Regular Meeting

Monday, October 12, 2026 7:00 PM
Jersey Shore Area School District Administration Building, 175 A&P Drive, Jersey Shore, PA 17740

1. **Opening**

1.A. **Call To Order**

1.B. **Roll Call**

1.C. **Pledge of Allegiance**

1.C.1. Led by Brinley Armbruster and Parker Enders representing the 4th grade from the Jersey Shore Area Elementary School.

2. **Presentations**

2.A. **Communications**

2.B. **President's Report**

2.C. **Board Representative/Committee Reports**

2.D. **Student Representative Report**

2.E. **Superintendent's Report**

2.E.1. Board Member Recognition

2.E.2. Highlight Homebound Instruction (Attachment)

2.E.3. HS Drama Director-Drama Production Job Description (Attachment)

2.E.4. **Updated Board Policies:** (Attachments)
Policy 249-Bullying/Cyberbullying
Policy 704-Maintenance
Policy 805.2-School Security Personnel

3. **Courtesy of the Floor**

3.A. **Public Comment on Agenda Items**

4. **Unfinished Business**

4.A. **Unfinished Business Items**

5. **Personnel**

5.A. **Personnel Items**

5.A.1. Accepting a letter of resignation from Jennifer Ross, Special Education Paraprofessional, effective October 6, 2026.

5.A.2. Transfer of Dennis Huffnagle from a part-time Event Staff position to a part-time Head Security Guard position at

$18.36 per hour, effective October 13, 2026.

5.A.3. Appointment of Matthew O'Brien to an Assistant Varsity Girl's Basketball Coach position at a stipend of $4,672.00, (Level 5 of the coaches' salary matrix), effective the 2026-2027 school year.

5.A.4. An update of the Co-Curricular Positions and Stipends List for the 2026-2027 school year to include the following: (Attachment)

Name	Position	Stipend
Makayla Eiswerth	MS SAP Team Member	$416.00
Kathryn Strouse	MS SAP Team Member	$416.00

5.A.5. Sasha Eiswerth as a Van Driver for Mardens Inc.

5.A.6. Cheryl Overdorf as an Aide for Mardens Inc.

5.A.7. Elizabeth Reshetar as an Aide for Mardens Inc.

5.A.8. Kelly Latimer as an Aide for Mardens Inc.

5.A.9. Craig Coder as a bus driver for Marden's Inc.

5.A.10. An FMLA extension from October 14, 2026, through November 10, 2026 (approximately) for employee 2026-27-06.

5.A.11. The following job descriptions: (Attachments)
Building & Grounds and Purchasing Secretary
Transportation and Operations Secretary

6. Curriculum and Instruction

6.A. Curriculum and Instruction Items

7. Building and Grounds

7.A. Building and Grounds Items

7.A.1. Hunt Proposal at a cost of $34,600.00. (Attachment)

8. Finance

8.A. Finance Items

8.A.1. Authorization for administration to solicit requests for proposals for school transportation.

8.A.2. A budget transfer of $2,495.00 from MS books, #10-1110-640-000-30-020, to the Contingency Fund, #10-5900-840. eReadiness License was budgeted in two locations.

8.A.3. The Wayfare Sports Floors Invoice #24510 for the remaining work completed to the Middle School gym floor in the amount of $20,288.70. Funds will come from the GOB 2025 funds. (Attachment)

9. Miscellaneous

9.A. Miscellaneous Items

9.A.1. The class of 2029 to hold the 2027-2028 Prom at the Millstone Farm, Mill Hall on May 13, 2028. (Attachment)

9.A.2. An agreement with Henry Dunn, Inc. for ACA reporting services, effective January 1, 2027, through December 31, 2027. (Attachment)

9.A.3. An agreement of Affiliation between Jersey Shore Area School District and Millersville University regarding CSN practicum placement. Terms of this agreement are for 5 years. (Attachment)

9.A.4. A renewal linkage agreement with Skills of Central PA and Jersey Shore Area School District for mobile and site-based psychiatric rehabilitation services. (Attachment)

9.A.5. A donation of $1,390.00, by W&L Nissan for the benefit of the students. (Attachment)

9.A.6. A donation of a wrestling mat light, with an estimated value of $2,500.00, by the Jersey Shore Wrestling Association for the wrestling program. (Attachment)

9.A.7. Board Norms (Attachment)

9.A.8. The following policies at second read: (Attachments)
Policy 102-Academic Standards
Policy 105-Curriculum
Policy 204.1-Virtual Attendance and Wellness Checks
Policy 209-Health Examinations/Screenings
Policy 803-School Calendar
Policy 822-Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)

10. **Courtesy of the Floor**

10.A. **Public Comment on Items Not on the Agenda**

11. **Adjournment**

11.A. **Adjourn Meeting**

Jersey Shore Area School District

LEARNING | GROWING | SUCCEEDING

Homebound Instruction at Jersey Shore

From PDE

A school district, area vocational technical school, charter school, independent school, private school or non-public school may temporarily excuse a student from compulsory attendance on account of illness or other urgent reasons and provide that student homebound instruction while he or she is excused from school. Regulations require that the term "urgent reasons" be strictly construed not to permit irregular attendance at school. See 22 Pa Code § 11.25 in the Laws and Regulations section.

Any excusal from compulsory attendance must be reevaluated, at minimum, every three months. School districts must have written policies regarding attendance, admission, excusal and program procedures. These must be distributed yearly to parents. See 22 Pa Code § 11.41.

School districts may be audited for their provision of homebound instruction. Information that should be available for the audit includes:

- The documentation from the appropriately licensed practitioner substantiating the need for homebound instruction
- The listing of the students on homebound instruction and the total amount of time for each student in homebound instruction.

PA School Code

"A school district may excuse a school age child from compulsory school attendance upon recommendation of the school physician and a psychiatrist or public school psychologist, or both"

At Jersey Shore

Information on homebound and the policy is distributed annually to parents in the student handbooks. The District has internal forms and processes in place that are initiated in the building and require Principal involvement. The paperwork is processed in the Superintendent and Director of Pupil Services office. Extensions are filed in a system with the PA Department of Education.

District Service Center
175 A&P Drive
Jersey Shore PA 17740

Dr. Brian Ulmer, Superintendent
Phone 570.398.1561
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Jersey Shore Area School District

LEARNING | GROWING | SUCCEEDING

Title: HS Drama Director-Drama Production

Scope: The Drama Director collaborates with Music Director and technical staff to plan, rehearse, and produce the Fall Play; responsible for the blocking and movement of each scene and musical number, the character development and interaction of characters, and scene work; shares creative and decision-making responsibilities with Drama Production as needed.

Certifications: None

Qualifications: Background should include experience of performing in and directing Drama Productions.

Responsible To: Building Principal

Supervisory Function: None

Classification: Non-Exempt

Responsibilities are as follows:

1. **Planning:**
    a. Brainstorm for ideas for a drama production.
    b. Search online catalogs of publishers for possible productions.
    c. Select performance dates with administrative input and approval.
    d. Choose production and obtain rights for rental of scripts and any materials needed for rehearsal period and performances.
    e. Get contract and quote for cost of rights and rental of materials.
    f. Get approval from administration and school board.
    g. Make arrangements for payment through district processes.

2. **Auditions:**
    a. Announce audition dates/location. Determine audition materials.
    b. Make and distribute student audition packets.
    c. Fill out facility request form.
    d. Make audition sign-ups.
    e. Hold auditions and callbacks, if necessary.
    f. Cast students into the appropriate roles based on auditions and notify students of cast list once roles are assigned.

3. **Production Prep:**
    a. Collect information and edit student biographies for program.
    b. Use district email to communicate with students.

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c. Stay in contact with the cast, crew, and parents as needed.
d. Create a list of props and gather, make, borrow, or buy props.
e. Create a list of costumes and gather, make, borrow, or buy costumes.
c. Meet with the set designer to plan sets and furniture for each scene.
d. Meet with the lighting designer to plan lighting needs and cues for each scene.
e. Meet with the sound designer to plan sound needs and cues for each scene.
f. Recruit students for all aspects of technical staff. During technical week or earlier, guide these students and stage managers in scene changes, sound/light/curtain cues, etc.

4. **Rehearsals:**
   a. Schedule rehearsals.
   b. Run rehearsals.

5. **Production:**
   a. Mediate any tension or problems between cast members and report disciplinary issues to administration.
   b. Ensure that all parts of the production process are running smoothly.
   c. Manage production on show nights.

6. **Wrap Up:**
   a. After production, disassemble (strike) front-of-house, stage, back-stage areas and return to pre-show conditions (with help of technical staff, cast, and crew).
   b. Return any borrowed equipment, sets, costumes, or props.

Approved:

BOARD POLICY

249 SD PNN Bullying/Cyberbullying

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
249 SD PNN	v3.11	DRAFT	9/28/2026

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. ~~Therefore, the Board prohibits bullying by district students.~~ **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.

~~Bullying, as defined in this policy, includes cyberbullying.~~

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.[1]

~~{ } and/or outside a school setting.~~

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 ~~verbal and written~~ 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]

~~**Title IX Sexual Harassment and Other Discrimination**~~

~~**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 shall be handled as a joint, concurrent investigation onto 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 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 as well as the incidents of alleged bullying.**~~

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 **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

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]

{ x } Counseling within the school.

{ x } Parental conference.

{ x } Loss of school privileges.

{ x } Transfer to another school building, classroom or school bus.

{ x } Exclusion from school-sponsored activities.

{ x } Detention.

{ x } Suspension.

{ x } Expulsion.

{ x } Counseling/Therapy outside of school.

{ x } Referral to law enforcement officials.

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

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.

Education

The district

{ x} may

~~{ } shall~~

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]

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]

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Legal Footnotes

[1] 24 P.S. 1303.1-A
LEGAL REFERENCE

[2] Pol. 805.1 — Relations With Law Enforcement Agencies
POLICY REFERENCE

[3] 23 Pa. C.S.A. 6301
LEGAL REFERENCE

[4] Pol. 806 — Child Abuse
POLICY REFERENCE

[5] 24 P.S. 1302-E
LEGAL REFERENCE

[6] Pol. 236.1 — Threat Assessment
POLICY REFERENCE

[7] Pol. 103 — Discrimination/Title IX Sexual Harassment Affecting Students
POLICY REFERENCE

[8] Pol. 103.1 — Nondiscrimination — Qualified Students with Disabilities
POLICY REFERENCE

[9] Pol. 216 — Student Records
POLICY REFERENCE

[10] 22 PA Code 12.3
LEGAL REFERENCE

[11] 20 U.S.C. 7118
LEGAL REFERENCE

[12] 24 P.S. 1302-A
LEGAL REFERENCE

[13] Pol. 236 — Student Assistance Program
POLICY REFERENCE

[14] 24 P.S. 1319-B
LEGAL REFERENCE

BOARD POLICY

704 Maintenance

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
704	v3.4	DRAFT	9/28/2026

PURPOSE

Adequate maintenance of buildings, property and equipment is essential to fiscal responsibility and efficient management of district facilities.

AUTHORITY

The Board directs that a continuous program of inspection and maintenance of all district buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive.[2][3]

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall develop and supervise a maintenance program which shall include:

{x } Regular program of maintenance, repair and improvement of buildings and facilities.

{ x} Testing lead levels in drinking water.[3]

{ x} Critical spare parts inventory.

{ x} Equipment replacement program.

{ x} Long-range plans for building modernization and conditioning.

{ x} The Superintendent or designee shall develop a maintenance check list applicable to all district buildings.

{ x} Each building principal, in conjunction with the building maintenance employee, shall conduct a physical inspection of the building on a

(x) periodic

~~( ) monthly~~

~~( ) bimonthly~~

basis and return a written report to the Superintendent or designee as to the findings of that inspection.

The Superintendent shall report

~~{ } annually~~

~~{ } quarterly~~

{ x } periodically

to the Board regarding the current maintenance and improvement program and projected maintenance

needs that include cost analysis.

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Legal Footnotes

[2] **24 P.S. 701**
LEGAL REFERENCE

[3] **24 P.S. 742.1**
LEGAL REFERENCE

BOARD POLICY

805.2 School Security Personnel

POLICY NUMBER	REVISED	LAST REVIEWED	VERSION
805.2	9/25/2026	9/25/2026	v1.3
DOCUMENT STATUS	**PRINTED**		
DRAFT	9/29/2026		

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
   {x} school police officers
   {x} School Resource Officers (SROs)
   {x} school security guards.
   and event staff.
2. Review and provide oversight of all Board policies, administrative regulations and procedures related to school safety and security, and ensure compliance with federal and state laws and regulations regarding school safety and security.
3. Coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide **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. Collaborate with District Administrators, the School Resource Officer and facilities use requestors to determine adequate security coverage at district events with not less than one staff member for events larger than 50 community members.
10. 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. { x} Reports of required emergency preparedness, fire, bus evacuation and school security drills.[12]
5. { x} Information on required school safety and security training and resources provided to students and staff.[12]
6. { x} Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
7. { x} 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. { x} School safety and security incident reports for the previous year(s) and/or data collected to date for the current year.[21]
9. { x} Updates regarding the district's memorandum of understanding with law enforcement agencies.[21]
10. { x} Updates to laws, regulations and/or Board policies related to school safety and security.
11. { x} Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.
12. { x} 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

{x} 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 accordance 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]

{x} 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]

{ x } School Resource Officers (SROs)

The district shall establish an agreement with Lycoming Regional 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]

{x} 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,
   {x} including school police officers.
   {x} including SROs.
6. Security functions which improve and maintain school safety.

School security guards shall successfully complete required training, in accordance with law, and applicable staff training in accordance with Board policy.[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]~~

Event Staff

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

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

The district shall 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]

{x} Other Agreements

{x} The district shall enter into a cooperative police service agreement(s) with a municipality(ies), in accordance with the provisions of law.[45][49][50][51]

{x } The district shall enter into an intergovernmental agreement(s) otherwise providing for School Resource Officers with other political subdivisions, in accordance with the provisions of law.[45][46][51]

Legal Footnotes

[5] **Pol. 5**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[6] **Pol. 6**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[7] **Pol. 7**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[8] **Pol. 8**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[9] **Pol. 9**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[10] **Pol. 10**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[11] **Pol. 11**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[12] **Pol. 12**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[13] **Pol. 13**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[19] **Pol. 19**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[20] **Pol. 20**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[21] **Pol. 21**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[25] **Pol. 25**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[26] **Pol. 26**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[42] **Pol. 42**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[45] **Pol. 45**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[48] **Pol. 48**
POLICY REFERENCE
Referenced policy is not available in this policy book.

APPENDIX B & C/CO-CURRICULAR WAGES 2026-2027			
APPENDIX B			
POSITION	**AMOUNT**	**Pay Date:**	**Pay Date:**
HS MUSICAL PRODUCTION - DATE (Rehearsals start Date)		1/2 1st pay after production starts	1/2 1st pay after production ends
Musical Director			
Vacant	$ 2,232.00	$ 1,116.00	$ 1,116.00
Musical Drama Director			
Vacant	$ 2,232.00	$ 1,116.00	$ 1,116.00
Lighting			
Tim Greene	$ 651.00	$ 325.50	$ 325.50
Stage Managers (2)			
Tanner Shade	$ 651.00	$ 325.50	$ 325.50
Ella Simcox	$ 651.00	$ 325.50	$ 325.50
Public Relations (1)			
Charlotte Bierly	$ 325.50	$ 162.75	$ 162.75
Nicola Paulhamus	$ 325.50	$ 162.75	$ 162.75
Production Set Design & Completion			
Sarah Keim	$ 1,040.00	$ 520.00	$ 520.00
Sound			
Scott Alexander	$ 651.00	$ 325.50	$ 325.50
Total	$ 8,759.00		
HS DRAMA PRODUCTION - DATE (Rehearsals start Date)			
Drama Director			
Marie Fox	$ 1,561.00	$ 780.50	$ 780.50
Lighting			
Ella Simcox	$ 416.00	$ 208.00	$ 208.00
Stage Managers (2)			
Tanner Shade	$ 416.00	$ 208.00	$ 208.00
Vacant	$ 416.00	$ 208.00	$ 208.00
Public Relations			
Charlotte Bierly	$ 416.00	$ 208.00	$ 208.00
Sound			

Scott Alexander	$ 416.00	$ 208.00	$ 208.00
Production Set & Design			
Vacant	$ 651.00	$ 325.50	$ 325.50
Total	$ 4,292.00		
MS DRAMA PRODUCTION - DATE (Rehearsals start Date)			
Drama Coach			
Vacant	$ 1,560.00	$ 780.00	$ 780.00
Music Production Coach			
Vacant	$ 1,560.00	$ 780.00	$ 780.00
Lighting			
Nichole Bechdel	$ 391.00	$ 195.50	$ 195.50
Stage Managers (2)			
Jeffrey Klugh	$ 391.00	$ 195.50	$ 195.50
Brenna Henry	$ 391.00	$ 195.50	$ 195.50
Public Relations			
Monica Richards	$ 391.00	$ 195.50	$ 195.50
Production Set Design & Completion			
Mike Harvey	$ 585.00	$ 292.50	$ 292.50
Sound			
Quinn Henry	$ 391.00	$ 195.50	$ 195.50
Total	$ 5,660.00		
APPENDIX C			
POSITION	**AMOUNT**	1/2 2nd pay in Dec -	1/2 3rd pay in May -
Band Director HS			
Chris Lahr	$ 4,476.00	$ 2,238.00	$ 2,238.00
Band Director MS			
Brenna Henry	$ 2,232.00	$ 1,116.00	$ 1,116.00
Chorus Director HS			
Heather Haigh	$ 2,232.00	$ 1,116.00	$ 1,116.00
Chorus Director MS			
Dan Bergman	$ 2,232.00	$ 1,116.00	$ 1,116.00
Band/Chorus Elementary			
Brenna Henry	$ 1,020.00	$ 510.00	$ 510.00

Marching Band Front Staff (4)			
Positions 1-3 paid with fall sports; Position 4 paid with winter sports			
Quinn Henry	$ 1,226.00		
Tyler Walk	$ 1,226.00		
Brenna Henry	$ 1,226.00		
Tyler Walk	$ 1,226.00		
OTHER ADVISORS			
9th Grade Class Advisors (2)			
Sarah Kuehne	$ 891.00	$ 445.50	$ 445.50
Jocelyn Shirey	$ 891.00	$ 445.50	$ 445.50
10th Grade Class Advisors (2)			
Sheena Armbruster	$ 891.00	$ 445.50	$ 445.50
Katie Steppe	$ 891.00	$ 445.50	$ 445.50
11th Grade Class Advisors (2)			
Jeff Klugh	$ 1,337.00	$ 668.50	$ 668.50
Tanner Shade	$ 1,337.00	$ 668.50	$ 668.50
12th Grade Class Advisors (2)			
Julie Wagner	$ 1,337.00	$ 668.50	$ 655.50
Jess George	$ 1,337.00	$ 668.50	$ 668.50
SCHOOL WIDE POSITIVE BEHAVIOR LEADER (5)			
JSE			
Nicole Kephart	$ 416.00	$ 208.00	$ 208.00
Avis Elementary			
Allison Tripoli	$ 416.00	$ 208.00	$ 208.00
Middle School			
Makayla Dickey	$ 416.00	$ 208.00	$ 208.00
High School			
Ella Simcox	$ 416.00	$ 208.00	$ 208.00
Salladasburg Elementary			
Energy Champ			
Heath Rager	$ 520.00	$ 260.00	$ 260.00
Energy Leaders (5)			
JSE			

Megan Simcox	$ 416.00	$ 208.00	$ 208.00
Avis			
Megan McCracken	$ 416.00	$ 208.00	$ 208.00
Salladasburg Elementary			
Middle School			
Jodie Chappel	$ 416.00	$ 208.00	$ 208.00
High School			
Heath Rager	$ 416.00	$ 208.00	$ 208.00
SAP Team Leaders (5)			
JSE			
Jennifer Berry-Propst	$ 520.00	$ 260.00	$ 260.00
Avis Elementary			
Sarah Harbach	$ 520.00	$ 260.00	$ 260.00
Salladasburg Elementary			
Middle School			
Dominick Bragalone	$ 520.00	$ 260.00	$ 260.00
High School			
Katie Steppe	$ 520.00	$ 260.00	$ 260.00
SAP Team Members (not specified)			
MS SAP Team Members			
Dr. Tara Battaglia	$ 416.00	$ 208.00	$ 208.00
Madissen Davis	$ 416.00	$ 208.00	$ 208.00
Matt Hartman	$ 416.00	$ 208.00	$ 208.00
Zach Sloan	$ 416.00	$ 208.00	$ 208.00
Heather Reeder	$ 416.00	$ 208.00	$ 208.00
Amanda Pauling	$ 416.00	$ 208.00	$ 208.00
Judy Morlock	$ 416.00	$ 208.00	$ 208.00
Makayla Eiswertrh	$ 416.00	$ 208.00	$ 208.00
Kathryn Strouse	$ 416.00	$ 208.00	$ 208.00
HS SAP Team Members (not specified)			
Erin Lucas	$ 416.00	$ 208.00	$ 208.00
Sheena Armbruster	$ 416.00	$ 208.00	$ 208.00

Teri Bauman	$ 416.00	$ 208.00	$ 208.00
Patty Hess	$ 416.00	$ 208.00	$ 208.00
Judy Morlock	$ 416.00	$ 208.00	$ 208.00
Mallory Myers	$ 416.00	$ 208.00	$ 208.00
Zoraida Pagan	$ 416.00	$ 208.00	$ 208.00
Kim Sweet	$ 416.00	$ 208.00	$ 208.00
Lynnan Charnego	$ 416.00	$ 208.00	$ 208.00
Zoraida Pagan	$ 416.00	$ 208.00	$ 208.00
Brenda Lorson	$ 416.00	$ 208.00	$ 208.00
JSE SAP Team Members (not specified)			
Adrienne Johnston	$ 416.00	$ 208.00	$ 208.00
Jennifer Patterson	$ 416.00	$ 208.00	$ 208.00
Hillary Leonard	$ 416.00	$ 208.00	$ 208.00
Amanda Pauling	$ 416.00	$ 208.00	$ 208.00
Amy Bischof	$ 416.00	$ 208.00	$ 208.00
Megan Simcox	$ 416.00	$ 208.00	$ 208.00
Avis SAP Team Members (not specified)			
Jon Jean	$ 416.00	$ 208.00	$ 208.00
Sara Smith	$ 416.00	$ 208.00	$ 208.00
Teri Bauman	$ 416.00	$ 208.00	$ 208.00
Hillary Leonard	$ 416.00	$ 208.00	$ 208.00
Jennifer Patterson	$ 416.00	$ 208.00	$ 208.00
SE SAP Team Members			
Mentors			
1st year induction			
Mallory Myers for Kathryn Strouse	$ 520.00	$ 260.00	$ 260.00
2nd year induction			
Danielle Miller for Emily Hayes	$ 312.00	$ 156.00	$ 156.00
Laura Eck for Abbey Barnhart	$ 312.00	$ 156.00	$ 156.00
Beth Spotts for Riley Frazier	$ 312.00	$ 156.00	$ 156.00
Katie Brass for Bryley Miller	$ 312.00	$ 156.00	$ 156.00
New Teacher to District already has induction			
Becky Sones for Joshua Keefer	$ 312.00	$ 156.00	$ 156.00

Haley Enders for Name	$ 312.00	$ 156.00	$ 156.00
QBS Internal Trainers (4)			
Haley Enders	$ 520.00	$ 260.00	$ 260.00
Jodi Woleslagle	$ 520.00	$ 260.00	$ 260.00
Vacant	$ 520.00	$ 260.00	$ 260.00
Vacant	$ 520.00	$ 260.00	$ 260.00
Department Coordinators (15)			
Michele Persun (Math)	$ 2,445.00	$ 1,222.50	$ 1,222.50
Judy Morlock (Nurse)	$ 2,445.00	$ 1,222.50	$ 1,222.50
Mallory Myers (Guidance)	$ 2,445.00	$ 1,222.50	$ 1,222.50
Michele Long (English)	$ 2,445.00	$ 1,222.50	$ 1,222.50
Tom Neuschafer (Modern Language)	$ 2,445.00	$ 1,222.50	$ 1,222.50
Eric Hess (Health/PE)	$ 2,445.00	$ 1,222.50	$ 1,222.50
Rock Griswold (Business)	$ 2,445.00	$ 1,222.50	$ 1,222.50
Tim Greene (Social Studies)	$ 2,445.00	$ 1,222.50	$ 1,222.50
Bradd Williamson (Science)	$ 2,445.00	$ 1,222.50	$ 1,222.50
Charlotte Bierly (Art)	$ 2,445.00	$ 1,222.50	$ 1,222.50
Chris Lahr (Music)	$ 2,445.00	$ 1,222.50	$ 1,222.50
Heather Reeder (1/2 CTE/Shared)	$ 1,222.50	$ 611.25	$ 611.25
Tim Dershem (1/2 CTE/Shared)	$ 1,222.50	$ 611.25	$ 611.25
Katie Wert (Library)	$ 2,445.00	$ 1,222.50	$ 1,222.50
Jennifer Ingraham (Title 1)	$ 2,445.00	$ 1,222.50	$ 1,222.50
Amy Bischof (Special Education)	$ 2,445.00	$ 1,222.50	$ 1,222.50
Grade Level Leaders K-8 (9)			
K-Nicole Bailey	$ 1,040.00	$ 520.00	$ 520.00
1st-Ann Knipe	$ 1,040.00	$ 520.00	$ 520.00
2nd-Theresa Caimi	$ 1,040.00	$ 520.00	$ 520.00
3rd-Diane Mantek	$ 1,040.00	$ 520.00	$ 520.00
4th-Corrinne Fravel	$ 1,040.00	$ 520.00	$ 520.00
5th-Nicole Allison	$ 1,040.00	$ 520.00	$ 520.00
6th-Samantha Smith	$ 1,040.00	$ 520.00	$ 520.00
7th-Krista Callahan	$ 1,040.00	$ 520.00	$ 520.00
8th-Nichole Bechdel	$ 1,040.00	$ 520.00	$ 520.00
Yearbook Publications Advisor			

Matt Hensler	$ 2,328.00	$ 1,164.00	$ 1,164.00
Yearbook Financial Advisor			
Matt Hensler	$ 1,687.00	$ 843.50	$ 843.50
Culinary Arts Event Advisor			
Matt Wolford	$ 2,913.00	$ 1,456.50	$ 1,456.50
Total			

JERSEY SHORE AREA SCHOOL DISTRICT
Job Description

Title: Building & Grounds and Purchasing Secretary

Scope: To assist Director of Building and Grounds in operation of the Building and Grounds Department and to assist the Business Manager in purchasing as defined in this job description.

Certifications: None

Qualifications: High School Diploma, proficiency in keyboarding, organizational and communication skills.

Responsible To: Director of Building and Grounds & Business Manager

Supervisory Function: None

Classification: Non-Exempt

Position Objective: To provide secretarial support to the Building and Grounds Department and purchasing support to the Business Office

Responsibilities:

1. Process and monitor purchase orders.
2. Assist staff with purchasing procedures and account coding.
3. Research vendors and pricing options.
4. Maintain vendor databases and records.
5. Coordinate district procurement activities.
6. Prepare and process cooperative purchasing bids (KPN/CSIU and related programs).
7. Coordinate athletic, trainer, and other district bids.
8. Prepare bid documentation and evaluation materials.
9. Track purchasing timelines and deadlines.
10. Coordinate vendor communications.
11. Maintain purchasing files and records.
12. Track district department purchasing requests.
13. Process Building and Grounds purchase orders.
14. Maintain Building and Grounds project files.
15. Assist with facility project documentation.
16. Prepare purchasing reports and summaries.
17. Process facility-related bid documentation.
18. Maintain department records and correspondence.
19. Assist with budget-related purchasing information.
20. Track supply and inventory requests as assigned.
21. Assist with warehouse and purchasing communications.
22. Coordinate facilities use requests and scheduling.
23. Maintain maintenance and custodial calendars.
24. Track contractor and outside organization insurance documentation.

25. Maintain vehicle insurance records and district driver information.
26. Schedule maintenance and custodial employee training.
27. Maintain key fob and building access systems.
28. Track compliance documentation and departmental records.
29. Maintain DEP and regulatory reporting records.
30. Provide clerical support to Buildings & Grounds Department.
31. Responsible for front office door monitoring.
32. Perform other duties as assigned.
33. Other duties as assigned.

Placement: Classified Staff

Terms of Employment: 12 month

Evaluation: Annually by Director of Building and Grounds

Date Approved:

JERSEY SHORE AREA SCHOOL DISTRICT
Job Description

Title: Transportation and Operations Secretary

Scope: To assist the Assistant Superintendent in Transportation and District Operations

Qualifications: High School Diploma, proficiency in keyboarding, organizational and communication skills.

Responsible To: Assistant Superintendent

Supervisory Function: None

Classification: Non-Exempt

Position Objective: Assist in effective transportation of all students within the district and support the Assistant superintendent

Responsibilities:

1. Assist with student transportation requests, services and coordination.
2. Coordinate transportation requests for students, parents, and schools.
3. Maintain transportation records and files.
4. Maintain driver and aide records including licenses, clearances, and physicals.
5. Review transportation documentation for board approval.
6. Prepare transportation contracts and supporting documentation.
7. Maintain transportation cost records and reports.
8. Coordinate field trip transportation requests.
9. Serve as liaison between staff and transportation contractors.
10. Maintain transportation databases and route documentation.
11. Provide support to the Student Data Coordinator and special education office as assigned.
12. Serve as secretary to the Assistant Superintendent as assigned.
13. Coordinate student teacher documentation and records.
14. Maintain all volunteer (including athletic) clearance records.
15. Maintain co-op clearances.
16. Track Act 48 hours and required professional development records.
17. Coordinate crossing guard scheduling and related records.
18. Assist with security staff and related personnel records.
19. Coordinate operational records and inventories.
20. Support security personnel records and operational tracking.
21. Support crossing guard administration when assigned.
22. Assist with front office door monitoring and operational communications as assigned.
23. Answer transportation and operational phone calls and correspondence.
24. Maintain confidential operational records.
25. Perform other duties as assigned.

Placement: Classified Staff

Terms of Employment: 12 months

Evaluation: Annually by Assistant Superintendent

Date Approved:

HUNT ENGINEERS | ARCHITECTS | SURVEYORS

330 Pine Street, STE 101, Williamsport, PA 17701 | PH: 570-265-4868

October 5, 2026

Jersey Shore Area School District
175 A and P Drive,
Jersey Shore, PA 17740

Attn: Dr. Brian Ulmer

Re: Jersey Shore Area School District Senior High School Science Classroom Renovations
Proposal for Architectural & Engineering Services

Dear Dr. Ulmer,

HUNT Engineers, Architects, Land Surveyors & Landscape Architects, LLC (HUNT) is pleased to provide you with this proposal for architectural and engineering services. We are excited to partner with you, and we think you will find our multi-disciplined approach beneficial to your project. This letter outlines our understanding of your project, an anticipated timeline and our proposed scope of services and fees.

PROJECT UNDERSTANDING

We understand the district would like to pursue a project renovating the existing science classrooms to better utilize existing space for current instruction via revised classroom layouts, shared labs, coordinated infrastructure improvements, and upgraded finishes. The initial science classroom area to consider for renovations within the High School totals 7,350 SF. This renovation includes the following:

- Relocate two biology classrooms to the science classroom wing and relocate the business and special education classroom to the former biology classroom locations.
- Revise classroom layouts to improve circulation.
- Provide a balance of flexible wall storage solutions, fixed casework and furniture to allow classrooms and labs to adapt over time.
- Widen the alcoves at classroom doors to improve accessibility.
- Provide a shared lab between classrooms.
- Adjust water, gas, and other classroom infrastructure to support the revised layouts and laboratory functions.
- Provide mechanical, electrical, and plumbing improvements within the scope of work, including cabinet heater replacement and evaluation for ceiling cassette units as an alternative.
- Upgrade interior finishes in the renovated classrooms and shared labs.

POTENTIAL TIMELINE

We understand Jersey Shore Area School District will be reviewing this proposal in mid-October and propose the following timeline.

Phase:	Dates:
Schematic Design	October – December 2026
We anticipate the timeline of future phases as follows, once the Schematic Design is complete, and scope and budget are reconciled.	
Design Development	December 2026 – January 2027
Construction Documents	February – March 2027
Bidding and Award	April – May 2027
Start Construction	June 2027
Substantial Completion	October 2027

SCOPE OF SERVICES

- Perform field investigations, take field measurements and document existing conditions.
- Meet regularly during Schematic Design to incorporate feedback from stakeholders.
- Prepare a Schematic Design Set with drawings and/or narratives from relevant disciplines.
- Prepare a Construction Cost Budget Estimate based on the Schematic Design Set, for review and reconciliation of the project scope and budget.

HUNT-EAS is a multi-disciplined firm with the ability to provide all design services needed to complete your project. We will include the following disciplines and services outlined below as basic service (included in the proposed fees) or as additional service (not included but can be provided in the future as needed).

Basic Services

- Architecture
- Structural Engineering
- Mechanical/Plumbing Engineering
- Electrical Engineering
- Technology Design
- Interior Design

Additional Services

- Environmental surveys, hazardous materials testing, and abatement design.
- FF&E: Not Anticipated to be provided at Schematic Design. Additional fees would follow at start of the Design Development phase.
- Land Survey & Site/Civil Design: Not anticipated to be needed based on scope.

OTHER EXCLUSIONS FROM THIS SCOPE OF SERVICES

Items included within this section are specifically excluded from the above scope of services. However, If these services are desired by the Client, they can be provided as a part of this contract for additional compensation.

- Additional studies such as Environmental Impact Statements (EIS), archaeological studies, traffic studies, Pennsylvania Historical and Museum Commission study, wetland delineation, and threatened/endangered species investigation. These are not assumed to be needed and therefore, have not been included in the base scope of work.
- The Additional Service, Testing for Hazardous Materials, on the following page includes testing only. If hazardous materials are detected, abatement design can be provided as an additional service.
- Subsurface investigation and associated equipment costs (i.e. costs for geotechnical testing for building, equipment for stormwater infiltration testing, etc.). Refer to additional services section.
- Future design phases that are not included in this proposal represent additional services that will follow completion of Schematic Design. This includes Design Development, Contract Documents, Bidding, and Construction Administration.

PROPOSED FEES & COMPENSATION

HUNT proposes to provide the scope of services as outlined above, plus disbursements, as follows:

Phase:	Lump Sum Fee:
Schematic Design	$19,200
Additional Service: Testing for Hazardous Materials: Asbestos, Lead and PCBs	$15,400
Total Base & Additional Service Fees:	$34,600

Disbursements, which are not included in the fee, include such costs as plotting, photocopies, prints, mileage, etc. These will be considered reimbursable expenses at cost.

If this proposal is acceptable to you, please review, sign and return the attached acknowledgement, and we will provide an Owner/Architect agreement for signature and proceed with work immediately. If you should have any questions, please do not hesitate to contact me at 607-368-8488.

Sincerely,

HUNT ENGINEERS, ARCHITECTS, LAND SURVEYORS & LANDSCAPE ARCHITECT, LLC

Michael Jones, AIA
Principal

Andrew Wait, AIA
Project Manager, Architect

ACKNOWLEDGEMENT:

I have read and understand the Scope of Work as outlined above for the "**Senior High School Science Classroom Renovations** ", and accept the terms and costs as stated. I hereby retain Hunt Engineers, Architects, Land Surveyors, & Landscape Architect, LLC to provide services as necessary to accomplish the Scope of Work.

Signed: _____ Date:_____

Orig.

Wayfare Sports Floors
214 Kent Ave Suite 260
Endwell, NY 13760 US

Wayfare Sports Floors

INVOICE

BILL TO
Jersey Shore School
175 A&P Drive
Jersey Shore, PA 17740 USA

INVOICE	24510
DATE	09/25/2026
TERMS	Net 30
DUE DATE	10/25/2026

DATE	DESCRIPTION	QTY	RATE	AMOUNT
Gym floor demolition and installation	1. Remaining work completed. 2. Gym floor project total $202,887.00 3. Previously paid (8/2026) $182,598.30	1	20,288.70	20,288.70

$182,598.30 was paid on 8/31/2026. This invoice is for the remaining balance of $20,288.70.
PO #: 2600000778
TIPS Number Trades, Labor, and Materials
Contract Number (JOC) 23010402-5248
TIPS Assignment Number (5248)

SUBTOTAL	20,288.70
TAX	0.00
TOTAL	20,288.70
BALANCE DUE	**$20,288.70**

LAST INVOICE FOR WAYFARE SPORTS

Mwall 9/30/26

OFF-SITE DISTRICT EVENT

Jersey Shore Area School District

All requests must be made 10 days prior to the event.

Today's Date: 9/17/26

Name of District/School Organization: JSHS Class of 2029

Name of Person Applying/Contact Person: Katie Steppe and Sheena Armbruster - Class of 2029 Advisors

Address: 701 Cemetery Street, Jersey Shore, PA 17740
Street Address City/State/ZIP

Email Address: ksteppe@jsasd.org, sarmbruster@jsasd.org **Primary Phone:** 570-398-7170

Event Location: Millstone Farm 1881, 1485 Fox Hollow Road, Mill Hall, PA 17751
Name, Street Address, City, State, ZIP code

Event Date(s): May 13, 2028

Arrival Time: 5:30 PM **Exit Time:** 11:00 PM **# of Attendees:** 250
**Must include setup and tear down time

Actual Event Start Time: 7:00 PM **Actual Event End Time:** 10:00 PM

Describe Activity to be Conducted: Jersey Shore Senior High School Prom 2028

Applicant Comments:

Names of Chaperones:

1. Katie Steppe
2. Sheena Armbruster
3. 20+ TBD
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.

NOTE: Only duly authorized personnel (teachers, school employees, or approved volunteers) are permitted to ride on school buses when being used to transport pupils for school purposes. Chaperone to Student Ratio: 1:10 minimum – Policy 121

Waiver of 1:10 Minimum: X Principal X Superintendent

Rationale for Waiver Request: May not be needed

Applicant Signature: Sheena Armbruster Katie Steppe **Date:** 9/17/26

Approvals:

Principal / Date 9/17

Athletic Director / Date

Buildings and Grounds Director / Date

Superintendent / Date 9/20/26

OFF-SITE DISTRICT EVENT

Jersey Shore Area School District

All requests must be made 10 days prior to the event.
Invoice will be sent after the event. Payment is due within 30 days of the invoice date.

Name of District/School Organization: JSHS Class of 2029

Name of Person Applying/Contact Person: Katie Steppe and Sheena Armbruster

Name of Contact Person During Event: Katie Steppe **Cell Phone:** 570-772-1031

For Office Use Only
Fees Computation

Facilities Fees:

Facilities Fee: _____ Hours x $_____ Hourly Rate = Facilities Fee Total: $0.00

Equipment Rental Fee: _____ Hours x $_____ Hourly Rate = Rental Fee Total: $0.00

Personnel Fees:

Custodial Personnel Fee: _____ Hours x $_____ Hourly Rate = Custodial Total: $0.00
Scheduled Work Time: _____ am/pm TO _____ am/pm ____ # Personnel Needed

Food Service Personnel Fee: _____ Hours x $_____ Hourly Rate = Food Service Total: $0.00
Scheduled Work Time: _____ am/pm TO _____ am/pm ____ # Personnel Needed

Security Personnel Fee: 5 Hours x $_____ Hourly Rate = Security Total: 82.10 $_____
Scheduled Work Time: 6 am/pm TO 11 am/pm 2 # Personnel Needed

Technology/AV Personnel Fee: _____ Hours x $_____ Hourly Rate = Technology Total: $0.00
Scheduled Work Time: _____ am/pm TO _____ am/pm ____ # Personnel Needed

Lifeguards Personnel Fee: _____ Hours x $_____ Hourly Rate = Lifeguards Total: $0.00
Scheduled Work Time: _____ am/pm TO _____ am/pm ____ # Personnel Needed

Total Fees: $_____

Paid by Account # 2029

Service Agreement

This Service Agreement (this "Agreement") is made and entered into by and between Henry Dunn Inc. and the undersigned client (“Employer”) below.

Whereas, Client wishes to engage a employee benefits consulting firm to provide ACA reporting;

Whereas, Henry Dunn Inc. provides ACA reporting; which consists of the creation of forms 1094/1095 as required by the Affordable Care Act. Henry Dunn Inc. provides a service to prepare and file Internal Revenue Service reports to document employee and dependent enrollment in employer sponsored health plans as required under Sections 6055 and 6056 of the Internal Revenue Code, enacted by the Patient Protection and Affordable Care Act.

Whereas, Client desires to engage Henry Dunn Inc., and Henry Dunn Inc. wishes to provide to Client, certain ACA reporting services as more particularly described herein, subject to the terms and conditions of this Agreement;

Therefore, in consideration of the mutual agreements contained herein, and other good and valuable consideration the receipt and sufficiency of which is acknowledged, the parties agree to be bound as follows:

Section 1 — Interpretation

1.01 Definitions

As used in this Agreement, the following terms have the meanings set out below:

"Agreement" means this Agreement, all Schedules attached hereto, and any agreement or schedule supplementing or amending this Agreement. Al uses of the words "hereto", "herein", "hereof", "hereby", and "hereunder" and similar expressions refer to this Agreement and not to any particular section or portion of it. References to a Section, Subsection, or Schedule refer to the applicable section, subsection, or schedule of this Agreement;

"Business Day" means any day of the week except Saturday, Sunday, or any statutory or civic holiday observed in the Commonwealth of Pennsylvania;

"including" and "includes" shall be deemed to be followed by the statement "without limitation" and neither of such terms shall be construed to limit any word or statement that it follows to the specific or similar items or matters immediately following it;

"Material Breach" means that either Party is unable or unwilling to perform a function that is material, vital, or fundamental to performing their part of this Agreement, but excluding the circumstances outlined in Subsection 2.04 ("Force Majeure").

"Members" means Client's employees and certain other persons, all as specified in the list of eligible Members specified in Schedule A ("Scope of Services');

"Parties" means Client and Henry Dunn Inc. collectively and "Party" means either one of them;

"Services" means the services specified in Schedule B ('Specification of Services") affixed hereto;

"Term" means the term of this Agreement as specified in Subsection 4.01 ("Term") hereof.

1.02 Headings and Table of Contents

The inclusion of headings and a table of contents in this Agreement are for convenience only and shall not affect the construction or interpretation hereof.

1.03 Number and Gender

In this Agreement, words in the singular include the plural and vice-versa, and words in one gender include all genders.

1.04 Currency

Unless specified otherwise, all statements of or references to dollar amounts in this Agreement are of or to the lawful money of the United States.

1.05 References to Time

All references to "days", "months", or "years" in this Agreement shall refer to calendar days, calendar months, and calendar years respectively.

Section 2 — Services

2.01 Services to be Provided

During the Term, HDI shall provide the Services, subject to the terms and conditions of this Agreement. The Services shall be applicable only to Members and Benefits Programs that are specified in Schedule A ("Scope of Services").

2.02 Appointment and Powers

Client hereby appoints Henry Dunn Inc. as its representative to provide the Services, with authority to communicate on behalf of Client with insurers and other third-party vendors as required, as is necessary to carry out the Services. Henry Dunn Inc. hereby accepts such appointment on, and subject to, the terms and conditions of this Agreement.

2.03 Additional Services

If the performance of Henry Dunn inc.’s duties and obligations hereunder requires, or if Client requests, any consultation, research, or other services which are not expressly provided for in this Agreement, such additional services shall be provided at additional cost to Client on a time and materials basis as mutually agreed to by the parties.

2.04 Force Majeure

The Parties shall be relieved from its obligations under this Agreement automatically to the extent, and for the period of time, that the Party is prevented from doing so by circumstances beyond its reasonable control. Without limitation, such circumstances shall include acts of nature, acts of god, strikes, lockouts, riots, acts of war, epidemics, government regulations imposed after the fact, fire, communications line failures, power failures, earthquakes, or other disasters.

2.05 Confidentiality

In its performances of the Services, Henry Dunn inc., its affiliates, or subcontractors may be given, or have access to, the confidential information of Client consisting of the private, nonpublic personal financial and health information of Members, the terms of insurance agreements, health care plan costs, employee contributions, information or data from systems, books or records provided to Henry Dunn Inc. to perform services herein.

Henry Dun Inc. acknowledges and understands that it may have access to protected health information of individuals participating in Client's group health plan(s) during the course of this Agreement, as the term "protected health information" is defined under the Health Insurance Portability and Accountability Act and amendments thereto and regulations promulgated thereunder ("HIPAA"). Henry Dunn Inc. will not use or disclose such PHI other than as required to perform the Services set forth under the Agreement.

In receiving the Services, Client may be given, or have access to, the confidential and proprietary information of Henry Dunn Inc. and its vendors, disclosed orally, in writing or by any other media, which information shall include products, technology, computer programs, manuals, business plans, software, web site content and pass codes, data, documentation and materials and other information of Henry Dunn Inc. or its other vendors, whether received prior to, on or after the date of this Agreement, and whether or not protected by a patent or copyright. Client acknowledges and agrees that all intellectual property, including computer systems and software, developed, or used by Henry Dunn Inc. or its vendors to provide Services shall remain the property of Henry Dunn Inc. or its vendors. Nothing contained in this Agreement shall confer to Client any property rights, proprietary interest, or license in the intellectual property of Henry Dunn Inc. or its vendors.

With regard to the confidential and proprietary information of each of the parties as described above, each party agrees, with regard to the other party's information, to: (a) keep such information confidential and employ the necessary administrative, physical and technical safeguards to secure this information; (b) restrict disclosure of such information solely to its officers, employees, affiliates and agents with a need to know the information for purposes of the business dealings between Client and Henry Dunn Inc.; (c) not reveal to any other person or copy such information without the approval of the disclosing party; and (d) use such information solely for purposes of the business dealings between Client and Henry Dunn Inc. and not in any way directly or indirectly detrimental to the disclosing party.

For purposes of the restrictions set forth in this Section, confidential and proprietary information shall not include the following information: (a) information that is in the public domain; (b) information lawfully obtained from a third party; or (c) information disclosed as required by law, regulation, or administrative body.

2.06 Obligations of Client

Understands and acknowledge that Henry Dunn Inc. shall provide the Services based on information provided to Henry Dunn Inc. by "Client". "Client" is exclusively responsible for

providing Henry Dunn Inc. with accurate and timely information required by Henry Dunn Inc. to perform the Services.

2.07 Subcontracting

After obtaining the written consent of Client, Henry Dunn Inc. may delegate performance of any of its duties, obligations, and responsibilities hereunder to any affiliate, company, firm, or independent contractor, provided however that Henry Dunn Inc. shall not be relieved of any of its duties, obligations, or responsibilities hereunder by use of such affiliates, firms, or independent contractors. Any such affiliates, firms or independent contractors will be bound by the terms of confidentiality in Section 2.05.

Section 3 — Compensation and Taxes

3.01 Consulting and Service Fees

The Fees payable to HDI for the provision of Services under this Agreement shall be as outlined in Schedule C (“fees and charges”) affixed hereto.

3.02 Billing and Fee Records

In connection with fees, costs, and disbursements under this Agreement, HDI shall:

(a) provide annual billing of the agreed fees; equal to 100% of the total annual fees detailed in Schedule "C".

(b) establish and maintain books of accounts of all reimbursable expenses incurred; and

(c) maintain invoices, receipts and vouchers for the expenses referred to above, if any.

3.03 Additional Charges

Any services not described in Schedule B ("Specification of Services"), but which are identified by mutual agreement in writing by Henry Dunn Inc. and Client in the course of the provision of Services as necessary will be provided by Henry Dunn Inc. subject to additional terms, including additional fees and charges. If changes in technology or Benefits Programs require changes to the delivery of Services, Henry Dunn Inc. shall be entitled to make an appropriate adjustment to its fees, as mutually agreed by the Parties, for such changes.

3.04 Amendments; Waivers

No waiver or amendment to these Terms shall be valid unless set forth in writing and signed by authorized representative of both parties.

3.05 Compliance with Laws

The parties expressly agree to abide by any and all applicable federal and/or state statutes, rules and regulations applicable to the parties in connection with these Terms.

3.04 Taxes

The fees and other charges provided for in this Agreement do not include applicable Taxes, all of which Taxes as are levied shall be paid by Client. Any future Taxes or increases in existing Taxes shall be the responsibility of and shall be paid by Client and shall not reduce the compensation otherwise payable to Henry Dunn Inc. hereunder.

3.05 Invoicing and Payment

Henry Dunn Inc. shall render an invoice to Client in advance of the Services being performed, unless otherwise agreed by the parties.

Each invoice shall indicate clearly:

(a) the name of the service provider;

(b) a description of the Services performed; Client shall pay Henry Dunn Inc. within thirty (30) days of the date of an invoice.

Section 4 — Term and Termination

4.01 Term

This Agreement shall commence as of January 1, 2027 and shall end on December 31, 2027, unless terminated sooner as set forth herein. In addition to the right of each party to terminate this Agreement for Material Breach as set forth in Section 4.05 hereof, this Agreement can be terminated at any time, by either party for convenience, without penalty, upon written notice of no less than ninety (90) days in advance of the date of the termination.

4.02 Renewal

Client may renew this Agreement for a further one (1) year term upon no less than ninety (90) days written notice to Henry Dunn Inc. prior to the expiration of the then current Term. Prior to such renewal, the fees and charges set out in Schedule C ("Fees and Charges') shall be modified in writing as mutually agreed by Client and Henry Dunn Inc..

4.03 Notice of Default

If any Party is in Material Breach of this Agreement, the other Party shall without prejudice to any other rights or remedies it has, give the Party in Material Breach written notice of default in order that the defaulting Party may remedy the breach. Such notice shall identify in reasonable detail the events which the non-defaulting Pany believes have occurred and which constitute or evidence a default, the provisions that have not been performed or complied with, and the actions that, in the opinion of the non-defaulting party, would be required to fulfill the requirements of this Agreement and cure the default.

A default shall not be deemed to have occurred unless the non-defaulting Party has given notice as above.

4.04 Remedy Period for Default

Following the date of the receipt of such notice of default, the defaulting party shall have thirty (30) days in which to take the necessary steps to cure its breach or nonperformance. Such 30-day remedy period shall be extended for a period of up to ninety
(90) days, or longer if the Parties agree in writing, if:

(a) the defaulting party is making its best efforts to promptly cure the breach;

(b) the cure cannot practically be achieved within the thirty (30) day period; and

(c) the defaulting party gives the non-defaulting party, within the initial thirty (30) day period, written notice of a need for extension and the actions it is taking to cure its breach or nonperformance and the number of days that it will require to cure its breach or nonperformance.

The term "best efforts" as used herein shall mean the application of diligence and resources reasonably necessary to cure the nonperformance in a businesslike fashion, with due regard for the seriousness of the nonperformance and its impact upon the other party and those to whom the other party may have legal or contractual obligations.

The remedy periods as set forth in this Subsection shall not be applicable to the payment of fees and charges under this Agreement. Client shall adhere to the tern-s of payment set forth in Subsection 3.05 ("Invoicing and Payment").

4.05 Termination for Material Breach

If the defaulting Party fails to cure the Material Breach within the remedy period outlined above, the non-defaulting Party nay terminate this Agreement by giving written notice, and the non-defaulting party shall have the right to damages from the defaulting party, subject to the limitations contained in this agreement, including Section 5 ("Liability").

In the event that a Material Breach by Client renders Henry Dunn Inc., in the opinion of Henry Dunn Inc., unable to render part or all of the Services contemplated by this Agreement, Henry Dunn Inc. shall provide notice to Client in writing and thereafter be relieved of any responsibility or liability for its consequent failure to perform and shall have the right to damages for the Material Breach.

4.06 Obligations on Termination

Upon the termination of this Agreement:

(a) Client shall forthwith pay all the fees and charges which were due and payable prior to the date of termination of Services, with fees prorated for the last month of Services if the termination date occurs before the end of the month;

(b) Henry Dunn Inc. shall cooperate with Client and the new consulting organization, if any, in a smooth transition of responsibilities.

(c) Upon Client's written request, Henry Dunn Inc. shall return or destroy all Client information, including detailed claims and enrollment data, in a mutually agreeable format.

(d) Client agrees to pay to Henry Dunn Inc. for all reasonable fees and costs associated with this transition, upon receipt of an invoice for same.

(e) All other duties and obligations of the Parties hereunder shall cease on the date of termination, except for obligations of the parties as set forth in Subsections 2.05 ("Confidentiality'), 3.05 ("Invoicing and Payment"), 6.09 ("Governing Law) and 6.15 ("Successors and Assigns") which shall survive expiration or termination of this Agreement.

With respect to the above, Client commits to paying any amounts outstanding on the date of termination, and it is agreed that Henry Dunn Inc. will have no obligations under this Section 4.06 until all sum amounts are paid in full to HDI.

Section 5 — Liability

5.01 Exclusion of Indirect Damages

Notwithstanding any other provisions of these Terms, understand and acknowledge (i) that "Client" shall retain all liability and responsibility under applicable federal and state law, including without limitation, liability under Code Sections 4980H, 6055, 6056, and (ii) that Henry Dunn Inc. does not, by virtue of the Terms, assume any responsibility or liability for any obligations which by law must remain with the "client" as an "applicable large employer".

Any changes in regulations cannot be foreseen and might impact planning or required documentation. We will work with Client should regulation change after the contract has been entered into.

In the instance that a "Client" receives a penalty notice or a notice in reference to the service entered into as described in this contract and for the tax year indicated we will help gather necessary information, correct a form already filed or file a new form as needed. We will also help negotiate and try to mitigate any fines assessed if any.

5.02 Indemnification/Limitation of Liability

“Client” shall indemnify, hold harmless and defend Henry Dunn Inc., it’s officers, and employees, from and against any and all liability, loss, damage, claim, cause of action, and expense (including reasonable attorneys’ fees) (“Damages”) whether or not covered by insurance, caused or asserted to have been caused by, or arising out of, directly or indirectly, or as a result of the performance by “Client” (and/or employees) under these Terms or any information provided by Henry Dunn Inc. or any related agents, employees or contractors.

Henry Dunn Inc. shall indemnify, hold harmless and defend “Client”, it officers, and employees from and against any and all Damages, whether or not covered by insurance, caused or asserted to have been caused, directly or indirectly, by or as a result of the performance of any gross negligence or intentional acts by Henry Dunn Inc. and/or it’s employees in the performance of it’s obligations under these Terms.

Section 6 — General Terms

6.01 Representations and Warranties

Each of the Parties represents and warrants to the other that the execution, delivery, and performance by such Party of this Agreement are within its corporate powers, have been duly authorized by all necessary corporate action and do not contravene its charter or by-laws. Client is signing on behalf of itself, and for the benefit of the Members, and warrants that it has the authority to do so.

6.02 Appointment of Representatives

The Parties shall each appoint a representative with adequate authority and competence to deal with the matters related to this Agreement and the performance of the duties and obligations hereunder.

Until such time as each of the Parties appoints such a representative, the individuals named in Subsection 6.07 ("Notice") shall be deemed to be the representatives of each Party.

6.03 Cooperation

Each of the Parties shall at all times fully, completely, and effectively cooperate with the other in regard to the performance of their respective duties and obligations hereunder.

6.04 No Partnership or Joint Venture

Nothing in this Agreement shall constitute a legal partnership or a joint venture between the Parties.

6.05 No Employment or Fiduciary Relationship

Nothing in this Agreement shall be read to create any employment or fiduciary relationship between HDI and Client. In performing the Services, Henry Dunn Inc. will at all times be an independent contractor.

6.06 No Agency Relationship

Except as specifically authorized in this Agreement, nothing should be read to create any agency relationship between Henry Dunn Inc. and Client and neither Party shall have the right to enter into contracts, or pledge the credit of, or incur expenses or liabilities on behalf of the other party hereof.

6.07 Notice

Any notice, demand, or other communication (in this Subsection, a "notice") required or permitted to be given or made hereunder shall be in writing and shall be sufficiently given or made if:

(a) delivered in person during normal business hours on a Business Day and left with a receptionist or other responsible employee of the relevant Party at the applicable address set forth below;

(b) sent by prepaid first-class mail; or

(c) sent by facsimile or electronic transmission which produces a paper record, during normal business hours on a Business Day;

in the case of a notice to HDI, addressed to it at:

Henry Dunn Inc.
317 Main Street
Towanda, PA 18848
Attention: Henry E. Dunn
Facsimile No.: 570-265-2033

Each notice sent in accordance with this Subsection shall be deemed to have been received:

(a) on the day it was delivered by hand;

(b) on the fifth (5th) Business Day after it was mailed (excluding each Business Day during which there existed any general interruption of postal services due to strike, lockout, or other cause); or

(c) on the same day that it was sent by electronic transmission, or on the first Business Day thereafter if the day on which t was sent by electronic transmission was not a Business Day or outside of regular business hours.

Any Party may change its address for notice by giving notice to the other Parties as provided in this Subsection.

6.08 Performance on Holidays

If any action is required to be taken pursuant to this Agreement on or by a specified date that is not a Business Day, then such action shall be valid if taken on or by the next succeeding Business Day.

6.09 Governing Law

This Agreement shall be governed by, interpreted, and enforced in accordance with the laws in force in the Commonwealth of Pennsylvania.

6.10 Entire Agreement

This Agreement, together with any Schedules attached hereto, which Schedules are incorporated herein by reference, constitutes the entire agreement between the Parties pertaining to the subject matter hereof and supersedes all prior agreements, proposals, presentations, negotiations, discussions and understandings, written or oral, between the Parties. There are no representations, warranties, conditions, other agreements, or acknowledgments, whether direct or collateral, express or implied, that form part of or affect this Agreement.

The execution of this Agreement has not been induced by, nor do either of the Parties rely upon or regard as material, any representations, warranties, conditions, other agreements, or acknowledgments not expressly made in this Agreement or in the schedules hereto.

6.11 Invalidity

If any provision of this Agreement is determined to be invalid or unenforceable by a court of competent jurisdiction from which no further appeal lies or is taken, that provision shall be deemed to be severed here from, and the remaining provisions of this Agreement shall not be affected thereby and shall remain valid and enforceable.

6.12 Further Assurances

Each Party shall do such acts and shall execute such further documents, conveyances, deeds, assignments, transfers and the like, and will cause the doing of such acts and will cause the execution of such further documents as are within its power as any other Party may in writing at any time and from time to time reasonably request be done and or executed, in order to give full effect to the provisions of this Agreement.

6.13 Amendment

This Agreement may be amended or supplemented only by a written agreement signed by each Party.

6.14 Waiver of Rights

No failure on the part of any Party to exercise, and no delay in exercising, any right under this Agreement shall operate as a waiver of such right. No single or partial exercise of any

such right shall preclude any other or further exercise of such right or the exercise of any other right.

6.15 Successors and Assigns

This Agreement may not be transferred or assigned by either party without the prior written consent of the other party. Notwithstanding the foregoing, HDI may transfer or assign this Agreement, without such consent, to a successor by merger, acquisition or corporate reorganization.

This Agreement shall inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the day and year first written above.

Jersey Shore Area School District	Henry Dunn Inc.
By:_____	By: _____
Authorized Signing Officer	Authorize Signing Officer

Schedule A — Scope of Services

This Agreement shall apply to Employees and Services specified below.

- "Employees" employed by the client during the calendar year specified in this contract.
- "Services" Henry Dunn Inc. will request all necessary data required by both the client's payroll vendor and Highmark BCBS.
    - Review data for accuracy, prepare data for creation of Form 1094-B/C or 1095-B/C.
    - Electronically file 1094-B/C with the IRS
    - Create 1095-B/C to be mailed or distributed to Employees

Schedule B — Specification of Services

The following services will be provided by HDI under this Agreement:

- We will be the primary contact for Client in gathering information, verifying data, and filing forms according to IRS code(s) 6055/6056.
- Request Employee Census including dependent information if needed.
- We will request MEC report from Highmark.
- We will request from Client or pull directly from payroll vendor if accessible any necessary ACA reports or payroll data including plan costs and deductions as necessary.
- We will review data received and configure it according to the requirements of the vendor software.
- Henry Dunn Inc. will send final data for review to the client for approval.
- Upon approval Henry Dunn Inc. will submit approved data for creation of forms 1094/1095.
- Any corrections to forms that have already been transmitted will be made upon request, and submitted accordingly to the IRS and the Employee or their Dependent.

Schedule C — Fees and Charges

<u>ACA Reporting Services</u>

Based on the information provided to Henry Dunn Inc. and the service configuration outlined in Schedule B ("Specification of Services') of this Agreement, HDI fees are as follows:

Pricing is based on the number of forms generated. We have estimated your fee based on 2025 filing.

Jersey Shore Area School District $ 3,500 for 2026 ACA reporting of forms 1094/1095

*This fee is estimated based on 2026 forms filed. If there is a significant change in the number of forms, there may need to be an adjustment to the fee, but we do not anticipate that. It would be communicated in advance and agreed upon by both parties.

AFFILIATION AGREEMENT
BETWEEN
MILLERSVILLE UNIVERSITY OF PENNSYLVANIA
AND
JERSEY SHORE AREA SCHOOL DISTRICT

THIS AGREEMENT is made this 25th day of September, 2026, by and between MILLERSVILLE UNIVERSITY OF PENNSYLVANIA, (hereinafter referred to as "University"), an educational institution of the State System of Higher Education, Commonwealth of Pennsylvania and Jersey Shore Area School District (hereinafter "School District").

BACKGROUND

WHEREAS, School District is equipped with the facilities and professional staff necessary to provide an educational experience to the University's students enrolled in the Bachelor of Science in Nursing Program and/or Master of Science in Nursing Program; and

WHEREAS, the University is an educational institution that provides a degree in the area of nursing; and

WHEREAS, the University is desirous of providing an educational experience for rotation and implementation of the students' clinical experience; and

WHEREAS, the School District is desirous of establishing a relationship with the University whereby its students may receive clinical experience in their area of matriculation subject to the provisions of this Agreement.

NOW THEREFORE, intending to be legally bound, the parties hereto agree as follows:

I. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

a. *Selection of Students.* The University shall be responsible for the selection of qualified students to participate in the clinical experience. Selected students must have the appropriate educational background and skills consistent with the contemplated educational experience planned at various levels. The parties will mutually agree upon the number of students selected for each clinical program.

b. *Education of Students*. The University shall assume full responsibility for the classroom and clinical education of its students. The University shall be responsible for the administration of the program, the curriculum content, the requirements of matriculation, grading, graduation and faculty appointments.

c. *Supervision of Students*. The University shall provide faculty who will monitor student activities during clinical visits.

d. *Submission of Candidates*. The University shall submit the names of the students to a designated representative of the School District at least two (2) weeks prior to the clinical assignment. Any student information provided to the School District will include a copy of the release form signed by the student permitting the transmittal of this information.

e. *Policies of School District*. The University will review with each student prior to the clinical assignment any and all applicable policies, codes, or confidentiality issues related to the clinical experience. The School District will provide the University all the applicable information at least two (2) weeks in advance of the clinical rotation.

f. *Advising Students of Rights and Responsibilities*. The University will be responsible for advising students of their responsibilities under this Agreement. All students shall be advised of their obligations to abide by the policies and procedures of the School District, and should any student fail to abide by any policy and/or procedure, they may be expelled from the program.

g. *Health Status*. The University will instruct students who are participating in the clinical experience to comply with the health status requirements of the School District and/or state regulatory agencies, including but not limited to, physical examinations, vaccinations and health screening requirements for tuberculosis and measles. Proof of compliance must be presented prior to admission into the program. If additional examinations or medical steps are required because of the nature of the clinic involved, the student will be in compliance as a condition for participation.

h. *Scheduling of Clinical*. The University shall plan the assignment and schedules of those participating in the clinical experience in cooperation with the School District.

i. *Professional Liability Insurance*. Students shall be responsible for procuring professional liability insurance at their own expense. The limits of the policy shall be a minimum of $1,000,000.00 per claim and an aggregate of $3,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of the clinical assignment.

   The School District understands that as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance Program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers Commonwealth/University-owned property, employees and officials acting within the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort Claims Act, 42 Pa.C.S.A. §§8521, *et seq*.

II. DUTIES AND RESPONSIBILTIES OF THE SCHOOL DISTRICT

a. *Student Participation in Clinical Experiences.* The School District agrees to allow a mutually agreed upon number of students of the University to participate in a clinical experience. The School District agrees that the students selected for the program will be permitted to participate at dates and times mutually agreeable between the Health Agency and the University.

b. *Patient Care/Administration.* The School District will have the sole authority and control over all aspects of patient services. The School District will be responsible for and retain control over the organization, operation, and financing of its services.

c. *Removal of Noncompliant Student.* The School District shall have the authority to immediately remove a student who fails to comply with the School District's policies and procedures. If such a removal occurs, the School District should immediately contact the responsible University Faculty Advisor.

d. *Emergency Medical Care of Students.* The School District may provide to the Students, to the extent possible, first aid for any injuries or illness that may occur during a clinical experience. However, the School District assumes no responsibility, financial or otherwise, beyond the initial first aid.

e. *Designation of Representative.* The School District shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the University in order to discuss, plan and evaluate the clinical experiences of the students.

f. *Changes in Available Space.* The School District will, as soon as practical, advise the University of any changes in clinical space that can be used for clinical assignments. If additional clinical education programs exist with other institutions, the School District shall devise ways for the coordination of all programs so that all students may have the maximum benefit of the learning experience.

g. *Rule and Policies*. The School District will provide the University, at least two weeks in advance of the first clinical rotation, all relevant rules, regulations, and policies of the School District. The School District, when necessary, shall have the responsibility of updating this information as necessary.

h. *Facilities*. Available space at the Site, as specified by the Site, will be established by mutual agreement and made accessible to the University faculty and students for instruction, conferences and library purposes.

i. *Patient Care Responsibility/Staffing*. The School District recognizes the valuable function that giving direct service can provide to nursing students. The overall responsibility for the care that is to be given to patients/clients remains the responsibility of the School District in general and specifically the staff nurse who has been delegated this responsibility from the Director of Nursing. The School District maintains the policy whereby staffing levels on the units should not be based on the availability of students to provide care, but rather based on the patient/client needs since the agency does have the ultimate responsibility for the provision of these services.

j. *Orientation*. The School District personnel will provide orientation for students and faculty, give reports and assist students and faculty in providing optimum care for the patients/clients. The faculty and students will fully cooperate with the School District personnel in providing optimum care for the patient.

k. *Reporting of Student Progress*. The School District shall provide all reasonable information requested by the University on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the School District.

l. *Student Records*. The School District shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of the Agreement.

m. Reporting of Sexual Violence and Sexual Harassment. The Site shall report any incident in which a student is the victim of sexual assault, dating violence, domestic violence, stalking or sexual harassment to the University Title IX Coordinator at mutitleixcoordinator@millersville.edu or 717-871-4100.

III. MUTUAL TERMS AND CONDITIONS

a. *Terms of Agreement.* The term of this Agreement shall be five (5) years from the date of execution. This Agreement may not exceed a period of five (5) years.

b. *Termination of Agreement.* The University or the School District may terminate this Agreement for any reason with ninety (90) days notice. Either party may terminate this agreement in the event of a substantial breach. However, should the School District terminate this Agreement prior to the completion of an academic semester, all students enrolled at that time may continue their educational experience until it would have been concluded absent the termination.

c. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act. The Site agrees to cooperate with the University in its investigation of claims of discrimination or harassment.

d. *Interpretation of the Agreement.* The laws of the Commonwealth of Pennsylvania shall govern this Agreement.

e. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.

f. *Relationship of Parties.* The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.

g. *Liability.* Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the University's or Commonwealth's rights, claims or defenses which arise as a matter of law or pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or the University.

h. *Right-To-Know Law*. The parties agree to comply with the Pennsylvania Right-to-Know Law, 65 P.S. §67.101 et seq., and any other similar laws, in complying with requests for public records made under such laws. This provision does not obligate either party to create any record that does not already exist.

i. *Binding Signatures*. The parties warrant and represent that the individuals signing this Agreement are authorized to bind the University and the Site to the terms and conditions contained in the Agreement. For the purpose of this Agreement, a copy of the party's original signature shall be considered to be an original signature; and as such shall be sufficient to bind such parties.

j. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regard to this relationship.

k. *Effective Date.* The effective date of this Agreement is the date of the last signature.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement as of the date previously indicated.

MILLERSVILLE UNIVERSITY
OF PENNSYLVANIA

_____
Authorized Signature Date

Gail E. Gasparich, PhD
Senior Vice President for Academic Affairs
And Provost

JERSEY SHORE AREA SCHOOL DISTRICT

_____
Authorized Signature Date

_____
Print Name

_____
Print Title

Approved as to form and legality:

_____
University Legal Counsel

Date:_____

Dear Program Director,

Letter of Agreement between Skills of Central PA and Jersey Shore School District

Skills of Central Pa is currently providing Mobile and Site Based Psychiatric Rehabilitation Services, and Peer Support Services to eligible individuals living in Lycoming, and Clinton Counties. We are invested in working together with local agencies and community resources so that our individuals receive comprehensive and quality care. We pledge the following as our guide:

- Referrals to Skills Psychiatric Rehabilitation and Peer Support Services will be made according to established policies and procedures. Referrals must be voluntarily obtained.
- Both agencies will openly communicate regarding general program concerns and policies.
- Both agencies will openly communicate, with appropriate release of information consents, in place when discussing specific participant issues.
- Skills of Central PA will continue to make participants aware of our grievance and problem-solving procedure.
- Skills of Central PA will provide psychiatric rehabilitation and peer services to eligible individuals In accordance with the Pennsylvania Psychiatric Rehabilitation and Peer Support Medical Necessity Criteria and Standards.
- Skills of Central PA will continue to follow our Mission Statement, Values, and Philosophy in accordance with the psychiatric rehabilitation principles.
- Skills of Central PA will continue to collaborate with service providers to assist consumers in their individual recovery process.
- Skills of Central PA will work closely with our crisis partners to ensure a warm hand-off is made and that all team members are kept apprised of crisis plan development and changes.

_____ Date: _____

Agency Representative

Laura Gardner Date: 10/1/20

Laura Gardner, MS, Clinical Administrator,

Skills of Central PA

ADMINISTRATIVE REGULATION

JERSEY SHORE AREA SCHOOL DISTRICT

APPROVED: September 14, 2015

REVISED:

702-AR-1. INTENT TO GIVE GIFT/GRANT/DONATION FORM

I/We are requesting the Board to accept our intent to provide a gift, grant or donation to the district in order to support and supplement the district's educational and/or student activities program.

Name of individual, group or agency: W & L Nissan

Contact person if group or agency: _____

Address: 3819 N. Susquehanna Trail - PO Box 339
Shamokin Dam, PA 17876

District program, school or grade level to be recipient: for students

Purpose of gift, grant, donation: _____

Amount of gift, grant, donation: $ 1,390.00

The district will make every effort to honor the intent of the donor in the use of the gift, but it reserves the right to utilize any gift in the best interest of the district's educational program.

I attest that there are no encumbrances against this gift to the district.

Donor Signature _____ Date _____

Superintendent Signature _____ Date 10/2/26

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ADMINISTRATIVE REGULATION

JERSEY SHORE AREA SCHOOL DISTRICT

APPROVED: September 14, 2015

REVISED:

702-AR-1. INTENT TO GIVE GIFT/GRANT/DONATION FORM

I/We are requesting the Board to accept our intent to provide a gift, grant or donation to the district in order to support and supplement the district's educational and/or student activities program.

Name of individual, group or agency: jersey shore wrestling association

Contact person if group or agency: Brooke kanouff

Address: 903 canoe run rd
jersey shore pa 17740

District program, school or grade level to be recipient: middle school gym

Purpose of gift, grant, donation: wrestling mat light for the main gym. to increase atmosphere and help build culture around wrestling program

Amount of gift, grant, donation: mat light - Approx $2500

The district will make every effort to honor the intent of the donor in the use of the gift, but it reserves the right to utilize any gift in the best interest of the district's educational program.

I attest that there are no encumbrances against this gift to the district.

BROOKE KANOUFF
Donor Signature

9/30/26
Date

Superintendent Signature

10/2/26
Date

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Jersey Shore Area School District

LEARNING | GROWING | SUCCEEDING

JSASD Board of Directors Norms

Board member questions/requests for information:

1. Email to Superintendent and copy Board President.
2. Answer will be given to entire Board.
3. At meetings, the Superintendent and Business Manager may answer if requested and they have the information present.
4. Requests for information should be directed to the Board President and Superintendent. They will decide if the request needs to be discussed with the full Board.
5. Board member questions about district business should be addressed to the Board President and Superintendent

Board emails:

1. If it goes to everyone, Superintendent or Board President will respond and include everyone on the email.
2. If email is directly to one board member, they can respond individually but should make Superintendent and President aware in the event that it comes to a meeting. A best practice would be to include the entire Board for transparency.
3. If you are uncomfortable or uncertain in answering an email, contact the Board President or Superintendent.

Public comment at meetings:

1. Policy ties it to 3 minutes.
2. The period at the beginning of the meeting will be restricted to action items per policy.
3. President will attempt to have those who signed up called during the second public comment for non-agenda items.

Board authority:

1. Board decisions happen in a public board meeting and are carried out by the administration. The power to make decisions for the district exists in the Board room and not as an individual.
2. The Board serves as a first level appellate function in personnel matters and student disciplinary matters that come before the Superintendent. Being involved before the issue comes to the Board in their appellate jurisdiction could result in Board members not being able to participate or the Board running into legal issues if challenged by the party being heard.

Board Agenda Items:

1. Contact Board President to request items be added to the Board agenda. This should be done prior to Thursday morning the week before a board meeting.
2. If a Board member would like to bring an item up under old business, contact the Board President to add to the agenda so that other members can prepare to have the conversation.

9/29/2026

District Service Center
175 A&P Drive
Jersey Shore PA 17740

Dr. Brian Ulmer, Superintendent
Phone 570.398.1561
Fax 570.398.5089

Policy Number	102
Title	Academic Standards
Version	v3 · 8/26/2026 · DRAFT

Academic Standards

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. **Personal Finance.**

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]**

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Footnotes

[1] 22 PA Code 4.11
pacodeandbulletin.gov
pacodeandbulletin.gov
Legal Reference
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[2] 22 PA Code 4.12
pacodeandbulletin.gov
pacodeandbulletin.gov
Legal Reference
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[3] 22 PA Code 4.3
pacodeandbulletin.gov
pacodeandbulletin.gov
Legal Reference
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[4] Pol. 105
Policy Reference
Open policy

[5] Pol. 107
Policy Reference
Open policy

[6] Pol. 127
Policy Reference
Open policy

[7] Pol. 212
Policy Reference
Open policy

[8] Pol. 113
Policy Reference
Open policy

[9] 24-P-S-1556
palegis.us
palegis.us
Legal Reference
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Legal References

[1] 22 PA Code 4.11
[2] 22 PA Code 4.12
[3] 22 PA Code 4.3
[4] Pol. 105
[5] Pol. 107
[6] Pol. 127
[7] Pol. 212

[8] Pol. 113

[9] 24-P-S-1556 — 24 P.S. 1556

Policy Number	105
Title	Curriculum
Version	v3 · 8/26/2026 · DRAFT

Curriculum

PURPOSE

The Board recognizes its responsibility for the development, assessment and improvement of the educational program of the schools. To this end, the curriculum shall be evaluated, developed and modified on a continuing basis and in accordance with a plan for curriculum improvement.[1]

DEFINTION

For purposes of this policy, curriculum shall be defined as a series of planned instruction aligned with established academic standards in each subject that is coordinated, articulated and implemented in a manner designed to result in the achievement of academic standards at the proficient level by all students.[2] [3] **[4]**

AUTHORITY

The Board shall be responsible for the curriculum of the district's schools. The curriculum shall be designed to provide students the opportunity to achieve the academic standards established by the Board. Attaining the academic standards requires students to demonstrate the acquisition and application of knowledge.[1] [3] **[4]**

In order to provide a quality educational program for district students, the Board shall adopt a curriculum plan that includes the requirements for courses to be taught; subjects to be taught in the English language; courses adapted to the age, development and needs of students; and strategies for assisting those students having difficulty attaining the academic standards.[1] [3] [5] [6] **[7] [8]**

Special Instruction/Observances

The district's curriculum plan must also include provisions for special instruction and observances to comply with state and federal law including, but not limited to, Constitution Day and Citizenship Day, Arbor Day and the Bill of Rights Week.**[20][21][22]**

GUIDELINES

The district's curriculum shall provide the following:

1. {x-} Continuous learning through effective collaboration among the schools of this district.
2. {x } Continuous access for all students to sufficient programs and services of a library/media facility and classroom collection to support the educational program. **[9]**
3. {x } Guidance and counseling services for all students to assist in career and academic planning.[23]
4. {x } A continuum of educational programs and services for all students with disabilities, pursuant to law and regulation. **[11]**
5. {x } Language Instruction Educational Program for English Learner students, pursuant to law, and regulation and Board policy.[12] **[13]**
6. {x } Compensatory education programs for students, pursuant to law and regulation.
7. {x } Equal educational opportunity for all students, pursuant to law and regulation. **[14] [15]**

8. {x } Career awareness and vocational education, pursuant to law and regulation.[16]
9. {x } Educational opportunities for identified gifted students, pursuant to law and regulation.[17]
10. {x } Regular and continuous instruction in required safety procedures.[18]

1.

Movie Guidelines

Teachers at the middle school and high school level are permitted to show portions of G, PG, and PG-13 rated movies to illustrate certain concepts. Elementary teachers are permitted to show G-rated movies. All segments or movies shall be reviewed directly by the teacher showing the film to ensure that there is no excessive inappropriate language and that any sexual content is not of an offensive nature.

Teachers at the middle school will use a more critical eye to reduce inappropriate language or content in PG or PG-13 rated films being used in a classroom setting. Parents/Guardians have the option to requires that their child(ren) not view films.

DELEGATION OF RESPONSIBILITY

As the educational leader of the district, the Superintendent shall be responsible to the Board for the district's curriculum. The Superintendent shall establish procedures for curriculum development, evaluation and modification, which ensure the utilization of available resources, and effective participation of [1]

{x } administrators

{ x} teaching staff members

~~{ } students~~

~~{ } community members~~

~~{ } Board members.~~

A listing of all curriculum materials shall be made available for the information of parents/guardians, students, staff and Board members.[1] [19]

{x } With prior Board approval, the Superintendent may conduct pilot programs as deemed necessary to the continuing improvement of the instructional program. The Superintendent shall report periodically to the Board on the status of each pilot program, along with its objectives, evaluative criteria, and costs.

{x } The Board encourages, where it is feasible and in the best interest of district students, participation in state-initiated pilot programs of educational research.

{x} The Board directs the Superintendent to pursue actively state and federal aid in support of research activities.

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Footnotes

[1] 22 PA Code 4.4
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[2] 22 PA Code 4.3
pacodeandbulletin.gov
pacodeandbulletin.gov
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[3] 22 PA Code 4.12
pacodeandbulletin.gov
pacodeandbulletin.gov
Legal Reference
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[4] Pol. 102
Policy Reference
Open policy

[5] 24 P.S. 1511
palegis.us
palegis.us
Legal Reference
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[6] 24 P.S. 1512
palegis.us
palegis.us
Legal Reference
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[7] Pol. 107
Policy Reference
Open policy

[8] Pol. 127
Policy Reference
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[9] Pol. 109
Policy Reference
Open policy

[11] Pol. 113
Policy Reference
Open policy

[12] 22 PA Code 4.26
pacodeandbulletin.gov
pacodeandbulletin.gov
Legal Reference
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[13] Pol. 138
Policy Reference
Open policy

[14] Pol. 103
Policy Reference
Open policy

[15] Pol. 103.1
Policy Reference
Open policy

[16] Pol. 115
Policy Reference
Open policy

[18] Pol. 805
Policy Reference
Open policy

[19] Pol. 105.1
Policy Reference
Open policy

[20] 24 P.S. 1541-1555

[21] 36 U.S.C. 106

[22] P.L. 108-447 — P.L. 108-447

[23] Pol. 112
Policy Reference
Open policy

Policy Number	204.1
Title	Virtual Attendance and Wellness Checks
Version	v2 · 8/26/2026

Virtual Attendance and Wellness Checks

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]

{ x } 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 an 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 the 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

[1] 24 P.S. 1327.4
palegis.us
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Legal Reference
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[2] 23 Pa. C.S.A. 6301
palegis.us
palegis.us
Legal Reference
View source

[3] Pol. 806
Policy Reference
Open policy

[4] 24 P.S. 1329
palegis.us
palegis.us
Legal Reference
View source

[5] Pol. 204
Policy Reference
Open policy

Legal References

[1] 24 P.S. 1327.4 — 24 P.S. 1327.4
[2] 23 Pa. C.S.A. 6301 et seq — 23 Pa. C.S.A. 6301 et seq
[3] Pol. 806
[4] 24 P.S. 1329 — 24 P.S. 1329
[5] Pol. 204

Policy Number	209
Title	Health Examinations/Screenings
Version	v3 · 8/27/2026 · DRAFT

Health Examinations/Screenings

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** ~~**and height and weight measurements,**~~ **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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[2] 24 P.S. 1402
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[3] 24 P.S. 1403
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[4] 22 PA Code 12.41
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[6] 28 PA Code 23.1
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[7] 24 P.S. 1405
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[8] 28 PA Code 23.2
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[9] 20 U.S.C. 1232h
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[10] 24 P.S. 1419
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[12] 24 P.S. 1406
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[13] 23 Pa. C.S.A. 6311
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[14] Pol. 806
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[15] Pol. 203
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[16] Pol. 103
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[17] Pol. 103.1
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[18] 24 P.S. 1409
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[19] Pol. 113.4
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[20] Pol. 216
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[21] 20 U.S.C. 1232g
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[22] 34 CFR Part 99
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[23] Pol. 805
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[24] Pol. 800
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[25] 28 PA Code 23.7
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[26] 24 P.S. 1408
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[27] 24-P-S-1426
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[1] 24 P.S. 1401
[2] 24 P.S. 1402
[3] 24 P.S. 1403
[4] 22 PA Code 12.41
[5] 24 P.S. 1407
[6] 28 PA Code 23.1 et seq
[7] 24 P.S. 1405
[8] 28 PA Code 23.2
[9] 20 U.S.C. 1232h
[10] 24 P.S. 1419
[11] 28 PA Code 23.45
[12] 24 P.S. 1406
[13] 23 Pa. C.S.A. 6311
[14] Pol. 806
[15] Pol. 203
[16] Pol. 103
[17] Pol. 103.1
[18] 24 P.S. 1409
[19] Pol. 113.4

[20] Pol. 216
[21] 20 U.S.C. 1232g
[22] 34 CFR Part 99
[23] Pol. 805
[24] Pol. 800
[25] 28 PA Code 23.7 — 28 PA Code 23.7
[26] 24 P.S. 1408 — 24 P.S. 1408
[27] 24-P-S-1426 — 24 P.S. 1426

Policy Number	803
Title	School Calendar
Version	v3 · 8/26/2026 · DRAFT

School Calendar

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 [1][2][8][10]

{ x} 180 student days.

~~{ } 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level.~~

~~{ } 450 hours of instruction for half-day kindergarten programs.~~

~~{ } and prekindergarten programs.~~

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]**

When an emergency arises, which the Board could not anticipate or foresee, and such emergency results in the district being unable to provide for the in-person attendance of all students during the established length of school days, number of days per week or hours of classes, the Board may establish temporary provisions during the period of emergency. During an open regular or special Board meeting, the Board shall take action to identify the emergency and establish the temporary provisions. Such action shall be recorded in the Board minutes for the open meeting and certified with the Secreta4ry of Education in the form prescribed by the PA Department of Education for review or approval. The Board shall enact the temporary provisions in response to the emergency, which may remain in effect for a period of no more than four (4) years.

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.
   ~~{ } 450 hours of instruction for half-day kindergarten programs.~~
   ~~{ } and prekindergarten programs.~~
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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[2] 24 P.S. 1501
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[3] 24 P.S. 1502
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[14] Pol. 006
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[1] 24 P.S. 133
[2] 24 P.S. 1501
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[4] 24 P.S. 1503
[5] 24 P.S. 1504
[6] 24 P.S. 1505
[7] 24 P.S. 1506
[8] 22 PA Code 11.1
[9] 22 PA Code 11.2
[10] 22 PA Code 4.4

[11] 24 P.S. 520
[12] 24 P.S. 520.1
[13] 24 P.S. 1501.3
[14] Pol. 006 — Pol. 006
[15] Pol. 805

Policy Number	822 SD PNN
Title	Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)
Version	v3 · 8/27/2026

Automated External Defibrillator (AED)/ Cardiopulmonary Resuscitation (CPR)

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** 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 ~~automated external defibrillator~~ 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]

~~**{ } The district may make instruction on the principles and techniques of CPR and the use of operating an AED available to students.**~~[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**.

{ x } Responders' use of 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
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[6] 24 P.S. 1423.2