



REGULAR BOARD MEETING

7/12/2018 [8:00PM-8:30PM] @ Palmyra Area School District Office Boardroom,
1125 Park Drive, Palmyra. PA 17078

Roll Call

Administrators Present: Lisa Brown, Bernie Kepler, Darcy Brenner-Smith, Tawnjah White

Board Members Present: Mr. Connell, Mr. Downey, Mr. Geib, Mr. Kreiser, Mr. Krikorian

Absent: Ms. Fisher, Mr. Fogle, Mrs. Hudson, Mr. Putt

1. MEETING CALLED TO ORDER

Minutes

Mr. Connell called the meeting to order at 8:07 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Mr. Connell

Mr. Downey

Ms. Fisher

Mr. Fogle

Mr. Geib

Mrs. Hudson

Mr. Kreiser

Mr. Krikorian

Mr. Putt

4. BOARD MINUTES

Motion to approve the minutes of the Board meetings of June 14, 2018 and June 28, 2018: [Link to Minutes Folder](#)

Minutes

Following a motion by Mr. Downey and a second by Mr. Krikorian, the Board unanimously approved the minutes from the June 14, 2018 and June 28, 2018 meetings.

5. APPROVAL OF TREASURER'S REPORT

Motion to approve the Treasurer's report for July 2018.

- Treasurer's Report: [Link to Treasurer's Report Folder](#)
 - Transactions Report
 - Cafeteria Report

- General Fund Check Register
- Revenue Report
- Expenditure Report
- Capital Projects Check Register
- Capital Projects Fund Report
- Hybrid Check Register
- Hybrid Construction Fund Report
- Available Construction Funds Report
- Change Order Report
- Change Order Issues Log
- Buildings & Grounds Supervisor Report
- Workplace Safety Report
- Budgetary Transfers (quarterly)
- Club Report (quarterly)

Minutes

Following a motion by Mr. Downey and a second by Mr. Kreiser, the Board unanimously approved the Treasurer's report for July 2018.

6. PRESIDENT'S REPORT

Minutes

Mr. Connell announced that the Board held an executive session prior to this evening's public board meeting.

7. APPROVAL OF CONSENT AGENDA - CURRICULUM COMMITTEE ACTION ITEMS

Curriculum Minutes from June 28, 2018: [Link to Curriculum Committee Minutes Folder](#)

There are no action items for approval from the June 28, 2018 Curriculum Committee meeting.

Minutes

There are no action items for approval.

8. BOARD POLICIES

Motion to approve the second reading and final adoption of the following Board policies:

- Policy 006 - Meetings
- Policy 829 - Naloxone

Minutes

Following a motion by Mr. Downey and a second by Mr. Geib, the Board unanimously approved Board policy 006 "Meetings" and Board policy 829 "Naloxone."

(Policy 006-Meetings (10).pdf attached)

(Policy 829 - Naloxone (new policy) (5).pdf attached)

(Administrative Regulation for Administration of Naloxone (2).pdf attached)

(Nurse - Standing Orders 18-19 (2) (3).pdf attached)

9. SUPERINTENDENT SALARY

Motion to approve the 2018-19 salary of Lisa A. Brown in the amount of \$161,526 as per approved Superintendent's Contract, Section 4a: Compensation.

Minutes

Following a motion by Mr. Geib and a second by Mr. Krikorian, the Board unanimously approved the superintendent salary in the amount of \$161,526.00.

10. APPROVAL OF CONSENT AGENDA - STAFFING & ADMINISTRATION COMMITTEE ACTION ITEMS

Staffing & Administration Committee Minutes from January 28, 2018: [Link to Staffing & Administration Committee Minutes Folder](#)

Motion to approve Staffing & Administration Committee items.

Minutes

Following a motion by Mr. Geib and a second by Mr. Kreiser, the Board unanimously approved the Staffing and Administration Consent Agenda items.

(S & A Consent Agenda 7-12-18 (6-28-18).pdf attached)

11. ADJOURNMENT

Minutes

Following a motion by Mr. Downey and a second by Mr. Geib, the Board unanimously adjourned the meeting at 8:16 p.m.



Darcy Brenner-Smith
Board Secretary

Book Policy Manual
Section 000 Local Board Procedures
Title Meetings
Number 006
Status Second Reading
Adopted May 12, 2016

Parliamentary Authority

All Board meetings shall be conducted in an orderly and business-like manner. Robert's Rules of Order, Newly Revised, including group rules shall govern the Board in its deliberations in all cases in which it is not inconsistent with law, state regulations or Board procedures.[1][2]

Quorum

A quorum shall consist of a majority of the members of the Board. No business shall be transacted at a meeting without a quorum, but the Board members present at such a meeting may adjourn to another time.[3]

Presiding Officer

The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board member shall be elected President pro tempore by a plurality of those present to preside at that meeting only.[4][5][6][7]

Notice

Notice of all public Board meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and posting of such notice at the administrative offices of the Board.[8][9]

1. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.[8][9]

2. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.[8][9]
3. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.[8][9]
4. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of the meeting and sending copies of such notice to interested parties.[8]
5. Notice of all public meetings shall be given to any newspaper(s) circulating in Lebanon County and any radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.[9]

Notice of all rescheduled meetings and special meetings shall be given to Board members no later than twenty-four (24) hours prior to the time of the meeting.[10][9]

Regular Meetings

Regular Board meetings shall be public and shall be held at specified places at least once every two (2) months.[11][2]

1. Agenda

It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting.

The agenda, together with all relevant reports, shall be provided each Board member the day prior to the meeting.

2. Order of Business

The order of business for regular meetings shall be as follows, unless altered by the President or a majority of those present and voting:

- a. Call to order
- b. Pledge of Allegiance

- c. Roll call
- ~~d. Approval of previous meeting(s) minutes~~
-
- ~~e. Treasurer's report~~
-
- ~~f. Approval of bills for payment~~
-
- ~~g. Cafeteria report~~
-
- ~~h. Visitor comments~~
-
- ~~i. Committee reports~~
-
- j. Communications
- ~~k. New Business~~
-
- ~~l. Adjournment~~

d. Consent Agenda

1. Approval of Meeting Minutes
2. Approval of Treasurer's Report, including Transactions, Bills for Payment, Payroll, and Cafeteria Report.
3. Other Items Deemed in Committee as Consent Agenda

- e. President's Report
- f. Visitor Comments
- g. Curriculum Committee Action Items
- h. Staffing & Administration Committee Action Items
- i. Finance Committee Action Items
- j. Buildings & Grounds Committee Action Items
- k. Reports
- l. Communications
- m. Adjournment

Special Meetings

Special meetings may be called for special or general purposes and shall be public except when conducted as an executive session for purposes authorized by the Sunshine Act.[\[10\]](#)[\[5\]](#)[\[2\]](#)

The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) Board members. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board members.[\[5\]](#)

No business shall be transacted at any special meeting except that named in the call sent to members for such special meeting.[\[10\]](#)

Public Participation

District residents present at a Board meeting may address the Board in accordance with law and Board procedures and policy.[\[2\]](#)[\[12\]](#)

Regular, special, and emergency meetings of the board of Education are open to the public. The Board of Education, as an elected representative body of the school district, wishes to provide an opportunity for citizens to express interests and concerns related to the school district. The public is cordially invited to attend Board meetings.

Board meetings are conducted for the purpose of carrying on the official business of the school district. The meetings are not public forum meetings, but are meetings held in the public. All meetings, except executive sessions, will be open to the public. The minutes of the official meeting will record the action taken at the meeting, and will show how each member voted on each item presented for action. The journal of minutes is open and available to the public during normal business hours, in accordance with the state law.

Orderly conduct of a meeting does not permit spontaneous discussion from the audience. Individuals or organizations desiring to make requests, presentations or proposals to the Board will be provided that opportunity.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings.

Board Committee-of-the-Whole Workshop Meetings

~~(Typically First and Last Thursday of the Month)~~

(Typically 2nd and 4th Thursdays of the month following the Regular Official Board meeting)

2nd – Buildings & Grounds, Finance, and Staffing & Administration

4th – Curriculum and Staffing & Administration

1. Agendas will be made available to the public via the district website the day prior to the meeting.
2. A sign-up sheet will be placed next to the agenda requiring the name, address, designation of Community, Parent, or Staff, and whether or not the person is requesting to speak. If requesting to speak, the issue being addressed must be noted.
3. The community input from the names on the sheet will be heard by the Board as the last item on the agenda.
4. A time limit for each speaker to comment may be set at five (5) minutes.

Regular Official Board Meeting

~~(Typically Second Thursday of Month)~~

(Typically 2nd and 4th Thursdays of the month prior to Committee Meetings)

1. Agendas will be made available to the public via the district website the day prior to the meeting.
2. People who wish to address the Board must call the District Office Administrative Assistant to the Superintendent prior to 12:00 noon the day of the Regular Official Board meeting. The speaker's name, address, telephone number, and topic must be stated to be placed on the Board Agenda.
3. Under Visitor Comments on the Agenda, the Board will hear those who have signed up to speak.
4. A time limit for each speaker to comment may be set at five (5) minutes.
5. Public will be provided attachments upon request.

The Board vests in its president or other presiding officer authority to permit, prohibit or terminate the remarks of any individual or group of individuals when they do not adhere to the rules established above.

Persons appearing before the Board are reminded, as a point of information, that members of the Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by the full Board.

The intent of this policy is to allow a fair and adequate opportunity to be heard, to allow the superintendent to take action when policies have been established by the Board on the subject of the request, to provide adequate time for the Board to obtain necessary information concerning the subject, and to see that time so devoted to the discussion does not interfere with the fulfillment of the scheduled agenda of the Board.

Voting

All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by statute or Board procedures.

All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Board member. Roll call votes will occur regularly for the following: 1) Budget Approval; 2) Real Estate Transactions; 3) Debt Service Decisions; and 4) Other Regulatory Documents Requiring Roll Call Documentation.

1. The following actions require the unanimous consent of all remaining Board members:
 - a. Appoint as attorney or solicitor of the Board a Board member who has served for two (2) consecutive terms of four (4) years each after resigning his/her office.
2. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:
 - a. Transfer of budgeted funds during the first three (3) months of the fiscal year.[13][14]
 - b. Incur a temporary debt to meet an emergency or catastrophe.[14]
 - c. Elect to a teaching position a person who has served as a Board member and who has resigned.[15]
 - d. Convey land or buildings to the municipality co-terminus with the school district in accordance with law.[16]
 - e. Adopt or change textbooks without the recommendation of the Superintendent.[17]
 - f. Dismiss, after a hearing, a tenured professional employee.[18]
3. The following actions require the recorded affirmative votes of a majority of the full number of Board members:

- a. Fixing the length of school term.[20]
- b. Adopting textbooks recommended by the Superintendent.[20][21]
- c. Appointing the district Superintendent and Assistant Superintendent(s).[20][22][23]
- d. Appointing teachers and principals.[20]
- e. Appointing substitute teachers.
- f. Adopting the annual budget.[20][24]
- g. Appointing tax collectors and other appointees.[20][25][26]
- h. Levying and assessing taxes.[20][27]
- i. Purchasing, selling, or condemning land.[20]
- j. Locating new buildings or changing the location of old ones.[20]
- k. Adopting planned instruction.[20][28]
- l. Establishing additional schools or departments.[20]
- m. Designating depositories for school funds.[20][29]
- n. Expending district funds.
- o. Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.[14][30]
- p. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to bid requirements).[20][31]
- q. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.[20]
- r. Combining or reorganizing into a larger school district.[32]
- s. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be

provided by the intermediate unit.[\[20\]](#)

- t. Dismissing, after a hearing, a nontenured employee.[\[20\]](#)[\[33\]](#)[\[34\]](#)
- u. Adopting a corporate seal for the district.[\[35\]](#)
- v. Determining the location and amount of any real estate required by the school district for school purposes.[\[36\]](#)
- w. Vacating and abandoning property to which the Board has title.[\[37\]](#)
- x. Determining the holidays, other than those provided by statute, to be observed by special exercises and those on which the schools shall be closed for the whole day.[\[38\]](#)
- y. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.[\[39\]](#)
- z. Adopting, amending or repealing Board procedures and policy.[\[40\]](#)
- aa. **Creating or increasing any indebtedness.**

Minutes

The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show:[\[41\]](#)[\[42\]](#)

1. Date, place, and time of the meeting.
2. Names of Board members present.
3. Presiding officer.
4. Substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken.[\[43\]](#)
7. Names of all residents who appeared officially and the subject of their testimony.

The Board Secretary shall provide each Board member with access to the minutes of the last meeting prior to the next regular meeting.[\[1\]](#)

The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.[44]

Notations and any tape or audiovisual recordings shall not be the official record of a public Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the district's records retention schedule.[1][45][46]

Recess/Reconvene

The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy.[8][9][47]

Executive Session

The Board may hold an executive session, which is not an open meeting, before; during; at the conclusion of a public meeting; or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the public meeting prior to or after the executive session.[48][49]

The Board may discuss the following matters in executive session:

1. Employment issues.
2. Labor relations.
3. Purchase or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.
5. Matters that must be conducted in private to protect a lawful privilege or confidentiality.

Official actions based on discussions held in executive session shall be taken at a public meeting.

Work Sessions

The Board may meet as a Committee of the Whole in a public meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with Board procedures.[2][47]

A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by Board members. Public notice of the meeting shall be made in accordance with Board procedures.

The Board Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with Board procedures.[8][9]

Committee Meetings

Standing committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by members of the committee.[8][9][47]

A majority of the total membership of a committee shall constitute a quorum.

Unless held as an executive session, standing committee meetings shall be open to the public, other Board members, and the Superintendent.[2]

A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of an area under discussion.

Legal

1. 24 P.S. 407

2. 65 Pa. C.S.A. 701 et seq

3. 24 P.S. 422

4. 24 P.S. 405

5. 24 P.S. 426

6. 24 P.S. 427

7. 24 P.S. 428

8. 65 Pa. C.S.A. 703

9. 65 Pa. C.S.A. 709

10. 24 P.S. 423

11. 24 P.S. 421

12. Pol. 903

13. 24 P.S. 609

14. 24 P.S. 687

15. 24 P.S. 324

16. 24 P.S. 707

17. 24 P.S. 803

18. 24 P.S. 1129

20. 24 P.S. 508
21. Pol. 108
22. 24 P.S. 1071
23. 24 P.S. 1076
24. Pol. 604
25. Pol. 005
26. Pol. 606
27. Pol. 605
28. Pol. 107
29. 24 P.S. 621
30. Pol. 612
31. Pol. 610
32. 24 P.S. 224
33. 24 P.S. 514
34. 24 P.S. 1080
35. 24 P.S. 212
36. 24 P.S. 702
37. 24 P.S. 708
38. 24 P.S. 1503
39. Pol. 004
40. Pol. 003
41. 24 P.S. 518
42. 65 Pa. C.S.A. 706
43. 65 Pa. C.S.A. 705
44. 24 P.S. 433
45. Pol. 800
46. Pol. 801
47. Pol. 006
48. 65 Pa. C.S.A. 707
49. 65 Pa. C.S.A. 708
24 P.S. 408
24 P.S. 634
24 P.S. 671
24 P.S. 1075
24 P.S. 1077
24 P.S. 1111

Last Modified by Policy Personnel on May 17, 2016

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Book Policy Manual
Section 800 Operations
Title Naloxone
Number 823
Status From PSBA

Authority

As a means of enhancing the health and safety of its students, staff and visitors, the district may obtain, maintain and administer doses of an opioid antagonist and other facilities, specifically Naloxone, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose.[1][2]

Definitions

Drug overdose - shall mean an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction. An individual's condition may be deemed to be a drug overdose if a prudent person, possessing an average knowledge of medicine and health, would reasonably believe that the condition is in fact a drug overdose and requires immediate medical attention.[1]

Naloxone - shall mean a medication that can reverse an overdose caused by an opioid drug. As a narcotic antagonist, Naloxone displaces opiates from receptor sites in the brain and reverses respiratory depression that usually is the cause of overdose deaths.

Opioid - shall mean illegal drugs such as heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone, hydrocodone, fentanyl, hydromorphone, and buprenorphine.

Delegation of Responsibility

The Superintendent or designee, in consultation with the school nurse(s) and the school physician, shall establish appropriate internal procedures for the acquisition, stocking and administration of Naloxone and related emergency response procedures pursuant to this policy.

The school physician shall be the prescribing and supervising medical professional for the district's stocking and use of Naloxone. The Superintendent or designee

shall obtain a standing order from the school physician for administration of Naloxone.

The school nurse shall be responsible for building-level administration of Naloxone and management of Naloxone stocks.

Guidelines

The school nurse shall develop a plan for annually informing all parents/guardians, students and staff about this policy and specifically:

1. The availability of Naloxone to treat opioid drug overdoses and what it does;
2. The symptoms of opioid drug overdoses;
3. How students and staff should report suspected overdoses;
4. **The Administrative Regulation for Administration of Naloxone;**
5. The protection from criminal prosecution provided by law for persons who report a suspected overdose using their real name and remain with the overdosing person until emergency medical services (EMS) or law enforcement arrive, as well as for the person whose overdose they report; and [\[1\]\[2\]](#)
6. The protection from civil liability provided by law for persons who report overdoses or administer Naloxone in overdose emergencies. [\[1\]\[2\]](#)

Standing Order From the School Physician

The school physician shall provide and annually renew a standing order for administration of Naloxone to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. **Naloxone will be included as an Emergency Medication on the district's Standing Order for Medications.**

~~The standing order shall include at least the following information:~~

- ~~1. Type of Naloxone (intranasal and auto-injector).~~
-
- ~~2. Date of issue.~~
-
- ~~3. Dosage.~~
-
- ~~4. Signature of the school physician.~~

The standing order shall be maintained in the Superintendent's office, and copies of the standing order shall be kept in each location where Naloxone is stored.

Training

Before any school district employee may have custody of Naloxone or administer Naloxone under this policy, the employee must successfully complete an online Pennsylvania Department of Health training program about recognizing opioid-related overdoses, administering Naloxone and promptly seeking medical attention for drug overdoses. Evidence that such training has been completed shall be placed in the employee's personnel file.^{[2][3]}

A list of school district employees who successfully complete such training shall be maintained, updated and kept in the school nurse's office and the school district administration office.

Acquisition, Storage and Disposal

Naloxone shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

Naloxone shall be made readily accessible to those employees who have completed the required training to administer it in the event of a suspected drug overdose. All properly trained employees shall be informed of the exact location where Naloxone is being stored within the school nurse's office or other location.

The school nurse shall obtain sufficient supplies of Naloxone pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh Naloxone stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Department of Health Guidelines.

Administration of Naloxone

When responding to a suspected drug overdose, district employees shall follow the steps outlined below: **in the Administrative Regulation for Administration of Naloxone maintained with the stored Naloxone.**

- ~~1. Call for medical help immediately (Dial 9-1-1).~~
-
- ~~2. Check for signs of opioid overdose.~~
-
- ~~3. Perform initial rescue breathing (or CPR if needed), as instructed in training.~~
-
- ~~4. Administer Naloxone, as instructed in training.~~
-
- ~~5. Continue rescue breathing (or CPR if needed), as instructed in training.~~
-

- ~~6. Administer second dose of Naloxone if needed, as instructed in training.~~
-
- ~~7. Place in recovery position, as instructed in training.~~
-
- ~~8. Stay with the individual until emergency medical help arrives.~~
-
- ~~9. Cooperate with EMS personnel responding to the incident.~~
-
- ~~10. Notify the building administrator or designee of the incident.~~

Referral to Law Enforcement and Parental Notification

The Superintendent or designee shall immediately report incidents involving the use of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[4][5][6][7][8][9][10]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving use of controlled substances immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[4][9][10][11]

Referral to Student Assistance Program

Any student who experiences a drug overdose shall be referred to the district's Student Assistance Program.[12]

Indemnification

The school district shall indemnify and hold harmless any employee who administers Naloxone in good faith to another individual experiencing a suspected drug overdose, if all of these conditions apply:[2][13][14]

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering Naloxone to that individual.
2. The employee successfully completed the training contemplated by this policy.

3. The employee promptly sought additional medical assistance before or immediately after administering Naloxone.
4. The employee is administering Naloxone pursuant to this policy.

Legal

1. 35 P.S. 780-113.7
2. 35 P.S. 780-113.8
3. Pol. 324
4. 22 PA Code 10.2
5. 22 PA Code 10.21
6. 22 PA Code 10.22
7. 24 P.S. 1302.1-A
8. 24 P.S. 1303-A
9. Pol. 227
10. Pol. 805.1
11. 22 PA Code 10.25
12. Pol. 236
13. 42 Pa. C.S.A. 8547
14. 42 Pa. C.S.A. 8548
15. Pol. 916

Last Modified by Tammy Medellin on April 24, 2017

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Administrative Regulation for Administration of Naloxone

1. Call for medical help immediately (Dial 9-1-1).
2. Check for signs of opioid overdose.
3. Perform initial rescue breathing (or CPR if needed), as instructed in training.
4. Administer Naloxone, as instructed in training.
5. Continue rescue breathing (or CPR if needed), as instructed in training.
6. Administer second dose of Naloxone if needed, as instructed in training.
7. Place in recovery position, as instructed in training.
8. Stay with the individual until emergency medical help arrives.
9. Cooperate with EMS personnel responding to the incident.
10. Notify the building administrator or designee of the incident.



2018-19 Palmyra Area School District - Standing Order for Medications

Emergency Medications

- 1. Epinephrine** Epinephrine Auto-Injector Jr. (0.15mg) Under 66 lbs
 Epinephrine Auto-Injector (0.30mg) 66lbs and over

2. Benadryl	Up to 6 years	6.25 mg	q 4-6 hrs prn
	6-12 years	12.5-25 mg	q 4-6 hrs prn
	Over 12 years	25 mg	q 4-6 hrs prn

- 3. Naloxone** Naloxone HCl - 4mg Administer intranasally for suspected overdose; may repeat every 2-3 minutes as needed until EMS arrives

Non-Emergency Medications

* Emergency Cards are to be checked for allergies, intolerances, and contraindications to these medications*

* Parental permission required prior to administration* *Administration will not exceed a single dose in a school day*

1. Acetaminophen	Age (years)	Weight (lbs)	Children's Tylenol (80 mg / 1 tab)	Jr. Strength Tylenol (160 mg / 1 tab)	Regular Strength Tylenol (325 mg)
	4-5	36-47	3 tabs	-	-
	6-8	48-59	4 tabs	1-2 tabs	-
	9-10	60-71	5 tabs	-	-
	11	72-95	6 tabs	2-3 tabs	325 mg / 1 tab
	12 & Over	95+	-	-	650 mg / 2 tabs

2. Ibuprofen (Advil)	Age (years)	Weight (lbs)	Children's Ibuprofen Suspension (100mg/5ml)	Jr. Strength Ibuprofen Chewables (100mg/tablet)	Regular Strength Ibuprofen (200mg/tablet)
	4-5	36-47	7.5ml	1.5 tabs	-
	6-8	48-59	10ml	2 tabs	1 tabs
	9-10	60-71	12.5ml	2.5 tabs	1 tabs
	11	72-95	15ml	3 tabs	1 tabs
	12 & Over	95+	20ml	4 tabs	1-2 tabs

3. Other Over-the-Counter Medications

These OTC medications or generic equivalents, commonly requested for episodic symptom relief, may be administered by the school nurse at her discretion as directed by the package dosage guidelines.

Topical	Bacitracin, Bactine Spray, Calamine Lotion, Hydrocortisone cream 1%, Hydrogen Peroxide, Sting-kill relief pads, Burn Jel, Topical Benadryl
Ophthalmic Solutions (eye)	Soothing lubricant eye drops
Mouth and Throat	Anbesol, Chloraseptic Spray
Other	Tums

Physician's Signature: _____ Date: _____



Palmyra Area School District
Consent Agenda
Staffing & Administration Committee
July 12, 2018

Action Items from June 28, 2018 Staffing & Administration Committee Meeting

1. Administrative Staff Items

- a. *Transfer of Bret Applequist, 4th grade teacher at Northside Elementary School, to Principal of Northside Elementary School at a salary of \$83,000 effective August 1, 2018.
- b. *Transfer of Dr. Anne Hoover, Director of Elementary Education & Northside Elementary School Principal, to Director of Elementary Education & Pine Street Elementary School Principal, effective August 1, 2018.

2. Professional Staff Items

- a. Transfer of Tyler Frantz from 4th grade teacher at Pine Street Elementary to Elementary STEM teacher beginning with the 2018-19 school year.
- b. Transfer of Douglas Knepp from 8th grade Spanish teacher to 6th-8th grade Spanish teacher beginning with the 2018-19 school year.
- c. Transfer of Emily Penberth from 8th grade Writing to 8th grade English Language Arts beginning with the 2018-19 school year.
- d. Transfer of Jesse Eisenbise from 6th grade Science teacher to 7th grade Science teacher beginning with the 2018-19 school year.
- e. Ariana Wheeler, School Psychologist, from part-time status (.7872) to full-time status for the 2018-19 school year.
- f. *Resignation of Jessica Miller, Elementary Instructional Technology Coach, effective at the end of the 2017-18 school year.
- g. *Resignation of Michael Toomey, High School Learning Support teacher, effective at the end of the 2017-18 school year.
- h. *Resignation of Rebecca Altland, High School Social Studies teacher, effective at the end of the 2017-18 school year.
- i. *Jennifer Zimmerman as a short-term substitute Elementary Learning Support teacher at Pine Street Elementary at a daily rate of \$172 beginning with the 2018-19 school year until January 2, 2019, pending completion of all state and district requirements.
- j. *Kasey Kreider as a short-term substitute Middle School Physical Education teacher at a daily rate of \$172 beginning with the 2018-19 school year until October 26, 2018, pending completion of all state and district requirements.

- k. *Jennifer Cruise as a long-term substitute 2nd grade teacher at Pine Street Elementary at a Bachelor's, Step 1 salary of \$46,055 for the 2018-19 school year, pending completion of all state and district requirements.
- l. *Ellen Gay as a 3rd grade teacher at Lingle Avenue Elementary at a Master's, Step 2 salary of \$52,030 for the 2018-19 school year, pending completion of all state and district requirements.
- m. *Noelle Conrad as a 4th grade teacher at Pine Street Elementary at a Master's +45, Step 9 salary of \$62,621 for the 2018-19 school year, pending completion of all state and district requirements.
- n. *Michael Rashid as a 4th grade teacher at Lingle Avenue Elementary at a Master's +30, Step 6 salary of \$58,076 for the 2018-19 school year, pending completion of all state and district requirements.

3. Support Staff Items

None

4. Substitute Teachers

None

5. Tenure

Gregory Brandt	Shelly Hunt
Tricia Bruce	Alison Keener
Alanna Dunkle	Caleb Mathias
Megan Frazier	Robin Reiman
Bethany Garber	Carrie Twaddel
Todd Gies	

6. Fall Coaches

High School Cheerleading

Head Coach - Deanna Williams - \$3,430

Assistant Coach - Taylor Swisher - \$1,770

Middle School Cheerleading

Lead Coach - Lori Swisher Bechtel - \$2,215

High School Cross Country

Head Coach - Dave Hollen - \$4,265

Assistant Coach - Kris Keck - \$2,510

Middle School Cross Country

Lead Coach - William Binder - \$3,200

Assistant Coach - Brett Mitchley - \$2,560

High School Field Hockey

Head Coach - Kent Harshman - \$5,930 (previously Board approved 4/12/18)

Assistant Coach - Kayla Ricker - \$3,730

Assistant Coach - Kristi Costello @ 50% - \$1,865

Assistant Coach - Stefanie Day @ 50% - \$1,865

Middle School Field Hockey

Lead Coach - Jennifer Lutz - \$3,995

Assistant Coach - Kim Dembrowski - \$3,205

Assistant Coach - Katelyn Kindt - \$3,205

High School Football

Head Coach - Chris Pope - \$7,285

Assistant Coach - Graham Zug @ 75% - \$3,500

Assistant Coach - Matt Cottle @ 50% \$2,335

Assistant Coach - Josh McGaw @ 50% - \$2,335

Assistant Coach - Danny Byrd @ 50% - \$2,335

Assistant Coach - Chris Pavone @ 50% - \$1,985

Assistant Coach – Zack Bleiler @ 50% - \$1,865

Assistant Coach - Chris Bleiler @ 25% - \$1,165

Assistant Coach - John Arndt @ 50% - \$1,865

Middle School Football

Lead Coach - Logan Trout - \$4,000 (previously Board approved 4/12/18)

Assistant Coach - Matthew Madonna @ 75% - \$2,545

Assistant Coach - Caleb Mathias @ 75% - \$2,695

Assistant Coach - Ed Holwig @ 75% - \$2,545

Assistant Coach - TBD @ 75%

High School Golf

Head Coach - Tim Refi - \$4,265

High School Boys Soccer

Head Coach - Jerry Hoffsmith - \$4,950

Assistant Coach - Brooks Tomazin - \$3,730

High School Girls Soccer

Head Coach - Alanna Dunkle - \$5,245

Assistant Coach – Dave Lineaweaver - \$3,355

High School Girls Tennis

Head Coach - Matt Opilo - \$4,265

Assistant Coach – Abbie Mahaffey - \$3,515

High School Girls Volleyball

Head Coach - Clark Sheaffer - \$4,995

Assistant Coach - Mike Hutchinson - \$3,515

Miscellaneous

High School Equipment Manager - Danny Byrd - \$5,675

Middle School Equipment Manager - Jeff Remington - \$3,325

High School Fall Weight Room Supervisor - Pete Conrad - \$1,535

Middle School Fall Game Manager – Gina Mason - \$595

7. Fall Coach Volunteers

Middle School Cheerleading

Wanette Balchunas

Emily Penberth

High School Cross Country

Donald Papon

High School Field Hockey

Amy Kelly

Caroline Lehman

Anna Scipioni

High School Football

Matt Bleiler

Tyler Cottle

Ben Ricker

Middle School Football

Steve Mann

Chris Moyer

Boys Soccer

Mitch Walters

Jeff Wilver

Girls Soccer

Chris Drenevich

Alison Forbrich

Girls Volleyball

Robert Baker

John McInerney

8. Girls Basketball Coach
Jenna Laudermilch

9. Tuition Agriculture Students

Two 11th grade agriculture students at Elizabethtown High School for the 2018-19 school year.

10. Coach Resignation

*Resignation of Glenn Nissley, Assistant Coach of High School Boys Lacrosse

*Staffing & Administration items added after the June 28, 2018 Staffing & Administration Committee meeting.