fuhrman, Athletic Director	☐ Director Jeanne Herman
☐ Mr. Andrew Shearer, Technology Director	☐ Director Brandy Shope-on zoom
☐ Mr. Brian Bingeman, Turf, Track, and Court	☑ ~~Director Brian Siatkowski~~

1. **Athletic Fields Project - Brian Bingeman**
    a. Overview of Project
        i. Board had long conversations about needs vs wants.
        ii. Where could the Softball field move and Trimmer Project not have to be done?
        iii. Much conversation regarding Alternative Revenue sources and Naming rights
    b. Township and Borough Zoning Meetings
        i. Meetings went well, resubmission of Land Development will happen in October for WMT with Nov as Planning Commission dates
        ii. Planning Commission for WYB will be held October 21
        iii. Coaches spoke and stated the need for two turf fields over only having one

2. **Scope of Project - President Kohler**
    a. Discuss Reducing the Scope of the Project
        i. Trimmer Complex

Action: Director Herman was going to reach out to Ms. Trimmer at WMT to find out if Sunset Park Softball field could be a field that the District could use.

    b. Financial Impacts and Potential Savings

Action: TTC will return in November with solid numbers after Storm Water Management information is complete.

3. **Additional Discussion**
    a. Alternative Funding Sources- Local Community, fund raising, Go Fund Me, Foundation, All options, Steering Committee

4. **Future Committee Meetings: TBD**

WEST YORK AREA SCHOOL DISTRICT
OCTOBER 2026 BOARD REPORT

Setting Structural Steel at West Fieldhouse

- The general contractor completed the building slabs and foundations.
- The steel contractor began setting structural steel for both fieldhouses





Installing Roofing and Insulation

- After setting columns and trusses, the steel contractor began installing roofing and insulation at both fieldhouses.

Setting Chair Carriers in West Fieldhouse

- The plumbing contractor is onsite and beginning their rough ins.
- They started by installing chair carriers in the women's bathrooms in the West Fieldhouse.



WEST YORK AREA SCHOOL DISTRICT
OCTOBER 2026 BOARD REPORT

Upcoming Work: October-November 2026

- The steel contractor will continue to install structural steel.
- The EC will work on underground electric for walkway lights along banister street.
- The mason will be onsite to begin laying interior and exterior CMU block at both fieldhouses.
- The MEP contractors will all be onsite to begin their rough ins at both fieldhouses.

BUDGET

Change Order Status (Based on Change Orders Approved to Date)

Contractor	Bid Award Amts	Approved Change Orders	Current CO %	Current Revised Contracts
eciConstruction, LLC.	$13,872,600.00	$182,296.00	1.31%	$14,054,896.00
MidState Mechanical & Electrical	$2,648,350.00	$111,880.96	4.22%	$2,760,230.96
Myco Mechanical, Inc.	$305,000.00	$0.00	0.00%	$305,000.00
Vision Mechanical, Inc.	$363,250.00	$0.00	0.00%	$363,250.00
Total Contract Amounts	$17,189,200.00	$294,176.96	5.53%	$17,483,376.96

BUDGET

Pending Change Orders

Contractor	Contractor PCO #	Description of Work	PCO Amount	Status
eciConstruction	#20	Remove Light Base	$611.00	For Review
eciConstruction	#21	Porous Paving Addition	$2,480.00	For Review
eciConstruction	#22	Fencing Changes	$8,014.00	For Review
eciConstruction	#24	Asphalt Index Increase	$38,438.00	For Review
eciConstruction	#25	Dug Out Benches	($2,929.00)	For Review
eciConstruction	#26R1	RFI #52 – Existing Basin & New Paving Grades	$15,858.00	For Review
eciConstruction	#27	Added 24’ Gate	$5,130.00	For Review
MidState Mechanical & Electrical	#12R2	Replace Circuit to the MS Existing Parking Lighting	$11,772.00	For Review
MidState Mechanical & Electrical	#14	Provide Hand Hole & Grounding for Field Lights	$14,615.00	For Review
MidState Mechanical & Electrical	#15	Replace Conduit & Wire for Site Lights Behind Wall	$8,978.00	For Review

Board Action Items

- Review of outstanding change orders.

West York Area School District

Meeting Minutes: Wellness Committee

Location: Administration Building/Boardroom
Date: Thursday, September 24, 2026
Time: 3:15 PM

Committee Members	
Present: Ms. Kris Barshinger, Physical Education Teacher Mr. Nicholas Cirko, Food Services Supv Mr. Jonathan Hoffman, WAL Principal Ms. Erin Holman, Substitute Superintendent Ms. Kristina Jacoby, Dir of Human Resources Ms. Minh-trang Nguyen, Student (Class of 2027) Ms. Susan Zimmerman, LWY Food Services Kitchen Mgr. Sheri Schlemmer, CFOO	**Not present:** Ms. Christina Dugan, School Board Director Ms. Heather Hossler, Dir of Special Education/Pupil Svs Ms. Jessica Doellinger, Director of Communications (Parent) Rummy - Wallace Facility Dog

1. **Welcome & Introductions**

2. **Discussion Items**
    a. Annual Wellness Assessment - develop process
        i. Last completed in 2024 - required every three years
        ii. Process - Each Principal and Food Service Mgr will work together to complete the assessment for their building. They will involve others in the building as needed.
            1. Nick Cirko and Kristina Jacoby will meet to discuss next steps and communication to building leadership.
            2. Proposed Timeline:
                a. **November** - Roll out process
                b. **November - December** - Buildings complete assessment
                c. **January** - Review Buildings assessments and present at January Wellness meeting
    b. Review of Policy 246: School Wellness
        i. The updated Policy 246, including recommendations from PSBA, will be presented for review on the October Board Agenda as part of the District's ongoing policy review process.

3. **Old Business**
    a. None

4. **New Business**
    a. Nutrition & Food Services
        i. School meal program updates
            1. The District has been designated as a Community Eligibility Provision (CEP) district, allowing all students to receive breakfast and lunch at no cost.
            2. New federal regulations limiting added sugars in school meals will take effect in 2027. The Food Service team is reviewing the anticipated impact of these requirements, which are expected to primarily affect the pre-packaged breakfast items currently offered by the District.
    b. Staff Wellness
        i. Ongoing: EAP reminders
        ii. Flu Shot Clinic will be held on 9/25
        iii. Health and Financial Wellness Morning on 2/12/2027 for all staff
            1. We will be sending out a survey in October to gain feedback from the staff on what topics they would like covered at the event.
    c. School Environment
        i. Physical Activity & Fitness updates - No Updates

5. **Other Matters**
    a. Minh-trang Nguyen, our student representative spoke with several high school students to gather their feedback on the school lunch program. Students shared that they enjoy many of the newer menu options, particularly the chicken wrap, and feel there has been a significant improvement in the quality and variety of lunches this year. The mashed potato bowls were also mentioned as a favorite menu item among students.

6. **Next Meeting(s)**
    a. 26.27 School Year
        i. January 28 @ 3:15 PM
        ii. April 22 @ 3:15 PM

7. **Key Documents**
    a. Wellness Policy

York Learning Center Capital Improvements

September 2026

Lincoln Intermediate Unit 12
— An Educational Service Agency —

Student-Centered Vision & Purpose

- **Investing in Student Success:** The primary goal of the renovation is to enhance learning environments, modernize mechanical, electrical, and plumbing systems, and create upgraded facilities tailored to students with a wide range of special education needs.
- **Expanding Capacity & Program Growth:** Modernized facilities and additions will allow for increased student enrollment over time, ensuring regional students receive high-quality center-based programs locally.
- **Cost-Effective Local Alternative:** Even with program and facility costs incorporated, YLC services remain significantly more affordable for member districts compared to outside private specialized placements.
- **Project Timeline:** Construction is anticipated to take approximately 3 years once initiated, with target completion slated for the 2029–2030 school year.

Strategic Funding Framework

- **Project Cap:** The capital project is capped at a maximum borrowing limit of **$50 million**, financed over a 25-year bond term through lease revenue bonds issued by the York/LIU Joint Authority.
- **Shift to Equitable Cost-Sharing:** Transitioning from a flat 1/13th split to a **Base + Usage-Based model** starting in the 2027–2028 school year:
  - **Member Base Contribution:** An annual base contribution of **$100,000 per member district** (up from the historical $67,250) ensures shared foundational support.
  - **Variable Usage (ADM Tuition):** Member districts pay **$7,200 per Average Daily Membership (ADM)** based on actual student placement and building usage.
- **Additional Revenue Sources:**
  - **LIU Lease Payment: $995,000 annually** contributed by the Lincoln Intermediate Unit (increased from $495,000).
  - **Non-Member Rate Structure:** Non-member districts using the facility will pay **$25,000 per ADM** (up from $10,000) to ensure non-members properly contribute to facility debt service.
  - **Building Rental Income:** Estimated **$100,000 annually** generated from leasing and renting facilities to partner programs and outside groups.

York Learning Center Capital Improvements

September 2026

Lincoln Intermediate Unit 12
— An Educational Service Agency —

Additional Financial Considerations

- **Fall-Short Provisions**: If annual student enrollment drops below the baseline thresholds, any revenue shortfall is split equally (1/13th) across the active Joint Operating Authority (JOA) member districts to ensure fiscal stability.
- **Capital Reserve Account & Surplus Provisions:**
  - Surplus revenues generated above baseline enrollment will be directed toward building an **internal Capital Reserve Fund target** of **$4 million** for future maintenance needs.
  - Once the capital reserve threshold is fully funded, future audited surpluses will be refunded proportionally to member districts.

Approval Timeline & Next Steps

- **Board Resolutions:** Member district boards reviewed and acknowledged resolutions authorizing the project ceiling and financing framework ahead of the September 2026 meeting of the YLC Joint Operating Authority. The new funding framework will take effect July 1, 2027.
- **Project Governance:** On September 16, 2026, the YLC Joint Operating Authority (JOA) formalized borrowing resolutions and approved architects (KCBA) and construction managers to oversee design and execution parameters.
- **Anticipated Start Date:** The project will be completed in a series of phases, with Phase 1 expected to start late Spring/early Summer 2027.

Lincoln Intermediate Unit 12
— An Educational Service Agency —

…by Dawn's Early Light

Highlights of the LIU Board Meeting of October 6, 2026

♦ **Call to order:** The meeting was attended by: Todd Gettys, Jennifer Goldhahn, Stephanie Gouss, Jay Gray, Kevin Hoffman, Cassandra Liggins, Carol McGinn, Amy Milsten, and Tedd Sayres.

♦ **Presentation:** Connecting People, Building Culture, Supporting Districts: Comprehensive Communications Support for LIU Teams and School District Partners

- Julie Alu presented an overview of the Lincoln Intermediate Unit's Communications Department, highlighting its dual focus on internal and external support.

♦ **Presentation:** Unique Learning Systems (Everway)

- Lauren Zima-Engro presented on Unique Learning Systems (ULS), an Everway curriculum designed to deliver age-appropriate, state-standardized lessons and progress monitoring to students with complex needs.

♦ **Action items** adopted by the Board:

- Employment Agreement – Director of Business Administration / Chief Financial Officer
- ESS Northeast, LLC Agreement
- Connectable Agreement
- Externship Affiliation Agreement: Penn State Harrisburg
- Addendum: Millersville University Affiliation Agreement
- Gettysburg College 2027-2028 Program Agreement
- Team Building Workshop: Kelly Compton
- Unique Learning Systems (Everway)
- Board Policy - Second Reading/Adoption
    - 833 Use of Artificial Intelligence

♦ A **Resolution of Tribute** was adopted honoring the life of Janet (Jan) Bostian. For 27 years, Jan served devotedly and made a significant contribution to the Lincoln Intermediate Unit community.

♦ In **personnel** actions, the Board accepted 9 resignations and appointed staff to 11 support positions.

♦ In other **business actions**, the Board approved all Financial Reports comprised of the Treasurer's Report, Check Register, Payroll Report, and an updated list of contracted transportation drivers.

♦ The **next meeting** of the Lincoln Intermediate Unit Board of Directors will be held Tuesday, **November 10, 2026**, at **6:00 p.m.**

♦ As a reminder, you can access all the Board Meeting **resources** at the following location:

Board Meeting Agendas and Minutes

For more information:
contact the LIU Administration office
by email to aecrouse@iu12.org