



Sugar Valley Rural Charter School

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Board of Trustees Reorganization Meeting

Agenda

July 6, 2021

3:30 p.m.

Call to Order by the Executive Director at _____ p.m.

(This meeting is being recorded for the purpose of creating official written minutes).

Salute to the Flag

Moment of Silence

Roll Call/ Confirmation of a Quorum

Hearing of Visitors

Swearing in of Sonya Downing as Community Rep

Swearing in of Jeremy Rossman as Staff Rep

Swearing in of Andrea Meixel as Parent Rep

Reorganization

- Nominations for the position of Executive Director _____
- Nominations for the position of Associate Director _____

1. Resolved that the board of trustees approve the reorganization of the board of trustees for the 2021-2022 school year as follows.

Ms. Sandra Garverick

Ms. Andrea Meixel

Ms. Heidi Doyle

Mr. Jeremy Rossman

Ms. Sonya Downing

Mr. Karl Miller

Ms. Brenda Mitchell

Moved _____ Second _____

2. Resolved that the Board of Trustees approve the following payments.

- \$4,260.80 to Jostens for yearbook creation
- \$11,207.08 to Gopher for PE equipment

Moved _____ Second _____

3. Resolved that the Board of Trustees approve Athletic Director job description.

Moved _____ Second _____

4. Resolved that the Board of Trustees approve the following curriculum purchase that will be paid for with grant money.

- \$56,350.00 to NWEA for MAP Growth
- \$5,740.00 to Edmentum for Study Island

- \$40,727.40 to Savvas Learning for myPerspectives and myView Literacy
- \$2,625.60 to McGraw-Hill for math program licenses
- \$4,239.56 to Houghton Mifflin Harcourt for reading and math materials
- \$17,080.00 to Houghton Mifflin Harcourt for reading and math licenses
- \$211,679.06 to Houghton Mifflin Harcourt for k-8 math program and resources
- \$7,200.00 to NewsELA for ELA materials
- \$2,500.00 to CommonLit School Essentials for ELA materials
- \$2,261.32 to McGraw-Hill for science books

Moved _____ Second _____

5. Resolved that the Board of Trustees adjust Kathy Miller's salary to \$40, 560.00 to meet the minimum exempt payroll regulations.

Moved _____ Second _____

Adjournment:

Motion made by _____ second by _____ at _____ p.m.



Sugar Valley Rural Charter School

Athletic Director

Position Description

Title: Athletic Director

Service Range: All Grades

Reports to: Chief Executive Officer

Job summary: Provide the development and maintenance of the school wide athletic program.

Minimum requirements

Bachelor's Degree

Relevant experience with high school athletic program as a coach, athletic director or administrator for a minimum of three(3) years

Act 34 and 151 clearances

Additional Clearances/Trainings/Certifications as required by school policies and PA law

Offer physical and physician certification as to ability to perform the essential functions of the position with or without reasonable accommodations.

Summary of job duties

- Responsible for the development and maintenance of a program of participation by all students in ongoing, sequential activities in interscholastic and intramural athletics.
- Remain up to date with the rules, regulations and procedures established by the Pennsylvania Interscholastic Athletic Association (PIAA) as they apply to students, coaches, programs and schools.
- Continuously monitor, review and adjust programs and procedures as necessary while working with coaches of varied experience and backgrounds.
- Evaluates the effectiveness of programs and make recommendations to the appropriate administrators.
- Assist coaches to establish program goals that build knowledge and understanding of the value and pleasure of athletic participation and respect of fair play and teamwork.
- Participates in and coordinates recruitment, selection and evaluation of individuals assigned to coaching positions.
- Supervises and prepares annual schedules of athletic programs to include practice sessions, use of gymnasium or field areas.
- Develops and maintains avenues for communication with staff, parent groups, Booster Clubs and the general community.
- Schedules and arranges appropriate transportation and accommodations for coaches and athletes when competing away from home.
- Provides and enforces codes of conduct for coaches and athletes on and off the field.

- Ensures observance of PIAA regulations related to every aspect of interscholastic programs and competition.
- Records and maintains files at all grade levels of contest results, individual and team awards or citations and athletic scholarships.
- Serves as the District's primary representative at league meetings and PIAA meetings/events.
- Prepares and administers the athletic programs, budgets, including requisitions for supplies, uniforms, equipment, maintenance of equipment, and contracted services.
- Monitors and coordinates with principals and coaches the review of student eligibility during the athletic season and throughout the year.
- Administers the athletic insurance program including claims processing, records maintenance and required reports.
- Performs such other duties as assigned by the CEO.
- Provide oversight and direction to the Athletic Secretary to accomplish the work needed to meet departmental productivity and quality goals.

Physical Requirements

- Be a licensed operator of a motor vehicle
- Able to sit, stand, walk for periods of up to an hour at a time
- Able to read a keyboard
- Able to lift up to 20 pounds occasionally

Term of Employment

12 month position – Exempt
 One Year Contract

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information

HR USE ONLY

JOB CODE

MANAGEMENT?

PAY GRADE

LAST REVISED?