

**EAST ALLEGHENY SCHOOL DISTRICT
MINUTES FOR THE REGULAR SCHOOL BOARD MEETING
SEPTEMBER 12, 2016**

Committee Meeting 6:00 p.m. – Public Session 7:00 p.m.

EXECUTIVE SESSION

The Board went into Executive Session from 6:27 to 7:00 p.m. for Personnel reasons.

CALL TO ORDER

The regular meeting of the School Board of the East Allegheny School District is called to order by Mrs. McCullough, the president, at 7:00 p.m.

Pledge of Allegiance

ROLL CALL

Mr. Eichler, Ms. Green, Mrs. McCullough, Mr. Pearsol,
Ms. Rosenbayger, Mr. Savinda, Mr. Volpe.
ABSENT: Mrs. Gates, Mr. Paradine.

ALSO PRESENT:

Mr. Mac Fann, Ms. Valicenti.
Solicitor: Mr. Beisler.

MOMENT OF SILENCE

Moment of Silence for Mr. J. William Gates, Teacher, Principal and Board Member, and for Officer Robert Gogo, former student.

**MINUTES OF THE
REGULAR MEETING
OF AUGUST 8, 2016**

Mr. Savinda moved and Mr. Pearsol seconded the motion approving the minutes of the regular school board meeting of August 8, 2016.

The motion was passed, no dissenting votes.

**SUPERINTENDENT'S
REPORT**

None.

**HEAR FROM
THE CITIZENS**

Mr. Pearsol moved and Mr. Savinda seconded the motion to dispense with the regular order of business to hear from the citizens.

The motion was passed, no dissenting votes.

**RESUME THE
REGULAR ORDER
OF BUSINESS**

Ms. Green moved and Mr. Volpe seconded the motion to resume the regular order of business.

The motion was passed, no dissenting votes.

COMMUNICATIONS:

Thank you card from Mrs. Jacqueline Gates and Michaelene Gates, family of Mr. J. William Gates, Jr. to the Board and Administration for their expression of sympathy.

**APPROVE AGENDA
IN TOTO**

Mr. Pearsol moved and Mr. Volpe seconded the motion to approve the agenda as a whole, with exceptions as noted.

Eichler	<u>None.</u>
Gates	<u>Absent.</u>
Green	<u>None.</u>
McCullough	<u>None.</u>
Paradine	<u>Absent.</u>
Pearsol	<u>None.</u>
Rosenbayger	<u>None.</u>
Savinda	<u>None.</u>
Volpe	<u>None.</u>

The motion was passed, no dissenting votes.

BUDGET & FINANCE

**TREASURER'S MONTHLY
FINANCIAL STATEMENT
FOR APPROVAL (A)**

Mr. Pearsol moved and Mr. Volpe seconded the motion to approve the Treasurer's monthly statement.

The motion was passed, no dissenting votes.

**SECRETARY'S REPORT
FOR APPROVAL (B)**

Mr. Pearsol moved and Mr. Volpe seconded the motion to approve the Secretary's report.

The motion was passed, no dissenting votes.

COMMITTEE REPORTS:

BUDGET & FINANCE

**BILLS FOR PAYMENT
APPROVAL AND
RATIFICATION (C)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve and ratify the payment bills as follows:

General Fund	-----	\$1,015,781.40
GF Batch 3	-----	\$ 218,388.15
GF Batch 98*	-----	\$ 146,725.77

* Batch 98 - Charter Schools

The motion was passed, no dissenting votes.

**PURCHASE ORDERS
APPROVAL (D)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve purchase orders as follows:

General Fund	-----	\$ 20,643.12
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The motion was passed, no dissenting votes.

BUDGET & FINANCE

**CAFETERIA BILLS
FOR PAYMENT (E)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve and ratify Cafeteria bills for payment in the amount of \$21,473.78.

The motion was passed, no dissenting votes.

**FEDERAL PROGRAM
BILLS FOR
PAYMENT (F)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve and ratify the Federal Program bills as follows:

Title I 15-16	-----	\$84,312.95
Title II Part A 15-16	-----	\$0.00

The motion was passed, no dissenting votes.

**ELECTION OF
PSBA OFFICERS
EAST ALLEGHENY (G)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board elect the following individuals as officers for PSBA:

President-elect: Michael Faccinetto
Vice President: David Hutchinson
Trustee (Term ends 12/31/2018): William S. LaCoff
Trustee (Term ends 12/31/2019): Kathy K. Swope
Trustee (Term ends 12/31/2019): Mark B. Miller
Trustee (Term ends 12/31/2017): Marianne L. Neel
Trustee (Term ends 12/31/2017): Michael Faccinetto

The PSBA voting process is as follows: The Board gets one vote for the officers and the results of the East Allegheny School Board's collective vote will be submitted electronically by the Board Secretary.

The motion was passed, no dissenting votes.

**AGREEMENT FOR
ATHLETIC TRAINING
SERVICES (H)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board enter into a 3-year agreement with UPMC Center for Sports Medicine for Athletic Training Services to the East Allegheny School District for the 2016-2017, 2017-2018, and 2018-2019 academic years to include one and one half (1.5) certified athletic trainers at the following annual amounts, which represents no increase over 2015-2016, invoiced quarterly:

2016-2017 Academic Year	\$25,000.00
2017-2018 Academic Year	\$25,000.00
2018-2019 Academic Year	\$25,000.00

The motion was passed, no dissenting votes.

**ACCEPT PROPOSAL
LOGAN ELEMENTARY
SCHOOL AIR
CONDITIONER CHILLER (I)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board accept the proposal from Daikin Applied, Monroeville, for the repair of the terminal plates on the Logan Elementary School air conditioner chiller, at a cost of \$7,758.02.

The motion was passed, no dissenting votes.

BUILDING & GROUNDS

**USE OF PROPERTY
REQUEST**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve and ratify the following requests for the use of the district facilities **at a cost to the organization according to board policy:**

<u>Group</u>	<u>Building/Grounds</u>	<u>Date Requested</u>	<u>Time</u>	<u>Activity</u>
<u>EAAA Competition Cheer(A)</u> (Cost - \$0)	JSHS Cafe, Ind. Crt, Hallway, Main Gym, Small Gym	Su, 10/2/16	Su-6:00 a.m.-6:00 p.m.	Cheer Competition
<u>A. Schmidt/S. Hensley (B)</u> (Cost - \$0)	LES Café or Gym	Sa, 11/19//2016	9:30 a.m.-2:30 p.m.	LulaRoe Fundraiser (Playground)
<u>EAAA Basketball (C)</u> (Cost - \$0)	WE Gym	M-F, Sa, Su, 10/15/16-4/1/17	M-F - 6:00 – 9:00 p.m. Sa, Su – 9:00 a.m.-9:00 p.m.	Basketball

The motion was passed, no dissenting votes.

CURRICULUM

**APPROVAL OF
2016-2017 DISTRICT
GUIDANCE PLAN (A)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve the 2016-2017 District Guidance Plan, as per attached. We are required to develop this plan as outlined by PA Chapter 339 and have it Board approved annually.

The motion was passed, no dissenting votes.

**WORKSHOP REQUEST
PITTSBURGH, PA (B)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve the request from Darcy Yeloushan, Junior/Senior High School Nurse, to attend training, Youth Mental Health First Aid, at PaTTAN, Pittsburgh, PA on Wednesday and Thursday, October 12-13, 2016 from 9:00 a.m. – 1:15 p.m.

COST TO THE DISTRICT: One (1) substitute for two (2) days, which are to paid from the Wellness Funds.

The motion was passed, no dissenting votes.

**FIELD TRIP REQUEST
PITTSBURGH, PA (C)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve the request from Justin Rosco, Band Director, one additional teacher, 5 parent chaperones, and 50 band students to travel to PNC Park, Pittsburgh, PA on Monday, September 26, 2016 from 4:30 –10:00 p.m. to perform at the Pittsburgh Pirates game that evening.

COST TO THE DISTRICT: Transportation.

The motion was passed, no dissenting votes.

CURRICULUM

**FIELD TRIP REQUEST
WEST MIFFLIN, PA (D)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve the request from Emilia Peiffer, High School Guidance Counselor, and 40-60 senior students to attend the Mon Valley Diversity College Fair, at CCAC South, West Mifflin, PA on Wednesday, October 5, 2016 from 9:00 to 11:30 a.m.
COST TO THE DISTRICT: None, transportation will be paid by CCAC.

The motion was passed, no dissenting votes.

**MEETING REQUEST
LOCATION TBA (E)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve the request from Emilia Peiffer, High School Guidance Counselor, to attend the ASCA Board meeting on one Friday in October (specific date and location to be announced). Mrs. Peiffer was elected to the Governing Board of the American School Counselor Association (ASCA) and it is mandatory that she attend this meeting.
COST TO THE DISTRICT: None.

The motion was passed, no dissenting votes.

**CONFERENCE REQUEST
STATE COLLEGE, PA (F)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve the request from Emilia Peiffer, High School Guidance Counselor, to attend the PA School Counselors Association (PSCA) Annual Conference at the Nittany Lion Inn, Penn State University, State College, PA on Thursday, and Friday, December 1-2, 2016. The purpose is for Mrs. Peiffer to learn about the new state initiatives and methods in school counseling.
COST TO THE DISTRICT: None.

The motion was passed, no dissenting votes.

CURRICULUM

**2016-2017 COMMUNITY
 BASED INSTRUCTION
 HS LIFE SKILLS
 CLASSROOM (G)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve the 2016-2017 projected plan of Community Based Instruction as submitted by Dawn Price and the EA High School Life Skills Classroom as listed below, pending administrative approval for each event. This Proposal outlines various trips and activities for the Life Skills students as part of the required transition services and included in the students' IEPs.
 COST TO THE DISTRICT: Use of school van.

Date	Times	Destination
Tuesday, September 13, 2016	9:30-10:11 a.m.	Aldi for Coffee Shop supplies
Wednesday, September 28, 2016	12:15 - 2:20 p.m.	North Versailles Library
Monday, October 10, 2016	9:30-10:11 a.m.	Aldi for Coffee Shop supplies
Wednesday, October 26, 2016	12:15 - 2:20 p.m.	Schramm's Farms - Farmers' Market
Monday, November 07, 2016	9:30-10:11 a.m.	Aldi for Coffee Shop supplies
Wednesday, November 16, 2016	12:45 - 2:10 p.m.	Trip to Dollar General/Giant Eagle
Monday, December 05, 2016	9:30-10:11 a.m.	Aldi for Coffee Shop supplies
Wednesday, December 14, 2016	12:45-2:15 p.m.	Trip to Wal Mart
Monday, January 09, 2017	9:30-10:11 a.m.	Aldi for Coffee Shop supplies
Wednesday, January 25, 2017	12:45 - 1:35 p.m.	Trip to local bank and laundromat
Monday, February 06, 2017	9:30-10:11 a.m.	Aldi for Coffee Shop supplies
Wednesday, February 22, 2017	TBD - During Lunch	Trip to Denny's Restaurant
Monday, March 06, 2017	9:30-10:11 a.m.	Aldi for Coffee Shop supplies
Wednesday, March 22, 2017	12:45-1:35 p.m.	Restaurant Depot-Strip District
Monday, April 03, 2017	9:30-10:11 a.m.	Aldi for Coffee Shop supplies
Wednesday, April 26, 2017	12:45-1:35 p.m.	Trip to Big Lots or K-Mart
Monday, May 01, 2017	9:30-10:11 a.m.	Aldi for Coffee Shop supplies
Wednesday, May 24, 2017	All Day	Annual trip on PAT bus downtown and back

The motion was passed, no dissenting votes.

CURRICULUM

**APPROVE GIFTED
ACADEMIC EVENTS (H)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve the Gifted Program’s academic events as per the list below, **specific dates to be determined.** All activities are through the ESSPA Consortium. Participation will only be in those events that many students express an interest. It is anticipated that there will be the same participation as last year.
COST TO THE DISTRICT: Transportation for each event attended.

District	Event	Grade Level	Date
South Allegheny	Academic Endeavors	Middle School	10/
South Allegheny	Academic Endeavors	High School	10/
East Allegheny	Vocal	Middle School	
East Allegheny - Judge	Vocal	High School	
Heinz History Ctr.	History Bowl	Middle School	
Springdale	Creative Convention	Middle School	10/
Springdale	Creative Convention	High School	10/
Franklin Regional	Calculusolve	High School	11/
Hempfield Area	Word Master	Middle School	11/
Franklin Regional	Public Speaking	High School	11/
Hempfield Area	Word Master	High School	12/
Greensburg Salem	Calculusolve	Middle School	12/
Hempfield Area (Harold)	Geography Bowl	Middle School	12/
Hempfield Area	Geography Bowl HS	High School	12/
Science Ctr.(help Judge)	Science Bowl	Middle School	1/
Franklin Regional	Public Speaking	Middle School	2/
Woodland Hills	Equations	High School	2/
Woodland Hills	Equations	Middle School	2/
McKeesport	Mr. President	High School	2/
McKeesport	Mr. President	Middle School	2/
Plum	Chess	Middle School	2/
Plum	Chess	High School	2/
Kiski (NO BUS NEEDED)	Creative Writing	High School	2/
Kiski	Creative Writing	Middle School	2/
Steel Valley	Science Bowl	Middle School	3/
Gateway	Art Competition	Middle School	Spring
Gateway	Art Competition	High School	Spring
Greensburg Salem	Propaganda	Middle School	3/
West Mifflin	Academic Challenge	High School	3/
Hempfield (McKeesport)	Science Bowl	High School	4/
Greensburg Salem (WHSD)	Propaganda	High School	4/
East Allegheny - Host	Duo Drama	Middle School	5/
East Allegheny - Host	Duo Drama	High School	5/
East Allegheny - Host	Academic Challenge	Middle School	5/

The motion was passed, no dissenting votes.

CURRICULUM

**CONFERENCE REQUEST
HARRISBURG, PA (I)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve the request from Ryan Encapera, High School Teacher, to attend mandatory HECAT Grant training, "Leader in Me" at PaTTAN, Harrisburg, PA on Wednesday and Thursday, September 28-29, 2016. The grant further allows for two (2) additional teachers, Emilia Peiffer and Mark Stahurski, to attend the training as well. Participants will serve as a trainer for future in-service days.

Further approve the request from Ryan Encapera to attend the mandatory HECAT Grant professional training at PaTTAN, Harrisburg, PA on Monday and Tuesday, October 24-25, 2016.

COST TO THE DISTRICT: Two (2) substitutes for two (2) days for the September dates and one (1) substitute for two (2) days for the October date. All other costs covered by the HECAT Grant.

The motion was passed, no dissenting votes.

**CONFERENCE REQUEST
PITTSBURGH, PA (J)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve the request from Darcy Yeloushan, Junior/Senior High School Nurse and Wellness Coordinator, to attend the Allegheny County School Health Insurance Consortium (ACSHIC) Wellness Kick-Off Meeting at Southpointe Golf Club, Pittsburgh, PA on Tuesday, October 4, 2016 from 8:00 a.m. to 2:00 p.m.
COST TO THE DISTRICT: All costs, including one (1) substitute for one (1) day will be paid out of the Wellness funds.

The motion was passed, no dissenting votes.

**CONFERENCE REQUEST
MCKEES ROCKS, PA (K)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve the request from Kelly Woleslagle, 8th Grade Teacher, and Candice Tedesco, 7th Grade Teacher, to attend a conference on Google Certified Educator Training, at Montour High School, McKees Rocks, PA, on Wednesday, October 5, 2016, Tuesday, November 15, 2016 and Tuesday, December 6, 2016. This is a 3 part series designed to prepare teachers to become Google Certified Educators and will engage learners and increase technology in the classroom.
COST TO THE DISTRICT: Two (2) substitutes for three (3) days.

The motion was passed, no dissenting votes.

POLICY

**ADOPTION OF
REVISIONS TO
POLICY #138, ENGLISH
AS A SECOND LANGUAGE (A)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve the adoption of the revisions to Policy #138, English as a Second Language, as per attached. These revisions are recommended by Mark Draskovich, Director of Pupil Personnel in order to comply changes in the law.

The motion was passed, no dissenting votes.

POLICY

**ADOPTION OF
REVISIONS TO POLICIES
#339, #439, AND #539
UNCOMPENSATED LEAVE (B)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve the adoption of the revisions to Policy #439, Uncompensated Leave (Professional Employees), as per the settlement agreement of August 2, 2016 between the East Allegheny School District and the East Allegheny Education Association and as per attached. Further approve the adoption of the revisions to Policies #339, Uncompensated Leave (Administrative Employees) and #539, Uncompensated Leave (Service Employees), as per attached.

The motion was passed, no dissenting votes.

**APPROVE THE ADDITION
OF ADMINISTRATIVE
REGULATIONS -
STUDENT ENROLLMENT
PROCEDURES (C)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve the addition of Administration Regulations – Student Enrollment Procedures to Policy #200, Enrollment in District, as per attached.

The motion was passed, no dissenting votes.

STUDENT LIFE

**VOLUNTEERS
FOR APPROVAL**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve the following volunteers for the East Allegheny Marching Band Program:

Terri Balogh	Jocelyn Jurisic	Lori McNatt
Courtney Brant	Debra Kresich	Stephanie Minnich
Casey Carreiro	Kenneth Lindauer	Andrea Nicholson
Richard Cornell	Hannah Marcoz	Meranda Persi
Barbara Coy	Danny McLaughlin	Diane Rayman
Jacqueline Ford	Jill McLaughlin	Miranda Safran
Jennifer Foscoe	Kayla Miller	Lori Spahr

The motion was passed, no dissenting votes.

PERSONNEL

**RECALL OF
TEACHER (A)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board ratify the recall of Amanda Snyder to the position of Kindergarten Teacher at Logan Elementary School, commencing with the beginning of the 2016-2017 school year, and in accordance with the agreement between the East Allegheny School District and the East Allegheny Education Association.

The motion was passed, no dissenting votes.

PERSONNEL

**RESIGNATION OF
TEACHERS (B)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board accept the resignations of the following teachers from their respective positions, effective accordingly:

Emily Belchick	Kindergarten	August 15, 2016
Carl Baumgart	Graphics	August 15, 2016

Further ratify the posting of the graphics position.

The motion was passed, no dissenting votes.

**HIRING OF
SPEECH & LANGAUGE
TEACHER (C)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board hire Mallory Parrish, Pittsburgh, as the Speech & Language Teacher, at Masters, Step 1, retroactive to Tuesday, September 6, 2016, and in accordance with the agreement between the East Allegheny School District and the East Allegheny Education Association.

The motion was passed, no dissenting votes.

**HIRING OF
LONG TERM
SUBSTITUTES (D)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board hire the following individuals in the respective long term substitute positions:

<u>Name</u>	<u>City</u>	<u>Position</u>	<u>For</u>	<u>Dates</u>
Erin Yuhaschek	New Kensington	7th Grade Reading	Rebecca Anselmo	August 31, 2016 - December 19, 2016
Zachary Reed	McKeesport	1st Grade	Jennifer Alfieri	August 31, 2016 - June 13, 2017

The motion was passed, no dissenting votes.

**MEMORANDUM OF
UNDERSTANDING
TRANSFER OF STAFF (E)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve a Memorandum of Understanding, as per attached, waiving the contractual language in Article VII, Section 5, Letter (b) requiring a thirty (30) day notice for the transfer of a professional staff member. Further approve the reassignment of professional staff members Crystal Flebotte to the kindergarten position and Amanda Snyder to the 8th grade reading position.

The motion was passed, no dissenting votes.

**RESCIND HIRING
OF CAFETERIA 3-HOUR
GENERAL WORKER (F)**

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board rescind the hiring of Brandi Costello, North Versailles, from the position of Cafeteria 3-Hour General Worker.

The motion was passed, no dissenting votes.

PERSONNEL

RESIGNATION OF COACHES (G)

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board accept the resignations of the following coaches from the respective positions:

Carl Baumgart	Girls Head 7 th /8 th Grade Soccer Coach
Rachel Dindak	Girls Head Varsity Volleyball Coach
Shannon Coulter	Girls Assistant Varsity Volleyball Coach

Further ratify the posting of these positions.

The motion was passed, no dissenting votes.

HIRING OF COACH (H)

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board ratify the hiring of Natalie Hilbert as the Assistant Boys' Varsity Soccer Coach, and in accordance with the agreement between the East Allegheny Board of School Directors and the East Allegheny Education Association.

The motion was passed, no dissenting votes.

HIRING OF SPONSORS (I)

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board hire the following sponsors in the respective positions:

Daniel Lorigan	Logan After School Detention Co-Teacher
Linda Carlson	Logan After School Detention Co-Teacher
Linda Carlson	Logan Positive Behavior Committee Facilitator
Janine Montgomery	Logan Science Fair Facilitator

The motion was passed, no dissenting votes.

RESIGNATION OF SPONSOR (J)

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board accept the resignation of Janine Montgomery from her position of Logan Science Fair Assistant, contingent upon her being hired as the Facilitator for that committee. Further authorize posting the Logan Science Fair Assistant.

The motion was passed, no dissenting votes.

FAMILY MEDICAL LEAVE REQUEST GUIDANCE COUNSELOR (K)

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve the request from Cheryl Innat, Guidance Counselor, for a Family Medical Leave to care for a family member, on a flexible basis, commencing September 2016, with the specific date to be determined. Mrs. Innat is requesting the FMLA be on an as-needed basis, upon medical certification, and plans to use her sick days concurrently with the FMLA leave.

The motion was passed, no dissenting votes.

PERSONNEL

SUBSTITUTES FOR APPROVAL (L)

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve the following substitutes in the respective positions:

Joann Agostini	North Versailles	Food Service/Custodial
Alyne Solway	Natrona Heights	SmartStart
Tina Tucker	North Versailles	Elementary K-6/Visually Impaired PK-12

The motion was passed, no dissenting votes.

FMLA LEAVE REQUEST ELEMENTARY ART TEACHER (M)

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve the request from Lauren Demsey, Elementary Art Teacher, for a Family Medical Leave on an intermittent, flexible basis, to be used as needed, for her chronic illness, upon medical certification.

The motion was passed, no dissenting votes.

HIRING OF COACH (N)

Mr. Pearsol moved and Mr. Volpe seconded the motion as recommended by the Administration the Board approve hiring Donald Barkley, McKeesport, as the Head Girls Volleyball Coach, and in accordance with the agreement between the East Allegheny School District and the East Allegheny Education Association. Mr. Barkely's clearances are on file.

The motion was passed, no dissenting votes.

FEDERAL PROGRAMS REPORT:

Federal Programs Report
August 2016
Submitted by
Betsy D'Emidio

Reports and data received from the non-public schools and the court systems were reviewed and discussed with Mrs. McCoy to see the strengths and weaknesses of the students in the non-public schools and the court systems. Baseline data provided by these institutions were compared to the data at mid-year and year-end.

The new Parent's Right to Know letters and the Highly Qualified Teacher/Paraprofessional letter were completed and will be ready to be distributed to parents/guardians and also ready to be posted on the Federal Programs website. An email was sent to the Title I staff to inform them that the Title I lab schedules are due to Friday, September 16, 2016. The Title I labs will start on Monday, September 19th, 2016. The first Title I staff meeting will be held on Monday, September 26th at 1:00 p.m. in the conference room at Logan. Other forms and letters, such as the Homeless letter and the Attestation letter to the building principals are ready for distribution.

We continued our discussion on the District going from a Targeted Assisted Federal Program to a School-wide Program. We contacted Erin Oberdorf, our Regional Coordinator from PDE, and she will assist in any way that she can along with people from the IU working with Federal Programs. Our letter of intent needs to be submitted to PDE as soon as possible in order to be able to be considered a school-wide district next year.

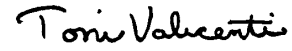
OLD BUSINESS:

None.

NEW BUSINESS: None.

ADJOURNMENT Mr. Volpe moved and Mr. Savinda seconded the motion to adjourn at 7:22 p.m.

Toni Valicenti



Board Secretary

HEAR FROM THE CITIZENS

Alana Richey, East McKeesport – Buses overcrowded.
Erik Meredith, North Versailles – Overcrowding on buses.
Dawn Richardson-Frank, North Versailles – Logan PTO, TB testing.
Anna Leonard, East McKeesport – Metro League.

East Allegheny School District
Treasurer's Monthly Financial Statement

8/29/2016

Bank Balance			\$586,869.40
Outstanding Checks			(\$1,108,222.02)
Book Balance - July 2016			(\$521,352.62)
July 2016			
Current Real Estate Taxes		\$1,170,017.54	
Public Utility Tax		\$0.00	
Payments in Lieu of Current		\$0.00	
Local Tax		\$67.78	
Earned Income Tax		\$53,857.12	
Deed Transfer Tax		\$10,280.60	
Business Privilege		\$1,712.87	
Amusement		\$359.45	
Mercantile Tax		\$374.58	
Delinquent Real Estate Tax		\$101,084.56	
Delinquent Business Privilege		\$2,459.66	
Delinquent Mercantile Tax		\$604.26	
Interest, Temporary Investments		\$8,775.26	
Bookstore Sales		\$0.00	
State Revenue Received		\$0.00	
Rentals		\$1,155.24	
Contrib & Donations from Prvt.		\$0.00	
Gains/Losses on Sale of Fixed		\$0.00	
Tuition From Patrons		\$126,694.51	
Miscellaneous Revenue		\$36,547.85	
Tuition for Court Place & Inst		\$0.00	
Energy Efficient Rebates		\$0.00	
Refunds		\$0.00	
Basic Instructional Subsidy		\$0.00	
Tuition for Court Place & Inst		\$0.00	
Special Education Funding		\$185,867.00	
Other Program Subsidies		\$1,462.20	
Transportation		\$0.00	
Transportation - Duquesne		\$0.00	
Rentals and Sinking Fund		\$0.00	
Medical and Dental Services		\$0.00	
Nurse Services		\$0.00	
Safe Schools		\$0.00	
Extra Grants		\$0.00	
Accountability		\$0.00	
State Share of Social Security		\$30,666.70	
Retirement payments		\$0.00	
Medical Assistance Reimb		\$0.00	
Ed of Disadvan		\$51,385.51	
Ed of Hand. Child. - Preschl		\$0.00	
ARRA - Education Jobs Fund		\$0.00	
Refunds of Prior Years		\$2,718.69	
Total Budgetary Revenues		\$1,786,091.38	
Disbursements for July 2016			
1100 Regular Programs		(\$4,451.55)	

East Allegheny School District
Treasurer's Monthly Financial Statement

8/29/2016

1200 Special Programs	\$1,307.49		
1300 Vocational Education	\$0.00		
1400 Other Instructional Programs	\$0.00		
1500 Non-Public School Programs	\$0.00		
1600 Adult Education	\$0.00		
1800 Other Purchased Services	\$0.00		
2100 Pupil Personnel	\$39,140.54		
2200 Instructional Staff	\$23,905.55		
2300 Administration	\$84,763.15		
2400 Pupil Health	\$0.00		
2500 Fiscal Services	\$21,547.96		
2600 Operations & Maintenance of Plant	\$98,184.06		
2700 Student Transportation	\$0.00		
2800 Central Support Services	\$0.00		
2900 Other Support Services	(\$138.45)		
3200 Student Activities	\$8,309.00		
3300 Community Services	\$0.00		
4000 Facil Acq Const & Improv	\$0.00		
5000 Other Financing Uses	\$0.00		
5100 Debt Service	\$47,901.64		
5200 Fund Transfer: Cafeteria	\$1,250.34		
5800 Transmittal Accounts	\$0.00		
Total Budgetary Expenditures	\$321,719.73		
Athletic Account			
Fund 11			
Bank Balance - July 2016			\$18,110.13
Outstanding Checks			\$0.00
Balance as of 7/31/16			\$18,110.13
Swap Interest			
Bank Balance - July 2016			\$200,578.90

East Allegheny School District
Secretary's Report

8/29/2016

Summary Statement of 2016-2017 General Fund Operations as of July 2016		
Cash Balance - July 2016		
Huntington Bank	\$ (521,352.62)	
PSDLAF	\$468,706.93	
PLGIT	\$1,765.50	
Energy Sinking Fund	\$12,641.62	
Capital Improvement	\$239,391.81	
Swap	\$200,578.90	
TOTAL	\$401,732.14	
Receipts: July 2016		
6000 Local Sources	\$1,513,991.28	
7000 State Sources	\$217,995.90	
8000 Federal Sources	\$51,385.51	
9500 Refunds-Prior Year	\$2,718.69	
Total	\$1,786,091.38	
Tax Anticipation Loan	\$12,906.30	
Disbursements: July 2016		
1100 Regular Programs	(\$4,451.55)	
1200 Special Programs	\$1,307.49	
1300 Vocational Education	\$0.00	
1400 Other Instructional Programs	\$0.00	
1500 Non-Public School Programs	\$0.00	
2100 Pupil Personnel	\$39,140.54	
2200 Instructional Staff	\$23,905.55	
2300 Administration	\$84,763.15	
2400 Pupil Health	\$0.00	
2500 Fiscal Services	\$21,547.96	
2600 Operations & Maintenance of Plant	\$98,184.06	
2700 Student Transportation	\$0.00	
2800 Central Support Services	\$0.00	
2900 Other Support Svcs	(\$138.45)	
3200 Student Activities	\$8,309.00	
3300 Community Services	\$0.00	
4000 Facil Acq Const & Improv	\$0.00	
5000 Other Financing Uses	\$0.00	
5100 Debt Service	\$47,901.64	
5200 Fund Transfer: Cafeteria	\$1,250.34	
Total Disbursements: July 2016	\$321,719.73	
Athletic Account		
Balance	\$18,110.13	
Outstanding Checks	\$0.00	
Balance as of 7/31/16	\$18,110.13	

Bills for Approval and Ratification
September 2016

Vendor	Description	Code	Amount
Fund 10	Ratification		
AT&T	Business Services	2620-530-000-00	\$ 1,655.62
Daniel Beisler	Retainer/Tax Collector Acct	2330-300-000-00	\$ 3,353.46
Comcast	District Run Charter School	1110-390-000-00	\$ 141.14
Dex Media	Advertising Services	2620-530-000-00	\$ 125.65
A.J. Gallagher	Property Renewal Insurance	2620-523-000-00	\$ 77,524.00
Guttman Energy, Inc.	Gas for District Vehicles	2650-620-000-00	\$ 15,296.47
M.A.W.C.	Water/GV, Logan, HS	2620-424-000-00	\$ 1,649.04
PSERS	Buyback	5250-290-000-00	\$ 387.93
Pacific Telemanagement	Pay Phones	2620-530-000-00	\$ 89.06
U.S. Postal Srv	Postage	2450-530-000-00	\$ 1,500.00
Verizon	Long Distance	2620-530-000-00	\$ 56.00
Verizon Wireless	Cell Phones	2620-530-000-00	\$ 151.38
Tech Support LLC	Wiser Weeder Tools	1351-760-201-30	\$ 272.07
Unemployment Comp	Employer's Share	3210-250-000-00	\$ 429.32
AT&T Mobility	Cell Phones	2620-530-000-00	\$ 51.43
Duquesne Light Co.	Electric/Logan, HS	2620-622-000-00	\$ 21,695.85
William Fries	Reimburse/Cell Phone	2620-530-000-00	\$ 50.00
Donna Jackson	Online Classes/April, May & June	1110-390-000-00	\$ 179.97
Peoples	Gas/GV, HS, Stadium	2620-621-000-00	\$ 2,234.00
Wells Fargo	Refund/Double pymt for Jayson Slater	5100-880-000-00	\$ 2,205.28
UPMC	Worker's Comp	1110-260-000-00	\$ 6,946.00
Verizon	Phones	2620--530-000-00	\$ 368.78
William Viola	Reimburse/Medicare - Sept, Oct, Nov	1110-211-000-30	\$ 440.70
N.V.T.S.A.	Sewage/GV, Logan, HS	2620-424-000-00	\$ 989.00
UGI Energy	Gas/Logan, We, HS	2620-621-000-00	\$ 298.40
Comdoc	Copier Lease	1110-442-000-00	\$ 15,814.00
East Allegheny Education	Union Dues	0462-009-000-00	\$ 8,519.21
East Allegheny Personnel	Union Dues	0462-010-000-00	\$ 893.35
Pennsylvania SCDU	Child Support	0462-014-000-00	\$ 471.78
AT&T	Phones	2620-530-000-00	\$ 212.84
Agile Sports Technologies	Film Exchange Program	3250-750-000-30	\$ 799.00
Allegheny Intermediate Unit	7th Estimated Pymt 15-16	1225-322-270-00	\$ 150,000.00
Duquesne Light Co.	Electric/We, GV	2620-622-000-00	\$ 1,281.09
Duquesne Light Co.	Electric/Unmetered	2620-622-000-00	\$ 22.40
First National Bank	Supplies/Equipment	2240-330-000-00	\$ 552.77
Joe Hardiman	Assignor's Fee	3250-490-000-30	\$ 50.00
Peggy Neason	Assignor's Fee	3250-490-000-30	\$ 320.00
PSERS	Buyback	1110-230-000-00	\$ 4.07
Peoples	Gas/We, Logan	2620-621-000-00	\$ 1,802.00
Three Rivers Football	Conference Dues	3250-810-000-20	\$ 550.00
Verizon Wireless	Cell Phones	2620-530-000-00	\$ 52.83
WAADA	Dues/MS Sports	3250-810-000-30	\$ 125.00
Wex Bank	Gas for District Vehicles	2650-620-000-00	\$ 493.26
ACSHIC	Healthcare for August 2016	0421-000-000-00	\$ 269,092.63
ACSHIC	Healthcare for September 2016	0421-000-000-00	\$ 272,346.98
Capital One	Monthly Payment	5100-832-000-00	\$ 19,643.69
Dex Media	Advertising Services	2620-530-000-00	\$ 480.00
Duquesne Light Co.	Electric/Unmetered	2620-622-000-00	\$ 272.92

Bills for Approval and Ratification
September 2016

Verizon	Phones	2620-530-000-00	\$	862.78
Verizon Wireless	Cell Phones	2620-530-000-00	\$	96.36
W.P.J.W.A.	Water & Sewage/We	2620-424-000-00	\$	676.99
Allegheny Intermediate Unit	Special Ed Reconciliation pymt 15-16	1260-322-270-10	\$	38,010.00
Pennsylvania One Call	Service Fee	2620-530-000-00	\$	125.00
Tony Battle	Official/Soccer	3250-490-000-30	\$	65.00
Joseph Maholage	Official/Soccer	3250-490-000-30	\$	65.00
Alcose Credit Union	Employee Deduction	0462-008-000-00	\$	12,368.62
Cal-Ed Credit Union	Employee Deduction	0462-016-000-00	\$	190.00
Consortium for Public Ed	Employee Deduction	0462-019-000-00	\$	65.00
Pennsylvania SCDU	Child Support	0462-014-000-00	\$	471.78
PHEAA	Wage Attachment	0462-015-000-00	\$	226.46
TSA Consulting Group	Employee Deduction	0462-003-000-00	\$	9,005.00
Washington National	Employee Deduction	0462-004-000-00	\$	1,740.83
AFLAC	Employee Deduction	0462-006-000-00	\$	1,047.05
PSERS	Employee's Share of Retirement	0462-230-000-00	\$	61,252.65
PSERS	Buyback	0463-011-000-00	\$	10.28
Paul Carracciolo	Official/Soccer	3250-490-000-30	\$	65.00
Tom Catterall	Official/Soccer	3250-490-000-30	\$	50.00
Valerie Gmutza	Official/Soccer	3250-490-000-30	\$	65.00
Dave Greer	Official/Football	3250-490-000-30	\$	70.00
Nick Maiorano	Official/Football	3250-490-000-30	\$	70.00
Nick Miorano, Jr.	Official/Football	3250-490-000-30	\$	70.00
Paul Merlino	Official/Soccer	3250-490-000-30	\$	50.00
Ray Milliren/Clock	Official/Football	3250-490-000-30	\$	70.00
Don Nogay	Official/Football	3250-490-000-30	\$	70.00
Bridal Pearson	Official/Volleyball	3250-490-000-30	\$	75.00
Frank Pidro	Official/Football	3250-490-000-30	\$	70.00
John Rossi	Official/Football	3250-490-000-30	\$	70.00
Robert Stock	Official/Volleyball	3250-490-000-30	\$	75.00
AT&T	Business Services	2620-530-000-00	\$	1,767.85
Madison National Life	Income Insurance	0493-214-000-00	\$	1,437.35
School Claims	Life Insurance/Sept 2016	0421-100-000-00	\$	2,570.75
Verizon	Long Distance	2620-530-000-00	\$	56.00
Verizon Wireless	Cell Phones	2620-530-000-00	\$	24.34
W.P.J.W.A.	Water & Sewage/We	2620-424-000-00	\$	643.18
American United Life	Income Insurance	1110-214-000-00	\$	242.76

Bills for Ratification **\$ 1,015,781.40**

Batch 3 **\$ 218,388.15**

Batch 98 Charter Schools **\$ 146,725.77**

Total Bills for Approval & Ratification **\$ 1,380,895.32**

Date: 09/01/16
Time: 11:47:52

**East Allegheny School District
Purchase Order List 2016-2017**

PO #	Date	Vendor Number	Vendor Name		Original Amount	Relief Amount	Invoice Amount	Outstanding Amount	Close Date
16000207	08/01/16	0100	DEMCO	7884/10-2250-610-901-22-22-00	1,392.38			1,392.38	
16000208	08/01/16	003434	PARTYCHEAP.COM	7884/10-2250-610-901-22-22-00	110.74			110.74	
16000209	08/01/16	002951	GOANIMATE, INC.	7884/10-2250-610-901-22-22-00	253.00			253.00	
16000210	08/01/16	2819	REALLY GOOD STUFF, INC.	7884/10-2250-610-901-22-22-00	292.07			292.07	
16000211	08/01/16	0100	DEMCO	5025/10-1110-610-000-22-22-19	191.93			191.93	
16000212	08/01/16	10029	SCHOLASTIC INC.	7887/10-2250-640-901-22-22-00	1,400.00			1,400.00	
16000213	08/01/16	002671	JUNIOR LIBRARY GUILD	7887/10-2250-640-901-22-22-00	243.00			243.00	
16000214	08/01/16	3477	RENAISSANCE LEARNING, INC.	7814/10-2240-330-010-20-20-00	2,750.00	2,750.00	2,750.00		08/09/16
				4675/10-2240-330-010-22-22-00	3,267.80	3,267.80	3,267.80		08/09/16
					6,017.80	6,017.80	6,017.80		
16000215	08/01/16	0879	PERMA-BOUND	7887/10-2250-640-901-22-22-00	929.10			929.10	
16000216	08/04/16	NASCO	NASCO	0102/10-1110-610-000-30-30-01	1,040.16			1,040.16	
16000217	08/04/16	NASCO	NASCO	5026/10-1110-610-000-30-30-02	2,000.62			2,000.62	
16000219	08/04/16	NASCO	NASCO	3974/10-1110-610-000-10-10-02	1,249.10			1,249.10	
16000220	08/04/16	002928	W.B. MASON CO., INC.	4226/10-1241-610-270-30-30-19	293.37	285.38	285.38	7.99	
16000221	08/12/16	002928	W.B. MASON CO., INC.	6269/10-1110-610-000-31-31-05	281.53			281.53	
16000222	08/12/16	002928	W.B. MASON CO., INC.	3990/10-1110-610-000-30-30-06	265.55			265.55	
16000223	08/12/16	002928	W.B. MASON CO., INC.	6692/10-1110-610-000-30-00-00	246.47	246.47			08/25/16
16000224	08/12/16	002928	W.B. MASON CO., INC.	7710/10-2120-610-060-30-30-00	259.95	259.95	259.95		
16000225	08/12/16	0410	SCHOLASTIC, INC.	6789/10-1110-640-000-10-18-00	137.80			137.80	
16000226	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	137.80			137.80	
16000227	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	68.90			68.90	
16000228	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	68.90			68.90	
16000229	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	109.80			109.80	
16000230	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	137.80			137.80	
16000231	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	137.80			137.80	
16000232	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	137.80			137.80	
16000233	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	137.80			137.80	
16000234	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	137.80			137.80	
16000235	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	137.80			137.80	
16000236	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	172.00			172.00	

Date: 09/01/16

Time: 11:47:52

East Allegheny School District
Purchase Order List 2016-2017

Page:

BAR02

DATE: 07/29/16-08/31/16

PO #	Date	Vendor Number	Vendor Name		Original Amount	Relief Amount	Invoice Amount	Outstanding Amount	Closed Date
16000237	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	172.00			172.00	
16000238	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	172.00			172.00	
16000239	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	172.00			172.00	
16000240	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	172.00			172.00	
16000241	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	172.00			172.00	
16000242	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	172.00			172.00	
16000243	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	172.00			172.00	
16000244	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	172.00			172.00	
16000245	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	172.00			172.00	
16000246	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	172.00			172.00	
16000247	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	172.00			172.00	
16000248	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	172.00			172.00	
16000249	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	172.00			172.00	
16000250	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	172.00			172.00	
16000251	08/12/16	10029	SCHOLASTIC INC.	6789/10-1110-640-000-10-18-00	9.99			9.99	
16000252	08/26/16	10029	SCHOLASTIC INC.	5228/10-1110-610-000-22-12-02	236.36			236.36	
Nonexpenditure Amts:		0.00 - 0.00 = 0.00							
				Report Totals	20,643.12	6,809.60	6,563.13	13,833.52	

September Bill List
2016-2017

	INVOICE		AMOUNT	PAYMENT	INVOICE
3577	DAR PRO	Trap service -Logan	\$165.00	9/12/2016	440:2816218
3578	NUTRITION, INC.	July & August Totals	\$21,308.78	9/12/2016	INV000000020101:INV000000019857
	Bills for approval and ratification				
		TOTAL	\$21,473.78		

FEDERAL PROGRAMS BILL LIST FOR SEPTEMBER 2016

Title I		Title I		
Purchase Order	Company	Description		
TI 16-77	REIMB. E.A.S.D.	PAYROLL FOR 8/12		18,904.89
		SS FOR 8/12		1,162.83
		MC FOR 8/12		271.95
		RET FOR 8/12		5,157.59
TI 16-78	QUILL CORP	OFFICE SUPPLIES FOR TI LABS AND OFFICE; SHARPIE-HIGHLIGHTERS, 3" BINDERS, BATTERIES, FILE FOLDERS, TAPE, COFFEE, DOUBLE POCKET FOLDERS		335.09
TI 16-79	REIMB. E.A.S.D.	PAYROLL FOR 8/26		18,904.30
		SS FOR 8/26		1,162.81
		MC FOR 8/26		271.94
		RET FOR 8/26		5,157.63
TI 16-80	REIMB. E.A.S.D.	HOSP FOR SEPT		5,854.65
		DENTAL FOR SEPT		388.71
		VISION FOR SEPT		55.86
		LIFE FOR SEPT		178.85
TI 16-81	REIMB. E.A.S.D.	PAYROLL FOR 9/9		18,544.53
		SS FOR 9/9		1,140.55
		MC FOR 9/9		266.74
		RET FOR 9/9		5,568.94
TI 16-82	W.B. MASON	ACADEMIC DESK PAD; PAPER CLIPS (JUMBO)		25.09
TI 16-83	RAPTOR	ANNUAL ACCESS FEE FOR JR/SR H.S. AND LOGAN FOR 16-17 SCHOOL YEAR		960.00
			TOTAL TITLE I PROJECT YR. 15 - 16	\$ 84,312.95
Title II Pt. A		Title II Pt. A		
Purchase Order	Company	Description		
			TOTAL TITLE II PT. A 15 - 16	\$ -

EAST ALLEGHENY SCHOOL DISTRICT

SCHOOL COUNSELING PLAN

September 2016

This district-wide school counseling plan has been written and submitted for administrative approval in July, 2016 for the 2016-2017 school year. This plan is submitted in accordance with the PA Chapter 339.31 and shall incorporate the American School Counselors Association national model development guideline and the Career Education and Work Standards of Education.

I. SCHOOL COUNSELING STAFF AND ASSIGNMENTS

- Lesley Hawkins, Elementary/Middle School Counselor (K-4)
- Cheryl Ihnat, Middle/Junior High School Counselor (5-8)
- Emilia Peiffer, High School Counselor (9-12)

II. SCHOOL COUNSELING DEPARTMENT CORE BELIEFS

To implement the comprehensive K-12 Developmental Guidance Program, the school counselors are committed to upholding the East Allegheny School District Mission Statement and Belief Statements.

Belief statements held by the school counselors will influence how they:

- work with students;
- develop, implement and manage the school counseling program;
- collaborate with teachers, parents, administration, and any other stakeholders;
- act as an agent of systemic change; and
- establish the school counseling philosophy.

The school counselors at East Allegheny School District believe:

- all students should have equal access to a rigorous curriculum to prepare them for life outside of the classroom;
- data should be used to drive developmental programs and activities;
- all students deserve a counselor who will advocate, support and protect our students' best interests against any interference with their educational program;
- students' potential should be maximized by addressing their academic, career, and personal/social needs.

III. PHILOSOPHY OF THE SCHOOL COUNSELING DEPARTMENT

The East Allegheny School District Counseling Program accepts and respects the diversity of all students and when fully implemented will provide:

- an opportunity for all students to participate in the school counseling program;
- a data driven developmental K-12 program with structured activities;
- access to rigorous educational opportunities by being advocates for students;
- a career education founded on the PA Academic Standards for Career Education and Work.

IV. SCHOOL COUNSELING DEPARTMENT MISSION STATEMENT

Our mission as school counselors is to provide a comprehensive K-12 Developmental Guidance Program that will assist all students in acquiring the skills, knowledge and attitudes needed to become effective students, responsible citizens, productive workers and lifelong learners. Our comprehensive program is an integral part of the district's overall educational process. The program addresses the academic, career, and personal/social development of all students.

EAST ALLEGHENY SCHOOL COUNSELING PROGRAM MISSION STATEMENT:

East Allegheny School Counselors help ALL students achieve and succeed.

V. ROLE OF THE SCHOOL PERSONNEL AND COMMUNITY IN THE SCHOOL COUNSELING PROGRAM

- School Board – The East Allegheny School Board provides full support of the counseling program.
- District Administration – District administration communicates effectively with school counselors and provides support of all counseling programs and initiatives.
- Principals – Building principals collaborate with school counselors regarding student issues, academic programs, and student support services.
- Faculty – Faculty and counselors work together to promote academic and behavioral success.

- Students – Students understand that the role of the counselor is an advocate for them, and the counseling program will help each student progress throughout the school year socially, emotionally, and academically.
- Parents – Parents are informed about the East Allegheny School Counseling program. The program is designed to work with families cooperatively to promote student growth and success.
- Business/Community Representatives – The East Allegheny School Counseling program partners with numerous local businesses, colleges, and non-profit organizations in order to enhance program delivery.
- Post-Secondary Partners – The East Allegheny School Counseling program also partners with a number of local universities, colleges, and military to provide post-secondary options to current students as well as career opportunities.

VI. ROLE OF THE SCHOOL COUNSELOR

The school counselors are certified professionals whose education provides them with the unique qualifications to address the academic, career and personal/social development needs of students. As a professional, Pennsylvania counselors must abide by the Ethical Standards for School Counselors as advocated by the American School Counselors Association and the Pennsylvania School Counselors Association.

The role of the counselor in the East Allegheny School District is integral to the educational program and seeks to ensure a positive and fulfilling experience for all students in the following ways:

- As a Leader - Our counselors develop methods of delivery, lead in organized implementation, and assess data in order to maintain an effective school counseling program while keeping the best interest of students in mind.
- As an Advocate - Our counselors identify and diminish barriers that impede academic success, and provide support and direction to those who are underrepresented in a safe and conducive environment.
- As a Collaborator - Our counselors work as team members as well as liaisons between teacher, parent, and community to discuss and develop the best educational and career plan for each student.
- As an Agent of Systemic Change - Our counselors work with open minds to initiate, develop, and implement alternative systems to lead each student to success.

VII . PROGRAM DELIVERY

□ Elementary Level

<p><u>School Counseling Curriculum</u> Provides developmental, comprehensive guidance program content in a systematic way to all students K-12.</p>	<p><u>Prevention, Intervention and Responsive Services</u> Addresses students' immediate concerns</p>	<p><u>Individual Student Planning</u> Assists students in development of academic and career plans</p>	<p><u>System Support</u> Includes program, staff and school support activities and services</p>
<p><i>Purpose</i></p> <ul style="list-style-type: none"> ○ Student awareness, skill development and application of skills needed in everyday life. 	<p><i>Purpose</i></p> <ul style="list-style-type: none"> ○ Prevention and intervention 	<p><i>Purpose</i></p> <ul style="list-style-type: none"> ○ Individual student academic and career planning, decision making, goal setting and preparing for academic transitions. 	<p><i>Purpose</i></p> <ul style="list-style-type: none"> ○ Program delivery and support
<p>Academic</p> <ul style="list-style-type: none"> ○ Effective learning in school and across the life span ○ Academic preparation for post-secondary options ○ Relationship of academics, work, family and community 	<p>Academic</p> <ul style="list-style-type: none"> ○ Address immediate academic concerns ○ Address school-related concerns including attendance and discipline ○ Implement student support services ○ Application of academics to real-world situations 	<p>Academic</p> <ul style="list-style-type: none"> ○ Facilitation and/or interpretation of assessment data ○ Understanding academic strengths related to careers ○ Development of an educational plan 	<p>Total Program</p> <ul style="list-style-type: none"> ○ School counselor professional development ○ Advocacy and public relations for comprehensive school counseling programs ○ Develop character education plan and scope for all students ○ Program planning and development ○ Suicide prevention awareness ○ Implement bullying prevention programs and strategies ○ Maintenance of school counseling calendar of events and department website ○ Evaluation and assessment of comprehensive school counseling program and student results ○ Participation in district strategic planning
<p>Career</p> <ul style="list-style-type: none"> ○ Investigate the world of work through career explorations, including program offerings at our local CTC (Forbes Road CTC) ○ Identify interests, strengths, likes/dislikes ○ Identify different types of post-secondary options 	<p>Career</p> <ul style="list-style-type: none"> ○ Implement career awareness 	<p>Career</p> <ul style="list-style-type: none"> ○ Utilize career information resources in school and community ○ Explore career clusters ○ Complete interest and skill inventories ○ Complete career searches ○ Explore self-knowledge related to career choices 	

<p>Personal/Social</p> <ul style="list-style-type: none"> ○ Interpersonal skills to respect self and others ○ Develop appropriate communication skills ○ Decision making, setting goals and taking action to achieve goals ○ Understanding everyday coping skills 	<p>Personal/Social</p> <ul style="list-style-type: none"> ○ Relationship concerns ○ Crisis response ○ Bullying prevention ○ Grief, loss and death ○ School refusal/avoidance ○ Substance abuse ○ Family issues ○ Coping with stress/anxiety ○ Divorce and family changes ○ Social development ○ Child abuse and related issues ○ Referral plan ○ Contact and develop relationships with community resources 	<p>Personal/Social</p> <ul style="list-style-type: none"> ○ Skills and competencies related to student success for the world of work 	<ul style="list-style-type: none"> ○ Integration of ASCA and CEW standards across curriculum ○ Encourage and develop increased parent involvement in education ○ Collaboration and instructing on age-appropriate issues with administration, staff and community agencies ○ Practices based on research ○ Community outreach and involvement ○ Data analysis and related action plans
<p>Counselor Role</p> <ul style="list-style-type: none"> ○ School counseling curriculum implementation ○ Classroom or structured groups ○ Consultation and collaboration 	<p>Counselor Role</p> <ul style="list-style-type: none"> ○ Individual counseling ○ Group counseling ○ Class meetings ○ Referral ○ Consultation/Collaboration ○ Student Support Services 	<p>Counselor Role</p> <ul style="list-style-type: none"> ○ Assessment ○ Planning ○ Consultation/Collaboration 	<p>Counselor Role</p> <ul style="list-style-type: none"> ○ Develop and manage program ○ Coordination ○ Develop relationships and partnerships ○ Consultation/Collaboration
<p>Recommended Time 35%-45%</p>	<p>Recommended Time 30%-40%</p>	<p>Recommended Time 5%-10%</p>	<p>Recommended Time 10%-15%</p>

□ Middle School Level

<p><u>School Counseling Curriculum</u> Provides developmental, comprehensive guidance program content in a systematic way to all students K-12.</p>	<p><u>Responsive Services</u> Addresses students' immediate concerns</p>	<p><u>Individual Student Planning</u> Assists students in development of academic and career plans</p>	<p><u>System Support</u> Includes program, staff and school support activities and services</p>
<p><u>Purpose</u> ○ Student awareness, skill development and application of skills needed in everyday life.</p>	<p><u>Purpose</u> ○ Prevention and intervention</p>	<p><u>Purpose</u> ○ Individual student academic and career planning, decision making, goal setting and preparing for academic transitions.</p>	<p><u>Purpose</u> ○ Program delivery and support</p>
<p>Academic ○ Effective learning in school and across the life span ○ Academic preparation for post-secondary options ○ Relationship of academics, work, family and community</p>	<p>Academic ○ Address immediate academic concerns ○ Address school-related concerns including attendance, discipline, drop-out prevention, etc. ○ Application of academics to real-world situations</p>	<p>Academic ○ Facilitation and/or interpretation of assessment data ○ Academic preparation essential for post-secondary options ○ Understanding academic strengths related to careers ○ Appropriate course selection ○ Development of an educational plan</p>	<p>Total Program ○ School counselor professional development ○ Advocacy and public relations for comprehensive school counseling programs ○ Program planning and development ○ Evaluation and assessment of comprehensive school counseling program and student results ○ Participation in district strategic planning</p>
<p>Career ○ Investigate the world of work to make informed decisions and to achieve future goals ○ Identify relationship between personal qualities, education, training and work ○ Investigate the world of work through career explorations, including program offerings at our local CTC (Forbes Road CTC)</p>	<p>Career ○ Meet interests for career exploration through career speakers, etc.</p>	<p>Career ○ Utilize career information resources in school and community ○ Explore career clusters ○ Complete interest and skill inventories ○ Complete career searches ○ Explore self-knowledge related to career choices ○ Select appropriate courses and programs of study, which may include attending the CTC (Forbes Road CTC) ○ Development of a career portfolio, including exposure to post-secondary opportunities</p>	<p>○ Integration of ASCA and CEW standards across curriculum ○ Encourage and develop increased parent involvement in education ○ Collaboration and instructing on age-appropriate issues with administration, staff and community agencies ○ Practices based on research ○ Community outreach and involvement ○ Partner with local CTC (Forbes Road CTC) to provide career awareness and education ○ Maintenance of school counseling calendar of events and department website ○ Data analysis and related action plans</p>

<p>Personal/Social</p> <ul style="list-style-type: none"> ○ Interpersonal skills to respect self and others ○ Decision making, setting goals and taking action to achieve goals ○ Understanding everyday coping skills 	<p>Personal/Social</p> <ul style="list-style-type: none"> ○ Relationship concerns ○ Crisis response ○ Bullying prevention and preventing/addressing unlawful harassment ○ Grief, loss and death ○ School refusal/avoidance ○ Substance abuse ○ Family issues ○ Coping with stress ○ Social development ○ Suicide awareness/prevention ○ Divorce and family issues ○ Legal issues (probation, arrest, incarceration) ○ Child abuse and related issues ○ Referral plan ○ Contact and develop relationships with community resources 	<p>Personal/Social</p> <ul style="list-style-type: none"> ○ Skills and competencies related to student success for the world of work ○ Development of post-secondary plan 	
<p>Counselor Role</p> <ul style="list-style-type: none"> ○ School counseling curriculum implementation ○ Classroom or structured groups ○ Consultation and collaboration 	<p>Counselor Role</p> <ul style="list-style-type: none"> ○ Individual counseling ○ Group counseling ○ Class meetings ○ Referral ○ Consultation/Collaboration ○ Student Support Services 	<p>Counselor Role</p> <ul style="list-style-type: none"> ○ Assessment ○ Planning ○ Consultation/Collaboration 	<p>Counselor Role</p> <ul style="list-style-type: none"> ○ Develop and manage program ○ Coordination ○ Develop relationships and partnerships ○ Consultation/Collaboration
<p>Recommended Time 25%-35%</p>	<p>Recommended Time 30%-40%</p>	<p>Recommended Time 15%-25%</p>	<p>Recommended Time 10%-15%</p>

□ High School Level

<p><u>School Counseling Curriculum</u> Provides developmental, comprehensive guidance program content in a systematic way to all students K-12.</p>	<p><u>Responsive Services</u> Addresses students' immediate concerns</p>	<p><u>Individual Student Planning</u> Assists students in development of academic and career plans</p>	<p><u>System Support</u> Includes program, staff and school support activities and services</p>
<p><i>Purpose</i></p> <ul style="list-style-type: none"> ○ Student awareness, skill development and application of skills needed in everyday life. 	<p><i>Purpose</i></p> <ul style="list-style-type: none"> ○ Prevention and intervention 	<p><i>Purpose</i></p> <ul style="list-style-type: none"> ○ Individual student academic and career planning, decision making, goal setting and preparing for academic transitions. 	<p><i>Purpose</i></p> <ul style="list-style-type: none"> ○ Program delivery and support
<p>Academic</p> <ul style="list-style-type: none"> ○ Effective learning in school and across the life span ○ Academic preparation for post-secondary options ○ Relationship of academics, work, family and community 	<p>Academic</p> <ul style="list-style-type: none"> ○ Address immediate academic concerns ○ Address school-related concerns including attendance, discipline, drop-out prevention, etc. ○ Application of academics to real-world situations 	<p>Academic</p> <ul style="list-style-type: none"> ○ Facilitation and/or interpretation of assessment data ○ Academic preparation essential for post-secondary options ○ Understanding academic strengths related to careers ○ Appropriate course selection, including program offerings at local CTC (Forbes Road CTC) ○ Development of an graduation plan ○ Development of a career portfolio ○ Development of a post-secondary plan 	<p>Total Program</p> <ul style="list-style-type: none"> ○ School counselor professional development ○ Advocacy and public relations for comprehensive school counseling programs ○ Advisory committee ○ Program planning and development ○ Evaluation and assessment of comprehensive school counseling program and student results ○ Participation in district strategic planning ○ Integration of ASCA and CEW standards across curriculum ○ Encourage and develop increased parent involvement in education ○ Collaboration and instructing on age-appropriate issues with administration, staff and community agencies
<p>Career</p> <ul style="list-style-type: none"> ○ Investigate the world of work to make informed decisions and to achieve future goals ○ Identify relationship between personal qualities, education, training and work ○ Investigate the world of work through career explorations, including program offerings at our local CTC (Forbes Road CTC) 	<p>Career</p> <ul style="list-style-type: none"> ○ Meet interests for career exploration through job shadowing, career speakers, post-secondary representatives, etc. 	<p>Career</p> <ul style="list-style-type: none"> ○ Utilize career information resources in school and community ○ Explore career clusters ○ Complete interest and skill inventories ○ Complete career searches ○ Explore self-knowledge related to career choices ○ Select appropriate courses and programs of study, which may include attending the CTC (Forbes Road CTC) ○ Explore careers through job shadowing and/or internships ○ Develop career portfolio 	<ul style="list-style-type: none"> ○ Practices based on research ○ Community outreach and involvement ○ Partner with local CTC (Forbes Road CTC) to provide career awareness and education ○ Implement bullying prevention program and strategies ○ Maintenance of school counseling calendar of events and department website ○ Data analysis and related action plans

<p>Personal/Social</p> <ul style="list-style-type: none"> ○ Interpersonal skills to respect self and others ○ Decision making, setting goals and taking action to achieve goals ○ Understanding everyday coping skills 	<p>Personal/Social</p> <ul style="list-style-type: none"> ○ Relationship concerns ○ Crisis response ○ Bullying prevention and preventing/addressing unlawful harassment ○ Grief, loss and death ○ Substance abuse ○ School refusal/avoidance ○ Family issues ○ Coping with stress ○ Suicide awareness/prevention ○ Divorce and family changes ○ Legal issues (probation, arrest, incarceration) ○ Child abuse and related issues ○ Referral plan ○ Contact and develop relationships with community resources 	<p>Personal/Social</p> <ul style="list-style-type: none"> ○ Skills and competencies related to student success 	
<p>Counselor Role</p> <ul style="list-style-type: none"> ○ School counseling curriculum implementation ○ Classroom or structured groups ○ Consultation and collaboration 	<p>Counselor Role</p> <ul style="list-style-type: none"> ○ Individual counseling ○ Group counseling ○ Class meetings ○ Referral ○ Consultation/Collaboration ○ SAP team 	<p>Counselor Role</p> <ul style="list-style-type: none"> ○ Assessment ○ Planning ○ Placement ○ Consultation/Collaboration 	<p>Counselor Role</p> <ul style="list-style-type: none"> ○ Develop and manage program ○ Coordination ○ Develop relationships and partnerships ○ Consultation/Collaboration
<p>Recommended Time 15%-25%</p>	<p>Recommended Time 25%-35%</p>	<p>Recommended Time 25%-35%</p>	<p>Recommended Time 15%-20%</p>

VIII. JOB DESCRIPTIONS

➤ School Counselor Job Description

Qualifications: Valid Pennsylvania Teaching Certificate-Education Specialist, Elementary and Secondary School Counselor.
Knowledge and skills in communicating with and counseling students in academic, career, and personal/social matters.

Primary Functions/General Description:

Provide counseling services and developmental programs/instruction to students in three areas: academic, career, and personal/social, according to recognized standards for counseling programs.

Major Responsibilities and Duties:

1. Implement a kindergarten through twelfth grade elementary school counseling and guidance program curriculum.
2. Deliver counseling and instruction to students in an effective, efficient, and professional manner according to recognized national and state counseling standards.
3. Conducts counseling and guidance learning activities in the classroom.
4. Consults with and is a resource to teachers.
5. Implements an orientation program for incoming students and parents.
6. Conducts structured, goal-oriented counseling sessions to meet the identified needs of individual and groups of students.
7. Set and maintain high standards of achievement for students.
8. Make every appropriate and reasonable effort to initiate, maintain, and enhance communication with parents regarding their child's academic and personal/social development.
9. Participate in ongoing professional development programs to ensure that best practices are utilized.
10. Complete necessary forms and reports and perform necessary clerical tasks related to student progress and welfare.
11. Accurately and thoroughly maintain all records as required by school district policy and state law.
12. Serve on school, staff and community committees as requested.
13. Participates in and facilitates student support services (SAP, SST, and RtIIA).
14. Create master schedule for grades 4-12 and complete scheduling process for individual students.
15. Referral of students and/or families to appropriate community agencies and collaborate with the agencies to provide student support.
16. Perform other related duties as requested by administration.

Memorandum of Understanding by and between
the East Allegheny Education Association
and the East Allegheny School District, PSEA-NEA

This Memorandum of Understanding (hereinafter “MOU”) made this day of August 31, 2016, by and between the East Allegheny School District (hereinafter “the District”) and the East Allegheny Education Association, PSEA/NEA (hereinafter “the Association”),

WHEREAS, the District and the Association are parties to a Collective Bargaining Agreement which includes provisions regarding transfers; and

WHEREAS, the District has expressed to the Association a desire to transfer two teachers after the start of the school year; and

WHEREAS, such a transfer would affect one teacher at Logan Elementary and one teacher at East Allegheny Junior/Senior High; and,

WHEREAS, the Association has chosen to agree to this transfer.

NOW, THEREFORE, with the intent to be legally bound hereby, the District and the Association hereby agree as follows:

1. The Association agrees to waive the “30 day written notice of the Board’s intent to transfer” (Article VII, Section 5 (b) of the CBA) to enable the District’s intent to transfer Mrs. Amanda Snyder to the 8th Grade Reading position and Mrs. Crystal Flebotte to Kindergarten to occur prior to the first date of student attendance this school year.
2. This MOU does not constitute any type of past practice.

WHEREFORE, the parties hereto by their dually authorized representatives have executed this Memorandum of Understanding.

EAST ALLEGHENY

SCHOOL DISTRICT

EAST ALLEGHENY

EDUCATION ASSOCIATION, PSEA/NEA

Donald MacFann, Superintendent

East Allegheny School District

Robin Highlands, President

East Allegheny Education Association,

PSEA/NEA

Gerri McCullough, President

East Allegheny
Board of School Directors



Book	Policy Manual
Section	100 Programs
Title	English as a Second Language/Bilingual Program
Number	138
Status	First Reading
Legal	Equal Education Act of 1974 Lau v. Nichols, 1974 Plyler v. Doe, 1882 Fourteenth Amendment P.L. 103-328 Title VI Civil Rights Act of 1964 Castaneda v. Pickard, 1981 12. 20 U.S.C.6301 et seq 1. 22 PA Code 4.26 2. 42 U.S.C. 2000d 3. 20 U.S.C. 6801 et seq 4. 22 PA Code 4.13 5. 24 P.S. 1205.1 6. 24 P.S. 1205.2 7. Pol. 101 8. Pol. 333 9. Pol. 433 10. 20 U.S.C. 1703 11. Pol. 404 Basic Education Circular July 1, 2001: Educating Students With Limited English Proficiency (LEP) and English Language Learner (ELL)
Adopted	December 9, 2002

Purpose

In accordance with the Board's philosophy to provide a quality educational program for all students, the East Allegheny School District shall provide an appropriate planned instructional program for identified students whose dominant language is not English and who are learning language as a second language (ESL). The District will provide assistance through an appropriate planned instructional program to enable limited English proficient (LEP) students to progress academically while they are learning English.

The purpose of the program is to increase the English language proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success.

Authority

The school district shall provide a program for each student whose dominant language is not English for the purpose of facilitating the student's achievement of English proficiency and the academic standards. The program shall include English as a Second Language instruction. The program shall meet the three-pronged test of program compliance: (1) sound research-based education theory, (2) sufficient resources and staffed by appropriate prepared personnel, (3)

periodic program evaluation.^{[1][2][3]}

The Board shall include provisions for the LEP programs in its Strategic Plan.^[4]

~~East Allegheny will employ an English immersion model utilizing both push in and pull out instructional methods.~~

~~The Board shall include provisions for LEP professional educational education for ESL teachers, classroom teachers of LEP students and new teachers in its professional development plan.^{[5][6][7][8]}~~

The Board shall establish procedures for identification of students whose dominant language is not English. In the LEA of residence, the Home Language Survey shall be completed for every student by his/her caregiver(s) in the district and filed in the student's permanent record folder through graduation. ~~For students whose dominant language is not English, assessment of the student's English proficiency level must be completed to determine the need for English as a Second Language instruction.^[3]~~ For students whose native language is not English and for whom background and/or additional evidence warrants formal assessment of the student's English proficiency level, the LEA of residence will administer the required proficiency assessment and consider multiple criteria to determine the need for English as a Second Language instruction.

ESL is a basic core curricular area (i.e., content area subject) that will be available to all identified students as determined by appropriate assessments and consideration of multiple criteria. It will be provided to all identified students until English proficiency is achieved. Sufficient daily instructional time based on level of English proficiency and supporting the chosen instructional model will be allotted to enable students' development of English at the proficient level.

The Board shall include provisions for appropriate annual professional development for all stakeholders in its professional development plan. Additional assistance and professional development is provided on an individual and small group basis.

Delegation of Responsibility

~~The Superintendent or designee shall implement and supervise an ESL/Bilingual program that meets the legal requirements for ESL/Bilingual program compliance.~~

The Superintendent or designee, in conjunction with appropriate stakeholders, shall develop and disseminate written procedures regarding the ESL program.

1. Program goals.
2. Student enrollment procedures (i.e., Home Language Survey).
3. Assessment procedures for program entrance, measuring progress in gaining English proficiency, and program exiting.
4. Accommodations for English Language Learners (ELL) in the classroom.
5. Grading policies.
6. List of resources including support agencies and interpreters.

Guidelines for the ESL/Bilingual Program

LEP students shall be enrolled upon presentation of a local address and proof of immunization.^[10]

The ESL program shall be designed to provide planned instruction to meet each student's individual needs based on the English language proficiency level as identified through multiple criteria in reading, writing, listening, and speaking. ~~the assessment of English proficiency in reading, writing, listening and speaking.~~ Adequate content area support shall be provided while the student is learning English with a focus on both English Language Proficiency Standards and Academic Standards to ensure student achievement in both language and content. ~~to ensure achievement of academic standards.~~ ESL curriculum will be aligned to Pennsylvania's English language arts standards and the PA English language proficiency standards. Content area instruction will incorporate the PA English language development standards as and overlay to Pennsylvania academic standards.

~~A PA-certified teacher hired as a teacher and, if necessary, appropriate support staff (e.g., teacher aides) shall provide the ESL program.^[9]~~ A highly qualified PA certified teacher with a Program Specialist ESL certificate shall provide the ESL instruction.

~~Instructional resources shall be comparable to the resources provided other core academic subjects.~~

~~The program shall be evaluated for effectiveness based on the attainment of English proficiency. If ELL are not learning English, the program shall be changed to ensure greater success.[3]~~

Adequate resources and funds, including a specific line item in the appropriate program budget, will be provided for an ESL program (e.g., staffing, professional development, assessments, etc.). Instructional resources shall be comparable to the resources provided for other core academic subjects. The disbursement of Title III funds, as allocated within the LEA's budget, must be used to supplement the ESL Program.

Periodic ESL program evaluations will be conducted for the purpose of program improvement. Evaluations will be based on students making progress and attaining proficient levels of English as collected in PIMS. The program shall be evaluated for its effectiveness and compliance based on the attainment of Annual Measurable Achievement Objectives (AMAOs) If ELLs are not progressing and/or achieving English language proficiency, the program must be revised to ensure greater achievement.

For program exit, both quantitative data (e.g., assessment results, report card grades, attendance, portfolios, etc.) and qualitative data (e.g., teachers' anecdotal records, informal classroom observations, parent interviews, etc.) will be collected throughout the student's participation in the program. Summative evaluations to determine continued placement in the program or exit from the program will be made, at minimum, on an annual basis. Upon exit from the ESL program, a student's progress will be monitored quarterly for two years.

LEP students will participate in the PASA/PSSA/Keystone assessments and other large-scale assessments with appropriate accommodations. Formative assessments will align to the academic standards and English language proficiency standards and ELLs will be graded with the same grading system used for all students. ELL students will not be retained in a grade based solely on a lack of English proficiency.

The ELL shall be required to meet established academic standards and graduation requirements with accommodations as adopted by the Board.

Students shall have access to and should be encouraged to participate in all academic and extracurricular activities available in the district.

Communication with parents shall include information about placement, assessment, academic achievement and other related education issues, ~~in the language understood by the parent~~ whenever possible, in the mode and language of communication preferred by the parents.

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Last Modified by Lila Sedlak on June 29, 2016



Book	Policy Manual
Section	300 Administrative Employees
Title	Uncompensated Leave
Number	339
Status	First Reading
Legal	1. 24 P.S. 1154
Adopted	January 15, 2001
Last Revised	January 11, 2016

Purpose

The Board recognizes that in certain situations an employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. This policy establishes guidelines for the award of uncompensated leaves of absence.

Authority

The Board reserves the right to specify the conditions under which uncompensated leave may be taken. [\[1\]](#)

Guidelines

Uncompensated leave shall be granted in accordance with provisions of the administrative compensation plan and Board policy.

Employee's Request for Short-Term Leave

Requests for short-term leave during the school calendar year will be considered according to the following guidelines:

1. Prior written request to the Superintendent; at least two (2) weeks in advance is required. Special consideration and waiver of time requirements for submission of requests will be given in emergency situations.
2. Such leave, if granted, will be with the loss of daily pay and all fringe benefit costs deductions will be made in payroll following the absence.
3. The discretion of the Superintendent will be exercised in responding, pro or con, to the employee's request for short-term leave. The following circumstances will be considered:
 - a. The effect of such leave on the integrity of the instructional program.
 - b. The frequency of such request made by the employee.
 - c. The matters of inconvenience incurred by the district should such leave be granted.
 - d. ~~The leave shall not be used to extend a personal leave nor to extend holiday or vacation recess.~~
4. ~~Only one (1) short-term leave of no more than two (2) days will be considered per year per employee.~~

After consideration, the Superintendent will make a recommendation ~~final decision~~ regarding such request.

Application

Requests for uncompensated leave shall be made in writing to the Superintendent at least thirty (30) calendar days prior to the anticipated date of leave.

All applications are subject to final approval by the Board.

In the event of an emergency, the leave should be requested at the earliest possible date.

Commitment of Employee

The employee granted an uncompensated leave of absence shall inform the Board prior to the scheduled return date as to his/her intentions.

Commitment of Employer

At the expiration of uncompensated leave, the employee shall be offered the same position previously held or a like position to that previously held.

Time on uncompensated leave shall not count as time on the job, and fringe benefits shall not be provided.

Last Modified by Lila Sedlak on August 11, 2016



Book	Policy Manual
Section	400 Professional Employees
Title	Uncompensated Leave
Number	439
Status	First Reading
Legal	1. 24 P.S. 1154
Adopted	February 12, 2001
Last Revised	January 11, 2016

Purpose

The Board recognizes that in certain situations an employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. This policy establishes guidelines for the award of uncompensated leaves of absence.

Authority

The Board reserves the right to specify the conditions under which uncompensated leave may be taken. [\[1\]](#)

Guidelines

Uncompensated leave shall be granted in accordance with provisions of the collective bargaining agreement and Board policy.

Employee's Request for Short-Term Leave

Requests for short-term leave during the school calendar year will be considered according to the following guidelines:

1. Prior written request to the Superintendent; at least two (2) weeks in advance is required. Special consideration and waiver of time requirements for submission of requests will be given in emergency situations.
2. Such leave, if granted, will be with the loss of daily pay and all fringe benefit costs deductions will be made in payroll following the absence.
3. The discretion of the Superintendent will be exercised in responding, pro or con, to the employee's request for short-term leave. The following circumstances will be considered:
 - a. The effect of such leave on the integrity of the instructional program.
 - b. The frequency of such request made by the employee.
 - c. The matters of inconvenience incurred by the district should such leave be granted.
 - d. ~~The leave shall not be used to extend a personal leave nor to extend holiday or vacation recess.~~
4. ~~Only one (1) short-term leave of no more than two (2) days will be considered per year per employee.~~

After consideration, the Superintendent will make a [recommendation](#) ~~final decision~~ regarding such request.

Application

Requests for uncompensated leave shall be made in writing to the Superintendent at least thirty (30) calendar days prior to the anticipated date of leave.

All applications are subject to final approval by the Board.

In the event of an emergency, the leave should be requested at the earliest possible date.

Commitment of Employee

The employee granted an uncompensated leave of absence shall inform the Board prior to the scheduled return date as to his/her intentions.

Commitment of Employer

At the expiration of uncompensated leave, the employee shall be offered the same position previously held or a like position to that previously held.

Time on uncompensated leave shall not count as time on the job, and fringe benefits shall not be provided.

Maternity/Child Rearing Leave

The Board shall grant a leave of absence for maternity or child rearing purposes in accordance with provisions of the collective bargaining agreement.

Last Modified by Lila Sedlak on August 9, 2016



Book	Policy Manual
Section	500 Service Personnel
Title	Uncompensated Leave
Number	539
Status	First Reading
Legal	1. 24 P.S. 407
Adopted	February 12, 2001
Last Revised	January 11, 2016

Purpose

The Board recognizes that in certain situations a service personnel employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. This policy establishes guidelines for the award of uncompensated leaves of absence.

Authority

The Board has the authority and responsibility to establish the conditions under which uncompensated leave may be taken. [\[1\]](#)

Guidelines

Uncompensated leave shall be granted in accordance with terms of an applicable collective bargaining agreement and Board policy.

Employee's Request for Short-Term Leave

Requests for short-term leave during the school calendar year will be considered according to the following guidelines:

1. Prior written request to the Superintendent; at least two (2) weeks in advance is required. Special consideration and waiver of time requirements for submission of requests will be given in emergency situations.
2. Such leave, if granted, will be with the loss of daily pay and all fringe benefit costs deductions will be made in payroll following the absence.
3. The discretion of the Superintendent will be exercised in responding, pro or con, to the employee's request for short-term leave. The following circumstances will be considered:
 - a. The effect of such leave on the integrity of the instructional program.
 - b. The frequency of such request made by the employee.
 - c. The matters of inconvenience incurred by the district should such leave be granted.
 - d. ~~The leave shall not be used to extend a personal leave nor to extend holiday or vacation recess.~~
4. ~~Only one (1) short-term leave of no more than two (2) days will be considered per year per employee.~~

After consideration, the Superintendent will make a recommendation ~~final decision~~ regarding such request.

Application

Requests for uncompensated leave shall be made in writing to the Superintendent at least thirty (30) calendar days prior to the anticipated date of leave.

All applications are subject to final approval by the Board.

In the event of an emergency, the leave should be requested at the earliest possible date.

Commitment of Employee

The employee granted an uncompensated leave shall inform the Board prior to the scheduled return date as to his/her intentions.

Commitment of Employer

At the expiration of uncompensated leave, the employee shall be offered the same position previously held or a like position to that previously held.

Time on uncompensated leave shall not count as time on the job.

Last Modified by Lila Sedlak on August 9, 2016

EAST ALLEGHENY SCHOOL DISTRICT

STUDENT ENROLLMENT PROCEDURE

Ensuring the prompt enrollment of students is critical to school success. It is especially important for students who are highly mobile and may have changed schools frequently and/or experienced delays or gaps in their education. Pennsylvania law provides that schools must enroll a student no later than 5 business days” of receipt of four required enrollment documents (proof of age, immunizations, proof of residency and an Act 26 Statement). This procedure is designed to facilitate the gathering of enrollment documents and support a student’s smooth transition to school.

DEFINITION OF PARENT

As per 34 CFR Section 300.30, a parent means:

1. A biological or adoptive parent of a child, or
2. A foster parent, unless State law, regulations or contractual obligations within a local entity prohibit a foster parent from acting as a parent, or
3. A guardian generally authorized to act as the child’s parent, or authorized to make educational decisions for the child, or
4. An individual acting in the place of the biological or adoptive parent with whom the child lives, or an individual responsible for the child’s welfare, or
5. A surrogate parent who has been appointed in accordance with Section 300.519 or Section 639 (a)(5) of the Act.

SCHOOL ENROLLMENT PROCESS

Enrollment Requirements: EASD shall normally enroll a student or youth “the next business day, but no later than 5 business days” of receipt of the following enrollment documents:

1. **Proof of immunizations:** This may be available on line through the Allegheny County Health Department or may consist of a verbal confirmation with records to follow from a medical office or prior school district;
2. **Proof of age:** The immunization record reflecting date of birth may serve as proof of age. Other examples include but are not limited to prior school records, a notarized copy of a birth certificate; baptismal certificate; copy of a record of baptism; valid passport or notarized statement from the parents or another relative indicating the student’s date of birth;
3. **Proof of residency:** The Notification of Enrollment form serves as proof of residence. Residence may also be proved by a letter from CYF or JPO.
4. **Act 26 Statement:** This *need not be signed by a parent*, but rather may be completed by a person with control or charge of the student such as a County Children & Youth caseworker, private student welfare provider, JPO, court-appointed Education Guardian, *guardian ad litem*, foster parent or 1306 facility staff member.

Once these documents are provided, the District shall:

1. Either the next business day, or within five (5) days, enroll a student residing in the East Allegheny School District in the regular education setting (unless they meet one of the exceptions described below), and
2. Request copies of all education records relating to the student from the student's prior educational placement.

Additional Documentation: The District may not require **any** additional document other than the four required items enumerated above as a condition of enrollment.

- Specifically, **educational records (including a student's Individualized Education Plan (IEP) or Notice of Recommended Educational Placement (NOREP) IEP or NOREP) are NOT required for enrollment** and may NOT delay a student's enrollment and/or school attendance. Other examples of documents EASD may **not** require for enrollment include a home language survey, health history and court orders.
- A home language survey shall be requested for students seeking first-time enrollment in a school and may be completed by a person with control or charge of the student including but not limited to a County Children & Youth caseworker, private student welfare provider, Juvenile Probation Officer, court-appointed Education Guardian, guardian ad litem, foster parent or a parent or guardian.
- The only court order that may be requested at any time is a redacted version of a Termination of Parental Rights order (TPR), which may be needed by Student Accounting for billing purposes. However, the District shall not delay a student's enrollment or attendance due to an outstanding request for such documents.

HOMELESS STUDENTS

Definition of Homeless Students

A family or student is considered homeless if they are in any of these places or situations:

- Public or private shelters
- Public or private places not designated for, or ordinarily used as, regular sleeping accommodations such as vehicles, parks, motels, campgrounds, etc.
- Living with a parent in a domestic violence shelter
- Living with relatives or friend due to a lack of housing
- Living in a transitional housing program
- Runaway or abandoned children or children forced out of their home by parents or other caretakers (unaccompanied youth)
- Children of migrant families who lack adequate housing
- Children abandoned in hospitals or awaiting foster care

The McKinney-Vento Homelessness Act requires immediate enrollment of students experiencing homelessness. Immediate enrollment of homeless students is to occur even in the absence of records normally required for enrollment. The terms “enroll” and “enrollment” are defined to include attending classes and participating fully in school activities.

Acceptable Evidence of Age:

- A birth certificate is not the only acceptable proof of age
- A birth certificate is not mandated by statute or regulation for school admission
- Other acceptable forms of age verification:
 - Baptismal Certificate
 - Transcript of record of Baptism
 - Notarized parent statement
 - Transcript of Birth Certificate

Immunization verification is to be expedited for homeless students. Oral communication verifying immunizations is sufficient to enroll a homeless student.

Unaccompanied Homeless Youth

Unaccompanied homeless youth may enroll without documents and without the help of an adult.

STUDENTS IN NON-EDUCATIONAL PLACEMENTS (1306)

The EASD cannot refuse to educate a student in a regular or special education program in a regular public school when the District is the Host School District for a non-resident student in a non-educational placement unless:

1. A court order requires that the students be educated at the residential facility, or
2. A current IEP and NOREP or a 504 Service Plan requires a different placement, or
3. The child is currently expelled from last educational placement due to a weapons offense,
or
4. The student is placed in an “interim alternative educational setting” in accordance the IDEIA, or
5. The treatment needs of the student may be incompatible with educating the student at any other site.

Designation and Role of School Counselors: EASD has designated the School Counselor at the high school and at the elementary school to facilitate the enrollment and appropriate classroom scheduling of students. The School Counselors are responsible for facilitating the smooth transition of students from their prior school placement to the District, including reviewing a student’s prior records and developing a roster of classes for each student.

As part of this process, the enrollment secretary or the designated School Counselor shall notify the Coordinator of Special Education or their designee when a student is known or suspected to be eligible for special education services. For those students who received special education services at their prior school, the School Counselor or enrollment secretary shall attempt to obtain the student's IEP, prior evaluations, NOREP or documents reflecting a request for a special education evaluation. The Coordinator of Special Education shall notify a student's special education decision maker of any proposed change in placement and facilitate an IEP team meeting as appropriate.

SCHOOL PLACEMENT PROCESS

- **IMMEDIATE PLACEMENT:** Once a student is enrolled, his educational placement will be determined in accordance with the policies below based on information available at the time of enrollment. Designated school counselors will assist in this process and shall assign a student a course roster even in the absence of education records, including an IEP. Accordingly, a student may receive a course roster initially that changes after the counselor has reviewed the education records. Designated school counselors will make any needed adjustments to a student's schedule and shall facilitate these transitions in the best interests of the student.

- **PLACEMENT OPTIONS INCLUDE:**
 - East Allegheny Junior/Senior High School
 - Logan Elementary School
 - Alternative education setting
 - Students shall be placed in alternative education setting only if they meet the definition of a currently disruptive student under Pennsylvania law
 - Special Education Placements: A student with special education needs shall be placed in the least restrictive environment within the EASD with all special education supports required by current IEP. A student shall attend an Approved Private School (APS) only if the student's current IEP places them there.
 - A student shall be placed at alternative education setting only if the student is a currently disruptive student and it has been determined that the student's disruptive behavior is not a manifestation of his or her disability. Appropriate special education supports pursuant to the student's IEP shall be provided to any special education student placed at alternative education setting.

SPECIAL EDUCATION CONSIDERATIONS: The following policies shall govern the placement of a student known to be eligible for special education services or previously identified as needing an evaluation to determine eligibility:

If the District knows that a student is eligible for special education services, but *fails to receive an IEP or NOREP from a prior school placement*, the District shall immediately educate that student in a *regular* education setting. The District shall pursue permission to conduct an evaluation if one is needed and make the appropriate determination.

Similarly, if the District suspects that a student has been evaluated for special education services but fails to receive the evaluation or partial evaluation, the District shall pursue the consent of the student's parent or other designated special education decision maker and conduct an expedited evaluation within sixty (60) days of the permission for an evaluation. (20 U.S.C. section 14.123)

- In all cases, in the absence of special education records or if the student is in the process of being evaluated, the student shall attend the regular education classroom pending receipt of the student's special education records or a decision by the IEP Team. Nothing in this procedure shall relieve the District of its obligation to procure the student's special education records.
- If the District, after reasonable efforts, cannot locate a parent or parental rights have been terminated and there is no other designated special education decision maker, EASD shall identify and appoint a surrogate parent within 30 days of learning of the need for such an appointment. See 20 U.S.C. § 1415(b)(2); 34 C.F.R. 300.519.
- Any student with a current non-Pennsylvania IEP must have an IEP meeting within 30 days of enrollment at EASD. Prior to such a meeting, the District is obligated to "follow" or provide comparable services in accordance with the student's prior IEP. 34 C.F.R. 300.323(d). Students who are transferring from a Pennsylvania public or charter school with a current IEP will have an IEP within 30 days of enrollment. In all cases, a student's placement decision must be individualized and based on the student's Individualized Education Program (IEP). 34 C.F.R. 300.116(a)(2); 22 Pa Code 14.102(a)(2)(xiii).

SCHOOL PLACEMENT CRITERIA

Regular Education and Alternative Education: All students shall be enrolled in a regular education classroom at EASD schools unless (1) the student is to be placed in an approved private school or other school placement in accordance with his current IEP; or (2) the student is currently expelled for a weapons offense in which case he will be granted an informal hearing to determine if the student should be placed in EASD's alternative education for disruptive youth program at East End Academy. See 24 P.S. § 13-1317.2(e.1) or (3).

“Alternative education for disruptive youth programs (AEDY) are designed for seriously and persistently disruptive students.” *Alternative Education for Disruptive Youth Basic Education Circular*, issued July 9, 2009. By law, no student may be placed in an AEDY program unless the student meets the statutory definition set forth in 24 P.S. § 1901C *et seq.* under which school

districts may refer students to AEDY programs only if, *at the time of the recommended transfer*, they demonstrate, to a marked degree, any of the following conditions:

- (1) Disregard for school authority, including persistent violation of school policy and rules;
- (2) Display or use of controlled substances on school property or during school activities;
- (3) Violent or threatening behavior on school property or during school-affiliated activities;
- (4) Possession of a weapon on school property, as defined under 18 Pa. C.S. §912;
- (5) Commission of a criminal act on school property or during school-affiliated activities;
- (6) Misconduct that would merit suspension or expulsion under school policy; and
- (7) Habitual truancy.

As reflected in the above, a proposed transfer to an AEDY program must be based on current conduct that is school-related and cannot be based on conduct that occurred outside of school.

Informal Hearing Process for Students to be placed in Alternative Education: All students recommended for assignment to an AEDY program must be provided with due process **prior to placement** (unless the student's presence in the regular classroom poses a danger to persons or property or provides a disruption of the academic process in which case, the student may be immediately placed with the informal hearing to follow as soon as practicable.) The informal hearing is held to bring forth all relevant information regarding the events for which the student may be transferred to AEDY and for students, their parents or guardians and school officials to discuss concrete strategies for avoiding future punitive placements.

- The following parties shall be notified of a student's proposed transfer to alternative education: the student's parent or legal guardian, court-appointed Education Decision maker, the student's attorney(s), caseworker and, if applicable, Juvenile Probation Officer.
- All transfer hearings shall fully comply with the requirements set forth in 22 Pa. Code § 12.8(c). Specifically, the following due process requirements shall be observed in regard to the informal hearing:
 - (1) Notification of the specific reasons for the recommendation of transfer shall be given in writing to the parents or guardians and to the student.
 - (2) Sufficient notice of the time and place of the informal hearing shall be provided to the parties listed above.
 - (3) A student has the right to question any witnesses present at the hearing.
 - (4) A student has the right to speak and produce her own witnesses