

Agenda of Regular Meeting

The Board of School Directors Pen Argyl Area School District

A Regular Meeting of the School Directors of Pen Argyl Area School District will be held Tuesday, August 11, 2026, beginning at 7:00 PM Russell H. Roper Auditorium, 1620 Teels Rd, Pen Argyl, PA 18072.

1. Call to Order

Description: Pledge of Allegiance

2. Roll Call

Description:

Mrs. Christine Albanese

Mr. John Dally, Jr.

Mr. James Frey

Mr. Ethan Habrial

Mr. Jason Keenhold

Mr. Thomas Knorr

Mr. Jeff Moyer

Mrs. Megan Pultz

Mr. Robert Rutt

3. Presentations

4. Discussion Items

5. Committees

Description:

Athletic Committee - Jason Keenhold, Chair

Buildings and Grounds Committee - John Dally, Jr., Chair

Curriculum Committee - Thomas Knorr, Chair

Policy Committee - Christine Albanese, Chair

Technology Committee - Robert Rutt, Chair

6. Public Comment

7. Commendations

8. Finance

9. Personnel

9.A. Resignations

Description:

1. Heather Lilly - Principal - PES - effective 8/5/26

2. Meghan Kutzler - Teacher - PAHS - effective upon finding a suitable replacement within 60 days

3. Amanda Crouse - Teacher - WGMS - effective upon finding a suitable replacement within 60 days
4. Meghan Kutzler - Online Primary Contact (Virtual Coordinator) - PAASD - effective 9/11/26

9.B. Appointment of Interim Plainfield Elementary School Principal

Description:

Appoint Amber Krisukas as Interim Plainfield Elementary Principal effective from 8/12/26 through 6/30/27 at a prorated salary of \$107,000.

9.C. Appointment of Interim Pen Argyl High School Assistant Principal

Description:

Appoint Nicole Ryan as Interim Pen Argyl High School Assistant Principal as per the attached MOU, effective from 8/12/26 through 6/30/27 at a prorated salary of \$87,000.

9.D. Appointments

Description:

5. Roger Green - FT Day Custodian/Van Driver replacing James Frable at an hourly rate of \$30.67, effective 8/12/26.
6. Jason Oakley - Induction Teacher for Carly Kappler at a prorated salary of \$2,084 (4 Pts., Yr. 1 St. 1) effective 8/25/26-1/12/27.
7. Cassie Farensbach - 3rd Grade/Social Studies Coordinator - replacing Dailynn McKeague at a salary of \$3,907.50 (7.5 Pts., Yr. 1, St. 1) effective 8/25/26.
8. Makayla Sprague - STEM Asst. Advisor - PES - replacing Alexis Flick at a salary of \$2,344.50 (4.5 Pts., Yr. 1, St. 1) effective 8/25/26.
9. Erica Watson - Teacher PAHS - replacing Meghan Kutzler at a prorated salary of \$61,000 (St. 2, Cl. 4) effective upon release from her current employer.
10. Lisa Flynn - Induction Teacher for Erica Watson at a prorated salary of \$2,084 (4 pts.) effective upon Ms. Watson's release from her current employer.

9.E. Salary Classification Changes

Description:

1. Cassie Farensbach
From Class 3 Step 7 to Class 4, effective 8/25/26, the salary will be \$71,000.
2. Thomas Rissmiller
From Class 3 Step 2 to Class 4, effective 8/25/26, the salary will be \$61,000.

9.F. Appointment of PAASD Emergency Substitute Teachers

Description:

11. Christine Compton

12. Ian Sabatine

9.G. Reappointment of PAASD Emergency Substitute Teachers

Description:

- 13. Ryan Dennis
- 14. Corinne Groff
- 15. Mary Lee Miller
- 16. Elizabeth Nasatka
- 17. Jeffrey Pfeiffer
- 18. Janice Smith
- 19. Gulay Yurekli

9.H. Reappointment of CIU20 Emergency Substitute Teachers

Description:

- 20. Lisa Hamm
- 21. Joann Kutz

9.I. Athletic Resignation

Description:

Logan Parkhurst - Co-Asst. Boys Soccer - effective immediately

9.J. Athletic Volunteer Coaches

Description:

- 22. *Travis Carroll - Volunteer Girls Basketball - Supervisor John Stecz
- 23. Natalie Hagan - Volunteer Girls Volleyball - Supervisor Natasha Chromey
- *Pending receipt of all required paperwork.

9.K. Athletic Appointment

Description:

*Richard Kessler - Head Softball - *Salary (15 Pts., Yr. 1, St. 1)

*As per the 2026/27 Supplemental Salary Schedule

**Pending Receipt of all required paperwork.

9.L. Athletic Changes in Position

Description:

- 24. William Rogers - Co-Asst. (Boys) Soccer - *Salary (4.5 Pts., Yr. 1, St. 1)
- 25. Brendan Kantor - Co-Asst. (Boys) Soccer - *Salary (4.5 Pts., Yr. 1, St. 1)
- *As per the 2026/27 Supplemental Salary Schedule

9.M. Approval of Supplemental Positions

10. **Buildings and Grounds**

11. Board Governance and Operations

11.A. Approval of 2026/27 Transportation Routes

11.B. Approval of Krise Bus Drivers for the 26/27 School Year

Description:

Drivers

26. Kelly Barthomew
27. Mason Fairchild
28. Louis Felix
29. Katherine Gonzalez
30. Gary Hahn
31. Jill Hahn
32. Michael Hamm
33. John Hann
34. Carol Lamas
35. Tamara Lenig
36. Lena Reinert
37. James Shoemaker
38. David Silfies Jr
39. Rachel Stopfer
40. William Trauger
41. DarLyne Turko
42. Angelo Zambone

Subs

1. James Cressman
2. Nicholas DiPasquale
3. Steven Hendricks
4. Charles Schoeneberger
5. Angelo Zambone

Drivers from Other Terminals

1. Brian Geiger
2. Charlene Keller
3. Lisa Schroy

11.C. Approval of Van Drivers/Aides

Description:

43. Dana Farace
44. Mindy Caiazzo
45. Steven Gulotta
46. Colleen Keselica
47. Louis Kootsares
48. Kathleen Lane
49. Mikelin Martino
50. Mikal Sabatine
51. Christi Scott

11.D. Approval of Staff/Coaching Van Drivers

Description:

52. Jessica Goyette - teacher/van driver

53. John Stecz - coach/van driver

11.E. Approval of Transportation Contracts

Description:

54. Krise Transportation, Inc.

55. J&J Luxury Transportation (Mainstream Leasing)

56. US Tours

57. Palmeri Transportation

58. Easton Coach Co.

59. Trans-Bridge Lines, Inc.

60. Jennings Transportation Corp.

11.F. Approval of PAASD/Valley Youth House Memorandum of Agreement

11.G. Tentative Adoption of Revisions to Board Policies

Description:

61. 105.2 - Exemption from instruction

62. 221 - Dress and Grooming

63. 236.1 - Threat Assessment

64. 325 - Dress and Grooming

65. 332 - Working Periods

66. 610 - Purchases Subject to Bid/Quotation

67. 611 - Purchases Budgeted

68. 619 - District Audit

69. 805.1 - Relations with Law Enforcement Agencies

70. 805.2 - School Security Personnel

12. Program

12.A. Request for Approval for Potential High School Music Department Overnight Trips

Description:

71. January 14-16, 2027

PMEA District Band

72. January 28-30, 2027

PMEA District Chorus

73. February 4-6, 2027

PMEA District Orchestra

74. February 18-20, 2027

PMEA Region Band

75. March 4-6, 2027

PMEA Region Chorus

76. March 11-13, 2027

PMEA Region Orchestra

77. April 14-17, 2027

PMEA All State Conference

The above music festivals may have students participate pending their auditions to the ensembles.

12.B. Request for Approval for Potential Overnight Athletic Trips

Description:

78. Oct. 19-21, 2026	PIAA State East Regional Golf Tournament in State College, PA
79. Oct. 30-31, 2026	PIAA State Girls Team Tennis Tournament in Hershey, PA
80. Nov. 6-7, 2026	PIAA State Girls Singles/Doubles Tournament in Hershey, PA
81. Nov. 7, 2026	PIAA State Cross Country Meet in Newville, PA
82. Nov. 20-21, 2026	PIAA State Soccer Championships, Pittsburgh, PA
83. Nov. 20-21, 2026	PIAA Girls Volleyball Championships, Loretto, PA
84. Jan. 8-9, 2027	PIAA State Competitive Spirit Championships, Johnstown, PA
85. Dec. 4-5, 2026	Pottstown Invitational Wrestling Tournament, Pottstown, PA
86. Jan. 8-9, 2027	Battle at Valley Forge Wrestling Tournament, Valley Forge, PA
87. Jan. 28-30, 2027	Ultimate Warrior Wrestling Tournament, Morrisdale, PA
88. Feb. 10-13, 2027	PIAA State Swimming & Diving Competition, Lewisburg, PA
89. Feb. 12-13, 2027	PIAA State Team Wrestling Tournament, Johnstown, PA
90. March 5-6, 2027	PIAA State SE Regional Individual Wrestling Tournament, TBD
91. March 11-13, 2027	PIAA State Wrestling Individual Tournament in Hershey, PA
92. March 18-20, 2027	PIAA State Team Basketball Tournament in Hershey, PA
93. May 21-22, 2027	PIAA State Boys Team Tennis Tournament in TBD
94. May 28-29, 2027	PIAA State Boys Individual Tennis Tournament in TBD
95. May 28-29, 2027	PIAA State Track and Field Meet in TBD
96. June 17-18, 2027	PIAA State Baseball Tournament in TBD
97. June 17-18, 2027	PIAA State Softball Tournament in TBD

The above tournaments may have athletes participate and the athletes will be under the direct supervision of their coaches or their parents.

13. Administrator's Notes

14. Curriculum Notes

Memorandum of Understanding

This is a Memorandum of Understanding by and between the **Pen Argyl Area Education Association (“PAAEA”)** and the **Pen Argyl Area School District (“DISTRICT”)**.

Whereas, **PAAEA** represents Bargaining Unit Members employed by the **DISTRICT**, and;

Whereas, **Nicole Ryan (hereinafter “RYAN”)** is a Middle School Teacher, and a member of the **PAAEA** and covered under the **Collective Bargaining Agreement (“CBA”)**, and;

Whereas, **RYAN** has been offered by the **DISTRICT** an interim position as the High School Assistant Principal (“HSAP”), and;

Whereas, the HSAP position is not part of the **CBA** and not covered under the **CBA**, and;

Whereas, the HSAP position is an Act 93, administrative position, pursuant to the duties outlined in current CDAA-SE file, a copy of which is attached hereto as Exhibit “A”, and;

Whereas, there is a need to temporarily fill a vacancy in the HSAP position, and;

Whereas, the **DISTRICT** and **RYAN** have agreed that **RYAN** shall assume the duties and responsibilities of the HSAP as of August 12, 2026, and:

NOW, THEREFORE, in consideration of the mutual promises and agreements set forth herein, the Parties agree as follows:

1. **RYAN** shall be removed from the bargaining unit while performing the duties of the HSAP.
2. During the term of and at the end of the one year term of the interim HSAP position, **RYAN** shall have the right to return to her position as a Middle School Teacher without penalty and at the salary, step and class determined by the **CBA** in force at the time of her return to said Middle School Teacher position.
3. **RYAN** shall not forfeit any contractual rights, entitlements, or advantages when returned to the bargaining unit. This will include but not be limited to step placement, seniority, severance, or accrual of paid time off.
4. **RYAN’s** current bargaining unit position will be filled with a long-term substitute and compensated as outlined in the **CBA**.

5. Should **RYAN** not return to the bargaining unit, **RYAN's** current position shall immediately be posted and filled.

IN WITNESS WHEREOF, the **Pen Argyl Area Education Association** and the **Pen Argyl Area School District**, each acting by their designated representatives, and intending to be legally bound hereby, have executed this Memorandum of Understanding as of the 11th day of August, 2026.

Pen Argyl Area Education Association

Pen Argyl Area School District

President

Board President

Secretary

Board Secretary

2026-2027 SUPPLEMENTARY CONTRACT SCHEDULE

ADVISORS	NAME	POINTS	YEAR	STEP	SALARY	NOTES
Color Guard and Drill	Madison Laubach	6.0	4	3	3504.00	
High School Dramatics Advisor	Courtney Tolino	7.0	2	2	3850.00	
Wind Gap Dramatics Advisor	Ilka O'Donovan	4.5	16	5	2866.50	
7 th Grade Advisor	William Rogan	2.0	23	5	1274.00	
8 th Grade Advisor	Marcus Feld	2.0	4	3	1168.00	
9 th Grade Advisor	Courtney Tolino	3.0	1	1	1563.00	
10 th Grade Advisor	Ryan Hinton	3.0	15	5	1911.00	
11th Grade Advisor	Sarah Hannick	5.0	10	5	3185.00	
12th Grade Advisor	Krista Campbell	5.0	16	5	3185.00	
Mini-THON Advisor	Jessica Goyette	4.0	5	3	2336.00	
High School Web Class Advisor	OPEN	3.0				
High School Mock Trial Advisor	Ryan Hinton	3.0	18	5	1911.00	
Newspaper	Sarah Hannick	4.0	4	3	2336.00	
Snack Bar	Nathan Roberts	4.0	10	5	2548.00	
Student Government - HS	Kristen Palenchar	3.0	1	1	1563.00	
Student Government - WGMS	OPEN	3.0				
Yearbook-Financial	Kimberly Rauch	4.0	13	5	2548.00	
Co-Yearbook-Edit/Photo	Kimberly Rauch	4.0	4	3	2336.00	
Co-Yearbook-Edit/Photo	Lisa Hamm	4.0	6	4	2432.00	8.0
Students Against Destructive Decisions	Kristen Palenchar	2.0	4	3	1168.00	
TV Studio Advisor	Natasha Chromey	2.0	4	3	1168.00	
Middle School Yearbook Advisor	Erin Cain	5.0	3	3	2920.00	
FBLA	Amber Cherry	2.0	2	2	1100.00	
Scholastic Scrimmage	Jeffrey Meyers	3.0	9	5	1911.00	
Sr. National Honor Society	Natasha Chromey	3.0	5	3	1752.00	
Jr. National Honor Society	Christina Guthrie	2.0	21	5	1274.00	
STEM Advisor – PES	Nicolette Kessler	6.0	5	3	3504.00	
STEM Assistant Advisor – PES	Makayla Sprague	4.5	1	1	2344.50	
STEM Advisor – WGMS Grades 4, 5	OPEN	6.0				
STEM Assistant Advisor – WGMS 4, 5	OPEN	4.5				
STEM Advisor – WGMS 6, 7, 8	Ilka O'Donovan	6.0	7	4	3648.00	
STEM Assistant Advisor – WGMS 6, 7, 8	Colette Flory	4.5	5	3	2628.00	
Character Ed. Advisor	Krista Campbell	10.0	10	5	6370.00	
Aevidum Advisor	Elizabeth Ilardi	2.0	2	2	1100.00	
ATHLETIC	NAME	POINTS	YEAR	STEP	SALARY	NOTES
Head Cheerleading	Elizabeth Valletta	15.0	12	5	8850.00	
Co-Assistant Cheerleading	Jaclyn Koose	4.5	4	3	2434.50	
Co-Assistant Cheerleading	Lauryn Male	4.5	2	2	2295.00	9.0
7th/8th Gr. Cheerleading	MacKenzie McEvoy	8.0	2	2	4080.00	
Co-7th/8th Gr. Cheerleading	Dezaray Adams	4.0	2	2	2040.00	
Co-7th/8th Gr. Cheerleading	Mayah Rivera	4.0	2	2	2040.00	8.0
Head Baseball	Christopher Eckhart	15.0	3	3	8115.00	
Asst. Varsity Baseball	Alex Cameron	7.0	3	3	3787.00	
JV Baseball	OPEN	8.0				
JV Baseball	Keegan Stem	8.0	2	2	4080.00	

ATHLETIC	NAME	POINTS	YEAR	STEP	SALARY	NOTES
Head (Boys) Basketball	Tyler King	20.0	2	2	10200.00	
Asst. (Boys) JV Basketball	Ahren Wedge	11.0	4	3	5951.00	
Asst. (Boys) Varsity Basketball	Raymond Guffy	10.0	1	1	4820.00	
Freshman (Boys) Basketball	Jason Ahner	9.0	2	2	4590.00	
7th/8th Gr. (Boys) Basketball	OPEN	9.0				
7th/8th Gr. (Boys) Basketball	Jeff Meyers	9.0	6	4	5076.00	
Head (Girls) Basketball	John Stecz	20.0	9	5	11800.00	
Asst. (Girls) JV Basketball	Kelly Applegate	11.0	5	3	5951.00	
Asst. (Girls) Varsity Basketball	**William Bisci	10.0	1	1	4820.00	
Freshman (Girls) Basketball	OPEN	9.0				
7th/8th Gr. (Girls) Basketball	Mickele Perito-Flores	9.0	2	2	4590.00	
7th/8th Gr. (Girls) Basketball	OPEN	9.0	1	1	4221.00	
Head Field Hockey	Meghan Kutzler	15.0	11	5	8850.00	
Asst. Field Hockey (JV)	**Madison Conte	10.0	1	1	4820.00	
7 th /8 th Gr. Field Hockey	Chantel Santo	10.0	3	3	5410.00	
7th/8th Gr. Field Hockey	Jessica Goyette	10.0	9	5	5900.00	
Head Football	Brady Mutton	27.0	7	4	15228.00	
Asst. Football	Jacob Giovannini	15.0	7	4	8460.00	
Asst. Football	Mitchell Knapp	15.0	7	4	8460.00	
Asst. Football	Matthew Giovannini	15.0	3	3	8115.00	
Co-Asst. Football	Charles Comstock	5.0	7	4	2820.00	
Co-Asst. Football	Richard Kessler	10.0	2	2	5100.00	
Co-Asst. Football	Raymond Mosby	10.0	3	3	5410.00	
Co-Asst. Football	Jace Keenhold	5.0	2	2	2550.00	30.0
Co-7th/8th Gr. Football	Frank DiFelice	12.0	9	5	7080.00	
Co-7th/8th Gr. Football	Jacob Mutchler	12.0	5	3	6492.00	
Co-7th/8th Gr. Football	Darren Engler	6.0	2	2	3060.00	30.0
Head Softball	Richard Kessler	15.0	1	1	7230.00	
Assistant Varsity Softball	OPEN	7.0				
JV Softball	OPEN	8.0				
JV Softball	OPEN	8.0				
Head Tennis (Boys)	Jason Oakley	15.0	5	3	8115.00	
Asst. JV (Boys) Tennis	Aidan McMahon	9.0	3	3	4869.00	
Head Tennis (Girls)	Jason Oakley	15.0	5	3	8115.00	
Asst. (Girls) JV Tennis	Aidan McMahon	9.0	3	3	4869.00	
Head Golf	Mark Schiavone	10.0	6	4	5640.00	
Assistant Golf	Edward Reid	5.0	3	3	2705.00	
Head Track – Boys	Darrin Evans	11.0	30	5	6490.00	
Head Track – Girls	Kimberly Male	11.0	11	5	6490.00	
Asst. Track	Molly Kutz	8.0	2	2	4080.00	
Asst. Track	Ryan Hinton	8.0	6	4	4512.00	
Asst. Track	Joshua Houck	8.0	9	5	4720.00	
Middle School Track – Boys	Robert Krome	8.0	3	3	4328.00	
Middle School Track – Girls	Christopher Schuck	8.0	14	5	4720.00	

ATHLETIC	NAME	POINTS	YEAR	STEP	SALARY	NOTES
Co-Middle School Assistant Track	Peter Thomas	4.0	2	2	2040.00	
Co-Middle School Assistant Track	Christina Guthrie	4.0	2	2	2040.00	
Head Wrestling	Thomas Mertz	20.0	12	5	11800.00	
Asst. Wrestling	Gary Rute	11.0	6	4	6204.00	
Jr. High Wrestling	Franklin DiFelice	9.0	14	5	5310.00	
Jr. High Wrestling	Jason Davis	9.0	5	3	4869.00	
Head Cross Country	Robert Krome	10.0	4	3	5410.00	
Asst. Cross Country	Ryan Hinton	6.0	7	4	3384.00	
7th/8th Gr. Cross Country	Kimberly Male	5.0	11	5	2950.00	
Head Soccer (Boys)	Tyler Horton	15.0	1	1	7230.00	
Co-Asst. (Boys) Soccer	Brendan Kantor	4.5	1	1	2169.00	
Co-Asst. (Boys) Soccer	William Rogers	4.5	1	1	2169.00	
Head Soccer (Girls)	Mary Zavada	15.0	2	2	7650.00	
Asst. (Girls) Soccer	Jillian Rissmiller	9.0	2	2	4590.00	
Head Volleyball (Girls)	Natasha Chromey	15.0	5	3	8115.00	
Asst. (Girls) Volleyball	Kristain Wolf	9.0	1	1	4338.00	
7 th /8 th Gr. (Girls) Volleyball	Mickele Perito-Flores	8.0	2	2	4080.00	
Co-7 th /8 th Gr. (Girls) Volleyball	Jill Tyminski	4.0	3	3	2164.00	
Co-7 th /8 th Gr. (Girls) Volleyball	OPEN	4.0				8.0
M.S. Athletic Trainer	*	25.0				
Athletic Director	Tim Egan	32.0	25	5	18880.00	
Athletic Equipment	Tim Egan	16.5	14	5	9735.00	
ADVISORS	NAME	POINTS	YEAR	STEP	SALARY	NOTES
DEPT/GRADE COORDINATORS						
Plainfield						
Kindergarten/1 st Grade	Vanessa Stackhouse	7.5	6	4	4560.00	
Math	Tracy O'Connell	7.5	16	5	4777.50	
2nd Grade/Science	Shannon Giamoni	7.5	6	4	4560.00	
3rd Grade/Social Studies	Cassie Farensbach	7.5	1	1	3907.50	
Technology	Rebecca Hart	7.5	3	3	4380.00	
Language Arts	Catherine Pender	7.5	3	3	4380.00	
Special Education	Nicole Giorlando	7.5	2	2	4125.00	
Title 1	*	15.0				
Plainfield After-School Activities	Cassidy Tabor	9.0	4	3	5256.00	
Plainfield Asst. After-School Activities	Felicia Miller	7.5	4	3	4380.00	
Wind Gap						
Science	Shelly Lees	7.5	17	5	4777.50	
Social Studies	Marcus Feld	7.5	1	1	3907.50	
Math	Morgan Young	7.5	1	1	3907.50	
Technology	Elizabeth Doll	7.5	10	5	4777.50	
4th/5th Gr. Curr. Coord.	*	7.5				
Language Arts	Jacqueline Henchy	7.5	7	4	4560.00	
Special Education	Monika Coenen	7.5	2	2	4125.00	

ADVISORS	NAME	POINTS	YEAR	STEP	SALARY	NOTES
DEPT/GRADE COORDINATORS						
Secondary						
Social Studies	Adam Ferullo	7.5	6	4	4560.00	
Science	Brett Kunkle	7.5	12	5	4777.50	
World Language	Mildred Gomez	7.5	3	3	4380.00	
Math	Lisa Borger	7.5	2	2	4125.00	
Business Education	Laura Dario	7.5	5	3	4380.00	
Technology	Brett Kunkle	7.5	20	5	4777.50	
English	Brady Mutton	7.5	4	3	4380.00	
Data Analysis Coordinator	Sarah Hannick	5.0	2	2	2750.00	
Special Education	Lisa Flynn	7.5	2	2	4125.00	
District						
Art	Suzanne Moyer	7.5	1	1	3907.50	
Health/Phys. Ed.	Kimberly Rauch	7.5	11	5	4777.50	
Music	Nicole Whitney	7.5	15	5	4777.50	
Practical Arts	Richael Ash	7.5	1	1	3907.50	
Online Primary Contact	Meghan Kutzler	21.0	4	3	12264.00	
DIRECTORS	NAME	POINTS	YEAR	STEP	SALARY	NOTES
High School Choral	Steffani Smith	4.5	2	2	2475.00	
High School Jazz Band	Steffani Smith	6.0	2	2	3300.00	
High School Marching Band	Steffani Smith	17.0	2	2	9350.00	
Band Equipment	Ryan Manning	2.0	2	2	1100.00	
Middle School Marching Band	Nicole Whitney	6.0	18	5	3822.00	
Orchestra	Nicole Whitney	4.0	18	5	2548.00	
Staging	OPEN	3.0				
Wind Gap Choral	Abigail Rochlin	4.5	1	1	2344.50	
Plainfield Choral	Katie Silfies	4.5	2	2	2475.00	
INDUCTION PROGRAM						
Lisa Borger	Kristian Wolf	4.0	1	1	2084.00	
Kristy Desmond	Reece Fenstermacher	4.0	1	1	2084.00	
Elizabeth Ilardi	Alexis King	4.0	1	1	2028.00	
Monika Coenen	Kahlan DeLamarter	4.0	1	1	2028.00	
Amanda Disidore	Angelique Glamann	4.0	1	1	2028.00	
Amanda Disidore	Emma Schotsch	4.0	1	1	2028.00	
Colleen Iannetta	Matthew Egan	4.0	1	1	2028.00	
Nicole Whitney	Abigail Rochlin	4.0	1	1	2028.00	
William Rogan	Braedyn Chobin	4.0	1	1	2028.00	
Jason Oakley	Carly Kappler	4.0	1	1	2028.00	

* Duties Incorporated Into Other Positions

**Pending receipt of all required paperwork. It is understood that employment is provisional until all required paperwork is received, based on the requirements of the Public Employee Relations Act and the Pennsylvania Department of Education.

SUBSTITUTE RATES

<u>POSITION</u>	<u>DAY TO DAY</u>		<u>LONG TERM</u>
TEACHERS	1 to 20 days	\$110.00	APPENDIX D
	21+	\$150.00	PROF. CONT.
NURSES	DAY TO DAY	\$170.00 DAY	
POSITION	DAY TO DAY	21 ST DAY	LONG TERM
SECRETARIES	\$11.50 PER HOUR	\$12.50 PER HOUR	*BEGINNING RATE FOR SECRETARIES
CUSTODIANS	\$11.50 PER HOUR	\$12.50 PER HOUR	*BEGINNING RATE FOR CUSTODIANS
AIDES	\$11.50 PER HOUR	\$12.50 PER HOUR	*BEGINNING RATE FOR AIDES

When a substitute is hired to fill in for a leave of absence for a member of the SUPPORT STAFF, that substitute shall serve at a day-to-day rate until completing 20 days. On the 21st day, the salary shall increase to the above schedule.

ADDITIONAL SUPPORT STAFF

Coordinator - Assessment/Census	\$2,398.00
Van Drivers	\$20.95/Hour
Substitute Coordinator	\$5,433.00

ATHLETIC CONTEST RATES

Slate Belt Regional Police	\$71.95 per hour
Camelot Security Assoc.	\$52.00 per hour
Ticket Sellers	\$52.00 per event
Game Help	\$50.00 per event
Ambulance (Sporting Events)	\$160.00 per hour

Memorandum of Agreement

This Agreement is made between Valley Youth House, headquartered in Bethlehem, Pennsylvania, hereinafter referred to as ("VYH") and the Pen Argyl Area School District ("PAASD"). This Agreement is for the purposes of delivering evidence-based programs within PAASD, with funding provided to VYH by the Northampton County Department of Drug and Alcohol. The parties agree as follows:

1. Purpose of the Agreement

The services to be provided by VYH are outlined in *Appendix A*. VYH assures that it will comply with all guidelines required in this Agreement for provision of these services.

2. Term and Renewal

The initial term of this Agreement shall be from July 1, 2026 to June 30, 2027. Upon the expiration of the initial term, this Agreement shall automatically renew for successive one (1) year periods under the same terms and conditions, unless either party provides written notice of non-renewal to the other party at least sixty (60) days prior to the end of the then-current term. All renewals are contingent upon the mutual agreement of the parties and the availability of continued funding.

3. Qualifications

- a. Therapists will have a masters degree in counseling or a related field. They will be trained in each program they deliver.
- b. Therapists must provide all background checks and clearances to comply with 65 Pa.Stat. §§ 67.101 to 67.3104, and 24 Pa.Stat. § 1-111.1, Employment History Review, as amended, Federal Drug and Alcohol Confidentiality Law, 42 U.S.C. § 290dd-2 and the regulations at 42 C.F.R. Part 2 (the "Part 2 Requirements"), and any other applicable federal and state law.
- c. Therapists must also be familiar, by experience, with state and local government practices, procedures, laws, and regulations.

4. Reporting

VYH will submit the following reports to PAASD:

- At the end of the school year: an outcomes report, including the number of students served.

5. Responsibilities of VYH

In this shared agreement, VYH agrees to the following:

- Receive and process referrals from identified schools and obtain consent for services.
- Complete pre and post assessments and screeners.
- Deliver appropriate evidence-based programs to identified students within identified schools.
- Make referrals and recommendations for higher levels of care or treatment by other providers when appropriate.
- Meet with the identified points of contact within each school on a regular/ as needed basis.

6. Responsibilities of PAASD

In this shared agreement, PAASD agrees to the following:

- Identify a contact person within each school who can serve as a point of contact for the therapist.
- Provide a private, confidential meeting space within each school that allows for social distancing.
- Ensure that VYH school-based therapists have access to the school buildings, copiers/ printers, internet, and relevant student information. A point-of-contact within PAASD's IT Department will also be identified.
- Identify district-wide administrators who can meet with the Director of Prevention Services and the program's Supervisor on an as needed basis.

- Upon availability and if applicable, provide VYH with the results of the most recent PAYS data.

7. Indemnity to Contractor

VYH agrees to indemnify, defend, and hold harmless PAASD (its officers, agents, and employees) from any and all loss, claim, cost of damage, including reasonable counsel fees, resulting from liabilities, demands, judgments, assessments, damages, fines, penalties, losses, or expenses, including reasonable attorneys' fees (collectively "Losses"), asserted by reason of a third party claim caused by the Provider's negligence or willful misconduct in its performance of this Agreement, except to the extent that such Losses are solely caused by the willful misconduct of PAASD.

8. Confidentiality

The party disclosing Confidential Information will be referred to as the "Disclosing Party" and the party receiving Confidential Information will be referred to as the "Recipient." It is understood that one party can at certain times be a "Recipient" and at other times a "Disclosing Party."

- Recipient agrees that neither it, nor any of its employees, officers, directors, agents, and representatives who need to know such information (collectively, its "Representatives") will: (i) in any fashion or for any purpose use the Confidential Information except for the purpose set forth in the Agreement; or (ii) disclose, divulge, publish or disseminate the Confidential Information except as expressly authorized by Disclosing Party or this Agreement. Recipient further agrees that it and its Representatives will: take all reasonable measures to protect the confidentiality of and avoid disclosure or use of the Confidential Information so as to prevent it from entering the public domain or falling into the possession of persons other than those authorized by this Agreement to have access to it; and only permit those Representatives of Recipient who are authorized to participate, directly or indirectly, to have access to Confidential Information.
- Confidential Information shall not include any information (a) previously known by Recipient, (b) independently developed by Recipient, without use of any Confidential Information, (c) acquired by Recipient from a third party that is not, to Recipient's knowledge after due inquiry, under any legal obligation not to disclose such information or (d) that is, or becomes, public through no breach by Recipient of this Agreement.
- Accordingly, Recipient agrees, subject to applicable law or court order, not to disclose any of its communications, or any of the information it receives and develops in the course of the Services, to any person or entity apart from PAASD and such other persons or entities as permitted by law or as PAASD may designate.
- The parties understand and agree that the terms and existence of this Agreement is a public record pursuant to Pennsylvania's Right-to-Know Law, is not confidential, and will be disclosed by PAASD in response to a properly received Right-to-Know Law Request.
- VYH will follow privacy and confidentiality guidelines consistent with pertinent industry standards. VYH shall protect the confidentiality of all Protected Health Information (PHI) and education records in compliance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), the Health Insurance Portability and Accountability Act (HIPAA), the Federal Drug and Alcohol Confidentiality Law (42 U.S.C. § 290dd-2), the regulations at 42 C.F.R. Part 2, and any other applicable federal and state laws.

9. Termination or Cancellation

If, through any cause, VYH is unable to fulfill in a timely and proper manner its obligations under this Agreement, VYH may terminate the contract immediately upon notification of all parties. In addition, any party to this Agreement will have the right to terminate this Agreement subject to a 60-day written notice at any time.

10. Additional Provisions

Debarment and Suspension (Executive Orders 12549 and 12689)

An Agreement award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1996 Comp. p. 189) and 12689 (3 CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. VYH certifies that it's not currently listed on the government-wide exclusions in SAM, nor is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Byrd Anti-Lobbying Amendment

Byrd Anti-Lobbying Amendment (31 USC 1352) - VYH must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer, or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 USC 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. As applicable, VYH agrees to file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 USC 1352).

Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

VYH shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps include:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- Assuring that small and minority businesses and women's businesses enterprises are solicited whenever they are potential sources;
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's enterprises;
- Using the service and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- Requiring any subcontractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (a) through (e) of this section.

Affirmative Action Statement

As a condition of doing business with PAASD, VYH must comply with all Federal laws, State statutes, and executive orders pertaining to non-discrimination.

Improper Influence

VYH may not offer or give to a Board member, employee, or nominee or candidate for the Board, or a member of his or her immediate family or a business with which he or she is associated, anything of monetary value, including: a gift, loan, political contribution, reward, or promise of future employment based on the offeror's or donor's understanding that the vote, official action, or judgment of the Board member, employee, or nominee or candidate for the Board would be influenced thereby.

11. Miscellaneous

Force Majeure: No party will be liable for non-performance or in default to the other party for failures of performance resulting from events beyond the reasonable control of such party, including, by way of example and not limitation, acts of God, disease outbreak or widespread illness, computer virus attacks or infiltration, civil disturbances, war, and strikes.

Insurance: VYH Insurance shall be issued by an insurance company licensed to conduct business in the

Commonwealth of Pennsylvania. Insurance coverage shall remain in full force for the duration of the contract term, including any and all extensions or renewals thereof. Each insurance certificate shall contain a thirty (60) day notice of cancellation. All renewal certificates shall be furnished at least thirty (60) days prior to policy expiration.

- Commercial General Liability, including Contractual Liability Insurance, with limits not less than \$1,000,000 per occurrence, \$3,000,000 annual aggregate. All, if any, deductibles are the sole responsibility of VYH to pay and/or indemnify.
- Worker's Compensation in accordance with Pennsylvania Statutes.
- The Northampton County Drug & Alcohol is named as Additional Insured and shall be in a form and with companies satisfactory to Northampton County Drug & Alcohol. Under the Commercial General Liability and the Employer's Liability insurance policies.
- The certificates of Insurance shall provide that coverage afforded under the applicable policies will not be canceled, modified, or allowed to expire until at least thirty (60) days' prior written notice.
- It is further agreed that the amount of insurance required herein does not, in any way, limit the liability of the school-based mental health provider by virtue of its promise to hold harmless so that in the event that any claim results in a settlement of judgment in any amount above the limits.

Notices: All notices under this agreement may be delivered only by: (i) hand delivered by nationally recognized overnight delivery services (e.g., Fed-Ex or UPS or USPS Priority Overnight) messenger or courier service or (ii) pre-paid first-class certified mail, return receipt requested. Addresses for Notices are provided on the signature page below. This Agreement shall become effective upon signature of the authorized representative of PAASD and VYH.

Severability: If any provision of this agreement is held invalid, the validity of the remainder of this agreement shall not be affected.

Governing Law: The parties intend the law of the Commonwealth of Pennsylvania to govern this agreement.

Forum Selection: Sole and exclusive jurisdiction for any claim or suit arising from or under this agreement shall be in the Court of Common Pleas for Northampton County Pennsylvania, and in no other forum.

Waiver of Consequential Damages: VYH waives claims against PAASD for lost profits, lost expected profits, consequential damages and/or incidental damages arising out of or relating to this agreement or termination thereof.

Child Protective Services: VYH hereby warrants that in providing the Services, VYH, including its employees, contractors, and/or agents, shall comply with the Pennsylvania Child Protective Services Law, 23 Pa. C.S.A. Chapter 63, and ACT 126 of 2014, which amended the Pennsylvania School Code of 1949 (the "Laws"). Specifically, VYH shall require its employees, contractors, and/or agents to report or cause a report to be made regarding suspected child abuse based on a reasonable cause to suspect such abuse based on professional or other training in compliance with the Laws and with PAASD regulations.

We have affixed our signatures below in acceptance of this agreement.

Ashley Dallas, Director of Prevention Services/ VYH

Mike Ramsey, Vice President/ VYH

Thomas Quinn, Executive Vice President for Finance and Administration/ VYH

Pen ArgylArea School District/

Pen ArgylArea School District/

Pen ArgylArea School District/

Appendix A: Scope of Services & Program Descriptions

1. Overview of School-Based Group Services

Valley Youth House (VYH) delivers a multi-tiered system of evidence-based programs designed to support student mental health, emotional regulation, and resilience. Curricula are selected based on clinical appropriateness, age, and student need. Approved programs include, but are not limited to:

- **Bounce Back:** A cognitive-behavioral group intervention designed for elementary students exposed to trauma. Focuses on teaching coping skills, emotional regulation, and resilience.
- **CBITS (Cognitive-Behavioral Intervention for Trauma in Schools):** A group and individual intervention designed to reduce symptoms of post-traumatic stress, anxiety, and depression resulting from trauma.
- **COPE (Creating Opportunities for Personal Empowerment):** A cognitive-behavioral therapy-based program built to help children, teens, and young adults manage stress, anxiety, and depression by understanding the link between thoughts, feelings, and behaviors.
- **The Blues Program:** A cognitive-behavioral group intervention targeting high school students experiencing depressive symptoms or stress, focusing on cognitive restructuring and increasing positive activities.

2. Referrals and Screening

- **Referral Pipeline:** Referrals may be generated by school counselors, social workers, teachers, Student Assistance Program (SAP) teams, or administrative staff.
- **Consent Guidelines:**
 - **Students Under Age 14:** VYH will obtain active, written parental or guardian consent prior to conducting screenings or group enrollment.
 - **Students Aged 14 and Older:** VYH will make standard, active efforts to obtain parental or guardian consent. However, consistent with Pennsylvania Act 65 of 2020 (35 P.S. §§ 10101.1-10101.2), minors aged 14 to 18 may legally self-consent to voluntary outpatient mental health and prevention services when parental involvement is not feasible, is clinically contraindicated, or when a student actively seeks support and parental consent cannot be obtained.
- **Clinical Screening:** VYH will utilize validated, program-specific screening instruments (such as trauma screeners or depression metrics) to confirm student eligibility and appropriateness for the selected group.

3. Scope Flexibility

VYH reserves the right to introduce additional evidence-based prevention or intervention models during the contract term to meet the evolving needs of PAASD students, subject to administrative notification and coordination with the designated district point of contact.



Policy Number 105.2
Title Exemption From Instruction
Version v2 · 7/30/2026

Exemption From Instruction

Authority

The Board adopts this policy to ensure that parents/guardians have the right to have their children excused from specific instruction that conflicts with their **sincerely held** religious **and/or moral** beliefs. [\[1\]](#) [\[2\]](#)

The rights granted by this policy are granted to parents/guardians of students enrolled in this district when the students are under the age of eighteen (18) and to the students themselves when the student is eighteen (18) or **older**.

Delegation of Responsibility

The Superintendent or designee shall notify parents/guardians of this policy at least annually, at the beginning of each school year, and within a reasonable time after any substantive changes regarding the contents of this policy.

Guidelines

The district shall excuse any student from specific instruction, subject to the following conditions:

1. To assist the school district in ensuring that the student is excused from the correct specific instruction, the request must be made in writing and must detail the specific instruction from which the student is to be excused, **including the reason(s) for the request**.
2. The written request to be excused shall be sent by the parent/guardian or student **who is eighteen (18) or older** to the building principal. One (1) copy of the request shall be retained in the student's permanent school records, one (1) copy kept by the school principal, and one (1) copy submitted to the teacher from whose instruction the student is to be excused.
3. The written request must contain a statement that the specific instruction described conflicts with the **sincerely held** religious **and/or moral** beliefs of the student or of the parents/guardians.
4. The parent/guardian and/or student may request suggested replacement educational activities. The only permissible educational activity for this purpose shall be **substantially similar** instruction that is consistent with the learning objectives set for the **course**.
5. The building principal shall determine where the student shall report during the time the student is excused.

6. All students excused from specific instruction shall be required to achieve the academic standards established by the district as necessary for graduation. [\[3\]](#) [\[4\]](#)

Exemption from Dissection Activities

Students have the right to decline to participate in an education project involving dissection, vivisection, incubation, capture or other harm or destruction of an animal or any part of an animal.[\[5\]](#)

The district must notify students and parents/guardians of their right to decline participation in such activities at least three (3) weeks prior to the start of the education project. Students who do not participate in such activities will be assigned an alternative education project.[\[5\]](#)

PSBA Revised 11/25 © 2025 PSBA

Footnotes

[1] 22 PA Code 11.7
pacodeandbulletin.gov
pacodeandbulletin.gov
Legal Reference [View source](#)

[2] 22 PA Code 4.4
pacodeandbulletin.gov
pacodeandbulletin.gov
Legal Reference [View source](#)

[3] Pol. 102
Policy Reference [Open policy](#)

[4] Pol. 217
Policy Reference [Open policy](#)

[5] 24 P.S. 1523
palegis.us
palegis.us
Legal Reference [View source](#)

[6] 24 P.S. 1523
palegis.us
palegis.us
Legal Reference [View source](#)

[9] 22 PA Code 11.7
pacodeandbulletin.gov
pacodeandbulletin.gov
Legal Reference

[View source](#) 

Legal References

CITED REFERENCES

- [2] 22 Pa. Code 11.7
- [3] 22 Pa. Code 4.4
- [4] Pol. 102
- [5] Pol. 217
- [6] 24 P.S. 1523
- [9] 22 Pa. Code 11.7

ADDITIONAL REFERENCES



Policy Number 221
Title Dress and Grooming
Version v2 · 7/28/2026

Dress and Grooming

Purpose

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

Authority

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.^{[1][2]}

The Board directs compliance with Board policy and law prohibiting discrimination, including but not limited to protections addressing:^[3]^[4]

- 1. Protective hairstyles, including but not limited to hairstyles such as locs, braids, twists, coils, Bantu knots, afros and extensions.**
- 2. Religious creed including head covering and hairstyles historically associated with religious creeds.**

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities or other situations where special attire may be required to ensure the health or safety of the student.^[2]

The Board directs district staff to support students experiencing educational instability by waiving penalties related to a delay in compliance with Board policy or school rules related to dress and grooming.^[5]

Delegation of Responsibility

The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming.

The Superintendent or designee shall ensure that all school rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.^[2]

Staff members shall be instructed to demonstrate, by example, positive attitudes and compliance with Board policy and school rules related to dress and grooming.^[6]

Footnotes

[1] 24 P.S. 1317.3
palegis.us
palegis.us
Legal Reference

View source

[2] 22 PA Code 12.11
pacodeandbulletin.gov
pacodeandbulletin.gov
Legal Reference

View source

[3] 43 P.S. 951
palegis.us
palegis.us
Legal Reference

View source

[4] Pol. 103
Policy Reference

Open policy

[5] Pol. 251
Policy Reference

Open policy

[6] Pol. 325
Policy Reference

Open policy

[7] Pol. 325

Legal References

CITED REFERENCES

- [2] 24 P.S. 1317.3
- [3] 22 Pa. Code 12.11
- [4] 43 P.S. 951
- [5] Pol. 103
- [6] Pol. 251
- [7] Pol. 325

ADDITIONAL REFERENCES



Policy Number 236.1 Policy Committee
Title Threat Assessment
Version v1 · 7/29/2026

Threat Assessment

Purpose

The Board is committed to protecting the health, safety and welfare of its students and the school community and providing the resources and support to address identified student needs. The Board adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[\[1\]](#)

Authority

The Board directs the Superintendent or designee, in consultation with the School Safety and Security Coordinator, to establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[\[1\]](#)

The established procedures must include protocols for the timely consultation between the team and law enforcement, juvenile justice agencies, county agencies, health care providers or behavioral service providers, as appropriate, to refer students whose behavior indicates a potential threat for additional interventions or supports, including the exchange of relevant information in accordance with federal and state law.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Definitions

Behavioral service providers – includes, but is not limited to, a state, county or local behavioral health service provider, crisis intervention center or psychiatric hospital. The term includes a private service provider which contracts with a state, county or local government to act as a behavioral health agency.[\[4\]](#)

Bias – the attitudes or beliefs we have about a person or group that affects our understanding, actions and decisions in a conscious or subconscious manner.

Individualized Management Plan – a plan developed for a student who is referred to the threat assessment team that documents the concerns that brought a student to the team's attention, as well as the resources and supports a student might need based on the information gathered during the assessment.

Threat assessment – a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.

Delegation of Responsibility

The Superintendent or designee, in consultation with the School Safety and Security Coordinator, shall appoint individuals to a district threat assessment team. [\[1\]](#)

The Superintendent or designee shall designate a member of the team as team leader for the threat assessment team. [\[1\]](#)

The threat assessment team shall include the School Safety and Security Coordinator and individuals with expertise in school health; counseling, school psychology or social work; special education; school administration; law enforcement agency representatives; behavioral health professionals; and members of the Safe2Say Something crisis team. [\[1\]](#)

The Superintendent or designee may assign additional staff members or designated community resources to the threat assessment team for assessment and response support.

Guidelines

Training

The School Safety and Security Coordinator shall ensure that threat assessment team members are provided individual and/or group training annually on: [\[1\]](#)

1. Responsibilities of threat assessment team members.
2. Process of identifying, reporting, assessing, responding to and intervening with threats.
3. Identifying and avoiding racial, cultural or disability bias. [\[9\]](#) [\[10\]](#)
4. Confidentiality requirements under state and federal laws and regulations, and Board policies. [\[5\]](#)[\[7\]](#) [\[11\]](#) [\[12\]](#)[\[13\]](#)

Threat assessment team training shall be credited toward professional education requirements and school safety and security training requirements for staff, in accordance with applicable law and Board policy. [\[1\]](#)[\[7\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

Information for Students, Parents/Guardians and Staff

The district shall annually notify students, staff and parents/guardians about the existence and purpose of the threat assessment team through posting information on the district website, publishing in handbooks and through other appropriate methods. [\[1\]](#)

The threat assessment team shall make available age-appropriate informational materials to students regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Informational materials shall be available for review by parents/guardians. [\[1\]](#)[\[8\]](#) [\[9\]](#) [\[19\]](#) [\[20\]](#)[\[21\]](#)

The threat assessment team shall make available informational materials for school employees regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Information for school employees shall include a list of the staff members who have been appointed to the threat assessment team. [\[1\]](#)[\[8\]](#)[\[9\]](#)[\[19\]](#)[\[21\]](#)

The district shall annually provide mandatory training for school staff on 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 law, Board policy and the standards specified by the state's School Safety and Security Committee. [\[7\]](#)[\[17\]](#)

Reporting and Identification

The threat assessment team shall document, assess and respond to reports received regarding students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others. [\[1\]](#)

The threat assessment team shall assist in assessing and responding to reports that are received through the Safe2Say Something Program identifying students who may be a threat to themselves or others. [\[1\]](#)[\[7\]](#)

The threat assessment team shall assist in assessing and responding to reports of students exhibiting self-harm or suicide risk factors or warning signs, as identified in accordance with applicable law and Board policy. [\[1\]](#)[\[8\]](#)

When the threat assessment team has made a preliminary determination that a student's reported behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others, the team shall immediately take the following steps: [\[1\]](#)

1. Notify the Superintendent or designee and School Safety and Security Coordinator of the reported threat.
2. Notify the building principal of the school the student attends of the reported threat, who shall notify the student's parent/guardian of the reported threat.

When a reported student's behavior indicates that there may be an imminent threat to the safety of the student or others, or an emergency situation, a threat assessment team member shall take immediate action, which may include promptly reporting to the appropriate law enforcement agency and school administration. [\[1\]](#)[\[6\]](#)[\[7\]](#)[\[22\]](#)

Where a threat assessment team member has reasonable cause to suspect that a reported situation indicates that a student may be a victim of child abuse, the member shall make a report of suspected child abuse in accordance with law and Board policy. [\[1\]](#)[\[23\]](#)[\[24\]](#)

Inquiry and Assessment

In investigating, assessing and responding to threat reports, the threat assessment team shall make a determination if the report should be addressed under one or more specific Board policies or administrative regulations, based on the subject matter of the report and the requirements of law, regulations and Board policy, including, but not limited to, reports involving:

1. Discrimination/Harassment. [\[9\]](#) [\[19\]](#)
2. Bullying/Cyberbullying. [\[21\]](#)
3. Suicide Awareness, Prevention and Response. [\[8\]](#)
4. Hazing. [\[25\]](#)
5. Dating Violence. [\[26\]](#)

Members of the threat assessment team shall engage in an assessment of the reported student behavior that may indicate a threat, in accordance with training and established procedures. This process may include, but is not limited to:

1. Interviewing the student, other students, staff, parents/guardians or others regarding the subject(s) of the reported threat.
2. Reviewing existing academic, health and disciplinary records and assignments, as appropriate, regarding the subject(s) of the report.
3. Conducting searches of lockers, storage spaces and other possessions on school property as applicable, in accordance with applicable law, regulations and Board policy. [\[27\]](#)
4. Examining outside resources such as social media sites, in coordination with law enforcement, or contacting law enforcement, juvenile probation or community agencies to request additional information about the subject(s) of the report, in accordance with law, regulations and Board policies.
5. Where appropriate, convening the appropriate team to assess and/or address the situation that is the subject of the report, such as the Individualized Education Program (IEP) team, Section 504 Team, Behavior Support team, Student Assistance Program team or others. [\[5\]](#)
[\[10\]](#) [\[28\]](#) [\[29\]](#) [\[30\]](#) [\[31\]](#)

The threat assessment team shall establish and implement procedures, in accordance with the district's memorandum of understanding with each law enforcement agency having jurisdiction over school property, to address situations where the investigation of a reported threat shall be transferred to the appropriate law enforcement agency. [\[6\]](#) [\[22\]](#)

The threat assessment team may request that the county agency or juvenile probation department consult and cooperate with the team in assessing the student who is the subject of a preliminary determination regarding a threat. [\[1\]](#)

When assessment of a student's behavior determines that it is not a threat to the student, other students, school employees, school facilities, the community or others, the threat assessment team shall document the assessment and may refer the student to other appropriate resources such as a child study team, the Student Assistance Program team, an IEP or Section 504 Team or other district supports and services.

Response and Intervention

The threat assessment team shall develop an Individualized Management Plan for each student identified and assessed as posing a threat to the student, other students, school employees, school facilities, the community or others. The plan should document the team's evaluation of the threat and recommendations for disposition of the threat, including the information gathered during the assessment and recommendations for response and intervention.

Following notification to the student's parent/guardian, the threat assessment team may refer the student to an appropriate program or take action to address the reported situation in accordance with applicable Board policy, which may include, but is not limited to:^[1]

1. A referral to the Student Assistance Program.^[5]
2. A referral to the appropriate law enforcement agency.^{[6][7][22]}
3. An appropriate evaluation to determine whether the student is a qualified student with a disability in need of a Section 504 Service Agreement or in need of special education services through an Individualized Education Program (IEP), in accordance with applicable law and Board policy.^{[10][28][31]}
4. A referral to the student's IEP Team to review and address the student's IEP and/or Positive Behavior Support Plan. This could include, but is not limited to, a manifestation determination or functional behavioral assessment in accordance with applicable law, regulations and Board policy.^{[28][29][30][31]}
5. A referral to the student's Section 504 Team to review and address the student's Section 504 Service Agreement and/or Positive Behavior Support Plan.^[10]
6. With prior parental consent, a referral to a behavioral service provider, health care provider or county agency.^[32]
7. Addressing behavior in accordance with applicable discipline policies and the Code of Student Conduct.^{[33][34][35][36]}
8. Ongoing monitoring of the student by the threat assessment team, a child study team, Student Assistance Program team or other appropriate school personnel.
9. Taking steps to address the safety of any potential targets identified by the reported threat.^{[7][37]}

School Safety and Security Incident Reporting –

For reporting purposes, the term **incident** means an instance involving an act of violence; the possession of a weapon; the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco products; or conduct that constitutes an offense listed in the school safety and security provisions of School Code.^{[22][38][39][40]}

When a reported threat also meets the definition of an incident, in accordance with reporting requirements, the Superintendent or designee shall immediately report required incidents, if not previously reported by district staff, and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the law enforcement agency that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.^{[22][33][38][39][41][42][43]}

The Superintendent or designee shall notify the parent/guardian, if not previously notified by district staff, of any student directly involved in an incident on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, who is a victim or suspect, immediately, as soon as practicable. The Superintendent or designee will inform the parent/guardian whether or not the law enforcement agency that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee will document attempts made to reach the parent/guardian.^[22]^[39]^[44]

Students With Disabilities –

When reporting an incident committed by a student with a disability or referring a student with a disability to a law enforcement agency, the district shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.^[2]^[3]^[11]^[13]^[45]^[46]

Monitoring and Management

If a student has an Individualized Management Plan, the threat assessment team shall monitor the Individualized Management Plan and coordinate with the designated team or resource to provide support and follow-up assessment as necessary. Follow-up assessments, referrals, re-entry plans and other supports shall be documented as part of the student's Individualized Management Plan.

The threat assessment team, in coordination with other appropriate teams and supports, shall determine when the student's Individualized Management Plan is no longer needed for disposition of the threat(s), and may transfer appropriate information in accordance with applicable law, regulations and Board policy.^[5]^[8]^[10]^[11]^[13]^[28]

Records Access and Confidentiality

In order to carry out their duties and facilitate the timely assessment of and intervention with students whose behavior may indicate a threat, the threat assessment team shall have access to the following student information to the extent permitted under applicable law and regulations:^[1]

1. Student health records.^[47]^[48]
2. Prior school disciplinary records.^[11]^[13]^[49]
3. Records related to adjudication under applicable law and regulations.^[49]^[50]^[51]^[52]^[53]^[54]
4. Records of prior behavioral or mental health or psychological evaluations or screenings maintained by the district.
5. Other records or information that may be relevant to evaluating a threat or determining treatment or referral options for a student that are maintained by the district.

The threat assessment team shall use all information or records obtained in fulfilling the team's duty in accordance with law to evaluate a threat or to recommend disposition of a threat. Team members shall not redisclose any record or information obtained or otherwise use any record of a student beyond the purpose for which the disclosure was made to the team, in accordance with law.^[1]

The threat assessment team shall maintain confidentiality and handle all student records in accordance with applicable law, regulations, Board policy, the Student Records Plan and the district's legal and investigative obligations.^{[2][3][5][8]^[11][12][13][21]^[49][55]}

Threat assessment members whose other assignments and roles require confidentiality of specific student communications, in accordance with law, shall ensure that all confidential communications and information are addressed in accordance with applicable law, regulations, Board policy and administrative regulations.^{[12][56][57][58][59]}

Annual Board Report

The threat assessment team shall provide the required information to the Superintendent, in consultation with the School Safety and Security Coordinator, to annually develop and present to the Board, at an executive session, a report outlining the district's approach to threat assessment, which shall include:^[1]

1. Verification that the district's threat assessment team and process complies with applicable law and regulations.
2. The number of threat assessment teams assigned in the district, and their composition.
3. The total number of threats assessed that year.
4. A summary of interactions with outside law enforcement agencies, juvenile probation and behavioral service providers.
5. An assessment of the district's threat assessment team(s) operation.
6. Recommendations for improvement of the district's threat assessment processes.
7. Any additional information required by the Superintendent or designee.

The annual threat assessment report shall be presented as part of the annual report to the Board by the School Safety and Security Coordinator on district safety and security practices.^{[1][6]}

The threat assessment team's information addressing verification of compliance with law and regulations, the number of threat assessment teams assigned in the district and their composition, the total number of threats assessed that year, and additional information required by the Superintendent or designee shall be included in the School Safety and Security Coordinator's annual report on district safety and security practices that is submitted to the state's School Safety and Security Committee.^{[1][6][60]}

Footnotes

1. ^[1]
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Details

Book: Policy Manual

Section: 200 — Pupils

Active Policy

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Last Reviewed: *Not set*

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- 7/27/2026

Draft

D-v1.2

- 7/27/2026

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D-v1.1

- 6/21/2026

Current

v1.0

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Retired

R-v0.1

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Policy Branches

Active

Active

v1.0

Updated 6/28/2026

Revision Draft

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D-v1.2

Current

Updated 7/27/2026

Comments

No comments yet.

Footnotes

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[8] **Pol. 819**
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[44] **22 PA Code 10.25**
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[46] **34 CFR Part 300**

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[51] **24 P.S. 1305-A**

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[53] **42 Pa. C.S.A. 6341**

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[54] **Pol. 218.3**

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[57] **42 Pa. C.S.A. 5945**

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[58] **42 Pa. C.S.A. 8337**

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[60] **24 P.S. 1309-B**

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Policy Number 325
Title Dress and Grooming
Version v2 · 7/28/2026

Dress and Grooming

Authority

Administrative, professional and support employees set an example in dress and grooming for students and the school community. Employees' dress should reflect their professional status and encourage respect for authority in order to have a positive influence on the district's programs and operations.

The Board has the authority to specify reasonable dress and grooming requirements, within law, for all district employees to prevent an adverse impact on the educational programs and district operations.^[1]

The Board directs compliance with Board policy and law prohibiting discrimination, including but not limited to protections addressing: ^[2]^[3]

- 1. Protective hairstyles, including but not limited to hairstyles such as locs, braids, twists, coils, Bantu knots, afros and extensions.**
- 2. Religious creed including head coverings and hairstyles historically associated with religious creeds.**

When assigned to district duties, employees shall be physically clean, neat, well-groomed and dressed in a manner consistent with assigned job responsibilities.

Employees shall be groomed so that their hair style does not cause a safety or health hazard.

Support employees may be required to wear a designated work uniform.

Delegation of Responsibility

If an employee feels that an exception to this policy would enable **the employee** to carry out **their** assigned duties more effectively, a request should be made to the building principal.

Footnotes

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Legal References

CITED REFERENCES

- [2] 24 P.S. 510
- [3] 43 P.S. 951
- [4] Pol. 104

ADDITIONAL REFERENCES



Policy Number 332
Title Working Periods
Version v2 · 7/29/2026

Working Periods

Authority

Work schedules required for administrative, professional and support employees shall be clearly specified to ensure regular attendance by employees and consistent operation of the district.

The Board has the authority and responsibility to determine the hours and days during which district programs and services shall be available to students and the community, consistent with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, Board resolutions, **and state law**.^{[1][2][3][4][5]}

The Board has the authority to make modifications to the school calendar and the school schedule as necessary to meet the instructional and health and safety needs of students and staff. Modifications to staff working periods shall be addressed in accordance with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, Board resolutions and/or Board-approved health and safety or other emergency preparedness and response plans.^{[4][6][7]}

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to ensure district employees are informed of and adhere to their assigned work schedules.

Professional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.^[3]

Staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the building principal.

All professional staff members are expected to attend each faculty meeting unless specifically excused by the responsible administrator.

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- [3] 24 P.S. 510
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- [5] Pol. 803
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ADDITIONAL REFERENCES



Policy Number 610 Policy Committee
Title Purchases Subject to Bid/Quotation
Version v1 · 7/30/2026

Purchases Subject to Bid/Quotation

Authority

It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to the school district. [\[1\]](#) [\[2\]](#)

Guidelines

The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index. [\[1\]](#) [\[2\]](#) [\[3\]](#)

Competitive Bids

When seeking competitive bids, the Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation. [\[1\]](#) [\[2\]](#)

After due public notice advertising for competitive bids, the Board shall be authorized to:

1. Purchase furniture, equipment, school supplies and appliances costing a base amount of **\$24,500** or more, unless exempt by law. [\[2\]](#)
2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value of more than **\$24,500**, unless exempt by law. [\[1\]](#)

The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements. [\[1\]](#) [\[2\]](#)

With kind, quality and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon resolution of the Board, unless the Board chooses to reject all bids. [\[1\]](#) [\[2\]](#)

The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements. [\[1\]](#)

Public notice and advertisement of the invitation for bids shall be given in the manner required for non-electronic bidding.

Bids shall be accepted electronically at the time and in the manner designated in the invitation for bids.

During the auction, bidders shall be able to review their bid rank or the low bid price, and may reduce their bid prices during the auction.

At the conclusion of the auction, the record of the bid prices received and the name of each bidder shall be open to public inspection.

After the auction period has expired, the district shall grant in writing withdrawal of a bid when the bidder requests relief and presents credible evidence of a clerical mistake due to reasons permitted by law, within the time period established by the district.

The contract shall be awarded within sixty (60) days of the auction by written notice to the lowest responsible bidder, or all bids may be rejected. Extensions of the award date may be made by written, mutual consent of both parties.

Price Quotations

Unless exempt by law, at least three (3) written or telephonic price quotations shall be requested by the Board for:[\[1\]](#)[\[2\]](#)

1. Furniture, equipment, school supplies and appliances costing a base amount of more than **\$13,200** but less than **\$24,500**.[\[2\]](#)
2. All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a total cost or value of more than **\$13,200** but less than **\$24,500**.[\[1\]](#)

If it is not possible to obtain three (3) quotations, a memorandum must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for three (3) years.

Work Performed by District Maintenance Personnel

The Board may authorize district maintenance personnel to perform construction, reconstruction, repairs or work having a total cost or value of less than **\$13,200**.[\[1\]](#)

Delegation of Responsibility

The Board may grant the Board Secretary or Purchasing Agent the authority to purchase supplies and award contracts in the amount and manner designated by applicable law.[\[1\]](#)[\[2\]](#)

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Details

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Last Revised:*Not set*

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- 7/26/2026
Draft
D-v2.0

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Policy Branches

Active

Active

v1.0

Updated 6/28/2026

Draft

Draft

D-v2.1

Current

Updated 7/28/2026

Comments

No comments yet.

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[1] 24 P.S. 751
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[2] **24 P.S. 807.1**

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[3] **24 P.S. 120**

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Policy Number 611
Title Purchases Budgeted
Version v2 · 7/28/2026

Purchases Budgeted

Authority

It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the district. [\[1\]](#) [\[2\]](#)

Delegation of Responsibility

All purchases that are within budgetary limits may be made upon authorization of the Purchasing Agent, Business Manager, Board Secretary, and/or Superintendent, unless the contemplated purchase is for more than **\$24,500**, in which case prior approval by the Board is required. [\[1\]](#) [\[2\]](#) [\[3\]](#)

All purchase order requests must be referred to the Purchasing Agent who shall check whether the proposed purchase is subject to bid; whether sufficient funds exist in the budget; and whether the material might be available elsewhere in the district. [\[1\]](#) [\[2\]](#) [\[3\]](#)

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Footnotes

[1] 24 P.S. 751
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[2] 24 P.S. 807.1
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[3] 24 P.S. 609
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[4] 24 P.S. 609

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[5] 24 P.S. 751

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[2] 24 P.S. 751

[3] 24 P.S. 807.1

[4] 24 P.S. 609

[5] 24 P.S. 751

ADDITIONAL REFERENCES



Policy Number 619
Title District Audit
Adopted 12/3/2019
Version v1 · 7/30/2026 · DRAFT

District Audit

Purpose

To ensure accurate, transparent and legally compliant financial reporting for the school district, the district's financial accounts must be fully documented within the annual district audit and applicable state audits.

Authority

The Board shall employ an independent, certified public accountant to conduct an annual district audit in conformance with prescribed and legal standards. The completed audit shall be presented to the Board for its examination and approval.^{[1][2][3][4]}

The Board recognizes the importance of the public's right **to access the public records of the district**, including public financial records. The public has the right under law to inspect and procure copies of the annual **financial** audit conducted by the district's accountants and **any state-level financial** audit. ^{[2][5][6]}^[7]

Delegation of Responsibility

The district must submit an annual financial report to the Pennsylvania Department of Education by October 31 each year.^[8]^[9]

The Superintendent and Board Secretary shall annually, by December 31, submit a signed statement to the Pennsylvania Department of Education certifying that the financial statements of the school district have been properly audited pursuant to law and that in the independent auditor's opinion, the financial information submitted in the annual financial report is materially consistent with the audited financial statements.^[8]

If the financial information **submitted in the annual financial report was not** deemed materially consistent **with the audited financial statements**, the district shall submit a revised annual financial report no later than December 31.^[8]^[9]

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Pol. 601

Policy Reference

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Policy Number 805.1
Title Relations With Law Enforcement Agencies
Version v2 · 7/30/2026

Relations With Law Enforcement Agencies

Purpose

The Board recognizes that cooperation with law enforcement agencies is considered essential for protecting students and staff, maintaining a safe environment in schools and safeguarding district property.

Authority

It shall be the policy of the Board to establish and maintain a cooperative relationship between the school district and law enforcement agencies with jurisdiction over school property of the school district in maintaining school safety and security; responding to school safety and security reports; and reporting and resolution of incidents that occur on school property, at any school-sponsored activity or on any conveyance providing transportation to or from a school or school-sponsored activity.[\[1\]](#)[\[2\]](#)[\[3\]](#) [\[4\]](#) [\[5\]](#)

The Board directs the Superintendent to execute and update, on a biennial basis, a memorandum of understanding with each law enforcement agency that has jurisdiction over school property in accordance with state law and regulations.[\[1\]](#)[\[2\]](#)[\[6\]](#)

Definition

Incident - an instance involving an act of violence; the possession of a weapon by any person; the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco products by any person on school property; or conduct that constitutes an offense listed in the school safety and security provisions of School Code.[\[2\]](#)[\[7\]](#)[\[8\]](#) [\[9\]](#) [\[10\]](#) [\[11\]](#) [\[12\]](#) [\[13\]](#) [\[14\]](#) [\[15\]](#) [\[16\]](#)

Guidelines

Memorandum of Understanding

In accordance with state law and regulations, the Superintendent shall execute and update, every two (2) years, a memorandum of understanding with each law enforcement agency that has jurisdiction over school property. The memorandum of understanding shall be signed by the

Superintendent, chief of police of the law enforcement agency with jurisdiction over the relevant school property and each building principal, and be filed with the PA Department of Education.

[1][2][6]

In developing and updating the memorandum of understanding, the district shall consult and consider the model memorandum of understanding, in accordance with applicable law and regulations.[1][2][6]

The memorandum of understanding shall comply with state law and regulations and set forth:
[1][2][6]

1. A procedure for law enforcement agency review of the district's annual incident report required by law, prior to the Superintendent filing the report with the PA Department of Education.
2. A procedure for the resolution of incident data discrepancies in the report prior to filing the report.
- 3. A procedure for the timely coordination between the district's threat assessment team and the law enforcement agency, as necessary.[17]**
4. Additional matters pertaining to crime prevention agreed to between the Superintendent and the law enforcement agency.

Students With Disabilities

The district shall provide a copy of its administrative regulations and procedures for behavior support, developed in accordance with the Special Education Plan, to each law enforcement agency that has jurisdiction over school property. Updated copies shall be provided each time the administrative regulations and procedures for behavior support are revised by the district.
[18][19] [20] [21]

The district shall invite representatives of each law enforcement agency that has jurisdiction over school property to participate in district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention, as included in the district's Special Education Plan and positive behavior support program.[18][19] [20] [21] [22]

Training

The district shall invite representatives of each law enforcement agency that has jurisdiction over school property to participate in district training related to subjects that enhance understanding of and build positive relationships with students, which may include but not be limited to training on trauma-informed approaches, restorative practices, suicide awareness and prevention, child abuse recognition and reporting, maintaining confidentiality of students' personally identifiable information and maintaining professional adult/student boundaries. [4]
[23] [24] [25] [26] [27] [28]

Referral to Law Enforcement

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the law enforcement agency that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.^{[1][2][7][9][10][11][12][13][14][15][16][21][29][30][31][32]}

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.^[2]

Prior to submitting the incidents report, the Superintendent and each law enforcement agency having jurisdiction over school property shall do all of the following:^[2]

1. No later than thirty (30) days prior to the deadline for submitting the report to the PA Department of Education, the Superintendent shall submit the report to the law enforcement agency that has jurisdiction over the relevant school property. The law enforcement agency shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine whether the report accurately reflects law enforcement incident data.
2. No later than fifteen (15) days prior to the deadline for the Superintendent to submit the report to the PA Department of Education, the law enforcement agency shall notify the Superintendent, in writing, whether the report accurately reflects law enforcement incident data. Where the law enforcement agency determines that the report accurately reflects law enforcement incident data, the chief of police shall sign the report. Where the law enforcement agency determines that the report does not accurately reflect law enforcement incident data, the law enforcement agency shall indicate any discrepancies between the report and law enforcement incident data.
3. Prior to submitting the report to the PA Department of Education, the Superintendent and the law enforcement agency shall attempt to resolve any discrepancy between the report and law enforcement incident data. If a discrepancy remains unresolved, the law enforcement agency shall notify the Superintendent and the PA Department of Education in writing.
4. Where a law enforcement agency fails to take action as required above, the Superintendent shall submit the report to the PA Department of Education and indicate that the law enforcement agency failed to take the required action.

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Footnotes

[1] 24 P.S. 1306.2-B
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[2] **24 P.S. 1319-B**

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[3] **22 PA Code 10.1**

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[4] **Pol. 805**

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[5] **Pol. 805.2**

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[6] **22 PA Code 10.11**

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[7] **22 PA Code 10.2**

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[10] **Pol. 218.1**

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[11] **Pol. 218.2**

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[12] **Pol. 222**

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[13] **Pol. 227**

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[14] **Pol. 323**
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[15] **Pol. 351**
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[16] **Pol. 904**
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[18] **22 PA Code 10.23**
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[19] **22 PA Code 14.104**
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[20] **Pol. 113**
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[21] **Pol. 113.2**
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[22] **22 PA Code 14.133**
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[23] **Pol. 113.4**
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[24] **Pol. 216**
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[25] **Pol. 333**
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[26] **Pol. 806**
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[27] **Pol. 819**
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[28] **Pol. 824**
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[29] **22 PA Code 10.21**
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[30] **22 PA Code 10.22**
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[31] **Pol. 103.1**
Policy Reference [Open policy](#) 

[32] **Pol. 113.1**
Policy Reference [Open policy](#) 

[33] **Pol. 113.1**

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- [3] 24 P.S. 1319-B
- [4] 22 Pa. Code 10.1
- [5] Pol. 805
- [6] Pol. 805.2
- [7] 22 Pa. Code 10.11
- [8] 22 Pa. Code 10.2
- [9] 35 P.S. 780-102
- [10] Pol. 218
- [11] Pol. 218.1
- [12] Pol. 218.2
- [13] Pol. 222
- [14] Pol. 227
- [15] Pol. 323
- [16] Pol. 351
- [17] Pol. 904
- [18] 24 P.S. 1302-E
- [19] 22 Pa. Code 10.23

[20] 22 Pa. Code 14.104

[21] Pol. 113

[22] Pol. 113.2

[23] 22 Pa. Code 14.133

[24] Pol. 113.4

[25] Pol. 216

[26] Pol. 333

[27] Pol. 806

[28] Pol. 819

[29] Pol. 824

[30] 22 Pa. Code 10.21

[31] 22 Pa. Code 10.22

[32] Pol. 103.1

[33] Pol. 113.1

ADDITIONAL REFERENCES



Policy Number 805.2
Title School Security Personnel
Version v2 · 7/29/2026

School Security Personnel

Authority

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

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

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

Definitions

School security personnel - school police officers, school resource officers and school security guards.[\[2\]](#)

Independent contractor - an individual, including a retired federal agent or retired state, municipal or military police officer or retired sheriff or deputy sheriff, whose responsibilities, including work hours, are established in a written contract with the district for the purpose of performing school security services.[\[2\]](#)

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

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

Delegation of Responsibility

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

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

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

1. Oversee all School Resource Officers (SROs)
2. Review and provide oversight of all Board policies, administrative regulations and procedures related to school safety and security, and ensure compliance with federal and state laws and regulations regarding school safety and security.
3. Coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide and bullying awareness, 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. [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.[13]**
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. [7] [14]
8. Coordinate School Safety and Security Assessments, School Safety and Security grant requirements and respond to School Safety and Security surveys, as applicable. [11] [15]
- 9. Coordinate school safety and security meetings with school and building leadership, at least on a quarterly basis.**

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

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

By June 30 of each year, the School Safety and Security Coordinator shall make a report to the Board at an executive session on the district's current safety and security practices, and identify strategies to improve school safety and security.[3] [19]

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

1. Threat assessment team information, including verification of compliance with law and regulations, the number and composition of the district's threat assessment team(s), the total number of threats assessed in the past year and additional information on threat assessment required by the Superintendent or designee, in accordance with Board policy. [\[7\]](#)
[\[14\]](#)
2. The number and type(s) of school security personnel contracted or employed by the district, including:[\[3\]](#)
 - a. The number of school security personnel that are armed, listed by type(s) of personnel.
 - b. The school building at which each school security personnel is assigned, listed by type(s) of personnel.
 - c. The training, including the type of training and completion dates, of each school security personnel, listed by type(s) of personnel.
 - d. A listing of other individuals utilized by the district for school safety-related duties.
- 3. An attendance report of the school and building personnel present at each school safety and security meeting, including yearly attendance totals.**
4. Reports of required emergency preparedness, fire, bus evacuation and school security drills. [\[11\]](#)
5. Information on required school safety and security training and resources provided to students and staff. [\[11\]](#)
6. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
7. School safety and security incident reports for the previous year(s) and/or data collected to date for the current year. [\[21\]](#)
8. Updates regarding the district's memorandum of understanding with law enforcement agencies. [\[21\]](#)
9. Updates to laws, regulations and/or Board policies related to school safety and security.
10. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.
11. 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.

Guidelines

School Resource Officers (SROs).

The district shall establish an agreement with the Slatebelt 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.[32][36]

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

School Security Guards

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

School security guard - an individual employed by the district or a third-party vendor or an independent contractor who is assigned to a school for routine safety and security duties, and has not been granted powers by the court to issue citations, detain individuals or exercise the same powers as exercised by police of the municipality in which the school property is located, in accordance with law. An independent contractor or individual employed by a third-party vendor contracted with the district shall meet the requirements of contracted services personnel, in accordance with Board policy and the provisions of applicable law.[2][24] [26] [47]

Background Checks –

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

These requirements are addressed separately in Board policy 304 for school security guards employed by the district and Board policy 818 for school security guards employed by an independent contractor or third-party vendor. [\[25\]](#) [\[26\]](#) [\[27\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#).

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

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

Requirements -

School security guards shall provide the following services, as directed by the district:[\[47\]](#).

1. School safety support services.
2. Enhanced campus supervision.
3. Assistance with disruptive students.
4. Monitoring visitors on campus. [\[48\]](#)
5. Coordination with law enforcement officials, including 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.[\[47\]](#)

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. [\[32\]](#) [\[36\]](#).

Other Agreements

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. [\[45\]](#) [\[46\]](#) [\[51\]](#)

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[2] **24 P.S. 1301-C**
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[4] **Pol. 146.1**
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[27] 24 P.S. 111

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