

KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE MEETING
OCTOBER 23, 2018
7:00 PM

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

October 23, 2018 – Business/Legislative

7:00 PM Meeting

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

November 13, 2018 –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

October 23, 2018

Mr. Matthew Cesario

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of September 11, 2018 and the Business/Legislative Minutes of September 18, 2018.

II. TRANSFER OF PARCEL NUMBER 17-B-25

It is recommended that the Board approve the transfer of Parcel Number 17-B-25, currently titled in the name of the Keystone Oaks School Authority, to the Keystone Oaks School District and authorize the necessary officials of the District to execute the appropriate documentation to transfer title.

For Information Only

The School Authority was dissolved in 1987 and the School District is the legal owner of this property by operation of law. This transfer is to ensure that the legal title is on record with Allegheny County as being vested in the appropriate entity.

FOR INFORMATION ONLY

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

SUPERINTENDENT'S REPORT

October 23, 2018

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. SECOND READING POLICY 005: LOCAL BOARD PROCEDURES

It is recommended that the Board approve the SECOND READING of Policy 005: *Local Board Procedures*.

II. SECOND READING POLICY 209.1: FOOD ALLERGY MANAGEMENT

It is recommended that the Board approve the SECOND READING of Policy 209.1: *Food Allergy Management*.

III. SECOND READING POLICY 864: NALOXONE

It is recommended that the Board approve the SECOND READING of Policy 864: *Naloxone*.

IV. FIRST READING POLICY 256: ANTI-BULLYING

It is recommended that the Board approve the FIRST READING of Policy 256: *Anti-Bullying*.

V. FIRST READING POLICY 609: INVESTMENT OF DISTRICT FUNDS

It is recommended that the Board approve the FIRST READING of Policy 609: *Investment of District Funds*.

VI. REMOVAL OF POLICIES

It is recommended that the Board approve the removal of the following policies:

Policy 125: *Adult Education*

Policy 126: *Class Size*

Policy 138: *Private Tutoring*

Policy 264: *Student Recognition*

Policy 264.2: *Honorary Diplomas*

Policy 315: *Disqualification by Reason of Health*

Policy 316: *Nontenured Employees*

Policy 319.1: *Compensation for Outside Professional Services*

Policy 327: *Management Team*

Policy 415: *Disqualification by Reason of Health*

Policy 416: *Nontenured Staff Members*

Policy 515: *Disqualification by Reason of Health*

Policy 617: *Petty Cash*
Policy 707.1: *Use of Television Studio*
Policy 713: *Technology Usage*
Policy 714: *Software Peripheral Equipment Usage*
Policy 802: *School Organization*
Policy 819: *Privacy of Personal Health Information*
Policy 820: *Employee Assistance Program*
Policy 901: *Public Relations Objectives*
Policy 902: *Publications Program*

VII. KELLY EDUCATIONAL SERVICES

It is recommended that the Board raise the daily sub rate from \$90.00 to \$100.00 per day effective November 1, 2018.

PUPIL PERSONNEL REPORT

October 23, 2018

Dr. William Stropkaj

BOARD ACTION REQUESTED

I. AGREEMENT WITH WESLEY SPECTRUM

The Administration recommends that the Board approve the Individual Student Enrollment Agreements between the Keystone Oaks School District and Wesley Spectrum for the 2018/2019 school year.

For Information Only

The Agreement with Wesley Spectrum is for two (2) students. Tuition is billed monthly and is \$3,000.00 per student.

PERSONNEL REPORT

October 23, 2018

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

BOARD ACTION REQUESTED

I. RESIGNATIONS

It is recommended that the Board accept the following resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Michael Kercher	Custodian	October 31, 2018
Faith Faletogo	Food Service Worker	October 5, 2018
Jennifer McIntyre	Paraprofessional - PCA	October 25, 2018
Phil Obidzinski	Custodian	November 6, 2018

II. APPOINTMENTS

1. Substitute Custodian

It is recommended that the Board approve **Matthew Goff**, Substitute Custodian at a rate of \$10.50 per hour, effective September 17, 2018.

2. Classified Employee – Custodian

In compliance with the *Service Employees' International Union Local 32BJ Agreement 2017-2020*, the Administration recommends the employment of:

Matthew Goff
Custodian
Effective: October 24, 2018
Salary: \$27,904.14 (pro-rated)

Nevin Kelly
Custodian
Effective: November 7, 2018
Salary: \$27,904.14 (pro-rated)

2. 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 2018/2019 school year:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Basketball (Boys)	Head Coach	Phil McGivney	\$6,300.00
	Assistant	Corey Belovich	\$4,090.00
	Assistant	Jason Overand	\$3,470.00
	Middle School	Keith Buckley	\$3,070.00
	Middle School	Jim Feeney	\$3,070.00
	Middle School	Mike Orosz	\$2,000.00
Basketball (Girls)	Head Coach	Ron Muszynski	\$6,300.00
	Assistant	Ian Barrett	\$4,300.00
	Assistant	Belma Nurkic	\$4,300.00
Girls Volleyball (MS)	Head Coach	Hope Harris	\$2,475.00
	Assistant	Donda Snell	\$2,270.00
Swimming	Head Coach	Jeff DiGiacomo	\$5,800.00
	Assistant	Madeline Morris	\$3,000.00
Wrestling	Head Coach	Andrew Bell	\$6,300.00
	Assistant	John Cerminra	\$4,100.00
	Assistant	Al Harris	\$4,100.00
	Assistant	Joe Kazalas	\$3,000.00
	Assistant	Michael Kazalas	\$1,000.00
	Volunteer	John Kazalas	

3. Approval of Club Sponsors and Stipends – 2018/2019 School Year

It is recommended that Board amend the motion Approval of Club Sponsors and Stipends – 2018/2019 school year for the following club from the September 18, 2018 Business/Legislative Meeting:

<u>Sponsor</u>	<u>Club</u>	<u>Compensation</u>
Jeff Oestrich	Robotics	\$600.00 (split)
Dennis Sarchet	Robotics	\$600.00 (split)

4. Approval of Club Sponsors and Stipends – 2018/2019 School Year

It is recommended that the Board approve the following Club Sponsors and Stipends for the 2018/2019 school year:

<u>Sponsor</u>	<u>Club</u>	<u>Compensation</u>
Craig Wetzel	Technology	\$535.00 (pro-rated)
Dennis Sarchet	Technology	\$535.00 (pro-rated)

5. Approval of Specialized and Support Positions Sponsor and Stipends – 2018/2019 School Year

It is recommended that the Board approve the following Specialized and Support Position Sponsors and Stipends for the 2018/2019 school year:

<u>Sponsor</u>	<u>Specialized and Support Position</u>	<u>Compensation</u>
Laura Hucik-Blough	Musical Assistant (MS) (Costume/Makeup Design/Wardrobe)	\$1,000.00
Greg Pegher	Musical Assistant (MS) (Stage Manager)	\$2,000.00
Mallory Walsh	Musical Assistant (MS) (Lighting Designer, Technical Assistant)	\$1,000.00
Nicole Zalak	Musical Director (MS)	\$2,500.00
Nicole Zeak	Musical Assistant (MS) (Properties Design/Manager, Assistant Stage Manager)	\$1,000.00

6. After-School Tutoring Program

It is recommended that the Board approve the following individuals to participate in the After-School Tutoring Program for the 2018/2019 school year:

<u>Employee</u>	<u>School</u>
Dana Goimarac	Fred L. Aiken Elementary School
Kaitlin Hensel	Fred L. Aiken Elementary School
Cailin Irvine	Fred L. Aiken Elementary School
Meghan O'Brien	Fred L. Aiken Elementary School
William Opperman	Fred L. Aiken Elementary School
Elizabeth Shephard	Fred L. Aiken Elementary School
Kathryn Sobocinski	Fred L. Aiken Elementary School
Katie Boris	Dormont Elementary School
Kristen Leitch	Dormont Elementary School
Christina Schneiders	Dormont Elementary School
Kelly Seltzer	Dormont Elementary School
Judy Tredway	Dormont Elementary School
Lisa Waskiewicz	Dormont Elementary School
Elisa DiTullio	Myrtle Avenue Elementary School
Daniel Galentine	Myrtle Avenue Elementary School
Valerie Moore	Myrtle Avenue Elementary School

Nicole Niccolai	Myrtle Avenue Elementary School
Mary Poe	Myrtle Avenue Elementary School
Melissa Purkiss	Myrtle Avenue Elementary School
Ellie Tecza	Myrtle Avenue Elementary School
Zachary Whitfield	Myrtle Avenue Elementary School

Kelly Connolly	Keystone Oaks Middle School
Deb Dietrich	Keystone Oaks Middle School
Teresa Limerick	Keystone Oaks Middle School
Carolyn Manko	Keystone Oaks Middle School
Lisa McMahan	Keystone Oaks Middle School
Matt Passarello	Keystone Oaks Middle School

Rebekah Brooks	Keystone Oaks High School
Allyson Culp	Keystone Oaks High School
Dena DeChellis	Keystone Oaks High School
Jeff Kelly	Keystone Oaks High School
Madeline Morris	Keystone Oaks High School
Randy Tobias	Keystone Oaks High School

7. Cyber School Program

In compliance with the *Keystone Oaks Education Association Agreement 2017-2020*, it is recommended that the Board approve the following individuals as Cyber School teachers for the 2018/2019 school year:

Josh Kirchner	Mathematics
Matthew Paradise	Physical Education
Jennifer Bogdanski	English
Joan Young	Social Studies
Allyson Culp	Science

8. Keystone Oaks Recreational Swim Program Staff

It is recommended that the Board approve the following individuals for the Keystone Oaks Recreational Swim Staff at the rates listed below for the 2018/2019 school year:

Instructor (I), Supervisor (S), Guard (G)

Emily Brill	(I, S, G)
Dom Costantini	(I, G)
Rachel Constantini	(I, G)
Ryan Costantini	(I, G)
Joanne Dressler	(I)
Kaitlin Flaherty	(I, G)
Maria Lydon	(I, G)
Austin Oleksak	(I, G)
Lori Oleksak	(I, S, G)
Abby McGrath	(I, G)

Tom McMullen	(I, G)
Jana Pahler	(I, S, G)
Sarah Reilly	(I, G)
Janet Russo	(I, S, G)
Evan Serakowski	(I, G)
Mirabella Stump	(I, G)
Amy Torcaso	(I, S, G)
Gabrielle Wockenfuss	(I, G)

Pay Rates

Water Aerobics Instructors	\$20.00/hour
Adult Supervising Instructors	\$14.00/hour
Instructors with Water Safety Training	\$10.00/hour
Student Instructors without Water Safety Instruction	\$7.25/hour
Adult Program Supervisor	\$10.00/hour
Lifeguards	\$7.25/hour

For Information Only

The hiring of **Maria Lydon, Austin Oleksak and Lori Oleksak** requires the waiver of *Board Policy No. 803: Nepotism* by six (6) disinterested Board Members considering the staffing need of the position. The minutes of this meeting will reflect that this is a vote to over-ride the Nepotism Policy, and also that there were no other qualified/experienced candidates for the position in question.

III. LEAVE OF ABSENCE

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

E.B. – Effective August 22, 2018

K.B. – Effective October 17, 2018 through January 24, 2019

M.M. – Tentative December 10, 2018 through March 15, 2019

N.M. – Tentative November 9, 2018 through February 19, 2019

IV. UNPAID LEAVE OF ABSENCE

It is recommended that the Board approve the following individual for an Unpaid Leave of Absence:

K.M. – Effective November 15, 2018 through January 18, 2019

V. EXTENDED LEAVE OF ABSENCE

It is recommended that the Board approve the following individual for an Extended Leave of Absence:

C.P. – Effective October 26, 2018 through January 2, 2019

FINANCE REPORT

October 23, 2018

Mrs. Theresa Lydon, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH SEPTEMBER 30, 2018

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

A. General Fund as of September 30, 2018 (Check No. 57773-58044)	\$969,381.07
B. Risk Management as of September 30, 2018 (None)	\$0.00
C. Food Service Fund as of September 30, 2018 (Check No. 9143-9145)	\$230.63
D. Athletics as of September 30, 2018 (Check No. 2060-2071)	\$6,616.76
E. Capital Reserve as of September 30, 2018 (Check No. 1611-1612)	\$50,250.00
F. Compensated Absences Fund as of September 30, 2018 (None)	\$0.00
G. OPEB Fund as of September 30, 2018 (None)	\$0.00
TOTAL	\$1,026,478.46

II. EIDEX SUBSCRIBER LICENSE AGREEMENT

The Administration recommends that the Board approve the Eidex Subscriber License Agreement between Eidex and the Keystone Oaks School District from November 1, 2018 through October 31, 2021.

For Information Only

The annual fee for the license is \$2,868.00.

FOR INFORMATION ONLY

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

ACCT	DESCRIPTION	2018-2019 BUDGET TOTAL	2018-2019 3 MONTH SEPTEMBER/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 30,014,864	\$ 24,056,292	\$ (5,958,572)
7000	State Revenue Sources	\$ 12,065,343	\$ 2,436,566	\$ (9,628,777)
8000	Federal Revenue Sources	\$ 849,422	\$ 150,069	\$ (699,353)
Total Revenue		\$ 42,929,629	\$ 26,642,927	\$ (16,286,702)
Expenditures				
100	Salaries	\$ 16,783,162	\$ 1,968,634	\$ 14,814,528
200	Benefits	\$ 10,702,403	\$ 1,554,356	\$ 9,148,047
300	Professional/Technical Services	\$ 1,574,811	\$ 199,002	\$ 1,375,809
400	Property Services	\$ 1,079,511	\$ 207,425	\$ 872,086
500	Other Services	\$ 5,225,206	\$ 918,822	\$ 4,306,384
600	Supplies/Books	\$ 1,417,523	\$ 888,204	\$ 529,319
700	Equipment/Property	\$ 530,282	\$ 300,627	\$ 229,655
800	Other Objects	\$ 641,126	\$ 132,363	\$ 508,763
900	Other Financial Uses	\$ 4,975,605	\$ 51,730	\$ 4,923,875
Total Expenditures		\$ 42,929,629	\$ 6,221,163	\$ 36,708,466
Revenues exceeding Expenditures		\$ -	\$ 20,421,764	\$ 20,421,764
Other Financing Sources/(Uses)				
Interfund Transfers In (Out)		\$ -	\$ -	\$ -

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF SEPTEMBER 30, 2018

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 9/1/2018	\$ 81,630.27	\$ 68,693.55
Deposits	\$ 3,591.99	\$ 9,890.75
Subtotal	\$ 85,222.26	\$ 78,584.30
Expenditures	\$ 592.00	\$ 3,417.71
Cash Balance - 9/30/2018	\$ 84,630.26	\$ 75,166.59

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF SEPTEMBER 30, 2018

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,812,584
PAYROLL (pass-thru account)	\$ 7,477
FNB SWEEP ACCOUNT	\$ 29,009
ATHLETIC ACCOUNT	\$ 75,167
PLGIT	\$ 8,039,413
FNB Money Market	\$ 13,050,351
PSDLAF	\$ 157,826
INVEST PROGRAM	\$ 175,132
	<u><u>\$ 23,346,959</u></u>
CAFETERIA FUND	
FNB BANK	\$ 129,466
PLGIT	\$ 60,975
	<u><u>\$ 190,441</u></u>
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 720,788
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 775
	<u><u>\$ 721,563</u></u>
RISK MANAGEMENT / TAX REFUNDS	
FNB BANK	<u><u>\$ 497,208</u></u>
OTHER POST-EMPLOYMENT BENEFITS FUND	
FNB BANK	<u><u>\$ 1,917,563</u></u>
COMPENSATED ABSENCES FUND	
FNB BANK	<u><u>\$ 415,633</u></u>
GRAND TOTAL	<u><u>\$ 27,089,367</u></u>

FACILITIES REPORT

October 23, 2018

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. ADVERTISEMENT FOR MIDDLE SCHOOL AND HIGH SCHOOL ROOFING PROJECT

It is recommended that the Board approve the advertisements for the Middle School and High School Roofing Project.

II. SWIM PLATFORMS

It is recommended that the Board approve the replacement of the swim platforms located in the high school pool by BR Pool at a cost not to exceed \$26,450.00.

For Information Only

BR Pool is a COSTARS company.

III. DORMONT GYM FLOOR

It is recommended that the Board approve the replacement of the Dormont Gym Floor by Sport Floors at a cost not to exceed \$67,441.00.

IV. FOR INFORMATION ONLY

1. Middle School and High School Gym Floors – seeking quotes through COSTARS and/or NJPA
2. Wireless Microphones – Auditorium – seeking quotes through COSTARS and/or NJPA
3. Painting of the high school curtain walls - seeking quotes through COSTARS and/or NJPA

ACTIVITIES & ATHLETICS REPORT

October 23, 2018

Mr. Robert Brownlee, Chairperson

BOARD ACTION REQUESTED

I. ADVERTISE FOR ATHLETIC BIDS – FALL 2019/2020 SCHOOL YEAR

It is recommended that the Board approve the advertisement of athletics bids for the Fall 2019/2020 school year.

II. OVERNIGHT TRIPS

It is recommended that the Board approve the following overnight trips:

Grade 7 – Washington, DC

Saturday – Sunday – November 17-18, 2018

Sponsors – **Lisa McMahon, Amy Torcaso**

Chaperones – Parent's names to be provided closer to trip time

Approximate number of students participating: 40-50

Approximate cost per student - \$325.00

No District funds requested

Grade 8 – Gettysburg and Hershey, PA

Saturday – Sunday – June 1-2, 2019

Sponsors – **Lisa McMahon, Amy Torcaso**

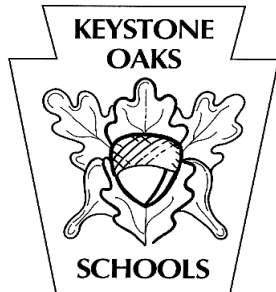
Chaperones – Parent's names to be provided closer to trip time

Approximate number of students participating: 40-50

Approximate cost per student - \$385.00

No District funds requested

Policy Guide



Policy No. 005

Section LOCAL BOARD PROCEDURES

Title ORGANIZATION

Adopted AUGUST 21, 1989

Revised APRIL 24, 2014;
FEBRUARY 16, 1998

POLICY NO. 005 ORGANIZATION		
Section 1	<p><u>Organization Meeting</u></p> <p>The School Directors shall meet and organize annually during the first week in December. Notice of the time and place of the organization meeting shall be given to all members of the Board of School Directors by mail at least five (5) days before the proposed meeting by the Secretary of the Board. The organization meeting shall be a Regular meeting.</p>	SC 401, 402, 404, 421
Section 2	<p><u>Order</u></p> <p>The organization meeting shall be called to order by the Solicitor who shall preside over the election of a President from among the holdover members and any newly elected members of the Board. The Secretary of the Board shall be secretary of the meeting. In an election year, the certificates of election or appointment of all new school directors shall be read, and a list of the legally elected or appointed and qualified school directors prepared. The Solicitor shall present copies of the certificates of election or appointment to the Board Secretary.</p> <p>An authorized person shall administer the oath or affirmation of office to those Board members who have not previously taken and subscribed to the same.</p>	SC 402, 426 SC 321, 402

POLICY NO. 005 ORGANIZATION		
Section 3	<u>Officers</u>	
	<p>Election of officers shall be by the majority of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two (2) candidates who received the greatest number of votes.</p>	
	<p>a. The school directors shall annually, during the first week of December, elect from their members a President and a Vice-President, who shall serve for one (1) year.</p>	SC 404
	<p>It shall be the duty of the President to preside at all meetings of the Board. The president shall, together with the Secretary, when directed by the Board, execute any and all deeds, contracts, warrants to the tax collector, reports, and other papers pertaining to the business of the Board requiring the signature of the President. In addition, the President shall perform such other duties as the Board may direct and as pertain to the office.</p>	
	<p>The Vice-President shall assist the President in carrying out duties and shall preside at Board meetings in the absence of the President.</p>	SC 428
	<p>b. The school directors shall annually, during the month of May, elect a Treasurer who shall serve for one (1) year beginning the first day of July after such election. The Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth and may be a member of the Board.</p>	SC 404
	<p>The Board Treasurer shall receive all funds belonging to the School District, make payments on proper orders approved by the Board and perform such other acts and duties pertaining to the District as may be directed by the Board or by law.</p>	SC 439
	<p>The Board Treasurer shall not enter upon such duties until furnishing bond in accordance with law and with the approval of the Board. The Board Treasurer shall</p>	SC 436, 438

<p>Section 4</p>	<p>POLICY NO. 005 ORGANIZATION</p>	
	<p>be compensated in such a manner and at a rate as the Board shall determine.</p>	
	<p>c. The School Directors shall, during the month of May in every fourth year, elect a Secretary who shall serve a term of four (4) years beginning the first day of July following such election.</p>	<p>SC 404</p>
	<p>The Secretary shall keep a correct and proper record of all proceedings of the Board; furnish, whenever requested, any and all reports concerning the affairs of the District to the Department of Education; and perform such other duties pertaining to the business of the District as directed by the Board and as covered by Section 433 of the School Code.</p>	<p>SC 433</p>
	<p>The Secretary shall not enter upon such duties until furnishing bond in accordance with law and with the approval of the Board. The Secretary shall be compensated in such a manner and at a rate as the Board shall determine.</p>	
	<p>Vacancies in any office shall be filled by the School Directors, and such appointed officers shall serve for the remainder of the unexpired term.</p>	
<p>The same School Director may not hold more than one (1) office of the Board. No commissioned officer or professional employee of the Board shall serve, temporarily or permanently, as an officer of the Board.</p>	<p>SC 324, 404</p>	
<p>Officers of the Board serve at the pleasure of the Board and may be removed from such office by the affirmative vote of a majority of the full number of Board members.</p>	<p>PA. Const. Art. VI Sec. 7 Pol. 006</p>	
<p><u>Appointments</u></p>		
<p>The Board shall appoint:</p>		
<p>a. A tax collector, where a collector is not elected to collect taxes, where there is a vacancy or where an elected tax collector refuses to qualify</p>	<p>SC 508, 683</p>	

POLICY NO. 005 ORGANIZATION		
b. School physician(s)		SC 1410
c. School dentist(s)		SC 1410
d. School solicitor		SC 324,406
e. Independent auditor(s)		SC 2401
f. Delegates to a State convention or association of School Directors		SC 516
g. Other appointments the Board deems necessary		
<p>The authority to make assignments to the school Solicitor is restricted to specific School Directors and District personnel as follows:</p> <p style="margin-left: 40px;">a. The Board President and Superintendent are authorized to make assignments to the Solicitor. Board members who chair committees may also make assignment to the Solicitor, with Board approval, if the assignment is related to that committee's responsibilities.</p> <p style="margin-left: 40px;">b. School district personnel below the rank of Superintendent do not have access to the Solicitor unless permitted by the Superintendent, except that the Assistant Superintendent and Director of Fiscal Services may contact the Solicitor in the absence of the Superintendent in the event that the matter cannot be handled in a timely manner by the Superintendent. The Board's Vice-President, of course, may act in the absence of the President in the event that the matter cannot be handled in a timely manner by the President.</p> <p>The school Solicitor shall not be compensated for time spent on assignments made by persons not specifically authorized by this policy.</p> <p>Appointees of the Board serve at the pleasure of the Board and may be removed from such office by the affirmative vote of a majority of the full number of Board members.</p>		
		PA. Const. Art. VI Sec. 7 Pol. 006

**POLICY NO. 005
ORGANIZATION**

Section 5

Resolutions

The Board shall, ~~at the organization meeting, but shall~~ no later than July 1 of the following year do the following:

- a. Designate a depository for school funds SC 621
- b. Designate a newspaper of general circulation as defined in accordance with law SC 106
- c. Designate a normal day, place, and time for regular legislative and business meetings SC 421

Section 6

Committees

Committees of School Directors shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board. **Each committee assists in the development and monitoring of the budget in their respective area**

The standing committees are: Athletics and Activities; Budget and Finance; Buildings, Grounds and Transportation; ~~Cafeteria~~; Communications; Education; ~~Technology~~; ~~Insurance and Safety~~; Personnel and Negotiations; ~~and Policy and Planning~~. **At any time, the Board may, by a majority vote, establish an ad hoc committee to focus on a specific matter or explore matters not specifically covered by another committee.**

A Board liaison and one (1) alternates will be appointed to represent the ~~District for: SHASDA, and on the Parkway West CTC Board for a period of three (3) years or until that member's regular term as school director expires, and Golden Wings Foundation~~. Board liaisons may be appointed to represent the District for: PSBA, SHASDA, and KOFEE.

The Board President appoints these committees **and Board liaisons** at the regular January meeting. Members serve for a period of one (1) year, **except where noted**, and may be reappointed at the discretion of the President. The Board President has the right to change the membership of committees. Any change in committee membership shall be

**POLICY NO. 005
ORGANIZATION**

included in the Board President's report as an informational item in the agenda for the next Business/Legislative meeting.

a. ~~Athletics and Activities Committee~~

~~This committee collaborates with the Athletic Director on all activities involved with the athletics programs and related organizations, inclusive of booster clubs and relevant fund-raising initiatives. This committee collaborates with the Budget and Finance Committee regarding the development and monitoring of the athletics, activities, and related budgets. School activities and sponsors so identified in the KOEA Agreement are also governed by this committee.~~

b. ~~Budget and Finance Committee~~

~~This committee collaborates with the Director of Fiscal Services in the development of the Budget and has direct and ongoing involvement with the execution and monitoring of the annual budget.~~

c. ~~Building, Grounds, and Transportation Committee~~

~~This committee has the primary responsibility to overview the maintenance and improvements of the district's physical plant and grounds. Projects, renovations and expansion of facilities represent the focus of this committee. This committee also makes recommendations on the employment of staff necessary for the maintenance and improvement of said facilities. In addition, this committee's responsibilities are to examine the transportation needs of the student population and make recommendations on requirements, purpose and cost of the transportation routes and related budgetary issues. This committee collaborates with the Budget and Finance Committee regarding the development and monitoring of the facilities, transportation and related budgets.~~

d. ~~Cafeteria~~

~~This committee collaborates with the Director of Food~~

**POLICY NO. 005
ORGANIZATION**

~~Services in providing a quality breakfast and lunch program that meets the nutritional needs of all students in promoting a healthy life style of eating. This committee also explores means of improving service and cost controls. This committee collaborates with the Building, Grounds and Transportation Committee to oversee the maintenance and improvement of the district's cafeteria and cooking facilities. This committee also makes recommendations on the employment of staff necessary for the maintenance and improvement of said facilities. This committee collaborates with the Budget and Finance Committee regarding the development and monitoring of the food services and related budgets.~~

~~e. Communications~~

~~This committee advises the administration on school and non-school publications, calendars, websites, social media, radio, television and internet broadcasts and other forms of communication as appropriate to communicate the activities and programs of the District. In addition, this committee's responsibilities are to examine the communication needs of the district and make recommendations on requirements, purpose and costs of communication and related budgetary issues.~~

~~f. Education~~

~~This committee collaborates with the Assistant Superintendent in providing a high quality educational program that meets the needs of all students. The primary focus of this committee is to ensure academic excellence and the delivery of a high quality curriculum to all students. This committee monitors academic program needs to ensure that every student in the district is receiving a high quality education.~~

~~g. Technology~~

~~This committee collaborates with the Director of Technology to provide for the technology that is~~

**POLICY NO. 005
ORGANIZATION**

~~required to deliver a robust and rich curriculum to all students throughout the District and provide seamless communication and infrastructure for the efficient operation of the district. This committee's responsibilities are to examine the technology needs of the district and make recommendations on requirements, purpose and costs of technology and related budgetary issues. At times, this committee also collaborates with the Education and Communication Committees.~~

~~h. Insurance and Safety~~

~~This committee provides recommendations and input in the following areas of district liability: general indemnity insurance, fleet insurance, umbrella liability, boiler and machinery errors and omissions, worker's compensation, unemployment compensation, health/dental, group term life, long term disability, sports accident and travel accident insurance. This committee also collaborates with the District Police Officer/Safety Coordinator in providing for a safe learning environment for students and staff. This committee collaborates with the Budget and Finance Committee regarding the development and monitoring of the insurance, safety, and related budgets.~~

~~i. Personnel and Negotiations~~

~~This committee has the responsibility to recommend participants and/or participate in the collective bargaining procedures with any bargaining unit in the district as well as develop strategy for the collective bargaining process. This committee also oversees all EEOC and Pennsylvania Human Relations committee complaints as contract grievance procedures. This committee collaborates with the Superintendent to identify personnel needs, developing plans to address those needs, and participate in the hiring process as necessary.~~

~~j. Policy and Planning~~

**POLICY NO. 005
ORGANIZATION**

~~This committee makes recommendations on the development of the Strategic Plan, new policies and reviews previous policies in order to address legislation, statutes, case law and legal decisions, as well as social and educational issues.~~

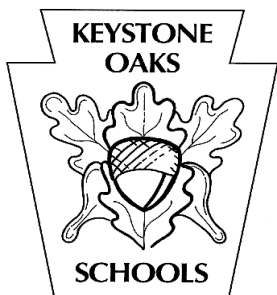
References:

Pennsylvania Constitution – PA Const. Art. VI Sec. 7

School Code – 24 P.S. Sec. 106, 321, 324, 401, 402, 404, 406, 421, 426, 428, 433, 436, 438, 439, 508, 516, 621, 683, 1410, 2401

Board Policy – 006

Policy Guide



Policy No. 209.1

Section PUPILS

Title FOOD ALLERGY MANAGEMENT

Adopted JUNE 26, 2014

Revised _____

POLICY NO. 209.1 FOOD ALLERGY MANAGEMENT	
Section 1	<p><u>Purpose</u></p> <p>The Board is committed to providing a safe and healthy environment for students with documented food allergies and shall establish policy to address food allergy management in district schools in order to:</p> <ol style="list-style-type: none"> 1. Reduce and/or eliminate the likelihood of allergic reactions. 2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction. 3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips. 4. Ensure a safe environment for any individual inside a District facility. <p>The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response.</p>
Section 2	<p><u>Authority</u></p> <p>The Board adopts this policy in accordance with the applicable state and federal laws and regulations and the guidelines established jointly by the PA Department of Education and PA Department of Health on managing documented food allergies in the schools.</p>

SC 1422.3

**POLICY NO. 209.1
FOOD ALLERGY MANAGEMENT**

Section 3

Definitions

Food Allergy – an abnormal, adverse reaction to a food that is triggered by the body’s immune system.

Medical Plans of Care – written documents individualized for a particular student with a documented food allergy to address the student’s needs throughout the day, including:

1. **Emergency Care Plan (ECP)** – a medical plan of care based on the information provided by the student’s personal physician and parents/guardians and distributed to all school personnel who have responsibilities for the student which specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed.
2. **Individualized Healthcare Plan (IHP)** – a medical plan of care that provides written directions for school health personnel to follow in meeting the individual student’s healthcare needs. The plan describes functional problem areas, sets goals for overcoming problems, and lists tasks/interventions to meet the goals.

The IHP shall include a Food Allergy Medical Management Action Plan developed by a student’s personal healthcare team and family, which shall outline the student’s prescribed healthcare regimen and be signed by the student’s board-certified allergist, family physician, physician assistant or certified registered nurse practitioner.

3. **Related Services Component in Individualized Education Program (IEP)** – that part of an IEP for a student receiving special education and related services which includes reference to development and implementation of an IHP and ECP for students with a documented food allergy as well as identifying the medical accommodations, educational aids and services to address the student’s needs.
4. **Section 504 Service Agreement** – a medical plan of care which references development and implementation of an IHP and ECP as well as other accommodations,

Pol. 113

**POLICY NO. 209.1
FOOD ALLERGY MANAGEMENT**

educational aids and services a student with a documented food allergy requires in order to have equal access to educational programs, non-academic services and extracurricular activities as students without food allergies.

Section 4

Development/Enforcement for Medical Plans of Care

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

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

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

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

Disregard of provisions set forth in a student's Medical Plan of Care by faculty or staff of Keystone Oaks will result in disciplinary action.

Pol. 210, 210.1

**POLICY NO. 209.1
FOOD ALLERGY MANAGEMENT**

Section 5

Accommodating Students with Disabling and/or Special Dietary Needs

Students with a documented food allergy will be identified, evaluated and determined to be disabled, in which case the District shall make appropriate accommodations, substitutions or modifications in accordance with the student's Medical Plans of Care.

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

Parents/guardians of students who fall under this Sec 15b.40 provision must obtain a written medical statement signed by a licensed physician, physician's assistant or certified registered nurse practitioner, which shall be included with the student's Medical Plan of Care. The medical statement must identify:

1. The student's special dietary disability.
2. An explanation of why the disability restricts the student's diet.
3. The major life activity(ies) affected by the disability.
4. The food(s) to be omitted from the student's diet.

The District will make appropriate accommodations, substitutions or modifications for students who have a special dietary need, but who do not meet the definition of disability, such as food intolerance that does not cause a reaction that meets the definition of a disability. The decision to accommodate such a student shall be made on a case-by-case basis and will involve the parent(s)/guardian of the student and school personnel.

Parents/guardians of students who fall under this provision must obtain a written medical statement signed by a physician, physician assistant or certified registered nurse practitioner

Pol. 103.1, 113

7 CFR Sec. 15b.40

**POLICY NO. 209.1
FOOD ALLERGY MANAGEMENT**

identifying the following:

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

Section 6

Confidentiality

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

Pol. 113.4, 209, 216

Release of a student's confidential information by faculty or staff is a direct violation of FERPA and/or HIPAA laws and will result in disciplinary action.

FERPA, HIPAA

Section 7

Prevention

In order to reduce and/or eliminate the likelihood of allergic reactions the District shall enact guidelines to limit where food can be served and consumed in school facilities so that appropriate cleanliness standards can be maintained. Food may only be served and/or consumed in designated non-instructional areas, such as the cafeteria and staff lounges, except on a case by case basis where a student has medical or special education needs that must be met.

Food served directly through the USDA Fresh Fruit and Vegetable Program (FFVP) will also be permitted. District Food Service staff shall ensure that there are no documented food allergies to any items served in a building through the FFVP and no violations exist under any student's medical plans of care.

Events which will include food must be held in the cafeteria or another designated area. Faculty, staff, parents/guardians, and students must submit the type of food and complete ingredient list to the main office in each building 72 hours prior to that food being served to allow time for school personnel to review and approve, and provide a reasonable and similar substitution for

**POLICY NO. 209.1
FOOD ALLERGY MANAGEMENT**

the affected student. Food that is not pre-approved cannot be served and will be sent home.

Section 8

Delegation of Responsibility

The Superintendent or designee, in coordination with the school nurse, school nutrition services, and other pertinent staff, shall develop, maintain, and periodically review administrative procedures to implement this policy or adopt as administrative procedures the suggested guidelines developed by the Pennsylvania Departments of Education and Health and National School Boards Association (NSBA) guidance on managing documented food allergies in district schools, including all classrooms and instructional areas, school cafeterias, outdoor activity areas, on school buses, during field trips, and during any activity occurring in a school facility outside of the school day.

Faculty or staff who become aware of a student’s food allergy and where no Medical Plan of Care is already established must report this to the school nurse so an evaluation can be made if the student has special dietary needs that need to be accommodated.

Administrative procedures will address the following components:

1. Identification of students with food allergies and provision of school health services.
2. Development and implementation of individual written management plans.
3. Medication protocols, including methods of storage, access and administration.
4. Development of a comprehensive and coordinated approach to creating a healthy school environment.
5. Communication and confidentiality.
6. Emergency response.

Pol. 210, 210.1

Pol. 246

Pol. 209, 216

Pol. 805

**POLICY NO. 209.1
FOOD ALLERGY MANAGEMENT**

7. Professional development and training for school personnel.
8. Awareness education for students.
9. Awareness education and resources for parents/guardians.
10. Monitoring and evaluation.

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

References:

School Code – 24 P.S. Sec. 1422.1, 1422.3

State Board of Education Regulations – 22 PA Code Sec. 12.41

Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

Section 504 of the Rehabilitation Act of 1973 – 29 U.S.C. Sec. 794

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 *et seq.*

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, Title 7, Code of Federal Regulations – 7 CFR Part 15

Nondiscrimination on the Basis of Disability, Title 28, Code of Federal Regulations – 28 CFR Part 35

Family Educational Rights and Privacy, Title 34, Code of Federal Regulations -34 CFR Part 99

POLICY NO. 209.1
FOOD ALLERGY MANAGEMENT

Nondiscrimination on the Basis of Handicap, Title 34, Code of Federal Regulations – 34 CFR Part 104

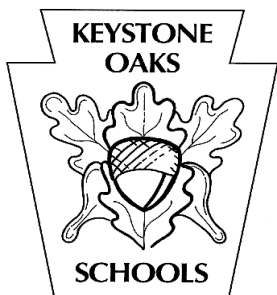
Individuals With Disabilities Education, Title 34, Code of Federal Regulations – 34 CFR Part 300

Board Policy – 103, 103.1, 113, 113.4, 121, 146, 209, 210, 210.1, 216, 246, 805, 808, 810

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

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

Policy Guide



Policy No. 864

Section OPERATIONS

Title NALOXONE

Adopted _____

Revised _____

POLICY NO. 864 NALOXONE	
Section 1	<p><u>Authority</u></p> <p>As a means of enhancing the health and safety of its students, staff and visitors, the District may obtain, maintain and administer doses of an opioid antagonist and other facilities, specifically Naloxone, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose.</p>
Section 2	<p><u>Definitions</u></p> <p>Drug overdose - shall mean an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction. An individual's condition may be deemed to be a drug overdose if a prudent person, possessing an average knowledge of medicine and health, would reasonably believe that the condition is in fact a drug overdose and requires immediate medical attention.</p> <p>Naloxone - shall mean a medication that can reverse an overdose caused by an opioid drug. As a narcotic antagonist, Naloxone displaces opiates from receptor sites in the brain and reverses respiratory depression that usually is the cause of overdose deaths.</p> <p>Opioid - shall mean illegal drugs such as heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone, hydrocodone, fentanyl, hydromorphone, and buprenorphine or any derivative thereof.</p>

35 P.S. Sec. 780-113.7, 113.8

35 P.S. Sec. 780-113.7

<p>Section 3</p>	<p style="text-align: center;">POLICY NO. 864 NALOXONE</p> <p><u>Guidelines</u></p> <p>The Superintendent or designee shall develop a plan for annually informing all parents/guardians, students and staff about this policy and specifically:</p> <ol style="list-style-type: none"> 1. The availability of Naloxone to treat opioid drug overdoses and what it does. 2. The symptoms of opioid drug overdoses. 3. How students and staff should report suspected overdoses. 4. The protection from criminal prosecution provided by law for persons who report a suspected overdose using their real name and remain with the overdosing person until emergency medical services (EMS) or law enforcement arrive, as well as for the person whose overdose they report. 5. The protection from civil liability provided by law for persons who report overdoses or administer Naloxone in overdose emergencies. <p><u>Standing Order From the School Physician</u></p> <p>The school physician shall provide and annually renew a standing order for administration of Naloxone to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose.</p> <p>The standing order shall include at least the following information:</p> <ol style="list-style-type: none"> 1. Type of Naloxone (intranasal and auto-injector). 2. Date of issue. 3. Dosage. 4. Signature of the school physician. 	<p>35 P.S. Sec. 780-113.7, 113.8</p> <p>35 P.S. 780-113.7, 113.8</p>
-------------------------	---	--

**POLICY NO. 864
NALOXONE**

The standing order shall be maintained in the Superintendent's office or designee, and copies of the standing order shall be kept in each location where Naloxone is stored.

Training

Before any school district employee may have custody of Naloxone or administer Naloxone under this policy, the employee must successfully complete an online Pennsylvania Department of Health training program about recognizing opioid-related overdoses, administering Naloxone and promptly seeking medical attention for drug overdoses. Evidence that such training has been completed shall be placed in the employee's personnel file.

A list of school district employees who successfully complete such training shall be maintained, updated and kept in the school nurse's office and the school district administration office.

Acquisition, Storage and Disposal

Naloxone shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

Naloxone shall be made readily accessible to those employees who have completed the required training to administer it in the event of a suspected drug overdose. All properly trained employees shall be informed of the exact location where Naloxone is being stored within the school nurse's office or other location.

The school nurse shall obtain sufficient supplies of Naloxone pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh Naloxone stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Department of Health Guidelines.

35 P.S. 780-113.8
Pol. 324, 424, 524

**POLICY NO. 864
NALOXONE**

Administration of Naloxone

When responding to a suspected drug overdose, district employees shall follow the steps outlined below:

1. Call for medical help immediately (Dial 9-1-1).
2. Check for signs of opioid overdose.
3. Perform initial rescue breathing (or CPR if needed), as instructed in training.
4. Administer Naloxone, as instructed in training.
5. Continue rescue breathing (or CPR if needed), as instructed in training.
6. Administer second dose of Naloxone if needed, as instructed in training.
7. Place in recovery position, as instructed in training.
8. Stay with the individual until emergency medical help arrives.
9. Cooperate with EMS personnel responding to the incident.
10. Notify the building administrator or designee of the incident.

Referral to Law Enforcement and Parental/Guardian Notification

The Superintendent or designee shall immediately report incidents involving the use of controlled substances 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.

22 PA Code Sec.
10.2, 10.21, 10.22
SC 1302.1-A,
1303-A
Pol. 227, 825

**POLICY NO. 864
NALOXONE**

The school physician shall be the prescribing and supervising medical professional for the district's stocking and use of Naloxone. The Superintendent or designee shall obtain a standing order from the school physician for administration of Naloxone.

The school nurse shall be responsible for building-level administration of Naloxone and management of Naloxone stocks.

References:

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

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22, 10.25

PA Controlled Substance, Drug, Device, and Cosmetic Act – 35 P.S. Sec. 780-113.7, 780-113.8

PA Civil Immunity of School Officers/Employees Relating to Drug or Alcohol Abuse – 42 Pa. C.S.A. Sec. 8547, 8548

Board Policy – 227, 324, 424, 524, 825

Policy Guide



Policy No. 256

Section PUPILS

Title ANTI-BULLYING

Adopted NOVEMBER 15, 2007

Revised DECEMBER 15, 2015;
DECEMBER 6, 2012

POLICY NO. 256 ANTI-BULLYING	
Section 1	<p><u>Purpose</u></p> <p>The Keystone Oaks School District recognizes that a student's ability to learn, and the District's ability to safely educate its students, is adversely affected by bullying. The School District seeks to avoid these adverse effects, maintain the safety of the school environment and provide opportunities to rehabilitate a student who has engaged in bullying.</p>
Section 2	<p><u>Definitions</u></p> <p>Bullying shall be defined as an intentional and unwelcome electronic (cyber), written, verbal, or physical act, or series of acts that has these characteristics:</p> <ol style="list-style-type: none"> 1. It is directed at another student or group of students. 2. It is severe, persistent or pervasive. 3. It has the effect of: <ol style="list-style-type: none"> a. Substantially interfering with a student's education. b. Substantially disrupting the orderly operation of the school. c. Creating a threatening environment.

SC 1303.1

**POLICY NO. 256
ANTI-BULLYING**

4. Occurs in a “school setting:” “School setting” shall mean in the school, on school grounds, in school vehicles, on contracted school vehicles, at a designated bus stop, or during any activity sponsored, supervised, or sanctioned by the school and/or District.

The District reserves the right to investigate acts of bullying that occur outside the school setting if those acts meet the requirements of number 3 (above).

Examples of bullying include, but are not limited to physically, emotionally or mentally harming a student; damaging, extorting or taking a student’s property; placing a student in reasonable fear of physical, emotional or mental harm; placing a student in reasonable fear of damage to or loss of personal property; creating an intimidating or hostile environment that substantially interferes with a student’s education opportunities; or perpetuation of conduct by an individual or group, with the intent to demean, and/or dehumanize a student.

Cyber harassment of a child is a form of bullying. A person commits the crime of cyber harassment of a child if, with intent to harass, annoy or alarm, the person engages in a continuing course of conduct of making any of the following by electronic means directly to a child or by publication through an electronic social media service:

1. Seriously disparaging statement or opinion about the child’s physical characteristics, sexuality, sexual activity or mental or physical health or condition.
2. Threat to inflict harm.

The law makes cyber harassment of a child a third-degree misdemeanor, punishable by a maximum of \$2,500 fine and/or one year in prison. For a juvenile charged with the crime, a diversionary program, which might include an educational program on cyber harassment, would be considered first. Successful completion could lead to the juvenile’s record being expunged.

SC 1303.1

Title 18 Sec. 2709

Title 18 Sec. 2709

<p>Section 3</p>	<p style="text-align: center;">POLICY NO. 256 ANTI-BULLYING</p> <p>Course of Conduct – A pattern of action composed of more than one act over a period of time, however short evidencing a continuity of conduct. The term includes lewd, lascivious, threatening or obscene words, language, drawing, caricatures or actions, either in person or anonymously.</p> <p>Emotional distress – A temporary or permanent state of mental anguish.</p> <p>Seriously disparaging statement or opinion – A statement or opinion which is intended to and under the circumstances is reasonably likely to cause substantial emotional distress to a child of the victim’s age and which produces some physical manifestation of the distress.</p>	<p>Title 18 Sec. 2709</p> <p>Title 18 Sec. 2709</p> <p>Title 18 Sec. 2709</p>
	<p><u>Delegation of Responsibility</u></p> <p>Every student and employee shall take the responsibility of respecting the rights of others and creating a safe, caring, positive climate throughout the District.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy. In addition, the Administration will develop procedures for training all employees, including chaperones and sponsors on the Policy.</p> <p>The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.</p> <p>The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years at a minimum and recommend necessary revisions to the Board.</p> <p>District administration shall annually provide the following information with the Safe School Report:</p> <ol style="list-style-type: none"> 1. Board’s Bullying Policy 2. Report of bullying incidents 	

**POLICY NO. 256
ANTI-BULLYING**

3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Administration is directed to evaluate the need, if any, for District-wide or building-level evidence-based bullying prevention programs, and to report its findings to the Board of School Directors with appropriate recommendations.

The Administration is directed to continue to assess, and to make recommendations to the Board of School Directors, for any appropriate changes to existing intervention programs and practices in place to address the needs of students who are bullied, and the issues relating to students who engage in bullying.

Section 3

General Guidelines

It shall be a violation of District Policy for any student or adult to engage in, encourage and/or condone, or communicate, any form of bullying. It shall also be a violation of Policy for any employee, approved volunteer or chaperone of the School District to encourage and/or condone, through action or lack of action, any form of bullying. This prohibition shall apply to all acts of bullying that occur on school district property, at school district functions (whether on school property or not), and/or on school district provided transportation. In addition, cyber harassment is a criminal offense under PA Act 26 of 2015 and may be deemed to have been committed at the place where the child who is the subject of the communication resides.

School District employees are required to report alleged violations of this Policy to the Building Principal or the Superintendent in accordance with the procedures set forth herein.

Section-4

Dissemination of Policy

This Anti-bullying Policy will be disseminated annually to all school staff, students, and parents. It will be distributed each year to all students with a copy of the [Code of Student](#)

Pol. 103, 104~~848~~

**POLICY NO. 256
ANTI-BULLYING**

Conduct ~~Student Handbook~~, or will be incorporated into the Handbook. Building administrators will develop a procedure for discussing the Policy with students in individual buildings. The Policy will also be posted on the District web page and published at a minimum of once each year in a District publication and be made available in every classroom. Information on the Anti-bullying Policy will also be incorporated in training programs for all new school employees, as well as being referenced in the staff handbooks.

Section-5

General Procedures Relating to Complaint

Each student shall be advised that the fact that he/she alleges bullying by another student or who reports an incident of bullying will not reflect upon the student's status. Any retaliation based upon a student's good faith initiation of a complaint, participation in the investigation of a complaint, or provision of information relating to a bullying complaint is prohibited and will result in disciplinary action. If any student believes he or she is being retaliated against for filing a complaint under this policy, or the student's parent believes that his/her child is being retaliated against for filing a complaint under this policy, he or she shall report the retaliations in the same manner as indicated below.

The Principal of the building to which the alleged victim is assigned will investigate all complaints, PROVIDED HOWEVER, that if the complaint alleges that the perpetrator of the bullying is an Administrator or Supervisor employed by the School District and it is alleged that the Administrator or Supervisor encouraged, condoned, or turned a blind eye to the bullying of the alleged student-victim, the Superintendent or his designee shall investigate the complaint.

Section-6

Investigation Procedure

1. Separate interviews of the Complainant and the alleged perpetrator will be conducted and all information will be documented in written form on Form A. Each of the involved individuals will be asked to sign an Acknowledgment of the statements provided during the interview. At the time of the interview, a copy of this

**POLICY NO. 256
ANTI-BULLYING**

Policy will be provided to the individuals involved and the Policy and complaint procedure will be reviewed with each individual.

2. During the interviews each individual will be given the opportunity to state his/her side of the incident, to identify any witnesses to corroborate his/her statements, and to provide input as to the possible resolution of the situation. Each student may have his or her parent or guardian present during the interview and parental involvement in this process will be encouraged.

If the Building Principal/Superintendent determines that measures are required during the period of investigation to alleviate the potential bullying, such a separation of the alleged victim and the alleged perpetrator or close monitoring of the alleged perpetrator, such measures shall be taken until the investigation is completed.

3. A fact-finding investigation will be conducted and a written record of the fact-finding investigation including witness interviews, findings of the investigation and recommended action shall be set forth on Form B.
4. The results of the fact-finding investigation, including any recommended action will be shared with the Complainant and with the Accused.
5. If the Building Principal has conducted the investigation, he/she shall report his/her findings to the Superintendent. The Superintendent may consult with the Solicitor or special counsel as appropriate, in instances where disciplinary action is contemplated.
6. If the investigation results in a finding that a student has engaged in bullying in violation of this Policy, the Building Principal shall determine the appropriate discipline to be imposed, which may include, but not be limited to, suspension from school, or a recommendation to the Superintendent that the student be expelled from school following a hearing before the Board. In

Pol. 218

**POLICY NO. 256
ANTI-BULLYING**

determining the level of discipline to be imposed, the Building Principal shall consider:

- a. The prior disciplinary record of the student-perpetrator.
- b. The relative ages and maturity levels of the students.
- c. The nature and frequency of the inappropriate conduct by the student-perpetrator toward the student-victim.
- d. The degree of harm experienced by the student-victim.
- e. The extent, if any, to which the student-perpetrator encouraged or involved other students in the bullying of the student-victim.
- f. Any other circumstances or factors deemed relevant on this issue.

References:

School Code – 24 P.S. Sec. 1301.1

Board Policy – 218, 848

Title 18 (Crimes and Offenses) – Sec. 2709

Policy Guide



Policy No. 609

Section FINANCES

Title INVESTMENT OF DISTRICT FUNDS

Adopted NOVEMBER 20, 2014

Revised _____

<p>Section 1</p>	<p style="text-align: center;">POLICY NO. 609 INVESTMENT OF DISTRICT FUNDS</p> <p><u>Purpose</u></p> <p>It shall be the policy of the Board to optimize its return through investment of cash balances in such a way as to minimize non-invested balances and to maximize return on investments with the following principles:-</p> <p>The primary objectives of investment activities, in priority order, shall be:</p> <p>Legality - All investments shall be made in accordance with applicable laws of Pennsylvania.</p> <p>Safety - PreservationSafety of principal shall be of highest priority. Preservation of principalcapital in the portfolio of investments shall be ensured by diversification and other means of through the mitigation of minimizing credit risk, market risk and interest rate risk and by thoroughly investigating and reviewing the performance of all investment providers and professionals.</p> <p>Liquidity - Investments shall remain sufficiently liquid to meet all operating requirements that are reasonably anticipated. A fiscal year operations anticipated cash flow shall be developed so that investments can be made as early as possible, with maturities concurrent with anticipated cash demands.</p>	
-------------------------	--	--

	<p>POLICY NO. 609 INVESTMENT OF DISTRICT FUNDS</p> <p>Yield - Investments shall be made with the objective of attaining a market-average rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.</p>	
<p>Section 2</p>	<p><u>Authority</u></p> <p>All investments of the District made by an officer and/or employee of the District shall be made in accordance with this policy, applicable laws, and the a-Board-approved investment program.</p>	<p>SC 440.1, 621, 622, 623 53 P.S. 5406, 5410.1</p>
<p>Section 3</p>	<p><u>Definitions</u></p> <p>Act 10 Permissible Investments – Any type of investment permitted under Act 10 of March 25, 2016, (53 P.S. Sec. 5406, 5410.1) that is not among the types of investments permitted under Section 440.1 of the Public School Code of 1949, Act of March 10, 1949, (P.L. 30, No. 14) as last amended by the Act of June 30, 1995, (P.L. 220, No. 26).</p> <p>School Code Permissible Investments – Any investment permitted under Section 440.1 of the Public School Code of 1949, Act of March 10, 1949, (P.L. 30, No. 14) as last amended by the Act of June 30, 1995, (P.L. 220, No. 26).</p> <p>Short-term – Any period thirteen (13) months or less.</p> <p>Long-term – Any period exceeding forty-eight (48) months duration.</p> <p>Mid-range – Any period between short-term and long-term.</p> <p>Bankers’ acceptances – Banker’s acceptances generally are created based on a letter of credit issued in a foreign trade transaction. Bankers’ acceptances are short-term, non-interest-bearing notes sold at a discount and redeemed by the accepting banks at maturity for face value.</p> <p>Collateral – Security pledged by a financial institution to a</p>	<p>SC 440.1 53 P.S. 5406, 5410.1</p> <p>SC 440.1</p>

**POLICY NO. 609
INVESTMENT OF DISTRICT FUNDS**

governmental entity for its deposit.

Commercial paper – An unsecured promissory note issued primarily by corporations for a specific amount and maturing on a specific day. The maximum maturity for commercial paper is 270 days, but most is sold with maturities of up to thirty (30) days. Almost all commercial paper is rated as to credit risk by rating services.

Concentration of credit risk – ~~The risk of loss attributed to the magnitude of a government’s associated with the consolidation of investments~~ in a single issuer pool, institution, or instrument.

Counterparty – Another party to a transaction. In the case of deposits and investments made by governmental entities, a counterparty could be the issuer of a security, a financial institution holding a deposit, a broker-dealer selling securities, or a third party holding securities or collateral.

Credit risk – The risk that a counterparty to an investment transaction will not fulfill its obligations. Overall credit risk can be associated with the issuer of a security, with a financial institution holding deposits, or with a party holding securities or collateral. Credit risk exposure can be affected by a concentration of deposits or investments in any one (1) investment type or with any one (1) counterparty ~~the risk of loss of principal due to the failure of the security issue or backer of the issue.~~

Custodial credit risk – The custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party ~~the risk of loss associated with consolidation of investments with a single institution where the District may rely on the institution to hold investments on behalf of the District or through collateral action when the instruments are not in the District name.~~

**POLICY NO. 609
INVESTMENT OF DISTRICT FUNDS**

Foreign currency risk – The risk that changes in exchange rates will adversely affect the fair value of an investment or deposit. Investments depending on substantial overseas activities or markets may present related foreign currency risk ~~associated with investment in foreign currency that is subject to market fluctuation and associated currency conversion.~~

Interest rate risk – The risk that changes in interest rates will adversely affect the fair value of an investment ~~the risk that the market value of securities will fall due to changes in general interest rates.~~

Issuer – The entity that has the authority to distribute a security or other investment. A bond issuer is the entity that is legally obligated to make principal and interest payments to bond holders. In the case of mutual funds, external investment pools, and other pooled investments, issuer refers to the entity invested in, not the investment company-manager or pool sponsor.

Investment program – The specifically enumerated and Board approved investment strategy.

Local Government Investment Pool (LGIP) – An investment trust or pool organized by groups of political subdivisions or municipal authorities pursuant to Section 521 of the Public School Code of 1949, or pursuant to the Intergovernmental Cooperation Law, 53 Pa. C.S.A. Sec. 2301 et seq., for the purpose of investing funds of such political subdivisions or municipal authorities for their exclusive benefit and in accordance with the laws governing their permissible investments. LGIPs include, but are not limited to, the Pennsylvania School District Liquid Asset Fund (PSDLAF), the Pennsylvania Local Government Investment Trust (PLGIT), and for purposes of this policy, the PA INVEST program operated by the Pennsylvania Treasury Department.

Market Risk – The risk that the market value of an investment, collateral protecting a deposit, or securities underlying a repurchase agreement will decline. Market risk is affected by the length to maturity of a security, the need to liquidate a security before maturity, the extent that collateral exceeds the amount invested, and the frequency at which the amount of collateral is

SC 521
53 Pa. C.S.A. 2301
et seq.

**POLICY NO. 609
INVESTMENT OF DISTRICT FUNDS**

adjusted for changing market values.

Repurchase agreement –

- a. An agreement in which a governmental entity (buyer-lender) transfers cash to a broker-dealer or financial institution (seller-borrower); the broker-dealer or financial institution transfers securities to the entity and promises to repay the cash plus interest in exchange for the same securities.
- b. A generic term for an agreement in which a governmental entity (buyer-lender) transfers cash to a broker-dealer or financial institution (seller-borrower); the broker-dealer or financial institution transfers securities to the entity and promises to repay the cash plus interest in exchange for the same securities (as in definition (a) above) or for different securities.

Shares of an investment company – For purposes of School Code Permissible Investments, shares of an investment company registered under the Investment Company Act of 1940 (54 Stat. 789, 15 U.S.C. Sec. 80a-1 et seq.), and whose shares are registered under the Securities Act of 1933 (48 Stat. 74, 15 U.S.C. Sec. 77a et seq.) and which satisfies the further conditions set forth in Section 440.1 of the School Code, subsection (b), clause (v).

SC 440.1
15 U.S.C. 77a et seq.
15 U.S.C. 80a-1 et seq.

Weighted average maturity – A weighted average maturity measure expresses investment time horizons—the time when investments become due and payable—in years or months, weighted to reflect the dollar size of individual investments within an investment type.

Section 4

Delegation of Responsibility

The Board shall delegate to the ~~Business Manager~~ ~~Director of Fiscal Services~~ the responsibility to manage the District's investment program in accordance with written, Board-approved procedures for operation of the investment program.

SC 440.1

An annual review of the investment program shall be prepared

**POLICY NO. 609
INVESTMENT OF DISTRICT FUNDS**

by the ~~Business Manager~~~~Director of Fiscal Services~~ based upon the anticipated cash flow ~~for of general and segregated/designated-all-district~~ funds of the District; (i.e. general, capital reserve, bond, etc.), including bond proceeds, taking into account the anticipated liquidity needs of each fund. The investment program shall be submitted to the Board no later than sixty (60) days after adoption of the annual budget.

The plan may provide for moneys from more than one (1) fund under school district control for the purchase of any single investment, provided that each of the funds combined for the purpose shall be accounted for separately in all respects and that the earnings from the investment are separately and individually computed and recorded, and credited to the accounts from which the investment was purchased.

The plan shall not encompass the investment of any student activity or class-related funds separately managed pursuant to School Code Section 511.

The ~~Business Manager~~~~Director of Fiscal Services~~~~designated individual responsible for investments~~ shall report quarterly to the Board the following:

1. Amount of funds invested.
2. Interest earned and received to date.
3. Types and amounts of each investment and the interest rate on each.
4. Names of the institutions where investments are placed.
- ~~5. Current market value of the funds invested.~~
6. Transactions occurring since the last report.
7. The means by which any deposits exceeding insurance limits are collateralized.
- ~~8~~7. Other information required by the Board.

SC 511
Pol. 618

SC 440.1
72 P.S. 3836-1 et
seq.

**POLICY NO. 609
INVESTMENT OF DISTRICT FUNDS**

This report may, but is not required to, include the information regarding depository balances, earnings and transactions required by the School Code to be reported to the Board monthly as set forth in Policy 608.

SC 624
Pol. 608

If there is a major change in the District's investment portfolio, such as a transfer of funds, the **Business Manager** ~~Director of Fiscal Services~~ will alert the Board at that time and not wait for the quarterly report.

The Board directs the Superintendent **or his/her designee** to develop written procedures that will ensure compliance with this policy. Such procedures shall include a disclosure form for designated individuals involved in the investment process and/or required written statements for advisors and bidders.

Section 5

Guidelines

Investments permitted by this policy are those defined in law and enumerated in this policy that are ~~Section 440.1 of the School Code, as amended, which are~~ appropriately collateralized with this policy in accordance with applicable laws.

SC 440.1

School Code Permissible Investments

1. United States Treasury bills.
2. Short-term obligations of the United States Government or its agencies or instrumentalities.
3. Deposits in savings accounts or time deposits or share accounts of institutions insured by the Federal Deposit Insurance Corporation (FDIC) or the Federal Savings and Loan Insurance Corporation (FSLIC) or the National Credit Union Share Insurance Fund (NCUSIF) to the extent that such accounts are so insured, and, for any amounts above the insured maximum, provided that approved collateral as provided by law therefore shall be pledged by the depository.

**POLICY NO. 609
INVESTMENT OF DISTRICT FUNDS**

4. Obligations of the United States of America or any of its agencies or instrumentalities backed by the full faith and credit of the United States of America, the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of the Commonwealth, or of any political subdivision of the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of the political subdivision.
5. Shares of an investment company registered under the Investment Company Act of 1940 (54 Stat. 789, 15 U.S.C. Sec. 80a-1 et seq.), whose shares are registered under the Securities Act of 1933 (48 Stat. 74, 15 U.S.C. Sec. 77a et seq.). Provided, that the following are met:
 - a. The only investments of that company are in the authorized investments for school district funds listed in items 1 through 4 above and repurchase agreements fully collateralized by such investments.
 - b. The investment company is managed so as to maintain its shares at a constant net asset value in accordance with 17 CFR Sec. 270 2a-7 (relating to money market funds).
 - c. The investment company is rated in the highest category by a nationally recognized statistical rating organization.
6. Local Government Investment Pools (LGIPs) as defined in this policy.
7. Repurchase agreements with respect to U.S. Treasury bills or obligations, participations or other instruments of or guaranteed by the U.S. or any federal agency, instrumentality or U.S. government-sponsored.

17 CFR Part 270

Act 10 Permissible Investments

1. Obligations, participations or other instruments of any

~~65 Pa. C.S.A. Sec. 1101 et seq.~~

POLICY NO. 609
INVESTMENT OF DISTRICT FUNDS

federal agency, instrumentality or U.S. government-sponsored enterprise if the debt obligations are rated at least "A" or its equivalent by at least two (2) nationally recognized statistical ratings organizations.

2. Commercial paper issued by corporations or other business entities organized in accordance with federal or state law, with a maturity not to exceed 270 days, if the issuing corporation or business entity is rated in the top short-term category by at least two (2) nationally recognized statistical ratings organizations.
3. Bills of exchange or time drafts drawn on and accepted by a commercial bank, otherwise known as bankers' acceptances, if the bankers' acceptances do not exceed 180 days maturity and the accepting bank is rated in the top short-term category by at least two (2) nationally recognized statistical ratings organizations
4. Negotiable certificates of deposit or other evidences of deposit, with a remaining maturity of three (3) years or less, issued by a nationally or state-chartered bank, a federal or state savings and loan association or a state-licensed branch of a foreign bank.
 - a. For obligations with a maturity of one (1) year or less, the debt obligations of the issuing institution or its parent must be rated in the top short-term rating category by at least two (2) nationally recognized statistical ratings organizations.
 - b. For obligations with a maturity in excess of one (1) year, the senior debt obligations of the issuing institution or its parent must be rated at least "A" or its equivalent by at least two (2) nationally recognized statistical ratings organizations.
5. Shares of an investment company registered under the Investment Company Act of 1940 (54 Stat. 789, 15 U.S.C. Sec. 80a-1et seq.) whose shares are registered under the Securities Act of 1933 (48 Stat. 74, 15 U.S.C. Sec. 77a et seq.), if all of the following conditions are

**POLICY NO. 609
INVESTMENT OF DISTRICT FUNDS**

met:

- a. The investments of the company are the authorized investments under 53 P.S. §5410.1, subsection (a) (Act 10, Section 1.1(a)).
- b. The investment company is managed in accordance with 17 CFR Sec. 270.2a-7 (relating to money market funds).
- c. The investment company is rated in the highest category by a nationally recognized rating agency.

Management of Investment and Collateral

All securities or other investments in which the school district invests or that collateralize school district investments shall be managed as provided in this policy and in the school district's investment plan annually approved by the Board.

The plan shall require that securities purchased as investments be purchased in the name of the school district and held in custody for the benefit of the school district as provided in the investment plan and authorized custodian agreements. The plan may make exceptions to such requirements for investments in LGIPs as defined in this policy, or for the purchase of shares of an investment company as defined in this policy.

If, after purchase, the rating of any instrument is reduced and no longer in compliance with Board policy, the individual responsible for district investments shall advise the Board at the earliest opportunity of such action and make recommendations for altering investments.

The foregoing rating change related requirement(s) do(es) not apply to investments in LGIPs as defined in this policy.

For purposes of interest rate disclosure in the annual financial report, the method of determining interest rate risk shall be based on weighted average maturity.

SC 440.1

**POLICY NO. 609
INVESTMENT OF DISTRICT FUNDS**

Foreign Currency and Related Risk

District funds shall not be invested in foreign currency. To the extent other permissible investments are exposed to related foreign currency risk; they shall ~~and shall not have any related risk that would require~~ be disclosed as required by ~~pursuant to~~ GASB Statement 40.

Bond Proceeds

~~Bond proceeds shall be~~ investment of bond proceeds shall be managed and reported to the Board ~~ed~~ in accordance with the Local Government Unit Debt Act, this policy, and applicable federal and state laws, ~~subject to approval by the solicitor and/or bond counsel and the School Board.~~

Protection of Savings Accounts, Time Deposits, Share Accounts or Other Depository Balances in Excess of FDIC Insurance Limits

When district cash is deposited in any savings account, time deposit, share account or other authorized depository account other than a Local Government Investment Pool (LGIP), if the cash balance exceeds FDIC insurance limits, district funds shall be collateralized in one or more of the following ways:

1. An Irrevocable Letter of Credit (LOC) issued by a Federal Home Loan Bank (FHLB).
2. Tri-Party Collateral in the name of the school district consisting of the following underlying securities only:
 - a. U.S. Treasury Securities.
 - b. Obligations, participations or other instruments of any federal agency, instrumentality or U.S. government-sponsored enterprise if the debt obligations are rated at least "A" or its equivalent by at least two (2) nationally recognized statistical ratings organizations.

53 Pa. C.S.A. Sec. 8001 *et seq.*, 8224

SC 440.1
72 P.S. 3836-1 *et seq.*

**POLICY NO. 609
INVESTMENT OF DISTRICT FUNDS**

3. Assets pledged as collateral in accordance with the act of August 6, 1971, (P.L. 281, No.72), 72 P.S. Sec. 3836-1 et seq. (relating to pledges of assets to secure deposits of public funds, whether or not pooled).

72 P.S. 3836-1 et seq.

It shall be the responsibility of the Business Manager ~~Director of Fiscal Services~~ to verify with the depository the value of the collateral instrument(s) based on the instrument being “marked to market.” This valuation shall occur at least monthly.

Following a review of valuation, the Business Manager ~~Director of Fiscal Services~~ may request an additional review by the district’s investment advisors or financial consultant, and shall require additional collateral if the existing collateral has declined in value and exposes the district to potential loss of principal. The status of the valuation review and any additional collateral shall be included in the periodic reports to the Board regarding the investment program.

Reporting Requirement for Local Government Investment Pools (LGIPs)

Local Government Investment Pools (LGIPs) pool the resources of participating government entities and invest in various securities as permitted under state law, so that participating governments can benefit from economies of scale, professional fund management and other advantages.

Recognizing that LGIPs invest directly in permissible securities on behalf of the participating government entities, which in turn have proportional ownership rights in those securities, district investments in a LGIP shall not be subject to the collateral requirements of this policy, provided that the LGIP:

1. Makes available to participants daily and monthly statements, and other information from which the status of the investments can be verified.
2. Provides an audited annual financial report to each participating government entity.

**POLICY NO. 609
INVESTMENT OF DISTRICT FUNDS**

Further Risk Mitigation for Act 10 Permissible Investments

Recognizing that Act 10 of 2016 expanded the range of permissible investments to include investments with the potential to expose the school district to elevated levels of credit risk and other investment risks, the Board directs that any investment plan or investment recommendations proposed by the Investment Officer take into account, implement and highlight the following factors and precautions with respect to Act 10 Permissible Investments:

1. It cannot be assumed that negotiable certificates of deposit are collateralized.
2. A significantly more thorough level of due diligence is required.
3. Any investment in the fourth category of Act 10 Permissible Investments listed above (negotiable certificates of deposit or other evidences of deposit) must have a maturity not exceeding one (1) year in duration.
4. In addition to verification of rating by a nationally recognized statistical rating organization and other due diligence requirements, the investigation of Act 10 Permissible Investments shall include ensuring that there is an independent credit review (a qualified financial services organization with an active and recognized credit analysis team is also monitoring the issuer, in addition to the nationally recognized statistical rating organization(s)).
5. Act 10 Permissible Investments shall be limited to no more than ten percent (10%) of district funds available for investment, excluding bond proceeds and refunding escrow balances.

Audit

The Board directs that all investment records be subject to annual audit by the District's independent auditors.

Pol. 619

**POLICY NO. 609
INVESTMENT OF DISTRICT FUNDS**

The audit shall include, but not be limited to independent verification of amounts and records of all transactions, as deemed necessary by the independent auditors.

~~It shall be the responsibility of the investment advisor and/or bidder to maintain necessary documents to permit independent audit of the district's investments.~~

Conflict of Interest Avoidance and Disclosure

Designated officers and employees involved in the District's investment process shall disclose in writing to the Board any material conflict of interest or material potential conflict of interest which exists because of personal relationships or personal business activity between the Investment Officer or other employees and any depository institution, broker, dealer, investment advisor, or other investment provider or professional serving the District. The designated officers or other employees shall refrain from any personal business activity that ~~that could conflict with the proper execution and management of the investment program~~ or could impair their ability to make impartial decisions in managing the annual investment plan.

~~All securities shall be purchased in the name of the school district, and custody of the securities shall be specified within the District's investment program.~~

All depository institutions, repurchase agreement providers, brokers, and investment advisors and managers shall disclose in writing to the District: (1) any fees or other compensation paid to or received from a third party with respect to an district investment; and (2) any ownership of or by a parent corporation which owns any other depository institution, broker, dealer, investment advisor, or other investment provider or professional which does business with the District.

All investment advisors ~~or bidders~~ shall verify in writing or by electronic signature that they have received a copy of this policy. Such written or electronic statement shall indicate that they have read and understand this policy and all applicable statutes related

65 Pa C.S.A. 1101
et seq.

SC-218
GASB Stmt. 40

**POLICY NO. 609
INVESTMENT OF DISTRICT FUNDS**

to school district investments, along with their intent to comply fully with these requirements.

~~The District shall require all investment advisors/bidders to submit annually any or all of the following, as appropriate:~~

- ~~1. Audited financial statements.~~
- ~~2. Proof of National Association of Securities Dealers (NASD) certification.~~
- ~~3. Proof of state registration.~~
- ~~4. Provide annually the rating from a recognized rating agency.~~

Disclosure

~~Designated officers and employees involved in the District's investment process shall disclose any personal business activity that could conflict with the proper execution and management of the investment program or could impair their ability to make impartial decisions.~~

Audit

~~The Board directs that all investment records be subject to annual audit by the District's independent auditors.~~

~~The audit shall include, but not be limited to independent verification of amounts and records of all transactions, as deemed necessary by the independent auditors.~~

~~It shall be the responsibility of the investment advisor and/or bidder to maintain necessary documents to permit independent audit of the district's investments.~~

Bond Proceeds

~~Investment transactions arising from bond proceeds shall be reported to the Board, in accordance with this policy.~~

**POLICY NO. 609
INVESTMENT OF DISTRICT FUNDS**

Compliance With GAAP

The following is intended to guide district investments as limited by Section 440.1 of the School Code:

- ~~2. District investments shall limit the exposure to loss of principal due to market changes in interest rates.~~
- ~~3. District investments in authorized instruments that are not backed by the “full faith and credit” of the federal or state government shall be limited to those with the highest credit rating available for such instruments issued by a recognized organization.~~
- ~~4. When district funds are invested in any one (1) issuer other than designated depository accounts (which includes external investment pools), and securities issued or explicitly guaranteed by the U.S. Government (owned directly by the District), the amount of the investment shall be unlimited, but the Board shall be notified of such investment monthly.~~

References:

School Code – 24 P.S. Sec. 218, 440.1, [511](#), [521](#), 621, 622, 623, [624](#)

Ethics Standards And Financial Disclosure – 65 P.A. C.S.A. Sec. 1101 et seq.

Local Government Unit Debt Act – 53 Pa. C.S.A. Sec. [2301 et seq.](#), [8001 et seq.](#), ~~8224~~

[Investment of Public Corporation or Authority Funds – 53 P.S. 5406, 5410.1](#)

[U.S. Code Chapter 2A Securities and Trust Indentures – 15 U.S.C. 77a et seq., 80a et seq.](#)

[Standardizing the Procedures for Pledges of Assets – 72 P.S. 3836-1 et seq.](#)

POLICY NO. 609
INVESTMENT OF DISTRICT FUNDS

Rules and Regulations, Investment Company Act of 1940 –17
CFR Part 270

Governmental Accounting Standards Board, Statement No. 3, 40

Board Policy – 608, 618, 619