

March 13, 2014 Board Meeting Notes

Items listed below were approved unanimously by all members present, except where noted. (Tedd Johns, Tracey Minnich and Angela Miller were absent.)

Appointed:

- Jennifer Kramer as Secretary Pro-temp due to the absence of Secretary Angela Miller.

Approved:

- The agenda as written.
- Minutes from the February 27, 2014 meeting.
- Payment of Bills as submitted.
- The second reading of revised policy #801 – Public Records.
- A Family & Medical Leave Request from Elementary Teacher Mary Ellen Oxenrider for March 25, 2014.
- The hiring of the following substitute custodians for the 2013-14 school year:
  - Bridget Hoffman of Williamstown
  - Wayne E. Bixler of Williamstown
- The hiring of Melissa Stroup of Williamstown as a nine month part-time secretary for the Special Education Office, effective March 17, 2014 on an as needed basis. (C. Stroup abstained.)
- The first reading of changes to the following revised policies:
  - Policy # 215 – Promotion & Retention
  - Policy # 429 – Substitute Compensation
  - Policy # 610 – Purchases Subject to Bid/Quotation
- Rental requests as submitted, waiving custodial/rental fees.
- Paying half of the purchase price for four signs to be placed in the high school gym honoring individual wrestling accomplishments.
- The following Schuylkill Intermediate Unit #29 Budgets for the 2014-15 school year:
  - Schuylkill IU #29 (Administrative & Program Budget)
  - Schuylkill Technology Center (Secondary Budget)
- The disposal of surplus items.
- Repository sales as submitted for the following parcels located in Schuylkill County:
  - Parcel # 66-01-0287.001
  - Parcel # 66-01-0287.002
- Granting approval for Devin Raho, a student at Lock Haven University, to complete 3 days of observation (dates to be determined from March 17-21) with the high school physical education department. (*The district is in receipt of all required clearances.*)
- Hiring Hannah Schwak of Williamstown as a Volunteer Assistant Softball Coach for the 2013-14 school year.

Heard:

- Boys Basketball Coach Dennis Kasper present an end of season report.
- Superintendent Donald Burkhardt & Elem. Principal Caitlin Mohl address the fact that the Williams Valley After School Program, coordinated by 5<sup>th</sup> grade teacher, Mrs. Susan Diegert was selected to represent Pennsylvania as a featured Science, Technology, Engineering and Mathematics (STEM) Program in a Virtual Showcase sponsored by the United States Department of Education.

Discussed:

- Planning that needed to be done prior to making a decision as to what type of building and/or multi purpose room would be constructed for the wrestling team and/or other groups such as
  - Usage of the building/and or multi-purpose room and what groups would be allowed to use it for practicing for their particular sport and other extra-curricular activities.
  - The exact site to place the building/room once its size is determined.
  - Building Codes that need to be followed.
  - Costs involved, including available volunteers and donations of time/materials & funds to construct the building/room.
- The status of the purchase of a Concussion Evaluation Program for the upcoming school year.

Completed:

- Election ballots concerning IU #29 Board of Directors to serve upcoming 3 year terms and unexpired terms.

Upcoming Meeting:

- The next regularly scheduled public Board meeting will take place on March 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.)

SECTION: PUPILS  
 TITLE: PROMOTION AND RETENTION  
 ADOPTED:  
 REVISED: ~~May 10, 2012~~—**March 27, 2014**

# WILLIAMS VALLEY SCHOOL DISTRICT

	215. PROMOTION AND RETENTION
1. Purpose	The Board recognizes that the emotional, social, physical and educational growth of students will vary and that students should be placed in the educational setting most appropriate to their needs at the various stages of their growth.
2. Authority SC 1531, 1532 Title 22 Sec. 4.12, 4.42	It is the policy of the Board that each student shall be moved forward in a continuous pattern of achievement and growth that corresponds with his/her own development and the system of grade levels established by the district.
SC 1531, 1532	1. A student shall be promoted in grades K-6 when s/he has successfully:
Pol. 213	a. Completed the course requirements at the presently assigned level. An Elementary student may be promoted to the next level with no more than one (1) failed course.
Pol. 204	a. Fulfilled the attendance requirement as stated in Policy No. 204.
	2. A student shall be promoted in grades 7 & 8 when s/he has successfully:
	a. Completed the course requirements at the presently assigned level. A Jr. High student may be promoted to the next level if they have no more than one (1) (full year or full year equivalent) failed course. The passing grade for each course is seventy percent (70%).
Pol. 204	b. Fulfilled the attendance requirement as stated in Policy No. 204.
	3. A Sr. High School student shall be promoted in grades 9-11 when s/he has successfully:
	a. Earned a minimum of 5.40 credits during a school year to move to the next level. The passing grade for each course is seventy percent (70%).
Pol. 204	b. Fulfilled the attendance requirement as stated in Policy No. 204.

<p style="text-align: center;"><b>CHANGE</b></p> <p>3. Delegation of Responsibility Title 22 Sec. 4.13 Pol. 100</p> <p>4. Guidelines</p> <p>Pol. 124</p> <p>Pol. 204</p>	<p>c. To graduate, a Sr. High School student must obtain a minimum of twenty-five (25) credits following the approved district courses.</p> <p>The student must also pass any state required graduation assessments, such as the P.S.S.A. or Keystone Exams or pass the locally approved equivalent.</p> <p>d. Completed a culminating project <b>as required</b> under the direction of the high school faculty as per PA Code 4.24.</p> <p>The Superintendent shall develop procedures for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before s/he is retained.</p> <p>Parents/Guardians shall be informed in advance of the possibility of retention of a student.</p> <p>The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.</p> <p>A student shall be retained at the present level:</p> <p>1. If a student fails two (2) or more academic courses at the elementary level (K-6) or Jr. High level (7-8) or fails to earn the required number of credits (5.40) at the Sr. High level (9-12), s/he must successfully complete the failed courses by one (1) of the following:</p> <p>a. Attending summer school as per Policy No. 124.</p> <p>b. Successfully complete forty (40) hours of tutorial work per course under the direction of and documented by a teacher certified in the subject at the parents'/guardians' expense.</p> <p>2. If a student fails to meet the attendance requirements as per Attendance Policy No. 204.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1531, 1532, 1533</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.12, 4.13, 4.42</p> <p>Board Policy – 100, 124, 204, 212, 213, 217</p>
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# WILLIAMS VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SUBSTITUTE COMPENSATION

ADOPTED:

REVISED: ~~November 16, 2000, August 13, 2009~~  
March 27, 2014

429. SUBSTITUTE COMPENSATION	
1. Purpose	In order to obtain and retain well qualified substitutes for service in this district, this policy shall be applied.
2. Authority	Substitutes shall be paid on a per diem basis at a rate set annually (or periodically) by the Board.
<b>CHANGE</b>	<del>Substitutes other than full-time substitutes shall not be eligible for fringe benefits.— There are no benefits associated with this position.</del>
3. Guidelines	<p><del>Long term substitutes shall receive salary and benefits as follows:</del></p> <p><u>Long Term Substitute</u></p> <p><del>Term—90 days or less.</del></p> <p><del>Daily Rate—Day 1 thru Day 30: Regular Daily Substitute Rate.</del></p> <p><del>Day 31 thru final day: Starting Teacher Salary divided by 185.</del></p> <p><b>CHANGE</b></p> <p><del>Benefits—None.</del> <b>If substitutes work more than 30 hours per week, they are entitled to health insurance as per the federal law currently known as Obama Care.</b></p> <p><u>Long Term Substitute</u></p> <p><del>Term—Greater than 90 days.</del></p> <p><del>Daily Rate—Day 1 thru Day 30: Regular Daily Substitute Rate.</del></p> <p><del>Day 31 thru final day: Starting Teacher Salary divided by 185.</del></p> <p><del>Benefits—Health Insurance subject to premium share starting on day 91 and terminating on final day.</del></p> <p><del>Sick Leave/Personal Leave will be prorated based on the number of days worked divided by 185 days.</del></p> <p><del>The above guidelines for long term substitutes apply only when a substitute works consecutive days as a substitute teacher for a particular professional employee.</del></p> <p><del>If the length of the term of employment for a long term substitute is uncertain, the salary and level of benefits will be awarded on the best available information.</del></p>

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO  
 BID/QUOTATION

ADOPTED:

REVISED: ~~January 24, 2008~~ March 27, 2014

# WILLIAMS VALLEY SCHOOL DISTRICT

610. PURCHASES SUBJECT TO BID/QUOTATION	
<p>1. Authority                      SC 751, 807.1</p>	<p>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.</p>
	<p><u>Supplies</u></p>
<p>SC 807.1   <b>CHANGE</b></p>	<p>The Board shall, after due public notice advertising for competitive bids, purchase furniture, equipment, school supplies and appliances costing <del>\$10,000</del> <b>\$19,100</b> or more, unless exempt by statute. The Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.</p>
<p>SC 807.1   <b>CHANGES</b></p>	<p>Furniture, equipment, school supplies and appliances to be purchased by the district costing more than <del>\$4,000</del> <b>\$10,300</b> but less than <del>\$10,000</del> <b>\$19,100</b> may be obtained on written or telephonic quotations, unless exempt by statute. If it is not possible to obtain three (3) quotations, a memo 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 a period of three (3) years.</p>
	<p><u>Contracts</u></p>
<p>SC 751   <b>CHANGE</b></p>	<p>The Board shall, after due public notice advertising for competitive bids, contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a cost or value of more than <del>\$10,000</del> <b>\$19,100</b> unless exempt by statute.</p>
<p>SC 751</p>	<p>All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a cost or value of more than <del>\$4,000</del> <b>\$10,300</b> but not more than <del>\$10,000</del> <b>\$19,100</b> may be obtained on written or telephonic quotations, unless exempt by statute. If it is not possible to obtain three (3) quotations, a memo 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 a period of three (3) years.</p>

610. PURCHASES SUBJECT TO BID/QUOTATION - Pg. 2

<p>SC 751</p> <p>2. Delegation of Responsibility</p> <p>SC 751, 807.1</p> <p>SC 807.1</p> <p>SC 751</p>	<p>The Board may authorize district employees to perform construction, reconstruction repairs or work having a cost or value of less than \$5,000.</p> <p>Bid specifications shall be prepared by the Business Manager.</p> <p>Bid specifications shall provide for alternates wherever possible.</p> <p>The Business Manager shall combine like items of supply and material whenever it is feasible and permissible under statute and shall not split purchases to avoid requirements for bidding.</p> <p>Bids shall be opened publicly by the Board, Business Manager, and Athletic Director (Athletic Supplies &amp; Equipment) before one (1) or more witnesses at a previously designated time and place. Contracts shall be awarded to the lowest responsible bidder upon resolution of the Board, unless the Board chooses to reject all bids.</p> <p>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.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 751, 807.1</p>
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# WILLIAMS VALLEY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: PUBLIC RECORDS

ADOPTED:

REVISED: ~~December 4, 2008~~  
**March 13, 2014**

801. PUBLIC RECORDS	
1. Purpose	The Board recognizes the importance of public records as the record of the district's actions and the repository of information about this district. The public has the right to access and procure copies of public records, with certain exceptions, subject to law, Board policy and administrative regulations.
2. Definitions 65 P.S. Sec. 67.102	<p><b>Financial record</b> - any account, voucher or contract dealing with the receipt or disbursement of funds or acquisition, use or disposal of services, supplies, materials, equipment or property; or the salary or other payments or expenses paid to an officer or employee, including the individual's name and title; and a financial audit report, excluding the audit's underlying work papers.</p> <p><b>Public record</b> - a record, including a financial record, that is not protected by a defined privilege or is not exempt from being disclosed under one of the exemptions in Pennsylvania's Right-to-Know Law or under other federal or state law or regulation, or judicial decree or order.</p> <p><b>Record</b> - information, regardless of physical form or characteristics, that documents a district transaction or activity and is created, received or retained pursuant to law or in connection with a district transaction, business or activity, including: a document; paper; letter; map; book; tape; photograph; film or sound recording; information stored or maintained electronically; and a data-processed or image-processed document.</p> <p><b>Response</b> - the district's notice informing a requester of a granting of access to a record or the district's written notice to a requester granting, denying, or partially granting and partially denying access to a requested record.</p> <p><b>Requester</b> - a legal resident of the United States, or an agency, who requests access to a record.</p>

<p>3. Authority 65 P.S. Sec. 67.302, 67.305, 67.504, 67.701</p>	<p>The Board shall make the district's public records available for access and duplication to a requester, in accordance with law, Board policy and administrative regulations.</p>
<p>4. Delegation of Responsibility 65 P.S. Sec. 67.502</p>	<p>The Board shall designate an Open Records Officer, who shall be responsible to:</p> <ol style="list-style-type: none"> <li>1. Receive written requests for access to records submitted to the district.</li> <li>2. Review and respond to written requests in accordance with law, Board policy and administrative regulations.</li> <li>3. Direct requests to other appropriate individuals in the district or in another agency.</li> <li>4. Track the district's progress in responding to requests.</li> <li>5. Issue interim and final responses to submitted requests.</li> <li>6. Maintain a log of all record requests and their disposition.</li> <li>7. Ensure district staff are trained to perform assigned job functions relative to requests for access to records.</li> </ol>
<p>65 P.S. Sec. 67.502, 67.901, 67.1101</p>	<p>Upon receiving a request for access to a record, the Open Records Officer shall:</p> <ol style="list-style-type: none"> <li>1. Note the date of receipt on the written request.</li> <li>2. Compute and note on the written request the day on which the five-day period for response will expire.</li> <li>3. Maintain an electronic or paper copy of the written request, including all documents submitted with the request, until the request has been fulfilled.</li> <li>4. If the written request is denied, maintain the written request for thirty (30) days or, if an appeal is filed, until a final determination is issued or the appeal is deemed denied.</li> </ol>
<p>5. Guidelines 65 P.S. Sec. 67.701</p>	<p>Requesters may access and procure copies of the public records of the district during the regular business hours of the administration offices.</p>



<p>65 P.S. Sec. 67.302</p>	<p>A requester's right of access does not include the right to remove a record from the control or supervision of the Open Records Officer.</p> <p>The district shall not limit the number of records requested.</p>
<p>65 P.S. Sec. 67.705</p>	<p>When responding to a request for access, the district is not required to create a record that does not exist nor to compile, maintain, format or organize a record in a manner which the district does not currently use.</p>
<p>42 U.S.C. Sec. 12132 28 CFR Sec. 35.160, 35.164</p>	<p>Information shall be made available to individuals with disabilities in an appropriate format, upon request and with sufficient advance notice.</p>
<p>65 P.S. Sec. 67.504, 67.505</p>	<p>The district shall post at the administration office and on the district's web site, if the district maintains a web site, the following information:</p> <ol style="list-style-type: none"> <li>1. Contact information for the Open Records Officer.</li> <li>2. Contact information for the state's Office of Open Records or other applicable appeals officer.</li> <li>3. The form to be used to file a request, with a notation that the state Office of Open Records form may also be used if the district decides to create its own form.</li> <li>4. Board policy, administrative regulations and procedures governing requests for access to the district's public records.</li> </ol> <p><u>Request For Access</u></p>
<p>65 P.S. Sec. 67.504, 67.505, 67.703</p>	<p>A written request for access to a public record shall be submitted on the required form(s) and addressed to the Open Records Officer.</p> <p>Written requests may be submitted to the district in person, by mail, to a designated facsimile machine, and to a designated e-mail address.</p>
<p>65 P.S. Sec. 67.701, 67.703</p>	<p>Each request must include the following information:</p> <ol style="list-style-type: none"> <li>1. Identification or description of the requested record, in sufficient detail.</li> </ol>

	<p>2. Medium in which the record is requested.</p> <p>3. Name and address of the individual to receive the district's response.</p>
<p>65 P.S. Sec. 67.703</p>	<p>The district shall not require an explanation of the reason for the request or the intended use of the requested record, unless otherwise required by law.</p>
	<p><u>Fees</u></p>
<p>65 P.S. Sec. 67.1307</p>	<p>Except for the duplication fee established by the state, the Board shall approve a list of reasonable fees relative to requests for public records. The district shall maintain a list of applicable fees and disseminate the list to requesters.</p>
<p>65 P.S. Sec. 67.1307</p>	<p>No fee may be imposed for review of a record to determine whether the record is subject to access under law.</p>
<p>65 P.S. Sec. 67.1307</p>	<p>Prior to granting access, the district may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.</p>
<p>65 P.S. Sec. 67.1307</p>	<p>The Superintendent may waive duplication fees when the requester duplicates the record or the Superintendent deems it is in the public interest to do so.</p>
	<p><u>Response To Request</u></p>
<p>65 P.S. Sec. 67.502, 67.702</p>	<p>District employees shall be directed to immediately forward requests for access to public records to the Open Records Officer.</p>
<p>65 P.S. Sec. 67.901</p>	<p>Upon receipt of a written request for access to a record, the Open Records Officer shall determine if the requested record is a public record and if the district has possession, custody or control of that record.</p>
<p>65 P.S. Sec. 67.901</p>	<p>The Open Records Officer shall respond as promptly as possible under the existing circumstances, and the initial response time shall not exceed five (5) business days from the date the written request is received by the Open Records Officer.</p> <p>The initial response shall grant access to the requested record; deny access to the requested record; partially grant and partially deny access to the requested record; notify the requester of the need for an extension of time to fully respond; or request more detail from the requester to clearly identify the requested material.</p>
<p>65 P.S. Sec. 67.901</p>	<p>If the district fails to respond to a request within five (5) business days of receipt, the request for access shall be deemed denied.</p>



	<p>paper.</p> <p>65 P.S. Sec. 67.506</p> <p>A public record that the district does not possess but is possessed by a third party with whom the district has contracted to perform a governmental function and which directly relates to that governmental function shall be considered a public record of the district. When the district contracts with such a third party, the district shall require the contractor to agree in writing to comply with requests for such records and to provide the district with the requested record in a timely manner to allow the district to comply with law.</p> <p>65 P.S. Sec. 67.706</p> <p>If the Open Records Officer determines that a public record contains information both subject to and not subject to access, the Open Records Officer shall grant access to the information subject to access and deny access to the information not subject to access. The Open Records Officer shall redact from the record the information that is not subject to access. The Open Records Officer shall not deny access to a record if information is able to be redacted.</p> <p>65 P.S. Sec. 67.905</p> <p>If the Open Records Officer responds to a requester that a copy of the requested record is available for delivery at the administration office and the requester does not retrieve the record within sixty (60) days of the district's response, the district shall dispose of the copy and retain any fees paid to date.</p> <p><u>Notification To Third Parties</u></p> <p>65 P.S. Sec. 67.707</p> <p>When the district produces a record that is not a public record in response to a request, the Open Records Officer shall notify any third party that provided the record to the district, the person that is the subject of the record, and the requester.</p> <p>65 P.S. Sec. 67.707</p> <p>The Open Records Officer shall notify a third party of a record request if the requested record contains a trade secret or confidential proprietary information, in accordance with law and administrative regulations.</p> <p><u>Denial Of Request</u></p> <p>65 P.S. Sec. 67.901, 67.903</p> <p>If the Open Records Officer denies a request for access to a record, whether in whole or in part, a written response shall be sent within five (5) business days of receipt of the request. The response denying the request shall include the following:</p> <ol style="list-style-type: none"> <li>1. Description of the record requested.</li> <li>2. Specific reasons for denial, including a citation of supporting legal authority.</li> <li>3. Name, title, business address, business telephone number, and signature of the Open Records Officer on whose authority the denial is issued.</li> </ol>
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<p>65 P.S. Sec. 67.506</p> <p>65 P.S. Sec. 67.506</p> <p>65 P.S. Sec. 67.706, 67.903</p> <p>65 P.S. Sec. 67.1101</p>	<p>4. Date of the response.</p> <p>5. Procedure for the requester to appeal a denial of access.</p> <p>The Open Records Officer may deny a request for access to a record if the requester has made repeated requests for that same record and the repeated requests have placed an unreasonable burden on the district.</p> <p>The Open Records Officer may deny a request for access to a record when timely access is not possible due to a disaster, or when access may cause physical damage or irreparable harm to the record. To the extent possible, a record's contents shall be made accessible even when the record is physically unavailable.</p> <p>Information that is not subject to access and is redacted from a public record shall be deemed a denial.</p> <p>If a written request for access to a record is denied or deemed denied, the requester may file an appeal with the state's Office of Open Records within fifteen (15) business days of the mailing date of the Open Records Officer's response or deemed denial.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 408, 518</p> <p>Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Accessibility to Communications, Title 28, Code of Federal Regulations – 28 CFR Sec. 35.160, 35.164</p>
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