

GREENSBURG SALEM SCHOOL DISTRICT

Board Discussion Meeting April 1, 2015 PUBLIC SESSION AGENDA

Discussion regarding Clairview School

Discussion regarding curriculum work with teachers

Discussion regarding eAcademy

Discussion regarding Board Policies

- 304.2 Anti-Nepotism Policy 1-3
- 331 Reimbursement for Job-Related Expenses, Travel, Meals and Lodging 4-8

Discussion regarding the 2015-2016 general fund budget

FINANCE

1. Request approval to make budget transfers up to and including June 30, 2015
2. Request approval of the adoption of the Westmoreland Intermediate Unit general operating budget for the 2015-2016 school year in the amount of \$4,844,230.00. Greensburg Salem School District's contribution - \$31,903.48 9-12
3. Request approval of the Westmoreland Intermediate Unit #7 Joint Purchasing Board's Resolution to award the bid for paper 13-14
4. Request approval to rescind awarding of a bid by Michael J. Wilson at the March 11, 2015 Board Meeting and accept a bid from Louis M. Zecchini in the amount of \$3,152.00 for the sale of the 1986 Chevrolet dump truck

CONTRACTS/CONTRACTED SERVICES

1. Request approval to approve the Letter of Collaborative Agreement between NHS of PA Therapeutic Family Care Program and Greensburg Salem School District effective for the 2014-2015 school year

- | | | |
|----|---|----|
| 2. | Request approval to contract with Judy Franko to act as the school nurse for Sixth Grade Camp Soles, effective for the 2014-2015 school year, at a rate of \$17.70 per hour | |
| 3. | Request approval to acknowledge the additional bus driver for DMJ Transportation for the 2014-2015 school year, pending receipt of all governmental clearances, application records, safety training, physical and tuberculin test where applicable | 15 |

BOARD POLICIES

- | | | |
|----|--|-------|
| 1. | Request approval of Board Policies: Section 300 – Board Policy 334, 335, 337, 338 and 342 of the Board Policy Manual | 16-33 |
|----|--|-------|

STUDENT MATTERS

1. Request approval of the Greensburg Salem School District ***Special Education Plan*** for a three year period beginning July 1, 2015 through June 30, 2018
2. Request approval for the proper officers of the District to accept twenty (20) Kindle HDX7 tablets with cases, charging cart with locking mechanism, and technical support from the Pittsburgh Penguins Foundation as part of the Pittsburgh Penguins Foundation Tablets in Education Program
3. Request approval for the proper officers of the District to apply for a \$32,000.00 grant from the Office of Child Development and Early Learning (OCDEL) for programs to reduce the student achievement gap by grade 3
4. Request retroactive approval for six (6) students, accompanied by sponsor, Erik Doran, to participate in the State Mathcounts Competition on March 27-28, 2015 in Harrisburg PA
5. Request approval to reappoint Dr. Robert Tymoczko, school physician, effective for the 2015-2016 school year, at a rate of \$5.00 per exam for students in grades six and eleven who did not return private physician reports

- | | | |
|----|---|----|
| 6. | Request approval to appoint Dr. Vance Barber, school dentist, effective for the 2015-2016 school year, at a rate of \$1.00 per exam for students in grades one, three and seven | |
| 7. | Request approval of the revised Central Westmoreland Career and Technology Center 2014-2015 school calendar | 34 |

CONFERENCE/WORKSHOPS

- | | | |
|----|---|--|
| 1. | Request approval for Jessica Pritts to attend the 2015 Pennsylvania Council of Children, Youth and Family Services Annual Spring Conference on April 8-9, 2015 at the Sheraton Harrisburg Hershey Hotel, Harrisburg PA at an approximate cost to the District of \$854.00 | |
|----|---|--|

ATHLETIC MATTERS

- | | | |
|----|--|----|
| 1. | Request approval to advertise for fall sports bids | |
| 2. | Athletic report | 35 |

FACILITIES USAGE

- | | | |
|----|---|--|
| 1. | Request approval for the Greensburg Recreation Department to use the Senior High School or the Dr. Robert F. Nicely Elementary School parking lot for baseball team practice on the days when the ball fields are not playable, from 5:30-7:00 P.M. during the months of April, May and June | |
| 2. | Request approval for the Westmoreland Intermediate Unit to use the Senior High School auditorium, cafeteria, and some classrooms on the afternoon of Wednesday, August 12, 2015 for setup and to test technology, and from 7:00 A.M.-4:00 P.M. on Thursday, August 13, 2015 for employee in-service | |

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 ANTI-NEPOTISM POLICY

CODE 304.2

1. All employees of the Greensburg Salem School District shall be hired solely on the basis of merit. The intent of this policy is to eliminate favoritism in the hiring of an employee where that person is a relative of a Board Member or Administrator of the District.
2. The Board of School Directors shall not employ any individual who is a relative of either a present member of the Greensburg Salem School Board or an Administrator of the Greensburg Salem School District unless that person receives six (6) affirmative votes of the Board of School Directors.
3. All applicants for employment must complete the attached declaration. Where an applicant recommended to the Board for employment is either a relative of a Board Member or Administrator of the District, the Superintendent shall inform the Board of the status of the employee declaration.
4. This policy shall not apply to temporary positions, substitute positions, coaching positions, supplemental contract positions or emergency positions.
5. For the purposes of this policy, the term "relative" shall refer to father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandparent, grandchild, nephew, niece, sister-in-law, brother-in-law, uncle, aunt, or first cousin.
6. For the purposes of this policy, the term "Administrator" shall refer to the Superintendent and all those positions included in the Greensburg Salem School District Administrative Compensation Plan.
7. This policy shall be prospective in nature and no present employee shall lose his/her current position as a result of this policy.

304.2

Reference:

School Code – 24 P.S. Section 1111

Board Policy 304.2 incorporates, thereby replaces/eliminates old Board Policy 300.13 Anti-Nepotism Policy

**Policy Adopted: April 14, 1999
Revised: February 9, 2000
Revised:**

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

003 ANTI-NEPOTISM DECLARATION

CODE 304.2

Greensburg Salem School District's Anti-Nepotism Policy pertains to the employment of persons by the Board of School Directors. All applicants are required to read the policy and answer the questions below.

1. I have read and I understand the Greensburg Salem School District's Anti-Nepotism Policy.

_____ YES _____ NO

2. I have a relative(s) who is either a school director, or an administrator of the Greensburg Salem School District as defined in the Greensburg Salem School District anti-Nepotism Policy.

_____ YES _____ NO

3. If "YES," to whom are you related:

(Name of Relative)

(Relationship to You)

I declare that my responses are true to the best of my knowledge.

(Signature)

(Date)

Policy Adopted: April 14, 1999
Revised: February 9, 2000

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 REIMBURSEMENT FOR JOB-RELATED EXPENSES, TRAVEL, MEALS AND LODGING

CODE 331

SECTION 1. AUTHORITY

The Board of School Directors recognizes that actual and necessary expenses, including travel expenses, are incurred by administrative, professional and classified employees in the course of performing services for the District. In addition, the Board of School Directors encourages employees to attend meetings, conferences or workshops within and outside the District that support District goals.

Employees incurring said expenses in the course of their work will be reimbursed.

SECTION 2. DELEGATION OF RESPONSIBILITY

The Superintendent/Business Manager will report reimbursed expenses of employees to the Board of School Directors.

SECTION 3. GUIDELINES

Routine Travel

1. Employees will be reimbursed for travel expenses when one's personal vehicle is used for travel between buildings, if travel is authorized by their immediate supervisor.
2. A Greensburg Salem School District Request for Mileage Reimbursement Form needs to be turned in to the Coordinator of Elementary Education and/or Coordinator of Secondary Education within ten (10) working days from the last working day of the month in order to receive reimbursement.
3. Use of a personal vehicle requires that liability insurance be provided by the employee.

4. Use of a personal vehicle for approved purposes is reimbursable at the current IRS rate per mile approved by the Board of School Directors.

Non-Routine Travel

Conferences/Meetings/Workshops outside the District

1. A Greensburg Salem School District Personnel Conference/Meetings/Workshop Request Form must be submitted for approval at least **fifteen (15) school days** prior to the travel dates and **ten (10) school days** prior to the Board of School Directors meeting immediately preceding the proposed trip.
2. The form should be submitted to the Building Principal who will submit it to the Coordinator of Elementary Education and/or the Coordinator of Secondary Education.
3. The Superintendent and Business Manager will meet to address the availability of funds.
4. The employee will be notified of the disposition.
5. After the event has taken place, the employee should submit an Expense Summary for Conferences/Meetings/Workshops with all receipts/bills attached.
6. Employees are expected to travel by the most economical means feasible.
7. Mileage will be reimbursed at the IRS rate.
8. Reimbursement will be made for mileage to the site of the Conference/Meeting/Workshop from the school building where the trip originates for any travel occurring on a day in which the employee would normally have traveled to that building for work unless the actual mileage is less. On days in which the employee is traveling on District business on which s/he would not normally report to work, mileage will be paid from the employee's home.

9. Meals will be reimbursed when travel requires the employee to stay overnight, as part of the conference registration or is part of a business meeting fee.
10. Dinner will be reimbursed if a meeting attended ends at a time that prohibits the employee returning to Greensburg prior to 6:00 P.M.
11. A tip not to exceed twenty (20%) percent may be justified and included in the meal charge.
12. Meals and tips should not exceed what a person would ordinarily spend if they were traveling at their own expense. The District shall reimburse for breakfast, lunch and dinner expenses only and will not reimburse for any personal purchases or snacks while on official travel.
13. Receipts must be provided for all transportation (turnpike fees, parking), lodging and meals. Expense Summary for Conferences/Meetings/Workshops Form must be redeemed within one (1) month of the conference/meeting/workshop. Anything longer than one (1) month may not be reimbursed.
14. All receipts must be itemized with restaurant/hotel name, location, date and the amount of expense and signed/initialed by the appropriated budget head. When paying with a credit card the submittal of a credit card summary is not permissible. A detailed credit card receipt must be submitted or reimbursement will not be allowed.
15. Personal telephone calls will not be reimbursed.
16. Rental car expenses may be reimbursed if prior approval of the Superintendent was received and proper receipts are submitted.
17. Dues for organizational memberships are not reimbursable under travel expenses.
18. Under no circumstances are expenses for alcoholic beverages reimbursable.
19. If a Conference/Meeting/Workshop becomes available after the scheduled Board meeting, the Superintendent may approve said event if it:

- A. aligns to District goals, and
- B. fits within budgetary constraints.

The Superintendent will present such event for confirmation of payment at subsequent Board meeting.

Travel Advance

1. A travel advance may be requested when an employee cannot be expected to advance the total fund required for travel.
2. An advance on travel expenses may be requested for meals, lodging, and transportation expenses (either mileage for use of privately owned vehicles or fares for common carriers).
3. A travel advance can be obtained by completing a Greensburg Salem School District Request for Advanced Payment Form listing the estimated mileage, meals, hotel expense (including the name, location and dates of the meeting) to the Coordinator of Elementary Education and/or Coordinator of Secondary Education no fewer than ten (10) school days prior to the date of the departure for the trip.
4. Travel advances are allowed if requested and approved. The amount of the travel advance will be limited to 90% of the estimated out-of-pocket expenses and must be over \$50.00.
5. Final accounting of the travel advance should be completed on an Expense Summary for Conferences/Meetings/Workshops Form and returned to the Coordinator of Elementary Education and/or Coordinator of Secondary Education within ten (10) working days of the date of the travel. Receipts must be provided for all transportation, lodging and meals listed on the Request for Advance Payment Form. Failure to provide a receipt will result in a loss of reimbursement.

Attendance

Attendance at District approved events outside the District shall be without loss of regular pay, otherwise stipulated prior to attendance.

331

DRAFT

Board Policy 331 incorporates, thereby replaces/eliminates old Board Policy 300.25 Reimbursement for Job-Related Expenses for Travel, Meals and Lodging Policy

Policy Adopted: August 8, 2008
Revised:



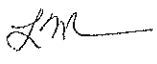
WESTMORELAND INTERMEDIATE UNIT

102 EQUITY DRIVE, GREENSBURG, PENNSYLVANIA 15601-7190

PHONE: 724-836-2460

March 25, 2015

TO: School District Superintendents

FROM: Dr. Luanne Matta 
Executive Director

RE: **2015-2016 WESTMORELAND INTERMEDIATE UNIT
GENERAL OPERATING BUDGET**

At the Regular Meeting of the Westmoreland Intermediate Unit Board of Directors held on March 24, 2015, the Board approved the 2015-2016 General Operating Budget. As required by law, School District Boards must formally vote on the General Operating Budget at its April Board meeting.

The 2015-2016 General Operating Budget was distributed to Superintendents via email. Attached is a Resolution that needs to be completed after a formal vote is taken at your Board meeting. The Resolution must be completed in its entirety including signatures of the Board President and Secretary and returned to the Westmoreland Intermediate Unit. If you wish, make a copy of the Resolution for your records.

The General Operating Budget must be submitted to the Pennsylvania Department of Education by May 1, 2015. It is imperative that you return the Resolution as soon as the Board vote is taken.

If you have any questions and/or concerns, please contact me at your convenience.

LM:clr

Attachment

DR. LUANNE MATTÀ, EXECUTIVE DIRECTOR

SERVING THE SCHOOLS OF WESTMORELAND COUNTY

RESOLUTION

CONCERNING INTERMEDIATE UNIT BUDGET

Section 914-A (6) (i) Act 102 of 1970, requires that the intermediate unit budget shall be approved by "at least a majority of the school districts comprising the intermediate unit".

At a meeting on _____, 20____ by a vote of ____ to ____ with
 ____ abstaining and ____ absent, as recorded in the minutes, the members of the
 Board of Directors of _____ School District, a member of
 Westmoreland Intermediate Unit No.7, **APPROVED []** or **DISAPPROVED []**
 the budget of the Intermediate Unit for the Fiscal Year July 1, 2015 to June 30,
 2016.

BOARD MEMBER VOTE:	YES	NO	ABSTAIN	ABSENT
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

 President

Attest:

 Secretary

S E A L

Instructions: Each school district will file one copy of this form with the Intermediate Unit Office and it shall be made part of the Intermediate Unit Budget file to confirm compliance with Section 914-A (6) (i) Act 102 of 1970.

**GENERAL OPERATING BUDGET
REVENUE/EXPENSE SUMMARY
2015-16**

	2012-13 Audited	2013-14 Actual	2014-15 Proposed	2015-16 Proposed	Increase / (Decrease)	% Increase / (Decrease)
	Revenues / Expenditures	Revenues / Expenditures	Revenues / Expenditures	Revenues / Expenditures		
UNAUDITED						
Revenue						
Local	\$ 2,945,706.46	\$ 2,569,171.74	\$ 3,005,965.00	\$ 3,000,500.00	\$ (5,465.00)	-0.18%
State	\$ 685,683.44	\$ 685,683.44	\$ 407,730.00	\$ 452,400.00	\$ 44,670.00	10.96%
Federal	\$ 102,946.52	\$ 228,742.44	\$ 200,000.00	\$ 200,000.00	\$ -	0.00%
Other	\$ 994,320.12	\$ 913,127.19	\$ 1,180,595.00	\$ 1,059,850.00	\$ (120,745.00)	-10.23%
Total - Revenues	\$ 4,728,656.54	\$ 4,396,724.81	\$ 4,794,290.00	\$ 4,712,750.00	\$ (81,540.00)	-1.70%
Expenses						
Administration	\$ 1,644,148.39	\$ 1,608,227.90	\$ 1,751,210.00	\$ 1,799,920.00	\$ 48,710.00	2.78%
Curriculum	\$ 689,391.65	\$ 733,905.86	\$ 748,255.00	\$ 822,550.00	\$ 74,295.00	9.93%
Data Processing	\$ 363,285.70	\$ -	\$ -	\$ -	\$ -	0.00%
Instructional Material Services	\$ 2,192,584.20	\$ 2,074,292.81	\$ 2,294,825.00	\$ 2,221,760.00	\$ (73,065.00)	-3.18%
Total - Expenses	\$ 4,889,409.94	\$ 4,416,426.57	\$ 4,794,290.00	\$ 4,844,230.00	\$ 49,940.00	1.04%
Total Revenues Over / (Under) Expenditures	\$ (160,753.40)	\$ (19,701.76)	\$ -	\$ (131,480.00)		
Beginning Fund Balance - July 1	\$ 2,335,310.77	\$ 2,713,891.60	\$ 2,694,189.84	\$ 2,694,189.84		
<i>Auditor Adjustment - Combination of Funds</i>	<i>\$ 539,334.23</i>					
Ending Fund Balance - June 30	\$ 2,713,891.60	\$ 2,694,189.84	\$ 2,694,189.84	\$ 2,562,709.84		

2013-14 INFORMATION IS BASED ON THE PRELIMINARY DRAFT OF AUDIT

**GENERAL OPERATING BUDGET
DISTRICT CONTRIBUTIONS
2015-16**

District	2014-15 MV/Aid Ratio	2012-13 WADM	Inverted MV/Aid Ratio	Weight Factor	Value per Weight	Projected		Increase
						2015-16 Contributions	2014-15 Contributions	
Belle Vernon Area	0.6317	3,176.372	0.3683	1,169.858	21.4879	\$ 25,137.83	\$ 21,723.11	\$ 3,414.72
Burrell	0.5733	2,199.132	0.4267	938.370	21.4879	\$ 20,163.63	\$ 17,424.60	\$ 2,739.03
Derry Area	0.6704	2,648.618	0.3296	872.984	21.4879	\$ 18,758.64	\$ 16,210.46	\$ 2,548.17
Franklin Regional	0.4939	4,390.704	0.5061	2,222.135	21.4879	\$ 47,749.11	\$ 41,262.87	\$ 6,486.24
Greater Latrobe	0.5621	4,960.472	0.4379	2,172.191	21.4879	\$ 46,675.90	\$ 40,335.45	\$ 6,340.45
Greensburg Salem	0.5788	3,524.966	0.4212	1,484.716	21.4879	\$ 31,903.48	\$ 27,569.71	\$ 4,333.77
Hempfield Area	0.4939	7,439.654	0.5041	3,750.330	21.4879	\$ 80,586.85	\$ 69,639.94	\$ 10,946.91
Jeannette City	0.7449	1,341.259	0.2551	342.155	21.4879	\$ 7,352.21	\$ 6,353.49	\$ 998.72
Kiski Area	0.6742	4,721.406	0.3258	1,538.234	21.4879	\$ 33,053.48	\$ 28,563.50	\$ 4,489.98
Ligonier Valley	0.3501	2,046.937	0.6499	1,330.304	21.4879	\$ 28,585.50	\$ 24,702.45	\$ 3,883.05
Monessen City	0.7862	1,047.888	0.2138	224.038	21.4879	\$ 4,814.12	\$ 4,160.17	\$ 653.95
Mount Pleasant Area	0.6284	2,640.063	0.3716	981.047	21.4879	\$ 21,080.69	\$ 18,217.09	\$ 2,863.60
New Kensington-Arnold	0.7880	2,649.302	0.2120	561.652	21.4879	\$ 12,068.74	\$ 10,429.33	\$ 1,639.42
Norwin	0.5831	6,089.262	0.4169	2,538.613	21.4879	\$ 54,549.57	\$ 47,139.56	\$ 7,410.01
Penn-Trafford	0.6056	4,878.089	0.3944	1,923.918	21.4879	\$ 41,341.04	\$ 35,725.27	\$ 5,615.76
Southmoreland	0.6589	2,355.469	0.3411	803.450	21.4879	\$ 17,264.49	\$ 14,919.29	\$ 2,345.21
Yough	0.6787	2,717.919	0.3213	873.267	21.4879	\$ 18,764.72	\$ 16,215.72	\$ 2,549.00
		58,827.512		23,727.264		\$ 509,850.00	\$ 440,592.00	\$ 69,258.00

MV/Aid Ratio WADM are the most current available from PDE

Westmoreland Intermediate Unit Joint Purchasing Consortium

Awarding of Bid for 2015-2016

Multi-Purpose Paper

Each local school district's Board of Directors should adopt the following (or similar) resolution after the recommended bidder for Multi-Purpose Paper has been determined by the WIU Joint Purchasing Consortium Board.

"Motion by _____, seconded by _____
to award the lotted bid for Multi-Purpose Paper and purchase the items, per the school district's quantity request, at the referenced prices from **Unisource Worldwide, Inc.**, the party indicated whom the Westmoreland Intermediate Unit Joint Purchasing Consortium has recommended as the lowest responsible bidder meeting or equaling specifications for the 2015-2016 school year."

The Secretary of the Board shall notify the Westmoreland Intermediate Unit Joint Purchasing Coordinator of the motion.

Roll Call:
(Please List)

Name of School District/CTC _____

Board Secretary: _____

VENDOR	ITEM #1 8.5 x 11 White	ITEM #2 8.5 x 14 White	ITEM #3 8.5 x 11 Colored	ITEM #4 8.5 x 14 Colored	TOTAL PRICE FOR LOT (Items 1-4)	BID SURETY (10%)	Prop. Form	Non Coll.	sample	RANK
CONTRACT PAPER GROUP	\$ 548,790.12	\$ 2,178.00	\$ 65,275.15	\$ 306.00	\$ 616,549.27	x	x	x		3
PER CARTON	\$ 24.84	\$ 36.30	\$ 35.65	\$ 51.00						
LINDENMEYR MUNROE	\$ 579,941.25	\$ 2,280.00	\$ 65,842.76	\$ 330.00	\$ 648,394.01	x	x	x	x	5
PER CARTON	\$ 26.25	\$ 38.00	\$ 35.96	\$ 55.00						
UNISOURCE WORLDWIDE	\$ 540,173.85	\$ 2,026.20	\$ 63,059.64	\$ 278.88	\$ 605,538.57	x	x	x	x	1
PER CARTON	\$ 24.45	\$ 33.77	\$ 34.44	\$ 46.48						
W.B. MASON	\$ 543,929.66	\$ 2,030.40	\$ 63,718.80	\$ 318.00	\$ 609,996.86	x	x	x	x	2
PER CARTON	\$ 24.62	\$ 33.84	\$ 34.80	\$ 53.00						
STAPLES	\$ 563,150.57	\$ 2,260.20	\$ 66,648.40	\$ 290.40	\$ 632,349.57	x	x	x	x	4
PER CARTON	\$ 25.49	\$ 37.67	\$ 36.40	\$ 48.40						
PER CARTON	ITEM #1	ITEM #2	ITEM #3	ITEM #4						

DMJ Transportation

Addition to Greensburg Salem School District Approved Drivers List 2014-2015

March 31, 2015

DMJ Transportation is requesting the addition of the following names as eligible drivers or bus monitors approved by the Greensburg Salem Board of Directors pending verification of all certifications and clearances.

Driver: Becky Lowden

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 SICK LEAVE

CODE 334

SECTION 1. AUTHORITY

The Board policy for certificated administrative, professional and classified employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with applicable law, the administrative compensation plan, individual employment contracts, collective bargaining agreements, or Board resolution.

The Board of School Directors reserves the right to require any employee claiming sick leave pay to submit sufficient proof, including a physician's certification of the employee's illness or disability in accordance with the provisions of the administrative compensation plan, collective individual contracts, collective bargaining agreements or Board resolution.

A physician's statement may not be presumed to conclusively establish the employee's disability or inability to work.

Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.

SECTION 2. DELEGATION OF RESPONSIBILITY

The Superintendent or his/her designee shall report to the Board of School Directors the names of employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.

SECTION 3. GUIDELINES

A sick leave shall commence when the employee, or agent if the employee is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.

Paid sick leave shall run concurrent with available unpaid leave under the Family and Medical Leave Act of 1993, as amended, in accordance with law and Board policy implementing the Family and Medical Leave and will be counted as part of the twelve (12) week entitlement.

If said calendar year ends within a semester, the employee may upon thirty (30) days written notification to the Board of School Directors, extend the leave, with the approval of the Board, to the end of that semester. If the employee wishes to return to work prior to the expiration of the one (1) year leave, he may do so upon twenty (20) days notification to the Board of School Directors. The leave of absence may be extended with the approval of the Board, upon medical certification by a physician acceptable to the Board that the employee is unable to return to work.

Whatever the claims of disability, no day of absence shall be considered a sick leave day if the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

All sick leave periods in excess of five consecutive days need written verification to the Human Resources office on the designated form.

Records

The District's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.

A record shall be made of the unused sick leave days accumulated by each District employee, which shall be reported to the employee.

References:

School Code – 24 P.S. Sections 510, 1154

Board Policy - 317, 335

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 FAMILY AND MEDICAL LEAVE

CODE 335

SECTION 1. PURPOSE

The purpose of this policy is to assist the District and its administrative, professional and classified employees in the implementation of the provisions of the Family and Medical Leave Act of 1993, as amended, hereinafter referred to as FMLA.

Duration of Compensation

A leave of absence may be taken by an eligible employee for up to twelve (12) weeks during each twelve (12) month period beginning from the date of the employee's first FMLA leave. Such leave shall be unpaid except as otherwise provided in the act.

Eligibility

In order to be eligible for such leave an employee must have been employed by the Greensburg Salem School District for at least twelve (12) months and for at least 1,250 hours during the prior twelve (12) month period.

Reason for Leave

A leave may be taken for one or more of the following reasons:

1. Due to the birth of the employee's child;
2. Due to the placement of a child with the employee for adoption or foster care;
3. To care for the employee's spouse, child or parent who has a serious health condition;
4. Due to a serious health condition that renders the employee incapable of performing the function of his or her job;
5. Qualifying exigency leave – due to the employee's parent, spouse or child being placed on active duty; or

6. Up to twenty-six (26) weeks of leave per year for covered service-member leave for the employee's spouse, son, daughter, parent, or next-of-kin who is recovering from a serious injury or illness sustained in the line of active duty.

Definitions

A **"serious health condition"** includes an illness, injury, impairment, or physical or mental condition that involves:

1. Inpatient care in a hospital, hospice, or residential medical care facility, or
2. Continuing treatment by a health care provider.

"Child" shall include a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis* (i.e. someone who has day-to-day responsibility for caring for the child). The child must be under eighteen (18) years of age, or eighteen (18) or over and incapable of self-care due to a disability.

"Parent" shall include biological parents and anyone who stands *in loco parentis* to the employee as a child. It does not include parent-in-law.

"FMLA" shall mean the Family and Medical Leave Act of 1993.

Notice/ Reasonable Effort to Avoid Disruption

Where the necessity for leave is foreseeable, the employee must provide to the Superintendent or his/her designee at least thirty (30) day notice of the employee's intention to take leave. If the leave is requested to begin in less than thirty (30) days, the employee must provide such notice as soon as practical.

Employees requesting leave to facilitate some plan of ongoing medical treatment must use reasonable efforts to schedule such treatment in a way which minimizes disruption to the District caused by their absence, subject to the approval of the health care provider.

Serious Health Condition of Employee

Employees with a serious health condition are eligible for leave under the FMLA if the condition renders them unable to perform the functions of the position. Routine illness or minor injury will not be construed to render the employee disabled; however, any illness or injury which necessitates the employee's absence for more than five (5) consecutive workdays will be considered as disabling and leave taken, whether paid or unpaid, will be counted as part of the twelve (12) week entitlement.

Intermittent Leaves

Leaves for the birth of a child or placement of a child with an employee for adoption or foster care shall not be taken intermittently or on a reduced leave schedule unless requested by the employee and approved by the Board of School Directors. Leaves for the care of an employee's spouse, child or parent who has a serious health condition or due to the employee's own serious health condition may be taken intermittently or on a reduced leave schedule, when medically necessary.

Birth or Placement of Child for Adoption or Foster Care

In the case of birth or placement of a child with an employee for adoption or foster care, the entitlement to leave expires at the end of the twelve (12) month period which begins on the date of the birth of the child or placement of the child. To the extent that an employee chooses to utilize paid sick leave days in conjunction with the birth of a child, such sick leave counts as part of that twelve (12) week period. Use of paid sick leave requires medical certification.

Substitution of Paid Leave

When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal or family leave, the employee is required to utilize such paid leave during the FMLA leave.

Certification of Serious Health Condition

Any leave requested which is based on a family member's serious health condition or the employee's own serious health condition must be supported by certification of a health care provider using U.S. Department of Labor form WH-380-E or WH-380-F. Medical certification must be provided within fifteen (15) days of the start of the leave or the leave can be denied if certification is not presented.

If it deems necessary, the District may request a second opinion at the District's expense and may designate the health care provider to furnish the second opinion.

Benefits

1. **General** – employees will continue to accrue seniority during any approved leave under the FMLA and shall not lose any benefits accrued prior to the commencement of such leave. Employees shall not, however, receive or accrue additional fringe benefits other than those set forth below. Sick leave, personal leave, and vacation shall be reduced on a pro rata basis for any time during which the employee is on unpaid FMLA leave. Any applicable life insurance benefit shall be continued in effect during any period of FMLA leave.
2. **Benefits Continued** – employees on FMLA leave shall continue to receive coverage under any group health plan providing for medical benefit for the duration of the leave.
3. **Continuation of Co-Pay/Recovery Costs** – employees must continue to pay any co-payment or portion of health care costs for which they were previously responsible while on FMLA leave. In the event an employee fails to make such payment within thirty (30) days of its due date, the District may discontinue the employee's coverage for the duration of the leave. In the event the employee fails to return to work after the leave has expired for a reason other than the continuation, recurrence, or onset of a serious health condition of the employee or family member, or other circumstances beyond the employee's control, the employee shall reimburse the District for all costs incurred with respect to the continuation of the employee's health benefit.

Follow-Up Certification

The Board of School Directors may require, at its discretion and if circumstances so warrant, that the employee who has provided initial certification as set forth above obtain subsequent recertification of the continued need for unpaid leave.

Termination of Serious Health Condition

An employee who takes a leave of absence due to the employee's own serious health condition must present certification from the employee's health care provider that the employee is able to resume work.

Placement upon Return to Work

Employees shall be required to provide a fitness-for-duty certificate upon returning from an FMLA leave when the leave was taken because of the employee's own serious health condition, except where such a requirement would be in violation of an administrative compensation plan, individual contract, collective bargaining agreements or Board resolutions.

Any employee who takes a leave is entitled to be restored to the job which the employee had immediately prior to the leave, or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment if the prior job is not available. An employee will not be reinstated if the employee would not have been otherwise employed at the time reinstatement is requested.

Failure to Return from Leave

If the employee fails to return to work after the period of the leave has expired (other than family or personal illness, or when circumstances exist beyond the control of the employee) any and all premiums paid on behalf of the employee for the continuation of health care coverage during the term of the leave shall be subject to recovery through payroll deductions or the other appropriate means.

Prohibitions

It is unlawful for any supervisor or other employee of the Greensburg Salem School District to interfere with, restrain or deny the exercise or attempted exercise of any right provided by the FMLA. Furthermore, discrimination against employees who oppose any practices made unlawful by the FMLA is prohibited.

Effect of Leave Provisions of Collective Bargaining Agreements

Nothing contained in this policy shall be construed to limit or reduce any benefit contained in any collective bargaining agreement between any group of employees and the Greensburg Salem School District which exceeds the minimum requirements of the FMLA.

335

Board Policy 335 incorporates, thereby replaces/eliminates old unnumbered Board Policy Family and Medical Leave

References:

Family and Medical Leave Act – 29 U.S.C. Section 2601 et seq.

Family and Medical Leave, Title 29, Code of Federal Regulations – 29 CFR Part 825

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 VACATION

CODE 337

SECTION 1. AUTHORITY

The Board of School Directors shall provide vacation days for eligible employees, consistent with the employee's request and convenience while considering the District's management and operational needs.

SECTION 2. GUIDELINES

Eligibility

Vacation time shall be granted in accordance with applicable provisions of the administrative compensation plan, individual employment contracts, collective bargaining agreements or Board resolutions.

Application

Eligible administrative employees must make a request for scheduled vacation to the Superintendent or his/her designee in advance of the desired start date. Special consideration shall be given to emergencies.

Eligible classified employees must schedule vacation with the immediate supervisor in advance of the desired start date. Special consideration shall be given to emergencies. Vacation time must be approved by the employee's immediate supervisor.

Specific notice periods for requesting vacation may be specified in administrative procedures or regulations, the administrative compensation plan, individual employment contracts, collective bargaining agreements, or Board resolutions.

Time of Vacation

Vacations normally will be scheduled at times when they will not interfere with the normal operation of the school.

References:

School Code – 24 P.S. Section 510

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 SABBATICAL LEAVE

CODE 338

The Pennsylvania School Code of 1949 as amended, addresses leaves for professional employees. This policy specifies the manner in which such leaves shall be provided.

SECTION 1. AUTHORITY

Regularly employed professional employees who qualify and meet all local and state statutory regulations as provided under the School Laws of Pennsylvania and granted to the School Board may be given leaves of absence with Board approval for restoration of health or professional development.

SECTION 2. GUIDELINES

To be eligible for sabbatical leave, an employee shall have completed ten (10) years of satisfactory service in public schools of the commonwealth; at least five (5) consecutive years of such service shall be in this school district. To be eligible for an additional sabbatical leave an employee shall have completed an additional seven (7) years of satisfactory service in public schools of the commonwealth; at least five(5) consecutive years of such service shall be in this school district, following return from the previous sabbatical leave.

A sabbatical leave may be taken for a half or full term or for two (2) half school terms during a period of two (2) years, at the option of the employee.

The total number of professional employees on sabbatical leave any one time shall not exceed ten percent (10%) of the number of eligible employees.

During the period of sabbatical leave, an employee shall be compensated at one-half (1/2) the salary to which s/he would have been entitled had the employee not taken leave.

While on leave, the employee shall be entitled to insurance benefits provided other professional employees of a similar class if the insurance carrier approves.

All sabbatical leaves shall be governed by the Pennsylvania School Code and shall be limited as provided by the Pennsylvania School Code, and the granting of all sabbatical leaves shall be subject to the School District's sabbatical leave policy, and the granting of all sabbatical leaves shall be subject to the discretion of the Board of School Directors.

Request for Sabbatical Leave for Health Restoration

Certificated and administrative employees may be granted a Medical Sabbatical Leave for the purpose of health restoration.

Documentation

Applicants for Medical Sabbatical Leave shall submit with the application form a supporting medical statement and recommendation for his/her physician.

At both the approximate midpoint of the leave and at least thirty (30) days prior to the conclusion of the leave, a physician's statement shall be submitted to the Superintendent or designee, indicating the extent to which the purpose of the leave has been achieved and evaluating the health status of the employee relative to his/her ability to return to employment.

The Board of School Directors reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the validity of the leave request.

Commitment of Employee

Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in this District immediately following the sabbatical leave for one (1) full school term, unless physically or mentally unable to do so. If the employee fails to return to his/her position, unless prevented by illness or physical disability, the employee shall forfeit all salary and benefits to which said employee would have been entitled to under the provisions of this policy.

The Board of School Directors reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the employee's ability to return to work.

Commitment of Employer

At the expiration of the sabbatical leave, the employee shall be reinstated in the same position held at the time of the granting of the leave, unless agreed otherwise.

Time on sabbatical leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.

Prior to returning to regular full-time service, the employee shall undergo a thorough medical examination by the attending physician who shall document the results of such examination and from which shall be determined the employee's capability to return to regular full-time service. Upon receipt of said statement the District reserves the right to refer the employee to a physician of its own choosing for medical examination at District expense.

Compensation

During the period of sabbatical leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.

A sabbatical leave granted for restoration of health shall also serve as a leave of absence without pay from all other school activities.

Compensable employment may not be engaged in while the employee is on sabbatical leave.

Request for Professional Development Leave

Certificated and Administrative Employees may be granted a sabbatical leave for professional development purposes.

Documentation

Applicants for Professional Development Leave shall submit with the request a detailed plan describing the professional development activities to be undertaken and a statement specifying the benefits of the leave to the employee and the School District. The plan shall provide sufficient information to permit the Board of School Directors to adequately evaluate the request.

Professional development leaves shall be granted only to employees participating in an academic program for the purpose of retaining a professional certificate or commission, further preparation and improvement in an area(s) of certification, additional certification, attaining other appropriate and identifiable

educational positions within the School District, or as the board of School Directors may require, and upon the recommendation of the Superintendent.

The Board of School Directors may at any time require additional information from the employee in order to assist the Board in evaluating the request and the leave's benefits to and impact on the employee and the School District.

The minimum requirements for leave for a half school term shall consist of any one or a combination of the following:

1. Nine (9) graduate credits.
2. Twelve (12) undergraduate credits.
3. One hundred eighty (180) hours of professional development activities.

The minimum requirements for leave for a full school term shall consist of any one or a combination of the following:

1. Eighteen (18) graduate credits.
2. Twenty-four (24) undergraduate credits.
4. Three hundred sixty (360) hours of professional development activities.

Applicants who propose to take **graduate or undergraduate credits** shall submit notification of acceptance and enrollment from an accredited institution of higher learning for study in courses approved by the Superintendent. The employee shall successfully complete the approved courses and receiving passing grades. Upon return from Professional Development Leave, the employee shall submit to the Superintendent with the first month an official transcript of all courses completed. Failure to receive passing grades or to submit required transcripts on time shall result in forfeiture of monies paid by the District.

Applicants who propose to undertake **professional development activities** shall submit to the Board of School Directors a detailed plan listing the specific activities. Upon return from Professional Development Leave, the employee shall submit to the Superintendent within the first month a formal report describing the educational activities pursued and their benefits and relevancy.

Failure to submit required reports on time shall result in forfeiture of monies paid by the District.

Commitment of Employee

All required application materials shall be submitted by June 30th for the following school year and by November 30th for the following semester. Acceptance of professional development leave incurs a commitment by the employee to return to active duty in this District immediately following the leave for one (1) full school term, unless prevented by illness or physical disability.

Employees shall submit required reports on time or forfeit all compensation and benefits.

Commitment of Employer

At the expiration of the Professional Development Leave, the employee shall be reinstated in the same position held at the time of the granting of the leave, unless agreed otherwise.

Time on professional development leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.

If the employee fails to return to his/her position, the employee shall forfeit all salary and benefits to which said employee would have been entitled to under the provisions of this policy.

Compensation

During the period of professional development leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.

A leave of absence granted for professional development shall also serve as a leave of absence without pay from all other school activities.

Compensable employment may not be engaged in while the employee is on professional development leave.

Board Policy 338 incorporates, thereby replaces/eliminates old Board Policy 300.11 Sabbatical Leave

References:

School Code – 24 P. S. Sections 1166, 1167, 1168, 1169, 1170, 1171

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 JURY DUTY

CODE 342

SECTION 1. PURPOSE

The Board of School Directors recognizes jury duty as a civic responsibility and encourages employees to serve when a summons is received.

SECTION 2. AUTHORITY

Regularly employed administrative, professional and classified employees shall be protected against loss of employment for time served on jury duty.

SECTION 3. GUIDELINES

When an employee is notified of jury duty, s/he shall inform the Superintendent or his/her designee.

Employees serving on jury duty will not be penalized in any way. Employees will continue to receive their regular compensation while serving on jury duty, but any compensation received from jury duty in excess of actual expenses shall be credited against such pay.

The employee will work cooperatively with the administration to seek excusal from service in those circumstances where the service would cause an undue hardship on the District.

Time spent on jury duty will not be charged against personal leave and will count as time on the job.

Employees must submit to the Superintendent or his/her designee a record from the court of the number of days served.

342

References:

Protection of Jurors Employment – 42 PA C.S.A. Section 4563

Policy Adopted:



240 Arona Road, New Stanton, PA 15672

Phone: 724-925-3532 Fax: 724-925-1423

SCHOOL CALENDAR

2014 - 2015

MONTH	DATE	DAY		CUMULATIVE	
				STUDENT DAYS	TEACHER DAYS
August	19	Tuesday	In-Service Day	5	8
	20	Wednesday	In-Service Day		
	21	Thursday	In-Service Day		
	25	Monday	First Day of Instruction		
September	1	Monday	Labor Day (No School)	26	29
October				49	52
November	11	Tuesday	In-Service Day (No School)	66	70
	27	Thursday	Thanksgiving Recess		
	28	Friday	Thanksgiving Recess		
December	1	Monday	Thanksgiving Recess	82	86
	23	Tuesday	Last Day Before Christmas Recess		
January	5	Monday	School Reopens	101	106
	19	Monday	In-Service Day (No School)		
February	16	Monday	Presidents' Day (No School)	118	123
			(1st make-up day)		
	19	Thursday	School Closed Due to Snow		
	20	Friday	School Closed Due to Snow		
March	5	Thursday	School Closed Due to Snow	139	144
April	3	Friday	Easter Recess	160	165
May	25	Monday	Memorial Day (No School)	180	185
June	1	Monday	Last Day of Instruction	181	187
	2	Tuesday	In-Service Day		

This calendar may be altered or extended in case of emergency closing of school.

If necessary, make-up days will be on the following dates for 2014-2015.

** 1st Make-up Day	Monday, February 16	
** 2nd Make-up Day	Tuesday, April 7	(Used as make-up day for 2/19/15)
** 3rd Make-up Day	Thursday, April 2	(Used as make-up day for 2/20/15)
** 4th Make-up Day	Monday, April 6	(Used as make-up day for 3/5/15)

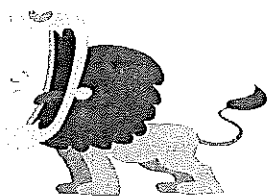
Golden Lions -A Tradition of Success"

APRIL 2015 REPORT of the ATHLETIC DEPARTMENT

TO: Dr. Eileen Amato, Mr. Ken Bissell and School Board
FROM: Lynn D. Jobe, Athletic Director
ITEM: Monthly Report
DATE: March 26, 2015

PERSONNEL ITEMS

- Request approval of Kayla Anthony as Track & Field – Volunteer Assistant Coach – High School.
- Request approval of Linda O'Bryan as Cheerleading – JV Head Coach – High School.



LION ROARS

- Congratulations to Reilly Jobkar for being nominated for the Pat Blayden Spirit of Sport Award. Chatham University invites regional schools and colleges to nominate female athletes who make positive contributions academically, athletically and in the community. A luncheon was held at Chatham University on March 13, 2015 in celebration of National Girls and Women in Sports Day with Andrew Stockey, WTAE News Anchor, serving as host. The following students were guests at the luncheon: Casey Carr, Devon Christeleit, Elizabeth Daniels, Abby Gillis, Reilly Jobkar, Maris Leonard, Molly Lukacs, and Hannah McMichael
- Congratulations to Zach Heater for winning the Western Pennsylvania Interscholastic Bowling League Regionals Tournament for Individual Bowlers. Zach Heater and Kyra Shrum both qualified for the WPIBL State Bowling Championships in Ephrata, Pa. where Zach placed 5th and Kyra placed 22nd.
- Congratulations to Claire Oberdorf for being selected to play in the Roundball Classic Basketball Tournament at Geneva College in April, 2015.
- Congratulations to Chris Eddins for qualifying for the PIAA State Wrestling Tournament in Hershey, Pa. where he had a 3-2 record and placed in the top 12 in the state.
- Congratulations to Grace Reynolds for qualifying for the PIAA State Swimming Championships at Bucknell University where she placed 20th in the 100 meter breaststroke.