



Substitute Handbook

2018-2019

East Penn School District
800 Pine Street
Emmaus, PA 18049
(610) 966-8300

Welcome to the East Penn School District. As a substitute, you provide a very important service to the students of the East Penn School District, and we are pleased to have you as a member of our educational team. We know that you will make every effort to make a very real and significant contribution to our instructional program in carrying out the work of those staff members who are absent.

This handbook will provide you with a variety of resource materials to be a successful substitute.

The Main Office staff in each building has more detailed information regarding various duties and individual policies and procedures which you may request. They can also give you any contact telephone numbers you may need for the day. Please feel free to ask any one of them about our programs, procedures, or traditions.

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2018-2019 Calendar/Important Dates

August 27	First Student Day
August 31	School Closed for Students & Teachers, Offices Open
September 3	School Closed
September 19	School Closed
September 21	Elementary – 12:30 pm dismissal for students EHS & Middle Schools – 11:00 am dismissal for students
October 8 – 9	No School for Students
October 19	Elementary – 12:30 pm dismissal for students EHS & Middle Schools – 11:00 am dismissal for students
November 15 – 20	Elementary - 12:30 pm dismissal for students
November 19 – 20	Middle Schools – 11:00 am dismissal for students
November 21	Elementary – 12:30 pm dismissal for students EHS & Middle Schools – 11:00 am dismissal for students
November 22 – 26	School Closed
December 14	Elementary – 12:30 pm dismissal for students EHS & Middle Schools - 11:00 am dismissal for students
December 24 – 31	School Closed
January 1	School Closed
January 21	School Closed
January 25	Elementary – 12:30 pm dismissal for students EHS & Middle Schools - 11:00 am dismissal for students
February 6 – 7	Middle Schools – 11:00 am dismissal for students
February 8	Elementary – 12:30 pm dismissal for students EHS & Middle Schools - 11:00 am dismissal for students
February 18	School Closed
March 8	No School for Students
April 8 – 12	Elementary – 12:30 pm dismissal for students
April 18	<u>Snow Make Up Day - School Closed</u> <i>if not used for make-up day (if unplanned closing occurs on or before 4/19, this day will be used)</i>
April 19 – 22	School Closed
May 10	Elementary – 12:30 pm dismissal for students EHS & Middle Schools – 11:00 am dismissal for students
May 27	School Closed
June 11	Tentative last day of school

Any changes to calendar will be posted on Aesop.

All dates taken from the EPSD Student/Teacher Calendar – 2018-2019 School Year – Adopted 3/12/2018

Substitute Assignment Procedures

The East Penn School District (EPSD) secures substitutes via an Absence Management System, known as Aesop. Substitutes looking for jobs/assignments can log in to Aesop using the following link:

<https://login.frontlineeducation.com/login?signin=41d0debb7fd01d3583ced6201926a107&productId=ABSMGMT&clientId=ABSMGMT#/login>.

Substitutes will then enter **their log in and pin number** assigned by EPSD. After logging in to your personal account, a substitute can look for available jobs/assignments by looking under the “Available Jobs” tab. Any jobs/assignments available will be shown there and can be accepted or rejected. You will receive a confirmation number after accepting the job/assignment and it will appear under the “Scheduled Jobs” tab on your personal account. If you do not receive a confirmation number, then the job/assignment was not accepted.

If any accepted jobs/assignments are cancelled or changed you will be notified via email or you will no longer see this assignment on your personal account under “Scheduled Jobs”. **You need to check your job/assignment before leaving each day to make sure it has not been cancelled or changed.**

Without computer access you can search for jobs/assignments by telephone at **1-800-942-3767**. **Substitutes will only hear available jobs/assignments via telephone for the next 30 days. The computer will show you available jobs/assignments for the next 90 days.**

Substitutes are able to see open jobs/assignments based on certification first for a percentage of time and then will open up to any available substitute. If any job/assignment remains open, Aesop will contact you any time from 4:00 pm -10:00 pm and again from 5:30 am - 8:00 am. This is not a person making the call; this is a computer and it is voice activated so you must initiate the call by speaking first so the computer will continue. If you do not, it aborts the call and moves on to another substitute. At this point, Aesop is making random calls to any substitute who is available. Aesop tracks your accepted jobs/assignments and will also track any rejected jobs/assignments.

After log in, substitutes can:

- add non work days
- adjust the times you want Aesop to call
- change your pin (4 digit # only) or if you are in multiple districts that use Aesop you can create a 6 digit multi-district pin

If a substitute would need to delete a job/assignment it can be done by going to their personal account and clicking on their interactive calendar. Click on the day, and click on the delete button next to the confirmation number. **Important note: If this job/assignment is for multiple days, a substitute is unable to delete any single day from the job/assignment. If you hit delete, this would delete the entire assignment. Instead, the substitute should contact Human Resources at 610-966-8331 at their earliest convenience and you will be split out for any one day from a job/assignment.**

If you have any questions regarding Aesop, please contact Human Resources at 610-966-8331 from 7:00 am – 4:00 pm.

Payroll Schedule for 2018-2019 School Year

Weeks	Pay Date		Weeks	Pay Date
June 18 –22 June 25 –29	July 12, 2018		December 17 - 21 December 24 – 28	January 10, 2019
July 2 –6 July 19 - 13	July 26, 2018		December 31 – January 4 January 7 - 11	January 24, 2019
July 16 - 20 July 23 - 27	August 9, 2018		January 14 - 18 January 21 - 25	February 7, 2019
July 30 –August 3 August 6 - 10	August 23, 2018		January 28 – February 1 February 4 - 8	February 21, 2019
August 13 - 17 August 20 - 24	September 6, 2018		February 11 - 15 February 18 - 22	March 7, 2019
August 27 – 31 September 3-7	September 20, 2018		February 25 – March 1 March 4 - 8	March 21, 2019
September 10 - 14 September 18- 21	October 4, 2018		March 11 – 15 March 18 - 22	April 4, 2019
September 24 – 28 October 1 – 5	October 18, 2018		March 25 – 29 April 1- 5	April 17, 2019
October 8 - 12 October 15 -19	November 1, 2018		April 8 - 12 April 15- 19	May 2, 2019
October 22 - 26 October 29 – November 2	November 15, 2018		April 22 - 26 April 29 – May 3	May 16, 2019
November 5 - 9 November 12 - 16	November 29, 2018		May 6 - 10 May 13 – 17	May 30, 2019
November 19 - 23 November 26 – 30	December 13, 2018		May 20 - 24 May 27 – 31	June 13, 2019
December 3 – 7 December 10 – 14	December 27, 2018		June 3 – 7 June 10 – 14	June 27, 2019

If it is necessary to change any of the foregoing, all affected employees will be duly notified.

Frequently Asked Questions (FAQs)

Q: After accepting an assignment, can my assignment be changed upon arrival at the assigned building?
A: **Yes, the building principal can alter your assignment upon arrival if coverage is needed.**

Q: What if I'm going to be late?
A: **Contact the building administrative assistant (see pages 9-10 for building phone numbers) or call Human Resources at (610) 966-8331 (7:00 am – 4:00 pm).**

Q: Where do I go after arriving at the school assigned?
A: **Go to the main office and they will provide you with instructions and necessary information for the day.**

Q: Do I get paid if school is cancelled?
A: **On days when schools are closed due to inclement weather or any other emergency situation, substitute assignments are cancelled without pay.**

Information about school cancellations or a late start is available by listening to the radio or television station which carries news of school delays and closings. You can also see updates by liking us on [Facebook@EastPennsd.org](https://www.facebook.com/EastPennsd.org), following us on [Twitter@EastPennsd.org](https://twitter.com/EastPennsd.org) or visiting our webpage at www.EastPennsd.org. It is the responsibility of the substitute to check prior to leaving your home.

Q: Do I get paid if my assignment has been cancelled or assigned in error?
A: **If you arrive at the building and learn that the assignment has been cancelled or assigned in error, the building will first check if any other building in the district is in need of a substitute and you will be reassigned. If you chose not to accept the new assignment, then you will not be paid. If an assignment is not available, the district will pay you half of your daily rate. However, this is not the case if you are contacted prior to leaving home by either Human Resources or by Aesop.**

Q: What is considered a half day assignment?
A: **A half day assignment for high school and middle school is 11:00 am.
A half day assignment for elementary is 12:00 noon.**

Q: Can I leave the school if there are no students in my classroom before the end time of my job/assignment?
A: **You are required to stay at each building until regular teacher dismissal every day unless dismissed by the building principal.**

Q: How do I stay on as a substitute for the upcoming year and how will I be notified?
A: **Letters of reasonable assurance are at the district's discretion, or you may request in writing to have your name removed from the district substitute list.**

Q: What if I obtain a long term assignment at another school district? Will my account be deactivated?
A: **Please notify Human Resources and a note will be made in your file of your unavailability for the school year. Once your assignment is over, contact Human Resources to notify them of your return and you will resume at your previous pay rate. Failure to notify Human Resources could result in removal from the EPSD Substitute list due to inactivity and return to new hire status and pay rate.**

School Board Policies

Please review the East Penn School District board policies. Board policies in their entirety can be found online at <http://boarddocs.com/pa/epen/Board.nsf/Public>.

District Facilities

The East Penn School District operates seven elementary schools, two middle schools and one high school.

Special Education programs are provided by both the school district and Carbon-Lehigh Intermediate Unit #21. High school students may also attend Lehigh Career Technical Institute for career training.

Central Office Administrators

East Penn School District
800 Pine Street, Emmaus, PA 18049
Telephone: 610-966-8300

Mrs. Kristen Campbell	Superintendent of Schools
Mrs. Janine Allen	Executive Asst. to the Superintendent/Board Secretary
Mr. Douglas Povilaitis	Assistant Superintendent
Mrs. Laura Witman	Assistant Superintendent
Mrs. Jessica Afflerbach	Human Resources Manager
Dr. Linda Pekarik	Director of Special Education
Dr. Thomas Mirabella	Director of Student Services
Mr. Robert Saul	Business Administrator
Mr. James Frank	Assistant Business Manager
Mrs. Erin Murphy	Supervisor of Curriculum - Humanities
Mr. Michael Mihalik	Secondary Curriculum Supervisor
Mrs. Michele James	Elementary Curriculum Supervisor
Mr. Steven Onushco	Facilities Director
Mr. Mark Warden	Assistant Facilities Director
Mr. Michael Mohn	Director of Technology
Mr. Paul Vlasics	Director of Food Services, The Nutrition Group
Mrs. Laura Groh	Community Liaison
Mrs. Sandra Joseph	Supervisor of Special Education – High School
TBD	Supervisor of Special Education – Middle School
Mrs. Meredith Frantz	Supervisor of Special Education – Elementary

Building Principals

Dr. Katherine Kieres	Emmaus High School Grades 9-12 500 Macungie Avenue Emmaus, PA 18049-2296	610-965-1650
Mr. Michael Kelly	Eyer Middle School Grades 6-8 5616 Buckeye Road Macungie, PA 18062-1798	610-965-1600
Mrs. Suzanne Vincent	Lower Macungie Middle School Grades 6-8 6299 Lower Macungie Road Macungie, PA 18062	610-395-8593
Mrs. Cheryl Scalzo	Alburtis Elementary Grades K-5 222 West Third Street Alburtis, PA 18011	610-965-1633
Mr. Drew Hinkel	Jefferson Elementary Grades K-5 520 Elm Street Emmaus, PA 18049	610-965-1645
Mrs. Lynn Brinckman	Lincoln Elementary Grades K-5 223 Seem Street Emmaus, PA 18062-9733	610-965-1636
Mrs. Sallie Yencho	Macungie Elementary Grades K-5 4062 Brookside Road Macungie, PA 18062-1737	610-965-1617
Mrs. Jacqueline Vogel	Shoemaker Elementary Grades K-5 4068 North Fairview Street Macungie, PA 18062-1709	610-965-1626

Building Principals (Continued)

Mrs. Tara Desiderio	Wescosville Elementary Grades K-5 1064 Liberty Lane Wescosville, PA 18106	610-395-5851
Dr. Anthony Moyer	Willow Lane Elementary Grades K-5 6135 Sauerkraut Lane Macungie, PA 18062	484-519-3300

SUBSTITUTE TEACHERS

Substitute Teacher Duties, Procedures & Important Information

Reporting to Work

- Report to the main office approximately 15 to 20 minutes early.
- Obtain keys and guest badge.
- Ask about student passes, playground rules, bus duty, and lunch procedures.
- Schedule of duties, classroom assignments and other duties should be in a folder in the main office. Ask if there will be any special duties associated with the regular teacher's assignment.
- Meet neighboring teachers.
- Find the location of bathrooms and lunchroom. Please note, no smoking is allowed in any public school building or on any school grounds.

Leaving Work

Before leaving work for the day, the substitute teacher is expected to complete the following:

- Secure doors and windows in the classroom.
- Leave the classroom in good order. The classroom should be left as orderly as you found it.
- Correct papers. Checking and marking the day's papers will be a big help for the returning teacher.
- Write a summary of work accomplished on the Substitute Report Form.
If for any reason, you were unable to carry out the plans left by the regular teacher, be sure to explain why you were unable to carry them out and what you did instead.
- Return keys, guest badge and folder to the main office.

Expectations

- Be professional in your conduct.
- Support school procedures and policy.
- Refrain from personal cell phone use.
- Follow the direction of all school administrators.
- Be cooperative in relationships with other teachers.
- Be considerate, but firm, in dealing with students.
- Make every effort to carry out all the teacher's lesson plans.
- Maintain confidentiality.
- Demonstrate a professional image in appearance and/or attire.
- Carry out, to the best of your ability, the responsibility for the position you are teaching.
- Follow the established building attendance procedures when reporting absent students.
- Follow the plan for the day's work as outlined in your substitute lesson plan.
- Report all accidents or injuries to the main office.

SUBSTITUTE TEACHERS

Emergency Procedures

- Ask the main office for information about emergency actions plans and protocol. Find out what to do in case of fire, flood, bomb threat, lock down, etc.
- Since every building and classroom is different, it is important to know the location of the nearest exit.

Playground and Lunch Duty

- Being on playground or lunch duty involves more than just physically being in the vicinity of the students. Your job is to supervise their actions and activities to ensure a safe environment and experience.
- Take proactive measures to deter potential problem situations. Intervene before situations get out of control.
- Should a serious problem arise, do not hesitate to elicit help from another teacher or school administrator, or send a student to get this help.
- Never leave students unsupervised.

Escorting Students to the Bus

In some schools, you may be expected to escort students from the classroom to the bus. Find out exactly what is expected.

Every school is different, and sometimes even classes within the same school have different bus policies. Do your best to find out what you need to do from the main office or neighboring teachers.

Classroom Management, Discipline and for Study Halls at the High School

An effective substitute teacher strives to create a climate in which success is expected, academics are emphasized and the environment is orderly. As a substitute teacher, it is essential to understand and practice good classroom discipline and management. This is necessary before any classroom learning can occur.

Established School Times

	Teachers/Substitutes Day	Student Day
EHS	7:15 am – 2:35 pm	7:23 am – 2:25 pm
Middle Schools	7:15 am – 2:35 pm	7:40 am – 2:25 pm
Elementary Schools	8:15 am – 3:35 pm	9:00 am – 3:20 pm

Substitutes should report to the building **at least 15 to 20 minutes before school starts**, checking into the main office upon arrival.

SUBSTITUTE TEACHERS

Inclement Weather/Snow Days

In the event of inclement weather, please listen to the radio or television station which carries news of school delays and closings. You can also see updates by liking us on [Facebook@EastPennsd.org](https://www.facebook.com/EastPennsd.org), following us on [Twitter@EastPennsd.org](https://twitter.com/EastPennsd.org) or visiting our webpage at www.EastPennsd.org. When schools close early or start late due to inclement weather, the substitute pay will be adjusted accordingly. On days when schools close for inclement weather, substitute assignments are canceled without pay.

Parking

Emmaus High School is the only school to have assigned parking lots for their staff. Substitutes park in **Lot J** which is at the Locker Commons entrance (entrance is on North Street). Please register at the high school main office to receive your parking tag. You will need to provide the make, model, color and license plate number of your vehicle.

403(b) Salary Reduction Plan

District employees who work 20 or more hours per week are eligible to participate in a 403(b) salary reduction plan. Information relative to District 403(b) plans may be obtained in the Business Office.

Per Diem Substitute Teacher Pay 2018-2019

Up to 50 days	\$115.00
Between 51 & 75 days	\$129.50
Greater than 75 days	\$163.50
21 st day in same assignment	\$206.50

Note:

- Days worked are not accumulated from one year to the next until you reach 50 days in one school year.
- If you *do not* work for one (1) school year, your pay rate will go back to new hire status.
- Please be sure to track your days and notify the Business Office when you have attained the next level.

SUBSTITUTE TEACHERS

Helpful Hints for Substitute Teachers

- The substitute teacher who has physical control of a classroom has a duty to keep these children safe and orderly. The standard is the reasonable use of professional judgment for the safety and orderly education of students.
- Follow school safety policies and procedures.
- Due to possible restraints of who may have custody of a child, children should not be allowed to leave the building during the school day without express consent from the main office.
- Medication should only be administered by the school nurse or other appropriate health personnel, not the classroom or substitute teacher. If you know of medication requirements of a student, the health professional should be notified.
- It is unprofessional and against the law in many states to disclose confidential information about your students. Generally, a substitute teacher should avoid comments about individual students that convey private information: grades, medical conditions, learning or discipline problems, etc.
- Maintaining notes on particular incidents in the classroom can protect you in problematic situations. If you feel that your actions might be questioned, note the date and time, the individuals involved, the choices for action considered, and the actions taken.
- A substitute teacher should know the school's policy over various aspects of discipline. If in doubt, referring students to the building principal is sound advice. When sending a student to the principal due to discipline matters, the substitute teacher maintains the duties of supervision and due care for both the individual child and the remainder of the class. Proper action may be detailed in the school policy or may require your independent sound judgment. Possible actions include having another child accompany the child, sending a child to bring someone from the main office to intervene, or having another teacher watch your classroom while you take the child to the main office.
- A substitute teacher is responsible for making sure the learning environment is safe. This includes things such as the arrangement of desks so as not to block exits and proper supervision during the use of potentially dangerous classroom equipment. A teacher must also consider the potential for problems in certain kinds of classes. Planned activities in a physical education, science, tech ed, or family consumer science class may be uncomfortable for the substitute teacher. In such cases, the substitute teacher may choose to do an alternate activity which they feel they can conduct safely.

SUPPORT STAFF SUBSTITUTES

Support Staff Substitute Duties, Procedures & Important Information

Reporting to Work

- Report to the main office approximately 15 to 20 minutes early.
- Obtain schedule, substitute badge and, if applicable, keys.
- Ask about student passes, playground rules, bus duty, and lunch procedures.
- Find the location of bathrooms and lunchroom. Please note, no smoking is allowed in any public school building or on any school grounds.

Throughout the Day

- Follow the instructions of the classroom teacher/school nurse.
- Refrain from personal cell phone use.
- Be positive and respectful in your interactions with students and school personnel.

At the End of the Day

- Check with the teacher/school nurse to see if there is anything else required for you to complete or carry out before you leave.
- Return substitute badge and, if applicable, keys to the main office.

Expectations

- Be professional in your conduct.
- Support school procedures and policy.
- Follow the direction of all school administrators.
- Be cooperative in relationships with other teachers and staff.
- Be considerate, but firm, in dealing with students.
- Maintain confidentiality.
- Demonstrate a professional image in appearance and/or attire.
- Carry out, to the best of your ability, the responsibility for the position you are covering.
- Follow the established building attendance procedures when reporting absent students, if applicable.
- Follow the plan for the day's work as directed by regular staff.
- Report all accidents or injuries to the main office.

Emergency Procedures

- Ask the main office for information about emergency actions plans and protocol. Find out what to do in case of fire, flood, bomb threat, lock down, etc.
- Since every building and classroom is different, it is important to know the location of the nearest exit.

SUPPORT STAFF SUBSTITUTES

Playground and Lunch Duty

- Being on playground or lunch duty involves more than just physically being in the vicinity of the students. Your job is to supervise their actions and activities to ensure a safe environment and experience.
- Take proactive measures to deter potential problem situations. Intervene before situations get out of control.
- Should a serious problem arise, do not hesitate to elicit help from another teacher or school administrator, or send a student to get this help.
- Never leave a group of students unsupervised.

Escorting Students to the Bus

In some schools, you may be expected to escort students from the classroom to the bus. Find out exactly what is expected.

Every school is different, and sometimes even classes within the same school have different bus policies. Do your best to find out what you need to do from the main office or neighboring teachers.

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Per Diem Support Staff Substitute Pay 2018-2019

Instructional Assistant/Staff Assistant	\$12.75/hr
Remedial Assistant	\$13.00/hr
Health Room Nurse	\$20.00/hr

The East Penn School District is an equal opportunity education institution and will not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, sex, age, religion, ancestry, disability, union membership or other legally projected classification. Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX and the Americans with Disabilities Act.

For information regarding 1) civil rights, 2) grievance procedures, 3) services, activities and facilities that are accessible to and useable by disabled persons, 4) employee or participant complaints of harassment or discrimination, 5) affirmative action, 6) sexual harassment/discrimination, or 7) gender equity, contact Mrs. Jessica Afflerbach, Human Resources, 800 Pine Street, Emmaus, PA 18049. Telephone: 610-966-8377 or 610-966-8300.

The Federal Drug-Free Workplace Act requires that your workplace be free of the illegal use of drugs and requires that we issue the following statement to you: No one is allowed to use, make, sell, distribute, or have in their possession any illegal drugs. Any violation of the Act will lead to severe disciplinary action which will normally include dismissal.

Board of School Directors

2018-2019

Dr. Kenneth Bacher, President

Paul Champagne, Vice President

Charles H. Ballard

Alisa Bowman

Allan M. Byrd

Seth W. Flanders

Dr. Joshua A. Levinson

Dr. Ziad Munson

Adam Smith

Janine Allen, Board Secretary

Robert Saul, Treasurer

Marc S. Fisher, Esq., Worth, Magee & Fisher, P.C

Kristen Campbell, Superintendent of Schools