

February 20, 2014 Board Meeting Notes

Items listed below were approved unanimously by all members present except where noted.

Approved:

- The agenda with changes noted.
- Minutes from the January 23, 2014 meeting.
- Payment of General Fund Bills as submitted.
- The 2nd reading of changes to the following policies: (same as 1/23 mtg.)
 - Policy #121 – Field Trips
 - Policy #231 – Social Events and Class Trips
- The hiring of John McCready of Williamstown as a substitute custodian and snow plow driver for the 2013-14 school year.
- A change in title for Christine Reinoehl to Assistant to the Supervisor of Special Education/PIMS Coordinator with no additional salary.
- Hiring secretarial help for the Special Education Office – up to 20 hrs. per week.
- The hiring of the following coaches: (13-14 school year) Volunteer Asst. Baseball Coach: Todd Morgan of Tower City Volunteer Asst. Wrestling Coach: Evan Craig of Lykens (14-15 school year) Asst. Varsity Boys Soccer Coach: Todd Peters of Millersburg.
- Family & Medical Leave for Elem. Teacher Mary Ellen Oxenrider for the following dates: January 31(PM) and February 12 & 20, 2014.
- The hiring of the following substitute custodians for the 2013-14 school year, pending clearances: Justen Jones of Tower City and Douglas L. Johnson, Jr. of Tower City.
- The Summer Science Enrichment Program (Theme: Natural Disasters) with dates, tentative staff and curriculum as outlined below:

July 1-3, 2014

8 AM – 1 PM (15 hrs. per teacher) Teacher Preparation

July 7-24, 2014 (Mondays thru Thursdays)

9 AM – 12 PM Students

8:30 AM – 12:30 PM Teachers (48 hrs per teacher)

Note: A field trip to the Whitaker Center may be added depending on the movie selection at the IMAX theater at the time of the program, which would add 2 hrs. to the salary during the instructional period (50 hrs per teacher).

Teachers: Sharon Scheib, Suzanne Deiter & Tiffany Underkoffler. Substitutes: Christal Bolich & Carmen Moore.

Cost: Teacher Salaries

\$500 Requisition Budget

- Rental requests as submitted, waiving rental and custodial fees.
- A request from elementary teachers to conduct Afternoon Literature Club Meetings from March 17-April 16, 2014 every Monday and Wednesday from 3:15-4:15 PM for students in grades 4, 5 and 6, who have an A in classroom reading and scored advanced on their PSSA test in reading. Parents will provide transportation for their children. The following teachers will be facilitating the program: Wendy Hueston and Jennifer Matz. Substitute teacher: Edith Tanner.
- The following field trip requests scheduled for non-school days as submitted:
 - Gettysburg National Park: A request made from Elem. Teacher Jennifer Matz to take 6th Grade Social Studies Classes to the park on Saturday, April 5, 2014. Possible Chaperons: Amanda Yashinsky, Amber McAdoo and 6th grade parents to be determined. (Trip is at no cost to the district.) The Elementary parking lot will be used for chaperon parking and bus pick up and drop off of participants.
 - Juniata College – Raystown Field Station: A request from HS Teachers Brian Pearson & Melissa Aungst to take Environmental Science & Environmental Club students to tour the Field Station and participate in making maple syrup on Saturday, March 15, 2014. Chaperons: Brian Pearson & Melissa Aungst. Cost to the district: use of two school vehicles.
- Adjustments to Delinquent Personal Taxes for Statewide Tax Recovery, Inc. as submitted.
- Granting permission to dispose of a surplus marimba by offering the item for sale by bid to WV students.
- A three year contract with Schlegel Photography for grades K-12 at a fixed cost as per the 2013-14 contract.
- Recognizing the Baseball Boosters as a Booster Organization for the 2013-14 school year.
- A request made by the Nadine (Buggy) Miller Softball Committee to install a scoreboard in the high school gym in Nadine's memory at no cost to the district.

Failed:

- To approve the naming of the Jr.-Sr. High School Auditorium the R.W. Brown Family Auditorium. (All members voted no except T. Minnich and Johns.)

Held:

- Two executive sessions to discuss personnel matters.

Heard:

- Mr. David Minnich discuss the upcoming Les Brown Festival and the possible naming of the high school auditorium in honor of the R.W. Brown Family.
- Music Educators Joel Guldin & Keith Gromis discuss the Elementary Music Department and the need for the district to hire another music educator for the upcoming school year. Mr. Gromis also mentioned the district would be hosting the Schy. Co. Band Festival in March of 2015.
- Resident Krista Birchfield address the Board concerning her occupation tax exoneration request.
- Kim Jansen address the Board concerning the donation/installation of a scoreboard for the high school gym in memory of Nadine (Buggy) Miller at no cost to the district.
- Board President Daniel Stroup discuss:
 - Plans to include an electrical unit (to be used by diesel buses) to be installed in the bus parking area prior to installing the parking pad.
 - The need for the teaching staff to document grades on time.
- Board members discuss the building of a large multi-functional room versus a small wrestling room, that would be available to the archery team, cheerleaders and/or any other sporting group on an as needed basis.
- Vice-President Tedd Johns suggest that the Board hire an individual to write grants to acquire funds for district projects.
- Business Manager Homer Knox inform the Board of the upcoming State Audit.
- Superintendent Donald Burkhardt note the weekend sporting events and the upcoming musical, Annie.

Upcoming Mtg.:

- The next regularly scheduled public Board meeting will take place on February 27, 2014 at 7:30 PM in the Board Room of the Jr.-Sr. High School. (An executive session for Board Members and Administrators will begin at 7 PM.)

WILLIAMS VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED:

REVISED: ~~August 28, 2003~~

February 20, 2014

121. FIELD TRIPS	
<p>1. Purpose SC 1361</p> <p>**CHANGED**</p>	<p>The Board recognizes that, when integrated with the curriculum, field trips are an educationally sound device and are important to the instructional program of the schools. Properly planned and executed field trips can:</p> <ol style="list-style-type: none"> 1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools. 2. Encourage new interests among students 3. Help students relate academic learning to the reality of the world outside of school. 4. Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational. 5. Afford students the opportunity to participate in authentic experiences in their actual environment.
<p>2. Definition</p> <p>**CHANGED**</p>	<p>For purposes of this policy, a field trip shall be defined as any trip by students away from school premises that is an integral part of approved, planned instruction, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or district employee.</p> <p>The curriculum shall involve teachers and pupils in field trips, cultural exhibits, and special programs related to the courses of study.</p>
<p>3. Authority</p> <p>**CHANGED**</p>	<p>Students on field trips must remain under the supervision and responsibility of this Board, and are subject to its rules and regulations.</p> <p>The Board does not endorse, support nor assume responsibility in any way for any district staff member who takes students on trips not approved by the Superintendent or designee. No staff member may solicit district students for such trips within district facilities or on district grounds without Board permission.</p>

<p>4. Delegation of Responsibility</p> <p>**CHANGED**</p>	<p>The Superintendent or designee shall develop administrative regulations for the operation of field trips.</p> <p>It shall be the responsibility of the teacher-sponsor to submit to the building principal a formal written request, on forms provided by the school district, for each educational field trip, along with detailed instructional plans written for each field trip at least four (4) weeks prior to the anticipated date.</p> <p>It is the responsibility of the building principal to evaluate each field trip request and approve or reject these requests based on the overall educational value of the trip and likewise assessing the overall impact on instruction as a result of the field trip.</p> <p>It is also the responsibility of the building principal to limit trip approvals to the budgetary limitations established by the Board.</p> <p>All approved field trip requests must then be forwarded by the building principal to the Superintendent for final approval. This must be done at least three (3) weeks prior to the anticipated field trip date.</p> <p>The administration reserves the right to refer any field trip requests to the Board.</p> <p>All field trip plans shall require the approval of the principal and the Superintendent.</p>
<p>5. Guidelines</p> <p>Title 22 Sec. 4.4</p> <p>**CHANGED**</p>	<p>Field trips shall be governed by guidelines which ensure that:</p> <ol style="list-style-type: none"> 1. The safety and well-being of students will be protected at all times. 2. Permission of the parent/guardian is sought and obtained before any student may participate. 3. The principal approves the purpose, itinerary and duration of each proposed trip. 4. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value. 5. The effectiveness of field trip activities is monitored and evaluated continuously. 6. No field trip will be approved unless it contributes to the achievement of specified instructional objectives.

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<p>SC 517, 1361</p>	<p>School-related clubs and/or organizations may, from time to time, pay the expenses for field trips. In all cases, when trips are taken during the course of a school day or when such a field trip is, in any way planned and/or organized by district personnel, compliance with all steps of the Board policy is essential.</p> <p>When a school-related organization (i.e. PTO, PTA, booster club, etc.) is providing transportation funds for a district-approved field trip, the district shall make necessary bussing arrangements. Billing for the bus or busses shall be made directly to the school district who will verify the charges and then submit to the sponsoring organization for payment. Clubs and organizations shall make payments directly to the bus contractors. At no time shall these funds go through district accounts.</p> <p>Transportation for field trips shall be provided by district-owned vehicles or contracted carriers unless otherwise provided for by the building principal.</p> <p>School bus transportation will be provided by the contracted provider. Admission, registration, food and other expenses are the responsibility of the students, teachers, and chaperones participating in the field trip.</p> <p><u>Suggested Field Trip Time Limitations</u></p> <ol style="list-style-type: none">1. Primary students (grades K-3)—all field trips shall be completed during the student’s regular instructional school day.2. All students—the time spent at the field trip destination shall be no less than the time spent traveling. <p><u>Student Trips exceeding a fifty (50) mile radius</u></p> <ol style="list-style-type: none">1. Requests for trips exceeding a fifty (50) mile radius must be submitted in writing to the building principal forty-five (45) days in advance.2. Such requests shall include all necessary data including, but not limited to: financing arrangements, insurance protection, days of absence from school, transportation, overnight accommodations, and provisions for adequate supervision.3. Permission slips from parents/guardians shall be required for each participating student. <p>Monthly reports regarding approved field trips will be provided to the Board.</p> <p>Written parental permission shall be necessary before any trip can be executed.</p> <p><u>Foreign Countries – Out Of State</u></p>
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~~Trips out of state and to foreign countries need to be approved by the Board, upon a written request and plan, including the reason for the trip, an itinerary, supervision arrangements, mode of transportation, payment of costs, and such other details as are necessary. Trips to foreign countries shall be made only by high school students and, unless otherwise approved, all costs of such trips shall be paid by the student.~~

Educational Field Trips Not Chaperoned By School Personnel

Small group or individual field trips that are not chaperoned by school personnel require parental permission on the required forms and administrative approval.

Non-School Sponsored Chaperoned Educational Field Trip

~~The Williams Valley School District believes that classroom education of students is vitally important. Any student missing class assumes the extra burden of making up missed assignments while at the same time keeping up with the current work. Additionally, it is the responsibility of the parent/guardian to demonstrate that there is an educational value attached to a requested non-school sponsored educational trip.~~

~~Parents/Guardians should also understand and abide by the following procedures:~~

- ~~1. Parents/Guardians shall complete the designated excuse and submit it to the building administrator prior to the trip whenever possible.~~
- ~~2. Trip dates will be recorded as actual days of being absent from school and **will count** toward the accumulation of fourteen (14) days of absence. If the number of days requested for an educational trip will cause the student to exceed the fourteen (14) day attendance policy, a medical excuse signed by a doctor will be required for all subsequent absences.~~
- ~~3. It is the student's responsibility to get all assignments.~~
- ~~4. Any school assignments missed during an educational trip must be made up within the number of school days absent plus one (1) school day after returning to school, unless extenuating circumstances have been approved by the teacher(s) and building administrator.~~

References:

Title 22

—Sec. 11.26

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CHANGED	School Code – 24 P.S. Sec. 510, 517 State Board of Education Regulations – 22 PA Code Sec. 4.4 Board Policy – 000
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WILLIAMS VALLEY SCHOOL DISTRICT

EXCUSE FOR EDUCATIONAL TRIP OR TRIP NOT SCHOOL SPONSORED

Name of Student: _____

Grade: _____ Home Room Teacher's Name: _____

Date(s) student will be absent from school: _____

NOTE: THESE DATES WILL BE RECORDED AS ACTUAL DAYS OF BEING ABSENT FROM SCHOOL AND WILL COUNT TOWARDS THE 14 DAY ACCUMULATION OF ABSENCE.

Destination: _____

Indicate specifically how the student will benefit educationally from this trip: _____

Name(s) of Adult Supervisor (Father, Mother, Relative, Guardian or Other) during trip: _____

Signature of Parent/Guardian _____ Date _____

- Trip dates will be recorded as actual days of being absent from school and **will count** towards the accumulation of fourteen (14) days of absence.
- If the number of days requested for an educational trip will cause the student to exceed the fourteen (14) day attendance policy, a medical excuse signed by a doctor will be required for all subsequent absences.
- It is the student's responsibility to get all assignments.
- Any school assignments missed during an educational trip must be made up within the number of school days absent plus one (1) school day after returning to school, unless extenuating circumstances have been approved by the teacher(s) and building administrator.

WILLIAMS VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SOCIAL EVENTS AND
CLASS TRIPS

ADOPTED:

REVISED: **February 20, 2014**

231. SOCIAL EVENTS AND CLASS TRIPS	
1. Purpose	The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for students.
2. Authority SC 511	The Board shall make school facilities available and provide appropriate staff for social events within the school facilities that have been approved by the building principal.
SC 517	Class trips and social events that take place outside of school facilities require approval by the Board.
3. Guidelines SC 510	As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district policies and rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program Participation in school events and class trips unrelated to the curriculum is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the district or the school.
4. Delegation of Responsibility SC 511	The Superintendent or designee shall develop procedures for the conduct of student social events and class trips which include the following: <ol style="list-style-type: none"> 1. Designation of a staff member who shall be the district employee responsible for the event. 2. Provision of adequate adult supervision or police protection, as required by the circumstances of the event. 3. Formulation of rules and regulations governing the conduct and safety of all participants and distribution of such rules and regulations to all students and adults involved. <p>References: School Code – 24 P.S. Sec. 510, 511, 517</p>