

# **LAMPETER-STRASBURG SCHOOL DISTRICT**

Lampeter, Pennsylvania 17537

## **BOARD WORKSHOP MEETING AGENDA**

September 20, 2021

### **FOR BOARD WORKSHOP ACTION**

#### **BUSINESS AND FINANCE COMMITTEE**

##### **1. DISCUSSION OF FEASIBILITY STUDY IMPLEMENTATION AND RECOMMENDATION FOR APPROVAL TO MOVE TO CONSTRUCTION DOCUMENTS PHASE OF POTENTIAL EARLY CHILDHOOD/KINDERGARTEN CENTER**

Mr. Stoltzfus will lead a discussion on the implementation of the feasibility study and recommend the approval of next steps in design services for the potential Early Childhood/Kindergarten Center at an estimated cost of \$187,500.

#### **MISCELLANEOUS**

##### **2. RECOMMENDATION FOR APPROVAL OF FIELD TRIPS**

Recommend the approval of field trips, as follows and as posted:

- a. Garden Spot FFA Chapter to the 2021 National FFA Convention in Indianapolis, Indiana, from October 25, 2021, through October 30, 2021.
- b. Ski and Snowboard Club to Jay Peak Mountain Resort, Westfield, Vermont, from February 18, 2021, through February 20, 2021.

##### **3. DISCUSSION OF 2022 PSBA OFFICER CANDIDATES**

Dr. Peart will lead a discussion of the 2022 PSBA Slate of Candidates, as follows:

- |  |  |
|--|--|
| a. President Elect:  | Sabrina Backer<br>David Schaap                     |
| b. Vice President  | Allison Mathis                                     |
| c. Section 7 Advisor   | Justin Warren                                      |
| d. PSBA Insurance Trust – 3-year Term<br>(May choose up to three candidates) | Richard Frerichs<br>William LaCoff<br>Nathan Mains |

##### **4. DISCUSSION OF PSBA PRINCIPLES FOR GOVERNANCE AND LEADERSHIP**

Dr. Peart will lead a discussion of PSBA Principles for Governance and Leadership, as posted.

##### **5. INTRODUCTION OF NEW TEACHERS TO THE SCHOOL BOARD**

The Board of School Directors will meet with the new teachers for the 2021-2022 school year.

Feasibility Study Implementation Update  
and  
Recommendation to Move into Construction  
Documents phase of Early Childhood /  
Kindergarten Center

# Feasibility Study Timeline

- Summer 2018 initiated Feasibility Study and selected Crabtree Rohrbaugh & Associates (CRA) in November 2018
- Throughout 2019, CRA worked with Lampeter-Strasburg students, staff and administrators to identify needs.
- January 21, 2020 CRA presented the recommendations from the Feasibility Study to the Board, the Study was approved and the Board requested community feedback and input.
- March 2020 pandemic strikes PA - Community Engagement meetings were pushed to virtual. The recorded presentation was published to the website and electronic feedback was sought by May 14, 2020. Feedback was reviewed at Board Workshop May 18, 2020
- June 2020 Board Meetings discussed and approved moving forward with preliminary Design services for potential new Early Childhood/Kindergarten Center.
- February 2021 approved moving forward with Critical Capital Projects across the District buildings.

# Guiding Principles

It is important to note that the Board has established Guiding Principles to use throughout the feasibility study selection process for future planning and potential improvements. The Guiding Principles include the following:

- Safety and security of all students, staff, and community
- Fiscal responsibility to our students, community, and key stakeholders
- Alignment with Building Goals as outlined in the District Comprehensive Plan, Mission Statement, Vision Statement, and Shared Values
- Support for 21st Century Learners with appropriate tools, resources, and learning environments
- Equity across all buildings and students - today, tomorrow and into the future given growth projections
- Code compliance (i.e. ADA, Building Codes)



# Critical Capital Projects Timeline

- Phase 1
  - Design: May – September 2021
  - Bid: October – November 2021
  - Construction: December 2021 – July 2022
- Phase 2
  - Design: August 2021 – January 2022
  - Bid: January – February 2022
  - Construction: Summer 2022

# Early Childhood/Kindergarten Center Timeline

- Summer 2020 Schematic Design and Land Development started
- October 2020 Board accepted Schematic Design and approved moving into Design Development
- Design Development is winding down as Land Development efforts continue
- Lampeter Elementary enrollment discussion









# Early Childhood/Kindergarten Center Timeline

- **Next Steps:**

- September 20, 2021 Board Workshop recommendation to approve moving to Construction Documents phase – estimated cost \$187,500
- *November 1, 2021 – Board Action - review and approve Draft Act 34 Booklet*
- *December 2021 – Act 34 Hearing*
- *February 2022 – bid documents available*
- *March 2022 - review bid responses*
- *April 2022 – Board Action - award bids*

LAMPETER-STRASBURG SCHOOL DISTRICT  
Lampeter, Pennsylvania 17537

**FIELD TRIP REQUEST FORM**

**BUILDING** (circle one): HS **MM** **HH** **LE** **Today's Date:** 8/27/21  
**Name of Group:** FFA **Date of Trip:** 10/25-10/30  
**Teacher In Charge:** McMichael

**Additional Chaperones:** \_\_\_\_\_

**Departure Time from School:** 6:00am **Arrive Destination:** TBD

**Leave Destination:** 9:30am **Return Time to School:** 9:00pm

**DESTINATION(S):** (List as much information as possible. If multiple stops, list in order): \_\_\_\_\_

trip destinations will be determined by attending  
students, final destination will be National FFA convention  
in Indianapolis, IN.

**Type of Vehicle Requested:** SCHOOL BUS MOTORCOACH VAN\*  
or same as 2019, mini-van rental (\* VAN: Maximum 9 students plus the driver!!)

**Number of Students Going:** 6 **Adults:** 1 **Number of Buses Needed:** \_\_\_\_\_

**Substitutes Needed (Periods):** 10/25-10/29 Blocks 1-3, RTT/Flex

**High School:** Explain significance of the trip to planned course of study. Include information relevant to class objectives, curriculum integration, and activities or assessments which demonstrate the student's ability to make meaningful use of the knowledge or experience. (Use the back of this sheet for additional space if needed.)

Please see attached trip proposal  
\* can also share digital file

**High School:** No more than two field trips in a single week, no more than one field trip on a single day, will be approved. Student roster must be distributed to all faculty two weeks prior to day of trip.

**Finance:** \_\_\_\_\_  
Amount Paid By District  
\_\_\_\_\_ X \_\_\_\_\_  
Amount Paid By Group  
\_\_\_\_\_ **TOTAL COST**  
\_\_\_\_\_ [Signature]  
Approved - Department Head Approved - Principal

**NOTE:** Buses will be hired by Matthew Greenwood. This form MUST be submitted at least three weeks prior to the date of the trip.

If your trip overlaps bus routes (i.e. departs prior to 9 AM and/or returns later than 2:40 PM), you are STRONGLY ADVISED to submit request as soon as possible, especially during the busy field trip months of April and May. Our bus contractor, Shultz Transp., serves L-S, Lancaster City, Penn Manor and Warwick and has a limited number of extra buses available during peak times.

LAMPETER-STRASBURG SCHOOL DISTRICT  
Garden Spot FFA Chapter  
2021 National FFA Convention

1. Purpose and Approval – The Garden Spot FFA Chapter, of the National FFA Organization, seeks approval to attend the 2021 National FFA Convention in Indianapolis, Indiana. The convention is held from October 27 to October 30, 2021. “Every year, FFA members nationwide converge in one place to celebrate their accomplishments and find inspiration for their next steps. Motivational keynote speakers, energetic concerts, fulfilling workshops, and a sweeping expo floor bustling with agricultural education and industry opportunities covering a vast expanse of career pathways provide a relevant, validated educational standards (*Attachment A*) experience.” (See attached Field Trip Request Form and Student Permission Slip (*Attachments B, C, D, E*).
2. Participation Requirements- The National Convention Trip is held biannually and is open to all rising juniors and seniors at the time of the application (*Attachment F*). First priority; however, is given to individuals who are members of a state-winning, national-qualifying Career or Leadership Development Event (CDE, LDE) team, if applicable.
3. Information Required for Approval – (See attached trip budget, (*Attachment G*))
  - a. Revenue:
    - i. Chapter Fundraising
    - ii. Student fees, if applicable
    - iii. State-Winning CDE, LDE Team Stipend, if applicable
  - b. Expenditures:
    - i. Convention Registration: Member, Advisor
    - ii. Transportation – van rental (if applicable), fuel, parking passes
    - iii. Overnight accommodations
      1. Campground
        - a. Campgrounds will be reserved dependent on selected destinations during student planning.
        - b. Campgrounds will be reserved based on cabin availability. 2 cabins will be booked at each campsite, one for male attendees, one for female (and advisors) attendees.
      2. Hotel
        - a. Rooms will be reserved for students grouped by gender, to capacity recommended by the hotel
        - b. A male chaperone will be provided by a neighboring school district (Penn Manor, Pequea Valley, etc.)
          - i. We will be traveling through Ohio with that school, staying at the same or neighboring hotels.
    - iv. Event Admissions
    - v. Food
    - vi. Substitute Teacher Cost, if applicable
    - vii. Other
4. Reporting Actual Financial Information – Club will follow existing protocol and past practice to report financial information.



- a. All financial transactions are recorded by advisors on Attachment H Receipts are kept, copied, and returned for reimbursement by the chapter account.
  - b. Chapter payments are made in a timely fashion before departure or upon arrival home.
5. Payment of Stipends – Please see attached budget (Attachment G) – no stipends are anticipated for this trip.
6. Payment of All Other Expenses – Club will follow existing protocol and past practice for payment of expenses.
7. Attachments
  - a. National Convention Expo & Convention Standards Alignment
  - b. Student Permission Slip
  - c. National FFA Code of Conduct Agreement Form
  - d. National FFA Parental Consent Form
  - e. PA FFA Medical Release Form
  - f. FFA Member Application
  - g. Trip Budget
  - h. Transaction & Reimbursement Form
  - i. National FFA Expo & Convention Website
  - j. 2017 National Convention Trip Map



A

# National FFA Convention & Expo Educational Standards

Created: 11/2015 by the National FFA Organization

*This document serves as a guideline to assist advisors in planning, attending, and implementing pre- and post-trip processing and work. Standards for the National FFA Convention and Expo are suggested standards based on the projected central theme, objectives, content and activities of main events. While every standard listed may not be covered during each individual portion of the National FFA Convention and Expo, these lists should serve as a guideline to validate and actualize educational relevancy for attending the National FFA Convention and Expo.*

## OVERALL STUDENT LEARNING OBJECTIVES

After completing these activities students will...

1. Discover and experience premier leadership, personal growth, and career success.
2. Demonstrate and explore leadership and career skills.

## MAJOR ACTIVITIES CONSIDERED

This is not a complete list of all National FFA Convention & Expo activities. Rather a listing of major events throughout the duration of the week.

1. Agriscience Fair
2. Award Interviews
3. Career Development Events
4. Career Success Tours
5. Exposition Hall (Agricultural Companies and Colleges)
6. General Sessions
7. Leadership Workshops
8. National Days of Service
9. Talent/Band/Chorus

## THESE ACTIVITIES ARE ALIGNED TO THE FOLLOWING STANDARDS:

### AFNR Performance Element

- CS.01. Analyze how issues, trends, technologies and public policies impact systems in the Agriculture, Food & Natural Resources Career Cluster
- CS.02. Evaluate the nature and scope of the Agriculture, Food & Natural Resources Career Cluster and the role of agriculture, food and natural resources (AFNR) in society and the economy.
- CS.03. Examine and summarize the importance of health, safety and environmental management systems in AFNR workplaces.
- CS.04. Demonstrate stewardship of natural resources in AFNR activities.
- CS.05. Describe career opportunities and means to achieve those opportunities in each of the Agriculture, Food & Natural Resources career pathways.
- CS.06. Analyze the interaction among AFNR systems in the production, processing and management of food, fiber and fuel and the sustainable use of natural resources.

### FFA Precept

- FFA.PL-A.Action: Assume responsibility and take the necessary steps to achieve the desired results, no matter what the goal or task at hand.
- FFA.PL-C.Vision: Visualize the future and how to get there.
- FFA.PL-E.Awareness: Understand personal vision, mission and goals.
- FFA.PL-F.Continuous Improvement: Accept responsibility for learning and personal growth.
- FFA.PG-I.Professional Growth: Assume responsibility for attaining and improving upon the skills needed for career



success.

- FFA.PG-J.Mental Growth: Embrace cognitive and intellectual development relative to reasoning, thinking and coping
- FFA.CS-M.Communication: Effectively interact with others in personal and professional settings.
- FFA.CS-N.Decision Making: Analyze a situation and execute an appropriate course of action.

#### *Common Career Technical Core*

- AG1 Analyze how issues, trends, technologies and public policies impact systems in the Agriculture, Food & Natural Resources Career Cluster.
- AG2 Evaluate the nature and scope of the Agriculture, Food & Natural Resources Career Cluster and the role of agriculture, food, and natural resources (AFNR) in society and the economy.
- AG3 Examine and summarize the importance of health, safety, and environmental management systems in AFNR businesses.
- AG5 Describe career opportunities and means to achieve those opportunities in each of the Agriculture, Food & Natural Resources Career Pathways.
- AG6 Analyze the interaction among AFNR systems in the production, processing, and management of food, fiber, and fuel and the sustainable use of natural resources.

#### *NASDCTEc*

- AGC02.02 Employ the use of technical information effectively to maintain and communicate records and reporting procedures commonly used in the AFNR cluster.
- AGC05.02 Identify how key organizational systems affect organizational performance and the quality of products and services to demonstrate an understanding of how AFNR systems are managed and improved.
- AGC08.01 Demonstrate workplace ethics specific to AFNR occupations in order to reflect effective stewardship of resources.
- AGC09.02 Select, research and examine critical aspects of career opportunities in one or more AFNR career pathways in order to gain an understanding of the breadth of occupations within this cluster.
- AGC10.03 Compare and contrast issues affecting the AFNR industry including biotechnology, employment, safety, environmental and animal welfare to demonstrate an understanding of the trends and issues important to careers in this industry.
- AGC10.04 Envision emerging technology and globalization and project its influence on widespread markets to demonstrate an understanding of technologies and trends that will impact the AFNR industry.

#### *Common Core- Reading: Informational Text*

- CCSS.ELA-Literacy.RI.9-10.3 Analyze how the author unfolds an analysis or series of ideas or events, including the order in which the points are made, how they are introduced and developed, and the connections that are drawn between them.

#### *Common Core- Speaking and Listening*

- CCSS.ELA-Literacy.SL.9-10.1 Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grades 9-10 topics, texts, and issues, building on others' ideas and expressing their own clearly and persuasively.
- CCSS.ELA-Literacy.SL.9-10.2 Integrate multiple sources of information presented in diverse media or formats (e.g., visually, quantitatively, orally) evaluating the credibility and accuracy of each source.
- CCSS.ELA-Literacy.SL.9-10.4 Present information, findings, and supporting evidence clearly, concisely, and logically such that listeners can follow the line of reasoning and the organization, development, substance, and style are appropriate to purpose, audience, and task.
- CCSS.ELA-Literacy.SL.11-12.1 Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grades 11-12 topics, texts, and issues, building on others' ideas and expressing their own clearly and persuasively.

#### *Common Core- Language*

- CCSS.ELA-Literacy.L.9-10.3 Apply knowledge of language to understand how language functions in different contexts, to make effective choices for meaning or styles, and to comprehend more fully when reading or listening.

#### *Common Core- Literacy in Science & Technical Subjects: Writing*

- CCSS.ELA-Literacy.WHST.9.10.6 Use technology, including the Internet, to produce, publish, and update individual or shared writing products, taking advantage of technology's capacity to link to other information and to display information flexibly and dynamically.

#### *Common Core- Math Practices*

- MP6 Attend to precision.

#### *Next Generation Science*

- HS-ETS1-3 Evaluate a solution to a complex real-world problem based on prioritized criteria and trade-offs that account for a range of constraints, including cost, safety, reliability, and aesthetics as well as possible social, cultural, and environmental impacts.

#### *Green/Sustainability Knowledge and Skill Statements*

- AFNR Career Cluster, Statement 7 Demonstrate an understanding of green and sustainability trends that are impacting processes and markets in AFNR.

#### *AFNR Career Ready Practices*

- CRP.04. Communicate clearly, effectively, and with reason. Career-ready individuals communicate thoughts, ideas and action plans with clarity, whether using written, verbal and/or visual methods.

- CRP.05. Consider the environmental, social and economic impact of decisions. Career-ready individuals understand the interrelated nature of their actions and regularly make decisions that positively impact and/or mitigate negative impact on other people, organizations and the environment.
- CRP.08. Utilize critical thinking to make sense of problems and persevere in solving them. Career-ready individuals readily recognize problems in the workplace, understand the nature of the problem, and devise effective plans to solve the problem.

*Partnership for 21<sup>st</sup> Century Skills*

- Communication
- Critical Thinking and Problem Solving
- Financial, Economic, Business, and Entrepreneurial Literacy
- Flexibility and Adaptability
- Information, Communications, and Technology Literacy
- Initiative and Self-Direction
- Leadership and Responsibility
- Global Awareness
- Technology Literacy
- Think Creatively



B

## 2021 National FFA Convention Permission Slip

By signing this document, I am hereby indicating that I understand my own and/or my child's expectations for behavior, financial commitments, lodging arrangements during the National FFA Convention trip.

### Financial Commitments

- ☐ I understand that I am financially responsible for any souvenirs, approximately seven lunches (on the road or at the convention center) and approximately six dinners (attending members will select restaurants)
- ☐ I understand that if I back out of the trip at any point in time from registration (August) to the trip departure in October, I will be expected to reimburse the chapter for registration and/or lodging costs

### Behavior

- ☐ I understand that I will be expected to abide by all school rules as outlined in the student handbook
- ☐ I understand that I am expected to abide by the National FFA Code of Ethics
- ☐ I understand that I am representing something bigger than myself, the local, state & national FFA organization and the Lampeter-Strasburg School District
- ☐ I will exhibit a positive attitude throughout the trip, maximizing my chapters approximately \$1,000 contribution towards my experience.
- ☐ I will be on-time, prompt, prepared and attend all functions & events that I am expected to attend

### Lodging Arrangements

- ☐ I understand that I will be / my student will be lodging on campsites for the duration of the trip.
- ☐ I / my student will abide by room assignments set by the advisor. I / my student will not enter another genders room or bathroom for any reason.
- ☐ I will not go to/leave any place without permission or alone
- ☐ I will be responsible for all of my belongings at all times

### Additional Trip Requirements & Expectations

- ☐ I have read, understand and am meeting all addition trip requirements and expectations as outlined on the National Convention Application (and below) I submitted on or before September 1st.
- ☐ I will sign and complete the required medical release forms and make arrangements with advisors and school nurse (if applicable) related to medical concerns or medications.

National Convention Requirements	
	Be an incoming junior or senior (current sophomores and juniors)
	Have applied for <u>and</u> received your Greenhand <u>and</u> Chapter Degree
	Have begun the application to receive your Red Rose or Keystone Degree - <b><u>must have an updated SAE record book (to be checked prior to registration in August) that will be entered in the County Record Book Contest in January.</u></b>
	Complete and pass the SAE Credit Course for upcoming year (see attached signature form and requirements).
	Not be listed on the Grade Ineligibility list (have any F's) the week before National Convention - <b><u>if so, you forfeit your trip and your down-payment.</u></b>
	Sell a minimum of \$400 of fruit before departing for National Convention. Sell a minimum of an additional \$200

	cases after returning from National Convention. <b><i>If you fail to sell the minimum \$600, you will owe the chapter the value of the unsold cases to cover your registration.</i></b>
	Work a minimum of four food stand shifts at the fair (attending fair clean-up (3 hour shift) can count as one of those four shifts). <b><i>If you don't, you will owe the chapter the value of the unworked shifts to cover your registration.</i></b>
	Pay a \$200 trip down-payment on or before August 10th. See details and explanation below.
	Complete the application essay (see prompt below)
	Identify a minimum of five potential destinations to visit on the way to Indiana or around Indianapolis (list in application)
	Participate in showing appreciation to school board members and administrators upon arrival home
	Rank, in order of importance, the programs at National Convention you are interested in (see application)

Student Name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_





NATIONAL  
FFA ORGANIZATION

C

## Personal Conduct Agreement

### *General Behavioral Expectations for the National FFA Convention & Expo*

While participating in the National FFA Convention & Expo, managed by National FFA Organization ("FFA"), a participant not only represents FFA but also the United States of America. FFA has, therefore, established certain behavioral expectations that must be observed by all participants to maintain good standing with FFA and participation in these programs.

All participants in National FFA Convention & Expo are prohibited from involvement in unsafe, irresponsible, and/or illegal conduct. **In addition, participants are prohibited from consuming alcoholic beverages. You must abide by all rules and regulations established by FFA for participation in the National FFA Convention & Expo.**

**FFA reserves the right to immediately terminate from the convention any participant who is found to have violated these behavioral expectations. Students terminated from the convention will be sent home at their own expense and will be responsible for all other expenses associated with their termination.**

#### AGREEMENT

In exchange for my being allowed to participate in National FFA Convention & Expo programs, I, and if I am not yet 21 years old, my parent(s) or legal guardian(s) (individually and collectively referred to below in the first person singular) agree to be bound by the behavioral expectations set forth above and each of the following:

1. I agree to participate in FFA's National FFA Convention & Expo according to the guidelines set forth in this Personal Conduct Agreement and other applicable FFA publications.
2. I understand that FFA reserves the right and I agree that FFA has the right to immediately terminate my participation in the National FFA Convention & Expo at the sole discretion of FFA, through its representatives, if I (a) engage in behavior that is unsafe, irresponsible, illegal, or otherwise contrary to FFA policy as expressed above or (b) consume alcohol, use drugs, or use tobacco products or (c) reside in a member of the opposite sex's room.
3. I further understand and agree that if my participation in the National FFA Convention & Expo is terminated pursuant to the preceding paragraph, (a) I will be solely responsible for all costs associated with my early termination, including my travel expenses.
4. I agree to allow FFA and its representatives to make reasonable, unannounced searches of my living quarters and personal belongings if FFA reasonably suspects that I am violating the behavioral expectations set forth in this Agreement and other applicable FFA publications.

By signing below, I acknowledge that I have read this Personal Conduct Agreement, understand the behavioral expectations of the National FFA Convention & Expo, agree to abide by those behavioral expectations, and agree to each of the above paragraphs.

\_\_\_\_\_  
Printed Name (Participant)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

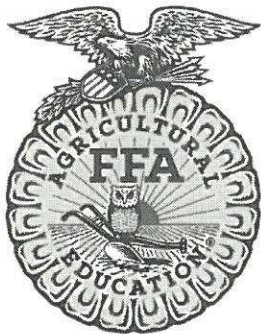


If the participant is not 21 years of age, the parent(s) or legal guardian(s) of the participant must sign below.

In exchange for my child or ward being allowed to participate in the National FFA Convention & Expo managed by National FFA Organization and as the custodial parent(s) or legal guardian(s) of the above-named individual, I/we verify that I/we fully understand, agree to, and accept all provisions and obligations set forth in this Personal Conduct Agreement.

_____	_____	_____
<b>Printed Name (Participant)</b>	<b>Signature</b>	<b>Date</b>

_____	_____	_____
<b>Printed Name (Parent/Guardian)</b>	<b>Signature</b>	<b>Date</b>



# 2019 National FFA Convention & Expo

## Parental Consent Form

Duplicate this form for each student.

This form can be used by the chapter and or school in granting permission for students to attend the national FFA convention & expo. In case of emergency, we encourage students to carry this form with them at all times during the national convention.

I, \_\_\_\_\_  
(name of parent/guardian)

of \_\_\_\_\_ hereby authorize in  
(address, city, state, zip)

advance any necessary medical treatment required by \_\_\_\_\_  
(student's name)

while he/she is participating the national FFA convention from \_\_\_\_\_  
(start date to end date)

Parent/Guardian's: \_\_\_\_\_  
(signature) (print name)

Date: \_\_\_\_\_

In emergency contact: \_\_\_\_\_  
(name) (relationship to student)

\_\_\_\_\_  
(phone number)

### Notary Information

State of \_\_\_\_\_ Notary's Signature \_\_\_\_\_

County of \_\_\_\_\_ Notary's Name (printed) \_\_\_\_\_

Date \_\_\_\_\_ Commission Expires \_\_\_\_\_

# How can you help in an emergency situation?

One of the most important jobs of an EMT is assessment. In the heat of a call, many things can be going on at once and critical areas of the assessment may be left out. To help avoid this, many emergency medical technicians use an acronym to help them remember the important questions to ask. This acronym is known as a SAMPLE history. The acronym helps them identify 6 immediate pieces of information on a patient to help them determine their next course of action. Below you will find a card that is highly recommended that you have on file with you for each student.

There are two recommended ways to use the S.A.M.P.L.E. card. One, keep a copy attached to each student's Parent Consent Form. Second, have each student keep a copy of the card in their wallet. This will be of great help should you not be in the immediate area in case of an emergency.

S.A.M.P.L.E.	
(This information may be asked about you in case of an emergency)	
Name _____ Age _____	1. Any Signs or symptoms that are not apparent
Parent/Guardian Name _____	2. Known Allergies-please list any allergies you may have
Parent/Guardian Phone _____	3. Medications that the patient is on-please list any medications you are currently taking
Advisor/Chaperone Name _____	4. Past medical history
Advisor/Chaperone Phone _____	5. Last meal and or fluid intake
Chapter Name _____	6. What led up to the Event
Chapter City _____ State _____	
Hotel Name _____ Phone _____	
School Principal Name _____	
School Phone _____	
State Staff Name _____	
State Staff Phone _____	



**PA FFA ASSOCIATION**  
2301 North Cameron Street, Harrisburg, PA 17110  
Phone: 717-705-9551 Fax: 717-705-9553  
[www.paffa.org](http://www.paffa.org)



**STATE CONFERENCE/CONVENTION AUTHORIZATION FORM  
AND HEALTH and MEDICAL FORM**

(Please complete all forms in their entirety, sign where noted, and return to the chapter FFA advisor prior to departure)

I give permission for my child \_\_\_\_\_ to attend the  
(Student's Name)  
\_\_\_\_\_ on \_\_\_\_\_  
(Name of State FFA Event) (Date(s))

**FIELD TRIP EMERGENCY CONTACT INFORMATION:**

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_

Advisor/Chaperone: \_\_\_\_\_ Chapter: \_\_\_\_\_

**In the event of an emergency during this trip, please call the following telephone number(s):**

Parent/Guardian's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**If parents/guardians are unable to be reached please contact:**

1) \_\_\_\_\_  
Name Telephone Number Relationship

2) \_\_\_\_\_  
Name Telephone Number Relationship

**Family Physician's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Physician's Address:** \_\_\_\_\_

**MEDICAL INFORMATION:**

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Current medications: \_\_\_\_\_

Physical restrictions: \_\_\_\_\_

**ALLERGIES: (check one)**

\_\_\_\_\_ My child has no food allergies, sensitivities or restrictions.

\_\_\_\_\_ My child has the following food allergies/sensitivities/restrictions: \_\_\_\_\_



**PERMISSION FOR PRESCRIPTION MEDICATION:**

Medication	Dosage	Time to be given

**Please Note:**

1. Medications must be in their **original containers**, marked with the child's name, and handled according to individual school policy and procedure prior to departure. Those same medications shall be given to the Contracted State FFA Nurse upon arrival at the conference/convention.
2. Please be aware that the medications listed on this form will be the only ones given by the school staff and the Contracted State FFA Nurse.
3. Students may not carry medication at any time (for example: aspirin, motion sickness pills, cough medicine, etc.), unless pre-approved by school chaperones/administration. There is an exception for asthma inhalers and epinephrine auto-injectors, which may be carried by students with proper forms.

**PERMISSION FOR NON-PRESCRIPTION MEDICATION:**

In the event my child experiences any minor aches or pains, (i.e., headache, injury or fever, etc.); I give permission for State FFA Staff and the Contracted State FFA Nurse to administer basic first aid and for the following to be administered as needed: *(select all that apply)*

Acetaminophen \_\_\_\_\_ Ibuprofen \_\_\_\_\_ Antacid \_\_\_\_\_

In the event of allergy symptoms, I give permission for the following to be administered as needed:

**Benedryl** \_\_\_\_\_  
(Diphenhydramine Hydrochloride)

**\*NOTE:** Over the counter medication, not ordered by a doctor, will be administered per label instructions by age/weight.

**STATE FFA SELF-MEDICATION RELEASE:**

*(This form is for students requiring inhalers or epinephrine. Such medication must be provided by the student.)*

Students requiring inhalers for asthma and auto-injectors (EpiPen) for emergency use are permitted to self-carry these medications. These medications will remain with the student at all times during the trip and are the responsibility of the student to provide, maintain and utilize as needed.

**We request that (child's name) \_\_\_\_\_ be permitted to carry the following on her/his person and recognize that he/she is responsible for providing their own supply or device:**

\_\_\_\_\_ Inhaler      Type of Inhaler: \_\_\_\_\_

\_\_\_\_\_ EpiPen      Allergy(ies) of concern: \_\_\_\_\_

## **RULES OF CONDUCT:**

The Courtesy Corps and FFA Board of Directors has identified two general categories of disciplinary action. The Courtesy Corps will determine the category of disciplinary action based on the seriousness of the infraction. The two categories of disciplinary action are listed below.

### **I. Major Infractions**

- a. Possession or use of a weapon or harmful object with the intent to hurt or intimidate others
- b. Throwing any object from host facility windows
- c. Possession or use of alcohol, drugs and/or tobacco products
- d. Destruction of property or nuisance behavior
- e. Student(s) of opposite sex beyond the lobby areas of the dormitory
- f. Student(s) of opposite sex in sleeping rooms of conference hotels
- g. Discrimination, segregation, harassment, and/or bullying of any kind
- h. Other conduct deemed inappropriate for FFA Members

Potential Consequences: CDE Disqualification, Immediate Dismissal from Conference/Convention, Police Referral, FFA Membership Suspension, Local School Discipline

### **II. Minor Infractions**

- a. Violating the rules of the CDE - talking, cheating, etc.
- b. Failing to attend the scheduled sessions of the event
- c. Changing of room assignments without consent of State FFA Staff
- d. Leaving event site without consent of State FFA Staff (includes downtown State College)
- e. Violating the curfew of the event
- f. Removal of screens from windows or other damage to sleeping rooms
- g. Other conduct deemed inappropriate for FFA Members

Potential Consequences: CDE Disqualification, Immediate Dismissal from Conference/Convention, FFA Membership Suspension, Local School Discipline

### **Rules of Conduct:**

1. To conduct myself in a manner that will be a credit to the FFA, my school, my family and myself.
2. To abide by the FFA Code of Ethics as printed in the Official FFA Manual.
3. To abide by any additional rules set for specific FFA event attending.
4. To abide by the FFA Code of Conduct.



### **STUDENT SIGNATURES AND ACKNOWLEDGEMENT**

I understand that any infraction of any of the rules of conduct will be sufficient cause for my participation to be terminated and to me to be sent home at my own expense immediately. I agree to follow the rules of conduct and to abide by the expectations regarding health and medical care as outlined in this document and my school district policies.

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

Date: \_\_\_\_\_

### **PARENT/GUARDIAN SIGNATURES AND AUTHORIZATION**

*Signature below authorizes and accepts acknowledgement of all statements below.*

1. My child has medication prescribed by a physician as listed above: (If your child is prescribed a medication after the form is signed but before the trip, please send in medication information prior to the trip.) The Contracted State FFA Nurse has my permission to contact the physician with any questions or concerns.
2. As I consider my child responsible, I will not hold trip personnel or state FFA staff responsible for any problems that may arise with regards to my child's self-administered medication. She/he has been instructed in and understands the medication's purpose, frequency, and appropriate method of use.
3. My signature above indicates authorization for the Contracted State FFA Nurse to administer all medication listed on this form. I understand that the school and all employees, as well as the PA State FFA Association and staff shall incur no liability arising from medication administered.
4. I also give permission to State FFA Staff and the Contracted State FFA Nurse to administer basic first aid and to seek medical attention for my child in the event of an emergency. This includes, but is not limited to transporting him/her to a hospital and permitting said hospital to administer necessary medical care.
5. I authorize the registered advisor/chaperone for my son/daughter to enforce the rules of conduct and accept the consequences as outlined in the attached Code of Conduct. I understand that I will be responsible for immediate transportation home for my son/daughter if they are found to be in violation of those rules, or the guidelines of the health and medical form.
6. I authorize my school district and the State FFA Association to take and use photographs from this event that may contain my son/daughter to promote the local FFA chapter and the State FFA Association. Such use may include but is not limited to print media, newspaper, television, and social media.

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### **ADMINISTRATOR SIGNATURES AND AUTHORIZATION**

I authorize the aforementioned chaperone/advisor to be an official chaperone of my school district. This chaperone will have the authority to enforce the rules of conduct in conjunction with the State FFA Staff and Courtesy Corps. In addition, I understand it is my responsibility to coordinate or provide transportation home, immediately, for any student(s) found to be in violation of the rules of conduct with a consequence requiring student dismissal from the event. I also authorize the Contracted State FFA Nurse to act in accordance with all Health and Medical information and authorizations provided by the student's parent/guardian on this form.

\_\_\_\_\_  
Administrator's Printed Name & Title

\_\_\_\_\_  
Administrator's Signature

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_



# 93rd National FFA Convention Application

Indianapolis, Indiana

Monday, October 25th - Saturday, October 30th

<https://www.ffa.org/events/convention>

**Due: Monday, September 30th at 8:00pm**

**Application Directions:** Change the filename to LASTNAME\_National Convention Application, Type responses, share with Mrs. McMichael.

<input checked="" type="checkbox"/>	<b>National Convention Requirements</b>
	Be a current junior or senior
	Have applied for <b><u>and</u></b> received your Greenhand <b><u>and</u></b> Chapter Degree
	Have begun the application to receive your Red Rose or Keystone Degree - <b><u>must have an updated SAE record book (to be checked prior to registration in September) that will be entered in the County Record Book Contest in January.</u></b>
	Complete and pass the SAE Credit Course for upcoming year.
	Not be listed on the Grade Ineligibility list (have any F's) the week before National Convention - <b><u>if so, you forfeit your trip and your down-payment.</u></b>
	Sell a minimum of \$400 of fruit before departing for National Convention. Sell a minimum of an additional \$200 cases after returning from National Convention. <b><i>If you fail to sell the minimum \$600, you will owe the chapter the value of the unsold cases to cover your registration.</i></b>
	Work a minimum of <b><u>four</u></b> food stand shifts at the fair (attending fair clean-up (3 hour shift) can count as one of those four shifts). <b><i>If you don't, you will owe the chapter the value of the unworked shifts to cover your registration.</i></b>
	Pay a \$200 trip down-payment on or before August 10th. See details and explanation below.
	Complete the application essay (see prompt below)
	Identify a minimum of five potential destinations to visit on the way to Indiana or around Indianapolis (list below)
	Participate in showing appreciation to school board members and administrators upon arrival home
	Rank, in order of importance, the programs at National Convention you are interested in (see below)

**National Convention Programs:** Rank, in order of importance to you, the programs that National FFA provides at National FFA Convention below. 1 = not important, 4 = most important

	National Day of Service (Community Service Project in Indianapolis)
	Concert (Artist to be announced)
	Rodeo
	Career Success & Educational Tours (Agricultural Industry tours around Indianapolis)

**Trip Destinations:** Research various places that the group could stop and see on our way out to National Convention and around Indianapolis, Indiana. BE SPECIFIC! List the name, address and website of these locations. *You need to list at least five ideas, type them in the space below.*

1.

2.

3.

4.

5.

Others...

**Essay:** Answer the prompt in the space provided below. You may use a maximum of 750 words.

*In what ways do you believe that attending National Convention will help you develop premier leadership, personal growth and career success? How will you share your experiences with fellow members of the Garden Spot FFA?*



## If applicants are selected to go on the trip, please make note of the following:

- Applicants will be informed by **Tuesday, September 7th** if they have a spot on the trip.
- At that point, students will need to pay a down-payment of \$200.00 by **October 1st** made out to "Garden Spot FFA." This money holds your spot on the trip.
  - Please note:
    - The chapter pays more than \$200.00 per member to go on this trip. This is only a portion of what we pay, see the cost breakdown per student below.
    - National registration takes place in mid to late September, money must be received by the October 1st date or the member will not be registered.
    - What happens to this money?
      - 1) If the student works the food stand and sells their allotted fruit as mentioned above, this money will be returned to the student upon trip departure.
      - 2) If the student does not work the allotted shifts or does not sell their allotted fruit as mentioned above, then that money will go for the difference.
      - 3) If the student backs out after registration or is unable to go due to a failing grade, that money is non-refundable and will be used to cover the cost of the registration.

Item Description	Cost/Student
Concert Tickets	\$50.00
Rodeo Tickets	\$25.00
Member Registration	\$80.00
Parking Pass (for 1 van with 8 students)	\$15.00
Van Cost (1 van rental) ( <i>tentative</i> )	\$50.00
Sub Cost (1 sub/class/day) ( <i>tentative</i> )	\$100.00
Food (10 meals - chapter covers 1-3 meals)**	\$200.00
Hotel / Campground	\$350.00
Gas (for 1 van with 8 students)	\$60.00
Tours Registration	\$60.00
<b>Estimated Trip Cost</b>	<b>\$1,000.00</b>

\*\*Items student responsible for paying. All other funds are covered by chapter if fundraising requirements are fulfilled



# Budget

As of

8/30/2021

Based on 9 students attending, 1 advisor, using 1 vans

## Revenue

### Sources of Revenue

Chapter Fundraising	\$5,000.00
Member Contribution	\$0.00
State Winning Team Sponsorship	\$0.00
Chaperone Fee	\$0.00
District Contribution	\$0.00
<b>Total Cash</b>	<b>\$5,000.00</b>

### Total assets

\$5,000.00

## Expenditures

### Wages/Stipend

Wages/Stipend	\$0.00
<b>Total Wages/Stipend Expenditures</b>	<b>\$0.00</b>

### Transportation - 1 van

Van Rental	\$450.00
Fuel	\$350.00
Parking	\$200.00
Tolls	\$50.00
<b>Total Transportation Expenditures</b>	<b>\$1,050.00</b>

### Registration & Admission - 6 members, 1 advisor

Member Registration - \$80	\$720.00
Advisor Registration - \$90	\$90.00
Supplemental Experience Tickets	\$600.00
Industry Tour Tickets (\$60 each)	\$360.00
<b>Total Registration &amp; Admission Expenditures</b>	<b>\$1,770.00</b>

**Food/Meal**

Chapter Dinner - 3 meals	\$600.00
<b>Total Food/Meal Expenditures</b>	<b>\$600.00</b>

**Lodging**

Campground Rental (2 nights)	\$400.00
Hotel Reservation (3 nights, 4 days)	\$2,000.00
<b>Total Lodging Expenditures</b>	<b>\$2,400.00</b>

**Miscellaneous**

Sub Costs	\$1,400.00
Supplies	\$0.00
Other	\$0.00
<b>Total Miscellaneous Expenditures</b>	<b>\$1,400.00</b>

**Total Expenditures****\$7,220.00****Balance****-\$2,220.00**

# Transactions

Category	Date	Description	Amount	To Reimburse	Paid
Registration: Member					
Registration: Member					
Registration: Member					
Registration: Member					
Registration: Member					
Registration: Member					
Registration: Member					
Registration: Member					
Registration: Member					



LAMPETER-STRASBURG SCHOOL DISTRICT  
Lampeter, Pennsylvania 17537

**FIELD TRIP REQUEST FORM**

**BUILDING** (circle one): HS **MM** **HH** **LE** **Today's Date:** 8/26/2021  
**Name of Group:** LS Ski and Board Club **Date of Trip:** 2/18/2021-2/20/2021  
**Teacher In Charge:** Justin Kufer, Lindsey Sheehan, Christy Melanna  
**Additional Chaperones:** Jeff Landis, Sarah Stewart?  
**Departure Time from School:** 2:00pm **Arrive Destination:** ~8pm - 11pm  
**Leave Destination:** 4:30pm (Sun.) **Return Time to School:** ~1:00am (Mon.)

**DESTINATION(S):** (List as much information as possible. If multiple stops, list in order):  
Hampton Inn, St. Albans; Jay Peak/Smugglers Notch

**Type of Vehicle Requested:** SCHOOL BUS MOTORCOACH VAN\*  
(\* VAN: Maximum 9 students plus the driver!!)

**Number of Students Going:** est. 30 **Adults:** 4-6 **Number of Buses Needed:** 1

**Substitutes Needed (Periods):** ~~6:00-6:30~~ N/A

**High School:** Explain significance of the trip to planned course of study. Include information relevant to class objectives, curriculum integration, and activities or assessments which demonstrate the student's ability to make meaningful use of the knowledge or experience. (Use the back of this sheet for additional space if needed.)

~~Attached~~ Firms are attached

**High School:** No more than two field trips in a single week, no more than one field trip on a single day, will be approved. Student roster must be distributed to all faculty two weeks prior to day of trip.

**Finance:** N/A 100% TOTAL COST  
Amount Paid By District Amount Paid By Group

Approved - Department Head

Approved - Principal

**NOTE:** Buses will be hired by Matthew Greenwood. This form MUST be submitted at least three weeks prior to the date of the trip.

If your trip overlaps bus routes (i.e. departs prior to 9 AM and/or returns later than 2:40 PM), you are STRONGLY ADVISED to submit request as soon as possible, especially during the busy field trip months of April and May. Our bus contractor, Shultz Transp., serves L-S, Lancaster City, Penn Manor and Warwick and has a limited number of extra buses available during peak times.



LAMPETER-STRASBURG SCHOOL DISTRICT  
Overnight Ski & Snowboard Club Trip  
12<sup>th</sup> Annual Vermont Trip

1. Purpose and Approval – In keeping with the Club's mission "to provide a variety of expanded and frequent opportunities for students to participate in ski and snowboard activities during the winter season. Skiing and snowboarding can offer lifelong enjoyment and exercise. This club will provide novice skiers with several opportunities to experience a local ski venue, as well as provide more experienced skiers with a variety of intermediate level ski and board events", the Ski & Snowboard Club requests Board Approval for its 12<sup>th</sup> annual trip to Vermont. (See attached Field Trip Request Form and Student Permission Slip for specific dates, times & schedule).

Additional benefits of a trip of this nature include:

- Health, Wellness & Fitness benefits
- Calculated risk taking in a controlled environment
- Seeing new geographic & physical environments
- Adherence to travel expectations
- Educational opportunities from the resort staff
- Lessons available to members

2. Participation Requirements- The trip will be open to all club members. New skiers / riders are strongly encouraged to attend a ski lesson on one of our Bear Creek trips prior to skiing in Vermont. Accommodations will be made for all members who intend to participate.

COVID PRECAUTIONS:

- Classic Ski Tours will issue a full refund within days of the trip if PA or VT issues travel restrictions.
- The first payment of \$100 to secure a spot will be collected in cash and stored in the main office safe to issue refunds if the trip is cancelled.
- Payment has been divided into 3 payments to minimize reimbursement, should the trip need to be cancelled.
- We can require masking on the bus.
- Students will register as a group for lodging, with people they are already in contact with.
- All masking mandates at the time of the trip will be enforced.

3. Information Required for Approval – The trip is organized through Classic Ski Tours

a. Revenue:

- i. Fundraising - N/A
- ii. Student fees - 40 club members - \$450
- iii. Chaperone fees - 1 chaperone is covered per 10 students. If additional chaperones are needed, the cost will be split among the chaperones.
- iv. District Contribution - \$0
- v. Other - \$0

b. Expenditures:

- i. Wages/Stipends - N/A
- ii. Transportation – included
- iii. Overnight accommodations - included

iv. Registrations/Admissions - included

v. Food - included

vi. Supplies - N/A

vii. Other - N/A

4. Reporting Actual Financial Information – Club will follow existing protocol and past practice to report financial information.

5. Payment of Stipends – no stipends are anticipated for this trip.

6. Payment of All Other Expenses – Club will follow existing protocol and past practice for payment of expenses.

Students will be responsible for:

- Travel dinner, snacks
- Lunch on the mountain
- Optional: souvenirs

**Lampeter-Strasburg High School**  
**SKI & SNOWBOARD CLUB**

**12<sup>th</sup> Annual Presidents Weekend Trip to Vermont**  
**Friday, February 18 thru late Sunday, February 20, 2022**

\*\*\* Some trip details are still being arranged. Exact cost to be determined by the number of participants.\*\*\*

- Friday, Feb. 18 -** \*Depart L-S HS at 2:00 PM if we have school; Depart 10:45AM if No School  
Fast Food stop on the way @ 5-7 PM (Bring \$\$ for this)  
Arrive at Hotel 8:00-11:00 PM
- Saturday, Feb. 19 -** Early breakfast, board bus  
9:00 AM to 5:00 PM – Ski/Board at **Jay Peak**  
6:00 PM – Dinner & Indoor Waterpark at Jay Peak (included)
- Sunday, Feb. 20 -** Early breakfast & load bus  
9:00 AM to 4:00 PM – Ski/Board at **Smugglers Notch**  
4:30 PM – Depart VT  
Food stop on the way home (Bring \$\$ for this)  
Return to L-S around **1 AM on Mon 2/21**

**ESTIMATED COST:      \$450 per person \*\* (see notes below regarding cost)**

- The above price is based upon a minimum of forty (40) students participating in this trip. *If we have fewer than 40 students register, we will try to share transportation with another group. If we have more students, we may be able to reduce the price.*
- Students should sign up in groups of FOUR whenever possible -- **NO CO-ED ROOMS!!!**
- Price Includes: Lift tickets; 2 nights lodging at the Hampton Inn, Saint Albans, VT; 2 breakfasts and 1 dinner Saturday night; admission to Jay Peak water park; deluxe motorcoach transportation
- The above cost does NOT include: Food stops on the way to and from Vermont; any equipment rentals you may need; any other food or souvenir purchases you may make.  
**Best to rent equipment in Lancaster and take along!!!**
- **PAYMENT SCHEDULE:** \$100 non-refundable cash deposit by October 29\*
  - 2nd payment of \$200 due by Nov. 23rd
  - 3rd payment of \$150\* (may be less depending on our numbers) due by January 7th.

\* We are collecting the deposit in cash, because if the trip needs to be cancelled due to covid, you will receive a full refund. If you simply back out of the trip, that could make it more expensive for everyone else, which is why the deposit is non-refundable. **For the 2nd and 3rd payments, please make all checks payable to "L-S SKI CLUB".**

**ABOUT LODGING:** We will be staying at the **Hampton Inn in Saint Albans Vermont**. RULES ON BEHAVIOR AND QUIET TIME ARE VERY STRICT AND WILL BE ENFORCED. You will receive a copy of the rules. Please represent yourself & our school respectfully!!!

Student Name: \_\_\_\_\_ Current Grade / HR Teacher: \_\_\_\_\_

Attached please find my **\$100 non-refundable deposit (due by Oct. 29)** payable to "**L-S SKI CLUB**" for the **2022 Vermont Trip**.

Names of students who will room with your child at the hotel (4 per room recommended): \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_





## Pennsylvania School Boards Association Principles for Governance and Leadership

Pennsylvania school boards are committed to providing **every** student the opportunity to grow and achieve. The actions taken by the board ultimately have both short and long-term impact in the classroom. Therefore, school directors collectively and individually will...



### Advocate Earnestly

Promote public education as a keystone of democracy

Engage the community by seeking input, building support networks, and generating action

Champion public education by engaging members of local, state and federal legislative bodies



### Lead Responsibly

Prepare for, attend and actively participate in board meetings

Work together in a spirit of harmony, respect and cooperation

Participate in professional development, training and board retreats

Collaborate with the Superintendent as the Team of 10



### Govern Effectively

Adhere to an established set of rules and procedures for board operations

Develop, adopt, revise and review policy

Align decisions to policy

Differentiate between governance and management, delegating management tasks to administration

Allocate finances and resources

Ensure compliance with local, state and federal laws



### Plan Thoughtfully

Adopt and implement a collaborative comprehensive planning process, including regular reviews

Set annual goals that are aligned with the comprehensive plan

Develop a financial plan that anticipates both short and long-term needs

Formulate a master facilities plan conducive to teaching and learning



### Evaluate Continuously

Utilize appropriate data to make informed decisions

Use effective practices for the evaluation of the superintendent

Assess student growth and achievement

Review effectiveness of the comprehensive plan



### Communicate Clearly

Promote open, honest and respectful dialogue among the board, staff and community

Encourage input and support for the district from the school community

Protect confidentiality

Honor the sanctity of executive session



### Act Ethically

Never use the position for improper benefit to self or others

Act to avoid actual or perceived conflicts of interest

Recognize the absence of authority outside of the collective board

Respect the role, authority and input of the superintendent

Balance the responsibility to provide educational programs with being stewards of community resources

Abide by the majority decision

Represented by the signatures below, adoption of these principles assures the school board, individual school directors and chief school administrators adhere to the same principles across our commonwealth. Adopted on: \_\_\_\_\_

\_\_\_\_\_  
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