



**KEYSTONE OAKS SCHOOL DISTRICT
1000 KELTON AVENUE
PITTSBURGH, PA 15216**

BOARD OF SCHOOL DIRECTORS

**BUSINESS/LEGISLATIVE MEETING
TUESDAY, JUNE 18, 2019
7:00 PM**

**KEYSTONE OAKS SCHOOL DISTRICT
SCHOOL DIRECTORS' CALENDAR OF COMING EVENTS**

June 18, 2019– Business/Legislative

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

August 13, 2019 –Work Session

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- Public Comment
- Review of Reports
- Public Comment
- Adjournment

BOARD PRESIDENT'S REPORT

June 18, 2019

Ms. Patricia A. Shaw

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Special Voting Meeting/Work Session Minutes of May 7, 2019 and the Business/Legislative Minutes of May 14, 2019.

II. AUTHORIZATION TO HIRE NECESSARY STAFF FOR 2019/2020

It is recommended that the Board authorize the Superintendent to hire the necessary staff for the start of the 2019/2020 school year subject to retroactive approval by the Board.

III. SUPERINTENDENT'S COMPENSATION 2019/2020

In compliance with the *Superintendent's Contract*, it is recommended that the Board approve the 2019/2020 salary of \$162,477 for **William P. Stropkaj, Ed.D.**, effective July 1, 2019.

IV. ADMINISTRATIVE EMPLOYEE COMPENSATION AND PERFORMANCE PLAN (ACT 93)

The Administration recommends that the Board approve the *Administrative Employee Compensation and Performance Plan (ACT 93)*, effective July 1, 2019 through June 30, 2022.

V. KEYSTONE OAKS EDUCATION SUPPORT PERSONNEL ASSOCIATION AGREEMENT – JULY 1, 2018 – JUNE 30, 2022

The Administration recommends that the Board ratify the Agreement between the Keystone Oaks School District and the Keystone Oaks Educational Support Personnel Association (KOESPA) from July 1, 2018 through June 30, 2022.

VI. TITLE CHANGE – SUPERVISOR TO DIRECTOR

It is recommended that the Board approve the Title Change for Suzanne Lochie from Supervisor of Pupil Services to Director of Pupil Services, effective July 1, 2019.

VII. TITLE CHANGE – SUPERVISOR TO DIRECTOR

It is recommended that the Board approve the Title Change for Desiree Burns from Supervisor of Special Education to Director of Special Education, effective July 1, 2019.

VIII. REVOKE DISMISSAL OF EMPLOYEE 2019-4510

It is recommended that the Board approve the revoked dismissal of employee 2019-4510 that was approved at the February 19, 2019 Business/Legislative meeting.

IX. REVOKE DISMISSAL OF EMPLOYEE 2019-4683

It is recommended that the Board approve the revoked dismissal of employee 2019-4683 that was approved at the May 14, 2019 Business/Legislative Meeting.

FOR INFORMATION ONLY

- I. Parkway West Career and Technology Center Report *Ms. Annie Shaw*
- II. SHASDA Report *Mr. Santo Raso*
- III. PSBA/Legislative Report *Mrs. Theresa Lydon*
- IV. News from the Boroughs
- V. **EXECUTIVE SESSION**

SUPERINTENDENT'S REPORT

June 18, 2019

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. POLICE MEMORANDUM OF UNDERSTANDING

In compliance with the School Code, the Administration recommends the renewal of the *Police Memorandums of Understanding with School Entities* with the following boroughs: Castle Shannon, Dormont, Green Tree and Mt. Lebanon.

For Information Only

The MOUs are the same verbiage as in the previous years, no changes.

II. COORDINATOR OF COMMUNICATIONS AND PUBLIC RELATIONS – CONTRACT

It is recommended that the Board approve the renewed contract for **Sarah Welch**, Coordinator of Communications and Public Relations, for a term effective July 1, 2019 through June 30, 2022. Mrs. Welch's salary for the 2019/2020 school year will be \$75,138.00.

III. TECHNOLOGY INTEGRATIONS SPECIALIST – CONTRACT

It is recommended that the Board approve the renewed contract for **Anna Benvenuti**, Technology Integration Specialist, for a term effective July 1, 2019 through June 30, 2022. Mrs. Benvenuti's salary for the 2019/2020 school year will be \$44,583.00.

IV. TECHNOLOGY INTEGRATIONS SPECIALIST – CONTRACT

It is recommended that the Board approve the renewed contract for **Carol Persin**, Technology Integration Specialist, for a term effective July 1, 2019 through June 30, 2022. Mrs. Persin's salary for the 2019/2020 school year will be \$47,988.00.

V. SCHOOL SECURITY GUARD – CONTRACT

It is recommended that the Board approve the renewed contract for **Beth Ann Padden**, School Security Guard, for a term effective July 1, 2019 through June 30, 2022. Ms. Padden's salary for the 2019/2020 school year will be 36,586.00.

VI. PIMS COORDINATOR / CHILD ACCOUNT CLERK – CONTRACT

It is recommended that the Board approve the renewed contract for **Rebecca Kaminsky**, PIMS Coordinator / Child Accounting Clerk, for a term effective July 1, 2019 through June 30, 2020. Mrs. Kaminsky's salary for the 2019/2020 school year will be \$45.50 per hour, not to exceed 1,200 hours.

VII. PROJECT SUCCEED CONTRACT – PROGRAM DIRECTOR 2019/2020

It is recommended that the Board approve the *Project Succeed Contract for Employment* of Joel Vanucci as Program Director for the 2019/2020 school year.

VIII. COMPENASTIONS 2019/2020

1. ADMINISTRATIVE TEAM COMPENSATION 2019/2020

In compliance with each of the Administrative Team’s Act 93 or individual contracts, it is recommended that the Board approve the following compensations for the 2019/2020 school year, effective July 1, 2019:

<u>Name</u>	<u>Position</u>	<u>2019/2020 Salary</u>
John Bruner	School Resource Officer	\$74,661
Desiree Burns	Director of Special Education	\$98,444
Jeff Kattan	Principal – Keystone Oaks Middle School	\$112,966
Joseph Kubiak	Business Manager	\$79,624
Jason Kushak	Principal – Keystone Oaks High School	\$100,000
Mike Linnert	Assistant Principal – Keystone Oaks High School	\$87,376
Kevin Lloyd	Food Service Director	\$73,256
Suzanne Lochie	Director of Pupil Services	\$77,795
John Lyon	Director of Buildings, Grounds & Transportation	\$104,684
Scott Mizikar	Principal – Myrtle Avenue Elementary	\$103,651
Aaron Smith	Director of Technology	\$95,984
Dave Thomas	Principal – Fred L. Aiken Elementary	\$89,901
Dr. Shannon Varley	Director of Curriculum, Instruction, Assessment and Staff Development	\$121,604
Brian Werner	Principal – Dormont Elementary	\$109,242

2. CUSTODIAL SUPERVISORS COMPENSATION 2019/2020

In compliance with each of the following Custodial Supervisors individual contracts, it is recommended that the Board approve the following compensations for the 2019/2020 school year, effective July 1, 2019:

<u>Name</u>	<u>Position</u>	<u>2019/2020 Salary</u>
Michael Hurley	Second Shift Supervisor	\$45,258
Jesse Jeznis	First Shift Supervisor	\$49,496
John Priore	Head Custodian/Myrtle	\$39,039

3. INFORMATION TECHNOLOGY COMPENSATION 2019/2020

In compliance with Mr. Justin Talbert's contract, it is recommended that the Board approve the following compensation for the 2019/2020 school year, effective July 1, 2019:

<u>Name</u>	<u>Position</u>	<u>2019/2020 Salary</u>
Justin Talbert	Systems Administrator	\$64,967

4. CONFIDENTIAL ADMINISTRATIVE ASSISTANT'S COMPENSATION 2019/2020

In compliance with Confidential Employee Compensation Plan, it is recommended that the Board approve the following compensations for the 2019/2020 school year, effective July 1, 2019:

<u>Name</u>	<u>Position</u>	<u>2019/2020 Salary</u>
Maureen Myers	Confidential Administrative Assistant	\$50,572
Karen Wong	Confidential Administrative Assistant	\$46,620

IX. FIRST READING POLICY 121: FIELD TRIPS

It is recommended that the Board approve the FIRST READING of Policy 121: *Field Trips*.

X. FIRST READING POLICY 127: ASSESSMENT SYSTEM

It is recommended that the Board approve the FIRST READING of Policy 127: *Assessment System*.

XI. FIRST READING POLICY 214: CLASS RANK

It is recommended that the Board approve the FIRST READING of Policy 214: *Class Rank*.

XII. FIRST READING POLICY 625: PROCUREMENT CARDS

It is recommended that the Board approve the FIRST READING of Policy 625: *Procurement Cards*.

XIII. FIRST READING POLICY 260: STUDENT EVENTS AND TRIPS

It is recommended that the Board approve the FIRST READING of Policy 260: *Student Events and Trips*.

XIV. PENNSYLVANIA EDUCATOR.NET

The Administration recommends the re-implementation of the PAEducator.net for the 2019/2020 school year at an anticipated cost of \$1,750.00.

XV. PROFESSIONAL DEVELOPMENT

It is recommended that the Board approve the following conference requests:

Mr. Joseph Kubiak	PASA-PSBA School Leadership Conference Hershey Lodge & Convention Center Hershey, Pennsylvania October 15 – 18, 2019	\$1,850.00
Ms. Emily Brill	Temple University FCS Academy Temple University Ambler, PA July 29 – 30, 2019	\$545.35

EDUCATION REPORT

June 18, 2019

Mrs. Theresa Lydon, Chairperson

BOARD ACTION REQUESTED

I. ADOPTION OF TEXTBOOKS FOR THE 2019/2020 SCHOOL YEAR

The Administration recommends the adoption and purchase (approximate cost listed below) of the following textbooks for the 2019/2020 school year:

<u>Textbook</u>	<u>Publisher</u>	<u>Price</u>
<i>Discovering Our Past: A History of the World (6th Grade)</i>	McGraw Hill, 2018	\$19,026.90 (145 copies @ \$131.22 – includes text and student license)
<i>Discovering Our Past: A History of the United States (7th and 8th Grade)</i>	McGraw Hill, 2018	\$44,742.75 (325 copies @ 137.67 – includes text and student license)

II. DISTRICT CYBER PROGRAM

The Administration recommends that the Board approve the agreement with Waterfront Learning to utilize Edgenuity as the District's Cyber program for the 2019/2020 school year at a cost not to exceed \$20,000.00, plus \$1,350.00 for professional development.

COMMUNICATIONS REPORT

June 18, 2019

Ms. Neely Crowell, Chairperson

BOARD ACTION REQUESTED

I. REDFORD PHOTOGRAPHY – DISTRICT PHOTOGRAPHER

It is recommended that the Board approve Redford Photography as the District photographer for the 2019/2020 and 2020/2021 school years.

For Information Only

There is no cost to the District for these services.

ACTIVITIES & ATHLETICS REPORT

June 18, 2019

Ms. Kristen Pauchnik, Chairperson

BOARD ACTION REQUESTED

I. APPROVAL OF INTERSCHOLASTIC ATHLETICS 2019/2020 SCHOOL YEAR

It is recommended that the Board approve the following Interscholastic Athletics for the 2019/2020 school year.

Fall

Boys Soccer (MS & HS)
Cheerleading (MS & HS)
Cross Country (MS & HS)
Dance Team (HS)
Girls Soccer (MS & HS)
Girls Tennis (HS)
Girls Volleyball (HS)
Golf (HS)
Football (MS & HS)
Swimming (MS)

Winter

Boys Basketball (MS & HS)
Girls Basketball (MS & HS)
Girls Volleyball (MS)
Swimming and Diving (HS)
Wrestling (MS & HS)

Spring

Baseball (HS)
Softball (MS & HS)
Track and Field (MS & HS)
Boys Tennis (HS)
Boys Volleyball (HS)

For Information Only

In compliance with Board Policy 123: Interscholastic Athletics, by June 30, a program of interscholastic athletics shall be approved for the new school year.

II. WINTER ATHLETIC BIDS – 2019/2020 SCHOOL YEAR

It is recommended that the Board approve the Winter Athletic Bids for the 2019/2020 school year in the amount of \$17,970.04 to the following company:

Century Sports	\$17,970.04
Grand Total	\$17,970.04

III. SPRING ATHLETIC BIDS – 2019/2020 SCHOOL YEAR

It is recommended that the Board approve the Spring Athletic Bids for the 2019/2020 school year in the amount of \$27,577.59 to the following companies:

Century Sports	\$18,393.62
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MF Athletics	\$ 9,183.97
Grand Total	\$27,577.59

IV. EXTRA ATHLETICS WORKERS' POSITIONS – 2019/2020 SCHOOL YEAR

It is recommended that the Board approve the following extra athletic workers' positions for the 2019/2020 school year:

<u>Sport</u>	<u>Title</u>	<u>Amount per Game</u>
V- Varsity; JV – Junior Varsity; MS – Middle School		
Baseball/Softball	Game Manager (V)	\$65
	Book/Pitch Counter (V)	\$50
Boys/Girls Soccer	Game Manager (V, JV)	\$65
	Game Manager (MS)	\$50
	Clock (V, JV)	\$60
	Ticket Takers (V, JV)	\$38
Boys/Girls Volleyball	Game Manager (V, JV)	\$65
	Game Manager (MS)	\$50
	Clock (V, JV)	\$60
	Crowd Control (V, JV)	\$50
	Scoreboard (Girls V, JV)	\$60
	Scoreboard (MS)	\$50
Boys/Girls Basketball	Book (V, JV)	\$50
	Scoreboard (V, JV)	\$65
	Scoreboard (MS)	\$50
	Clock (V, JV)	\$65
	Game Manager (V, JV)	\$65
	Game Manager (MS)	\$50
	Crowd Control (V, JV)	\$50
	Ticket Takers (V, JV)	\$38
	Announcer (V, JV)	\$50
Football	Sticks (V)	\$50
	Clock (V, JV)	\$60
	Announcer (V)	\$50
	Scoreboard (V, JV, MS)	\$60
	Stats (V)	\$50
	Video (V)	\$30
	Parking/Security (V)	\$50
	Ticket Takers (V)	\$38
	25 Second Clock (V)	\$65
	Game Manager (V, JV)	\$65
	Game Manager (MS)	\$50

Swimming	Game Manager (V)	\$65
	Game Manager (MS)	\$50
	Ticket Taker (V)	\$38
Wrestling	Scoreboard (V)	\$60
	Ticket Taker (V, JV)	\$38
	Game Manager (V, JV)	\$65
	Crowd Control (V, MS)	\$50
Track	Timer	\$35
	Timer (FAT System)	\$60

V. EXTRA ATHLETIC WORKERS' – 2019/2020 SCHOOL YEAR

It is recommended that the Board approve the following individuals as extra athletic workers for the 2019/2020 school year:

Roiann Backstrom	Craig Lawhead
Andrew Bell	Louis Lippert
James Bolt	Amy Longo
Trista Boyes	John McCarthy
Keith Buckley	Steve McCormick
Patti Constantini	Clare Moore
John Cerminara	Madeline Morris
Kelly Connolly	Ron Muszynski
Allyson Culp	Ed Nock
Christina DeAngelis	Meghan O'Brien
Jeremy Diven	TJ O'Farrel
Kelly Diven	Mike Orsi
Paul Elphinstone	Beth Padden
Diane Ferguson	Beth Papotnik
Jennifer Freese	Tyler Pajak
Judith Fritz	Greg Perry
Sue Grand	Pat Reilly
John Hoffman	Lainey Resetar
Caitlin Hogel	Dean Sandonas
Ken Hustava	Jeff Sieg
Bill Irvine	Bill Simon
Nick Kamberis	Sam Simon
Rick Keebler	Kim Smykal
Bill Ketrow	Donda Snell
Josh Kirchner	Amy Torcaso
Jonathan Kovac	CJ Thomas
Nancy Kramer	Jerry Tuite
Hope Harris	Judy Wareham
	Ryan Warner
	Jordan Zange

VI. RECREATIONAL SWIM RATES FOR 2019/2020

The Administration recommends that the Board approve the following recreational swim rates for the 2019/2020 school year:

- **Pool Rentals**
 - 1-30 people: \$70/hour for residents
 - 1-30 people: \$95/hour for nonresidents
 - 31-60 people: \$75/hour for residents
 - 31-60 people: \$100/hour for nonresidents

- **Recreational Swim Fees**
 - Resident Family Pass (2 Adults and up to 3 children) \$60.00
 - Resident Adult Pass (18 or older) \$30.00
 - Resident Children's Pass (17 and under) \$15.00
 - Nonresident Family Pass (2 Adults and up to 3 children) \$65.00
 - Nonresident Adult Pass (18 or older) \$35.00
 - Nonresident Children's Pass (17 and under) \$20.00
 - Daily Admission Fee for Residents \$2.00
 - Daily Admission Fee for Nonresidents \$4.00
 - Senior Citizen Free with Golden Eagle Card

- Children's Swim Lessons \$35.00/6 lessons
- Loved One and Me Classes \$25.00/5 lessons
- Red Cross Life Guard Training \$200.00
- Water Aerobics Exercise Class \$60.00/16 sessions or \$7.00/per class

PERSONNEL REPORT

June 18, 2019

Ms. Patricia A. Shaw, Co-Chairperson
Mr. Matthew Cesario, Co-Chairperson

BOARD ACTION REQUESTED

I. RETIREMENT

The Administration recommends that the Board accept the following retirement effective June 7, 2019:

<u>Name</u>	<u>Position</u>	<u>Years of Service</u>
Lynn Mathews	Food Service Worker – Myrtle Elementary	5

For Information Only

Ms. Mathews was employed with the prior food service contractor with whom the District contracted. She has been a face around the District for 22 years.

II. RESIGNATIONS

1. The Administration recommends that the Board accept the resignation from employee 2019-4683 in accordance with the agreed upon terms and conditions, effective April 8, 2019.
2. The Administration recommends that the Board accept the resignation from employee 2019-4510 in accordance with the agreed upon terms and conditions, effective May 17, 2019.
3. The Administration recommends that the Board approve the following resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Melissa Baang	Food Service Worker	May 23, 2019
Julie Karabinos	Secretary – Special Education	May 31, 2019

III. APPOINTMENTS

1. Professional Employee

Devan Fedorowich
Dormont Elementary – Autistic Support 3 – 5

Effective - August 21, 2019
Salary - \$46,500 (B+24, Step 3)

Rebecca Hritz
Keystone Oaks High School – Physics
Effective – August 21, 2019
Salary - \$49,500 (M+24, Step 5)

2. Computer Support Specialist I

It is recommended that the Board approve the hiring of the following individual as a twelve-month Computer Support Specialist I:

William Black
Districtwide
Effective – July 1, 2019
Salary - \$35,000

3. Custodian

In compliance with the Keystone Oaks School District Service International Union Local 32BJ Agreement, the Administration recommends the employment of:

Julia Beadle
Custodian
Effective – July 1, 2019
Salary - \$28,462.22

4. Food Service Personnel

It is recommended that the Board approve, **Mary Bush**, as a Food Service Worker Middle/High School at a rate of \$10.00/hour, retroactive to May 1, 2019

5. Substitute Custodians

It is recommended that the Board approve the following substitute custodians:

Keith Haley
Custodian – High School
Salary - \$10.50/hour
Effective – June 8, 2019

Michaela Merriwether
Custodian – High School
Salary - \$10.50/hour
Effective – June 8, 2019

6. Approval of Athletic Positions and Stipends

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve the following individuals for the 2019/2020 school year:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Cheerleading	Varsity	Jessica Eberlien	\$3,850.00
	Junior Varsity	Christina Monroe	\$2,300.00
	Middle School	Morgan Leckie	\$2,075.00
Cross Country	Head Coach	Sarah Hardner	\$4,250.00
	Assistant	Lainey Resatar	\$2,000.00
	Assistant	Judith Fritz	\$2,000.00
Dance Team	Head Coach	Amanda Montemayor	\$2,075.00
Football	Head Coach	Greg Perry	\$8,350.00
	Assistant	Steve McCormick	\$5,000.00
	Assistant	Russ Klein	\$5,000.00
	Assistant	Jim Feeney	\$5,000.00
	Assistant	Jeff Sieg	\$5,000.00
	Assistant	Dale Klobuchir	\$3,000.00
	Assistant	Kobe Phillippi	\$2,552.50
	Assistant	Joe Kazalas	\$2,552.00
	Middle School	Andrew Bell	\$3,375.00
	Middle School	John Cermnara	\$3,275.00
	Middle School	Jimmy Canello	\$3,275.00
Middle School	Paul Jankowiak	\$1,808.50	
Middle School	OPEN	\$1,937.00	
Golf	Head Coach	Dennis Sarchet	\$4,250.00
	Assistant	Mike Orosz	\$2,800.00
Soccer (Boys)	Head Coach	Sotiri Tsourekis	\$4,750.00
	Assistant	John McCarthy	\$3,300.00
	Assistant	Andy Hornak	\$3,300.00
	Middle School	Keith Buckley	\$3,300.00
	Middle School	Jeremy Diven	\$2,000.00
Soccer (Girls)	Head Coach	Roman Nardozi	\$4,750.00
	Assistant	Bryan Taylor	\$3,370.00
	Assistant	Hayley Frederick	\$3,370.00
	Middle School	OPEN	\$3,045.00
	Middle School	Matt Paradise	\$2,815.00
Swimming (MS)	Assistant	Jeff DiGiacomo	\$3,400.00
	Assistant	Madeline Morris	\$1,000.00

Tennis (Girls)	Head Coach	Leslie Leopold	\$4,200.00
	Assistant	James Svidron	\$2,800.00
Volleyball (Girls)	Head Coach	Michael O’Leary	\$4,250.00
	Assistant	Dave Harouse	\$2,855.00
Support Positions	Athletic Director	Mark Elphinstone	\$8,350.00
	Athletic Events Manager	John McCarthy	\$4,700.00
	Equipment Manager	Mark Elphinstone	\$4,670.00
	Aquatics Director	Amy Torcaso	\$3,050.00
	Weight Room Coord.	Greg Perry	\$2,652.00

7. Club Sponsors and Stipends– 2019/2020 School Year

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve the following individuals for the 2019/2020 school year:

<u>Club</u>	<u>Name</u>	<u>Stipend</u>
Academic Club	Michelle McSwigan	\$1,200.00
Aiken Art Club	Rebecca Hersan	\$1,200.00
Aiken Mileage Club	Jennifer Watenpool-Taylor	\$1,200.00
Allies	Rebekah Brooks	\$1,200.00
Art	Heather Hakos-Hruby	\$1,200.00
Best Friends (HS)	Joyelle Galiszewski	\$ 600.00 (split)
Best Friends (HS)	Kim Smykal	\$ 600.00 (split)
Best Friends (MS)	OPEN	\$1,200.00
Caring Team	Jennifer Tom	\$1,200.00
Environmental (HS)	Jen Bogdanski	\$1,200.00
Environmental (MS)	Lisa McMahan	\$1,200.00
French	Julie O’Mara	\$1,200.00
Math	Josh Kirchner	\$1,200.00
Medical Careers	Judith Fritz	\$1,200.00
Modern Dance	Nancy Kraemer	\$1,200.00
National Honor Society	Beth Smith	\$1,200.00
Pep	Lainey Resetar	\$1,200.00
Robotics	Jeff Ostreich	\$ 600.00 (split)
Robotics	Dennis Sarchet	\$ 600.00 (split)
SADD	Nancy Kraemer	\$1,200.00
Science	Michelle McSwigan	\$1,200.00
Spanish	Lisa Forlini	\$1,200.00
Stage Crew	William Eibeck	\$1,200.00
Student Senate (HS)	Joan Young	\$1,200.00
Student Senate (MS)	Mark Kopper	\$1,200.00
Strength	Nick Kamberis	\$1,200.00
Technology	Dennis Sarchet	\$ 600.00 (split)
Technology	Craig Wetzel	\$ 600.00 (split)

8. Specialized and Support Positions Sponsors and Stipends - 2019/2020 School Year

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve the following individuals for the 2019/2020 school year:

<u>Specialized & Support Position</u>	<u>Name</u>	<u>Stipend</u>
FBLA	Beth Smith	\$1,700.00
Junior/Senior Class Sponsor	Beth Smith	\$3,050.00
Keynote/Literacy Magazine	Kim Smykal	\$1,700.00
Marching Band Director	William Eibeck	\$5,000.00
Marching Band Assistant	Chelsea Fredrickson	\$3,000.00
Marching Band Assistant	Abigail Langhorst	\$2,400.00
Marching Band Assistant	Kaitlyn Caron	\$2,100.00
Odyssey of the Mind	Jessica Dobson	\$3,050.00
PJAS (HS)	Madeline Morris	\$3,050.00
PJAS (MS)	Ben Stewart	\$3,050.00
Varieties	Nancy Kraemer	\$3,050.00
Yearbook (HS)	Linda Celli	\$3,050.00
Yearbook (MS)	Sarah Hardner	\$1,525.00 (split)
	Amy Torcaso	\$1,525.00 (split)

IV. SUMMER ACADEMY PROGRAMS

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, **Article V, Paragraph G** it is recommended that the following teachers be approved for the 2019 Summer Academy Programs:

Jennifer Taylor	Middle School Math Acceleration
Liz Venturella	Middle School Math Acceleration
Hope Harris	Reading Boot Camp
Caitlin Lucas	Reading Boot Camp
Jennifer Martin	Reading Boot Camp
Ann Pfeufer	Reading Boot Camp
Beth Shepherd	Reading Boot Camp

V. MENTOR TEACHERS

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the following **mentor teachers** be approved and receive payment for the 2018/2019 school year:

Year 1 Inductees:

Jen Bogdanski	\$725.00
Marlo Fyer	\$362.50

Rob Naser	\$725.00
Mary Poe	\$725.00
Kristie Rosgone	\$725.00
Beth Salimbene	\$725.00

Year 2 Inductee:

Andy Bell	\$725.00
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Year 3 Inductees:

Suzanne Deemer	\$ 725.00
Michelle McSwigan	\$ 725.00
Lori DeMartino	\$ 725.00
Molly Karlovich	\$ 725.00
Elisa DiTullo	\$ 725.00
Matt Passarello	\$ 725.00
Lainey Resetar (2 teachers)	\$1,450.00
Mary Poe	\$ 725.00

VI. TEACHING LOAD COMPENSATION – SECOND SEMESTER

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the following individuals be compensated for the second semester of the 2018/2019 school year:

1. Secondary Teacher Stipends for Class Sizes at 30 or Above

Jennifer Bogdanski	\$1,000.00
Lori DeMartino	\$ 500.00
Sarah Hardner	\$1,000.00
Ken Hustava	\$3,000.00
Nicholas Kamberis	\$ 458.33
Tricia Kreitzer	\$1,200.00
Michele Lowers	\$1,000.00
Carolyn Manko	\$ 500.00
Michelle McSwigan	\$1,200.00
Kimberly Smykal	\$1,000.00
Ben Stewart	\$ 556.00
Jennifer Taylor	\$1,000.00
Amy Torcaso	\$ 556.00
Joan Young	\$1,000.00

2. Secondary Teacher Stipends for Teaching 7 out of 8 Periods

Jennifer Bogdanski	\$1,000
Rebecca Brooks	\$1,000
Emily Brill	\$1,000
Candy Bush	\$1,000
Christine Chimento	\$1,000

Suzanne Deemer	\$ 200
Hope Harris	\$1,000
Mark Iampietro	\$1,000
Danielle Kandrack	\$ 500
Michelle McSwigan	\$1,000
Madeline Morris	\$ 200
Kathy Morrow	\$1,000
Melissa Palmieri	\$1,000
Beth Papotnik	\$1,000
Lisa Pentland	\$1,000
Carrie Quinn	\$1,000
Dennis Sarchet	\$1,000
Kimberly Smykal	\$1,000

3. Secondary Teacher Stipends for Teaching more than One Course during the Same Period

Kathy Morrow	\$1,220
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4. Elementary Teacher Stipends for Second Semester

Deborah Bucek	\$2,000
Daniel Galentine	\$4,000
Jennifer Harke	\$4,000
Kristie Rosgone	\$4,000
Jamie Snyder	\$4,000
Judy Tredway	\$2,000

VII. EXTENDED SCHOOL YEAR STAFF

The Administration recommends that the Board approve the following personnel for the Extended School Year Program at the Keystone Oaks Middle School:

<u>Name</u>	<u>Position</u>
Kelly Seltzer	Teacher
Hope Harris	Teacher
Caitlin Kelly	Teacher
Anthony Sotelo	Teacher
Kristen Kalakos	Teacher
Ruby Derogene	Paraprofessional
Havilah Vitartas	Paraprofessional
Mary Ranalli	Personal Care Assistant

VIII. POST SEASON COACHING STIPENDS

In compliance with *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve payment of \$50 per week to the following individuals for coaching in the post season:

<u>Sport</u>	<u>Coach</u>	<u>Stipend</u>
Baseball	Nick Kamberis	\$150.00 (3 weeks)
	Ken Hustava	\$150.00 (3 weeks)
	John McCarthy	\$150.00 (3 weeks)
Boys Tennis	Leslie Leopold	\$150.00 (3 weeks)
	James Svidron	\$150.00 (3 weeks)
Boys Volleyball	Mike Mull	\$50.00 (1 week)
	Jordan Zange	\$50.00 (1 week)
Softball	Mark Kaminski	\$200.00 (4 weeks)
	Kristen Kaminski	\$200.00 (4 weeks)
	Jenna Ross	\$200.00 (4 weeks)
Track and Field	Felix Yerace	\$150.00 (3 weeks)
	Marc Canello	\$150.00 (3 weeks)
	Randy McCann	\$150.00 (3 weeks)
	Adam Mitchell	\$100.00 (2 weeks)
	Jeff Sieg	\$150.00 (3 weeks)

IX. LEAVE OF ABSENCE

It is recommended that the Board approve the following individuals for Family and Medical Leave:

J.K. – effective May 17, 2019 through July 1, 2019

K.S. – effective May 20, 2019 through June 7, 2019

X. SABBATICAL LEAVE

It is recommended that the Board approve, **Brett Musser**, for a sabbatical leave for the 2019/2020 school year.

FINANCE REPORT

June 18, 2019

Ms. Raeann Lindsey, Chairperson

BOARD ACTION REQUESTED

I. APPROVAL OF THE 2019/2020 FINAL BUDGET

The Administration recommends the adoption of the 2019/2020 Final Budget in accordance with Section 687 of the School Code of Pennsylvania.

For Information Only

The 2019/2020 Final Budget is estimated at Expenditures of \$43,951,447. The expected Revenues will be \$43,162,655 with the levying of 19.499 mills. This budget represents a millage increase of 1% or 0.193 mills for a total levying of 19.499 mills.

II. PENNSYLVANIA SCHOOL BOARD ASSOCIATION

It is recommended that the Board approve the annual membership in the *Pennsylvania School Boards Association* for the 2019/2020 school year in the amount of \$13,965.68.

For Information Only

This is an increase of \$701.00 from last years membership.

III. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH MAY 31, 2019

The Administration recommends approval of the following Accounts Payable lists as presented in the *Finance Package*:

A. General Fund as of May 31, 2019 (Check No. 59491-59702)	\$996,914.01
B. Risk Management as of May 31, 2019 (None)	\$0.00
C. Food Service Fund as of May 31, 2019 (Check No. 9153-9162)	\$1,496.62
D. Athletics as of May 31, 2019 (Check No. 2135-2137, 3100-3109)	\$8,157.85
E. Capital Reserve as of May 31, 2019 (Check No. 1622)	\$12,704.80
F. Compensated Absences Fund as of May 31, 2019 (None)	\$0.00
G. OPEB Fund as of May 31, 2019 (None)	\$0.00
TOTAL	\$1,019,273.28

• CM Regent (Equipment)	\$7,406.00
• BCS (Cyber)	\$8,292.00
• UPMC (Workers' Compensation)	\$141,807.00
TOTAL	\$277,784.00

VII. CURRENT ACT 511 TAXES

It is recommended that the Board approve the Current Act 511 Taxes including local service tax (\$5.00/per working individual); earned income tax (0.5%); and real estate transfer tax (\$0.5%) for the 2019/2020 school year.

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2018 – 2019 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2018-2019 BUDGET TOTAL	2018-2019 11 MONTH MAY/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 30,014,864	\$ 30,457,477	\$ 442,613
7000	State Revenue Sources	\$ 12,065,343	\$ 7,768,248	\$ (4,297,095)
8000	Federal Revenue Sources	\$ 849,422	\$ 604,857	\$ (244,565)
Total Revenue		\$ 42,929,629	\$ 38,830,582	\$ (4,099,047)
Expenditures				
100	Salaries	\$ 16,783,162	\$ 13,052,885	\$ 3,730,277
200	Benefits	\$ 10,702,403	\$ 8,151,269	\$ 2,551,134
300	Professional/Technical Services	\$ 1,574,811	\$ 1,261,861	\$ 312,950
400	Property Services	\$ 1,079,511	\$ 971,964	\$ 107,547
500	Other Services	\$ 5,225,206	\$ 4,636,643	\$ 588,563
600	Supplies/Books	\$ 1,417,523	\$ 1,334,147	\$ 83,376
700	Equipment/Property	\$ 530,282	\$ 465,417	\$ 64,865
800	Other Objects	\$ 641,126	\$ 619,051	\$ 22,075
900	Other Financial Uses	\$ 4,975,605	\$ 4,836,674	\$ 138,931
Total Expenditures		\$ 42,929,629	\$ 35,329,911	\$ 7,599,718
Revenues exceeding Expenditures		\$ -	\$ 3,500,671	\$ 3,500,671
Other Financing Sources/(Uses)				
Interfund Transfers In (Out)		\$ -	\$ -	\$ -

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF MAY 31, 2019

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 5/1/2019	\$ 75,823.08	\$ 35,312.56
Deposits	\$ 9,555.80	\$ 728.50
Subtotal	\$ 85,378.88	\$ 36,041.06
Expenditures	\$ 15,638.44	\$ 14,993.00
Cash Balance - 5/31/2019	\$ 69,740.44	\$ 21,048.06

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF MAY 31, 2019

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,800,000
PAYROLL (pass-thru account)	\$ 23,617
FNB SWEEP ACCOUNT	\$ 453,221
ATHLETIC ACCOUNT	\$ 21,048
PLGIT	\$ 6,293,846
FNB Money Market	\$ 95,202
PSDLAF	\$ 160,082
INVEST PROGRAM	\$ 177,852
	<u><u>\$ 9,024,868</u></u>
CAFETERIA FUND	
FNB BANK	\$ 443,167
PLGIT	\$ 414,751
	<u><u>\$ 857,918</u></u>
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 378,948
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 787
	<u><u>\$ 379,735</u></u>
RISK MANAGEMENT / TAX REFUNDS	
FNB BANK	<u><u>\$ 504,416</u></u>
OTHER POST-EMPLOYMENT BENEFITS FUND	
FNB BANK	<u><u>\$ 1,945,358</u></u>
COMPENSATED ABSENCES FUND	
FNB BANK	<u><u>\$ 421,657</u></u>
GRAND TOTAL	<u><u>\$ 13,133,952</u></u>

FACILITIES REPORT

June 18, 2019

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. DRAINAGE INTERCEPTOR – MYRTLE AVENUE ELEMENTARY

It is recommended that the Board approve the Drainage Interceptor and water proofing at Myrtle Avenue Elementary by Baleno Concrete at a cost not to exceed \$18,600.00.

II. WIRELESS MICROPHONES

It is recommended that the Board approve the purchase and installation of wireless microphones for the High School Auditorium by Horizon Information Services at a cost not to exceed \$17,840.00.

III. CONCRETE WORK

It is recommended that the Board approve concrete work at Myrtle Avenue Elementary and Keystone Oaks High School by Baleno Concrete at a cost not to exceed \$15,000.00

IV. BID ADVERTISEMENT – WINDOW FILM

It is recommended that the Board approve the advertisement of bids for the installation of security window film.

For Information Only

Window Film will be installed at all the schools throughout the District and will be paid from a grant that the District received.

V. TEMPERED GLASS

It is recommended that the Board approve the replacement of the Tempered Glass in the doors at the Middle School and High School by Tri-Lite Windows at a cost not to exceed \$6,364.00.

VI. HIGH SCHOOL AIR HANDLING

It is recommended that the Board approve the replacement of the High School air handling unites 2B and 3C by Huckestein Mechanical Services at a cost not to exceed \$45,995.00

CAFETERIA REPORT

June 18, 2019

BOARD ACTION REQUESTED

I. BREAKFAST AND LUNCH PRICE INCREASE FOR 2019/2020

The Administration recommends that the Board approve the following price increase for the 2019/2020 school year for breakfast and lunch:

	<u>Increase</u>	<u>2019/2020 Cost</u>
Elementary Breakfast	\$0.10	\$1.35
Elementary Lunch	\$0.10	\$2.45
Secondary Breakfast	\$0.10	\$1.45
Secondary Lunch	\$0.10	\$2.45

II. PRIMEROEDGE SOFTWARE

The Administration recommends that that Board approve the implementation of PrimeroEdge Cafeteria Software at a cost not to exceed \$5,480.00 for the 2019/2020 school year.

Policy Guide



Policy No. 121

Section PROGRAMS

Title CURRICULAR FIELD TRIPS

Adopted AUGUST 21, 1989

Last Revised _____

	<p style="text-align: center;">POLICY NO. 121 CURRICULAR FIELD TRIPS</p> <p>Section 1 <u>Purpose</u></p> <p>The Board recognizes that curricular field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important componentingredient in the instructional program of the schools. Properly planned and executed field trips can:</p> <ol style="list-style-type: none"> 1. Supplement and enrich classroom learningprocedures by providing educationallearning experiences in an environment outside the schools. 2. can Arouse new interests among students. 3. can Help students relate academic learningschool experiences to the reality of the world outside of school. 4. Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational. 5. and can Afford students the opportunity to study real things and real processes in their actual environment. <p>Section 2 <u>Definition</u></p> <p>For purposes of this policy, a “curricular field trip” shall be defined as any trip by students away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the</p>	<p style="text-align: center;">SC-1361</p>
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	<p style="text-align: center;">POLICY NO. 121 CURRICULAR FIELD TRIPS</p> <p>classroom and is supervised by a teacher or district employee.</p> <p>Policies related to student events/trips, not curricular in nature, shall be covered by Policy 260.</p> <p>a journey by pupils away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and is conducted for the purpose of affording a firsthand educational experience not available in the classroom.</p> <p>Section 3 <u>Authority</u></p> <p>The Board shall- approve only those curricular field trips that take students more than 50 miles from the District. The Superintendent or designee shall approve all others.</p> <p>approve any trip that falls outside the school day. All proposed field trips not so listed must be approved separately by the Board.</p> <p>Students on field trips remain under the supervision and responsibility of the Board and are subject to its rules and regulations.</p> <p>The Board does not endorse, support, or assume responsibility in any way for any district staff member of this District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit district students of this District for such trips within the district facilities or on district school grounds of the District without Superintendent Board permission.</p> <p>Section 4 <u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall develop administrative regulations prepare of procedures for the operation of a curricular field trips which shall ensure that:</p> <ol style="list-style-type: none"> 1. the safety and well-being of students shall be protected at all times; 2. a Parental Consent Form is signed and obtained before any student may be removed from school for a field trip; 	<p>Pol. 260</p> <p>SC 517</p>
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POLICY NO. 121
CURRICULAR FIELD TRIPS

- ~~3. the building administrator approves the purpose, fund-raising, itinerary and duration of each proposed trip;~~
- ~~4. no fund-raising shall occur prior to Board approval of the trip;~~
- ~~5. each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities which enhance its usefulness.~~
- ~~6. the effectiveness of field trip activities is monitored and continually evaluated;~~
- ~~7. teachers, with the approval of the principal, are allowed a considerable degree of flexibility and innovation in planning field trips.~~
- ~~8. teachers, with the approval of the principal, are allowed a considerable degree of flexibility and innovation in planning field trips.~~
- ~~9. adequate chaperones should be provided in relation to the age of students, size of group and nature of activity.~~

~~School Code 517, 1361~~

Section 5

Guidelines

Curricular field trips shall be governed by guidelines which ensure that:

1. The safety and well-being of students will be protected at all times.
2. Permission of the parent/guardian is sought and obtained before any student may participate.
3. The principal approves the purpose, itinerary and duration of each proposed trip.

POLICY NO. 121
CURRICULAR FIELD TRIPS

4. Each curricular field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value.
5. The effectiveness of field trip activities is monitored and evaluated continuously.
6. Teachers are allowed flexibility and innovation in planning field trips.
7. No curricular field trip will be approved unless it contributes to the achievement of specified instructional objectives.

Pol. 105

Administration of Medication

The Board directs planning for curricular field trips to start early in the school year and to include collaboration between administrators, teachers, nurses, parents/guardians and other designated health officials.

Decisions regarding administration of medication during curricular field trips and other school-sponsored programs and activities shall be based on the student's individual needs.

Pol. 103.1, 113

Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.

Pol. 210, 210.1

References:

PA School Code – 24 P.S. Sec. 517

Board Policy – Pol. 103, 105, 113, 210, 210.1, 517, 260

Policy Guide



Policy No. 127

Section PROGRAMS

Title ASSESSMENT SYSTEM

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 2016;
MAY 18, 1998

	<p style="text-align: center;">POLICY NO. 127 ASSESSMENT SYSTEM</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICY 213.</p> <p>Section 1 <u>Purpose</u></p> <p>The Board recognizes its responsibility to develop and implement an assessment system that will determine the degree to which students are achieving academic standards evaluate a student's progress toward meeting Pennsylvania Core and Academic Standards and provide information for improving the educational program.</p> <p>Section 2 <u>Definition</u></p> <p>Assessment shall be the system of measuring and recording student progress and achievement that enables the student, parents/guardians and teachers to:</p> <ol style="list-style-type: none"> a. Determine a student's attainment of established academic standards. b. Learn the student's strengths and weaknesses. c. Plan an educational or vocational a future career for the student in areas of the greatest potential for success. d. Know where remedial or enrichment work is required. 	<p>Title-22 PA Code Sec. 4.11</p>
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**POLICY NO. 127
ASSESSMENT SYSTEM**

Such assessment shall measure the student's progress against both his/her own potential for achievement and the achievements of others in the class, as appropriate to the grade level and subject matter.

Section 32 **Authority**

The Board shall approve an assessment system for use in district schools to assess individual attainment of state and local academic standards, and to identify those students not attaining academic standards and provide assistance. The Board shall approve an assessment system at least once every six (6) years, which shall be implemented no later than one (1) year after the approval date.

~~Title-22 PA Code~~ See. 4.12, 4.51, 4.52
Pol. 102

The Board reserves the right to review district assessment measures and to approve those ~~that~~which serve a legitimate purpose without infringing upon the personal rights of the students or parents/guardians.

~~Title-22 PA Code~~ See. 4.52, 12.41

The Board directs the Superintendent or designee to grant requests to review state assessments from parents/guardians to determine whether the state assessments conflict with the parents'/guardians' religious beliefs as per the Keystone/PSSA administration manual. Parent/Guardian requests shall be submitted and a meeting scheduled to review the assessments at least two (2) weeks prior to the administration of state assessments if the assessments are available. The District shall ensure the security of the assessment documents.

~~Title-22 PA Code~~ See. 4.4

If, upon inspection of a state assessment, a parent/guardian finds the assessment to be in conflict with their religious beliefs, the parent/guardian shall have the right to have their child excused from that state assessment, upon written request to the Superintendent stating the objection.

~~Title-22 PA Code~~ See. 4.4

Section 43 **Delegation of Responsibility**

The Superintendent or designee shall recommend various methods of assessment and evaluation based on his/her professional judgment, generally accepted professional practice, staff input and state regulations.

~~Title-22 PA Code~~ See. 4.12, 4.51, 4.52

**POLICY NO. 127
ASSESSMENT SYSTEM**

The Superintendent or designee shall provide summary information to the public regarding student achievement, including results of assessments, in accordance with federal and state law and regulations. **Such report will be delivered on an annual basis.**

~~Title-22 PA~~
~~CodeSee: 4.52~~

The Superintendent or designee shall provide information regarding the achievement of academic standards to the PA Department of Education when requested; such information shall not include student names, identification numbers or individually identifiable information.

~~Title-22 PA~~
~~CodeSee: 4.52~~

The Superintendent or designee shall recommend improvements in the educational program, curriculum, and instructional practices based upon student assessment results.

~~Title-22 PA~~
~~CodeSee: 4.52~~

The Superintendent or designee shall develop assessment procedures which include the following:

SC 1531, 1532
~~Title-22 PA~~
~~CodeSee: 4.11,~~
~~4.51, 4.52~~

- a. Each student should know the teacher's expectations at the outset of any course of study.
- b. Each student shall be kept informed of his/her progress during the course of a unit of study.
- c. Methods of assessing shall be appropriate to the course of study and the maturity of students.
- d. Assessment should objectively evaluate and reward students for their efforts.
- e. Students should be encouraged to assess their own achievements.
- f. All assessment systems are subject to continual review and revision.
- g. Staff, students, and parents/guardians should be involved in the continuing program of grading review.

**POLICY NO. 127
ASSESSMENT SYSTEM**

Section 54 **Guidelines**

Parents/Guardians shall receive information regarding their student's state assessment results from qualified school personnel.

The District shall provide assistance to students in attaining academic standards and personal academic growth. The District shall inform students and parents/guardians about how to access such assistance.

Students with disabilities and ELL (English Language Learner) students shall participate in assessments, with appropriate accommodations when necessary.

The following types of assessments will be utilized to assist in measuring student achievement:

1. Norm and criterion referenced assessments.
2. Formative and summative assessments.
3. Projects and performances.

Each classroom teacher is expected to provide students with a clear understanding of the assessment practices related to their individual course. Grades assigned should reflect the achievement based upon the specific criteria expected in the course and outlined by the teacher.

Extra credit assignments will not be given by teachers so that a student may improve his/her final letter grade, without inclusion in the course syllabus, curriculum, or pre-approval by the Director of Curriculum, Instruction, Assessment, and Staff Development. Points may not be added to the final grade. All students must be provided the same opportunity to earn said extra credit.

At Keystone Oaks High School, quality points are values assigned for the purpose of determining an average letter grade. Honor and AP classes have weighted value for grades of a C or better. The values are as follows:

20 U.S.C. ~~See~~ 6311

Pol. 140, 212

~~Title-22 PA~~

~~CodeSee~~ 4.52, 12.41

~~Title-22 PA~~

~~CodeSee~~ 4.51

Pol. 103.1, 113, 140

**POLICY NO. 127
ASSESSMENT SYSTEM**

Regular/CP		Honor		AP	
<u>Grade</u>	<u>Value</u>	<u>Grade</u>	<u>Value</u>	<u>Grade</u>	<u>Value</u>
A	4.0	A	4.5	A	5.0
B	3.0	B	3.5	B	4.0
C	2.0	C	2.5	C	3.0
D	1.0	D	1.0	D	1.0
F	0	F	0	F	0
P		P			

A grade of P is not factored in the determination of QPA.

References:

State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.12, 4.51, 4.52, 12.41

No Child Left Behind Act – 20 U.S.C. Sec. 6311

Board Policy – 102, 103.1, 113, 140, 212

Revision history: February 16, 2016; May 18, 1998

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 214

Section PUPILS

Title CLASS RANK / GRADUATION HONORS

Adopted AUGUST 21, 1989

Revised MARCH 26, 2015;
JUNE 28, 1999

POLICY NO. 214 CLASS RANK/GRADUATION HONORS	
Section 1	<p><u>Purpose</u></p> <p>The Board acknowledges the usefulness forof a system of computing quality point averages and class ranking for secondary school studentsgraduates to inform students, parents/guardians and others of their relative academic placement. among their peers under relatively similar circumstances</p>
Section 2	<p><u>Authority</u></p> <p><i>For the Senior Classes of 2020 and beyond:</i></p> <p>Class rank will be calculated for internal purposes only and will not be placed on student transcripts. Class rank will be made available only for scholarship applications or other entities/institutions that stipulate that class rank is required and will not be accepted without this information. Class rank will be determined using the weighted GPA and by limiting the calculations of grade point averages to two decimal places.</p> <p>The Board authorizes a system of class ranking, cumulative from grade level to grade level, to be determined at the end of each year in grades 9, 10 and 11. In grade 12, students are ranked at the end of both semesters.</p>

POLICY NO. 214
CLASS RANK/GRADUATION HONORS

Section 3

Guidelines

Quality points shall be awarded for each course according to Board Policy ~~127213~~ – Assessment ~~System of Student Progress~~ based on the student’s final grade, the academic level, and the number of credits of the course.

For the Senior Classes of 2020 and 2021:

Students shall be ranked for Commencement proceedings in order from highest to lowest according to quality point averages.

Any two (2) or more students whose computed quality point averages are identical shall be given the same rank. The rank of a student who immediately follows a tied position will be determined by the number of students preceding him or her and not by the rank of the person preceding him or her. For instance, if three students are tied for number one, the next student is ranked number 4.

For the Senior Class of 2022 and beyond:

Students shall be ~~categorized~~~~ranked in order from highest to lowest according to quality point averages.~~ according to the following:

Honors 3.50-3.74
High Honors 3.75+
Distinguished Graduate 4.01+ other criteria

Distinguished Graduate

Additional criteria to be a Distinguished Graduate include: One-hundred (100) or more hours of community service, according to District guidelines; a leadership position within the school or community; and less than four unexcused tardies and three unexcused absences.

~~One~~ Distinguished graduate(s) will be selected through a Committee to speak at Commencement, along with the class president.

POLICY NO. 214
CLASS RANK/GRADUATION HONORS

~~Any two (2) or more students whose computed quality point averages are identical shall be given the same rank. The rank of a student who immediately follows a tied position will be determined by the number of students preceding him or her and not by the rank of the person preceding him or her. For instance, if three students are tied for number one, the next student is ranked number 4.~~

~~A student's quality point average and rank in class shall be entered on his or her record and shall be subject to the Board's policy on release of student records.~~

~~Rank in class shall be entered on students' records and on all transcripts, where they will be available for review by authorized persons or released with permission from parents/guardians and/or eligible student.~~

Section 4

Delegation of Responsibility

The Superintendent or designee shall develop procedures for the computation of quality point averages ~~and the assignment of rank in class~~ to implement this policy ~~and~~ procedures for selection of a Distinguished graduate(s) to speak at Commencement.

22 PA Code 4.24

References:

State Board of Education Regulations – 22 PA Code Sec. 4.24

Board Policy – ~~213~~127, 216

Revision History: March 26, 2015; June 28, 1999

Policy Guide



Policy No. 260

Section PUPILS

Title COMPETITIVE/NON-COMPETITIVE EVENTS AND TRIPS

Adopted _____

Revised _____

<p>Section 1</p>	<p style="text-align: center;">POLICY NO. 260 COMPETITIVE/NON-COMPETITIVE EVENTS AND TRIPS</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICIES 230 AND 231.</p> <p><u>Purpose</u></p> <p>The Board recognizes the value of students sharing their talents and skills through participation in performances and activities outside the academic school day and/or school community. The Board also recognizes the value of students’ participation in school sponsored events and trips, which are to enhance and enrich their school experiences.</p> <p>The Board adopts this policy to outline the guidelines and procedures for school sponsored competitive/non-competitive events and trips and to outline the District resources that shall be allocated to defray the cost for students attending these events.</p>	
<p>Section 2</p>	<p><u>Authority</u></p> <p>The Board shall approve any trips that are planned to keep students out of the District overnight or longer and/or trips that require District funds.</p> <p>Students on trips remain under the supervision and responsibility of the Board and are subject to its rules and regulations.</p> <p>The Board does not endorse, support, or assume responsibility in any way for any district staff member who takes students on trips not approved by the Board or Superintendent. No staff member may solicit district students for such trips within the</p>	

**POLICY NO. 260
COMPETITIVE/NON-COMPETITIVE EVENTS AND
TRIPS**

district facilities or on district grounds without Board permission.

Section 3

Definitions

For purposes of this policy, a competitive/non-competitive event or trip shall be considered **school sponsored** when:

1. It takes place during the academic school year.
2. It is sponsored by a District recognized organization and operates under the direction of the District.
3. It benefits a group (club, class, grade level, team) as opposed to individuals, and is planned through and for such group, as opposed to being formed for the purpose of taking a trip or participating in an event. Thus, the group cannot be formed for the sole purpose of making the trip or event possible.
4. Includes athletic teams sanctioned by the Pennsylvania Interscholastic Athletic Association (P.I.A.A.)
5. Does not fall under the definition of a Curricular Field Trip as outlined in Board policy 121.

A **Level 0 Event** is an event that a student, team, or group does not have to place/qualify in order to attend, the group does not compete at, or whose competition is not required in order to qualify for a Level II event. This is generally a local or regional event, but may be statewide or national. This does not include any sanctioned P.I.A.A. regular season events, but includes optional non-P.I.A.A. athletic events such as invitationals.

A **Level I Event** is an event that a student, team, or group does not have to place/qualify in order to attend, but consists of a competition whose winners may qualify to attend Level II events. This is generally a local or regional event, but may be statewide or national. This includes all sanctioned P.I.A.A. regular season events.

Pol. 121

<p>Section 4</p>	<p style="text-align: center;">POLICY NO. 260 COMPETITIVE/NON-COMPETITIVE EVENTS AND TRIPS</p> <p>A Level II Event is an event that a student, team, or group must qualify in order to attend, usually by competing in a Level I event prior to this event.</p> <p>A Level III Event is an event that a student, team, or group must qualify in order to attend, by competing in a Level II event prior to this event.</p> <p>A chaperone is a coach, sponsor, and/or any adult eighteen (18) years of age or older with proper clearances.</p>	
	<p><u>Guidelines</u></p> <p>As voluntary participants in school events and trips, students shall be held responsible for compliance with District policies and the Student Code of Conduct. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program.</p> <p>Participation in school/athletic events is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the District.</p> <p>Trips are to be planned for weekends, holidays, calendar breaks or summer vacations where possible.</p> <p>If an event or trip requires students to miss classroom time, preferably no more than two school days, the student has sole responsibility to contact his or her teachers and complete all assignments in a timely fashion, in accordance with applicable policies and procedures. Assignments given prior to a scheduled trip will be due on the due date or the date the student comes back to school. Students shall be given a day extension per day out on assignments given during their trip.</p> <p>No student shall be compelled to participate in an event or trip that requires the student to miss class time, nor will any student be penalized in any way for failure to do so.</p> <p>No student, group of students, or district employee may receive compensation for participation in any event or trip.</p>	<p>Pol. 218</p>

**POLICY NO. 260
COMPETITIVE/NON-COMPETITIVE EVENTS AND
TRIPS**

Use of District Funds

The maximum District funds requested per student for the purposes of transportation, lodging, meals, and registration fees are as follows:

- Level 0 – \$0
- Level I – \$50 – For non-P.I.A.A. groups, the maximum amount allocated is to be used for registration fees only. The District shall ONLY cover transportation expenses for sanctioned regular schedule P.I.A.A. events.
- Level II – \$250 – Funds allocated shall be used in accordance with District travel expense policy.
- Level III – \$500 – Funds allocated shall be used in accordance with District travel expense policy.

For Level II and Level III events, lodging expenses will only be covered if distance is greater than one-hundred (100) miles. Food expenses will only be covered if distance is greater than fifty (50) miles.

Exceptions may be granted by the Superintendent based on event timing.

In the event that a Booster Group, Parent Organization, or fundraising pays for the student expenses at any Level (I, II, III) of event/trip, any remaining costs not covered by the Booster Group, Parent Organization or fundraising will be covered by the District at the maximum rate listed above.

Chaperones

The District requires one (1) chaperone per twelve (12) students attending an event/trip unless the destination/event requires a lower ratio or the District is not paying for the trip. The District shall pay expenses, according to District policy, for the required number of chaperones for a level II or III event only.

Pol. 827

Pol. 827

<p>Section 4</p>	<p style="text-align: center;">POLICY NO. 260 COMPETITIVE/NON-COMPETITIVE EVENTS AND TRIPS</p> <p>If a Level II/III event/trip is overnight and both male and female students are attending, the District shall pay the costs of both a male and female chaperone to attend.</p> <p>Expenses for any chaperones above this requirement shall not be covered by the District unless directed by IEP requirements.</p> <p><u>Administration of Medication</u></p> <p>The Board directs planning for field trips to start early in the school year and to include collaboration between administrators, teachers, nurses, parents/guardians and other designated health officials.</p> <p>Decisions regarding administration of medication during field trips and other school-sponsored programs and activities shall be based on the student’s individual needs.</p> <p>Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.</p>	<p>Pol. 103, 113</p> <p>Pol. 210, 210.1</p>
	<p><u>Delegation of Responsibility</u></p> <p>The sponsor of the trip/event will collect all necessary information regarding the costs of the event and will submit to the building principal or athletic director in the case of an athletic event. This information will be identified on the District’s approved form.</p> <p>The building principal will submit such documentation to the Superintendent or his/her designee. This documentation must be submitted by the first of the month for the event to be placed on the Board agenda for approve.</p> <p>Consideration for approval of an event or trip, by the Superintendent, may be based on: the appropriateness of the activity, educational time missed, educational benefit, substitute availability, student safety, District funds requested, or any other metric deemed important.</p>	

POLICY NO. 260
COMPETITIVE/NON-COMPETITIVE EVENTS AND
TRIPS

The Superintendent or designee shall develop procedures for the conduct of student events and trips.

References:

Board Policy – Pol. 103, 113, 121, 210, 210.1, 827

Policy Guide



Policy No. 625

Section FINANCES

Title PROCUREMENT CARDS

Adopted NOVEMBER 20, 2014

Revised _____

	<p style="text-align: center;">POLICY NO. 625 PROCUREMENT CARDS</p> <p>Section 1 <u>Authority</u></p> <p>The Board approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline vendor payment. The Board directs the administration to establish safeguards to prevent misuse of such cards.</p> <p>Section 2 <u>Definition</u></p> <p>Procurement card – a corporate charge card designed to reduce the cost of small dollar purchases.</p> <p>Section 3 <u>Delegation of Responsibility</u></p> <p>A list of authorized users of procurement cards shall be maintained by the Business Manager in the business office and shall include employees in designated positions.</p> <p>All use of procurement cards shall be supervised and monitored on a regular basis by the Business Manager Director of Fiscal Services, who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose.</p> <p>Proper accounting measures for the use of procurement cards shall be developed, distributed, implemented, and monitored by the Director of Fiscal Services Business Manager.</p>	
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**POLICY NO. 625
PROCUREMENT CARDS**

An employee authorized to use a procurement card shall maintain adequate security of the card while it is in his/her possession. Under no circumstances may the card be used by another individual.

Section 4

Guidelines

Each employee using a district procurement card shall sign a card usage agreement and receive training on applicable policies and procedures.

Procurement cards shall be used only for authorized district purchases and shall not be used for personal purchases. The District retains the authority to revoke any procurement card used for unauthorized or personal purposes.

Violations of this policy by an employee shall result in disciplinary action, in accordance with Board policy.

The established procedure for processing purchases by employees using procurement cards shall be as follows:

1. Employee receives pre-approval for purchase in accordance with purchasing guidelines.
2. Employee deals directly with the vendor.
3. Business office receives the consolidated invoice for payment.
4. Cardholder verifies receipt of purchased items, reconciles the billing statement with purchases, and attaches receipts.
5. Supervisor reviews statement and signs approval.

Purchases on his/her assigned procurement card by an individual employee shall be made at only vendors listed on Merchant Category Code (MCC) list.

Pol. 817~~317, 417,~~
517

**POLICY NO. 625
PROCUREMENT CARDS**

~~Procurement cards shall not be used to circumvent the required bidding process. Purchases over \$5,000.00 shall require the use of a purchase order with three (3) attached quotes, and purchases over \$19,100 shall require a formal bid in accordance with the established Board policy and procedures.~~

Procurement cards shall not be used for purchases that could be anticipated at the beginning of the school year and would circumvent the required bidding process or other District policies.

SC 751, 807.1
Pol. 610, 611

~~SC 751, 807.1~~

References:

School Code – 24 P.S. Sec. -751, 807.1

Board Policy – ~~317, 417, 517~~, 610, 611, 817