

**NORTHGATE SCHOOL DISTRICT
COMMITTEE OF THE WHOLE AGENDA
Monday, October 14, 2019
Administrative Center Boardroom**

- I. EXECUTIVE SESSION - 5:00 p.m. (negotiations)**
- II. WELCOME, ROLL CALL AND PLEDGE TO THE FLAG**
- III. VISITORS' COMMENTARY** (Visitors: Please state your name and address; please limit your remarks to five minutes or less. Summarize your comments during this Visitors' Commentary time.)

IV. ITEMS FOR ACTION

A. Finance Committee - Mr. O'Keefe

1. Forecast5 Conference

Motion

It is recommended the Board ratify Mr. Chris Ursu's attendance at the Forecast5 Analytics Conference October 9 - 11, 2019 in Schaumburg, Illinois. Cost to be covered by PASBO.

B. Buildings & Grounds Committee - Mr. Rajakovic

1. Equipment - Lawnmower

Motion

It is recommended the Board approve the purchase of a Exmark Lazer ZX Series 801 Law 60" Zero Turn lawn mower with a Ultra Vac S Series vacuum attachment for \$13,307.99 from Burks Lawn and Saw Inc. under Costar State Contract.

2. Equipment - Truck Hauler

Motion

It is recommended the Board approve the purchase of a 6ft by 12ft Karavan Trailer in the amount of \$1,698.00 from The Home Depot.

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C. Athletic Committee - Mrs. McWilliams

1. Supplemental Motion

It is recommended the Board ratify a supplemental contract with Liz Zeigler as Assistant Middle School Girls' Basketball Coach for the fall season of the 2019-20 school year in the amount of \$3,500.

D. Policies - Mr. O'Keefe

1. Policies Motion

It is recommended the Board approve the first reading of revised policies:

150 - Title I - Comparability of Services
209.1 - Food Allergy Policy

E. Administration - Dr. Johns

1. Retirement/Resignation Motion

It is recommended the Board accept the retirement resignation of Dana Gapsky as custodian effective October 1, 2019.

2. Teacher Assistant Resignation Motion

It is recommended the Board accept the resignation of Stephon Mathis as part-time teacher assistant effective September 27, 2019.

3. Teacher Assistant Retirement Motion

It is recommended the Board accept the retirement resignation of Laura Hanahan as teacher assistant effective October 30, 2019.

4. Teacher Assistant Motion

It is recommended the Board ratify Shirley Youkers Smith as a part-time teacher assistant, as recommended by the Superintendent, effective October 1, 2019.

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5. Teacher Assistant

Motion

It is recommended the Board ratify Jacob O'Keefe as a part-time teacher assistant, as recommended by the Superintendent.

6. MOU - Early Retirement

Motion

It is recommended the Board approve a Memorandum of Understanding (MOU) with the Northgate Education Association for an Early Retirement Incentive for the 2019-2020 school year.

V. COMMITTEE AND BOARD AGENDA REVIEW

A. Finance Committee – Mr. O'Keefe

1. Questions & Comments on Financial Status Report
2. Implementation of PASBO Recommendations
3. Informational Items
4. Old Business
5. New Business
6. Board Agenda Items

B. Buildings and Grounds Committee – Mr. Rajakovic

1. Final Report - Bellevue
2. Security Vestibules & Avalon Needs
3. Old Business
4. New Business
5. Board Agenda Item

C. Education Committee - Dr. Smithey

1. Board Agenda Items

D. Athletic Committee – Mrs. McWilliams

1. Old Business
2. New Business
3. Board Agenda Items

E. Administrative – Dr. Johns

1. Board Agenda Items

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VI. OLD AND NEW BUSINESS

VII. ADJOURNMENT

Northgate School District

150

Book	Policy Manual
Section	100 Programs
Title	Title I - Comparability of Services
Code	150 Vol II 2019
Status	First Reading
Adopted	February 20, 2018

Purpose

The equivalent distribution of district resources is one means the district shall use to ensure all students receive a quality education. This policy demonstrates the district's commitment to ensure that no discrimination occurs in the distribution of resources funded by state and local sources, regardless of the receipt of federal funds.

Authority

The Board directs that each district school receiving Title I funds must use state and local funds to provide services that, taken as a whole, are at least comparable to services in those schools in the district that do not receive Title I funds.[\[1\]](#)

If all schools in the district receive Title I funds, the Board directs that state and local funds shall be used to provide services that, taken as a whole, are substantially comparable in each school.[\[1\]](#)

The Board acknowledges that comparability may be measured on a grade-span by grade-span basis or a school-by-school basis.

Definition

For purposes of this policy, **grade span** is defined as a similar two-grade span difference or less. For example, a grade span of K-2 to K-4, not a grade span of K-2 to K-5.

Delegation of Responsibility

If the district has more than one (1) building per grade span, the Federal Programs Coordinator shall complete a Detailed School Data Sheet.

Regardless of buildings per grade span, the Federal Programs Coordinator shall annually complete a Comparability Assurance Form to provide written assurance of equivalence among schools, including the provision of curriculum materials; instructional supplies; and teachers, administrators and other staff.

Guidelines**Method of Determination**

For purposes of determining Title I comparability, the district shall use a current year student to staff ratio calculation or a previous year per-pupil expenditure determination, whichever is more favorable to the district.

Allowable Exclusions

For the purposes of determining comparability, the district may exclude:[\[1\]](#)

1. State and local funds expended for language instruction education programs.[\[2\]](#)
2. Excess costs associated with providing services to students with disabilities.[\[3\]](#)[\[4\]](#)[\[5\]](#)
3. **Unpredictable** changes in enrollment or personnel assignments occurring after the beginning of the school year.
4. Other expenditures from supplemental state or local funds consistent with the intent of Title I.

Complaints

Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Board policy.[\[6\]](#)

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|-------|-------------------|
| Legal | 1. 20 U.S.C. 6321 |
| | 2. Pol. 138 |
| | 3. Pol. 103.1 |
| | 4. Pol. 113 |
| | 5. Pol. 114 |
| | 6. Pol. 906 |

Northgate School District

209.1

Book	Policy Manual
Section	200 Pupils
Title	Copy of Food Allergy Management
Code	209.1
Status	First Reading
Adopted	September 17, 2012
Last Revised	November 19, 2018

Purpose

The Board is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management in district schools in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips.

The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response.

Authority

The Board adopts this policy in accordance with applicable state and federal laws and regulations, and the guidelines established jointly by the PA Department of Education and PA Department of Health on managing severe or life-threatening food allergies in the schools.[\[1\]](#)

Definitions

Food allergy - an abnormal, adverse reaction to a food that is triggered by the body's immune system.

Medical Plans of Care - written documents individualized for a particular student with a severe or life-threatening food allergy to address the student's needs throughout the school day, including:

1. **Emergency Care Plan (ECP)** - a medical plan of care based on the information provided in the student's Individualized Healthcare Plan (IHP) and distributed to all school personnel who have responsibilities for the student which specifically describes how to recognize a food allergy

emergency and what to do when signs or symptoms of these conditions are observed.

2. **Individualized Healthcare Plan (IHP)** - a medical plan of care that provides written directions for school health personnel to follow in meeting the individual student's healthcare needs. The plan describes functional problem areas, sets goals for overcoming problems, and lists tasks/interventions to meet the goals. The IHP shall include a Food Allergy Medical Management Plan developed by a student's personal healthcare team and family, which shall outline the student's prescribed healthcare regimen and be signed by the student's board-certified allergist, family physician, physician assistant or certified registered nurse practitioner.
3. **Related Services Component in Individualized Education Program (IEP)** - that part of an IEP for a student receiving special education and related services which includes reference to development and implementation of an IHP and ECP for students with a documented severe or life-threatening food allergy as well as identifying the medical accommodations, educational aids and services to address the student's needs.[2]
4. **Section 504 Service Agreement** - a medical plan of care which references development and implementation of an IHP and ECP as well as other accommodations, educational aids and services a student with a documented severe or life-threatening food allergy requires in order to have equal access to educational programs, nonacademic services and extracurricular activities as students without food allergies.[3]

Guidelines

Prior to enrollment in the district or immediately after diagnosis of a food allergy, appropriate medical plans of care such as an ECP, IHP, Section 504 Service Agreement and/or IEP shall be developed for each student identified with a food allergy. Plans shall be developed by the school nurse, in collaboration with the student's healthcare provider, the student's parents/guardians, district or school nutrition staff, the student, if appropriate, and any other appropriate persons.

Where a medical plan of care is developed, it should carefully describe the plan for coverage and care of a student during the school day as well as during school-sponsored activities which take place while the student is under school jurisdiction during or outside of school hours. Medical plans of care shall include a component which provides information to the school nutrition service regarding each student with documented severe or life-threatening food allergies.

Medical plans of care should include both preventative measures to help avoid accidental exposure to allergens and emergency measures in case of exposure, including administration of emergency medication.[4][5]

A complete set of a student's current medical plans of care related to food allergies shall be maintained by the school nurse. Information or copies of the different components of a student's medical plans of care shall be provided to appropriate personnel who may be involved in implementation of the medical plans of care.

Outside food items may not be brought into the schools for the purposes of classroom parties, celebrations or special events. School staff providing food in their classrooms as part of a lesson or snack must obtain prior administrative approval. **The building PTO's can apply for an exception to this policy using the district form for administrative approval. This form must be submitted at least 2 weeks prior to the event and is subject to administrative approval.**

Accommodating Students With Disabling Special Dietary Needs

Students with food allergies may be identified, evaluated and determined to be disabled, in which case the district shall make appropriate accommodations, substitutions or modifications in accordance with the student's medical plans of care.[2][3]

The district must provide reasonable accommodations, substitutions or modifications for students with disabling dietary needs. The student's physician shall determine and document if the student has a disabling dietary need. Examples of a disability under this policy would include metabolic conditions (e.g., diabetes), severe food allergies or cerebral palsy.

Students who fall under this provision must have a written medical statement signed by a licensed physician, which shall be included with the student's IHP. The medical statement must identify:[6]

1. The student's special dietary disability.
2. An explanation of why the disability restricts the student's diet.
3. The major life activity(ies) affected by the disability.
4. The food(s) to be omitted from the student's diet.
5. The food or choice of foods that must be provided as the substitute.

Accommodating Students With Nondisabling Special Dietary Needs

The district may, at its discretion, make appropriate accommodations, substitutions or modifications for students who have a special dietary need but who do not meet the definition of disability, such as a food intolerance or allergy that does not cause a reaction that meets the definition of a disability. The decision to accommodate such a student shall be made on a case-by-case basis.

Students who fall under this provision must have a written medical statement signed by a physician, physician assistant or certified registered nurse practitioner identifying the following:

1. The medical or other special dietary condition which restricts the student's diet.
2. The food(s) to be omitted from the student's diet.
3. The food or choice of foods to be substituted.

Confidentiality

The district shall maintain the confidentiality of students with food allergies, to the extent appropriate and as requested by the student's parents/guardians. District staff shall maintain the confidentiality of student records as required by law, regulations and Board policy.[7][8][9]

Delegation of Responsibility

The Superintendent or designee, in coordination with the school nurse, school nutrition services staff, and other pertinent staff, shall develop administrative regulations to implement this policy or adopt as administrative regulations the suggested guidelines developed by the Pennsylvania Departments of Education and Health and National School Boards Association (NSBA) guidance on managing severe or life-threatening food allergies in district schools, including all classrooms and instructional areas, school cafeterias, outdoor activity areas, on school buses, during field trips, and during school activities held before the school day and after the school day.[10][11][12][13]

Administrative regulations should address the following components:

1. Identification of students with food allergies and provision of school health services.[14]
2. Development and implementation of individual written management plans.
3. Medication protocols, including methods of storage, access and administration.[4][5]

4. Development of a comprehensive and coordinated approach to creating a healthy school environment.[11]
5. Communication and confidentiality.[7][8][9]
6. Emergency response.[15]
7. Professional development and training for school personnel.
8. Awareness education for students.
9. Awareness education and resources for parents/guardians.
10. Monitoring and evaluation.

The Superintendent or designee shall annually notify students, parents/guardians, staff and the public about the district's food allergy management policy by publishing such in handbooks and newsletters, on the district's website, and through posted notices and other efficient methods.

Legal

1. 24 P.S. 1422.3
2. Pol. 113
3. Pol. 103.1
4. Pol. 210
5. Pol. 210.1
6. 7 CFR 15b.40
7. Pol. 113.4
8. Pol. 209
9. Pol. 216
10. Pol. 121
11. Pol. 246
12. Pol. 808
13. Pol. 810
14. Pol. 146
15. Pol. 805
- 24 P.S. 1422.1
- 22 PA Code 12.41
- 20 U.S.C. 1232g
- 20 U.S.C. 1400 et seq
- 29 U.S.C. 794
- 42 U.S.C. 12101 et seq
- 7 CFR Part 15
- 28 CFR Part 35
- 34 CFR Part 99
- 34 CFR Part 104
- 34 CFR Part 300
- Pol. 103

Safe at Schools and Ready to Learn: A Comprehensive Policy Guide for Protecting Students with Life-Threatening Food Allergies – National School Boards Association

Pennsylvania Guidelines for Management of Food Allergies in Schools: Recommendations and Resource Guide for School Personnel – Pennsylvania Departments of Education and Health

