



KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE MEETING

THURSDAY, JANUARY 30, 2014
7:00 PM

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

January 30, 2014 – Work Session

7:00 PM Meeting

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

February 18, 2014 – Work Session

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- **Parkway Presentation – Dr. Darby Copeland**
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

BOARD PRESIDENT'S REPORT

January 30, 2014

Mr. Joseph Finucan

BOARD ACTION REQUESTED

I. OFFICIAL NEWSPAPER FOR BOARD PUBLICATIONS

It is recommended that the Board approve the *Tribune Review* as the official newspaper for the publication of School Board information.

II. BOARD MINUTES

It is recommended that the Board approve the Reorganization Minutes of December 5, 2013, and the Business/Legislative Minutes of December 12, 2013, as enclosed.

III. BOARD MEETING DATES FOR 2015

It is recommended that the Board approve the following **2015** Board meeting dates:
(7:00 p.m. in the Board Room)

Tuesday	January 20 Work Session
Thursday	January 29 Business/Legislative Meeting
Tuesday	February 17 Work Session
Thursday	February 26 Business/Legislative Meeting
Tuesday	March 17 Work Session
Thursday	March 26 Business/Legislative Meeting
Tuesday	April 21 Work Session
Thursday	April 30 Business/Legislative Meeting
Tuesday	May 19 Work Session
Thursday	May 28 Business/Legislative Meeting
Tuesday	June 16 Work Session
Thursday	June 25 Business/Legislative Meeting

IV. RESIGNATION OF WEISS, BURKARDT & KRAMER, LLP

It is recommended that the Board accept the resignation of **Weiss, Burkardt & Kramer, LLP** (formerly the Law Offices of Ira Weiss) as District Solicitor effective January 31, 2014.

V. APPOINTMENT OF LAW FIRM OF MAIELLO, BRUNGO & MAIELLO, LLP

It is recommended that the Board appoint the law firm of **Maiello, Brungo & Maiello, LLP** as District Solicitor for the Keystone Oaks School District, effective February 1, 2014.

For Information Only

The rate of compensation shall include: 1) a retainer of \$500.00 a month; 2) an hourly rate of \$95.00 for attorneys for matter except litigation which be at the rate of \$125.00 per hour; and, 3) an hourly rate of \$65.00 per hour for paralegals.

VI. PSBA TRAINING

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

Donald Howard	PSBA Training Grove City, PA March 8, 9, 2014	\$720.00 (General Funds)
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FOR INFORMATION ONLY

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| I. | Parkway West Career and Technology Center Report | <i>Ms. Annie Shaw</i>
<i>Mr. Donald Howard - Alternate</i> |
| II. | SHASDA Report | <i>Mr. Daniel Domalik</i> |
| III. | Golden Wings Foundation, Inc. Report | <i>Mr. Donald Howard</i> |
| IV. | PSBA/Legislative Report | <i>Ms. Raeann Lindsey</i> |
| V. | Castle Shannon Borough Council Minutes | <i>(Available Online)</i> |
| VI. | Dormont Borough Council Minutes | <i>(Available Online)</i> |
| VII. | Green Tree Borough Council Minutes | <i>(Available Online)</i> |

SUPERINTENDENT'S REPORT

January 30, 2014

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. FIRST READING OF REVISED POLICY NO. 001: NAME AND CLASSIFICATION

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 001: *Name and Classification*.

II. FIRST READING OF REVISED POLICY NO. 002: AUTHORITY AND POWERS

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 002: *Authority and Powers*.

III. FIRST READING OF REVISED POLICY NO. 003: FUNCTIONS

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 003: *Functions*.

IV. FIRST READING OF REVISED POLICY NO. 004: MEMBERSHIP

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 004: *Membership*.

V. FIRST READING OF REVISED POLICY NO. 005: ORGANIZATION

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 005: *Organization*.

VI. FIRST READING OF REVISED POLICY NO. 006: MEETINGS

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 006: *Meetings*.

VII. FIRST READING OF REVISED POLICY NO. 007: DISTRIBUTION

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 007: *Distribution*

VIII. FIRST READING OF REVISED POLICY NO. 011: BOARD GOVERNANCE STANDARDS / CODE OF CONDUCT

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 011: *Board Governance Standards / Code of Conduct*.

IX. FIRST READING OF REVISED POLICY NO. 903: PUBLIC PARTICIPATION IN BOARD MEETINGS

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 903: *Public Participation in Board Meetings*.

X. PROFESSIONAL DEVELOPMENT

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

Rebecca Kaminsky	Attendance/Child Accounting Professional Association Hershey, PA March 19, 20, 21, 2014	\$785.11 (General Funds)
Kevin Gallagher Josh Kirchner Randy Tobias	AP Workshops – Calculus & Statistics River Grove, Illinois March 20, 21, 2014	\$1,800.00 (General Funds)

KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 001

Section LOCAL BOARD PROCEDURES

Policy Guide

Title NAME AND CLASSIFICATION

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

POLICY NO. 001 NAME AND CLASSIFICATION		
Section 1	<p><u>Name</u></p> <p>The Board of School Directors shall be known officially as the Board of School Directors of Keystone Oaks School District, hereinafter sometimes referred to as the “Board.”</p>	SC 201, 212
Section 2	<p><u>Composition</u></p> <p>The School District of Keystone Oaks is comprised of all lands that lie within the municipal boundaries of the Boroughs of Castle Shannon (pPortion), Dormont, and Green Tree.</p>	SC 203
Section 3	<p><u>Purpose</u></p> <p>The School District of Keystone Oaks is organized for the purpose of providing a program of public education to serve the needs of the Commonwealth.</p> <p>SC 501</p>	PA Const. Article III Sec. 14 <u>SC 501, 502, 503</u>

Policy No. 002

Section LOCAL BOARD PROCEDURES

Policy Guide

Title AUTHORITY AND POWERS

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

	<p style="text-align: center;">POLICY NO. 002 AUTHORITY AND POWERS</p> <p>Section 1 <u>Authority</u></p> <p>The authority to establish, equip, furnish, operate, and maintain in the public schools of the School District of Keystone Oaks is vested in the Board of School Directors, which is a body corporate and which is constituted and governed by Title 24, the “Public School Code of 1949,” of the Pennsylvania statutes and Article III of the <u>Pennsylvania</u> Constitution <u>and applicable federal and state laws and regulations</u>.</p> <p>Section 2 <u>Powers</u></p> <p>The Board shall establish such schools as are required for the education of every person<u>student</u> residing in the School District of Keystone Oaks between the ages of six (6) and twenty-one (21) years <u>(by Sept 1 of the applicable academic year)</u> who may attend such schools. It shall equip, furnish, operate, and maintain such schools. It shall adopt and enforce rules and regulation for the management of school affairs and the conduct and deportment of employees and students. It shall levy and collect such taxes as may be necessary, in addition to the annual State appropriation, for the exercise of aforesaid powers.</p> <p>The Board, in accordance with its statutory mandate, shall <u>adopt Board procedures for its own operation and prepare bylaws for its own operation and</u> policies for the guidance of the Superintendent<u>Chief School Administrator</u> in the operation</p>	<p><u>PA Const.</u> <u>Art. III</u> <u>Sec. 14</u> <u>SC 211, 301, 501,</u> <u>502, 503, 507, 510</u></p> <p>SC 211, 406, 407, 501, 502, 503, 507, 510, 511, <u>801</u>, 803, 1411</p> <p><u>SC 407</u> <u>Pol. 000</u></p>
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**POLICY NO. 002
AUTHORITY AND POWERS**

of the school district. ~~Board Such procedures bylaws~~ and policies shall be consistent with law, have a rational and substantial relationship to a legitimate purpose of the Board and be directed towards the maintenance and support of a thorough and efficient system of public education in this district.

The Board shall act as the general agent of the residents of this District in matters of public education. It shall establish educational goals and academic standards for District students and govern an educational program designed to meet those goals and standards to support student achievement.

The Board shall be responsible for enforcing mandatory laws and regulations. The Board shall be the agent responsible for establishing, maintaining, and evaluating the public education activities of this school district, in accordance with law.

The powers of the Board of School Directors are not vested in the individual school director. No individual director is authorized to act on behalf of the Board to carry out any of the Board’s statutorily authorized powers, except for those acts stated in law.

References:

Pennsylvania Constitution – PA Const, Art. III Sec. 14

School Code – 24 P.S. Sec 211, 301, 406, 426, 427, 407, 501, 502, 503, 507, 510, 511, 801, 803, 1411

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

Title 22
Sec. 4.13
SC 301
Pol. 100, 102

SC 301, 426, 427,
508

SC 426, 427, 508

211, 301, 406, 407,
426, 427, 501, 502,
503, 507, 508, 510,
511, 803, 1411

Article III
Sec. 14

School Code
PA Constitution

Policy No. 003

Section LOCAL BOARD PROCEDURES

Policy Guide

Title FUNCTIONS

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

<p>Section 1</p>	<p style="text-align: center;">POLICY NO. 003- FUNCTIONS</p> <p><u>Legislative</u></p> <p>The Board shall exercise its rule-making power by adopting procedures and policies for the organization and operation of the school district. Those procedures and policies which are not dictated by the statutes or rules of the State Board, or ordered by a court of competent authority, may be adopted, amended, or repealed at any meeting of the Board, <u>provided the proposed adoption, amendment, or repeal has been proposed at a previous Board meeting and has remained on the agenda of each succeeding Board meeting until approved or rejected.</u></p> <p><u>Changes in a proposed Board procedure of policy, except for non-substantive editorial revisions, at the second reading shall cause that reading to constitute a first reading.</u></p> <p>Policies introduced and recommended to the Board shall not be adopted until a subsequent meeting. All policies, new, or revised, will require two readings. The Second Reading will occur at the next legislative meeting. Thus, time shall be given to permit further study and also to give opportunity to interested parties to react. However, temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken.</p>	<p>SC 301, 407, 510, 511 <u>Pol. 000</u></p> <p><u>SC 407</u></p> <p><u>SC 407</u> <u>SC 422, 508</u> <u>BP 006</u></p>
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<p>Section 2</p>	<p>POLICY NO. 003- FUNCTIONS</p>	
	<p><u>The Board may, upon a majority vote, cause to suspend at any time the operation of Board procedure or policy, provided the suspension does not conflict with legal requirements. Such suspension shall be effective until the next meeting of the Board, unless an earlier time is specified in the motion to suspend.</u></p>	
	<p>Procedures of the Board shall be adopted, amended, or repealed by a two-thirds vote of the <u>present Board members.</u> full Board.</p>	<p><u>Pol. 006</u></p>
	<p>Policies shall be adopted, amended, or repealed by a majority vote of the <u>present Board members</u>full Board, <u>which will be five (5) votes.</u></p>	<p><u>Pol. 006</u></p>
	<p>The adoption, modification, repeal, or suspension of a Board procedure or policy shall be recorded in the minutes of the Board <u>meeting.</u> All current procedures and policies shall be <u>maintained in the Board Policy Manual and disseminated appropriately.</u> printed in the Board policy manual.</p>	<p><u>Pol. 007</u></p>
	<p><u>Executive</u></p>	
<p>The Board shall exercise its executive power by the appointment of a District Superintendent who shall be the Chief Executive Officer and shall enforce the statutes of the Commonwealth, the Regulations of the State Board of Education and the policies of the Board of School Directors, <u>and all other applicable laws and regulations.</u> The superintendent shall occupy a seat on the Board but shall have no power to vote.</p>	<p>SC <u>508, 1001, 1081</u></p>	
<p>The Superintendent shall <u>be responsible for implementing Board policies and establishing rules and regulations</u> prepare administrative guidelines for the <u>operation administration</u> of the sSchool dDistrict which are not inconsistent with <u>state and federal statutes or regulations</u>the statutes or regulation of the State Board, are dictated by the policies of this Board, and which shall be and are binding to on the employees of this District and the students in the schools of this District. <u>district employees and students when issued.</u></p>	<p><u>SC 510</u> <u>Pol. 000</u></p>	

POLICY NO. 003- FUNCTIONS

The Board reserves the right to review any and all administrative regulations that the Superintendent is required to promulgate pursuant to the requirements of any policy adopted by the Board, and to direct revision of such administrative regulations when it considers the regulation to be inconsistent with Board policy or district practices. However, the Board shall not adopt administrative regulations unless required by law or requested by the Superintendent. Such adoption and/or amendment of administrative regulations shall adhere to the policy for adoption and amendment of Board procedures and policies.

The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board in writing as soon as possible and ratified if necessary at the next Regular Board Meeting. ~~by letter and at the meeting next following such action.~~

Board members seeking information about agenda items and operational issues may contact appropriate school district administrators directly. Such direct contact shall be limited to the ~~S~~superintendent, ~~A~~assistant ~~S~~superintendent, those who report directly to the Superintendent, directors, supervisors, and principals. If the request of Board members becomes too numerous or burdensome, individual administrators shall advise both the Board member making the request and the ~~S~~superintendent. All parties shall then establish a priority system by which the requested information will be made available.

The Superintendent or their designee shall implement a procedure to inform Board members and designated employees of their responsibility under the Ethics Law.

Whenever responsibility is delegated to the Superintendent or other administrator, it is understood that such individual may designate a representative to act on their behalf.

Pol. 008

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

Section 3

ReviewJudicial

<p>Section 4</p>	<p style="text-align: center;">POLICY NO. 003- FUNCTIONS</p> <p>The Board of School Directors may assume jurisdiction over controversies or disputes arising within this school district and concerning any matter over which the Board has authority granted by statute or where the Board has retained jurisdiction in contract or policies.</p> <p>In furtherance of its adjudicatory function, the Board may hold hearings in accordance with law which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.</p> <p><u>Beyond the basic requirement of due process, a hearing may vary in form and content in line with the severity of the consequences that may flow from it, the difficulty of establishing findings of fact from conflicting evidence, and the impact of the Board’s decision on the school district.</u></p> <p><u>Contractual</u></p> <p>The Board President shall appoint one or more representatives to act as a liaison at each negotiation session. The role of the liaison will be to observe the actual negotiations process at the bargaining table and gather information. The liaison will not participate in the bargaining process. The liaison should report information and impressions to the Board orally or through written communications as often as necessary. Every Board member will be encouraged to attend at least one session.</p> <p><u>In addition to the Chair of the Personnel and Negotiations Committee, the Board may elect other members to participate in contract negotiations on behalf of the Board. One Board member is responsible to report back to the Board orally or through written communications as often as necessary as to the status of negotiations. Any Board member is welcome to attend a negotiation session.</u></p> <p>The Board’s role in the hiring process shall be limited to the following areas:</p>	<p>SC 510, 1126 et seq.</p> <p>2 Pa. A C.S. A. Sec. 551 et seq.</p> <p><u>2 Pa. C.S.A. Sec. 551 et seq.</u></p>
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POLICY NO. 003- FUNCTIONS

a. Members designated by the president will be part of the screening and interview team for Superintendent, Assistant Superintendent, central office directorships, and principals.

b. Board members will not participate in the screening or interview process for any other position, curricular, extracurricular, or support staff positions unless the Board assumes jurisdiction over a current controversy or dispute, under Section 3 of this policy and thereby determines such participation necessary. **The Superintendent and/or designee will develop the procedures and rubrics to be used in the hiring of these positions.**

References:

School Code – 24 P.S. Sec. 301, 407, 508, 510, 511, 1001, 1081

Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.

Public Officials and Employee Ethics Act – 65 Pa. C.S.A. Sec. 1101 et seq.

Board Policy – 000, 006, 007, 008

Policy Guide



Policy No. 004
 Section LOCAL BOARD PROCEDURES
 Title MEMBERSHIP
 Adopted AUGUST 21, 1989
 Revised OCTOBER 10, 2006;
FEBRUARY 16, 1998

POLICY NO. 004 – MEMBERSHIP		
Section 1	<p><u>Number</u></p> <p>The Board of School Directors shall consist of nine (9) members.</p> <p><u>The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.</u></p>	<p>SC 302, 303, 304, 305</p> <p><u>SC 1081</u></p>
Section 2	<p><u>Qualifications</u></p> <p>Each member of the Board shall meet the following qualifications:</p> <p>a. Each member shall be of good moral character, at least eighteen (18) years of age, shall have been a resident of the District for at least one (1) year prior to the date of election or appointment, shall not be a holder of any office or position of profit under any government in the School District of Keystone Oaks as specified in Section 322 of the school code, nor shall be a member of the municipal council.</p> <p>b. Each member s Shall not have been removed from any office of trust under federal, state, or local laws for any malfeasance in such office.</p> <p>c. Except as provided by law, each member shall not be engaged in a business transaction with the School district, be employed by the School District, or</p>	<p>SC 322</p> <p>SC 323</p> <p>SC 324</p>

	<p style="text-align: center;">POLICY NO. 004 – MEMBERSHIP</p> <p>receive pay for services from the School District.</p> <p>d. Each member shall, before entering the duties of the office, take and subscribe to the oath or affirmation prescribed by statute.</p> <p>e. Each member shall file a statement of financial interests with the State Ethics Commission before taking the oath of office or entering upon his/her duties <u>and annually by May 1.</u></p> <p>Section 3 <u>Election</u></p> <p>Election of members of the Board of School Directors shall be in accordance with law.</p> <p>The Board shall include three (3) members from each of the three communities comprising the District; namely, the Boroughs of Castle Shannon, Dormont, and Green Tree. In November of each odd-numbered year, each community will elect one or more members from its citizenry to serve for a four (4) year term.</p> <p>Section 4 <u>Vacancies</u></p> <p><u>A vacancy shall occur by reason of death, resignation, removal from a district or region, or otherwise. Such vacancy shall be filled in accordance with the Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the vacancy. The Board member so appointed shall serve until the first Monday in December after the first municipal election occurring more than sixty (60) days following his/her appointment. When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Allegheny County.</u></p> <p>Whenever a vacancy shall occur on the Board because of a member’s death, resignation, removal from the District or otherwise, the Board shall elect a successor to fill the vacancy. The communities of the School District are normally notified of the vacancy through</p>	<p>SC 321</p> <p>65 Pa. C.S.A. <u>Sec. 1102, 1104, 1105</u> <u>Title 51 Sec. 15.2, 15.3S-404 (d)</u></p> <p>SC 301 et seq.</p> <p>SC 303</p> <p>SC 315, 316, 317, 318, 319 65 Pa. C.S.A. Sec. 701 et seq.</p>
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<p>Section 5</p>	<p style="text-align: center;">POLICY NO. 004 – MEMBERSHIP</p> <p>the School District newsletter.</p> <p>Upon acceptance or recognition of the vacancy, the Board has thirty days to fill the vacancy.</p> <p>Depending upon length of the unexpired term to be filled, the availability of qualified candidates identified through prior interviews or other means, or based on additional factors present at the time a vacancy occurs, the Board may select the successor to the unexpired term from known qualified candidates.</p> <p>If the Board decided that interviews are necessary, the community in which the vacancy has occurred shall be advised through the School District newsletter or other form of public notice that application for the position of School Director should be submitted to the Board Secretary.</p> <p>The Board of School Directors, through a duly authorized committee including representation from the borough where the vacancy exists, <u>shall</u> interview prospective candidates, except that, should the number of interested persons be excessive in the opinion of the committee, the application may be screened to limit the interviews to a more acceptable number.</p> <p>The Board Committee, upon completion of the interviews, shall then report its recommendation(s) to the full Board for consideration.</p> <p>At an official meeting ordered or summoned by the Board President, the Board of School Directors shall fill the vacancy in accordance with the applicable provisions of the School Code.</p> <p><u>Term</u></p> <p>The term of office of each School Director shall be four (4) years and shall expire on the fFirst Monday of December. The term of each School Director appointed to fill a vacancy shall expire on the first Monday of December after the municipal election occurring more</p>	<p>SC 303, 315</p>
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	<p style="text-align: center;">POLICY NO. 004 – MEMBERSHIP</p> <p>than sixty (60) days after the appointment. The term of each School Director elected to an unexpired term shall expire at the termination of that term.</p> <p>Section 6 <u>Removal</u></p> <p>Whenever a School Director shall cease to be a resident of the region he/she was elected to represent, School District of Keystone Oaks, his/her <u>eligibility membership to serve</u> on the Board shall cease forthwith.</p> <p>The removal of a School Director who resigns shall become effective upon the presentation of the resignation to <u>of</u> the Board President and upon such date specified therein.</p> <p>A School Director who neglects or refuses to attend two (2) successive Rregular meetings of the Board, unless detained by sickness or prevented by necessary absence from the District, or if in attendance at any meeting neglects or refused to act in an official capacity as a School Director, may be removed from office on the affirmative vote of a majority of the remaining members of the Board.</p> <p>If a person elected or appointed as a School Director, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of his/her term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.</p>	<p><u>SC 315</u></p> <p>SC 315, 319 <u>Pol. 006</u></p> <p>SC 319 <u>Pol. 006</u></p>
<p>Section 7</p>	<p><u>Expenses</u></p> <p>Occasionally School Directors may be required by the nature of their responsibilities, to be present at meetings, conferences, hearing, etc., outside of the School District boundaries. Normally there is sufficient notice given so that necessary expenditures for such conferences, as provided under the School code, including travel, meals, and lodging, can be authorized</p>	<p>SC 516.1</p>

POLICY NO. 004 – MEMBERSHIP

~~in advance at an official meeting of the Board.~~

~~It shall be the policy of the Keystone Oaks School District to authorize Board members to attend unanticipated conferences, beneficial and necessary to the School District, without an official action of the Board, subject to the following conditions:~~

~~a. Notification of the conference shall have been received after a regular monthly meeting of the Board;~~

~~b. The date of the conference is prior to or identical with the date of the next official Board meeting;~~

~~e. Prior approval for Board member travel in excess of \$200 is required.~~

~~In accordance with School Code, members of the Keystone Oaks School Board may, at his/her discretion, submit a mileage reimbursement request for an average of (not to exceed) four (4) meetings per month per fiscal year. The average of four (4) meetings includes, but is not limited to regularly scheduled committee and Board meetings, conference, seminars and conventions.~~

~~Board members, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for necessary expenses actually incurred as delegates to any state convention or association of school directors' convention held within the state, or for necessary expenses actually incurred in attendance authorized by the Board at any other meeting held within the state or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting.~~

~~No member shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year.~~

~~All Board member expense reimbursements must be approved by the Board President, Vice-President or Treasurer~~

POLICY NO. 004 – MEMBERSHIP

Expenses shall be reimbursed only upon presentation of an itemized, verified statement. Advance payments may be made upon the presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred upon return from such conventions, and a refund to be made to the district of such funds remaining or an additional payment be made to the verified expenses actually incurred.

Section 8

Self-Development Opportunities

The Board of School Director places a high priority on the importance of a planned and continuing program of self-development for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The Board, in conjunction with the Superintendent, may ~~shall~~ plan specific in-service education programs and activities designed to assist Board members in efforts to improve their skills as members of a policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership, governance, and community engagement ~~in a modern democratic society.~~

The Board regards the following activities and services as appropriate:

- a. An orientation program shall be conducted for each new Board member;
- b. The District shall subscribe to publications addressed to the concerns of Board members;
- c. Curriculum reports shall be presented at public meetings;
- d. Board members shall be encouraged to participate in School Board conferences,

POLICY NO. 004 – MEMBERSHIP

conventions, and workshops.

e. Joint meetings with neighboring School Boards or a consortium of School Boards shall be pursued for an exchange of ideas on various facets of School District operations.

The Budget will include funds to finance participation of Board members in the activities describes above. In making expenditure from this budget category, School Directors shall exercise discretion in choosing among the available options for travel, lodging and meals and shall provide a written or oral conference report at the next regular meeting of the Board. The Board as a whole, following the procedure outlined in the School Code, shall approve or disapprove the participation of members planned activities. The public shall be kept informed through ~~the news media and~~ reports at Board meetings about the Board’s continuing self-development program and the expected short and long range benefits to the School District.

In keeping with its stated priority on the importance of continuing self-development opportunities for its members, the Board encourages the participation of all members at appropriate School Board conferences, workshops, and conventions. Board members may attend professional conferences such as PSBA, NSBA, and local in-service conferences. In order to control both the investment of time and expenditure of funds necessary to implement such activities, the Board establishes the following guidelines:

a. The Board shall identify annually the issues, objectives, and cost benefits that can be ascribed to participation by Board members in conferences, workshops, and conventions.

b. The Board President, Board Secretary, or Superintendent will notify Board members of available intermediate unit or other meetings.

c. The Board shall periodically decide which

POLICY NO. 004 – MEMBERSHIP

meetings appear to offer the most direct and indirect benefits to the District.

d. The Board Secretary will maintain a calendar of such events and will remind the Board of upcoming meetings.

e. Each Board member shall receive Board approval prior to attending an out-of-state conference, workshop, or convention at Board expense.

f. The Board will provide properly budgeted funds to cover expenses for those meetings which have received approval.

g. The Board will reimburse Board members who attend such meetings for actual, but reasonable, expenses as are legally permitted. These expenses shall be itemized and will be approved by appropriate Board action.

h. Reimbursement shall be for actual lodging and meal expenses provided a receipt or written explanation, if no receipt is available, has been submitted.

i. Travel, mileage, etc., are also reimbursable expenses.

j. To receive reimbursement, expense reports must be submitted to the Business Office within thirty (30) days after the conclusion of the meeting.

k. The requirements regarding reimbursement for Board members for travel expenses shall be strictly enforced, and no payment shall be made until receipts for reimbursable expenses are submitted to the Director of Fiscal Services or designee.

l. Reimbursement shall not include or be construed to include compensation to individual Board members.

POLICY NO. 004 – MEMBERSHIP

m. Board members who attend such meetings are encouraged to report to the total Board at the next meeting following their return.

Section 9

Board Self-Evaluation

~~The President shall be responsible for conducting a yearly Board self-evaluation. The results will be compiled and discussed by the Board.~~

~~The following form shall be used as the self-evaluation instrument:~~

References:

School Code – 24 P.S. Sec. 301, 303, 315, 316, 317, 318, 319, 321, 322, 323, 324, 516.1, 1081, 1102, 1104, 1105

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.

Public Officials and Employee Ethics Act – 65 Pa. C.S.A. Sec 1101 et seq.

State Ethics Commission Regulations – 51 PA Code Sec. 15.2, 15.3

**POLICY NO. 004 – MEMBERSHIP
KEYSTONE OAKS SCHOOL DISTRICT**

BOARD SELF-EVALUATION FORM

~~I. Please evaluate the Board’s performance to the best of your ability. A score of (1) one is the lowest possible score and connotes failure. A score of (4) four is the highest score and indicates excellence.~~

	RATING				COMMENT
	1	2	3	4	

A. Relationship with Superintendent

~~1. Establishes written policies for the guidance of the Superintendent in the operation of the schools.~~

~~2. Provides the Superintendent with a clear statement of the expectation of performance and personal qualities against which he/she will be measured periodically.~~

~~3. Reaches decisions only on the basis of study of all available background data and consideration of the recommendation of the Superintendent.~~

~~4. Requests information through the Superintendent and from staff members with the knowledge of the Superintendent.~~

~~5. Matters tending to alienate either Board members or the Superintendent are discussed immediately rather than being permitted to fester and deteriorate.~~

~~6. Encourages the opportunity for professional growth of the Superintendent.~~

~~7. Provides a climate of mutual respect and trust, offering commendation whenever earned and constructive criticism when necessary.~~

~~8. Takes the initiative in maintaining a professional salary for the Superintendent comparable with salaries paid for similar responsibility in the profession.~~

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4. Requests information through the Superintendent and from staff members with the knowledge of the Superintendent.					
5. Matters tending to alienate either Board members or the Superintendent are discussed immediately rather than being permitted to fester and deteriorate.					
6. Encourages the opportunity for professional growth of the Superintendent.					
7. Provides a climate of mutual respect and trust, offering commendation whenever earned and constructive criticism when necessary.					
8. Takes the initiative in maintaining a professional salary for the Superintendent comparable with salaries paid for similar responsibility in the profession.					

	RATING				COMMENT
	1	2	3	4	
B. Community Relationships					
9. Encourages attendance of citizens at Board meetings and participation in advisory capacity where deemed possible.					
10. Cooperates with various news media.					
11. Channels all concerns, complaints, and criticisms of the school system through the Superintendent for study with expectation that he/she will report back to the Board if action is required.					
12. Provides a forum for the Superintendent to respond to criticism and the efforts of special interest groups.					
13. As an individual, a Board member does not commit to a position in answer to a private inquiry or to public statements unless Board policy is already established and clear. The Board member is merely reciting facts about the school system.					
14. Is aware of community attitudes and the special interest groups which seek to influence the District's program.					
C. Board Meetings					
15. Has established written procedures for conducting meetings which include ample provision for the public to be heard, but prevents a single individual from dominating discussions.					
16. Conducts its meetings in facilities that allow the District's business affairs to be conducted by the Board and its administrative staff effectively.					
17. Selects a chairperson on the basis of ability to properly conduct a meeting rather than on seniority or rotation.					

	RATING				COMMENT
	1	2	3	4	

18. The Board chairperson and the Superintendent plan the agenda together.

19. A professional attitude is maintained in conducting Board business.

20. The privilege of holding over matters for further study is not abused.

21. Each member makes a sincere effort to be informed on all agenda items listed prior to the Board meeting and takes into consideration all staff recommendations before taking action.

22. Board members receive agenda information in adequate time before meetings.

23. As a Board member confidentiality of Board business shall be maintained.

D. Staff and Personnel Relationships

24. Develops and maintains written personnel policies.

25. Authorizes the employment or dismissal of staff members after consideration of the recommendation of the Superintendent.

26. Is receptive to suggestions for improvement of the school system.

27. Encourages staff professional growth.

28. Recognizes staff competencies and contributions to the School District.

29. Understands the instructional program and the general restrictions imposed upon it by the legislature and the State Board of Education

	RATING				COMMENT
	1	2	3	4	

30. Resists the efforts of special interest groups to influence the instructional program if the effect would be detrimental to the students.

31. Encourages the participation of the professional staff and, in certain instances, the public in the development of the curricula.

32. Weighs all decisions in terms of what is best for the students.

33. Provides a policy outlining the District's educational objectives against which the instructional program can be evaluated.

34. Keeps abreast of new developments in course content and teaching techniques through attendance and participation in School Board association conferences, meetings of other educational groups and by reading of selected books and periodicals.

F. Relationship to Financial Management of the Schools

35. Equates the income and expenditures of the District in terms of the quality of education that should be provided and the ability of the community to support such a program.

36. Suggests and secures community support for additional financing when necessary.

37. Establishes written policies which will insure efficient and effective business operations.

38. Authorizes individual budgetary allotments and special nonbudgeted expenditures only after considering the total needs of the District.

	RATING				COMMENT
	1	2	3	4	

G. Personal Qualities

39. A sincere and unselfish interest in public education and in the contribution it makes to the development of children.

40. A knowledge of the community which the school system is designed to serve.

41. An ability to think independently; to grow in knowledge, to rely on fact rather than prejudice and a willingness to hear and consider all sides of a controversial question.

42. Loyalty to other Board members and group decisions cooperatively reached.

43. A respect for, and interest in, people and the ability to get along with them.

44. A desire to work through defined channels of authority and responsibility.

45. A willingness to devote the necessary time to become an effective Board member.

ADDITIONAL COMMENTS

Please review last year's Board Goals for Keystone Oaks School District and comment on the Superintendent's achievement of those goals.

Policy No. 005

Section LOCAL BOARD PROCEDURES

Policy Guide

Title ORGANIZATIONS

Adopted AUGUST 21, 1989

Revised 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 past President- Board Secretary who shall preside over the election of a temporary President from among the holdover members of the Board. The Secretary of the Board shall be secretary of the meeting. <u>In an election year, t</u>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 by the Secretary of the Board. <u>The solicitor shall present copies of the certificates of election or appointment to the Board Secretary.</u></p> <p>An authorized person shall administer the oath or affirmation of office to those Board members who have The temporary President or notarized officer shall administer the oath of affirmation of office to such school directors as have not previously taken and subscribed <u>to</u> the same.</p>	SC 402, 426 401
Section 3	<p><u>Officers</u></p>	SC 321, 402

	<p style="text-align: center;">POLICY NO. 005- ORGANIZATION</p> <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 <u>(2)</u> candidates who received the greatest number of votes.</p> <p>a. The school directors shall annually, during the first week of in December, elect from their members a President and a Vice-President, who shall serve for one (1) year.</p> <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 Preside 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> <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> <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> <p>The school treasurer shall not enter upon such duties until furnishing bond in accordance with law and with the approval of the Board. The school treasurer shall 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 years, elect a Secretary who shall serve a term</p>	<p>SC 404427</p> <p>SC 427</p> <p>SC 428</p> <p>SC 404</p> <p>SC 439</p> <p>SC 436, 438</p> <p>SC 404</p>
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<p>Section 4</p>	<p style="text-align: center;">POLICY NO. 005- ORGANIZATION</p> <p>of four (4) years beginning the first day of July following such election.</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><u>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.</u></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>Officers of the Board may be removed from office for incompetence, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided that the officer charged shall have been given due notice of the reasons therefore and an opportunity for a hearing, and provided that said removal has been approved by the affirmative vote of a majority of the full number of school directors.</p> <p><u>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.</u></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 433</p> <p>SC 324, 404, 405, 514</p> <p>PA. Const. Art. VI Sec. 7 Pol. 006</p> <p>SC 508, 683</p>
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	<p style="text-align: center;">POLICY NO. 005- ORGANIZATION</p> <p>b. School physician(s);</p> <p>c. School dentist;</p> <p>d. <u>School solicitor</u></p> <p>e. An Independent auditor;</p> <p>f. Delegates to a State convention or association of school directors; and</p> <p>g. <u>Other appointments the Board deems necessary</u> Up to two (2) members and the Superintendent to attend faculty/staff retirement dinners, when appropriate.</p> <p>The Board may appoint a Solicitor and such other appointees, clerks, or employees as it may deem proper and shall define their duties and fix their salaries.</p> <p>The authority to make assignments to the school Solicitor is restricted to specific school directors and District personnel as follows:</p> <p>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>b. School district personnel below the rank of Superintendent do not have access to the Solicitor, except that the Assistant Superintendent and Director of Fiscal Services may contact the Solicitor in the absence of the Superintendent or Board Secretary, respectively. The Board’s Vice-President, of course, may act in the absence of 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 may be removed from office for</p>	<p>SC 1410</p> <p>SC 1410</p> <p><u>SC 324,406</u></p> <p>SC 2401</p> <p>SC 516</p> <p>SC 406, 324</p> <p><u>SC 514</u></p>
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<p>Section 5</p>	<p style="text-align: center;">POLICY NO. 005- ORGANIZATION</p> <p>incompetence, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided the appointee so charged shall have been given due notice of the reasons therefore and an opportunity for a hearing and provided said removal has been approved by the affirmative vote of a majority of the full number of school directors.</p> <p>Appointees 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><u>Resolutions</u></p> <p>The Board shall, at the organization meeting, but shall no later than July 1 of the following year do the following:</p> <ul style="list-style-type: none"> a. Designate a depository for school funds; b. Designate a newspaper of general circulation as defined in accordance with law; c. Designate a normal day, place, and time for regular legislative and business meetings; d. Designate a normal day, place, and time for open committee meetings; e. Adopt a School Board action calendar. <p>The action calendar shows the necessary items which must be considered by the Board of School Directors during the period indicated below. This calendar is tentative and may be altered at any time unless the action is mandated.</p> <p style="text-align: center;"><u>July</u></p> <ul style="list-style-type: none"> 1. Audit begun 2. Appointment of medical and dental examiners. 3. Appoint auditor for earned income tax in accordance with 	<p><u>PA. Const. Art. VI</u> <u>Sec. 7</u> <u>Pol. 006</u></p> <p>SC 621</p> <p>SC 106</p> <p>SC 421</p>
	<ul style="list-style-type: none"> 1. Auditors begin duties July 1. (SC 2401 and 2431) 2. (SC 1410) 	

POLICY NO. 005- ORGANIZATION

~~the agreement with the
Boroughs of Castle Shannon,
Dormont, and Greentree~~

November

- | | |
|---|--|
| 1. Election of Board members | 1. Term of office to begin first week of December following election. Term of office is four years. |
| 2. Mid-year Evaluation of Superintendent | |

December

- | | |
|--|---|
| 1. Organization Meeting (first week of December). | 1. Election of President and Vice President to serve one year term. |
| 2. Presentation of certificates of election. | 2. (SC-320) |
| 3. Administration of oath of office to newly elected members. | 3. (SC-321) |
| 4. Appointment of Solicitor. | 4. (SC-406) |
| 5. Appointment of Legislative Council. | 5. Representatives to PSB Legislative Council shall be appointed in December of each year. |
| 6. Board self-evaluation as per policy. | 6. Board Policy 004 |

January

~~1. Appointment of chairpersons of standing committees on Athletics and Activities; Budget and Finance; Buildings, Grounds and Transportation; Cafeteria; Communications; Education and Technology; Insurance; Personnel and Negotiations; Policy and Planning; and~~

POLICY NO. 005- ORGANIZATION

~~representatives to Parkway
West and Pathfinder Boards,
and SHASDA.~~

March

- ~~1. Inspection of buildings and property in preparation for summer maintenance program.~~
- ~~2. Study of Proposed budget by Finance Committee.~~

April

- | | |
|--|---|
| 1. Authorization for school census | 1. Census required every three (3) years between March 1 and September 1. (SC 1351) |
| 2. Election of tax collectors: | 2. Election must be made prior to June 1 (See Act 511 of 1965 Legislation.) |
| 3. Fixing tax rate and levy of wage tax, and advertising short notice of the Resolutions: | 3. May be levied in April or May. (See Act 511 of 1965 Legislation.) |
| 4. Proposal of budget. | 4. Thirty (30) days must elapse before final adoption. Ten (10) days public notice required and must be open for at least twenty (20) days. (SC 687) |
| 5. Adoption of school calendar. | 6. Fix times of vacations. Minimum of 180 school days. |
| May | |
| 1. Election of Treasurer: | 1. To serve for one (1) year beginning July 1. |
| 2. Election of Secretary: | 2. Beginning with 1953, must be elected every four (4) years. To take office July 1. |

June

- ~~1. Evaluation of performance~~

<p>Section 6</p>	<p style="text-align: center;">POLICY NO. 005- ORGANIZATION</p> <p>of members of the administration team in cooperation with the Superintendent.</p> <p>2. Assigning administrative salaries.</p> <p>3. Evaluation of the Superintendent and assigning of salary.</p> <p>4. Final adoption of budget.</p> <p><u>Committees</u></p> <p>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.</p> <p>The nine standing committees of the Board of Education are: Athletics and Activities; Budget and Finance; Buildings, Grounds and Transportation; Cafeteria; Communications; Education; and Technology; Insurance and Safety; Personnel and Negotiations; Policy and Planning. Board liaisons will be appointed to represent the district: SHASDA, Pathfinder, and Parkway West Boards, and Golden Wings Foundation. The Board president appoints these committees at the regular January meeting. Members serve for a period of one (1) year and may be reappointed at the discretion of the President.</p> <p>a. <u>Athletics and Activities Committee</u></p> <p>This committee collaborates with the Athletic Director on oversees all activities involved with the athletics programs and related organization, inclusive of booster clubs and relevant fund-raising initiatives. The employment of coaches, assistant coaches and supportive staff also fall under this committee's purview. Knowledge of PIAA/WPIAL rules, district policies and procedures is beneficial. School activities and sponsors so identified in the KOEA Agreement are also governed by this committee.</p> <p>b. <u>Budget and Finance Committee</u></p>	<p>(SC 508, 1164)</p> <p>(SC 687)</p>

POLICY NO. 005- ORGANIZATION

~~This committee collaborates with the Director of Fiscal Services in the development of the Budget, has direct on ongoing involvement with the development of the district's entire annual budget. Involvement in year round calendar of meetings begin in earnest February of each fiscal year and progress until final adoption in June. Knowledge of finance and accounting is beneficial.~~

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. Employment of service support staff would have this committee's recommendations. Knowledge of the construction trades, bid processes, and material and structural elements is beneficial.~~ In addition, this committee's responsibilities are to examine the transportation needs of the student population and make recommendation on requirements, purpose and cost of the transportation routes and related budgetary issues. ~~Knowledge of the community and demographics is beneficial.~~

d. Cafeteria

This committee ~~collaborates with the Director of Food 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. explores means of improving service and cost controls. Knowledge of funding sources, food supplies and nutrition is beneficial.~~

e. Communications

This committee ~~advises the administration on serves as~~

POLICY NO. 005- ORGANIZATION

~~the liaison between the school and communities, school and non-school publications, calendars, websites, social media, radio, television and internet broadcasts Facebook page and other forms of communication as appropriate to communicate the activities and programs of the District. audiovisual production falls within the governance of this committee. Knowledge of journalism and media is beneficial.~~

f. Education and

~~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 on academic excellence and the delivery of a high quality curriculum. has a fundamental responsibility to monitor and review the educations programs, initiatives and progress, of the entire school district inclusive of regular, vocational and special education. Employment of all professional staff, fall within this committee's recommendations.~~

g. Technology

~~This committee has a fundamental responsibility to monitor and review the educations programs and technological support systems, initiatives and progress, of the entire school district inclusive of regular, vocational and special education. Employment of all professional staff, fall within this committee's recommendations. Knowledge of educational research, trends and delivery of service models is beneficial. This committee collaborates with the Director of Technology to provide for the technology that is required to deliver a robust and rich curriculum to all students throughout the District and providing seamless communication and infrastructure for the efficient operation of the district.–At times, this committee also collaborates with the Education Committee.~~

h. Insurance and Safety

POLICY NO. 005- ORGANIZATION

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 Safety Coordinator in providing for a safe learning environment for students and staff. Safety subcommittee meetings are required. Knowledge of providers and cost containment is beneficial.

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 the Keystone Oaks Education Association. This committee also oversees all EEOC and Pennsylvania Human Relations committee complaints as contract grievance procedures. Knowledge of personnel law and collective bargaining procedures is beneficial. This committee works with the Superintendent to identify personnel needs and developing plans to address those needs. This committee also works to develop strategy for the collective bargaining process.

j. Policy and Planning

This committee makes recommendations on the development of the Strategic Plan, new policies and reviewing previous policies in order to as they address legislation, statutes, case law and legal decisions, as well as social and educational issues. As the primary role of the School Board, promulgation of policy requires constant and ongoing review and updates. Knowledge of School Code and legal decision is beneficial.

School Code 106, 324, 401, 404, 404, 405, 406, 421, 434, 436, 438, 514, 516, 621, 638, 1401, 2401
References:

POLICY NO. 005- ORGANIZATION

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 NO. 006- MEETINGS

time.

Present means either physically at the meeting or attending through other media.

Section 3

3.

Guidelines

Presiding Officer

~~A.~~ The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead his/her stead. If neither person is present, a School Director shall be elected President Pro Tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.

The presiding officer shall, along with all other Board members, have the ability to vote on all issues brought before the Board for a vote.

SC 405, 426, 427, 428

Section 4

B. Notice

~~–~~Notice of all open public Board meetings, meetings of the Board including committee meetings; and work sessions, Discussion Sessions, Business/Legislative meetings, and special meetings shall be given by ~~the~~ publication of the date, time and place of such meetings in the newspaper(s) of general circulation in the School District, as designated by the Board, and the posting of such notice at the District’s Business Office, as well as the District’s official website.

65 Pa. C.S.A. Sec. 703, 709

~~a. 1.~~ Notice of regular meetings Discussion Sessions and Business/Legislative meetings shall be given by ~~the~~ publication and posting of a schedule showing the data, place, and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.

65 Pa. C.S.A. Sec. 703, 709

~~b. 2.~~ Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall ~~not~~ be waived required when a special meeting is called to deal with an actual emergency involving a clear and present danger to life of property.

65 Pa. C.S.A. Sec. 703, 709

POLICY NO. 006- MEETINGS

~~c3.~~ Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meetings.

65 Pa. C.S.A
Sec. 703, 709

~~d4.~~ Notice of all recessed and reconvened meetings shall be given at the time the meeting is recessed and reconvened, and by posting a notice of the place, date and time of the meeting and sending copies of such notice to all interested parties.

65 Pa. C.S.A
Sec. 703

~~e5.~~ Notice of all public meetings shall be given to any newspaper(s) circulating in Allegheny County ~~and any or to~~ a radio or television station which so requests. Notice of all public meetings shall be given to any individual who requests and provides ~~see~~ a stamped, self-addressed envelope for such notification, or provides an email address to the Board Secretary.

65 Pa. C.S.A
Sec. 709

Written notice of all regular and special Board meetings shall be given to Board members, by United States mail or e-mail, prior to the time of the meeting.

SC 423

~~6. Notice of executive sessions, if not previously announced, shall be provided in writing to members of the Board of School Directors at least twenty four hours prior to the executive session. Notice of executive sessions to the public shall be given prior to the conduct of the executive session, if time permits, or at the next public meeting or as an announcement at the public meeting next succeeding the date and time of the executive session.~~

Section 5

~~C.~~ **Regular Meetings**

Regular Board meetings shall be public and shall be held at specified places at least once every two (2) months. — Discussion Sessions and Business/Legislative meetings of the Board of School Directors shall be public and shall be held on such date(s) as shall be established by the Board of School Directors in accordance with applicable provisions of the Public School Code of 1949, as amended.

SC 421
64 Pa. C.S.A.
Sec. 701 et Seq.

It shall be the responsibility of the Superintendent, in cooperation with ~~with the aid and advice of~~ the Board President and Board Secretary, to prepare an agenda of the

POLICY NO. 006- MEETINGS

items of business to come before the Board at each regular meeting. ~~Discussion Session, Business/Legislative Meeting and special meetings.~~

The agenda for each regular meeting, together with all such reports as can be completed at that time, shall be provided to each Board member at least three (3) days before the meeting ~~school director~~ and made available to the public at designated locations, ~~by 4:00 o'clock p.m.~~ at least 24 hours prior to the meeting date.

Agenda items that are not available at the 24 hour posting period may appear on an addendum on an as needed basis. The addendum will be available at the scheduled meeting.

Section 6

D. Special Meetings

— Special meetings shall be public and may be called for special or general purposes.

The president may call a special meeting at any time and shall call a special meeting upon presentation of a request in writing of three (3) School Directors. Upon the President’s failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the School Directors.

65 Pa. C.S.A. Sec. 701 et seq.

SC 426

Section 7

E. Reorganization Meeting

—An annual reorganization meeting of the Board of School Directors shall be held during the first week of December at a date, time, and location established by the Board of School Directors.

SC 401

Section 8

F. Hearing of Citizens

—A member of the public present at a meeting of the Board, ~~who is a District employee or resident~~, may address the Board in accordance with the Board’s rules and Board Policy 903. ~~The Board President at Board meetings or committee Chairperson at a committee meeting shall provide time at the beginning of the meeting to hear resident or employee comments on agenda items, and at the end of the~~

65 Pa. C.S.A. Sec. 701 et seq. Pol. 903

POLICY NO. 006- MEETINGS

~~meeting to hear resident or employee comments of a general nature.~~

~~At the discretion of the President or committee Chairperson, public comments shall be limited to three (3) minutes per person.~~

~~The Board Secretary or committee Chairperson shall record the name and address of the person recognized and the subject of the comments in the official meeting minutes.~~

Section 9

G- Voting

—All motions shall require for adoption ~~the affirmative vote of the a~~ majority vote of ~~those~~ Board ~~of School Directors members present and voting~~, except as provided by statute or ~~this~~ policy:

All motions and resolutions under 9a, 9b, and 9c below shall be by oral roll call vote. Other motions may be by voice vote at the discretion of the President, or presiding officer, unless a Board member requests the vote to be by call.

a. The following actions required the unanimous consent of all the remaining members of the Board:

1. ~~The following action requires the unanimous consent of all remaining members of the Board:~~ Appoint as attorney or solicitor for the Board of School Directors an individual who has served for two (2) consecutive terms of four (4) years each, after resigning from office.

SC 324

b. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:

~~2. The following actions require the recorded affirmative votes of two-thirds of the full number of school directors:~~

1.a. Transfer of budgeted funds during the first three (3) months of the fiscal year.;

SC 609, 687

2b. Transfer of any unencumbered balance or portion thereof from one appropriation to another or from one spending agency to another during the last nine (9)

SC 687

POLICY NO. 006- MEETINGS	
<u>months of the fiscal year.</u>	
c. Incurrence of temporary debt or the borrowing of money upon an obligation;	
3d. Incurrence of temporary debt to meet an emergency or catastrophe;	<u>SC 687</u>
4e. Election to a teaching position of a person who has served as a School Director in District, following his/her resignation as a School Director.	<u>SC 324</u>
5f. The conveyance of land or building to the municipality coterminous with the School District.	<u>SC 707</u>
6g. The adoption or change in approved textbooks without the recommendation of the Superintendent.	<u>SC 803</u>
7h. The dismissal, after hearing, of a tenured professional employee.	<u>SC 1129</u>
c.2--The following actions require the recorded affirmative votes of a majority of the full Board of Directors:	
1a. Fixing the length of school term.	<u>SC 508</u>
2b. Adopting textbooks recommended by the Superintendent.	<u>SC 508</u>
3e. Appointing the District Superintendent and Assistant Superintendent(s).	<u>SC 508, 1071, 1076</u>
4d. Appointing teacher and principals.	<u>SC 508</u>
5e. Adopting the annual budget.	<u>SC 508</u>
6f. Appointing tax collectors and other appointees.	<u>SC 508, Pol. 005</u>
7g. The levying and assessing taxes.	<u>SC 508</u>
8h. The purchase, sale, or condemnation of <u>land</u> property;	<u>SC 508</u>

POLICY NO. 006- MEETINGS	
<u>9i.</u> The determination of the location and amount of any real estate required by the School District for school purposes.;	<u>SC 702</u>
<u>10j.</u> The vacating and/or abandoning of property to which the Board has title;	<u>SC 708</u>
<u>11k.</u> The removal of a School Director.;	<u>Pol. 004</u>
<u>12l.</u> The determination of holidays other than those provided by statute which shall be observed by special exercises, and those on which schools shall be closed for the whole day.;	<u>SC 1503</u>
<u>13m.</u> The declaration that a vacancy exists on the Board by reason of failure or neglect of School Director to qualify.;	<u>Pol. 004</u>
<u>14n.</u> The removal of an officer of the Board.;	<u>Pol. 005</u>
<u>15o.</u> The removal of an appointee of the Board.;	<u>Pol. 005</u>
p. The adoption, amendment or repeal of a Board	
<u>167.</u> Locating new buildings or changing the location of old ones.	<u>SC 508</u>
<u>178.</u> Adopting planned instruction.	<u>SC 508</u>
<u>189.</u> Establishing additional schools or departments.	<u>SC 508</u>
<u>1920.</u> Designating depositories for school funds.	<u>SC 508, 621</u>
<u>204.</u> Expending district funds.	
<u>212.</u> Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to \$10,000 bid requirements).	<u>SC 508</u>
<u>223.</u> Fixing salaries or compensation of officers, teachers, or other appointees of the Board.	<u>SC 508</u>

<p><u>Section 10</u></p>	<p>POLICY NO. 006- MEETINGS</p> <p><u>234. Combining or reorganizing into a larger school district.</u></p> <p><u>245. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.</u></p> <p><u>256. Dismissing, after a hearing, a non-tenured employee.</u></p> <p><u>267. Adopting a corporate seal for the district.</u></p>	<p><u>SC 224</u></p> <p><u>SC 508</u></p> <p><u>SC 508, 514, 1080</u></p> <p><u>SC-212</u></p>
	<p><u>H-Teleconferencing/Videoconferencing</u></p> <p>—The Board recognizes that certain situations may prevent a Board member from attending a scheduled Board meeting, i.e., a regular meeting, a special meeting, and/or the annual reorganization meeting. In such cases, the Board authorizes the use of teleconferencing/<u>videoconferencing</u> by the absent Board member subject to the following conditions:</p> <p><u>a1. A Board member may participate by teleconference/<u>videoconference</u> only if quorum is met<u>five (5) or more of the remaining School Directors are physically present at the meeting.</u></u></p> <p><u>b2. Each Board member participating through teleconferencing/<u>videoconferencing</u> must be able to hear the comments of, and to speak to, all those present at the meeting, and all those present at the meeting must be able to hear the comments of, and speak to, the Board member participating by teleconference/<u>videoconference</u>.</u></p> <p><u>c3. The physically absent Board member/s may participate in all discussion, deliberations and votes of the Board as if physically present at the meeting. However, if the President or Chair of the meeting determines that the absent Board member cannot be heard by all those present or those present cannot be hear by the absent member, the teleconference/<u>videoconference</u> shall be terminated as to that member, and that Board member shall not be permitted</u></p>	<p>SC 407</p>

POLICY NO. 006- MEETINGS

to cast any further votes.

d4. If, for any reason, the telephone conference with the Board member(s) is terminated before the adjournment of the meeting, the meeting shall only continue after reasonable measures have been taken to attempt to reconnect with the Board member(s) and a majority vote to proceed by the remaining present Board members. ~~and~~ Aan annotation shall be made in the official minutes of the meeting to the effect that the absent Board member(s)/s was/were no longer participating in the meeting.

e5. Each Board member who anticipates the necessity of participating in a meeting by teleconferencing shall provide notice to the Superintendent or his design as early as possible prior to commencement of the meeting from which he/she will be absent. At that time, the District Superintendent or his designee shall provide each such Board member with the number for the Board member to call in order to participate in the meeting by teleconference, if the appropriate number had not already been provided, or if the number has changed. At that time, the Superintendent or his designee shall also make the necessary arrangements of provision of telephone equipment to be used by those members present, to call in the telephone conference center and to communicate with all absent Board members who choose to participate in the meeting in that manner.

f6. -A member of the Board who is present at the meeting through teleconferencing shall be permitted to vote only by roll call.

g7. Teleconferencing/videoconferencing will be permitted during executive session in accordance with the aforementioned guidelines. In addition, the Board member who is teleconferencing/videoconferencing into executive session must maintain confidentiality and assure that no other individual can hear the information being discussed.

Section 110

I- Minutes

—The Board shall cause to be made and retain as a permanent record of the District minutes of all open

SC 518
65 Pa. C.S.A.

	<p style="text-align: center;">POLICY NO. 006- MEETINGS</p> <p>meetings of the Board attended by a quorum, with the purpose of deliberating business or taking official action. Said minutes shall indicate:</p> <p><u>a1. The date, time and place of the meeting.;</u></p> <p><u>b2. The names of <u>Board</u> members present.;</u></p> <p><u>c. The presiding officer.</u></p> <p><u>d3. The substance subject of all <u>official</u> actions <u>and deliberations, taken and the record by individual member of the roll call votes taken;</u> and</u></p> <p><u>e. Actions taken.</u></p> <p><u>f. Recorded votes and a record by individual members of all roll call votes taken.</u></p> <p><u>g4. The names of all citizens who appeared officially and the subjectgeneral substance of their <u>testimony</u>comments.</u></p> <p><u>The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting via electronic distribution no later than three (3) days before the next regular meeting.</u></p> <p>The official minutes of such meetings will be presented to the Board of School Directors at a subsequent meeting at which time they shall be approved by the Board. The minutes shall then be signed by the Secretary of the Board. Minutes of a Board meeting shall not be releases as the official record of a meeting until such time as they have been officially approved by the Board of School Directors.</p> <p><u>Notations and any tape or audiovisual recordings shall not be the official record of an open public Board meeting.</u></p> <p><u>J. Executive Session</u></p> <p>—The Board may <u>hold conduct</u> an executive session, which is not an open meeting, before, during, and/or at the conclusion of an open meeting, or at some other time.</p>	<p><u>Sec. 706</u></p> <p><u>65 Pa. C.S.A. Sec. 705</u></p> <p><u>SC 407</u></p> <p><u>SC 433</u></p> <p><u>SC 407</u></p> <p><u>65 Pa. C.S.A. Sec 707, 708</u></p>
<p><u>Section 121</u></p>		

POLICY NO. 006- MEETINGS

Notice of any executive session must be given to all Board members at least twenty-four (24) hours in advance of the time of the meeting specifying the date, time, location, and purpose if not announced for a future specific time. Notice must be given to the public ~~The presiding officer shall announce of the reason for holding the executive session; the announcement can be made~~ at the open meeting prior to or after the executive session.

An executive session may be held to:

1. Review and discuss matters that involve lawful privilege or confidentiality;
2. Discuss any matter involving the employment of an individual;
3. Consider matters related to negotiations or administration of a collective bargaining agreement;
4. Consider the purchase or lease of real estate, up to such time as an option to purchase or lease the property is obtained, or up to the time an agreement to purchase or lease the property is obtained (if the agreement is obtained directly without an option) ~~and/or, to~~
5. Consult with an attorney or other professional advisor regarding information or strategy in connection with litigation or with respect to issues on which identifiable complaints are expected to be filed.

There shall be no time limit imposed on executive sessions and official actions based on discussions on executive sessions shall be taken at a public meeting.

Section 132

K. Work Discussion Sessions

—The Board may meet as a Committee of the Whole in an open meeting to discuss issues to be acted upon at a subsequent Business/Legislative meeting. During these sessions, the Board may also engage in committee discussions. No official action may be taken at the discussion session.

65 Pa. C.S.A. Sec 701 et seq. Pol. 006

<p><u>Section 143</u></p> <p>Statutory References</p>	<p style="text-align: center;">POLICY NO. 006- MEETINGS</p> <p><u>The Board Secretary shall provide notice of a meeting of the Committee of the Whole as per the notice provisions of Board procedures. Public notice of such meeting shall be made.</u></p> <p><u>L. Committee Meetings</u></p> <p>— <u>Committee meetings may be called at any time by the committee chairperson with proper public notice, or when requested to do so by members of the committee.</u></p> <p><u>A majority of the total membership of a committee shall constitute a quorum.</u></p> <p><u>Unless held as an executive session, committee meetings shall be open to the public, other Board members, and the Superintendent.</u></p> <p><u>A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of the area under investigation.</u></p> <p><u>Open Meeting Law, 65 P.S. 271, et seq; Sections 212, 224, 324, 405, 422, 426, 428, 508, 514, 609, 621, 634, 687, 707, 803, 1071, 1073, 1076, 1077, 1080, 1111, 1129 and 1503 of the Public School Code of 1949, as amended 24 P.S. 1-101 et seq.</u></p> <p><u>References:</u></p> <p><u>School Code – 24 P.S. Sec. 212, 224, 324, 401, 405, 407, 421, 422, 423, 426, 427, 428, 433, 508, 514, 518, 609, 621, 687, 702, 707, 708, 803, 1071, 1076, 1080, 1129, 1503</u></p> <p><u>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</u></p> <p><u>Board Policy – 004, 005, 006, 903</u></p>	<p><u>65 Pa. C.S.A. Sec. 703, 709</u></p> <p><u>65 Pa. C.S.A. Sec. 703, 709</u></p> <p><u>65. Pa. C.S.A. Sec. 701 et seq.</u></p>
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Policy No. 007

Section LOCAL BOARD PROCEDURES

Policy Guide

Title DISTRIBUTION

Adopted AUGUST 21, 1989

Revised APRIL 19, 1995

POLICY NO. 007 – DISTRIBUTION		
<u>Section 1</u>	<p><u>Authority</u></p> <p><u>The Board adopts the procedures and policies contained in the Policy Manual as a governance tool for the Board and as a resource for district administrators and employees, students, parents/guardians, residents and community members.</u></p>	<p><u>SC 407, 510</u> <u>Pol. 003</u></p>
<u>Section 2</u>	<p><u>Guidelines</u></p> <p><u>The Board Policy Manual shall be published and maintained on the district’s website.</u></p> <p><u>The Board Policy Manual shall be considered a public record and shall be available for inspection in the District Business Office during regular office hours. Copies of the Board Policy Manual shall also be provided to the public libraries located in Castle Shannon Borough, Dormont Borough, and Green Tree Borough</u></p> <p><u>The Superintendent or designee shall dissiminated disseminate policies to students, parents/guardians and staff as required by law and Board Policies.</u></p> <p>This manual of Policies and Procedures is the official governing document for all directors of the Board, the administrators of this District, all personnel employed by the Board, students of the District and all members of the community.</p>	<p><u>65 P.S. Sec. 67.701</u></p> <p><u>SC 3601</u></p>

POLICY NO. 007 – DISTRIBUTION

~~Therefore, copies of this manual shall be given to the following:~~

~~School Directors
Superintendent
Secretary to the Board
Assistant Superintendent, Curriculum and Instruction,
Director of Pupil Personnel & Special Education
Director of Fiscal Services
Building Principals, Assistant Principals
Supervisor of Buildings and Grounds
KOEА President
Board Solicitor.~~

~~Copies of this manual shall be numbered and a record maintained by the Superintendent as to the placement of each copy. Copies of revised pages will be furnished to the holders of copies as changes are made.~~

~~The Manual of Policies shall be considered a public record and shall be open for inspection in the office of the Board Secretary and in each school building during regular office hours.~~

~~The Superintendent shall maintain an orderly plan for the promulgation of policies to staff members who are affected by them and shall provide easy accessibility to an up-to-date collection of policies for all employees of the school system.~~

~~The Superintendent or designee shall be responsible is designated to review existing policy monthly in light of Board actions and in light of revisions to sState and federal statutes and regulations~~procedures~~, and to recommend to the Board the such changes necessary as may be desired to maintain the Board Policy Manual ~~Manual of Policies~~ in a current status.~~

Pol. 003

The Board Policy Manual is the property of the school district; therefore, any hard copy manuals provided to district employees shall be returned to the Board Secretary upon termination of employment or term of office.

	<p style="text-align: center;">POLICY NO. 007 – DISTRIBUTION</p> <p><u>References:</u></p> <p><u>School Code – 24 P.S. Sect 407, 510</u></p> <p><u>Right-to-Know Law – 65 P.S. Sec. 67.701</u></p> <p><u>Board Policy - 003</u></p>	
		School Code 3601

Policy No. 011

Section PROCEDURES

Title BOARD GOVERNANCE STANDARDS/CODE OF CONDUCT

Adopted FEBRUARY 8, 2006

Revised _____

Policy Guide



<p>Section 1</p>	<p style="text-align: center;">POLICY NO. 011 – BOARD GOVERNANCE STANDARDS/CODE OF CONDUCT</p> <p><u>Standards for Effective School Governance</u></p> <p>To promote student growth and achievement, an effective School Board ...</p> <p>a. Advocates for a thorough and efficient system of public education by:</p> <ol style="list-style-type: none"> 1. Promoting public education as a keystone of democracy. 2. Engaging and promoting community support by seeking input, building support networks and generating action. 3. Allocating resources in a manner designed to facilitate student achievement consistent with school district goals and plans. 4. Maintaining legislative awareness and communicating with members of local, state and federal legislative bodies. 5. Ensuring strong management of the school system by hiring, setting goals with and evaluating the Superintendent. 6. Employing qualified staff to meet student and program needs. 	
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**POLICY NO. 011 – BOARD GOVERNANCE
STANDARDS/CODE OF CONDUCT**

b. Models responsible governance and leadership by:

1. Staying current with changing needs and requirements by reviewing educational literature, attending professional development opportunities prior to Board service and continuously during Board service, and preparing to make informed decisions.
2. Interacting with school officials in other districts and using resources provided by organizations and agencies committed to effective governance and management of public schools.
3. Leading with respect and taking full responsibility for Board activity and behavior.
4. Adopting and acting in accordance with the *PSBA Code of Conduct for Members of Pennsylvania School Boards*.
5. Engaging all community stakeholders.
6. Complying with Board policy and all applicable local, state and federal laws and regulations.
7. Operating as a collective Board in making decisions.
8. Participating in annual Board retreats.

c. Governs through policy by:

1. Seeking input from stakeholders and following an established procedure for consideration.
2. Regularly reviewing and, as necessary, revising and adopting Board policy.
3. Delegating to the Superintendent responsibility for implementation of Board policy.
4. Ensuring public access to adopted Board policy.

**POLICY NO. 011 – BOARD GOVERNANCE
STANDARDS/CODE OF CONDUCT**

5. Purposefully linking its actions to applicable Board policies.

d. Ensures that effective planning occurs by:

1. Adopting and implementing a collaborative strategic planning process, including regular reviews.

2. Setting annual goals that are aligned with the Strategic Plan.

3. Linking Board actions to the Strategic Plan.

4. Adopting a financial plan that considers short-term and long-term needs.

5. Adopting professional development plans for Board and staff.

6. Adopting a plan to ensure evaluation of student growth and achievement using relevant data.

7. Adopting a master facilities plan conducive to teaching and learning.

8. Adopting a plan for curriculum review and development.

e. Monitors results by:

1. Using data appropriately to make informed decisions.

2. Ensuring effective practices for evaluation of staff, programs, plans and services.

3. Evaluating its own performance.

4. Assessing student growth and achievement.

5. Evaluating the effectiveness of the Strategic Plan.

f. Communicates with and engages the community by:

**POLICY NO. 011 – BOARD GOVERNANCE
STANDARDS/CODE OF CONDUCT**

1. Distributing relevant information about the district.
2. Providing methods of communication to the Board and appropriate staff.
3. Seeking input through a variety of methods.
4. Including stakeholders in all communications.

Section 2

Code of Conduct for School Board Members

a. We, as members of the Keystone Oaks Board of School Directors, representing all the residents of our school district, believe that:

1. Striving toward ideal conditions for effective School Board service to our community, in a spirit of teamwork and devotion to public education, is the greatest instrument for preserving and perpetuating our representative democracy.
2. The future welfare of this community, commonwealth and nation depends upon the quality of education we provide in the public schools.
3. In order to maintain a free and strong country, our civic obligation to the community, commonwealth and nation is to maintain free and strong public schools in the United States of America, without surrendering our responsibilities to any other person, group or organization.
4. Boards of School Directors share responsibility for ensuring a “thorough and efficient system of public education” as required by the Pennsylvania Constitution.
5. Our fellow residents have entrusted us with the advocacy for and stewardship of the education of the youth of this community.
6. The public expects that our first and greatest priority

**POLICY NO. 011 – BOARD GOVERNANCE
STANDARDS/CODE OF CONDUCT**

is to provide equitable educational opportunities for all youth.

b. Accordingly:

1. The community should be provided with information about its schools and be engaged by the Board and staff to encourage input and support for the school system.
2. Devoting time, thought and study to our duties and responsibilities as School Board members is critical for rendering effective and credible service.
3. Board members should work together in a spirit of harmony, respect and cooperation, despite differences of opinion.
4. Personal decisions should be based upon all sufficient facts, we should vote our honest conviction without partisan bias, and we will abide by and uphold the majority decision of the Board.
5. Individuals have no legal authority outside the meetings of the Board, and should conduct their relationships with all stakeholders and media on this basis.
6. We will not use our positions as School Directors to benefit ourselves or any individual or agency.
7. School Boards must balance their responsibility to provide educational programs with the need to be effective stewards of public resources.
8. We should recognize that the primary responsibility of the Board is to adopt policies by which the schools are to be administered.
9. We should respect that the Superintendent of Schools and his/her staff are responsible and accountable for the delivery of the educational programs and the conduct of school operations.

	<p style="text-align: center;">POLICY NO. 011 – BOARD GOVERNANCE STANDARDS/CODE OF CONDUCT</p> <p>10. Communication with all stakeholders and the media should be conducted in accordance with Board policy.</p>	
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	<p style="text-align: center;">POLICY NO. 903 – PUBLIC PARTICIPATION IN BOARD MEETINGS</p> <p><u>Board.</u></p> <p><u>If the Board determines there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting or to a special meeting occurring before the next regular meeting.</u></p> <p><u>If the public comment period is deferred, voting on items related to those comments must also be deferred till after the public has been given an opportunity to comment on that matter.</u></p> <p><u>Section 3</u> <u>Delegation of Responsibility</u></p> <p><u>The presiding officer at each public Board meeting shall follow Board policy for the conduct of public meetings. Where his/her ruling is disputed, it may be overruled by a majority of those Board members present and voting.</u></p> <p><u>The presiding officer shall allow for public comment on any topic of concern before any Board business takes place at a public Board meeting and at the conclusion of all Board business at all public Board meetings.</u></p> <p><u>Section 42-</u> <u>Procedures</u> <u>Guidelines</u></p> <p><u>Any member of the public present at an open meeting of the Board may address the Board in accordance with the Board rules as follows:</u></p> <p><u>1. A member of the public may address the Board during the Public Comment time on the agenda.</u></p> <p><u>2. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, borough of residence, and group affiliation, if applicable.</u></p> <p><u>3. All statements shall be directed to the presiding officer; no participant may address or question Board members individually.</u></p>	<p><u>65 Pa. C.S.A. Sec. 710.1</u></p> <p><u>SC 407 Pol. 006</u></p>
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POLICY NO. 903 – PUBLIC PARTICIPATION IN BOARD MEETINGS

4. No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.

The presiding officer may:

1. Interrupt or terminate a participant’s statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.

2. Request any individual to leave the meeting when that person does not observe reasonable decorum.

3. Request the assistance of law enforcement officers in the removal of a disorderly person when that person’s conduct interferes with the orderly progress of the meeting.

4. Call a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

The Board Secretary, as well as any member of the public, may record a Board meeting as long as the individuals involved do not disrupt the orderly processes of the Board meeting.

~~A. Those wishing to speak shall register by contacting the Board Secretary by noon on the day of the meeting.~~

~~B. Individuals shall indicate the topic of their comments. If the topic concerns an agenda item, the item shall be designated.~~

~~C. The Board will take public comment on matters appearing on the agenda before the commencement of the business portion of the meeting. Each person will have three (3) minutes to speak and shall state their name and address. Anyone appearing on behalf of a group will be given five (5) minutes. No person may yield their allotted speaking time to another speaker.~~

~~D. Those wishing to comment on matters of public concern~~

POLICY NO. 903 – PUBLIC PARTICIPATION IN BOARD MEETINGS

~~shall be heard at the conclusion of the agenda prior to adjournment. Each person shall be given three (3) minutes to speak. Those speaking on behalf of a group will be given five (5) minutes. No person may yield their allotted speaking time to another speaker.~~

~~E. The public comment period on matters appearing on the agenda shall be limited to twenty (20) minutes. The public comment period at the conclusion of the meeting shall be limited to thirty (30) minutes.~~

~~The School District emphasizes that public comment period is provided to enable individuals to express comments and opinions on matters that are on the agenda and of public concern. Further, the Board of School Directors expects that those attending the public meetings of the Keystone Oaks School District will conduct themselves in an appropriate fashion permitting the responsible conducting of business. Those speaking out during the meeting or disrupting the meeting may be removed from the meeting in order to assure continuation thereof.~~

References:

School Code – 24 P.S. Sec. 407

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.

Board Policy – 006

EDUCATION REPORT

January 30, 2014

Ms. Raeann Lindsey, Chairperson

BOARD ACTION REQUESTED

I. EXTENDED DAY SERVICES SUMMER PROGRAM

It is recommended that the Board approve the Extended Day Services Summer Program at Dormont Elementary School beginning June 11, 2014 and ending on August 19, 2014.

II. CAMP INVENTION

It is recommended that the Board approve Camp Invention during the week of June 23-27, 2014, from 9:00 a.m. – 3:00 p.m., located at Dormont Elementary School.

III. SAT PREP COURSE

It is recommended that the Board approve the SAT Prep Course to be offered in the District at a cost not to exceed \$1,500.

FOR INFORMATION ONLY

I. School Performance Profile

II. Teacher Effectiveness Evaluation

III. Assessment Updates

IV. Inservice Program

V. Steam Room

VI. Olweus Bullying Prevention Program Survey

VII. Follett Used Book Purchase

VIII. Out of District Placements

PERSONNEL REPORT

January 30, 2014

Mr. Joseph Finucan, Chairperson

BOARD ACTION REQUESTED

I. RESIGNATION

It is recommended the Board accept the resignation of **Diane Podsiadlo**, food service employee at Aiken Elementary School, effective January 8, 2014.

II. APPOINTMENTS

A. SUBSTITUTE TEACHERS

In compliance with *Board Policy No. 405 – Employment of Substitute Professional Employees*, it is recommended the Board approve the following individuals as substitute teachers 2013/2014 school year:

<u>Name</u>	<u>Subject</u>
Andresen, Ruben	Social Studies
Bumbernick, Stacey	Middle School Mathematics & Science
Morgan, Barbara Jo	Elementary K-6
Sloan, Krista	Elementary K-4
Snyder, Jamie	Elementary & Social Studies
Tylka, Allyson	Elementary / Special Education

B. SUBSTITUTE SECRETARY/PARAPROFESSIONAL

In compliance with *Board Policy No. 505 – Employment of Classified Substitute Employees*, it is recommended that the Board approve **Celeste Robinson** as a substitute secretary and substitute paraprofessional for the 2013/2014 school year.

C. ATHLETICS

1. Varsity Football Head Coach – Greg Perry

In compliance with the **Keystone Oaks Educational Association 2011-2016, Article XXVII, Athletic Positions and Compensation**, it is recommended that the Board approve **Greg Perry** as the Varsity Football Head Coach for the 2013/2014 school year with a stipend of \$8,110.

2. **Spring Sports**

In compliance with the **Keystone Oaks Educational Association 2011-2016, Article XXVII, Athletic Positions and Compensation**, it is recommended that the Board approve the following Spring sports, coaches, and stipends for the 2013/2014 school year:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Baseball	Head Coach	Scott Crimone	\$4010
	Asst. Varsity	Dan Sloan	\$2,800
	Asst. Varsity	Joe Aul	\$2,500
	Assistant	Bill Theobald	\$2,300
	JV/Assistant	CJ Yurchak	\$2,000
	Volunteer	Mike Smith	
Softball	Head Coach	Mark Kaminski	\$4,500
	Assistant	Open	\$3,120
	JV/Assistant	Ron McMillen	\$3,120
	Middle School	Keith Buckley	\$2,870
	MS Assistant	Kevin Butler	\$2,560
Tennis (Boys)	Head Coach	David Bender	\$3,990
	Assistant	Robert Svidron	\$2,605
Track	Head Coach	Felix Yerace	\$6,050
	Assistant	Brad Bengele	\$3,890
	Assistant	Randy McCann	\$3,890
	Assistant	Open	\$3,890
	Assistant	Jeff Sieg	\$3,890
	Middle School	Dennis Sarchet	\$3,175
	MS Assistant	Open	\$2,560
	MS Assistant	Sarah Hardner	\$2,560
Volleyball (Boys)	Head Coach	Ben Van Balen	\$3,990
	Assistant	Open	\$2,605
Intramurals	Aiken Elementary	Sandra McCann	\$ 733
		Michael Shuck	\$1,467
	Dormont Elementary	Brad Bengele	\$2,200
		Jerry Jeannett	\$2,200
	Myrtle Elementary	Kelly Diven	\$2,200
		Kristie Rosgone	\$2,200

D. FOOD SERVICE EMPLOYEE

In compliance with Board Policy No. 504, Employment of Classified Employees, it is recommended that the Board approve **Delores Welding** as a food service employee for the 2013/2014 school year. Rate of pay will be \$8.75 per hour, Keystone Oaks High School.

III. LEAVES OF ABSENCE

1. It is recommended that the Board approve **Mrs. Christie Bengele**, Kindergarten, Dormont Elementary, for a leave of absence starting April 28, 2014 through June 11, 2014.
2. It is recommended that the Board approve **Mrs. Jennifer Hallam**, Art, Middle School, for a leave of absence starting March 10, 2014 through May 30, 2014.

FINANCE REPORT

January 30, 2014

Mr. Daniel Domalik, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS

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

A.	Accounts Payable for December 31, 2013	\$638,128.66
	Accounts Payable to January 28, 2014	\$724,589.42
B.	Food Service Fund Accounts Payable for December 31, 2013	\$44,903.14
	Food Service Fund Accounts Payable to January 28, 2014	\$32,190.44
	TOTAL	\$1,439,811.66
	(Report total off by \$41.99 due to a voided check)	

II. RESOLUTION 01-14 TAX INDEX

It is recommended that the Board adopt **Resolution 01-14** certifying to the PA Department of Education that the Keystone Oaks Board of School Directors will not raise the tax rate of any tax for the 2014/2015 fiscal year by more than its 2.4% adjusted index.

KEYSTONE OAKS SCHOOL DISTRICT BOARD OF DIRECTORS RESOLUTION 01-14

WHEREAS, on June 27, 2006, the Pennsylvania legislature passed Act 1 of Special Session 2006, entitled the "Taxpayer Relief Act" (hereinafter Act 1");

WHEREAS, Act 1 requires school districts to limit tax increases to the level set by an inflation index unless the tax increase is approved by voters in a referendum or the school district obtains from the Department of Education or a court of common pleas certain referendum exceptions:

WHEREAS, Act 1 does, however, allow a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than its index, provided this resolution must be adopted no later than 110 days prior to the date of the election immediately preceding the upcoming fiscal year;

WHEREAS, the Keystone Oaks School District adjusted index for the 2014-2015 fiscal year is 2.4%;

WHEREAS, the Keystone Oaks School District Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the Keystone Oaks School District for the 2014-2015 fiscal year by more than its index.

AND NOW, on this 30th day of January, 2014, it is hereby **RESOLVED** by the Keystone Oaks School District (hereinafter "District") Board of Directors (hereinafter "Board") the following:

1. The Board certifies that it will not increase any school district tax for the 2014-2015 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code (hereinafter "School Code"), 24 P.S. §6-687, for the adoption of its proposed and final budget.
3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2014-2015 fiscal year.
4. The Administration of the District will submit the District's information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2014-2015 fiscal year.
7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided however:
 - (a) The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 5 and 6 above, the Pennsylvania Department of Education shall compare the District's proposed percentage increase in the rate of the tax with the index.
 - (b) Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.

(c) If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

BOARD PRESIDENT

ERIC A. BRANDENBURG, BOARD SECRETARY

III. BUDGET TRANSFERS

It is recommended that the Board approve the General Fund expenditures transfer to the Capital Reserve Fund expenditures.

BUDGET TRANSFERS - REQUEST
Thursday, January 30, 2014

Fund 10 General Fund

DESCRIPTION	ACCOUNT	ASN	DEBIT	CREDIT
Bldg & Grounds – Repair & Maintenance Myrtle Ele	10-2600-432-000-10-270	2346	\$	\$29,700.00
Bldg & Grounds – Equipment Replacement	10-2600-760-000-30-000	1111		\$18,280.00
Intercompany Account	10-0132-000-000-00-000	99999940	\$47,980.00	
Transfer to Capital Reserve Fund – 3 A/C Compressors – Myrtle Ele; 2 Replacement Doors – MS Locker Room area & 1 door in stairwell outside Administration area				

Fund 32 Reserve Fund

Equipment Replacement	32-2600-760-000-00-000	1011	\$47,980.00	
Intercompany Company	32-0132-000-000-00-000	99999939		\$47,980.00
Transfer from General Fund – 3 A/C Compressors – Myrtle Ele; 2 Replacement Doors – MS Locker Room area & 1 door in stairwell outside Administration area				

Balance Debits / Credits			\$95,960.00	\$95,960.00
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IV. PEMA DESIGNATION OF AGENT RESOLUTION FOR MYRTLE ELEMENTARY SCHOOL

It is recommended that the Board approve **Mr. Christopher Swickline**, Head Custodian, Keystone Oaks High School, as the “Applicant Agent” for Keystone Oaks School District, to execute for and in behalf of the District, a public entity established under the laws of the Commonwealth of Pennsylvania, all required forms and documents for the purpose of obtaining financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288 as amended by Public Law 100-707).

FOR INFORMATION ONLY

I. FINANCE REPORT

The Finance Committee is exploring electronic signatures and an updated check signing process to improve the internal controls and workflow. This may include voting on a motion to approve electronic signatures and a revision to District Policy 616.

II. EXPENDITURE/REVENUE 2013 - 2014 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2013-2014 BUDGET TOTAL	2013-2014 6 MONTH DECEMBER/ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources	\$ 25,101,155	\$ 25,541,604	\$ 25,990,872	\$ 889,717
7000	State Revenue Sources	\$ 9,917,008	\$ 4,599,972	\$ 9,919,430	\$ 2,422
8000	Federal Revenue Sources	\$ 446,504	\$ -	\$ 438,200	\$ (8,304)
Total Revenue		\$ 35,464,667	\$ 30,141,576	\$ 36,348,502	\$ 883,835
					(OVER) UNDER BUDGET
Expenditures					
100	Salaries	\$ 14,673,483	\$ 5,346,727	\$ 14,641,959	\$ 31,524
200	Benefits Professional/Technical	\$ 7,848,904	\$ 3,157,592	\$ 7,794,233	\$ 54,671
300	Services	\$ 1,060,408	\$ 386,546	\$ 1,117,167	\$ (56,759)
400	Property Services	\$ 1,468,919	\$ 825,772	\$ 1,400,561	\$ 68,358
500	Other Services	\$ 4,208,192	\$ 2,058,787	\$ 4,378,034	\$ (169,842)
600	Supplies/Books	\$ 1,419,255	\$ 941,675	\$ 1,411,885	\$ 7,370
700	Equipment/Property	\$ 111,475	\$ 42,562	\$ 99,763	\$ 11,712
800	Other Objects	\$ 1,441,760	\$ 1,087,343	\$ 1,818,002	\$ (376,242)
900	Other Financial Uses	\$ 3,703,500	\$ 3,081,350	\$ 3,703,500	\$ -
Total Expenditures		\$ 35,935,896	\$ 16,928,354	\$ 36,365,104	\$ (429,208)
Expenditures exceeding Revenues		\$ (471,229)	\$ 13,213,222	\$ (16,602)	\$ 454,627

NOTE: Projections are the same as prior month

**III. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF
December 31, 2013**

	11/30/2013				12/31/2013
	ENDING	DEBIT	CREDIT	INTEREST	ENDING
	BALANCE	RECEIVED	DISBURSED	INCOME	BALANCE
GENERAL FUND					
PNC BANK	\$ 10,290,945	\$ 868,164	\$ (2,899,456)	\$ 741	\$ 8,260,394
PLGIT	\$ 10,409,109	\$ 769,802	\$ -	\$ 137	\$ 11,179,048
PSDLAF -interest paid quarterly	\$ 153,700		\$ -	\$ -	\$ 153,700
INVEST PTOGRAM	\$ 170,663			\$ 7	\$ 170,670
	<u>\$ 21,024,417</u>	<u>\$ 1,637,966</u>	<u>\$ (2,899,456)</u>	<u>\$ 885</u>	<u>\$ 19,763,812</u>
CAFETERIA FUND					
PNC BANK	\$ 36,344	\$ 85,537	\$ (81,573)		\$ 40,307
PLGIT	\$ 247,027	\$ 43,442	\$ -	\$ 3	\$ 290,472
	<u>\$ 283,371</u>	<u>\$ 128,979</u>	<u>\$ (81,573)</u>	<u>\$ 3</u>	<u>\$ 330,779</u>
CONSTRUCTION FUND / CAP RESERVE					
PNC BANK	\$ 224,372	\$ -	\$ (0)	\$ 39	\$ 224,411
GRAND TOTAL	<u>\$ 21,532,160</u>	<u>\$ 1,766,945</u>	<u>\$ (2,981,029)</u>	<u>\$ 927</u>	<u>\$ 20,319,002</u>

IV. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF DECEMBER 31, 2013

Bank Account - Status	Middle / High School	Athletics
Cash Balance as of November 29, 2013	\$ 134,130.94	\$ 63,511.00
Deposits (General Fund Transfer)	\$ 8,537.50	\$ 3,154.00
Subtotal	\$ 142,668.44	\$ 66,665.00
Expenditures	\$ 19,891.44	\$ 6,242.42
Cash Balance as of December 31, 2013	\$ 122,777.00	\$ 60,422.58

FACILITIES & TRANSPORTATION

January 30, 2014

Mr. Matthew Cesario, Chairperson

FOR INFORMATION ONLY

I. SECURITY GATE

On Tuesday, January 14, 2014, the Facilities and Transportation Committee meeting took place at 6:30 p.m. in the Board Room.

The staff presented its findings that the gate in the circle area of the driveway in front of Central Office and the high school office should be removed.

The gate, in its broken state, is a safety issue (shock hazard). To remove the gate will cost approximately \$1,300, to repair would cost approximately \$26,300, and to replace would cost approximately \$30,800. Even without the \$22,600 in cement work, the removal option is cheapest. A “do not enter” sign will be installed on the one way section. The committee was in favor of the removal. A communication will be developed for staff, students, and the community.

There was also a presentation from a representative of NIRA Consulting Engineers, Inc, regarding the condition of the driveways and parking lots on the Middle School/High School campus.

ACTIVITIES & ATHLETICS REPORT

January 30, 2014

Mr. David Hommrich, Chairperson

BOARD ACTION REQUESTED

I. OVERNIGHT TRIP / COMPETITION

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

Future Business Leaders of America (FBLA) State Leadership Conference

Hershey, PA

Sunday-Wednesday – April 6, 7, 8, 9, 2014

Sponsors: Beth Smith

Approximate number of students participating – 12

Approximate cost per student – \$642.00

(\$392.00 paid from FBLA Account)

District funds requested - \$4,361.00 (Includes \$250 per student, \$255 for substitute and \$1,106 for chaperone expenses)