

**MONTOURSVILLE AREA SCHOOL DISTRICT  
BOARD MEETING  
TUESDAY, SEPTEMBER 27, 2022  
7:00 P.M.  
MONTOURSVILLE AREA SCHOOL DISTRICT**

**AGENDA**

- I.** Call to Order
- II.** Public Comment on Agenda Items (3 minutes/person). Residents and Tax Payers may comment on matters of concern, official action, or deliberating before the board. Members of the Public will be provided one unpaused three-minute time frame
- III.** Action Items
- IV.** Information Items

**Montoursville Area School District  
School Board Agenda  
September 27, 2022  
7:00 PM  
Montoursville Area High School**

**General:**

- G-1 Approval of a Use of Facilities request from Mandi Westphal, Faith United Methodist Church, C.E. McCall parking area, October 31, 2022, 5:00 PM to 8:30 PM. (Attachment)

**Personnel:**

- P-1 Approval of the updated job description for the position of Assistant Principal for C.E. McCall Middle School. (Attachment)
- P-2 Approval to hire Dan Tucker as an Assistant Girls Junior High Basketball Coach to replace Marissa Hall. Stipend will be paid in the amount of \$2,600.00.
- P-3 Approval to change the daily hours of Fawn Carr from 4 hours/day to 5.5 hours/day due to a position change as a paraprofessional.
- P-4 Approval to hire Susan M. Palazzo as a substitute at a rate of \$110.00/day.
- P-5 Acknowledgement of Employee #105080, to take intermittent FMLA leave during the 2022-2023 school year beginning September 1, 2022.

**Policies:**

**Transportation:**

## Faith UM Church Trunk or Treat

### General Info

Event ID:	2313730
Location:	C.E. McCall Middle School
Status:	Requested
Created on:	9/13/2022
Schedules (1):	Faith UM Church Trunk or Treat
Owner:	Mandi Westphal - mandiwestphal@gmail.com
Category:	
Public:	Yes

RECEIVED

SEP 14 2022

Montoursville Area School District  
Business Office

OK  
- Joe ✓  
- Mr. Myers ✓  
- Brandy for Board  
Agenda (BS)

### Event Contacts

Name	Email	Phone
Mandi Westphal	mandiwestphal@gmail.com	570-772-2391

### Faith UM Church Trunk or Treat

Description:	This event will take place when Montoursville has trick or treating in the borough. We are requesting the use of the side parking lot where families will walk from car to car for Halloween treats.
Upcoming Occurrences (1):	(Mo) 10/31/2022
Setup:	5:00 PM
Event Time:	6:00 PM-8:00 PM
Teardown:	8:30 PM
Number of People:	200

### Event Items

Name	Type	Setup In	Configuration	Note
Parking Lot	Space			

### Event Request Details

Non-Profit Organization?	Yes
Will an admission fee be charged?	No
Will a participation fee be assessed?	No
Is organization membership limited to residents of the Montoursville Area School District?	No
Is event participation limited to residents of the Montoursville Area School District?	No



**Fax or Email**

<b>Job Title:</b>	Assistant Principal	<b>Job Category:</b>	Administrator
<b>Department/Group:</b>	Act 93	<b>Qualifications:</b>	Minimum of a Master's degree Minimum Administrative Level I certification Ability to use computers and technological applications as educational tools.
<b>Location:</b>	C.E. McCall Middle School	<b>Travel Required:</b>	As needed
<b>Reports to:</b>	Building Principal	<b>Evaluated by:</b>	Performance of this job will be evaluated by the Superintendent in accordance with provisions of the applicable policies of the school district, the Act 93 Agreement, and Act 13 Educator Effectiveness.
<b>Terms of Employment:</b>			
Act 93 Administrative Position Salary, work schedule, days of employment and other conditions of employment as outlined in the Act 93 Agreement and applicable policies			
<b>Job Description</b>			
<p><b>PRIMARY FUNCTION</b></p> <p>The Middle School Assistant Principal is responsible for the administration and supervision of his/her assigned areas of responsibility as well as the delegation of duties to members of the school staff under his/her jurisdiction. The Middle School Assistant Principal is responsible to the Middle School Principal and Superintendent.</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p><b>1.0 STUDENTS</b></p> <p>1.1 To assist with the supervision of registration, assignment, and scheduling of students.</p> <p>1.2 To assist with the supervision of student attendance accounting procedures within the building.</p> <p>1.3 To assist in the coordination of all district-sponsored pupil services.</p> <p>1.4 To enforce district policies and school rules and regulations.</p> <p>1.5 To support students in developing strategies to successfully benefit from the educational programs.</p> <p>1.6 To monitor students' academic and social growth, coordinates with counselors, and maintains avenues of communication with students, parents, and staff, and utilizes appropriate school and community resources to support student success.</p> <p>1.7 To supports staff members in creating a safe and effective learning environment.</p> <p>1.8 To assist in the supervision of social-emotional and counseling programs for students.</p> <p>1.9 To serve as a liaison between outside agencies and students, parents, and staff.</p>			





Fax number

## **2.0 STAFF AND PERSONNEL**

- 2.1 To supervise and coordinate all teachers, specialists, and non-instructional personnel working under his/her supervision as designated by the building principal.
- 2.2 To assist in the preparation of teacher and schedules.
- 2.3 To be responsible for securing substitute personnel.
- 2.4 To motivate and encourage the staff to maintain order and discipline which will enhance the teaching-learning process.
- 2.5 To supervise and monitor the inputs of teachers to the PBIS system.
- 2.6 To be responsible for staff adherence to the Code of Conduct for Educators and the Montoursville Area Education Association/School Board Contract Agreement.
- 2.7 To assist in conducting all safety and security drills and make sure all students and staff are properly informed as to the procedure and purpose of the drill.
- 2.8 To coordinate and supervise all non-instructional responsibilities of staff.
- 2.9 To perform other duties as assigned by the Middle School Principal or the Superintendent.
- 2.10 To assume and discharge the duties of the Middle School Principal in his/her absence.

## **3.0 CURRICULUM AND INSTRUCTION**

- 3.1 Collaborates and cooperates with staff members, faculty, and other administrators in facilitating the entire educational program.
- 3.2 To provide administrative leadership in the updating and revision of the middle school curriculum in cooperation with the Assistant Superintendent.
- 3.3 To assume leadership in establishing consistent academic standards designed to meet the needs of middle school students.

## **4.0 BUSINESS AFFAIRS AND BOARD RELATIONS**

- 4.1 To be responsible for the community use of the school facilities in cooperation with the district office as approved by the School Board.
- 4.2 To supervise the requisition and distribution of all supplies.
- 4.3 To attend monthly School Board meetings.

## **5.0 COMMUNITY RELATIONS**

- 5.1 To work with community groups.
- 5.2 To act as a liaison between the school and community.

## **6.0 PROFESSIONAL GROWTH**

- 6.1 Maintains professional competence through district provided or other approved professional development activities.

### **Position Specifications**

<b>PHYSICAL DEMANDS</b>	<b>TEMPERAMENT</b>	<b>COGNITIVE ABILITY</b>
<ul style="list-style-type: none"><li>• Sitting and standing for extended periods</li><li>• Move throughout the building and grounds as necessary without reasonable accommodation</li></ul>	<ul style="list-style-type: none"><li>• Ability to work as a member of a team</li><li>• Must be courteous and able to deal effectively with students and adults</li></ul>	<ul style="list-style-type: none"><li>• Ability to follow written and oral directions</li><li>• Ability to complete assigned tasks with minimal supervision</li><li>• Ability to use correct grammar, sentence structure, and spelling</li></ul>



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<ul style="list-style-type: none"> <li>Perform sedentary work and lift up to fifteen pounds without reasonable accommodation</li> </ul> <p><b>SENSORY ABILITIES</b></p> <ul style="list-style-type: none"> <li>Visual acuity to read correspondence, computer screen, etc.</li> <li>Auditory acuity to be able to use the telephone and communicate</li> <li>Ability to speak clearly and distinctly to individuals, small groups and large groups</li> </ul> <p><b>WORK ENVIRONMENT</b></p> <ul style="list-style-type: none"> <li>Inside year round – Office and classroom setting</li> </ul>	<ul style="list-style-type: none"> <li>Must be cooperative, congenial, and service-oriented</li> <li>Ability to work in an environment with frequent interruptions and periodic high stress situations</li> </ul> <p><b>SPECIFIC SKILLS</b></p> <ul style="list-style-type: none"> <li>Must appropriately handle confidential information</li> <li>Must counsel students in normal settings and crisis situations</li> <li>Must possess strategies to help students be successful academically and socially</li> <li>Must communicate with parents appropriately and assist parents in various situations</li> <li>Must adhere to the ethical standards of the profession including the Code of Conduct for Educators</li> </ul>	<ul style="list-style-type: none"> <li>Ability to compose clear, concise sentences and paragraphs</li> <li>Ability to organize setting to efficiently accomplish tasks</li> <li>Ability to work independently and make work-related decisions</li> <li>Ability to exercise good judgement in prioritizing tasks</li> <li>Ability to communicate effectively</li> </ul> <p><b>LICENSE</b></p> <ul style="list-style-type: none"> <li>Appropriate Administrative Level I or Level II PA Certification</li> </ul>
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Reviewed By:	Daniel Taormina	Date:	9/19/2022
Last Approved By:	MASD Board of Directors	Date:	
Approval and Revision History	Approved November 1983 Revised August 1985 Revised August 1989 Revised September 1995 Revised September 2022	Other Notes:	

**MONTOURSVILLE AREA SCHOOL DISTRICT PROPERTY AND CONFIDENTIALITY REQUIREMENTS**

All property, including intellectual property, materials, equipment or actual products and services developed or accrued as part of the job duties and responsibilities listed above, is the property of the Montoursville Area School District. It may not be used for personal profit or gain and will be relinquished to the Montoursville Area School District upon termination of employment from the Montoursville Area School District.

*The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The information contained in this job description is for compliance with the Americans with Disabilities Act(A.D.A.) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

I, \_\_\_\_\_, understand the duties and responsibilities as  
 (print name)  
 outlined in the above position description.

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date