

GREENSBURG SALEM SCHOOL DISTRICT

Board Discussion Meeting February 4, 2015 PUBLIC SESSION AGENDA

Overview of District facilities by Canzian/Johnston and Associates, LLC

FINANCE

1. Discussion regarding advanced refunding of General Obligation Bonds Series 2011B and Series 2011C
2. Request approval to advertise for custodial supplies for the 2015-2016 school year
3. Request approval to advertise for the disposal of a 1986 Chevrolet dump truck

CONTRACTS/CONTRACTED SERVICES

1. Request approval to enter into a three year Agreement between the WIUeAcademy Consortium and Greensburg Salem School District to provide quality online education to students, at a cost of \$16,000.00 per year
2. Request approval to acknowledge the list of substitute teachers from Source4Teachers for the second semester of school year 2014-2015, pending receipt of all governmental clearances, certification records, physical examinations and tuberculin tests, where applicable
3. Request approval to acknowledge the additional bus driver for First Student, Inc. for the 2014-2015 school year, pending receipt of all governmental clearances, application records, safety training, physicals and tuberculin tests where applicable

BOARD POLICIES

1. Request approval of Board Policies: Section 300 – Board Policy 300, 301, 302, 304, 304.1, 305, 306, 307 and 308

1-26

STUDENT MATTERS

1. Request approval of the proposed new course offerings for Senior High School students
2. Request approval of June 19, 2015 as Idlewild Picnic Day
3. Request approval for the proper officers of the District to apply for Tablets in Education as part of the Pittsburgh Penguins Foundation Tablets in Education program for twenty (20) Kindle HDX7 tablets with cases, charging cart with locking mechanism, and technical support from the Pittsburgh Penguins Foundation

CONFERENCE/WORKSHOPS

ATHLETIC MATTERS

1. Request approval of the 2015 spring athletic schedules
2. Request approval to change the status of the Greensburg Salem Middle School Swim Team from a club team to a District sponsored team
3. Athletic report

FACILITIES USAGE

1. Request approval for Inferno Softball to use the gymnasium at the Middle School, when it does not interfere with District activities, on the following dates: 12:00-2:00 P.M. on Saturday afternoons, December 6, 13, 2014; January 24, 2015; February 14, 21, 28, 2015; and March 7, 14, 21, 28, 2015; 2:00-3:00 P.M. on Saturday afternoon, February 7, 2015; 5:00-7:00 P.M. on

Thursday evening, December 18, 2014; 7:00-9:00 P.M. on Friday evening, January 9, 2015; Wednesday evening, February 4, 2015; and Tuesday evening, February 10, 2015; and 8:00-9:00 P.M. on Tuesday evening, December 23, 2014

2. Request approval to change the date and project of the November 12, 2014 approved facility usage for Vanessa Adams to use the Senior High School cafeteria and six (6) surrounding rooms for "A Day with the Easter Bunny" fundraiser for Greensburg Salem Education Foundation for her Senior Project on Saturday, March 7, 2015 instead of "Little Princess Party" of February 21, 2015
3. Request approval for the City of Greensburg Police FOP Lodge 56 to use the gymnasium at the Middle School for basketball games from 7:00-9:00 P.M. on Monday evenings, beginning February 16, 2015 through and including May 25, 2015
4. Recommend approval for the Greensburg YMCA Youth Track and Field Club to use the Greensburg Salem Track and Field facility for the 2015 season from 5:30-8:00 P.M. Monday through Friday, beginning Monday, April 6, 2015 and concluding on Friday, July 31, 2015, when not in use for Greensburg Salem sporting events/activities. Track and field equipment must be returned to and locked in the shed after practice to prevent weathering of the equipment. Any mats that stay outside must be covered to prevent sun damage. The YMCA will be responsible for any damage to equipment.
5. Request approval for the Lions Clubs of District 14-E to use the Senior High School auditorium for their Youth Talent Show from 6:00-11:00 P.M. on Friday, April 24, 2015
6. Request approval for the Joseph Nava Scholarship Committee to use the Middle School lobby, hall and auditorium for their 1st Annual Presentation of Scholarship Awardee and Joseph Nava Scholarship Benefit from 4:30-9:00 P.M. on Friday, May 15, 2015

GREENSBURG SALEM SCHOOL DISTRICT

BOARD POLICY MANUAL TABLE OF CONTENTS

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GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 CONCEPT OF ADMINISTRATION

CODE 300

SECTION 1. PURPOSE

District administrators have the responsibility to think and plan strategically and create a vision for the District based on personalized student success.

SECTION 2. GUIDELINES

The Superintendent, along with other Central Office Administrators, will establish a learning community that is focused on helping all children achieve success in reaching high educational standards.

SECTION 3. DELEGATION OF RESPONSIBILITY

The Superintendent, along with the Central Office Administrative Team, will carry out and attend to those functions and duties as set forth in the Public School of 1949.

Reference:

Public School Code of 1949

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 CREATING A POSITION

CODE 301

SECTION 1. AUTHORITY

Positions for administrative, professional and classified employees shall be established by the Board of School Directors in order to maintain effective leadership and management necessary to operate District schools which provide quality educational programs and services, consistent with the needs of students and the resources of the community.

The need for creating positions shall be determined by the Board of School Directors, based on the recommendation of the Superintendent. The Board of School Directors reserves for itself the final determination of the number and type of staff positions deemed necessary for effective management of the District and operation of the schools.

The initial salary or salary range for a new position shall be determined by the Board of School Directors when creating the position, based upon the recommendation of the Superintendent.

In the exercise of its authority to create a new position, the Board of School Directors shall give primary consideration to the following:

1. Effective management of District programs.
2. Number of students enrolled.
3. Needs of students.
4. Operational needs of the District
5. Financial resources of the school community.

The Superintendent shall be responsible for recommending new or additional administrative, professional or classified positions.

SECTION 2. DELEGATION OF RESPONSIBILITY

Recommendations for new or additional positions shall include:

1. Job description stating the duties for which the position was created.
2. Title that relates to responsibilities and/or appropriate certificate if certification is required.
3. Supporting data and other rationale relevant to the recommendation.

The Board of School Directors may, through the Superintendent, seek the advice of administrative staff when creating a new position or increasing the number of employees in existing positions.

The Superintendent or designee shall be responsible to maintain a comprehensive job description for all positions in the District. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.

References:

School Code – 24 P.S. Sections 1001, 1075, 1106, 1107

State Board of Education Regulations – 22 PA Code Section 4.4

Board Policy – 104

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 CREATING AN ADMINISTRATIVE POSITION CODE 301.1

SECTION 1. PURPOSE

Administrative positions will be established by the Board of School Directors in order to provide effective management and leadership for the operation of the District.

SECTION 2. AUTHORITY

The need for creating administrative positions shall be determined by the Board of School Directors, based on the recommendation of the Superintendent. The Board of School Directors reserves for itself the final determination of the number and kind of administrative positions deemed necessary for effective management of the District.

The initial salary or salary range for new positions shall be determined by the Board of School Directors at the time of creating such positions, based upon the recommendation of the Superintendent.

SECTION 3. GUIDELINES

In the exercise of its authority to create new positions, the Board of School Directors shall give primary consideration to the following:

1. Most effective management of District programs.
2. Needs of students

Recommendations for continuing, new or additional administrative positions shall include:

1. Job descriptions outlining the duties for which the positions were created.
2. A title that conforms with the responsibilities and/or the appropriate certificate if certification is required.

301.1

3. Supporting data and other rationale relevant to the recommendation.

SECTION 4. DELEGATION OF RESPONSIBILITY

The Superintendent shall be responsible for recommending new or additional administrative positions.

The Board of School Directors may, through the Superintendent, seek advice of administrative staff in creating a new position or increasing or decreasing the number of administrators in existing positions.

The Superintendent or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the District. Job descriptions shall be prepared in accordance with the requirements of federal and state laws and regulations.

References:

School Code – 24 P.S. Sections 1001, 1106, 1075, 1142, 2107

Americans With Disabilities Act – 42 U.S.C. Section 12101 et seq.

Board Policy – 104

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 EMPLOYMENT OF SUPERINTENDENT

CODE 302

SECTION 1. AUTHORITY

The Board of School Directors places the primary responsibility and authority for the administration of the District in the Superintendent. Therefore, selection of a Superintendent is critical to the effective leadership and management of the District.

When the position of Superintendent becomes vacant, the Board of School Directors shall elect a District Superintendent by a majority vote of all members of the Board and shall set the compensation and term of office. Such term may be three (3), four (4), or five (5) years, beginning with the effective date of the appointment to office.

At a regular Board meeting occurring at least one hundred fifty (150) days prior to the expiration of the Superintendent's term of office, the meeting agenda shall include an item requiring affirmative action by five (5) or more Board members to notify the Superintendent that the Board intends to retain him/her for a further term or that other candidates will be considered for the office.

The Board of School Directors shall actively seek the best qualified and most capable candidate for the position of Superintendent. It may be aided in this task by a committee of Board members and/or the services of professional consultants.

SECTION 2. GUIDELINES

Recruitment procedures shall be prepared in advance of the search and may include the following:

1. Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations.
2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants.
3. Preparation of informative material describing the school district and its educational goals.

4. Advertising the opening and soliciting applications to ensure a range of backgrounds and experience.
5. Opportunity for applicants to visit the District schools, at the Board of School Director's invitation.
6. Recruitment and evaluation of candidates in accordance with Board policy and state and federal law.

Employment

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the District has evaluated the results of that screening process.

An individual shall not be employed as Superintendent unless s/he has signed an employment contract with the Board of School Directors or has been employed by Board resolution, either of which may include:

1. Terms for which employment is contracted, including beginning and ending dates.
2. Salary contracted and the intervals at which it will be paid.
3. Benefits to which the employee is entitled.
4. Statement of mutually agreeable evaluation procedures.
5. Procedures for resolving misunderstandings or disagreements.
6. Specify post-retirement benefits and the period of time in which the benefits shall be provided.

Before entering the duties of the office, the Superintendent shall take and subscribe to the oath of office prescribed by law.

A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board of School Directors.

References:

School Code – 24 P.S. Sections 108, 111, 508, 1001, 1002, 1003, 1004, 1071, 1073, 1075, 1076, 1077, 1078, 1079, 1418

State Board of Education Regulations – 22 PA Code Section 8.1 ET SEQ., 49.41, 49.42, 49.171, 49.172

State Department of Health Regulations – 28 PA Code Section 23.43, 23.44, 23.45

Criminal History Record Information Act – 18 Pa. C.S.A. Section 9125

Child Protective Services Law – 23 Pa. C.S.A. Section 6301 et seq.

Americans With Disabilities Act – 42 U.S.C. Section 12101 et seq.

Board Policy – 104

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 EMPLOYMENT OF DISTRICT STAFF

CODE 304

SECTION 1. AUTHORITY

The Board of School Directors places substantial responsibility for the effective management and operation of District schools and the quality of the educational program with its administrative, professional and classified employees.

The Board of School Directors shall, by a majority vote of all members, approve the employment; set the compensation; and establish the terms of employment for each administrative, professional and classified employee employed by the District.

Candidates for employment will be recommended by the Superintendent.

No teacher shall be employed who is related to any member of the Board of School Directors, as defined in law, unless such teacher receives the affirmative vote of a majority of all members of the Board of School Directors other than the member related to the applicant, who shall not vote.

No classified employee shall be employed who is related to any member of the Board of School Directors, unless such person receives the affirmative vote of a majority of all members of the Board of School Directors other than the member related to the applicant, who shall not vote.

The Board of School Directors authorizes the use of professional and classified employees prior to Board approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Board of School Directors at the next regular Board meeting.

An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board of School Directors.

A candidate for employment in the District shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.

A candidate shall not be employed until s/he has complied with the mandatory backgrounds check requirements for criminal history and child abuse and the District has evaluated the results of that screening process.

The District shall use the Standard Application for Teaching Positions and or Service Personnel Application along with additional application requirements.

The Superintendent or designee shall be responsible for the recruitment, screening, and recommendation of candidates for employment as administrators.

Staff vacancies shall be made known to District personnel so they may apply for positions

The following procedure will be followed when an opening occurs:

1. Principal and/or Superintendent is informed in writing of resignation, retirement or decision not to renew contract.
2. Principal and/or Superintendent indicates such action by submitting as a written item for the next regular Board meeting, along with request to advertise.
3. The Board of School Directors accepts action and declares a vacancy to exist by doing so.
4. Vacancy notices will be prepared by the human resources office and distributed by email and posted to the District's web page. Interested parties will be directed to contact the human resources office.
5. All inquiries on staff should be directed to the human resources office.
6. Human resources will arrange for advertising.
7. Completed applications will be logged by the human resources office and forwarded to the designated interview team.

The Superintendent or designee shall screen applicants to determine the candidate's ability to perform the tasks of the job for which the candidate is being considered.

The Superintendent or designee shall seek such recommendations from former employers and others in assessing the candidate's qualifications.

Recommendations and references shall be retained confidentially and for official use only.

SECTION 2. DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall develop administrative regulations for employment of staff, in accordance with Board policy and state and federal laws and regulations.

Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to District employees so they may apply for such positions.

The Superintendent or designee may apply necessary screening procedures to determine a candidate's ability to perform the job functions of the position for which a candidate is being considered.

The Superintendent or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.

Each certificated administrative and professional employee employed by the District shall be responsible for maintaining a valid certificate when such certificate is required by law.

Title I Requirements

All elementary, middle and secondary teachers employed by the District who teach core academic subjects shall be highly qualified, as defined by federal law and state regulations.

The principal of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are highly qualified and paraprofessionals providing instructional support in such programs meet required qualification, in accordance with federal and state regulations. The written certifications shall be maintained in the District office and the school office and shall be available to the public, upon request.

References:

School Code – 24 P.S. Sections 111, 508, 1106, 1109, 1142

State Board of Education Regulations – 22 PA Code Sections 4.4, 8.1 et seq.
49.111, 49.121

Child Protective Services Law – 23 Pa. C.S.A. Section 6301 et seq.

Federal Anti-Discrimination and Civil Rights Law –

20 U.S.C. Section 1681 3t seq. (Title IX)

42 U.S.C. Section 2000e et seq. (Title VII)

Americans With Disabilities Act – 42 U.S.C. Section 12101 et seq.

Board Policy – 104

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 HIRING OF PERMANENT, FULL-TIME PROFESSIONAL PERSONNEL

CODE 304.1

The Board of School Directors of the Greensburg Salem School District believes in quality education. The Board of School Directors dedicates itself to providing the best education possible for all of its students – an education that supports maximum achievement of all students.

Accepting and pursuing this philosophy, the Board of School Directors recognizes the importance of the caliber of its professional staff and in accordance with this belief, the Board of School Directors adopts the following procedures for the hiring of all full-time, permanent professional employees:

1. The Director of Human Resources will facilitate the advertising of all professional vacancies.
2. The Director of Human Resources, Coordinator of Elementary Education and/or Coordinator of Secondary Education will direct the screening of applications. Applications will be screened to assess the candidate's education, beliefs about students and learning, academic performance, professional work and/or student teaching experience, references and recommendations, and communication skills. Candidates selected for interviews will be selected based upon the application evaluation and/or informal and formal observations by administrators.
3. Members of the Administrative Team will conduct first-round interviews with at least three (3) candidates for each position whenever possible.
4. The Coordinator of Elementary Education and/or Coordinator of Secondary Education and other appropriate members of the Administrative Team will conduct second-round interviews to determine candidates for final consideration. The Administrative Team may conduct additional rounds of interviews as they deem necessary.
5. The Coordinator of Elementary Education and/or Coordinator of Secondary Education will make a recommendation for each vacancy to the Superintendent.

304.1

6. The Superintendent will review the recommendation and, if s/he so desires, interview the recommended candidate and other candidates, or participate on the Interview Team. The Superintendent will present to the Board the resume and Hiring Recommendation Form for each recommend candidate. For any given position, if the recommended candidate and another candidate have very similar qualifications, the Superintendent will present the same information for both candidates to the Board of School Directors and will articulate the factors in determining the selection of the recommended candidate.

The recommended candidate may attend the subsequent public Board meeting.

7. All factors being equal, local candidates (Greensburg Salem graduates or citizens of the District) will be given prime consideration.
8. In all instances, qualifications of the application will be the deciding factor for employment.

The Greensburg Salem School District, an equal opportunity employer, will not discriminate in employment, educational programs or activities, based on race, color, religion, national origin, sex, age, ancestry, physical handicap or other legally protected classifications. Publications of this policy in this document is in accordance with state and federal laws including The Civil Rights Act of 1964, as amended, The Age Discrimination Act of 1967, as amended, Title IV, Title VI, Title VII and Title IX of the Education Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973. The Greensburg Salem School District will recruit, screen and recommend all candidates in accordance with Board Policy, state and federal laws and regulations. Inquiries concerning the application of these laws should be directed to the Greensburg Salem School District, Central Administrative Office located at 1 Academy Hill Place, Greensburg PA 15601, 724.832.2901; or to the Regional Office for Civil Rights, the Wannamaker Building, 100 Penn Square East, Suite 515, Philadelphia PA 19107, 215.656.8541.

Board Policy 304.1 incorporates, thereby replaces/eliminates old Board Policy 300.1 Hiring of Permanent, Full-time Professional Personnel

Policy Adopted: August 11, 1987
Revised: May 17, 2006
Revised: May 23, 2006
Revised:

GREENSBURG SALEM SCHOOL DISTRICT
CONFIDENTIAL PERSONNEL DOCUMENT
HIRING RECOMMENDATION

Candidate's Name:
Position:
Information Supporting The Recommendation:
Additional Information/Comments:
Please submit this candidate to the Board of Education with the recommendation that he/she be hired as a permanent full-time employee for the position identified above. This Candidate has been recommended as a result of a selection process which fully meets the requirements of current Board of Education Policy. The Administrative Team is recommending this candidate because we believe he/she is the best available candidate for the position. Coordinator of Elementary Education/Coordinator of Secondary Education

Include Resume and any other relevant documents with this form prior to submitting to Superintendent.

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 EMPLOYMENT OF SUBSTITUTE EMPLOYEES

CODE 305

SECTION 1. AUTHORITY

Qualified and competent substitute and short-term employees shall be employed or contracted by a Board approved provider in order to provide continuity in the operation of the District.

The Board of School Directors shall approve annually the names of potential substitute personnel and the positions in which they may substitute. Additional names may be added to the list of substitutes by the Board of School Directors during the school year.

The Board of School Directors shall approve the employment of and/or agree to the contracted service, set the compensation, and establish the period and terms of employment for each substitute.

Candidates for employment will be recommended by the Superintendent.

No person shall be employed who is related to any member of the Board of School Directors, unless such person receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote. A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board of School Directors.

Utilization of substitute or short-term employees prior to approval by the Board of School directors is authorized when their use is required to maintain continuity in the educational program and services of the District. Retroactive approval shall be recommended to the Board at the next regular Board meeting.

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the District has evaluated the results of that screening process.

Substitute Teachers

1. A part-time or day-to-day substitute is a substitute hired to teach on a day-to-day basis as needed or to teach less than one semester (89

or less consecutive days in a given school year). This employee will be paid at the daily rate of \$80.00 per day for the first fifteen (15) days of substitute teaching in the District in a given school year and the rate of \$100.00 per day for each day of substitute teaching after the fifteenth (15th) day in any given school year. Part-time or day-to-day substitutes will receive no fringe benefits. Part-time or day-to-day substitutes may be requested to participate in in-service days.

2. A full-time substitute teacher is a substitute hired to teach one semester or more (90 or more consecutive days) in a given school year and to participate in all scheduled in-service days upon request. This employee will receive 80% of the minimum starting salary, prorated, under the Bachelor's Degree salary scale. Full-time substitutes will receive the following fringe benefits: **Individual Highmark High Option PPO – Option A or its equivalent as provided by the Westmoreland Intermediate Unit Rate Stabilization Health Consortium with the same premium contribution for coverage as specified in the Agreement with the Greensburg Salem Education Association, sick days (prorated) and personal days (prorated).**

Substitute Health Room Assistants

1. An individual who works as a day-to-day substitute for a Certified School Nurse in any of the District's health rooms will be paid at the rate of \$11.00 per hour.

Substitute Classroom Instructional Assistants

1. An individual who works as a day-to-day substitute for a Classroom Instructional Assistant will be paid at the rate of \$10.00 per hour.

Substitute Administrative Assistants

1. A part-time substitute administrative assistant is a substitute who works day-to-day for less than ninety (90) continuous days. This employee will receive an hourly rate of \$10.00. Part-time substitute administrative assistants will not receive any fringe benefits.

Substitute Custodians

1. An individual who works as a substitute custodian will be paid at the hourly rate of \$9.36.

Temporary Summer Help

Should there be a need for additional temporary personnel for the summer maintenance program, student help may be employed as needed. The following criteria shall apply:

1. Applicants will be selected by the Coordinator of Institutional Facilities with recommendations by the high school principal
2. First consideration shall be given to students who are in the current graduating class or the incoming twelfth grade.
3. Students with a strong work ethic and strong sense of responsibility will be given first preference.

SECTION 2. DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall recruit, screen, assign and evaluate candidates for substitute and short-term employment.

The administration may seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.

The Superintendent or designee shall prepare a written statement for all approved substitutes informing them of their pay rate, employee status, work schedule, and other matters that enable them to perform their duties to the best of their ability. A copy of this statement shall be placed in the employee's personnel file.

Board Policy 305.1 incorporates, thereby replaces/eliminates old Board Policy 300.4 Substitute Teachers and Their Rate of Pay, old Board Policy 300.22 Substitute Secretaries and Their Rates, old Board Policy 300.23 Rates of Pay for Health Room Assistants and for Day-to-Day Substitute Instructional Classroom Assistants, Non-Instructional Classroom Assistants, Health Room Assistants and Personal Care/Classroom Assistants

References:

School Code – 24 P.S. Sections 108, 111, 406

State Board of Education Regulations – 22 PA Code Section 8.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Section 6301 et seq.

Policy Adopted: July 18, 1978
Policy Adopted: May 21, 2003
Policy Adopted: February 9, 2005
Revised: June 30, 1980
Revised: May 26, 1981
Revised: September 1, 1981
Revised: August 9, 1989
Revised: July 18, 1990
Revised: August 11, 1999
Revised: September 12, 2001
Revised: June 25, 2003
Revised: October 9, 2005
Revised: December 6, 2007
Revised: January 9, 2008
Policy Revised: August 12, 2009
Revised: October 14, 2009
Revised: April 11, 2012
Revised:

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 EMPLOYMENT OF SUMMER SCHOOL STAFF

CODE 306

SECTION 1. AUTHORITY

The Board of School Directors directs that qualified and competent professional and classified employees be employed to provide the District's summer school program.

When a summer school program is authorized the Board of School Directors, the Board, by majority vote of all members, shall approve the employment; set the compensation; and establish the period of employment for each individual employed in the District summer school program.

Approval shall normally be given to the candidates recommended by the responsible administrator and approved by the Superintendent; however, primary consideration will be given to District staff members.

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the District has evaluated the results of that screening process.

An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board of School Directors.

SECTION 2. DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall recruit, screen, assign and evaluate candidates for summer school employment. Only those candidates who are best qualified to perform the duties of the position, as determined by the administration, shall be recommended.

Vacancies for summer school employment shall be made known to District personnel so that they may apply for such positions.

Recommendations from former employers and others may be sought to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.

References:

School Code – 24 P.S. Sections 108, 111, 406, 508, 1109, 1146, 1901

State Board of Education Regulations – 22 PA Code Section 8.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Section 6301 et seq.

Board Policy – 000, 104, 124

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 STUDENT TEACHERS/INTERNS

CODE 307

SECTION 1. AUTHORITY

The Board of School Directors encourages cooperation with colleges and universities within the state to assist in the training of student teachers and interns.

The Board of School Directors establishes that District schools shall accept student teachers and interns from accredited institutions with which the District has a cooperative agreement approved by the Board.

Student teachers and interns shall not be accepted into District schools unless they have complied with the mandatory background check requirements for required clearances and the District has evaluated the results of those screening processes.

SECTION 2. DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall be responsible to assign student teachers and interns to the schools.

Recommendations for selection of cooperating teachers shall be made by the Coordinator of Elementary Education or the Coordinator of Secondary Education and the building principal with the agreement of the college or university supervisor.

The Superintendent or designee shall ensure distribution of student teachers throughout the District so that no single group of students or teachers will be subject to excessive student teacher classroom hours.

Student teachers and interns shall comply with the health examination requirements of the state and Board policy applicable to District staff.

While serving in District schools, student teachers and interns shall be responsible for their conduct to the supervising teacher/administrator and building principal.

Student teachers, interns and faculty of other educational institutions shall be offered the opportunity to visit District schools and observe classes. Such observers must be treated as any other visitor and shall be under the direct supervision of the principal or designee.

References:

School Code – 24 P.S. Sections 111, 510, 1418

State Board of Education Regulations – 22 PA Code Section 8.1 et seq.

State Department of Health Regulations – 28 PA Code Sections 23.43, 23.44, 23.45

Child Protective Services Law – 23 Pa. C.S.A. Section 6301 et seq.

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 EMPLOYMENT CONTRACT/ BOARD RESOLUTION

CODE 308

SECTION 1. AUTHORITY

The Board of School Directors has the authority under law to prescribe employment conditions for District personnel.

The Board of School Directors directs that certificated and tenured administrative and professional employee shall sign an employment contract upon employment, which shall continue in force unless terminated by the employee by written resignation presented sixty (60) days in advance or terminated by the Board in accordance with law. The contract shall specify those issues required by law.

The Board of School Directors directs that temporary professional employees, upon attaining tenure status, shall sign a contract for professional employees.

The Board of School Directors directs that non-certificated administrative and classified employees shall be employed through a contract or Board resolution, which may include:

1. Salary at which the individual is employed.
2. Intervals at which salary will be paid.
3. Conditions and length of the probationary period.
4. Provision for termination of contract, on notice duly given.
5. Other information necessary for a full and complete understanding of the contract or resolution.

The Board of School Directors shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee.

Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.

308

The terms of a collective bargaining agreement may supersede the specifics of an individual employee contract or Board resolution.

References:

School Code – 24 P.S. Sections 406, 510, 1089, 1108, 1109.2, 1121

Policy Adopted:



A HIGHMARK COMPANY

It's our policy to protect.SM

800.328.5433 | hmig.com

Greensburg Salem School District **NOTICE TO EMPLOYEES**

Your employer is insured under the
Workers' Compensation Act of Pennsylvania.

IN CASE OF WORK-RELATED INJURY OR ILLNESS:

1

REPORT THE INJURY TO YOUR SUPERVISOR PROMPTLY.

Failure to do so can delay your benefits or cause you to lose your rights to benefits.

2

OBTAIN MEDICAL CARE FROM THE DESIGNATED PHYSICIANS LISTED BELOW.

You must treat with one of these panel providers for a period of 90 days. Except in extreme emergency, if you go to a non-panel provider, the bills may not be covered by Workers' Compensation. If a panel provider refers you to another physician, bills will be covered.

If a panel provider recommends invasive surgery, you may obtain a second opinion from a non-panel provider at your employer's expense. If you elect to follow the treatment recommended by the non-panel provider, the treatment must be rendered by a panel provider for 90 days from the date of the visit to the non-panel provider.

After 90 days, you may go to a licensed practitioner of your choice if you still need medical care. Your bills will be paid if:

- A.** You notify the Claims Department about the new physician within five days of your first visit by calling **800-880-7963**.
- B.** Your doctor files the required reports (first report within 10 days of commencing treatment monthly reports thereafter).

You may select from one of the Physicians or Practitioners listed:



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Greensburg Salem School District NOTICE TO EMPLOYEES

DESIGNATED PHYSICIANS

You may select from one of the physicians or practitioners listed below:

Occupational Medicine/Urgent Care

Andrew Stroh, MD
Tri-County Occupational Medicine
4000 Hempfield Plaza Blvd, Suite 991
Greensburg, PA 15601
(724) 925-6050

MedExpress Urgent Care
5126 Route 30, Suite 300
Greensburg, PA 15601
(724) 836-3027

MedExpress Urgent Care
12120 State Route 30
North Huntingdon, PA 15642
(724) 863-4362

MedExpress Urgent Care
4620 William Penn Highway
Murrysville, PA 15668
(724) 325-3027

MedExpress Urgent Care
6510 Route 30
Jeannette, PA 15644
(724) 527-3428

Workwell Physicians PC Clinics
Monroeville Clinic
One Monroeville Center
3824 Northern Pike, Suite 775
Monroeville, PA 15146
(800) 662-2400

Family Practice

Dr. Viharika Bakshi
2976 Clay Pike
Rillton, PA 15678
(724) 527-5001

Western PA Family Medicine
Associates
2057 Route 130
Jeannette, PA 15644
(724) 527-5001

Dr. Kevin Wong
2976 Clay Pike
Rillton, PA 15678
(724) 527-5001

Family Practice Cont'd

Dr. Matthew Cole
660 Pellis Road
Greensburg, PA 15601
(724) 832-7877

Southwest Family Practice
1275 South Main Street, Suite 203
Greensburg, PA 15601
(724) 838-0870

General Surgery

William Newman, MD
Willowbrook Professional Center
259 Old Route 30, Suite C
Greensburg, PA 15601
(724) 837-8877

Ophthalmology

Ronald Vittone Sr., MD
Daniel Vittone, MD
1010 Ligonier Street
Latrobe, PA 15650
(724) 539-1671

Everett & Heurite Ophthalmic
Association
560 Rugh Street
Greensburg, PA 15601
(724) 834-3000

Orthopedic Surgery

Dr. Gregory Habib, DO
542 Hugh Street
Greensburg, PA 15601
(412) 921-5101

Excelsa Health Orthopedics –
Greensburg
680 Pellis Rd
Greensburg, PA 15601
(724) 689-1970

Neurology

Associates in Neurology of
Pittsburgh
5750 Centre Avenue, Suite 100
Pittsburgh, PA 15206
(412) 361-4576

Neurosurgery

Dr. Ashvin Ragoowansi
320 East North Avenue, Suite 208
Pittsburgh, PA 15212
(412) 968-5490 Ext #153

Howard Senter, MD
4815 Liberty Avenue, Suite 448
Pittsburgh, PA 15224
(412) 682-6800

Physical Medicine & Rehabilitation

Dr. Ramalingam Ravishankar, MD
Jeannette Medical Office Building
520 Jefferson Avenue, Suite 501
Jeannette, PA 15644
(724) 527-3180

Pain Management

DNA Pain Treatment Center
1275 South Main Street
Suite 103, Greensburg, PA 15601
(412) 561-7246

Chiropractic

Vanmeter Chiropractic
Lee M. Vanmeter, DC
1 Northgate Square
Greensburg, PA 15601
724-219-0055

Cinti Chiropractic Center
1075 Harrison City Export Road,
Suite 4
Jeannette, PA 15644
(724) 744-2211

Myslewski Chiropractic
401 Pellis Road
Greensburg, PA 15601
(724) 837-9788

Chiropractic Cont'd

Bilott Chiropractic
133 Donahoe Road
Greensburg, PA 15601
(724) 838-8133

John Coco, D.C.
126 W Pittsburgh St, Ste C
Greensburg, PA 15601
(724) 261-0912

Shields Chiropractic Clinic
1952 State Route 66
Greensburg, PA 15601
(724) 834-7882

Anthony Bompiani, DC
403 South Third Street
Youngwood, PA 15697
(724) 925-9220

Physical Therapy

Premier Comp PT Network
Call Toll Free for Closest Location
1-888-594-4001

Pharmacy

Proceed to participating pharmacy
with RX card, call 1-877-444-4644 if
you need assistance or if you do not
have a card.

Diagnostic Testing

Premier Comp PT Network
Call Toll Free for Closest Location
1-888-594-4001

Durable Medical Equipment Facility

Cypress Care
1-800-419-7191

Revised 1/21/15

Coverage is underwritten by HM Life Insurance Company, Pittsburgh, PA, in all states except New York under policy form series HL601. In New York, coverage is underwritten by HM Life Insurance Company of New York, New York, NY, under policy form series HL601. In Pennsylvania, coverage may be underwritten by Highmark Casualty Insurance Company under policy form series HC601. The coverage requested may not be available in all states.

MTG-2460 (R7/14)