

# ***Loyalsock Township School District***

## ***Meeting of School Directors***

***September 3, 2025***

***7:00 p.m.***

***Loyalsock Township School District  
Secondary Campus  
Multi-Purpose Room (D10/11)  
2101 Loyalsock Drive  
Williamsport, PA 17701***

## ***AGENDA***

- 1. Call to Order – President**
- 2. Pledge of Allegiance**
- 3. Administrative Report/Executive Session Purpose – Mr. Christopher Kenyon, Solicitor**
- 4. Roll Call – Mr. M. Daniel Egly, Board Secretary**

### **MEMBER**

\_\_\_\_\_ David Bjorkman  
\_\_\_\_\_ Lynn Frey, Vice President  
\_\_\_\_\_ Hal C. Gee, Jr., President  
\_\_\_\_\_ Benjamin Hepburn  
\_\_\_\_\_ Robert D. Leidhecker  
\_\_\_\_\_ JacLynne Lindsay, Treasurer

### **MEMBER**

\_\_\_\_\_ David W. Pfleegor, II  
\_\_\_\_\_ Melvin E. Wentzel  
\_\_\_\_\_ Michael J. Zicolello  
\_\_\_\_\_ \*Christopher Kenyon, Solicitor  
\_\_\_\_\_ \*Gerald L. McLaughlin, Superintendent  
\_\_\_\_\_ \*M. Daniel Egly, Business Mgr./Bd.Secretary  
\_\_\_\_\_ \*Brooke Beiter, Ph.D., Assistant Superintendent  
\_\_\_\_\_ \*(Non-Voting Member)

### **OTHERS**

\_\_\_\_\_ Stephen Hafele, High School Principal  
\_\_\_\_\_ Richard Cummings, Secondary Principal  
\_\_\_\_\_ Rachelle Ackerman, Middle School Principal  
\_\_\_\_\_ Dayne Waller, Middle School Assistant Principal  
\_\_\_\_\_ Marc Walter, Elementary Principal  
\_\_\_\_\_ Megan Renninger, Elementary Assistant Principal  
\_\_\_\_\_ Eric Gee, Director of Technology  
\_\_\_\_\_ Lisa Fisher, Supervisor of Special Education  
\_\_\_\_\_ Teri Key, Supervisor of Curriculum & Instruction

- 5. A. Recognition of Guests or Scheduled Speakers/Public Comments**
  - Food Service Presentation

**B. Public Comments Relative to Agenda Items**

**6. Minutes**

**A. Approval of Minutes**

It is recommended (Board Secretary) the Board approve the Minutes of the following meetings:

- August 13, 2025 – School Board
- August 21, 2025 – Special Meeting

Motion: Second:  
Yes:  
No:  
Absent:  
Result:

**7. Personnel**

**A. Long-Term Substitute Nurse**

It is recommended (Superintendent/Building Principal) that the Board appoint Laura Fry as a Long-Term Substitute School Nurse effective August 18, 2025. Ms. Fry will receive a salary based on Step 2-M of the Teacher Salary Schedule. It is noted that Ms. Fry will become a Temporary Professional Employee upon receipt of her Level I Certification-School Nurse.

Motion: Second:  
Yes:  
No:  
Absent:  
Result:

**B. Food Service Personnel**

It is recommended (Business Manager) that the Board appoint Deanna Snyder as a food service substitute effective August 28, 2025. Ms. Snyder will receive an hourly rate of \$15.00.

Motion: Second:  
Yes:  
No:  
Absent:  
Result:

**C. Appointment of Fall Athletic Personnel – Revised**

It is recommended (Athletic Director) the Board approve the attached list of fall athletic personnel (pending documentation) for the 2025-2026 sports season.

Motion: Second:  
Yes:  
No:  
Absent:  
Result:

**D. Retirements/Resignations**

The Board acknowledges notice of the following resignations/retirements:

- Shannon Butters; Data Coordinator; Resignation; effective August 22, 2025
- Vicki Killian; Food Service Employee; Resignation; effective August 4, 2025
- Suwarna Bhagat; Food Service Employee; Resignation; effective September 4, 2025
- Maria Cornejo; Paraprofessional; Resignation; effective August 7, 2025
- Joseph Schneider; Custodial Employee; Resignation; effective August 25, 2025

**8. Policy**

**A. Policies**

It is recommended (Assistant Superintendent) the Board adopt the following policies as attached:

- Policy 805.1 (New) – Relations with Law Enforcement
- Policy 805.2 (Revised) – School Security Personnel

Motion: Second:  
Yes:  
No:  
Absent:  
Result:

**9. Other**

**A. Agreement for Contracted Data Coordinator Services**

It is recommended (Superintendent) the Board approve the attached Agreement for Contracted Data Coordinator Services with Shannon Butters.

Motion: Second:  
Yes:  
No:  
Absent:  
Result:

**B. Adoption of Resolution – Student #27170**

It is recommended the Board adopt the attached Resolution relating to Student #27170.

Motion: Second:  
**ROLL CALL**  
Yes:  
No:  
Absent:  
Result:

**10. Information/Discussion Items**

**A. Board Comments/Reports**

- Community Wide Safety Committee – Mr. Bjorkman
- Recreation Board – Mr. Leidhecker
- Wellness Committee – Mr. Pfleegor
- IU 17 – Mr. Zicolello
- Act 48 Committee – Mr. Wentzel
- LycoCTC – Mrs. Frey
- The Lancer Foundation – TBD
- PSBA Liaison – Mrs. Lindsay

**B. Administrative Reports/Discussion**

**11. Public Comments & Responses to Public Comments at Previous Meeting**

**12. Upcoming Board Meeting – October 1, 2025**

**13. Adjournment**

Motion:  
Second:

# ***Loyalsock Township School District***

## ***Meeting of School Directors***

***August 13, 2025***

***7:01 p.m.***

***Board Conference Room  
1605 Four Mile Drive  
Williamsport, PA 17701***

## ***MINUTES***

- 1. Call to Order – President**
- 2. Pledge of Allegiance**
- 3. Administrative Report/Executive Session Purpose – Mr. Christopher Kenyon, Solicitor**  
6:00-6:56 pm; Personnel; Contracts; Policies
- 4. Roll Call – Mr. M. Daniel Egly, Board Secretary**

### **MEMBER**

**x** David Bjorkman  
**ab** Charles W. Edmonds, Ed.D.  
**x** Lynn Frey, Vice President  
**x** Hal C. Gee, Jr., President  
**x** Robert D. Leidhecker  
**x** JacLynne Lindsay, Treasurer  
\*Absent: Edmonds (resigned)

### **MEMBER**

**x** David W. Pfleeger, II  
**x** Melvin E. Wentzel  
**x** Michael J. Zicolello  
**x** \*Christopher Kenyon, Solicitor  
**x** \*Gerald L. McLaughlin, Superintendent  
**x** \*M. Daniel Egly, Business Mgr./Bd.Secretary  
**x** \*Brooke Beiter, Ph.D., Assistant Superintendent  
\*(Non-Voting Member)

*Benjamin A. Hepburn was appointed as a School Board Director. (See Item 6.B.)*

### **OTHERS**

**x** Stephen Hafele, High School Principal  
**x** Richard Cummings, Secondary Principal  
**x** Rachelle Ackerman, Middle School Principal  
**x** Dayne Waller, Middle School Assistant Principal  
**x** Marc Walter, Elementary Principal  
**x** Megan Renninger, Elementary Assistant Principal  
**x** Eric Gee, Director of Technology  
**x** Lisa Fisher, Supervisor of Special Education  
**x** Teri Key, Supervisor of Curriculum & Instruction

- 5.**
  - A. Recognition of Guests or Scheduled Speakers/Public Comments – None**
  - B. Public Comments Relative to Agenda Items – None**

### C. Agenda Item – Removal

**President Gee announced that the District honored the request of a continuance of an employee hearing.**

Hal Gee requested a motion to remove Item 10. Personnel, L. Employee Resolution; It is recommended the Board approve the Resolution regarding Employee #2757-2025; from the agenda due to the continuance of the employee hearing.

Motion: Mrs. Lindsay                      Second: Mr. Zicoello  
Yes: Bjorkman, Frey, Gee, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicoello  
No: None  
Absent: Edmonds  
Result: Motion Carried

## 6. School Board Director

### **A. Resignation of School Board Director**

It is recommended the Board accept the resignation from Charles Edmonds as a School Board Director effective August 13, 2025.

Motion: Mrs. Lindsay                      Second: Mr. Bjorkman  
Yes:     Bjorkman, Frey, Gee, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicolello  
No:     None  
Absent: Edmonds  
Result: Motion Carried

### **B. Appointment of School Board Director**

It is recommended the Board appoint Benjamin A. Hepburn, 692 Palmer Hill Road, Williamsport, PA 17701, as a School Board Director, effective August 13, 2025. *It should be noted that this appointment will fill the vacancy as a result of the resignation of Charles Edmonds.*

Motion: Mr. Wentzel                      Second: Mr. Leidhecker  
Yes: Bjorkman, Frey, Gee, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicoello  
No: None  
Absent: None  
Result: Motion Carried

### C. Validation of Documentation of School Board Director – Board Secretary

Motion: Mrs. Lindsay                      Second: Mr. Wentzel  
Yes: Bjorkman, Frey, Gee, Hepburn, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicoello  
No: None  
Absent: None  
Result: Motion Carried

## 9. School/District Programs and Operations

### A. Number Worlds K-5 Math Intervention

It is recommended (Supervisor of Curriculum & Instruction) the Board approve the McGraw Hill Number Worlds K-5 math intervention (Tier II) pilot program for the fall semester of the 2025-2026 school year.

Motion: Mrs. Lindsay                      Second: Mr. Wentzel  
Yes: Bjorkman, Frey, Gee, Hepburn, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicoello  
No: None  
Absent: None  
Result: Motion Carried

## 10. Personnel

### A. LTEA Personnel

It is recommended (Superintendent/Building Principal/Supervisor of Special Education) the Board appoint the following individual, pending documentation/certification:

- Kelly Day as a Professional Employee assigned as a Special Education teacher effective September 22, 2025. Ms. Day will receive a salary based on Step 4-M of the Teacher Salary Schedule.

Motion: Mrs. Lindsay                      Second: Mr. Wentzel  
Yes: Bjorkman, Frey, Gee, Hepburn, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicoello  
No: None  
Absent: None  
Result: Motion Carried

### B. LTESPA Personnel

It is recommended (Administration) the Board approve the following (pending documentation):

- Teresa Kessler; full-time paraprofessional; Ms. Kessler will receive an hourly rate of \$15.85.
- Veronica Bubb; part-time paraprofessional; Ms. Bubb will receive an hourly rate of \$15.60.
- Rosetta Carpenter; part-time custodian; effective August 11, 2025; Ms. Carpenter will receive an hourly rate of \$15.85.
- Nathaniel Ziminski; full-time maintenance; Mr. Ziminski will receive an hourly rate of \$18.35.
- John Ziminski; full-time custodian; Mr. Ziminiski will receive an hourly rate of \$15.85.
- Ernest Wheeler; full-time custodian; Mr. Wheeler will receive an hourly rate of \$19.14.

Motion: Mrs. Lindsay                      Second: Mr. Leidhecker  
Yes: Bjorkman, Frey, Gee, Hepburn, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicoello  
No: None  
Absent: None  
Result: Motion Carried

Yes: Bjorkman, Frey, Gee, Hepburn, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicoello

No:      None

Absent: None

Result: Motion Carried

### C. Food Service Personnel

It is recommended (Business Manager) the Board approve the attached list of assignments and salaries for food service personnel for the 2025-2026 school year.

Motion: Mrs. Lindsay                      Second: Mr. Wentzel  
Yes: Bjorkman, Frey, Gee, Hepburn, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicoello  
No: None  
Absent: None  
Result: Motion Carried

Yes: Bjorkman, Frey, Gee, Hepburn, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicoello

No:       None

Absent: None

Result: Motion Carried

#### **D. Appointment of Fall Athletic Personnel – Revised**

It is recommended (Athletic Director) the Board approve the attached list of fall athletic personnel (pending documentation) for the 2025-2026 sports season.

Motion: Mr. Wentzel                      Second: Mr. Pfleegor  
Yes: Bjorkman, Frey, Gee, Hepburn, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicoello  
No: None  
Absent: None  
Result: Motion Carried

Yes: Bjorkman, Frey, Gee, Hepburn, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicoello

No:       None

Absent: None

Result: Motion Carried

### E. Approval of Increase-Intervention Specialists

It is recommended (Superintendent) the Board approve a 3.5% hourly increase for Intervention Specialists, retroactive to July 1, 2025.

Motion: Mr. Wentzel                      Second: Mrs. Lindsay  
Yes: Bjorkman, Frey, Gee, Hepburn, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicoello  
No: None  
Absent: None  
Result: Motion Carried

Yes: Bjorkman, Frey, Gee, Hepburn, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicoello

No:       None

Absent: None

Result: Motion Carried

### F. School Bus/Van Drivers

It is recommended (Business Manager) the Board approve the attached list of school bus/van drivers for the 2025-2026 school year.

Motion: Mrs. Lindsay                      Second: Mr. Pfleegor  
Yes:     Bjorkman, Frey, Gee, Hepburn, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicoello  
No:     None  
Absent: None  
Result: Motion Carried

### G. Event Staff

It is recommended (Superintendent) the Board approve the attached list of event staff for the 2025-2026 school year.

Motion: Mr. Wentzel                      Second: Mrs. Lindsay  
Yes: Bjorkman, Frey, Gee, Hepburn, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicoello  
No: None  
Absent: None  
Result: Motion Carried

**H. Crossing Guards/Traffic Control Personnel, Cafeteria/Playground Monitors, High School/Middle School Monitors, Transportation Monitors, Event Staff & Substitute Cleaning Attendants**

It is recommended (Business Manager) the Board approve the attached list of rates for crossing guards/traffic control personnel, cafeteria/playground monitors, high school/middle school monitors, transportation monitors, event staff & substitute cleaning attendants for the 2025-2026 school year.

Motion: Mr. Pfleegor                      Second: Mrs. Lindsay  
Yes: Bjorkman, Frey, Gee, Hepburn, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicoello  
No: None  
Absent: None  
Result: Motion Carried

## I. Network Administrator – Job Description

It is recommended (Assistant Superintendent) the Board approve the attached job description for the position of Network Administrator.

Motion: Mr. Leidhecker                      Second: Mr. Pfleegor  
Yes: Bjorkman, Frey, Gee, Hepburn, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicoello  
No: None  
Absent: None  
Result: Motion Carried



## 11. Policy

### A. Policies

It is recommended (Assistant Superintendent) the Board adopt the following policies as attached:

- Policy 226 (Revised) - Searches
- Policy 227 (Revised) - Controlled Substances/Paraphernalia
- Policy 227.1 (Revised) - Student Drug Testing
- Policy 236.1 (Revised) - Threat Assessment
- Policy 805 (Revised) - Emergency Preparedness and Response
- Policy 806 (Revised) - Child Abuse
- Policy 819 (Revised) - Suicide Awareness, Prevention, and Response

Motion: Mrs. Lindsay

Second: Mr. Pfleegor

Yes: Bjorkman, Frey, Gee, Hepburn, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicoello

No: None

Absent: None

Result: Motion Carried

## 12. Other

### A. School Based Outreach Services – Letter of Agreement

It is recommended (Superintendent) the Board approve the attached Letter of Agreement for School Based Outreach Services between the Lycoming-Clinton Joinder Board and the Loyalsock Township School District.

Motion: Mr. Wentzel

Second: Mrs. Lindsay

Yes: Bjorkman, Frey, Gee, Hepburn, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicoello

No: None

Absent: None

Result: Motion Carried

### B. Student Assistance Program Services – Letter of Agreement

It is recommended (Superintendent) the Board approve the attached Letter of Agreement for Student Assistance Program Services between the Lycoming-Clinton Joinder Board and the Loyalsock Township School District.

Motion: Mrs. Lindsay

Second: Mr. Pfleegor

Yes: Bjorkman, Frey, Gee, Hepburn, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicoello

No: None

Absent: None

Result: Motion Carried

### C. BLaST IU 17 – Web Hosting Agreement

It is recommended (Director of Technology) the Board approve the attached BLAST Intermediate Unit 17 2025-2026 Web Hosting Agreement.

Motion: Mrs. Lindsay                      Second: Mr. Pfleegor  
Yes:     Bjorkman, Frey, Gee, Hepburn, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicoello  
No:     None  
Absent: None  
Result: Motion Carried

#### D. Suicide Prevention Coordinators

It is recommended (Assistant Superintendent) the Board appoint Kendall Sauers as District Suicide Prevention Coordinator. *It is noted that the following building level suicide prevention coordinators remain from previous board approval on September 12, 2018.*

- *Elementary School – Jennifer Cooley*
- *Middle School – Kate Preisch*
- *High School – Nicole Rippey*

Motion: Mrs. Lindsay                      Second: Mr. Bjorkman  
Yes:     Bjorkman, Frey, Gee, Hepburn, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicoello  
No:     None  
Absent: None  
Result: Motion Carried

### 13. Information/Discussion Items

### A. Board Comments/Reports

- **Superintendent's Evaluation**  
*On July 9, 2025, the Board of School Directors of the Loyalsock Township School District assessed the performance of Superintendent Gerald McLaughlin for the 2024-2025 school year. Mr. McLaughlin received an overall rating of Proficient. Criteria used to achieve this rating include: Student Growth and Achievement, Organizational Leadership, District Operations and Financial Management, Communications and Community Relations, Human Resource Management, Professionalism, and Annual Performance Goals. The Superintendent's salary for the 2025-2026 was adjusted in accordance to his current contract.*
- Community Wide Safety Committee – Mr. Bjorkman
- Recreation Board – Mr. Leidhecker
- Wellness Committee – Mr. Pfleegor
- IU 17 – Mr. Zicolello
- Act 48 Committee – Mr. Wentzel
- LycoCTC – Mrs. Frey
- The Lancer Foundation – Dr. Edmonds
- PSBA Liaison – Mrs. Lindsay

## B. Administrative Reports/Discussion

**14. Public Comments & Responses to Public Comments at Previous Meeting**

**15. Upcoming Board Meetings – Special Meeting, August 21, 2025  
September 3, 2025**

**16. Adjournment @ 7:38 p.m.**

Motion: Mrs. Lindsay  
Second: Mr. Pfleegor

---

M. Daniel Egly

# ***Loyalsock Township School District***

## ***Special Meeting of School Directors***

*August 21, 2025*

*7:00 p.m.*

*Board Conference Room  
1605 Four Mile Drive  
Williamsport, PA 17701*

### ***MINUTES***

1. **Call to Order – President**
2. **Pledge of Allegiance**
3. **Administrative Report/Executive Session Purpose**  
Employee Hearing; 6-6:40 p.m.; Employee requested the hearing to be open to the public.  
7:45-8:15 p.m. – Personnel
4. **Roll Call – Gerald McLaughlin**

#### **MEMBER**

  x   David Bjorkman  
 ab  Lynn Frey, Vice President  
  x   Hal C. Gee, Jr., President  
  x   Benjamin Hepburn  
  x   Robert D. Leidhecker  
  x   JacLynne Lindsay, Treasurer  
Absent - Frey, Personal

#### **MEMBER**

  x   David W. Pfleegor, II  
  x   Melvin E. Wentzel  
  x   Michael J. Zicoello  
  x   \*Christopher Kenyon, Solicitor  
  x   \*Gerald L. McLaughlin, Superintendent  
 ab  \*M. Daniel Egly, Business Mgr./Bd.Secretary  
  x   \*Brooke Beiter, Ph.D., Assistant Superintendent  
\*(Non-Voting Member)

5.
  - A. **Recognition of Guests or Scheduled Speakers/Public Comments – None**
  - B. **Public Comments Relative to Agenda Items**
    - Duane VanFleet – Mr. Williams/Hearing
    - Ashley Cowan – Mr. Williams
    - Brian Avalos – Mr. Williams
    - Mitchell Koons – Mr. Williams
    - Michele Karschner - Mr. Williams
    - Nathan Janovitz – Employee Resolution

**6. Personnel**

**A. LTEA Employee Resolution**

It is recommended the Board approve the Resolution regarding Employee #2757-2025.

Motion: Mr. Wentzel

Second: Mr. Leidhecker

**ROLL CALL**

Yes: Bjorkman, Gee, Hepburn, Leidhecker, Lindsay, Pfleegor, Wentzel, Zicoello

No: None

Absent: Frey

Result: Motion Carried

**7. Public Comments**

**8. Adjournment @ 7:37 p.m.**

Motion: Mrs. Lindsay

Second: Mr. Pfleegor

---

Gerald L. McLaughlin/M. Daniel Egly

|         |                                         |
|---------|-----------------------------------------|
| Book    | Policy Manual                           |
| Section | 800 Operations                          |
| Title   | Relations With Law Enforcement Agencies |
| Code    | 805.1                                   |
| Status  | New                                     |
| Adopted | September 3, 2025                       |

## **Purpose**

The Board recognizes that cooperation with law enforcement agencies is considered essential for protecting students and staff, maintaining a safe environment in schools and safeguarding district property.

## **Authority**

It shall be the policy of the Board to establish and maintain a cooperative relationship between the school district and law enforcement agencies with jurisdiction over school property of the school district in maintaining school safety and security; responding to school safety and security reports; and reporting and resolution of incidents that occur on school property, at any school-sponsored activity or on any conveyance providing transportation to or from a school or school-sponsored activity.<sup>[1][2][3][4][5]</sup>

The Board directs the Superintendent to execute and update, on a biennial basis, a memorandum of understanding with each law enforcement agency that has jurisdiction over school property in accordance with state law and regulations.<sup>[1][2][6]</sup>

## **Definition**

**Incident** - an instance involving an act of violence; the possession of a weapon by any person; the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco products by any person on school property; or conduct that constitutes an offense listed in the school safety and security provisions of School Code.<sup>[2][7][8][9][10][11][12][13][14][15][16]</sup>

## **Guidelines**

### Memorandum of Understanding

In accordance with state law and regulations, the Superintendent shall form an advisory committee composed of relevant school staff to assist in the development of a memorandum of understanding with law enforcement. The Superintendent shall execute and update, every two (2) years, a memorandum of understanding with each law enforcement agency that has jurisdiction over school property. The memorandum of understanding shall be signed by the Superintendent,

chief of police of the law enforcement agency with jurisdiction over the relevant school property and each building principal, and be filed with the PA Department of Education.[1][2][6]

In developing and updating the memorandum of understanding, the district shall consult and consider the model memorandum of understanding, in accordance with applicable law and regulations.[1][2][6]

The memorandum of understanding shall comply with state law and regulations and set forth:[1][2][6]

1. A procedure for law enforcement agency review of the district's annual incident report required by law, prior to the Superintendent filing the report with the PA Department of Education.
2. A procedure for the resolution of incident data discrepancies in the report prior to filing the report.
3. Additional matters pertaining to crime prevention agreed to between the Superintendent and the law enforcement agency.

### Students With Disabilities

The district shall provide a copy of its administrative regulations and procedures for behavior support, developed in accordance with the Special Education Plan, to each law enforcement agency that has jurisdiction over school property. Updated copies shall be provided each time the administrative regulations and procedures for behavior support are revised by the district.[17][18][19][20]

The district shall invite representatives of each law enforcement agency that has jurisdiction over school property to participate in district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention, as included in the district's Special Education Plan and positive behavior support program.[17][18][19][20][21]

### {X} Training

{ X } The district shall invite representatives of each law enforcement agency that has jurisdiction over school property to participate in district training related to subjects that enhance understanding of and build positive relationships with students, which may include but not be limited to training on trauma-informed approaches, restorative practices, suicide awareness and prevention, child abuse recognition and reporting, maintaining confidentiality of students' personally identifiable information and maintaining professional adult/student boundaries.[4][22][23][24][25][26][27]

### Referral to Law Enforcement

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed 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 law enforcement agency 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 law enforcement and Board policies.[1][2][7][9][10][11][12][13][14][15][16][20][28][29][30][31]

### School Safety and Security Incidents Report

Annually, by July 31, the Superintendent shall report on the designated form, to the PA Department of Education, all new incidents as required by state law.[2]

Prior to submitting the incidents report, the Superintendent and each law enforcement agency having jurisdiction over school property shall do all of the following:[2]

1. No later than thirty (30) days prior to the deadline for submitting the report to the PA Department of Education, the Superintendent shall submit the report to the law enforcement agency that has jurisdiction over the relevant school property. The law enforcement agency shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine whether the report accurately reflects law enforcement incident data.
2. No later than fifteen (15) days prior to the deadline for the Superintendent to submit the report to the PA Department of Education, the law enforcement agency shall notify the Superintendent, in writing, whether the report accurately reflects law enforcement incident data. Where the law enforcement agency determines that the report accurately reflects law enforcement incident data, the chief of police shall sign the report. Where the law enforcement agency determines that the report does not accurately reflect law enforcement incident data, the law enforcement agency shall indicate any discrepancies between the report and law enforcement incident data.
3. Prior to submitting the report to the PA Department of Education, the Superintendent and the law enforcement agency shall attempt to resolve any discrepancy between the report and law enforcement incident data. If a discrepancy remains unresolved, the law enforcement agency shall notify the Superintendent and the PA Department of Education in writing.
4. Where a law enforcement agency fails to take action as required above, the Superintendent shall submit the report to the PA Department of Education and indicate that the law enforcement agency failed to take the required action.

## Legal

1. 24 P.S. 1306.2-B

2. 24 P.S. 1319-B

3. 22 PA Code 10.1

4. Pol. 805

5. Pol. 805.2

6. 22 PA Code 10.11

7. 22 PA Code 10.2

8. 35 P.S. 780-102

9. Pol. 218

10. Pol. 218.1

11. Pol. 218.2

12. Pol. 222

13. Pol. 227

14. Pol. 323

15. Pol. 351

16. Pol. 904

17. 22 PA Code 10.23

18. 22 PA Code 14.104

19. Pol. 113

20. Pol. 113.2

21. 22 PA Code 14.133

22. Pol. 113.4

23. Pol. 216

24. Pol. 333

25. Pol. 806

26. Pol. 819

27. Pol. 824

28. 22 PA Code 10.21

29. 22 PA Code 10.22

30. Pol. 103.1

31. Pol. 113.1

22 PA Code 10.24

75 Pa. C.S.A. 3345.1

Pol. 909

|         |                           |
|---------|---------------------------|
| Book    | Policy Manual             |
| Section | 800 Operations            |
| Title   | School Security Personnel |
| Code    | 805.2                     |
| Status  | Active                    |
| Adopted | August 11, 2021           |
| Revised | <b>September 3, 2025</b>  |

### **Authority**

The Board shall employ, contract for and/or assign staff to coordinate the safety and security of district students, staff, visitors and facilities.

**The district shall employ or contract for at least one (1) full-time school security personnel who has completed the training required by law and this Board policy to be on duty during the school day.**<sup>[1]</sup>

**The district shall certify to the state School Safety and Security Committee annually that it has met the requirements for school security personnel or has received a waiver, in accordance with applicable law.**<sup>[1]</sup>

### **Definitions**

**School security personnel** - school police officers, school resource officers and school security guards.<sup>[2]</sup>

**Independent contractor** - an individual, including a retired federal agent or retired state, municipal or military police officer or retired sheriff or deputy sheriff, whose responsibilities, including work hours, are established in a written contract with the district for the purpose of performing school security services.<sup>[2]</sup>

**School day** - the hours between the morning opening of a school building and the afternoon dismissal of students on a day which classes are in session.<sup>[1]</sup>

**Third-party vendor** - a company or entity approved by the PA Commission on Crime and Delinquency that provides school security services in accordance with law.<sup>[2]</sup>

### **Delegation of Responsibility**

The Superintendent shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law. **When a vacancy occurs in the role of the School Safety and Security Coordinator, the Superintendent shall appoint another school administrator to serve as the School Safety and Security Coordinator within thirty (30) days of the vacancy and shall notify the Board regarding the appointment.**<sup>[3]</sup>

**The Superintendent or designee shall submit the name and contact information for the appointed School Safety and Security Coordinator to the**

**state's School Safety and Security Committee within thirty (30) days of the appointment.[3]**

The School Safety and Security Coordinator shall report directly to the Superintendent, and shall be responsible for the following:[3]

1. Oversee all

{X} school police officers

{ } **School Resource Officers (SROs)**

{ } **school security guards.**

2. Review and provide oversight of all Board policies, administrative regulations and procedures related to school safety and security, and ensure compliance with federal and state laws and regulations regarding school safety and security.
3. Coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide and bullying **awareness, substance use awareness, emergency procedures and training drills, and identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with the standards established by the state's School Safety and Security Committee and the requirements of applicable law and regulations.[4][5][6][7][8][9][10][11][12][13]**
4. Coordinate a tour of the district's buildings and grounds biennially, or when a building is first occupied or reconfigured, with law enforcement and first responders responsible for protecting and securing the district to discuss and coordinate school safety and security matters.
5. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.
6. Serve on the district's threat assessment team(s) and participate in required training and the threat assessment process.[7][14]
7. Coordinate School Safety and Security Assessments, **School Safety and Security grant requirements** and respond to School Safety and Security surveys, as applicable.[11][15]

**The School Safety and Security Coordinator shall, within one (1) year of appointment, complete required training as specified by the state's School Safety and Security Committee for serving in the role of a School Safety and Security Coordinator. This training shall be in addition to other training**

**requirements for school administrators, but shall count toward professional education credit, where applicable.**[3][16][17][18]

By June 30 of each year, the School Safety and Security Coordinator shall make a report to the Board at an executive session on the district's current safety and security practices, and identify strategies to improve school safety and security.[3][19]

The Board directs the School Safety and Security Coordinator to include the following information in the annual report:

1. Threat assessment team information, including verification of compliance with law and regulations, the number and composition of the district's threat assessment team(s), the total number of threats assessed in the past year and additional information on threat assessment required by the Superintendent or designee, in accordance with Board policy.[7][14]
2. **The number and type(s) of school security personnel contracted or employed by the district, including:**[3]
  - a. **The number of school security personnel that are armed, listed by type(s) of personnel.**
  - b. **The school building at which each school security personnel is assigned, listed by type(s) of personnel.**
  - c. **The training, including the type of training and completion dates, of each school security personnel, listed by type(s) of personnel.**
  - d. **A listing of other individuals utilized by the district for school safety-related duties.**
3. { **X** } Reports of required emergency preparedness, fire, bus evacuation and school security drills.[11]
4. { **X** } Information on required school safety and security training and resources provided to students and staff.[11]
5. { **X** } Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
6. { **X** } Behavioral health and school climate information, including aggregate data from surveys and assessments issued in the district, information on referrals and services accessed by students and families, and identification of additional resources needed in the district.[20]
7. { **X** } School safety and security incident reports for the previous year(s) and/or data collected to date for the current year.[21]

8. { **X** } Updates regarding the district's **memorandum of understanding** with law enforcement agencies.**[21]**
9. { **X** } Updates to laws, regulations and/or Board policies related to school safety and security.
10. { **X** } Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.
11. { **X** } Information on grants or funding applied for and/or received in support of school safety and security efforts.

A copy of the report, **including the required information on threat assessment and school security personnel**, shall be submitted to the state's School Safety and Security Committee.**[3]**

The Superintendent or designee shall implement job descriptions and procedures to address the responsibilities and requirements specific to each category of school security personnel in carrying out their duties.

School security personnel shall carry weapons, including firearms, in performance of their duties only if, and to the extent, authorized by the Board, including as provided in an agreement with a law enforcement agency for the stationing of a School Resource Officer or in a contract with an independent contractor or third-party vendor approved by the Board.

**[NOTE: Select the applicable option(s) below with the appropriate corresponding language for each option, based on the district's school security personnel.]**

#### Guidelines

##### **{ X }** School Police Officers

The district shall **employ and/or contract for** one or more school police officers and apply to the appropriate court for appointment and powers of authority, in accordance with the provisions of law.**[2][22][23][24][25][26]**

**Within thirty (30) days of court approval for appointment of a school police officer, the district shall notify the School Safety and Security Committee and submit a copy of the court's order.****[22]**

School police officer - **[2][23][24]**

1. A law enforcement officer employed by the district whose responsibilities, including work hours, are established by the district; or
2. An independent contractor or an individual provided through a third-party vendor who has been appointed in accordance with law, and who meets the

requirements of contracted services personnel, in accordance with Board policy.**[26]**

*Background Checks -*

Prior to receiving an offer of employment, all school police officers shall comply with the requirements for background checks/certifications and employment history reviews for all school employees, in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for school police employed by the district and Board policy 818 for school police employed by an independent contractor or third-party vendor.**[25][26][27][28][29][30]**

The district shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school police employed by the district and shall review a background investigation conducted for all school police employed by an independent contractor or third-party vendor.**[31][32]**

Following an offer of employment, the district shall request the separation record for a school police officer employed or contracted by the district, in accordance with applicable law and regulations for a law enforcement agency.**[33][34]**

*Requirements -*

The district shall annually report the following information regarding school police officers receiving required training to the PA Department of Education, **the School Safety and Security** Committee and the PA Commission on Crime and Delinquency:**[35]**

1. The district's name and the number of school police officers employed or contracted by the district.
2. The municipalities comprising the district.
3. The date and type of training provided to each school police officer.

The district shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.**[32][36]**

School police officers shall take and subscribe to the Oath of Office required by law.**[37]**

**{ X }** The district shall request that the court grant the school police officer authority to carry a firearm, in accordance with law. The school police officer shall maintain all applicable firearm license and training requirements, in accordance with **applicable** law and Board policy.**[22][38]**

School police officers shall successfully complete required training, in accordance with law, and other required staff training, including district training on the use of positive

behavior supports, de-escalation techniques and appropriate responses to behavior for students with disabilities, in accordance with law, regulations and Board policy.[38][39][40][41][42]

School police officers shall possess and exercise the following duties:[43]

1. Enforce good order in school buildings, on school buses or vehicles owned or leased by the district, and on school grounds.
2. If authorized by the court, issue summary citations or detain individuals who are in school buildings, on school buses and on school grounds in the district until local law enforcement is notified.
3. If authorized by the court, a school police officer who is a law enforcement officer employed by the district whose responsibilities, including work hours, are established by the district, may exercise the same powers as exercised under authority of law or ordinance by the police of the municipality in which the school property is located.

School police officers shall wear the assigned metallic shield or badge provided by the district in plain view when on duty.[44]

#### **{ } School Resource Officers (SROs)**

**The district shall establish an agreement with \_\_\_\_\_, in accordance with the provisions of law, for the assignment of a School Resource Officer(s) to specified district schools.[2][45]**

**School Resource Officer (SRO) - a law enforcement officer commissioned and employed by a law enforcement agency whose duty station is located in the district and whose stationing is established by an agreement between the law enforcement agency and the district. The term includes an active certified sheriff or deputy sheriff whose stationing in the district is established by a written agreement between the county, the sheriff's office and the district.[2]**

**The agreement shall address the powers and duties conferred on SROs, which shall include but not be limited to:[46]**

- 1. Assist in identification of physical changes in the environment which may reduce crime in or around a school.**
- 2. Assist in developing Board policy, administrative regulations or procedures which address crime, and recommending procedural changes.**
- 3. Develop and educate students in crime prevention and safety.**

4. Train students in conflict resolution, restorative justice and crime awareness.
5. Address crime and violence issues, gangs and drug activities affecting or occurring in or around a school.
6. Develop or expand community justice initiatives for students.
7. Other duties as agreed upon between the district and municipal agency.

Prior to assignment in the district, the district shall confirm that the law enforcement agency has completed a law enforcement agency background investigation and received the SRO's separation record, when required, in compliance with applicable law and regulations. The district shall coordinate with the law enforcement agency in making required reports regarding hiring and separation, and maintaining all required records, in accordance with applicable law and regulations.[32][36]

SROs shall successfully complete required training, in accordance with law.[46]

**{ } School Security Guards**

The district shall employ and/or contract for one or more school security guards, in accordance with the provisions of law.[2][25][26][47]

School security guard - an individual employed by the district or a third-party vendor or an independent contractor who is assigned to a school for routine safety and security duties, and has not been granted powers by the court to issue citations, detain individuals or exercise the same powers as exercised by police of the municipality in which the school property is located, in accordance with law. An independent contractor or individual employed by a third-party vendor contracted with the district shall meet the requirements of contracted services personnel, in accordance with Board policy and the provisions of applicable law.[2][24][26][47]

*Background Checks -*

Prior to receiving an offer of employment, all school security guards shall comply with the requirements for background checks/certifications and employment history reviews for all school employees, in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for school security guards employed by the district and Board policy 818 for school security guards employed by an independent contractor or third-party vendor.[25][26][27][28][29][30]

The district shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school security guards employed by the district and shall review a background investigation

conducted for all school security guards employed by an independent contractor or third-party vendor.[31][32]

Following an offer of employment, the district shall request the separation record for a school security guard employed or contracted by the district, in accordance with applicable law and regulations for a law enforcement agency.[33][34]

*Requirements -*

School security guards shall provide the following services, as directed by the district:[47]

1. School safety support services.
2. Enhanced campus supervision.
3. Assistance with disruptive students.
4. Monitoring visitors on campus.[48]
5. Coordination with law enforcement officials,  
    { } including school police officers.  
    { } including SROs.
6. Security functions which improve and maintain school safety.

School security guards shall successfully complete required training, in accordance with law, and applicable staff training in accordance with Board policy.[47]

{ } School security guards authorized to carry a firearm shall maintain an appropriate license and successfully complete required firearm training in accordance with law.[47]

The district shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.[32][36]

{ } Other Agreements

{ X } The district shall enter into a cooperative police service agreement(s) with a municipality(ies), in accordance with the provisions of law.[45][49][50][51]

{ } The district shall enter into an intergovernmental agreement(s) otherwise providing for School Resource Officers with other political subdivisions, in accordance with the provisions of law.[45][46][51]

Legal

1. 24 P.S. 1316-C
2. 24 P.S. 1301-C
3. 24 P.S. 1309-B
4. Pol. 146.1
5. Pol. 227
6. Pol. 236
7. Pol. 236.1
8. Pol. 249
9. Pol. 333
10. Pol. 351
11. Pol. 805
12. Pol. 819
13. 24 P.S. 1310-B
14. 24 P.S. 1302-E
15. 24 P.S. 1305-B
16. 24 P.S. 1316-B
17. 24 P.S. 1205.1
18. 24 P.S. 1205.5
19. Pol. 006
20. Pol. 235.1
21. Pol. 805.1
22. 24 P.S. 1302-C
23. 24 P.S. 1310-C
24. 24 P.S. 1311-C
25. Pol. 304
26. Pol. 818
27. 24 P.S. 111
28. 24 P.S. 111.1
29. 23 Pa. C.S.A. 6344
30. 23 Pa. C.S.A. 6344.3
31. 37 PA Code 241.5
32. 44 Pa. C.S.A. 7301 et seq
33. 37 PA Code 241.6
34. 44 Pa. C.S.A. 7310
35. 24 P.S. 1303-C
36. 37 PA Code 241.1 et seq
37. 24 P.S. 1304-C
38. 24 P.S. 1305-C
39. 22 PA Code 10.23
40. 22 PA Code 14.104
41. 22 PA Code 14.133
42. Pol. 113.2

43. 24 P.S. 1306-C

44. 24 P.S. 1307-C

45. Pol. 909

46. 24 P.S. 1313-C

47. 24 P.S. 1314-C

48. Pol. 907

49. 24 P.S. 1309-C

50. 42 Pa. C.S.A. 8953

51. 53 Pa. C.S.A. 2303

24 P.S. 1306.2-B

24 P.S. 1319-B

53 Pa. C.S.A. 2301 et seq

Pol. 705

Pol. 709