



KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE SESSION
TUESDAY, DECEMBER 10, 2019
7:00 PM

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

December 10, 2019– Business/Legislative

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- **NMSI Student Recognition**
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

January 14, 2020 –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

December 10, 2019

Ms. Patricia A. Shaw

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of November 12, 2019 and the Business/Legislative Minutes of November 19, 2019.

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

December 10, 2019

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. SECOND READING POLICY 805: EMERGENCY PREPAREDNESS AND RESPONSE

It is recommended that the Board approve the SECOND READING of Policy 805: *Emergency Preparedness and Response*.

II. SECOND READING POLICY 805.1: RELATIONS WITH LAW ENFORCEMENT AGENCIES

It is recommended that the Board approve the SECOND READING of Policy 805.1: *Relations with Law Enforcement Agencies*.

III. SECOND READING POLICY 805.2: SCHOOL SECURITY PERSONNEL

It is recommended that the Board approve the SECOND READING of Policy 805.2: *School Security Personnel*.

IV. SECOND READING POLICY 833: PROFESSIONAL DEVELOPMENT

It is recommended that the Board approve the SECOND READING of Policy 833: *Professional Development*.

V. SECOND READING POLICY 856: EVALUATION OF EMPLOYEES

It is recommended that the Board approve the SECOND READING of Policy 856: *Evaluation of Employees*.

VI. REMOVAL OF POLICIES

It is recommended that the Board abolish the following policies:

Policy 313: *Performance Evaluation of Administrative Employees*

Policy 333: *Professional Growth Guidelines*

Policy 412: *Evaluation of Professional and Temporary Professional Employees*

Policy 512: *Evaluation of Classified Employees*

VII. REVIEW OF TITLE I POLICY

It is recommended that the Board approve the review of the following Title I Policy in compliance with the Federal Title I Regulations:

Policy 919: *Title I Parent and Family Engagement*

PUPIL PERSONNEL REPORT

November 19, 2019

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. BIG BROTHER BIG SISTERS BIGS IN BLUE PROGRAM

The Administration recommends that the Board approve the MOU between the District and Big Brothers Big Sisters Bigs in Blue to take place at the Keystone Oaks Middle School for the remainder of the 2019/2020 school year.

For Information Only

This is a partnership between the District and the Mt. Lebanon/Dormont Police Departments.

PERSONNEL REPORT

December 10, 2019

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

BOARD ACTION REQUESTED

I. RESIGNATION

The Administration recommends that the Board accept the following resignation:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Deana Cannon	Food Service Worker – High School	November 8, 2019

II. APPOINTMENTS

1. Professional Employee

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, the Administration recommends the employment of:

Jennifer Smith
ESL – Districtwide
Salary - \$47,250 (M + 12, Step 3)
Effective – December 11, 2019

2. Food Service Worker

The Administration recommends that the Board approve the following food service worker:

<u>Name</u>	<u>Hire Date</u>	<u>Hourly Wage</u>
Robin Phillips	November 20, 2019	\$10.27/hour

FINANCE REPORT

December 10, 2019

Ms. Raeann Lindsey, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH NOVEMBER 30, 2019

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

A. General Fund as of November 30, 2019 (Check No. 60953-61197)	\$1,182,879.46
B. Food Service Fund as of November 30, 2019 (Check No. 9179-9191)	\$64,915.99
C. Athletics as of November 30, 2019 (Check No. 3156-3162)	\$10,421.54
D. Capital Reserve as of November 30, 2019 (Check No. 1642)	\$675.00
TOTAL	\$1,258,891.99

II. RESOLUTION – APPLYING FOR EXCEPTIONS UNDER ACT 1 OF 2006

It is recommended that the Board adopt a resolution allowing the Administration to prepare a Proposed Preliminary Budget for the 2020/2021 fiscal year and to apply for exceptions through the Pennsylvania Department of Education under Act 1 of 2006 and further refined under Act 25 of 2011.

For Information Only

The Proposed Preliminary Budget will be on public display no later than January 1, 2020 and the Proposed Preliminary Budget will be adopted at the January 21, 2020 Business/Legislative Meeting.

Resolution Authorizing Proposed Preliminary Budget Display and Advertising and Authorizing Referendum Exception

RESOLVED, by the Board of School Directors of the Keystone Oaks School District, as follows:

1. The School District shall make the Proposed Preliminary Budget available for public inspection at least 20 days before the date scheduled for adoption of the Preliminary Budget.
2. At least 10 days before the date scheduled for adoption of the Preliminary Budget, the Secretary shall advertise a **Preliminary Budget Notice** in substantially the form as presented to the School Board. The notice shall be advertised once in a newspaper of general circulation and shall be posted conspicuously at the School District offices.

3. The Act 1 index applicable to the School District as calculated by the Pennsylvania Department of Education is 2.6%. The Preliminary Budget Proposal assumes that the School District will receive approval for use of one or more Act 1 real estate tax referendum exceptions. The School District shall take all steps required to obtain approval for the referendum exceptions contemplated in the Preliminary Budget Proposal, including advertising once in a newspaper of general circulation and placing on the School District internet website **Act 1 Referendum Exception Notice** in substantially the form as presented to the School Board.

BOARD PRESIDENT

JOSEPH A. KUBIAK, BOARD SECRETARY

III. GENERAL OBLIGATION BONDS

It is recommended that the Board approve the Administration to begin discussions with representatives from Piper Jaffray to begin the process of issuing General Obligation Bonds.

For Information Only

The General Obligations Bonds will be in the amount of \$3.9 million.

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2019 – 2020 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2019-2020 BUDGET TOTAL	2019-2020 5 MONTH NOVEMBER/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 30,223,490	\$ 26,522,418	\$ (3,701,072)
7000	State Revenue Sources	\$ 12,272,835	\$ 3,071,328	\$ (9,201,507)
8000	Federal Revenue Sources	\$ 666,330	\$ 139,820	\$ (526,510)
Total Revenue		\$ 43,162,655	\$ 29,733,566	\$ (13,429,089)

				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 17,552,090	\$ 4,810,907	\$ 12,741,183
200	Benefits	\$ 11,027,539	\$ 3,015,408	\$ 8,012,131
300	Professional/Technical Services	\$ 1,558,997	\$ 773,445	\$ 785,552
400	Property Services	\$ 1,122,100	\$ 391,850	\$ 730,250
500	Other Services	\$ 5,399,722	\$ 1,644,016	\$ 3,755,706
600	Supplies/Books	\$ 1,444,142	\$ 947,173	\$ 496,969
700	Equipment/Property	\$ 635,152	\$ 599,158	\$ 35,994
800	Other Objects	\$ 566,455	\$ 287,089	\$ 279,366
900	Other Financial Uses	\$ 4,645,250	\$ 2,685,875	\$ 1,959,375
Total Expenditures		\$ 43,951,447	\$ 15,154,921	\$ 28,796,526

Revenues exceeding Expenditures \$ (788,792) \$ 14,578,645 \$ 15,367,437

Other Financing Sources/(Uses)

Interfund Transfers In (Out) \$ - \$ - \$ -

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF NOVEMBER 30, 2019

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 11/1/2019	\$ 74,910.29	\$ 27,647.52
Deposits	\$ 14,765.51	\$ 4,006.02
Subtotal	\$ 89,675.80	\$ 31,653.54
Expenditures	\$ 8,304.40	\$ 10,396.54
Cash Balance - 11/30/2019	\$ 81,371.40	\$ 21,257.00

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF NOVEMBER 30, 2019

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,826,725
PAYROLL (pass-thru account)	\$ 17,601
FNB SWEEP ACCOUNT	\$ 19,932
ATHLETIC ACCOUNT	\$ 21,257
PLGIT	\$ 7,912,860
FNB MONEY MARKET	\$ 9,708,620
PSDLAF	\$ 161,552
INVEST PROGRAM	\$ 179,906
OTHER POST-EMPLOYMENT BENEFITS	\$ 1,965,361
COMPENSATED ABSENCES	\$ 425,993
	\$ 19,848,453
CAFETERIA FUND	
FNB BANK	\$ 552,518
PLGIT	\$ 635,171
	\$ 635,171
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 213,020
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 795
	\$ 213,815
GRAND TOTAL	\$ 20,697,439

FACILITIES REPORT

December 10, 2019

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. MIDDLE SCHOOL CAFETERIA VCT TILE

It is recommended that the Board approve the advertisement for bids for the replacement of the Middle School Cafeteria VCT Tile.

II. DORMONT ELEMENTARY ROOFTOP UNITS

It is recommended that the Board approve the replacement of six (6) rooftop units at Dormont Elementary by Huckestein Mechanical Services at cost not to exceed \$1,369,545.00.

III. MIDDLE SCHOOL AND HIGH SCHOOL ROOF PROJECT

It is recommended that that Board approve the advertisement of bids for the middle and high school roof project.

For Information Only

This project will be bid as a whole with the ability to split the project by square foot or by individual roof sections.

IV. HIGH SCHOOL CURTAIN PANELS

It is recommended that the Board approve the advertisement for bids for the painting of the High School curtain wall panels.

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 805

Section OPERATIONS

Title EMERGENCY ~~EVACUATION~~ OF SCHOOLS PREPAREDNESS AND RESPONSE

Adopted AUGUST 21, 1989

Last Revised MARCH 19, 2001

	POLICY NO. 805 EMERGENCY PREPAREDNESS AND RESPONSE EVACUATION OF SCHOOLS	
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes its responsibility for the safety of students, staff, visitors and facilities. Therefore, the Board shall provide facilities, equipment and training necessary to protect against hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, intruders, terrorism, communicable diseases and pandemics. Advance planning, training, practice and comprehensive implementation are key components in protecting the safety and security of the school community.</p> <p>The following guidelines shall apply to emergencies that affect the operation of the schools of the District.</p>	
Section 2	<p><u>Authority</u></p> <p>The District, in cooperation with the county Emergency Management Agency and the Pennsylvania Emergency Management Agency (PEMA), shall develop and implement a comprehensive disaster response and emergency preparedness plan, consistent with the guidelines developed by PEMA and other applicable state requirements.</p> <p>The Board shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health, the Pennsylvania Department of Education, and local law enforcement agencies.</p>	<p>22 PA Code 10.24 35 Pa. C.S.A. 7701</p> <p>Pol. 805.1</p>

	<p style="text-align: center;">POLICY NO. 805 EMERGENCY PREPAREDNESS AND RESPONSE EVACUATION OF SCHOOLS</p> <p>The Board requires that emergency preparedness, emergency evacuation and school security drills be conducted at intervals required by state law.</p> <p>The District's system of emergency preparedness shall ensure that the health and safety of students and staff are safeguarded, the time necessary for instructional purposes is not unduly diverted, minimum disruption to the educational program occurs, and students are helped to learn self-reliance and trained to respond sensibly to emergency situations.</p> <p>All threats to the safety of the schools shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness as promulgated by the Superintendent, consistent with established guidelines.</p> <p>Bomb threats and reports of fire shall normally require the evacuation of the threatened school or building.</p>	<p>35 Pa. C.S.A. 7701 SC 1517, 1518</p>
Section 3	<p><u>Definitions</u></p> <p>School security drill – a planned exercise, other than a fire drill or natural disaster drill, designed to practice procedures to respond to an emergency situation that may include, but is not limited to, an act of terrorism, armed intruder situation or other violent threat.</p> <p>School Safety and Security Assessment – a strategic evaluation of a school entity's facilities and programs used to identify potential safety and security threats.</p>	<p>SC-1518</p> <p>SC 1517</p> <p>SC 1301-B</p>
Section 4	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall collaborate with relevant stakeholders, including parents/guardians, students, staff, community agencies, local law enforcement agencies and first responders, during the development and implementation of the emergency preparedness plan. procedures for the handling of school emergencies which include:</p>	<p>SC-1517</p>

POLICY NO. 805
EMERGENCY PREPAREDNESS AND
RESPONSE ~~EVACUATION OF SCHOOLS~~

The Superintendent or designee shall implement a communication system to notify parents/guardians of the evacuation or sheltering of students and to alert the entire school community when necessary.

Annually, on or before April 10, the Superintendent shall certify that emergency evacuation drills and school security drills have been conducted in the manner prescribed by law.

In accordance with state law and regulations, the Superintendent shall execute a memorandum of understanding with each local police department that has jurisdiction over school property.

The Board directs the Superintendent or designee to periodically complete a School Safety and Security Assessment in accordance with the provisions of law and established criteria, based on the needs of the district and availability of funding and resources.

- ~~1. a plan for the prompt and safe evacuation of the schools and safe dispersal of students from school property, which shall be practiced monthly in fire drills conducted in accordance with the law;~~
- ~~2. the conduct of bus evacuation drills twice a year in accordance with the law;~~
- ~~3. a plan for the sequestration of students in a safe place other than school;~~
- ~~4. design a communications system to alert the whole school community when necessary and to notify parents of the evacuation of students;~~
- ~~5. the immediate notification of appropriate administrative personnel whenever any employee becomes aware of an emergency or impending emergency;~~
- ~~6. cooperation with local agencies such as the police department, fire department, and civil defense;~~
- ~~7. instruction of staff members in the techniques of handling emergencies; and~~
- ~~8. the continual evaluation of effectiveness of emergency planning in preparing the schools to cope with disaster.~~

SC 1517

Pol. 805.1
 SC 1303-A
 22 PA Code 10.11

SC 1301-B, 1303-B

POLICY NO. 805
EMERGENCY PREPAREDNESS AND
RESPONSE ~~EVACUATION OF SCHOOLS~~

Section 4

Guidelines

Emergency Planning

The emergency preparedness plan shall be accessible in each district building, be reviewed at least annually, and be modified as necessary. A copy of the plan shall be made accessible to the county Emergency Management Agency, each local police department and each local fire department that have jurisdiction over school property. The District shall obtain assurances from each appropriate agency that the emergency preparedness plan will be safeguarded and maintained confidentially.

22 PA Code 10.24
35 Pa. C.S.A. 7701
Pol. 804

Annually, appropriate information regarding the emergency preparedness plan shall be communicated to students, parents/guardians, staff, the community and other relevant stakeholders.

Annually, by September 30, the District shall assemble information required to assist local police and fire departments in responding to an emergency. The required information shall be deployed immediately to the Incident Command Post in the event of an emergency incident or disaster.

22 PA Code 10.24
35 Pa. C.S.A. 7701
Pol. 805.1

Schools and school buses or transportation vehicles owned or leased by the District shall be made available to local, county and state officials for emergency planning and exercises.

35 Pa. C.S.A. 7701

Continuity of Student Learning/Core Operations

In the event of an emergency, local, county or state officials may require that schools be made available to serve as mass-care facilities. Local, county or state officials may also utilize district-owned buses and other transportation vehicles. The Superintendent or designee shall determine whether schools shall be closed, or the educational program suspended, to safeguard student and staff health and safety.

35 Pa. C.S.A. 7701
Pol. 804

State officials may also direct schools to close in order to mitigate the spread of infection or illness in designated emergencies.

35 Pa. C.S.A. 7301
et seq

POLICY NO. 805
EMERGENCY PREPAREDNESS AND
RESPONSE ~~**EVACUATION OF SCHOOLS**~~

The District shall make provisions in the emergency preparedness plan for the continuity of student learning during school closings or excessive absences, in accordance with law. This may include, as appropriate, activities qualifying as instructional days for fulfilling the minimum required days of instruction under the law. Instructional activities may include:

SC 1501, 1506

1. Web-based instruction.
2. Mailed lessons and assignments.

The continuity of core operations such as payroll and ongoing communication with staff, students and parents/guardians shall be an essential part of the emergency preparedness plan.

Education and Training

Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.

SC 1517, 1518

Effective infection control and prevention education and procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at district schools.

Pol. 203, 203.1

The District shall provide mandatory training to school employees on school safety and security based on the district's needs and in accordance with law. Training shall address any combination of one (1) or more of the following areas:

SC 102, 1310-B
 Pol. 833

1. Situational awareness.
2. Trauma-informed approaches.
3. Behavioral health awareness.
4. Suicide and bullying awareness.
5. Substance use awareness.

Pol. 833

Pol. 256, 809

Pol. 227, 851

	<p style="text-align: center;">POLICY NO. 805 EMERGENCY PREPAREDNESS AND RESPONSE EVACUATION OF SCHOOLS</p> <p>6. Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.</p> <p>7. Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.</p> <p>Employees are required to complete a minimum of three (3) hours of training every five (5) years.</p> <p><u>Required Drills</u></p> <p><i>Emergency Preparedness Drill -</i></p> <p>The Board directs district schools to conduct a disaster response or emergency preparedness plan drill at least annually, in accordance with the provisions of law.</p> <p><i>Fire Drills -</i></p> <p>The Board directs each district school to conduct fire drills at least once a month during the school year, in accordance with the provisions of law.</p> <p><i>School Security Drills -</i></p> <p>The Board directs each district school to conduct a school security drill within ninety (90) days of the beginning of each school year. The school security drill shall be conducted while school is in session, with students present.</p> <p>The school security drill may take the place of a fire drill for the month in which it is conducted.</p> <p>The Superintendent or designee may conduct additional school security drills in district schools after the first ninety (90) days of the school year. Up to two (2) additional school security drills per school year may be conducted in place of the required fire drills for the month in which they are conducted.</p>	<p>SC 1310-B</p> <p>35 Pa. C.S.A. 7701</p> <p>SC 1517, 1518</p> <p>SC 1517</p> <p>SC 1517</p>
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POLICY NO. 805
EMERGENCY PREPAREDNESS AND
RESPONSE ~~**EVACUATION OF SCHOOLS**~~

The Superintendent or designee shall:

SC 1517

1. Oversee instruction and training of students and school employees in procedures for conducting school security drills and responding to emergency situations.
2. Notify and request assistance from local law enforcement and the emergency management agency prior to conducting a school security drill.
3. Notify parents/guardians of the students attending the school building where the school security drill is scheduled in advance of conducting the drill.

Bus Evacuation Drills -

Bus evacuation and safety drills shall be conducted twice a year, in accordance with the provisions of law.

SC 1517
75 Pa. C.S.A. 4552

Safe2Say Something Program

The Board directs the Superintendent or designee to develop procedures for assessing and responding to reports received from the Safe2Say Something anonymous reporting program, in accordance with law. The procedures shall establish a framework within which district administration and staff will respond to program reports, coordinate with the county emergency dispatch center(s) and local law enforcement, and provide appropriate assessment and response for the safety and security of students, staff and school facilities.

SC 1303-D

Summary of Emergency Procedures

~~1517, 1518~~

~~Emergency provisions for each school to use in the event it is necessary to evacuate a building are as follows:~~

~~No. 105~~

School	Location
Aiken	Parkway Center
Dormont	Dormont Recreation Center

POLICY NO. 805
EMERGENCY PREPAREDNESS AND
RESPONSE ~~EVACUATION OF SCHOOLS~~

Myrtle	Castle Shannon Library
Middle School	KOHS, Dormont Elementary
High School	KOMS, Dormont Elementary

~~School Code~~

~~Board Policy~~

Previously Revised: March 19, 2001

References:

School Code – 24 P.S. Sec. 102, 1301-B, 1302.1-A, 1303-A, 1303-B, 1303-D, 1310-B, 1501, 1506, 1517, 1518

State Board of Education Regulations – 22 PA Code Sec. 10.11, 10.24

Health and Safety – 35 Pa. C.S.A. Sec. 7301 et seq, 7701

Pennsylvania Vehicle Code – 75 Pa. C.S.A. Sec. 4552

Board Policy – 203, 203.1, 227, 256, 804, 805.1, 809, 851

KEYSTONE OAKS SCHOOL DISTRICT

Policy



Guide

Policy No. 805.125

Section OPERATIONS

Title MEMORANDA OF UNDERSTANDING WITH LOCAL LAW ENFORCEMENT SAFE SCHOOLS RELATIONS WITH LAW ENFORCEMENT AGENCIES

Adopted SEPTEMBER 17, 2009

Last Revised _____

	<p style="text-align: center;">POLICY NO. 805.1825 MEMORANDA OF UNDERSTANDING WITH LOCAL LAW ENFORCEMENT SAFE SCHOOLS RELATIONS WITH LAW ENFORCEMENT AGENCIES</p> <p>Section 1 <u>Purpose</u></p> <p>The Board recognizes that cooperation with law enforcement agencies is considered essential for protecting students and staff, maintaining a safe environment in schools, and safeguarding district property.</p> <p>The District is required by Section 1303—A (c) of the School code to develop and have in place Memoranda of Understanding with local law enforcement agencies which identify procedures to be followed when an incident involving an act of violence or possession of a weapon by any person, occurs on school property. The Board hereby establishes procedures for the modification and renewal of such Memoranda of Understanding.</p> <p>Section 2 <u>Authority</u></p> <p>It shall be the policy of the Board to establish and maintain a cooperative relationship between the school district and local police departments in maintaining school safety and security; responding to school safety and security reports; and reporting and resolution of incidents that occur on school property, at any school-sponsored activity, or on any conveyance providing transportation to or from a school or school-sponsored activity.</p>	<p>22 PA Code 10.1 SC 1303-A Pol. 805, 805.2</p>
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	<p style="text-align: center;">POLICY NO. 805.1825 MEMORANDA OF UNDERSTANDING WITH LOCAL LAW ENFORCEMENT SAFE SCHOOLSRELATIONS WITH LAW ENFORCEMENT AGENCIES</p> <p>The Board directs the Superintendent to execute and update, on a biennial basis, a memorandum of understanding with each local police department that has jurisdiction over school property in accordance with state law and regulations.</p> <p>Section 3 <u>Definition</u></p> <p>Incident – an instance involving an act of violence; the possession of a weapon by any person; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco by any person on school property; or conduct that constitutes an offense listed under the Safe Schools Act.</p> <p>Section 42 <u>Guidelines</u></p> <p><u>Memorandum of Understanding</u></p> <p>In accordance with state law and regulations, the Superintendent shall execute and update, every two (2) years, a memorandum of understanding with each local police department that has jurisdiction over school property. The memorandum of understanding shall be signed by the Superintendent, police chief and each building principal, and be filed with the Office for Safe Schools.</p> <p>All Memoranda of Understanding between the Keystone Oaks School District and local law enforcement agencies (the police departments of the Boroughs of Castle Shannon, Dormont and Green Tree, as well as the Township of Mt. Lebanon) may be amended, expanded or modified at any time upon the written consent of the parties, but in any event must be reviewed and reexecuted within two (2) years of the date of their original execution and every two (2) years thereafter.</p> <p>In developing and updating the memorandum of understanding, the District shall consult and consider the State Board of Education model memorandum of understanding. If the district’s memorandum of understanding with local law enforcement contains substantive differences from the State Board of</p>	<p>SC 1303-A 22 PA Code 10.11</p> <p>SC 1303-A 22 PA Code 10.2 35 P.S. 780-102</p> <p>SC 1303-A 22 PA Code 10.11</p> <p>SC 1303-A 22 PA Code 10.11</p>
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	<p style="text-align: center;">POLICY NO. 805.1825 MEMORANDA OF UNDERSTANDING WITH LOCAL LAW ENFORCEMENT SAFE SCHOOLS RELATIONS WITH LAW ENFORCEMENT AGENCIES</p> <p>Education model memorandum of understanding, the Superintendent shall provide a written statement which identifies the differences and the reasons for the differences as part of the biennial filing with the Office for Safe Schools.</p> <p>The memorandum of understanding shall comply with state law and regulations and set forth procedures to be followed regarding incidents that include, but are not limited to, acts of violence, weapons, terroristic threats, controlled substances, alcohol and tobacco.</p> <p>The memorandum of understanding may specify other matters related to crime prevention mutually agreed upon by the Superintendent and the local police department that has jurisdiction over the school property.</p> <p><u>Students With Disabilities</u></p> <p>The District shall provide a copy of its administrative regulations and procedures for behavior support, developed in accordance with the Special Education Plan, to each local police department that has jurisdiction over school property. Updated copies shall be provided each time the administrative regulations and procedures for behavior support are revised by the District.</p> <p>The District shall invite representatives of each local police department that has jurisdiction over school property to participate in district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention, as included in the district’s Special Education Plan and positive behavior support program.</p> <p><u>Training</u></p> <p>The District shall invite representatives of each local police department that has jurisdiction over school property to participate in district training related to subjects that enhance understanding of and build positive relationships with students, which may include but not be limited to training on trauma-informed approaches, restorative practices, suicide awareness</p>	<p>Pol. 218, 227, 250, 251, 823</p> <p>SC 1303-A</p> <p>22 PA Code 10.23, 14.104 Pol. 113, 113.1</p> <p>22 PA Code 10.23, 14.104. 14.133 Pol. 113, 113.1</p> <p>Pol. 113.4, 216, 806, 809, 833, 847</p>
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	<p style="text-align: center;">POLICY NO. 805.1825 MEMORANDA OF UNDERSTANDING WITH LOCAL LAW ENFORCEMENT SAFE SCHOOLSRELATIONS WITH LAW ENFORCEMENT AGENCIES</p> <p>and prevention, child abuse recognition and reporting, maintaining confidentiality of students' personally identifiable information and maintaining professional adult/student boundaries.</p> <p><u>Referral to Law Enforcement</u></p> <p>The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p> <p><u>Safe Schools Report</u></p> <p>Annually, by July 31, the Superintendent shall report on the designated form, to the Office for Safe Schools, all new incidents as required by state law.</p> <p>Prior to submitting the Safe Schools report, the Superintendent and each police department having jurisdiction over school property shall do all of the following:</p> <ol style="list-style-type: none"> 1. No later than thirty (30) days prior to the deadline for submitting the Safe Schools report to the Office for Safe Schools, the Superintendent shall submit the report to the police department that has jurisdiction over the relevant school property. The police department shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine whether the report accurately reflects police incident data. 2. No later than fifteen (15) days prior to the deadline for the Superintendent to submit the report to the Office for Safe Schools, the police department shall notify the Superintendent, in writing, whether the report accurately 	<p>SC 1303-A, 1302.1-A 22 PA Code 10.2, 10.21, 10.22 Pol. 103.1, 113.1 113.2, 218, 227, 250, 251, 823, 851, 904</p> <p>SC 1303-A</p>
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POLICY NO. 805.1825

**~~MEMORANDA OF UNDERSTANDING WITH LOCAL
LAW ENFORCEMENT SAFE SCHOOLS RELATIONS~~
WITH LAW ENFORCEMENT AGENCIES**

reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department shall indicate any discrepancies between the report and police incident data.

3. Where a police department fails to take action as required above, the Superintendent shall submit the report to the Office for Safe Schools and indicate that the police department failed to take the required action.

References:

~~24 P.S. 13-1303—A(e)~~

School Code – 24 P.S. Sec. 1302.1-A, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 10.1, 10.11, 10.2, 10.21, 10.22, 10.23, 10.24, 14.104, 14.133

Controlled Substance, Drug, Device, and Cosmetic Act – 35 P.S. Sec. 780-102

Board Policy – 103.1, 113, 113.1, 113.2, 113.4, 216, 218, 227, 250, 251, 823, 805, 805.2, 806, 809, 823, 833, 847, 851, 904

Policy Guide



Policy No. 805.2

Section OPERATIONS

Title SCHOOL SECURITY PERSONNEL

Adopted _____

Last Revised _____

POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL	
Section 1	<p><u>Authority</u></p> <p>The Board shall employ, contract for and/or assign staff to coordinate the safety and security of district students, staff, visitors and facilities.</p>
Section 2	<p><u>Definitions</u></p> <p>School security personnel – school police officers, school resource officers and school security guards. SC 1301-C</p> <p>School Resource Officer (SRO) - a law enforcement officer commissioned and employed by a law enforcement agency whose duty station is located in the District and whose stationing is established by an agreement between the law enforcement agency and the District. The term includes an active certified sheriff or deputy sheriff whose stationing in the District is established by a written agreement between the county, the sheriff’s office and the District. SC 1301-C</p> <p>School police officer - a law enforcement officer employed by the District whose responsibilities, including work hours, are established by the District or an independent contractor or an individual provided through a third-party vendor who has been appointed in accordance with law, and who meets the requirements of contracted services personnel, in accordance with Board policy. SC 1301-C, 1310-C, 1311-C Pol. 818</p> <p>School security guard - an individual employed by the District or a third-party vendor or an independent contractor who is SC 1301-C, 1311-C, 1314-C</p>

<p>Section 3</p>	<p>POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL</p>	
	<p>assigned to a school for routine safety and security duties, and has not been granted powers by the court to issue citations or detain individuals in accordance with law. An independent contractor or individual employed by a third-party vendor contracted with the District shall meet the requirements of contracted services personnel, in accordance with Board policy, and the provisions of applicable law.</p>	<p>Pol. 818</p>
	<p><u>Delegation of Responsibility</u></p>	
	<p>The Superintendent shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law.</p>	<p>SC 1309-B</p>
	<p>The School Safety and Security Coordinator shall report directly to the Superintendent, and shall be responsible to:</p> <ol style="list-style-type: none"> 1. Oversee all school police officers, School Resource Officers (SROs), school security guards. 2. Review and provide oversight of all Board policies, administrative regulations and procedures related to school safety and security, and ensure compliance with federal and state laws and regulations regarding school safety and security. <p>The School Safety and Security Coordinator or designee shall be responsible for the following:</p>	<p>SC 1309-B</p>
<ol style="list-style-type: none"> 1. Coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide and bullying, substance abuse, and emergency procedures and training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat. 2. Coordinate a tour of the district’s buildings and grounds biennially, or when a building is first occupied or reconfigured, with law enforcement and first responders responsible for protecting and securing the District to discuss and coordinate school safety and security matters. 	<p>Pol. 146, 227, 236, 256, 805, 809, 851</p>	

POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL	
<p>3. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.</p> <p>4. Coordinate School Safety and Security Assessments and respond to School Safety and Security surveys, as applicable.</p> <p>By June 30 of each year, the School Safety and Security Coordinator or designee shall make a report to the Board at an executive session on the district’s current safety and security practices, and identify strategies to improve school safety and security.</p> <p>The Board directs the School Safety and Security Coordinator or designee to include the following information in the annual report:</p>	<p>Pol. 805 SC 1305-B</p> <p>SC 1309-B Pol. 006</p>
<ol style="list-style-type: none"> 1. Reports of required emergency preparedness, fire, bus evacuation and school security drills. 2. Information on required school safety and security training and resources provided to students and staff. 3. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received. 4. Behavioral health and school climate information, including aggregate data from surveys and assessments issued in the District, information on referrals and services accessed by students and families, and identification of additional resources needed in the District. 5. Office for Safe Schools reports for the previous year(s) and/or data collected to date for the current year. 6. Updates regarding the district’s Memorandum of Understanding with local law enforcement agencies. 7. Updates to laws, regulations and/or Board policies related to school safety and security. 	<p>Pol. 805</p> <p>Pol. 235.1</p> <p>Pol 805.1</p>

POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL	
<p>2. The municipalities comprising the District.</p> <p>3. The date and type of training provided to each school police officer.</p>	
<p>School police officers shall take and subscribe to the Oath of Office required by law.</p>	<p>SC 1304-C</p>
<p>The District shall request that the court grant the school police officer authority to carry a firearm, in accordance with law. The school police officer shall maintain all applicable firearm license and training requirements, in accordance with law and Board policy.</p>	<p>SC 1302-C, 1305-C</p>
<p>School police officers shall successfully complete required training, in accordance with law, and other required staff training, including district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to behavior for students with disabilities, in accordance with law, regulations and Board policy.</p>	<p>SC 1305-C 22 PA Code 10.23, 14.104, 14.133 Pol. 113.1</p>
<p>School police officers shall possess and exercise the following duties:</p> <ol style="list-style-type: none"> 1. Enforce good order in school buildings, on school buses or vehicles owned or leased by the district, and on school grounds. 2. If authorized by the court, issue summary citations or detain individuals in school buildings, on school buses and on school grounds in the District until local law enforcement is notified. 	<p>SC 1306-C</p>
<p>School police officers shall wear the assigned metallic shield or badge provided by the District in plain view when on duty.</p>	<p>SC 1307-C</p>
<p><u>School Security Guards</u></p> <p>The District shall employ or contract for one or more school security guards, in accordance with the provisions of law.</p>	<p>SC 1301-C, 1314-C Pol. 818, 850</p>

	<p style="text-align: center;">POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL</p> <p>School security guards shall provide the following services, as directed by the District:</p> <ol style="list-style-type: none"> 1. School safety support services. 2. Enhanced campus supervision. 3. Assistance with disruptive students. 4. Monitoring visitors on campus. 5. Coordination with law enforcement officials, including school police officers. 6. Security functions which improve and maintain school safety. <p>School security guards shall successfully complete required training, in accordance with law, and applicable staff training in accordance with Board policy.</p> <p>School security guards authorized to carry a firearm shall maintain an appropriate license and successfully complete required firearm training in accordance with law.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1301-C, 1302-C, 1303-C, 1304-C, 1305-B, 1305-C, 1306-C, 1307-C, 1309-B, 1309-C, 1310-C, 1311-C, 1313-C, 1314-C</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.23, 14.104, 14.33</p> <p>Board Policy – Pol. 006, 113.1, 146, 227, 235.1, 256, 805, 805.1, 809, 818, 850, 851, 907, 909</p>	<p>SC 1314-C</p> <p>Pol. 907</p> <p>SC 1314-C</p> <p>SC 1314-C</p>
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Policy Guide



Policy No. 833

Section OPERATIONS

Title PROFESSIONAL DEVELOPMENT

Adopted _____

Last Revised _____

	<p style="text-align: center;">POLICY NO. 833 PROFESSIONAL DEVELOPMENT</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICY 333.</p> <p>Section 1 <u>Authority</u></p> <p>Continuing professional study and inservice training for administrative, professional, and support employees are prerequisites for continuing professional development, enhancing ability to complete responsibilities and/or maintaining certification.</p> <p>The Board directs district employees to further their professional and personal advancement through courses of study, inservice training, conference attendance and professional development activities.</p> <p>Section 2 <u>Guidelines</u></p> <p><u>Courses of Study</u></p> <p>Only courses of study that are preapproved by the Superintendent shall be eligible for reimbursement by the District. Documentary evidence of satisfactory completion of all study programs shall be required.</p> <p>Reimbursement for credits for approved courses of study shall be made in accordance with terms of the administrative compensation plan or an individual contract, or collective bargaining agreement.</p>	<p>SC 517, 1205.1, 1205.2</p>
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**POLICY NO. 833
PROFESSIONAL DEVELOPMENT**

All eligible employees shall submit a record and description of the attainment of approved credits to the Business Manager.

Induction Plan

The District shall comply with Department of Education requirements when developing, submitting and maintaining an induction plan. The District shall develop and submit the induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the district's administrative offices and on the district website for a minimum of twenty-eight (28) days.

22 PA Code 4.13,
49.16
Pol. 100

Induction Program for School System Leaders

School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time.

SC 1205.5, 1217

School system leaders include principals, vice-principals, assistant principals, Assistant Superintendent, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.

SC 1205.5

Professional Education Plan

The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.

SC 1205.1
22 PA Code 49.17

The District shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the District and its certificated administrative and professional employees; specify approved courses, programs, activities and learning experiences, including training on subjects required by

SC 1205.1
22 PA Code 4.13,
49.17
Pol. 100

POLICY NO. 833 PROFESSIONAL DEVELOPMENT	
<p>law, regulations and Board policy; and identify approved providers. Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the district's administrative offices and on the district website for a minimum of twenty-eight (28) days.</p>	
<p>The Board shall ensure an annual review of the district's professional education plan is conducted to determine if the plan continues to meet the needs of the District, employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education.</p>	SC 1205.1
<p>The Board may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan.</p>	SC 1205.2
<p>If the District assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.</p>	SC 1205.2
<p><i>Trauma-Informed Approach Education -</i></p>	
<p>The professional education plan shall include a minimum of one (1) hour of required training in trauma-informed approaches, in accordance with law.</p>	SC 102, 1205.1, 1205.7
<p>The District shall provide certificated administrative and professional employees with training on trauma-informed approaches, in accordance with law and the professional education plan. Training shall address, but shall not be limited to:</p> <ol style="list-style-type: none"> 1. Recognition of the signs of trauma in students. 2. Best practices for schools and classrooms regarding trauma-informed approaches, including utilizing multi-tiered systems of support. 3. Recognition of the signs of impact of secondary trauma on school employees and appropriate resources for 	SC 102, 1205.7

**POLICY NO. 833
PROFESSIONAL DEVELOPMENT**

employees experiencing secondary trauma.

4. The district's policies regarding trauma-informed approaches.
5. The district's policies regarding connecting students with appropriate services.

Pol. 146, 209

Training shall be based on evidence-based or evidence-informed programs that meet the needs of the district's local community and reflect current best practices related to trauma-informed approaches.

SC 1205.7
20 U.S.C. 7801

References:

School Code – 24 P.S. Sec. 102, 517, 1144, 1151, 1205.1, 1205.2, 1205.5, 1205.7, 1217

State Board of Education Regulations – 22 PA Code Sec. 4.13, 49.16, 49.17

Strengthening and Improvement of Elementary and Secondary Schools – 20 U.S.C. 7801

Board Policy – 100, 146, 209

Policy Guide



Policy No. 856

Section OPERATIONS

Title EVALUATION OF EMPLOYEES

Adopted _____

Last Revised _____

<p>Section 1</p>	<p style="text-align: center;">POLICY NO. 856 EVALUATION OF EMPLOYEES</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICIES 313, 412, 512.</p> <p><u>Purpose</u></p> <p>Evaluation is a continuing process in which the administrative, professional, and classified employees and the respective supervisors cooperatively identify strengths and weaknesses in an individual’s job performance.</p> <p>The objectives of the district evaluation plans for employees are:</p> <ol style="list-style-type: none"> 1. To assess and improve performance. 2. To encourage professional growth. 3. To promote a behavior that is conducive to building a positive school culture. 4. To facilitate attainment of district goals and objectives. 5. To identify and suggest ways to build on strengths that enable employees to achieve district goals 6. To identify and suggest ways to improve on weaknesses that prevent and employee from achieving district goals. 7. To inform compensation determinations in accordance with Board policies and applicable contracts and agreements. 	
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**POLICY NO. 856
EVALUATION OF EMPLOYEES**

Section 2

Authority

The Board shall approve plans for regular, periodic evaluations of administrative, professional and classified employees consistent with applicable collective bargaining agreements, Board Policy and state law and regulations. The Board shall be informed periodically about the results of evaluations.

SC 510, 1108, 1123
22 PA Code 19.1

Section 3

Delegation of Responsibility

The Superintendent or designee shall develop and implement administrative procedures for evaluating district staff, which shall have the following characteristics:

1. Clear and unambiguous in intent and language.
2. Establish reasonable standards.
3. Apply in a consistent and uniform manner to all employees in the same class.
4. Available to employees for review before they are applied.
5. Reviewed and updated periodically.
6. Referred to the Board for information purposes.
7. Consistent with the applicable administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution.

Evaluations shall be conducted by administrators and supervisors designated by the Superintendent.

Section 4

Guidelines

Each observation shall be followed by a conference between the evaluator and the employee. Both parties shall sign the evaluation form and retain a copy for their records.

Following the conference, the employee shall have the right to submit a written disclaimer of the evaluation; the disclaimer

**POLICY NO. 856
EVALUATION OF EMPLOYEES**

shall be attached to the report.

The evaluation plan for administrators, professional employees and temporary professional employees shall utilize the appropriate state-approved rating form.

SC 1108, 1123
22 PA Code 19.1

Professional employees are required to be evaluated at least once each year according to PA School Code.

SC 1123

Where possible and applicable, supervisors are encouraged to provide ongoing feedback to their employees. This may include setting and ongoing review of employee objectives and discussion of personal professional development plans. Supervisors should assist employees in setting objectives that are specific, measurable, actionable, realistic and time bound.

Temporary Professional Employees

Each temporary professional employee shall be observed by an appropriate supervisor and notified of individual progress and status per school code.

Administrators responsible for supervising temporary professional employees shall make every effort to assist such staff members in improving deficiencies disclosed by observations and evaluations; and may conduct additional observations and evaluations of employees who are marginally competent.

The Superintendent shall certify the evaluations of all temporary professional employees as per school code.

References:

School Code – 24 P.S. Sec. 510, 1108, 1123

State Board of Education Regulations – 22 PA Code Sec. 19.1