

TO: Board of School Directors
FR: Bernie Kepler, Superintendent
RE: April Board Report
DT: April 23, 2020

Student Activities:

* American Legion Auxiliary Americanism Essay Winners:

Class

1st place - Everett Morgan -Mrs. Stewart - Lingle Ave.

2nd place - Ethan Chirico - Mrs. Salvo - Pine St.

3rd place - Margaret Wadel - Mrs. Salvo - Pine St.

*Everett's essay continued on to the Council level of Cumberland/Dauphin/Lebanon counties where he also placed 1st. His essay is now competing at our National Level.

Class II

1st place - Nathaniel Blouch - Mrs. Pheasant - Palmyra Middle

2nd place - Oliver Shipley - Mrs. Pheasant - Palmyra Middle

3rd place - Nicholas Campisano - Mrs. Pheasant - Palmyra Middle

*Nathaniel's essay continued on to the council level of Cumberland/Dauphin/Lebanon counties where he also placed 1st. His essay is now competing at our National Level.

Class III

1st place - Grayson Barger - Mrs. Huber - Palmyra Middle

*Grayson's essay continued on to the council level of Cumberland/Dauphin/Lebanon counties where he placed 3rd.

Class V

1st place - Tia Eberly - Mrs. Robinson - Palmyra High

*Tia's essay continues on to the council level of Cumberland/Dauphin/Lebanon counties where she placed 2nd.

Ryan Cleck, Palmyra Area Middle School 7th Grade student, designed 3D "Mask Ear Savers" for donation to local nurses and medical professionals. <https://www.ldnews.com/story/news/2020/04/13/coronavirus-covid-19-palmyra-pa-ryan-cleck-penn-state-hershey-ear-savers/2983715001/>

Mr. Weidler collaborated with senior student-athletes on a virtual spring 2020 National Signing Day for collegiate athletics.

Other Activities:

*Following tonight's Board approval of current sponsorships, the following opportunities remain.

- Field #1 (Soccer/Lax) Scoreboard Sponsorships \$15,000 (x2) and \$10,000 (x2)
- Field #1 (Soccer/Lax) Ticket Booth Sponsorship \$10,000 (x1)
- Field #2 (Baseball/Field Hockey) Scoreboard Sponsorship \$15,000 (x1)
- Field #2 (Baseball/Field Hockey) Field Naming Rights \$100,000

Congratulations:

*PAHS Rotary Student-of-the-Month – March 2020: Joshua Mark

*PAHS Rotary Student-of-the-Month – April 2020: Michael Dobson

COVID-19 Updates: The district's continuity of education plan will continue through the remainder of the 2019-20 school-year upon the Governor's April 9th announcement that schools will be closed for remainder of the academic year. On April 14th, Dr. Richardson announced how credit accrual and grades will be handled for our high school students. Our K-8 students will remain in an ungraded environment. On Wednesday, April 22nd, our students and faculty were provided with a "Catch-Up Day." This day was provided as an opportunity for all students to get caught up on work and for teachers to use the day to assist students with no additional new learning provided on this given day. We will assess the need for another "Catch-Up Day" as we assess progress through the month of May.

The school district will determine status of holding a prom and in-person commencement dependent upon the status of the Governor's "Stay at Home" order.

Yearbooks are slated to arrive in May and PHS administration will plan to distribute under social distancing guidelines.

On Tuesday, April 14th our food service team and volunteers distributed meals to 366 students and on April 17th a total of 400 students were served meals (4 breakfast/4 lunch) for a total of 3,200 meals on Friday alone. Over the previous week, we transitioned meal distribution to the back of the high school and this has increased efficiencies for staff and families.

Employee Update: During the week of April 13th, the district's support staff began to engage more specifically in their work. Various instructional aides were engaging with teachers to assist with instruction, Zoom meetings with students, etc. The maintenance department began full-time work on Tuesday, April 14th, while the district's custodians began work on Monday, April 20th.

PASD ADMINISTRATION UPDATE

Assistant Superintendent (Annette Spagnolo)

- Completed CoE plan for state with the help of Cabinet
- Worked with Abbie and KK on
 - o Assessment calendar for 2021
 - o Plans for reading specialists during CoE
 - o Plans for staff development opportunities during CoE
 - o Journeys – Zoom meetings with Pilot group
 - o Digital copyright discussions
 - o CDT plans for 20-21
- Attended Cabinet meetings led by Bernie
- Attended District Office meetings led by Bernie
- Attended weekly lunch distribution (as I could)
- Attended med pick up
- Zoom conferences with EL teachers every Friday
- Zoom conferences with K-12 school counselors every other Wednesday
- Attended 3 Webinar put on by PSBA
 - o 3/24 - Coronavirus Legislative Update
 - o 3/30 – Facilities Restoration: Coronavirus Clean-up
 - o 3/31 – Risk Mitigation: strategy for Operations Continuity and Reducing Adverse Impacts
- Held Curriculum meetings to discuss
 - o Covid-19 hot topics that included enrichment plans, planned instruction and grading for gr. 9-12
 - o Attend several teacher Zoom meetings with their students weekly
 - o Summer trade day opportunities (Tech camp, Teaching and Learning)
 - o PD development calendar 20-21
 - o Review Improvement Plan
 - o 20-21 Professional Expectations
 - o MTSS
 - o Continued discussion on reading specialist vs reading coach
- Attended Curriculum coordinators meetings every Thursday afternoon
- Cleaned up Frontline – Professional development side

Director of Business Affairs (Darcy Brenner-Smith)

- Registration taking place, new guidance to put in place for enrollment
- Renegotiating Transportation contract – running subsidy numbers, PASBO webinar, correspondence Bucks & Boyo
- Processing refunds for Outdoor Ed, Athletic Fees and Lab fees
- Complete Overhaul of Budget, Estimated Fund Balance, Review all revenue items

- Costing lists of cuts – second round personnel budget and other cuts, Northside closure cuts quantified
- Organizing personnel information to facilitate cuts – seniority lists, certifications, vacancies
- Processing payroll – changes in calculations required (not normal payroll procedures due to some staff at home)
- Initial stages of plan to contact all contractors for concessions (insurance, solicitor, online textbooks, tech)
- Healthcare Analysis, webinars with Business Managers, follow up conversations with Stoudt Advisors - Highmark renewal and other renewals, new initiatives for savings, review data to quantify potential savings
- Conference calls with legislators
- Legal issues – personnel, furlough/suspension option, many other items
- Staff training
- Policy updates
- Working on Intergovernmental Agreement (Corrugated paper plant)

Director of Human Resources (Noelle Brossman)

- Daily/weekly meetings: Cabinet, Leadership Team, District Office Staff, IU13 Business Managers, IU13 HR Directors
- PAEA and K-12 Faculty Meetings
- Check-in calls with confidential staff
- Webinars on COVID-19 related updates – PSBA, EHCC, ASBO, PASBO, Stock & Leader, SHRM, Forecast 5, Stoudt Advisors
- Weekly IU13 HR Director’s Meetings – Families First Coronavirus Response Act, compensation, leaves absences, personnel budgeting, CARES Act impact on medical coverage/expenses, dependent reimbursement accounts, etc.
- Virtual Job Fair including preparation and platform training
- Virtual FMLA Meetings with staff + pay/time calculations, tracking and processing of employee leave change requests
- Employee inquiries over compensation (pre-Act 13), return to work, etc.
- Technology trainings for all District Office staff & building secretaries – Microsoft Office, Google Drive, Adobe, etc.
- Unemployment Compensation inquiries and tracking
- Employee resource development and distribution to staff (COVID-19, insurances, mental health, etc.)
- Updating labor law posters in-house (cost savings)
- CSIU clean up
- Organizing personnel information (i.e. seniority lists, certifications, vacancies) and meetings to facilitate budget cuts
- Implementation of new procedures for tracking attendance for payroll (some working vs. some not)
- Healthcare Analysis with Stoudt Advisors - Highmark renewal and new initiatives for savings
- Legal issues – personnel, furlough/suspension option
- All other business as usual (remotely)

Director of Instructional Technology (Kim-Kathie Knudsen)

- Continuation of Cougar Academy responsibilities (weekly progress emails, grades, student/parent/course issues, scheduling for 20-21)
- Continuation of job functions- participating in all meetings, instructional tech responsibilities added with COVID-19
- Weekly Zoom meetings with STEM, Librarians, Special Ed, and Erin Marinkov
- Zoom meetings with staff and groups for specialized trainings
- Daily office hours to provide instructional support to teachers
- Constant communication with Tech through group messaging
- Tech tickets to provide student and parent support
- Coordination of tech trainings for Act 48
- Weekly collaboration meetings for PASD tools (Schoology and Google Classroom) as well as tools teachers use during remote learning (SeeSaw, ClassKick), etc.
- Instructional tech support for students, parents, and staff

Reading Supervisor (Abbie Mahaffey)

- Continuation of job functions: participating in all meetings, data reviews/Data Blender, assessment, reading specialist support, etc. Currently working on Assessment Schedule for 2020-2021, MTSS, Cafe 2020-2021, LDC 2020-2021, elementary summer reading options, Standards placement for 2020-2021, HS ELA scheduling, etc.
- Developed reading specialist CoE plan and support reading specialists in developing plan to provide learning opportunities to all reading support students. Currently working on compiling all learning opportunities provided to reading support students as resources to be used next year.

* Covid 19 Reading Specialist Plan

- Worked with team of reading specialists and librarians to develop/plan for PASD Reads 1 Million Challenge for students and staff during the school shut down time (to encourage and promote reading).

* PASD Reads 1 Million Information

- Worked with reading specialists to develop resource lists/links for literacy activities/apps/sites for elementary teachers and families and a Symbaloo of links for families. Developed a list of electronic books for students/families and free online author read alouds for families to access from home.

- [Literacy Resources for Families](#)
- [Literacy Resources for Teachers](#)
- [PASD Elementary Literacy Symbaloo](#)
- [PASD Electronic Books/Books Online](#)
- [PASD Free Online Author Read Alouds](#)

- Meeting up to 3 times/week with reading specialists (creation of teacher resources/support, resources for families, planning for 2020-2021 assessment schedule, revision of reading screening, summer reading planning, etc.). Attending reading specialist CPT times by building (1/week/building).
- Met with MS and HS ELA staff to review/support plan for learning opportunities
- Providing instructional resources and materials for ELA instruction to be provided remotely
- Zoom meetings with staff and groups for specialized trainings
- Daily office hours to provide support to teachers
- Coordination of literacy trainings/Think Central use for Act 48
- Support of teachers with Think Central for Journeys and Go Math instruction and RAZ Kids

Buildings and Grounds (Heath Dresch)

- Maintenance started work April 13th and are following these safety procedures:
Masks at all times, eye wear at all times, gloves at all times, and filling out health questions each day prior to starting shift.

Projects being worked on:

- 2 guys installing 2 split systems at AD area and trainer's area
- Same 2 guys are ordering all parts for LA water softener repair
- Same 2 guys ordering materials they need for HS library coil install
- Same two guys ordering materials for start of LA hot water heater
- 2 guys installing electric and lighting in LA shed and finishing the wall repair
- Same 2 guys order small items needed for boiler stack replacement
- Removal of dish washer at NS so floor can be replaced

- Custodians will be starting next Monday 4/20/20

HS and MS will be starting summer cleaning. They will first go through and disinfect due to chemicals needing to have a minimum time of 10 minutes on surface but we are going with 20 minutes. We then will go back and do a deep cleaning of surface and move furniture out of rooms. This will be twice the work as normal summer cleaning. All elementary custodians will be starting the packing of all Northside classrooms since teachers are not in which we are hoping can be completed in 2 days. This should save the district money as they will not have to pay or give teachers more days off.

- Supervisor and Assistant Supervisor who have been working and in everyday plus weekends since all the way back to March 16th to present. They have been doing mail runs, 2 building checks per day, meetings, oversee both construction projects, receiving of all deliveries and answering some alarms or building needs.

Director of Athletics (Brian Weidler)

- Virtual interviews and offering of Head Boys Soccer Coach position
- Virtual interviews and offering of Lead MS Field Hockey Coach position
- College Commitment Day Video
- Reached CAA or Certified Athletic Administrator status

Elementary/Secondary Principals (Bret Applequist, James Hale, Ashley Harrison, Anne Hoover, Rebecca Hoover, Wally Popejoy, Nate Rackley, Daryl Reisinger, Scott Richardson, Paul Steigerwald)

- Development and implementation of COVID-19 CoE Plan, helping assess student device needs, technology distribution, food distribution support
 - Planning for 2020-2021
 - Facilitating NS packing/renovations
 - Attending IEP meetings
 - Teacher interviews via Zoom
 - Facilitating a move of classes between Pine/Forge for preplanned special ed. change
 - Frequent Zoom meetings, IEP meetings, staff meetings, attending trainings, conducting trainings
 - Helping to facilitate budget development for 20-21
 - Video messaging to families has been a hit
 - Teacher evaluations
 - Grading plan at the high school; monitoring of students and staff with grading issues
 - Planning Commencement exercises
 - Planning MS and HS awards programs (virtual)
 - MS CoE Plan has 92% engagement level, team meetings via Zoom, faculty meetings weekly
 - Weekly filling family requests to obtain materials, personal belongings
 - Working papers processed for students
- NS PBIS Team, which was state-recognized for Tier 1 and 2 interventions with 100% ratings continues to provide these supports for our students. We began a Check-In-Check-Out intervention and continue to meet with our mentees weekly during this experience.
- We created a digital ROAR Ticket to continue to honor students following the ROAR rules at home and during CoE. We want to keep students invested in CoE and the weather is only going to get nicer. The layout is pretty amazing and culminates in a school-wide zoom to honor students weekly - you can read more here if you'd like: <https://drive.google.com/drive/folders/13WOjTjhILLVOISE4Ln5F7OyTmLIUaddQ?usp=sharing>
- Elementary support staff, including nurses, have teamed up to provide supports for families during our time away. Our nurses make contact weekly with 4 families to provide support, continue positive relationships, and encourage parents/students.
- After reaching out to support staff, we are creating a "Support Staff Tutoring Schedule" which will offer each grade level a minimum of one hour per week to check-in with students, offer tutoring, etc. based upon the needs of the student

High School Specific:

- Attending IEP and GIEP meetings
- Zoom meetings with faculty 1-2 times per week.
- Working with students and teachers to secure needed personal items and technology from high school
- Working on senior awards and graduation plans
- Sitting in on classes
- Issuing close to 40 sets of working papers to students
- Monitoring and contacting students who are not engaging online
- Collaborating with County and IU principals regarding online learning program
- Light the night program

Special Education/Gifted (Kathy Setlock, Carolyn Richards)

- Carolyn, Kathy, & Dawn – prepared and mailed (email & US Mail) 700 letters (as required by law) regarding CoE, (for special education/gifted services, & 504)
- Teachers held more than 50 IEP/GIEP meetings; another 80 IEPs/GIEPs to be held prior to June 6
- Kathy made personal contact with 20 parents whose children attend school in other programs (IU, Vista, New

Story, etc)

- Carolyn, Kathy, & Amanda - Ongoing support with teachers via Zoom meetings, phone calls, emails
- Carolyn & Kathy - weekly webinars on legal updates and guidance for special education/gifted

Social Workers (Lindsay Knepp, Amanda Musser)

- Weekly meetings with county SW, Lebanon County CYS, MHIDEI, CASSP, and other key players supporting Lebanon county students
- Coordinating & assisting with meal distribution
- Collaborating with Keir and local police about concerns
- Supporting families through personal contacts, referring to outside services

Nurses (Courtney Fackler, Katryna Griffin, Amanda Stroup)

- Contacted several of our students with chronic conditions to ensure they were aware that we are still available if needed and to check in with how the changes and stress might be impacting them
- Attended several Zoom IEP and 504s
- Developing checklists to ensure students & parents possess the appropriate skills and knowledge for self-management of diabetes, asthma, and severe allergies when they self-carry medications

Psychologists (Cathleen DiCello, Kellie Miller, Ariana Wheeler)

- Notified parent of students in evaluation process of delayed timelines through appropriate paperwork (as mandated by law)
- Completing evaluations, as much as possible (record reviews, gathering teacher input)
- Participating in IEP & 504 meetings as appropriate
- Working with guidance and principals to support teachers
- Working with guidance, social workers, principals, teachers, and parents to support students