

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE SESSION

Tuesday, September 17, 2019

7:00 PM

MINUTES

Call to Order

President Patricia Ann Shaw called the meeting to order at 7:03 p.m.

Pledge

The meeting opened with the pledge to the flag.

Attendance

Those present included: Ms. Crowell, Mr. LaPorte, Ms. Lindsey, Mrs. Lydon, Ms. Pauchnik, Mr. Raso and Ms. Shaw. Also present were Dr. William P. Stropkaj, Superintendent; Dr. Shannon Varley, Director of Curriculum, Instruction, Assessment and Staff Development; Mr. Joseph Kubiak, Business Manager; Mr. Michael Brungo, Solicitor; and Mrs. Maureen S. Myers, Board Secretary/Recording Secretary.

Mr. Cesario and Mr. Brownlee were absent

Public Comment

PUBLIC COMMENT – None

Board Minutes

BOARD MINUTES

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, the Board approved the Board approve the Work Session Minutes of August 13, 2019 and the Business/Legislative Minutes of August 20, 2019.

Motion carried 7-0

Voting PSBA Officers

VOTING FOR PSBA OFFICERS

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, the Board approved the following candidates for the mentioned positions:

President-Elect Art Levinowitz – Upper Dublin School District

Vice President David Hein- Parkland School District

Central At Large Julie Preston – Northern Tioga School District

Section 1 Advisor Sabrina Backer – Franklin Area School District

Section 3 Advisor Ron Cole – Sayre Area School District

Section 5 Advisor Marsha Pleta – Washington School District

Section 7 Advisor Tricia Steiner – Derry Township School District

Motion carried 7-0

PSBA Insurance Trust Trustees

PSBA INSURANCE TRUST TRUSTEES

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, the Board approved the following candidates for the mentioned positions:

Trustee Kathy Swope – Lewisburg Area School District

Trustee Mark Miller – Centennial School District

Motion carried 7-0

School Board Secretaries Forum

SCHOOL BOARD SECRETARIES FORUM

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, the Board approved the following candidates for the mentioned positions:

Jennifer Davidson – Manheim Township School District

Bethanne Zeigler – Shikellamy School District

Jaime Lynn Zimerofsky – Schuylkill Intermediate Unit 20 and Schuylkill Technology Center

Motion carried 7-0

For Information Only

FOR INFORMATION ONLY

I. Parkway West Career and Technology Center Report ***Ms. Annie Shaw***

- Ms. Shaw reported on the record enrollment at Parkway for the 2019/2020 school year.

II. SHASDA Report ***Mr. Santo Raso***

III. PSBA/Legislative Report ***Mrs. Theresa Lydon***

- Mrs. Lydon reported on different items in regard to PSBA.

IV. News from the Boroughs

Executive Session

EXECUTIVE SESSION – There was no Executive Session prior to this evenings Business/Legislative Session.

BOARD COMMITTEES 2019

Buildings, Grounds, & Transportation

*Mr. Cesario, Mr. Brownlee, Mr. Raso,
Ms. Shaw, Mr. LaPorte

Superintendent’s Report

SUPERINTENDENT’S REPORT – Dr. William P. Stropkaj

Project Succeed Contracts

PROJECT SUCCEED CONTRACTS

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, the Board approved the following school districts for participation in Project Succeed for the 2019/2020 school year:

- Bethel Park School District
- Brentwood School District
- Carlynton School District
- Chartiers Valley School District
- Moon Area School District
- Mt. Lebanon School District
- Quaker Valley School District
- South Fayette School District
- Upper St. Clair School District

Motion carried 7-0

Second Reading Policy 140

SECOND READING POLICY 140: LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM FOR ENGLISH LEARNERS

On the motion of Ms. Crowell, seconded by Mr. Raso, the Board approved the SECOND READING of Policy 140: *Language Instruction Educational Program for English Learners.*

Motion carried 7-0

First Reading Policy 810

FIRST READING POLICY 810: TRANSPORTATION

On the motion of Ms. Pauchnik, seconded by Mrs. Lydon, the Board approved the FIRST READING of Policy 810: *Transportation.*

Motion carried 7-0

First Reading Policy 810.1

FIRST READING POLICY 810.1: SCHOOL BUS DRIVERS

On the motion of Ms. Pauchnik, seconded by Mrs. Lydon, the Board approved the FIRST READING of Policy 810.1: *School Bus Drivers.*

Motion carried 7-0

First Reading Policy 810.2

FIRST READING POLICY 810.2: TRANSPORTATION – VIDEO/AUDIO RECORDING

On the motion of Ms. Pauchnik, seconded by Mrs. Lydon, the Board approved the FIRST READING of Policy 810.2: *Transportation – Video/Audio Recording*.

Motion carried 7-0

First Reading Policy 810.3

FIRST READING POLICY 810.3: SCHOOL VEHICLE DRIVERS

On the motion of Ms. Pauchnik, seconded by Mrs. Lydon, the Board approved the FIRST READING of Policy 810.3: *School Vehicle Drivers*.

Motion carried 7-0

First Reading Policy 818

FIRST READING POLICY 818: CONTRACTED SERVICE PERSONNEL

On the motion of Ms. Pauchnik, seconded by Mrs. Lydon, the Board approved the FIRST READING of Policy 818: *Contracted Service Personnel*.

Motion carried 7-0

Abolish Policies

ABOLISH POLICIES

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, the Board approved to abolish the following policies:

Policy 213: *Assessment of Student Progress*

Policy 230: *Competitive Events, Public Performances & Related Trips*

Policy 231: *Social Events & Non-Competitive, Non-Public Performance-Related Trips*

Policy 438.1: *Compensated Professional Leave*

Motion carried 7-0

Professional Development

PROFESSIONAL DEVELOPMENT

On the motion of Ms. Crowell, seconded by Mr. Raso, the Board approved the following conference request:

Mrs. Sarah Welch	PenSPRA Fall Executive Board Meeting Carlisle, PA November 15, 2019	\$500.00
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Motion carried 7-0

Education Report

EDUCATION REPORT – Mrs. Theresa Lydon, Chairperson

Agreement for Title I
Non-Public Services

AGREEMENT FOR TITLE I NON-PUBLIC SERVICES

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, the Board approved the agreement with the Allegheny Intermediate Unit to provide non-public Title I Services (instructional and parent involvement) for St. Bernard School in the amount of \$11,316.00 to be paid from non-public share of Title I allocation.

Motion carried 7-0

Personnel Report

PERSONNEL REPORT – Ms. Patricia A. Shaw & Mr. Matthew Cesario

Resignation

RESIGNATION

On the motion of Mrs. Lydon, seconded by Mr. LaPorte, the Board accepted the following resignation:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Andrea Reynolds	Food Service Worker	September 3, 2019

Motion carried 7-0

Appointments

APPOINTMENTS

Paraprofessional

1. Paraprofessional

On the motion of Ms. Shaw, seconded by Ms. Lindsey, in compliance with the *Keystone Oaks Education Support Personnel Association Agreement 2018-2022*, the Board approved the employment of:

Summerlea McGuire
Paraprofessional – Personal Care Assistant – Myrtle Elementary
Salary - \$14.50/hour
Effective – September 3, 2019

Motion carried 7-0

Food Service Personnel

2. Food Service Personnel

On the motion of Ms. Shaw, seconded by Ms. Lindsey, the Board approved the following Food Service Personnel:

Roxanne Beebe
Middle School and High School
Salary - \$9.50/hour
Effective – August 20, 2019

Jodi Uhron

Middle School and High School
Salary - \$9.25/hour
Effective – September 6, 2019

Motion carried 7-0

Homebound Instructor

3. Homebound Instructor

On the motion of Ms. Shaw, seconded by Ms. Lindsey, in compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, the Board approved the following Homebound Instructor for the 2019/2020 school year:

Kimberly Smykal

Motion carried 7-0

**Approval of Clubs &
Sponsors**

4. Approval of Club Sponsors and Stipends

On the motion of Ms. Shaw, seconded by Ms. Lindsey, the Board approved the following Club Sponsors and Stipends for the 2019/2020 school year:

<u>Sponsor</u>	<u>Club</u>	<u>Stipend</u>
Kelly Connolly	Pep Club	\$600.00 (split)
Beth Smith	Pep Club	\$600.00 (split)

Motion carried 7-0

Change in Position

5. Change in Position

On the motion of Ms. Shaw, seconded by Ms. Lindsey, the Board approved the change in stipend amount for the following individual:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Girls Soccer (MS)	Coach	Matthew Paradise	\$3,045.00

Motion carried 7-0

**Athletic Positions &
Stipends**

6. Approval of Athletic Positions and Stipends

On the motion of Mrs. Lydon, seconded by Mr. LaPorte, in compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, the Board approved the following individual retroactive to August 29, 2019:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
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Girls Basketball (MS)	Coach	Keith Buckley	\$3,070.00
	Assistant	Taylor Brownlee	\$3,070.00
Girls Soccer (MS)	Assistant	Edward Scott	\$2,815.00

For Information Only

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

- A discussion was had regarding the Approval of Athletic Positions and Stipends.

Motion carried 7-0

Extra Duty Intramurals

EXTRA DUTY INTRAMURALS

On the motion of Ms. Lindsey, seconded by Mr. Raso, in compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, the Board approve the following individuals for the 2019/2020 school year:

<u>Building</u>	<u>Name</u>	<u>Stipend Amount</u>
Aiken Intramurals	Cailin Irvine	\$ 833.34
	Michael Shuck	\$1,666.66
Dormont Intramurals	Andrew Bell	\$2,500.00
	Edward Hanna	\$2,500.00
Myrtle Intramurals	Kelly Diven	\$2,500.00
	Kristie Rosgone	\$2,500.00
Middle School Intramurals	Carolyn Manko	\$2,500.00
	Lisa McMahan	\$2,500.00

Motion carried 7-0

Leave of Absence

LEAVE OF ABSENCE

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, the Board approved the following individuals for Family and Medical Leave:

A.B. – Effective April 14, 2020 through June 12, 2020

E.B. – Effective August 22, 2019

Motion carried 7-0

Finance Report

FINANCE REPORT – Ms. Raeann Lindsey, Chairperson

Accounts Payable

ACCOUNTS PAYABLE APPROVAL LISTS THROUGH AUGUST 31, 2019

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, the Board approved the following Accounts Payable lists as presented in the *Finance Package*:

A. General Fund as of August 31, 2019 (Check No. 60175-60420)	\$2,065,731.21
B. Risk Management as of August 31, 2019 (None)	\$0.00
C. Food Service Fund as of August 31, 2019 (Check No. 9170-9172)	\$544.20
D. Athletics as of August 31, 2019 (Check No. 3126-3131)	\$2,800.40
E. Capital Reserve as of August 31, 2019 (Check No. 1633-1636)	\$91,029.92
F. Compensated Absences Fund as of August 31, 2019 (None)	\$0.00
G. OPEB Fund as of August 31, 2019 (None)	\$0.00

TOTAL \$2,160,105.73

Motion carried 7-0

Transfer of Funds

TRANSFER OF FUNDS

The Administration recommends that the Board approve the transfer \$507,124.24 from the Risk Management Fund to the General Fund to cover tax refunds for the 2017 tax year owed in the 2018/2019 school year, effective June 30, 2019.

For Information Only

The total amount owed for the 2017 tax refunds is \$546,562.80. The total amount owed for both the 2017 and 2018 tax years comes to \$1,099,683.59. The remaining \$592,559.35 will be covered from the 2018/2019 General Fund Balance.

- A discussion was had regarding the Transfer of Funds.

Motion carried 7-0

Close Risk Management Fund

CLOSE RISK MANAGEMENT FUND

On the motion of Ms. Lindsey, seconded by Mr. LaPorte, the Board approved to close the Risk Management Account with First National Bank.

For Information Only

There are now no funds remaining in the account. Should the District become aware of any future appeals, the District can assign funds in the General Fund to cover those costs.

Motion carried 7-0

FOR INFORMATION ONLY

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

ACCT	DESCRIPTION	2019-2020 BUDGET TOTAL	2019-2020 2 MONTH AUGUST/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 30,223,490	\$ 13,638,541	\$ (16,584,949)
7000	State Revenue Sources	\$ 12,272,835	\$ 463,825	\$ (11,809,010)
8000	Federal Revenue Sources	\$ 666,330	\$ -	\$ (666,330)
Total Revenue		\$ 43,162,655	\$ 14,102,366	\$ (29,060,289)
				(OVER)
				UNDER
				BUDGET
Expenditures				
100	Salaries	\$ 17,552,090	\$ 737,378	\$ 16,814,712
200	Benefits	\$ 11,027,539	\$ 496,266	\$ 10,531,273
300	Professional/Technical Services	\$ 1,558,997	\$ 185,154	\$ 1,373,843
400	Property Services	\$ 1,122,100	\$ 127,851	\$ 994,249
500	Other Services	\$ 5,399,722	\$ 410,254	\$ 4,989,468
600	Supplies/Books	\$ 1,444,142	\$ 731,484	\$ 712,658
700	Equipment/Property	\$ 635,152	\$ 455,147	\$ 180,005
800	Other Objects	\$ 566,455	\$ 111,971	\$ 454,484
900	Other Financial Uses	\$ 4,645,250	\$ 2,750	\$ 4,642,500
Total Expenditures		\$ 43,951,447	\$ 3,258,255	\$ 40,693,192
Revenues exceeding Expenditures		\$ (788,792)	\$ 10,844,111	\$ 11,632,903
Other Financing Sources/(Uses)				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

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

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 8/1/2019	\$ 77,132.81	\$ 6,621.53
Deposits	\$ 47.55	\$ 500.89
Subtotal	\$ 77,180.36	\$ 7,122.42
Expenditures	\$ -	\$ 5,689.30
Cash Balance - 8/31/2019	\$ 77,180.36	\$ 1,433.12

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF AUGUST 31, 2019

	BALANCE
GENERAL FUND	
FNB BANK	\$ 3,417,564
PAYROLL (pass-thru account)	\$ 17,693
FNB SWEEP ACCOUNT	\$ 668,821
ATHLETIC ACCOUNT	\$ 1,433
PLGIT	\$ 4,538,938
FNB Money Market	\$ 7,401,926
PSDLAF	\$ 160,894
INVEST PROGRAM	\$ 178,936
	\$ 16,386,205
CAFETERIA FUND	
FNB BANK	\$ 475,337
PLGIT	\$ 519,084
	\$ 994,421
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 281,278
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 792
	\$ 282,070
RISK MANAGEMENT / TAX REFUNDS	
FNB BANK	\$ 507,124
OTHER POST-EMPLOYMENT BENEFITS FUND	
FNB BANK	\$ 1,955,805
COMPENSATED ABSENCES FUND	
FNB BANK	\$ 423,921
GRAND TOTAL	\$ 20,549,546

Transportation Report

TRANSPORTATION REPORT – Mr. Matthew Cesario

Transportation Program

TRANSPORTATION PROGRAM

On the motion of Ms. Shaw, seconded by Mrs. Lyodn, the Board approved the Transportation Program for the 2019/2020 school year as presented in the Transportation Booklet.

Motion carried 7-0

Public Comment

PUBLIC COMMENT – None

Adjournment

ADJOURNMENT

On the motion of Ms. Pauchnik, seconded by Mrs. Lydon, the meeting was adjourned at 7:17 p.m.

Motion passed 7-0

Respectfully submitted,

Joseph A. Kubiak
Board Secretary

Maureen S. Myers
Assistant Board Secretary
Board Recording Secretary

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 140

Section PROGRAMS

Title ~~ENGLISH AS A SECOND~~
LANGUAGE INSTRUCTION
EDUCATIONAL PROGRAM
FOR ENGLISH LEARNERS

Adopted SEPTEMBER 16, 2003

Last Revised _____

	POLICY NO. 140 ENGLISH AS A SECOND LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM FOR ENGLISH LEARNERS	
Section 1	<p><u>Purpose</u></p> <p>In accordance with the Board’s philosophy to provide a quality educational programs tofor all district students and to increase the English language proficiency of students who are English Learners (EL), the Keystone Oaks School District shall provide an effectiveappropriate Language Instruction Educational Program (LIEP) that meets the needs of English Learners. planned instructional program for identified students whose dominant language is not English. The goalpurpose of the LIEPprogram is shall be demonstrate success into increasinge the English language proficiency and student academic achievementof eligible students so that ELthey students can attain the academic standards adopted by the Board and achieve academic success. EL students shall be identified, assessed and provided appropriate instruction in accordance with the LIEP, and shall be provided an equitable opportunity to achieve their maximum potential in educational programs and extracurricular activities, consistent with federal and state laws and regulations.</p>	<p>42 U.S.C. 2000d et seq Pol. 102, 103 20 U.S.C. 6801 et seq 22 PA Code 4.26</p>
Section 2	<p><u>Authority</u></p> <p>The Board shall approve a LIEP to provide English Language Development instruction (ELD) to EL students as part of the approved curriculum, in order to develop the English language proficiency of EL students. The District shall provide EL students with both planned ELD instruction and modifications in</p>	<p>42 U.S.C. 2000d et seq Pol. 102, 103 20 U.S.C. 6312, 6801 et seq</p>

	<p style="text-align: center;">POLICY NO. 140 ENGLISH AS A SECOND LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM FOR ENGLISH LEARNERS</p> <p>content instruction and assessments for all curricular areas, based on the provisions of the LIEP. The LIEP shall be thoughtfully and deliberately planned and evaluated in accordance with state and federal laws and regulations, and shall meet the needs of the district's EL students. The LIEP shall be based on effective research-based theory, implemented with sufficient resources and appropriately trained staff, and shall meet the following requirements:</p> <ol style="list-style-type: none"> 1. Aligned to state academic content standards for the appropriate grade levels of EL students. 2. Include ELD instruction delivered by properly certified English as a Second Language (ESL) teachers, and other certified content area teachers working in conjunction with ESL certified teachers. 3. Incorporate the use of state assessments and ELD criteria. 4. Provide equitable access to content for EL students at all proficiency levels. 5. Provide equitable access to enrollment in courses or academic programs for which EL students are otherwise eligible. <p>The Board directs the LIEP to be evaluated for effectiveness based on student outcomes at least annually, and the results documented in accordance with state and federal laws and regulations, and state guidelines.</p> <p>The district's LIEP and evaluation results of the LIEP shall be made available to district staff working with EL students and parents/guardians of EL students.</p> <p>The Board may address EL students and programs in the district's comprehensive planning process.</p> <p>The school district shall provide a program for each student whose dominant language is not English for the purpose of facilitating the student's achievement of English proficiency and</p>	<p>22 PA Code 4.26 Title 22 Sec. 4.26</p> <p>Castaneda v. Pickard, 1981</p> <p>20 U.S.C. 6312, 6812, 6826, 6841</p> <p>Pol. 100</p>
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<p>Section 3</p>	<p style="text-align: center;">POLICY NO. 140</p> <p style="text-align: center;">ENGLISH AS A SECOND LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM FOR ENGLISH LEARNERS</p> <p>the academic standards. The program shall include English As a Second Language instruction. The program shall Meet the three-pronged test of program compliance: (1) sound research-based education theory, (2) sufficient resources and staffed by appropriate prepared personnel, (3) periodic program evaluation.</p> <p><u>Delegation of Responsibility</u></p> <p>The Board shall include provisions for the LEP Responsibility programs in its Strategic Plan.</p> <p>The Board shall include provisions for the ESL teachers, classroom teachers of LEP students and new teachers in its professional development plan.</p> <p>The Board shall establish procedures for identification of students whose dominant language is not English. The Home Language Survey shall be completed for every student in the District and filed in the student's permanent record folder through graduation. For students whose dominant language is not English, assessment for the student's English proficiency level must be completed to determine the need for English as a Second Language instruction.</p> <p>The Superintendent or designee shall implement and supervise a LIEP ESL Program that ensures appropriate instruction in each school and complies with federal and state laws and regulations.meets the legal requirements for IESL program compliance.</p> <p>The Superintendent or designee shall ensure that the District complies with all federal and state laws and regulations, and program requirements, for ELD program funding, including required reports in the form prescribed by the state.</p> <p>The Superintendent or designee, in conjunction with appropriate stakeholders, shall develop administrative regulations regarding the LIEP and provision of services to EL students.</p> <p>The Superintendent or designee, in conjunction with appropriate stakeholders, shall develop and disseminate written procedures regarding the ESL program.</p>	<p>Title 22 Sec. 4.13 24 PS 12-1205.1 and 49.16-17</p> <p>Civil Rights Act of 1964 Title VI P.L. 103-382</p> <p>Basic Education Circular July 2, 2001; Educating Students with Limited English Proficiency (LEP) and English Language Learners (ELL)</p> <p>20 U.S.C. 6841</p>
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<p>Section 4</p>	<p style="text-align: center;">POLICY NO. 140 ENGLISH AS A SECOND LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM FOR ENGLISH LEARNERS</p> <ol style="list-style-type: none"> 1. Program goals 2. Student enrollment procedures (i.e., Home Language Survey) 3. Assessment procedures for program entrance, measuring progress in gaining English proficiency, and program exiting. 4. Accommodations for English Language Learners (ELL) in the Classroom 5. Grading policies 6. List of resources including support agencies and interpreters <p><u>Guidelines for the ESL/Bilingual Program</u></p> <p><u>Identification and Placement of EL Students</u></p> <p>The District shall establish procedures for identifying and assessing the needs of students whose dominant language is not English. In order to identify which students are potential English Learners, the Home Language Survey shall be completed for each student upon enrollment in the District, and shall be maintained as part of the student's education records.</p> <p>EL students shall be appropriately placed in accordance with the LIEP within the first thirty (30) days of the school year, or within fourteen (14) days of enrollment.</p> <p>LEP students shall be enrolled upon presentation of a local address and proof of immunization.</p> <p><u>Program Access</u></p> <p>EL sStudents shall have equitable access to and should be encouraged to participate in all academic and extracurricular activities available in the to district students.</p> <p><u>Assessment</u></p> <p>The District shall annually administer required assessments to EL students to measure students' English Language proficiency and progress in reading, writing, speaking and</p>	<p>20 U.S.C. 6801 et seq 22 PA Code 11.11 Pol. 200</p> <p>20 U.S.C. 6823</p> <p>Fourteenth Amendment Plyler v. Doe 1982</p> <p>20 U.S.C. 1703 Pol. 115, 122, 123 Lau v. Nichols 1974</p> <p>20 U.S.C. 6841 Castaneda v. Pikard</p>

	<p style="text-align: center;">POLICY NO. 140 ENGLISH AS A SECOND LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM FOR ENGLISH LEARNERS</p> <p>listening/understanding. Assessment results shall be maintained in the student's education records. Parents/Guardians may not opt students out of English language proficiency assessments.</p> <p>EL students shall participate in all annual state or locally required assessments, with accommodations where applicable, and The ELL shall be required to meet established academic standards and graduation requirements, in accordance with law, regulations and Board Policy with accommodations as adopted by the Board.</p> <p><u>Program Exit</u></p> <p>The District shall include uniform provisions in the LIEP, in accordance with state required criteria, for:</p> <ol style="list-style-type: none"> 1. Reclassifying EL students as former EL students when they attain English language proficiency. 2. Actively monitoring and reporting the progress of former EL students for a period of two (2) years following reclassification and program exit, and reporting students to the state in a monitor status for an additional two (2) years, to ensure students are meeting academic standards. 3. Redesignating former EL students as active EL students if they struggle academically based on persistent language barriers. <p>The ESL program shall be designed to provide instruction to meet each student's individual needs based on the assessment of English proficiency in reading, writing, listening and speaking. Adequate content area support shall be provided while the student is learning English to ensure achievement of academic standards.</p> <p><u>Staff Qualifications and Professional Development</u></p> <p>Certified employees and appropriate support staff, when necessary, shall provide the LIEP. The district shall ensure that all teachers providing ELD instruction hold the appropriate certification and can demonstrate academic language proficiency</p>	<p>1974</p> <p>Pol. 102, 127, 217 20 U.S.C. 6812, 6826, 6841 22 PA Code 4.51, 4.51a, 4.51b, 4.51c, 4.52</p> <p>20 U.S.C. 6826, 6841</p> <p>Equal Education Act of 1974</p> <p>20 U.S.C. 6826 Pol. 850</p>
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	<p style="text-align: center;">POLICY NO. 140</p> <p style="text-align: center;">ENGLISH AS A SECOND LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM FOR ENGLISH LEARNERS</p> <p>both in English and in the language used for instruction in their classroom.</p> <p>A Pennsylvania certified teacher hired as a teacher and, if necessary, appropriate support staff (e.g., teacher aides) shall provide the ESL program.</p> <p>Non-ESL staff shall incorporate ELD into all classes for EL students, as well as provide supports, modifications and accommodations for curricular content to enable EL students to achieve academic standards.</p> <p>The District shall provide appropriate training in ELD for all professional staff as part of the Professional Development Plan.</p> <p>Instructional resources shall be comparable to the resources provided other core academic subjects.</p> <p>The program shall be evaluated for effectiveness based on the attainment of English proficiency. If ELL are not learning English, the program shall be changed to ensure greater success.</p> <p><u>Special Education and Gifted Education Services</u></p> <p>EL students may be eligible for special education services when they have been identified as a student with a disability and it is determined that the disability is not solely due to lack of instruction or proficiency in the English language.</p> <p>EL students may be eligible for gifted education services, when identified in accordance with law, regulations and Board policy. The district shall ensure that assessment of a student for gifted education services screens for intervening factors, such as English language proficiency, that may be masking gifted abilities.</p> <p>Students participating in ELD instruction who are eligible for special education services shall continue receiving ELD instruction, in accordance with their Individualized Education Program (IEP) or Gifted Individualized Education Plan (GIEP), at the appropriate proficiency and developmental level.</p>	<p>20 U.S.C. 6812 Pol. 333</p> <p>Pol. 103.1, 113</p> <p>Pol. 114</p> <p>Pol. 103.1, 113, 114</p>
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	<p style="text-align: center;">POLICY NO. 140 ENGLISH AS A SECOND LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM FOR ENGLISH LEARNERS</p> <p><u>Parent/Family Engagement and Communication</u></p> <p>Communications with parents/guardians shall be in the mode and language of communication preferred by the parents/guardians. include information about assessment, academic achievement and other related education issues in the language understood by the parent whenever possible.</p> <p>Within thirty (30) days of the beginning of each school year, or within fourteen (14) days of enrollment during the school year, the district shall notify parents/guardians of students identified as EL about the process for identifying their children as EL, the results of that process, and the recommended program placement. The district shall also provide parents/guardians with detailed information regarding the LIEP, the benefits of ELD instruction for their children, and an explanation of the program's effectiveness.</p> <p>Parents/Guardians shall be regularly apprised of their child's progress, including achievement of academic standards and assessment results.</p> <p>The District shall maintain an effective means of outreach to encourage parental involvement in the education of their children.</p> <p><u>Parental Right to Opt Out of ELD Programs and Services</u></p> <p>Parents/Guardians of EL students have the right to refuse specialized programs and services that may be part of the LIEP for their child. A parent's/guardian's decision to refuse programs or services must be informed and voluntary; the District shall not influence a parent's/guardian's decision in any way, or make any program or placement determinations without parental notification and an opportunity to opt the student out of programs and services.</p> <p>The District shall make a parental waiver form available for parents/guardians to opt their EL child out of ELD programs and services.</p> <p>The District shall document all notifications made to</p>	<p>42 U.S.C. 2000d et seq 20 U.S.C. 6318 Pol. 919</p> <p>20 U.S.C. 6312</p> <p>Pol. 127, 212</p> <p>20 U.S.C. 6312, 6812, 6826, 6318 Pol. 919</p> <p>42 U.S.C. 2000d et seq 20 U.S.C. 6312</p>
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	<p style="text-align: center;">POLICY NO. 140 ENGLISH AS A SECOND LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM FOR ENGLISH LEARNERS</p> <p>parents/guardians regarding assessment and recommended placements and programs for EL students, and whether or not a parental waiver form is received. When a waiver form is not received from the parent/guardian, the District shall proceed with the recommended placement.</p> <p>EL students who have a parental waiver for ELD programs and services shall be assessed on English language proficiency annually, and shall be provided with supports and accommodations to participate in general curricular and extracurricular programs, in order to meet academic standards and graduation requirements.</p> <p>Parents/Guardians of EL students who have been opted out of ELD programs and services shall be notified of their child's progress, including achievement of academic standards and assessment results, and shall be provided with opportunity and a form to opt their child back into ELD programs and services.</p> <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.26, 4.51, 4.51a, 4.51b, 4.51c, 4.52, 11.11</p> <p>Equal Opportunity Act, amending Education Amendments of 1974 – 20 U.S.C. Sec. 1703</p> <p>Language Instruction for English Learners and Immigrant Students – 20 U.S.C. Sec. 6801 et seq, 6812, 6823, 6826, 6841</p> <p>Every Student Succeeds Act – 20 U.S.C. Sec. 6312, 6318</p> <p>Title VI, Civil Rights Act of 1964 – 42 U.S.C. Sec. 2000d et seq</p> <p>Improving Academic Achievement, Title 34, Code of Federal Regulations – 34 CFR Part 200</p> <p>Board Policy – Pol. 100, 102, 103, 103.1, 113, 114, 115, 122, 123, 127, 200, 212, 217, 333, 850, 919</p>	<p>Pol. 102, 103, 127</p> <p>Pol. 217, 212</p>
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KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 810.1

Section OPERATIONS

Title SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS

Adopted _____

Revised _____

	<p style="text-align: center;">POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</p> <p>Section 1 <u>Purpose</u></p> <p>The Board recognizes that an employee must be fit to operate a school bus and commercial motor vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.</p> <p>Section 2 <u>Definitions</u></p> <p>The following words and phrases, when used in this policy, shall have the meaning given to them in this section:</p> <p>A covered driver shall include any district employee who drives, operates or is in the actual physical control or movement of a school bus or a commercial motor vehicle owned, leased or operated by the School District. The term includes drivers and mechanics who operate such vehicles, including full-time, regularly employed individuals; leased drivers; and independent owner-operator contractors who are directly employed by or under lease to the district or who operate a bus or commercial motor vehicle owned or leased by the District.</p>	<p style="text-align: center;">49 CFR 382.107</p>
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	<p style="text-align: center;">POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</p> <p>Commercial motor vehicle - a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:</p> <ol style="list-style-type: none"> 1. Has a gross combination weight rating or gross combination weight of 26,001 or more pounds, whichever is greater, inclusive of towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; 2. Has a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds, whichever is greater; 3. Is designed to transport sixteen (16) or more passengers, including the driver; or 4. Is transporting hazardous materials and is required to be placarded. <p>Driving – operating a commercial motor vehicle or motor carrier vehicle on a highway, with the motor running, including while the commercial motor vehicle or motor carrier vehicle is temporarily stationary because of traffic, a traffic control device or other momentary delay. The term does not include operating a commercial motor vehicle or motor carrier vehicle with or without the motor running if the driver moved the vehicle to the side of or off of a highway and halted in a location where the vehicle can safely remain stationary.</p> <p>Electronic device – an electronic device includes, but is not limited to, a cellular telephone, personal digital assistant, pager, computer or any other device used to input, write, send, receive or read text.</p> <p>Mobile telephone – a mobile communication device which uses a commercial mobile radio service.</p> <p>Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work until s/he is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment;</p>	<p>49 CFR 382.107</p> <p>49 CFR 392.80 75 Pa. C.S.A. 1621, 1622</p> <p>75 Pa. C.S.A. 1621</p> <p>75 Pa. C.S.A. 1622</p> <p>49 CFR 382.107</p>
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	<p style="text-align: center;">POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</p> <p>supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; and performing other requirements related to accidents.</p> <p>School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.</p> <p>Texting - manually entering alphanumeric text into or reading text from an electronic device. The following shall apply:</p> <ol style="list-style-type: none"> 1. The term includes, but is not limited to, short message service, emailing, instant messaging, a command or request to access an Internet web page, pressing more than a single button to initiate or terminate a voice communication using a mobile telephone or engaging in any other form of electronic text retrieval or entry, for present or future communication. 2. The term does <u>not</u> include: <ol style="list-style-type: none"> a) Inputting, selecting or reading information on a global positioning system or navigation system. b) Pressing a single button to initiate or terminate a voice communication using a mobile telephone. c) Using a device capable of performing multiple functions, including, but not limited to, fleet management systems, dispatching devices, citizens band radios and music players, for a purpose that is not prohibited by law. 	<p>75 Pa. C.S.A. 102</p> <p>75 Pa. C.S.A. 1621</p>
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	<p style="text-align: center;">POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</p> <p>Use a handheld mobile telephone or other electronic device –</p> <ol style="list-style-type: none"> 1. Using at least one (1) hand to hold a mobile telephone to conduct a voice communication. 2. Dialing or answering a mobile telephone by pressing more than a single button. 3. Reaching for a mobile telephone in a manner that requires a driver to maneuver so that the driver is no longer in a seated driving position, restrained by a seat belt. <p>Section 3 <u>Authority</u></p> <p>The Board shall implement a drug use and alcohol misuse prevention program for employees who are required to hold a commercial driver’s license and who perform safety-sensitive functions in accordance with federal and state laws and regulations.</p> <p>All contracted transportation providers shall implement a drug use and alcohol misuse prevention program in accordance with federal law and regulations.</p> <p>Covered drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school bus and commercial motor vehicle operation.</p> <p>The Board prohibits covered drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school bus or commercial motor vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.</p> <p>Section 4 <u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which include the following components:</p>	<p>75 Pa C.S.A. 1622</p> <p>49 CFR Part 40, 382 49 U.S.C. 31306 67 PA Code 229.14</p> <p>Pol. 818</p> <p>49 CFR 392.80 75 Pa. C.S.A. 1621, 3316 49 CFR 392.82</p>
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POLICY NO. 810.1		
SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS		
1. Selecting and contracting with a qualified medical review officer, substance abuse professional, a certified laboratory and other service agents as necessary.	49 CFR 40.15	
2. Establishment of procedures for required testing of covered drivers.	49 CFR 382.105	
3. Maintenance of the confidentiality of all aspects of the testing process.	49 U.S.C. 31306	
4. Delegation of responsibility for monitoring employee compliance with the provisions of Board policy and administrative regulations.		
5. Designation of an employee responsible for receiving and handling results of drug and alcohol tests.	49 CFR 40.3	
6. Implementation of procedures for the preparation, maintenance, retention and disclosure of records, as required by law.	49 CFR 382.401	
7. Distribution to affected employees of information and materials relevant to Board policies and administrative regulations regarding drug and alcohol testing.	49 CFR 382.601	
8. Distribution to affected employees of information and materials relevant to individuals or organizations that can provide counseling and treatment for drug and/or alcohol problems.		
The Superintendent or designee shall provide each driver, upon hire or transfer, with:		
1. This policy and its accompanying administrative regulations; and	49 CFR 382.601	
2. Educational materials that explain the state and federal requirements related to misuse of alcohol and use of controlled substances.	49 CFR 382.601	

<p>Section 5</p>	<p>POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</p>	
	<p>The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.</p>	<p>49 CFR 382.601</p>
	<p>The Board designates the Superintendent or Business Manager to be the contact person for questions about the drug use and alcohol misuse program.</p>	<p>49 CFR 382.601</p>
	<p><u>Guidelines</u></p>	
	<p><u>Employment Requirements</u></p>	
<p>All covered drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 850 for drivers employed by the District and Board policy 818 for drivers employed by an independent contractor.</p>	<p>Pol. 818, 850 23 Pa. C.S.A. 6344, 6344.3 SC 111, 111.1</p>	
<p>Prior to employment by the District as a covered driver or transfer to a covered driver position, the District shall obtain the following information in accordance with federal and state laws and regulations:</p>		
<p>1. Alcohol and drug testing information from previous U.S. Department of Transportation-regulated employers during the past three (3) years with the covered driver’s written consent.</p>	<p>49 CFR 382.413, 40.25</p>	
<p>2. Commercial motor vehicle employment information for the past ten (10) years.</p>	<p>49 U.S.C. 31303 75 Pa. C.S.A. 1604</p>	
<p><i>Additional Documentation -</i></p>		
<p>Prior to employment by the District as a covered driver or transfer to a covered driver position, and at least once each school year, the Superintendent or designee shall:</p>		
<p>1. Obtain a copy of a valid commercial driver’s license indicating the appropriate endorsements from the covered driver;</p>	<p>75 Pa. C.S.A. 1606</p>	

POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS	
<p>2. Obtain a copy of a Commonwealth of Pennsylvania School Bus Driver’s Physical Examination Form from the covered school bus driver;</p>	67 PA Code 71.3
<p>3. Obtain a copy of a current Pennsylvania School Bus Endorsement card from the covered school bus driver;</p>	67 PA Code 71.3
<p>4. Review each covered driver’s driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a commercial motor vehicle.</p>	49 CFR 391.25 49 U.S.C. 31304
<p>Prior to employment by the District as a covered driver or transfer to a covered driver position, and every two (2) years, the Superintendent or designee shall obtain a valid Medical Examiner’s Certificate, if applicable.</p>	49 CFR 391.41
<p><i>Reporting Requirements –</i></p> <p>Covered drivers shall report misconduct in accordance with Board policy 817 for drivers employed by the District and Board policy 818 for drivers employed by an independent contractor.</p>	Pol. 818, 817 23 Pa. C.S.A. 6344.3 SC 111
<p>Covered drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner’s written statement that the prescribed substance will not adversely affect the employee’s ability to safely operate a school bus or commercial motor vehicle.</p>	49 CFR 382.213
<p>Covered drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, “marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery.”</p>	49 CFR 382.213
<p>A covered driver charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing before the end of the business day following the day the covered driver is charged or</p>	

	<p style="text-align: center;">POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</p> <p>cited. Notice is required no matter what type of vehicle the driver was driving.</p> <p>A covered driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing of the conviction within thirty (30) days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.</p> <p>Any covered driver whose operating privilege is suspended, revoked or canceled by any state, who loses the privilege to drive a school bus or commercial motor vehicle in any state for any period, or who is disqualified from driving a school bus or commercial motor vehicle for any period, shall notify the Superintendent or designee immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.</p> <p>Failure to comply with the reporting requirements may result in disciplinary action, up to and including termination.</p> <p><u>Controlled Substances and Alcohol</u></p> <p><i>Drug and Alcohol Testing -</i></p> <p>The District shall require covered drivers to submit to the following drug and alcohol tests in accordance with state and federal laws and regulations: pre-employment, random, post-accident, reasonable suspicion, return-to-work and follow-up.</p> <p><i>Prohibited Conduct -</i></p> <p>Covered drivers shall not use medical marijuana products.</p> <p>Covered drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.</p>	<p>49 U.S.C. 31303 75 Pa. C.S.A. 1604</p> <p>49 U.S.C. 31303 75 Pa. C.S.A. 1604</p> <p>49 CFR Part 40, 382, 382.105 49 U.S.C. 31306 75 Pa. C.S.A. 1613, 3756</p>
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POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS	
<p>A covered driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school bus or commercial motor vehicle under the following circumstances:</p> <ol style="list-style-type: none"> 1. While using or while having any amount of alcohol present in the body, including medications containing alcohol. 2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances. 3. After consuming alcohol or a controlled substance within the previous eight (8) hours for school bus drivers and within the previous four (4) hours for commercial motor vehicle drivers. <p>An exception shall be made for therapeutic use of prescribed controlled substances used by a covered driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school bus or commercial motor vehicle.</p> <p>A covered driver required to take a post-accident test shall not use alcohol for eight (8) hours following the accident, or until s/he undergoes a post-accident test, whichever occurs first.</p> <p>A covered driver shall not refuse to submit to a required test for drugs or alcohol.</p> <p><i>Consequences/Discipline -</i></p> <p>The District shall remove a covered driver from performing safety-sensitive functions under the following circumstances:</p> <ol style="list-style-type: none"> 1. A verified positive drug test result; 2. A verified adulterated or substituted drug test result; 	<p>67 PA Code 71.3 49 CFR 382.205 75 Pa. C.S.A. 1612</p> <p>49 CFR 382.213 74 Pa. C.S.A. 1603, 3802</p> <p>67 PA Code 71.3 49 CFR 382.207</p> <p>49 CFR 382.213</p> <p>49 CFR 382.209</p> <p>49 CFR 40.191, 382.107, 382.211 75 Pa. C.S.A. 1613</p> <p>49 CFR 40.23, 382.215</p> <p>49 CFR 40.23, 382.215</p>

POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS	
<p>3. An alcohol test result of 0.04 or higher; or</p>	<p>49 CFR 40.23. 382.201</p>
<p>4. A refusal to submit to a post-accident, random, reasonable suspicion, return-to-duty or follow-up test.</p>	<p>49 CFR 382.211</p>
<p>The District shall place a school bus driver who drives, operates or is in physical control of a school bus out of service for thirty (30) days if the school bus driver has any detectable amount of alcohol in his/her system.</p>	<p>75 Pa. C.S.A. 1612, 1613</p>
<p>The District shall remove a commercial motor vehicle driver who is tested and is found to have an alcohol concentration of 0.02 or greater but less than 0.04 until the start of the driver's next regularly scheduled duty period that is at least twenty-four (24) hours following administration of the test.</p>	<p>49 CFR 382.505</p>
<p>A covered driver employed by the District who violates Board policy or administrative regulations and tests positive for drugs or alcohol shall be subject to disciplinary action, up to and including termination, and shall be provided with a list of qualified substance abuse professionals.</p>	
<p>Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a covered driver who violates Board policy or administrative regulations. Nothing in this policy shall limit the Board's authority to impose discipline, including discharge.</p>	
<p>If the District permits a covered driver who has been removed from performing safety-sensitive functions to return to a safety-sensitive function, the District shall ensure that the covered driver has been evaluated by a qualified substance abuse professional and has successfully completed the return-to-duty process before returning to a safety-sensitive function.</p>	<p>49 CFR 40.23, 40.289</p>
<p><u>Maintenance of Records</u></p>	
<p>The District shall maintain records of its drug use and alcohol misuse prevention program in compliance with federal regulations, and in accordance with the district's records retention schedule.</p>	<p>49 CFR 40.333, 382.401</p>

	<p style="text-align: center;">POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</p> <p>Drug and alcohol records shall be confidential, and shall only be released in accordance with applicable law.</p> <p>Statistical records and reports shall be maintained and made available to the Federal Highway Administration for inspection or audit in accordance with federal regulations.</p> <p><u>Acknowledgment of Receipt</u></p> <p>Each covered driver shall sign a statement certifying that s/he has received a copy of this policy and its accompanying administrative regulations.</p> <p>The District shall keep the original signed statement in the personnel file of the covered driver employed by the district and provide a copy to the driver.</p> <p><u>Training</u></p> <p>Covered drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which covered drivers should also receive that training.</p> <p>The District shall ensure that employees who supervise covered drivers receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. Such training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and drug use.</p> <p>References:</p> <p>PA School Code – 24 P.S. Sec. 111, 111.1, 1517</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6344, 6344.3</p>	<p>49 CFR 40.321, 382.405</p> <p>49 CFR 382.403, 382.405</p> <p>49 CFR 382.601</p> <p>49 CFR 382.601</p> <p>SC 1517</p> <p>49 CFR 382.603</p>
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POLICY NO. 810.1
SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL
VEHICLE DRIVERS

State Department of Transportation Regulations – 67 PA Code
Sec. 71.3, 229.14

Pennsylvania Vehicle Code – 75 Pa. C.S.A. Sec. 102, 1603,
1604, 1606, 1612, 1613, 1621, 1622, 3316, 3756, 3802

Notification Requirements – 49 U.S.C. Sec. 31303

Employer Responsibilities – 49 U.S.C. Sec. 31304

Alcohol and Controlled Substances Testing – 49 U.S.C. Sec.
31306

Procedures for Transportation Workplace Drug and Alcohol
Testing Programs – 49 CFR Part 40, 40.3, 40.15, 40.23, 40.25,
40.191, 40.289, 40.321, 40.333

Controlled Substance and Alcohol Testing – 49 CFR Part 382,
382.105, 382.107, 382.201, 382.205, 382.207, 382.209, 382.211,
382.215, 382.213, 382.401, 382.403, 382.405, 382.413, 382.505,
382.601, 382.603

Limiting the Use of Electronic Devices – 49 CFR 392.80,
392.82

Qualifications of Drivers – 49 CFR 391.25, 391.41

Board Policy – 817, 818, 850

Policy Guide



Policy No. 810.2

Section OPERATIONS

Title TRANSPORTATION-VIDEO/AUDIO RECORDING

Adopted _____

Revised _____

POLICY NO. 810.2		
TRANSPORTATION-VIDEO/AUDIO RECORDING		
Section 1	<p><u>Purpose</u></p> <p>The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.</p>	
Section 2	<p><u>Definitions</u></p> <p>School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.</p> <p>School-related vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district or any other vehicle owned/leased by the District. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.</p>	<p>75 Pa. C.S.A. 102</p> <p>75 Pa. C.S.A. 102</p>

POLICY NO. 810.2 TRANSPORTATION-VIDEO/AUDIO RECORDING		
Section 3	<p><u>Authority</u></p> <p>The Board authorizes the use of video and audio recording on school buses and school-related vehicles for disciplinary and security purposes.</p> <p>The Board prohibits the use of audio recording on any school bus or school-related vehicle that is not being used for a school-related purpose.</p>	<p>18 Pa. C.S.A. 5704</p> <p>18 Pa. C.S.A. 5704</p>
Section 4	<p><u>Delegation of Responsibility</u></p> <p>The Board directs the Superintendent or designee to ensure that:</p> <ol style="list-style-type: none"> 1. Each school bus and school-related vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording. 2. This policy is posted on the District's publicly accessible website. 3. Each school year, this policy is included in the student handbook and in any other district publication that sets forth the comprehensive rules, procedures and standards of conduct. 	<p>18 Pa. C.S.A. 5704</p> <p>18 Pa. C.S.A. 5704 SC 510.2</p> <p>18 Pa. C.S.A. 5704</p>
Section 5	<p><u>Guidelines</u></p> <p>The District shall comply with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the District's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records.</p>	<p>Pol. 113.4, 216</p>

POLICY NO. 810.2
TRANSPORTATION-VIDEO/AUDIO RECORDING

References:

PA School Code – 24 P.S. Sec. 510.2

Pennsylvania Vehicle Code – 75 Pa. C.S.A. Sec. 102

Pennsylvania Crimes Code – 18 Pa. C.S.A. Sec. 5704

Board Policy – 113.4, 216

Policy Guide



Policy No. 810.3

Section OPERATIONS

Title SCHOOL VEHICLE DRIVERS

Adopted _____

Revised _____

POLICY NO. 810.3 SCHOOL VEHICLE DRIVERS	
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that an employee must be fit to operate a school related vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.</p>
Section 2	<p><u>Definition</u></p> <p>School-related vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district or any other vehicle owned/leased by the District. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children. The term does not include a “school bus” or “commercial motor vehicle.”</p>
Section 3	<p><u>Authority</u></p> <p>The Board shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school-related vehicles.</p> <p>All contracted transportation providers shall implement a drug use and alcohol misuse prevention program for non-CDL drivers</p>

75 Pa. C.S.A. 102

Pol. 818

<p>Section 4</p>	<p style="text-align: center;">POLICY NO. 810.3 SCHOOL VEHICLE DRIVERS</p> <p>who operate school related vehicles.</p> <p>School-related vehicle drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school vehicle operation.</p> <p>The Board prohibits school-related vehicle drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school related vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.</p> <p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which may include the following components:</p> <ol style="list-style-type: none"> 1. Establishment of procedures for drug and alcohol testing of school-related vehicle drivers. 2. Establishment of procedures for obtaining and reviewing each school-related vehicle driver’s driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a vehicle. <p>The Superintendent or designee shall provide each driver, upon hire or transfer, with:</p> <ol style="list-style-type: none"> 1. This policy and any accompanying administrative regulations; and 2. Educational materials related to misuse of alcohol and use of controlled substances. <p>The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.</p>	<p>75 Pa. C.S.A. 3316</p> <p>75 Pa. C.S.A. 1606</p>
<p>Section 5</p>	<p><u>Guidelines</u></p>	

**POLICY NO. 810.3
SCHOOL VEHICLE DRIVERS**

School-related vehicle drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 850 for drivers employed by the District and Board policy 818 for drivers employed by an independent contractor.

Pol. 818, 850
23 Pa. C.S.A. 6344,
6344.3
SC 111, 111.1

Prior to employment and at least once each school year, school-related vehicle drivers shall submit a copy of a valid driver's license to the Superintendent or designee.

75 Pa. C.S.A. 1606

School-related vehicle drivers shall report misconduct in accordance with Board policy 817 for drivers employed by the District and Board policy 818 for drivers employed by an independent contractor.

Pol. 818, 817

Reporting Requirements

School-related vehicle drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school-related vehicle.

School-related vehicle drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery."

A school-related vehicle driver charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing before the end of the business day following the day the school related vehicle driver is charged or cited. Notice is required no matter what type of vehicle the driver was driving.

A school-related vehicle driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle

**POLICY NO. 810.3
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traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing of the conviction within thirty (30) days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.

Any school-related vehicle driver whose operating privilege is suspended, revoked, canceled or recalled by any state, shall notify the Superintendent or designee immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.

75 Pa. C.S.A. 1606

Controlled Substances and Alcohol

Drug and Alcohol Testing -

The District may require school related vehicle drivers to submit to the following drug and alcohol tests: pre-employment, random, post-accident, reasonable suspicion, return-to-work and follow-up.

Prohibited Conduct –

School-related vehicle drivers shall not use medical marijuana products.

School-related vehicle drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.

A school-related vehicle driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school-related vehicle under the following circumstances:

1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.

2. While under the influence of a controlled substance or combination of controlled substances, or the combined

75 Pa. C.S.A. 1612

75 Pa. C.S.A. 3802

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influence of alcohol and a controlled substance or substances.

3. After consuming alcohol or a controlled substance within the previous eight (8) hours.

An exception shall be made for therapeutic use of prescribed controlled substances used by a school vehicle driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school-related vehicle.

Consequences/Discipline –

The District shall place a school-related vehicle driver who drives, operates or is in physical control of a school-related vehicle out of service for thirty (30) days if the school-related vehicle driver:

1. Has any detectable amount of alcohol in his/her system; or
2. Refuses to take a test to determine his/her alcohol content.

A school-related vehicle driver who refuses to take a drug or alcohol test required pursuant to Board policy and administrative regulations has not refused to take a Department of Transportation (DOT)-test.

Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a school-related vehicle driver who violates Board policy or administrative regulations. Nothing in this policy shall limit the Board's authority to impose discipline, including discharge.

Maintenance of Records

Drug and alcohol test information for school-related vehicle drivers shall be maintained separate from test information for covered drivers, such information shall be treated as confidential

75 Pa. C.S.A. 1606,
1612

49 CFR 40.191,
40.261

49 CFR 40.13

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and shall only be released in accordance with law.

Drug and alcohol test information for school-related vehicle drivers shall not be included on the U.S. Department of Transportation Drug and Alcohol Testing MIS Data Collection Form.

Acknowledgment of Receipt

Each school-related vehicle driver shall sign a statement certifying that s/he has received a copy of this policy and its accompanying administrative regulations.

The District shall keep the original signed statement in the school-related vehicle driver's personnel file and provide a copy to the driver.

Training

School-related vehicle drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which school related vehicle drivers should also receive that training.

References:

PA School Code – 24 P.S. Sec. 111, 111.1

Child Protective Services Law – 23 Pa. C.S.A. 6344, 6344.3

PA Vehicle Code – 75 Pa. C.S.A. Sec. 102, 1606, 1612, 3316, 3802

Procedures for Transportation Workplace Drug and Alcohol Testing Programs – 49 CFR Part 40.13, 40.191, 40.261

Board Policy – 817, 818, 850

Policy Guide



Policy No. 810
 Section OPERATIONS
 Title TRANSPORTATION
 Adopted AUGUST 21, 1989
 Revised ~~JULY 12, 2014;~~
~~JANUARY 17, 2013;—~~
~~MARCH 19, 2001—~~

POLICY NO. 810 TRANSPORTATION	
Section 1	<p><u>Purpose</u></p> <p>Transportation for students shall be provided in accordance with law and Board policy.</p>
Section 2	<p><u>Definitions</u></p> <p>School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities. 75 Pa. C.S.A. 102</p> <p>School-related vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district or any other vehicle owned/leased by the District. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children. 75 Pa. C.S.A. 102</p>
Section 32	<p><u>Authority</u></p> <p>The Board Transportation shall be provided transportation for qualified students residing in the boroughs of Green Tree, Dormont, and Castle Shannon, in accordance with the law and SC 1361, 1362, 1726-A 22 PA Code Sec.</p>

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<p>Board policy. resident students in grades kindergarten through 12 to the district’s public schools and charter, regional charter and nonpublic schools located in the District or within the district’s transportation boundary or other placements as required by law or agreements. The district’s transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district’s border.</p>	<p>23.1, 23.2, 23.4</p>
<p>The Board shall purchase, lease, equip, and maintain school buses/vehicles and/or contract for school bus/vehicle services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.</p>	<p>SC 1361, 1362 22 PA Code 23.1, 23.2, 23.4 Pol. 610, 611, 818</p>
<p>The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.</p>	<p>SC 1362 67 PA Code 447.1 et seq</p>
<p>The Board shall provide transportation for eligible resident students who are enrolled in nonpublic schools or charter schools as required by law.</p>	<p>SC 1361, 1726-A Pol. 139</p>
<p>The Board shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan.</p>	<p>20 U.S.C. 6312</p>
<p>The Board shall provide transportation for homeless children and youths in accordance with federal and state laws and regulations.</p>	<p>42 U.S.C. 11432 Pol. 240</p>
<p>The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.</p>	<p>35 P.S. 4601 et seq</p>
<p>The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles.</p>	<p>35 P.S. 4608 67 PA Code 212.101</p>
<p>Such transportation will be provided from a designated school bus stop near the student’s permanent residence, to school and</p>	

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~~return to the same designated school bus stop. Parents who desire to have their child(ren) picked up from or transported to an alternate bus stop, shall make special written application to the District Transportation Office. The District shall honor such requests provided the alternate stop currently exists, and the existing bus serving that stop is not filled to capacity, without regard to whether student requesting such special service is designated a walker or rider. Any special transportation arrangements granted are valid for the current school year only, with requests to be made and considered each succeeding year. Any student having special transportation arrangements shall be denied such special arrangements in the event the particular bus becomes filled with regular use riders. Nothing in this policy shall be interpreted to cause the District to provide transportation for any purpose other than those specifically identified in this policy.~~

~~Transportation schedules shall be established by the Superintendent or designee so that all pupils are returned to their designated school bus stop no later than one (1) hour after the end of the school day.~~

~~The School District reserves the further right, in its sole discretion, to transport any student during the school day, i.e., after the student has arrived at school, regardless of whether the student has otherwise been designated as a walker for purposes of this policy, in emergency situations or where the School District deems such transportation necessary to the student's participation in his/her normal program(s). Nothing set forth herein shall obligate the School District to provide such transportation at the request of a parent.~~

~~The Board shall transport eligible resident students who are enrolled in non-district schools within the distance prescribed by law.~~

SC-1361

Section 4

Delegation of Responsibility

The school bus/vehicle driver shall be responsible to maintain order while students are being transported.

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical

<p>Section 53</p>	<p>POLICY NO. 810 TRANSPORTATION</p>	
	<p>problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania’s School Bus Stopping Law to the Superintendent or designee as soon as practicable.</p>	
	<p>The building principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.</p>	<p>22 PA Code 23.4</p>
	<p>The Superintendent or designee shall be responsible to:</p>	
	<p>1. Maintain records and make required reports regarding school transportation.</p>	<p>22 PA Code 23.1, 23.4</p>
	<p>2. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the District.</p>	<p>22 PA Code 23.4</p>
<p>3. Provide each school bus/school vehicle driver with:</p> <ul style="list-style-type: none"> a. The Pennsylvania School Bus Driver’s Manual. b. The written rules for student conduct on buses/vehicles. c. The procedures for evacuation drills. d. Any additional laws and applicable Board policies and administrative regulations which apply to school bus/vehicle drivers. 		
<p>4. Prepare a district map or schedule indicating each bus stop and bus route.</p>	<p>22 PA Code 23.4</p>	
	<p><u>Guidelines</u></p>	
	<p><u>Student Health Information</u></p>	
	<p>When necessary for student safety, or when required by a student’s IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information.</p>	<p>Pol 113, 209.1, 209.2, 210, 210.1</p>
	<p>School bus/vehicle drivers shall maintain the confidentiality of</p>	<p>Pol. 113.4, 216</p>

	<p style="text-align: center;">POLICY NO. 810 TRANSPORTATION</p> <p>student health/medical information in accordance with district policies and procedures and applicable law.</p> <p><u>Evacuation Drills</u></p> <p>Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy.</p> <p>Transportation services for preschool children will not be provided by the District.</p> <p><u>Bus Stop Locations</u></p> <p>a. Stops will generally be located no closer than 0.3 miles apart; however, on routes designated hazardous by the Pennsylvania Department of Transportation, stops may be scheduled according to the law.</p> <p>b. Stops will generally be located at intersections, and not at a student's home. Exceptions may be made for special education students and for students living on designated hazardous routes.</p> <p><u>Walkers and Walking Distances</u></p> <p>a. Students will generally walk 0.3 miles to a bus stop. Elementary students may be required to walk up to 1.5 miles and secondary students may be required to walk up to 2.0 miles to a bus stop.</p> <p>b. Elementary students (grades K-5) whose permanent residence is less than or equal to 1.5 miles to the school grounds as measured along a public roadway or roadways, shall be designated as walkers. The distance for secondary students (grades 6-12) shall be 2.0 miles.</p> <p>c. Exceptions may be made for students living on designated hazardous routes.</p> <p><u>Bus Conduct</u></p> <p>Proper behavior on a school bus is essential for the safety of all</p>	<p>SC 1517 75 Pa. C.S.A. 4552 Pol. 805</p> <p>SC 2541</p> <p>SC 1362 67 PA Code Sec. 447.1 <i>et seq.</i></p> <p>18 PA C.S.A. Sec. 5704</p>
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**POLICY NO. 810
TRANSPORTATION**

~~passengers.~~

~~School buses and vehicles may be equipped with audio and/or video recording equipment. The Board authorizes use of such equipment for school discipline and security purposes. Each school year, the Superintendent or designee shall notify students and their parents or guardians of this policy by letter mailed to the students' home addresses. Notice that students may be audio recorded must be posted clearly visible on each school bus or school vehicle that is furnished with audio recording equipment.~~

~~22 PA Code Sec.
23.4~~

~~It shall be the responsibility of the building principal and/or designee, to ensure that students are appropriately supervised when riding District buses.~~

~~To assure the safety of all passengers, the Board has adopted the following Rules of Conduct:~~

- ~~a. Each student shall be seated immediately upon entering the bus.~~
- ~~b. No student shall stand or move from place to place during the trip. Students must keep their feet out of the aisle once seated.~~
- ~~c. Loud, boisterous, profane language, or indecent conduct, shall not be tolerated.~~
- ~~d. Smoking is prohibited on the bus.~~
- ~~e. No items of any kind shall be thrown in or from the bus.~~
- ~~f. The bus driver has the same authority over a student as does a teacher in the classroom.~~
- ~~g. Students must board and leave the bus only at their assigned stop.~~
- ~~h. Bus passes will be issued to all students and must be shown to the driver or school personnel upon request.~~
- ~~i. Vandalism to the bus will not be tolerated.~~

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~~Violations of the above rules will be handled as outlined below:~~

FIRST OFFENSE

~~A warning will be given to the student. The Principal will consult with the student and notify the parent. The Principal will work with the driver to assign the student a seat on the bus for the remainder of the semester.~~

SECOND OFFENSE

~~Transportation privileges will be suspended for a specific period of time, or the student will be suspended from school. A parent conference will be held.~~

THIRD OFFENSE

~~Transportation privileges will be suspended for the remainder of the semester, or the student will be suspended from school. A conference will be held with the parents to discuss the conduct of the student.~~

~~A student that is removed from the bus for the remainder of the semester for disciplinary reasons shall observe the following procedure to request a reinstatement of his/her bus riding privileges:~~

- ~~a. Student and parent/guardian must submit written request to building principal requesting reinstatement of riding privileges.~~
- ~~b. Student and parent/guardian must participate in a conference with the Principal and student transportation personnel to review student conduct and evaluate request.~~
- ~~c. At the completion of the conference, the District will decide the student's bus riding status.~~
- ~~d. If the District reinstates the student's riding privileges, the student will be placed on probationary status for the remainder of the school year.~~

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~~e. An infraction of the rules of bus conduct committed by a student on probationary status will result in suspension of bus riding privileges for the remainder of the school year. Should this occur, the student and his/her parent/guardian must again apply for restoration of riding privileges.~~

~~Third offenses committed during the last thirty (30) days of the school year will result in suspension of transportation privileges for the first semester of the following year.~~

SERIOUS OFFENSE

~~(Including, but not limited to smoking and vandalism)~~

~~Offenses of a serious nature that affect the health or safety of bus occupants or damage the bus will result in suspension from school even though the offense is a first infraction of the rules. Parents/guardians of students guilty of vandalizing a bus will be responsible for the cost of repairs to the bus.~~

~~Nothing set forth in the policy will be applied in violation of the rights of students as provided under the Individuals with Disabilities Education Act, as Reauthorized.~~

Review of Employees Personnel Files

~~The District shall review the application materials and complete background checks for all bus drivers employed by the transportation companies providing transportation services to the District, pursuant to the School Code and the contracts with each transportation company at the beginning of each school year. The District retains the discretion to request that an operator not be used to transport District students, upon proper notice to the transportation company.~~

~~This responsibility is in addition to the requirement for clearances that must be presented to the District when an individual is initially hired by the District or the contract carriers.~~

Reports of Employee Crimes/Child Abuse

22 PA Code Sec
23.1

**POLICY NO. 810
TRANSPORTATION**

~~District bus drivers and/or the District's transportation contract carriers shall be responsible to inform the District in writing at the beginning of each school year whether or not they or any of their employees:~~

- ~~1. Have been charged, subsequent to approval as a District bus driver, with a criminal offense that would bar their employment as bus drivers or contracted service providers.~~
- ~~2. Were charged with a crime deemed serious under the criteria established by law.~~
- ~~3. Have been charged with or convicted of crimes that affect their suitability to have direct contact with students.~~

~~This responsibility is in addition to the requirement for clearances that must be presented to the District when an individual is initially hired by the District or the contract carriers.~~

~~The District and contract carriers shall have procedures in place to ensure they are notified by their employees when the employees are charged with crimes or child abuse. The procedures shall also include provision that the failure on the part of employees to make such a timely notification shall subject them to disciplinary action, including termination.~~

~~If any bus drivers have been charged as stated in the policy, the transportation contract carriers shall, in their written, yearly notification, include the name of the employee, nature(s) of the offense(s), and the status of the disposition. The District will review this information to determine if the employee shall continue to transport District students.~~

SC 111

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TRANSPORTATION**

References:

PA School Code – 24 P.S. Sec. ~~111~~, 1361, 1362, ~~2541~~ 1374,
1517, 1726-A,

State Board of Education Regulations – 22 PA Code Sec. 23.1,
23.2, 23.3, 23.4

Every Student Succeeds Act – 20 U.S.C. Sec. 6312

Education for Homeless Children and Youths – 42 U.S.C. Sec.
11432

State Department of Transportation Regulations – 67 PA Code
Sec. 212.101, 447.1 et seq.

Pennsylvania Vehicle Code – 75 Pa. C.S.A. Sec. 102, 4552

Diesel-Powered Motor Vehicle Idling Act – 35 P.S. Sec. 4601 et
seq., 4608

~~PA Crimes Code – 18 PA C.S.A. Sec. 5704~~

Board Policy – 103, 103.1, 113, 113.4, 139, 209.1, 209.1, 210,
210.1, 216, 240, 610, 611, 805, 818

Revision History: July 12, 2014; January 17, 2013; March 19,
2001

Policy Guide



Policy No. 818

Section OPERATIONS

Title CONTRACTED SERVICES

Adopted AUGUST 21, 1989

Revised _____

POLICY NO. 818 CONTRACTED SERVICES		
Section 1	<p><u>Purpose</u></p> <p>The Board, in its effort to provide cost effective programs, the Board uses outside independent contractors for a variety of purposes. The District is required to ensure that such contractors comply with certain legal requirements regarding contractor employees involved in the delivery of services to the District. This policy is adopted to outline those requirements and the manner in which the District shall direct and monitor contractor compliance. may need to utilize contracted services. The Board will continue to supervise and evaluate such services to assure their effectiveness. This policy is to assist the Board in maintaining qualified and legally certified services.</p> <p>The Board is required by law to ensure that independent contractors and their employees submit a report of criminal history record from the Pennsylvania State Police. Such reporting form shall be provided from the Pennsylvania State Police for in-state residents and from the Federal Bureau of Investigation for out-of-state residents.</p> <p>Improper performance of the contract, as determined by the District specifications, will result in legal action against the Contractor and/or the surety which provided the performance bond, if any.</p>	SC-111
Section 2	<p><u>Definitions</u></p> <p>For purposes of this policy, contractor employee shall include an individual who:</p>	

	POLICY NO. 818 CONTRACTED SERVICES	
	<p>1. Is employed or offered employment by an independent contractor or a subcontractor of an independent contractor, or is an individual independent contractor; and</p> <p>2. Has or will have direct contact with children.</p> <p>Direct Contact with Children – the possibility of care, supervision, guidance or control of children or routine interaction with children.</p> <p>For purposes of this policy, independent contractor shall mean an individual or entity that contracts with the District to provide services.</p>	SC 1205.6
Section 32	<p><u>Authority</u></p> <p>The District is required by law to ensure that independent contractors and contractor employees comply with the mandatory background check requirements for criminal history and child abuse certifications, the employment history review requirement, and the arrest and conviction reporting requirements.</p> <p>All independent contractors and their employees who contract with the District or are hired by the independent contractor shall not do any work for, at or on behalf of the District until such independent contractor or is employees have complied with the mandatory background check requirements for criminal history and the District has evaluated the results of that screening process.</p>	23 Pa. C.S.A. 6344 SC 111, 111.1
Section 4	<p><u>Guidelines</u></p> <p>Prior to using contracted services, a written contractual agreement shall be entered into between the District and the independent contractor and maintained centrally by the District in a manner similar to that for other contracts. Requests for proposals, bid specifications for proposals and resulting contracts shall specify the following:</p> <p>1. Mandatory requirements for criminal history background checks, child abuse certifications, employment history</p>	55 PA Code 3490.132

	POLICY NO. 818 CONTRACTED SERVICES	
	<p>reviews, and arrest and conviction reporting for contracted services involving direct contact with children, as mandated by law and set forth in this policy.</p> <p>2. A requirement that all contracted transportation providers provide a program of drug and alcohol testing for covered drivers. A covered driver shall include any contractor employee who drives, operates or is in the actual physical control or movement of a school bus or a commercial vehicle owned, leased or operated by the independent contractor in connection with school district services.</p> <p>3. That failure to comply with this policy and the requirements for criminal history background checks and child abuse certifications, employment history reviews, and required reporting of employee arrests, convictions or other misconduct by an independent contractor or contractor employee shall be grounds for termination of the contract.</p> <p>The Superintendent or designee shall review all information provided pursuant to this policy and determine if information is disclosed that precludes employment or continued service of an independent contractor or contractor employee.</p> <p>Information submitted by an independent contractor or contractor employee in accordance with this policy shall be maintained centrally in a manner similar to that for school employees.</p> <p><u>Pre-Employment Requirements</u></p> <p><i>Employment History Review –</i></p> <p>Independent contractors shall conduct an employment history review, in compliance with state law, prior to assignment of a contractor employee to perform work for the District in a position or assignment involving direct contact with children. The independent contractor may use the information for the purpose of evaluating an applicant’s fitness to be hired or for continued employment of a current contractor employee and may report the information as permitted by law.</p>	<p>49 CFR Part 382 67 PA Code 71.3 75 Pa. C.S.A. 1612, 3802 Pol. 810.1</p> <p>23 Pa. C.S.A. 6344 SC 111, 111.1 55 PA Code 3490.132 23 Pa. C.S.A. 6344.3</p> <p>SC 111.1</p>

POLICY NO. 818 CONTRACTED SERVICES		
<p>Independent contractors shall inform the District, in writing, upon receipt of an affirmative response to any of the abuse and sexual misconduct background questions for a contractor employee. If the District objects to the assignment, the independent contractor may not assign the contractor employee to the District.</p> <p>Independent contractors shall, upon request, provide the District to which a contractor employee is assigned access to the employee’s employment history review records.</p> <p><i>Criminal History -</i></p> <p>Prior to assignment of contractor employees to perform work for the District in a position or assignment involving direct contact with children, contractor employees shall submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.</p> <p>Contractor employees shall report, on the designated form, all arrests and convictions as specified on the form. Contractor employees shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment/contract, termination if already hired/contracted, and/or criminal prosecution.</p> <p><i>Tuberculosis Test -</i></p> <p>Contractor employees providing services for students shall undergo a test for tuberculosis in accordance with the regulations and guidance of the Pennsylvania Department of Health.</p> <p><u>Arrest and Conviction Reporting Requirements</u></p> <p>All independent contractors shall adopt policies and procedures that require their employees, who are providing services to the District and who have direct contact with children, to notify the independent contractor, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law. Contractor employees shall also be required to</p>	<p>SC 111.1</p> <p>23 Pa. C.S.A. 6344 SC 111</p> <p>SC 111</p> <p>SC 1418 28 PA Code 23.44</p> <p>SC 111 23 Pa. C.S.A. 6344.3</p>	

	POLICY NO. 818 CONTRACTED SERVICES	
	<p>report to the independent contractor, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law. The policies and procedures shall also include the provision that the failure on the part of contractor employees to make such a timely notification shall subject them to disciplinary action, including termination.</p> <p>If the independent contractor receives notice of such arrest or conviction or that the contractor employee has been named as a perpetrator in a founded or indicated report, from either the contractor employee or a third party, the independent contractor shall immediately report, in writing, that information to the Superintendent or designee.</p> <p>The independent contractor shall immediately require a contractor employee to submit new certifications when there is a reasonable belief that the employee was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.</p> <p>Contractor employees who provide transportation services shall immediately notify the independent contractor, who will then notify the District’s transportation supervisor of any traffic citations or the suspension, revocation or cancellation of operating privileges.</p> <p><u>Educator Misconduct</u></p> <p>If the Superintendent reasonably suspects that conduct being reported involves an incident required to be reported under the Educator Discipline Act, the Superintendent or designee shall notify the Pennsylvania Department of Education, in accordance with applicable law, regulations and Board policy.</p> <p><u>Training</u></p> <p>Independent contractors shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:</p>	<p>SC 111 23 Pa. C.S.A. 6344.3</p> <p>75 Pa. C.S.A. 1606</p> <p>SC 2070.9a Pol 817.1</p> <p>SC 1205.6</p>

	POLICY NO. 818 CONTRACTED SERVICES	
	<ol style="list-style-type: none"> 1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct. 2. Provisions of the Educator Discipline Act, including mandatory reporting requirements. 3. District policy related to reporting of suspected abuse and sexual misconduct. 4. Maintenance of professional and appropriate relationships with students. <p>Employees of independent contractors who have direct contact with children are required to complete a minimum of three (3) hours of training every five (5) years.</p> <p>Contractor employees shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which contractor employees should also receive that training.</p> <p><u>Child Abuse Reporting</u></p> <p>All contractor employees who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.</p> <p><u>Confidentiality</u></p> <p>No contractor employee shall be permitted access to confidential student information unless the District has determined that such access is necessary for the contractor employee to fulfill his/her responsibilities. Contractor employees with access to confidential student information shall maintain the confidentiality of that information in accordance with Board policies and procedures and applicable law. If a contractor employee has questions about the confidentiality of student information, the contractor employee should consult with the building principal.</p>	<p>SC 2070.1 et seq</p> <p>Pol. 806</p> <p>Pol. 847</p> <p>SC 1205.6</p> <p>Pol. 806 23 Pa. C.S.A. 6311</p> <p>Pol. 113.4, 216</p>

	POLICY NO. 818 CONTRACTED SERVICES	
Section 3	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent shall prepare rules and procedures to assure that the legal requirements for contracted services are complied with.</p> <p>Failure to comply with this policy and the requirements of Act 34 of 1985 by an independent contractor may lead to a cancellation of the contract.</p> <p>Mandatory background check requirements Policy 610 will be included in all bidding specifications for contracted services.</p> <p>School Code Board Policy</p> <p>References:</p> <p>PA School Code – 24 P.S. Sec. 111, 111.1, 1418</p> <p>Child Abuse Recognition and Reporting Training – 24 P.S. Sec. 1205.6, 2070.9a et seq</p> <p>Educator Discipline Act – 24 P.S. Sec. 2070.1a et seq</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6311, 6344, 6344.3</p> <p>Pennsylvania Vehicle Code – 75 Pa. C.S.A. Sec. 1606, 1612, 3802</p> <p>State Department of Transportation Regulations – 67 PA Code Sec. 71.3</p> <p>Controlled Substance and Alcohol Testing – 49 CFR Part 382</p> <p>Department of Human Services Regulations – 55 PA Code 3490.132</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23.44</p> <p>Board Policy – 113.4, 216, 806, 810.1, 817.1, 847</p>	<p>SC-111 No. 610</p>

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Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
10-0101-001-001-00-000-000 Cash -FNB - General Fund						
00060175	08/07/19	644 ALCOSE CREDIT UNION	\$2,528.56	2	Comp	R
00060176	08/07/19	11197 AMERICAN DREAM FUND	\$30.00	2	Comp	R
00060177	08/07/19	575 KEYSTONE OAKS EDUCATION ASSN	\$12,369.36	2	Comp	O
00060178	08/07/19	587 KEYSTONE OAKS ESPA-LOCAL	\$77.03	2	Comp	O
00060179	08/07/19	922 SEIU LOCAL32BJ	\$1,260.00	2	Comp	R
00060180	08/07/19	11807 TRANSAMERICA PREMIER LIFE INS CO	\$67.62	2	Comp	R
00060181	08/07/19	8186 RONDA J WINNECOUR	\$714.00	2	Comp	R
00060182	08/09/19	925 POSTMASTER Postmaster	\$317.12	892019	Comp	R
00060183	08/09/19	1341 AIU	\$3,218.73	8919	Comp	R
00060184	08/09/19	9114 AMSTERDAM PRINTING AND LITHOGRAPHY	\$197.00	8919	Comp	R
00060185	08/09/19	13662 AQUA FILTER FRESH, INC.	\$98.88	8919	Comp	R
00060186	08/09/19	7625 BECKER'S SCHOOL SUPPLIES	\$85.50	8919	Comp	R
00060187	08/09/19	299 BOROUGH OF GREEN TREE	\$1,065.74	8919	Comp	R
00060188	08/09/19	11173 EMILY BRILL	\$507.65	8919	Comp	R
00060189	08/09/19	118 CASTLE SHANNON BOROUGH Borough of Castle Shannon	\$55.06	8919	Comp	R
00060190	08/09/19	208 DORMONT BOROUGH Borough of Dormont	\$376.85	8919	Comp	R
00060191	08/09/19	13163 CIT CIT	\$2,965.84	8919	Comp	R
00060192	08/09/19	11048 ComDoc	\$10,019.95	8919	Comp	R
00060193	08/09/19	13511 DIRECT ENERGY BUSINESS - GAS DIRECT ENERGY BUSINESS	\$189.19	8919	Comp	R
00060194	08/09/19	6817 DOBIL LABORATORIES INC	\$711.65	8919	Comp	R
00060195	08/09/19	208 DORMONT BOROUGH	\$150.78	8919	Comp	R
00060196	08/09/19	8290 SCHOOL SPECIALTY EDUCATORS PUBLISHING SERVICE	\$520.44	8919	Comp	R
00060197	08/09/19	6882 KEVIN GALLAGHER	\$100.00	8919	Comp	R
00060198	08/09/19	11282 JENNIFER HARKE	\$139.85	8919	Comp	O
00060199	08/09/19	138 CHUJKO BROTHERS J.V Chujko, Inc.	\$1,407.50	8919	Comp	R
00060200	08/09/19	12909 KELLY SERVICES INC KELLY SERVICES INC	\$1,580.15	8919	Comp	R
00060201	08/09/19	3506 LAKESHORE LEARNING MATERIALS (dba)	\$1,015.08	8919	Comp	R
00060202	08/09/19	12709 W.B. MASON CO INC	\$2,791.00	8919	Comp	R
00060203	08/09/19	12928 Kenneth Monz	\$20.76	8919	Comp	O
00060204	08/09/19	8386 Mount Lebanon, PA Mount Lebanon, PA	\$3,076.42	8919	Comp	R
00060205	08/09/19	3695 ORIENTAL TRADING	\$1,014.12	8919	Comp	R
00060206	08/09/19	574 PA AMERICAN WATER COMPANY	\$2,531.04	8919	Comp	R
00060207	08/09/19	13096 PA Distance Learning Charter	\$2,452.95	8919	Comp	R
00060208	08/09/19	6561 PERIPOLE INC	\$486.41	8919	Comp	R
00060209	08/09/19	3630 PITNEY BOWES	\$730.50	8919	Comp	R
00060210	08/09/19	12910 PA Cyber Charter School Pennsylvania Cyber Charter School	\$14,402.05	8919	Comp	R
00060211	08/09/19	6475 SCHOLASTIC CLASSRM MAGS/WKLY READER SCHOLASTIC	\$365.37	8919	Comp	R
00060212	08/09/19	6977 SCHOLASTIC	\$1,270.87	8919	Comp	R
00060213	08/09/19	6979 CLASSROOM DIRECT SCHOOL SPECIALTY	\$449.70	8919	Comp	R
00060214	08/09/19	13535 SHAR PRODUCTS COMPANY	\$810.69	8919	Comp	R

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10-0101-001-001-00-000-000 Cash -FNB - General Fund						
00060215	08/09/19	1592 TEACHER CREATED RESOURCES	\$155.33	8919	Comp	R
00060216	08/09/19	9754 TEACHER DIRECT	\$1,553.44	8919	Comp	R
00060217	08/09/19	13849 DAVE THOMAS	\$401.36	8919	Comp	R
00060218	08/09/19	11724 TREETOP PUBLISHING/BARE BOOKS Treetop Publishing	\$254.10	8919	Comp	R
00060219	08/09/19	13062 UPMC HLTH Plan Fully Ins Wkrs Comp UPMC Health Benefits, Inc.	\$11,802.00	8919	Comp	R
00060220	08/09/19	803 THE WOODWIND & BRASSWIND	\$2,207.00	8919	Comp	R
00060221	08/12/19	13538 B.F. PLASTICS, INC.	\$991.40	81219	Comp	R
00060222	08/12/19	70 DICK BLICK	\$6,567.99	81219	Comp	R
00060223	08/12/19	10188 CDW Government LLC, CDW Government CDW Government	\$279,927.77	81219	Comp	R
00060224	08/12/19	10753 CENGAGE LEARNING	\$11,884.57	81219	Comp	R
00060225	08/12/19	11967 ZULAMA MODERN LEARNING-PARADIGM PUBL. EMC PUBLISHING, LLC	\$3,750.00	81219	Comp	R
00060226	08/12/19	13394 ESGI Software	\$1,656.00	81219	Comp	R
00060227	08/12/19	11820 EDMENTUM Edmentum	\$13,490.00	81219	Comp	R
00060228	08/12/19	11757 EduLink	\$6,775.00	81219	Comp	R
00060229	08/12/19	11774 MAIELLO BRUNGO & MAIELLO LLP	\$4,857.50	81219	Comp	R
00060230	08/12/19	3322 OFFICE DEPOT INC	\$77.96	81219	Comp	R
00060231	08/12/19	13775 Psychological Assessment Resources, Inc.	\$76.00	81219	Comp	R
00060232	08/12/19	6475 SCHOLASTIC CLASSRM MAGS/WKLY READER SCHOLASTIC	\$329.67	81219	Comp	R
00060233	08/12/19	707 TEACHER'S DISCOVERY	\$246.12	81219	Comp	R
00060234	08/12/19	6947 TREND ENTERPRISES INC	\$141.23	81219	Comp	R
00060235	08/12/19	3661 TRIBUNE-REVIEW TRIB TOTAL MEDIA	\$129.95	81219	Comp	R
00060236	08/12/19	10743 Toledo Physical Education Supply Toledo Physical Education Supply	\$441.14	81219	Comp	R
00060237	08/12/19	4703 WESLEY FAMILY SERVICES	\$12,000.00	81219	Comp	R
00060238	08/13/19	13538 B.F. PLASTICS, INC.	\$113.28	81319	Comp	R
00060239	08/15/19	574 PA AMERICAN WATER COMPANY	\$614.85	8152019	Comp	R
00060240	08/15/19	574 PA AMERICAN WATER COMPANY	\$252.48	8152019	Comp	R
00060241	08/15/19	574 PA AMERICAN WATER COMPANY	\$426.34	8152019	Comp	R
00060242	08/15/19	1341 AIU	\$21,350.00	81519	Comp	R
00060243	08/15/19	11443 AV LAUTTAMUS COMMUNICATIONS INC	\$48.00	81519	Comp	R
00060244	08/15/19	13851 AWK CONSULTING ENGINEERS, INC.	\$7,530.00	81519	Comp	V
00060245	08/15/19	70 DICK BLICK	\$3,745.42	81519	Comp	R
00060246	08/15/19	3573 COMCAST	\$6,631.40	81519	Comp	R
00060247	08/15/19	11751 COMPUTER LOGIC GROUP INC COMPUTER LOGIC GROUP, INC.	\$2,910.00	81519	Comp	R
00060248	08/15/19	11048 ComDoc	\$325.00	81519	Comp	R
00060249	08/15/19	13509 Direct Energy DIRECT ENERGY BUSINESS	\$2,023.10	81519	Comp	R
00060250	08/15/19	572 DUQUESNE LIGHT COMPANY	\$8,331.35	81519	Comp	R
00060251	08/15/19	4847 FIRST STUDENT INC	\$35,121.88	81519	Comp	R
00060252	08/15/19	1163 GOPHER SPORT	\$460.60	81519	Comp	R
00060253	08/15/19	10743 Toledo Physical Education Supply GREAT LAKES SPORTS	\$341.98	81519	Comp	R
00060254	08/15/19	12909 KELLY SERVICES INC KELLY SERVICES INC	\$64.35	81519	Comp	R

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10-0101-001-001-00-000-000 Cash -FNB - General Fund						
00060255	08/15/19	9130 JOSHUA KIRCHNER	\$316.36	81519	Comp	R
00060256	08/15/19	12709 W.B. MASON CO INC	\$2,232.80	81519	Comp	R
00060257	08/15/19	11495 MCGRAW HILL EDUCATION	\$93,616.15	81519	Comp	R
00060258	08/15/19	574 PA AMERICAN WATER COMPANY	\$550.85	81519	Comp	R
00060259	08/15/19	6983 REALLY GOOD STUFF INC.	\$1,126.00	81519	Comp	R
00060260	08/15/19	13536 RESONANCE VIOLINS, INC.	\$1,430.96	81519	Comp	R
00060261	08/15/19	6475 SCHOLASTIC CLASSRM MAGS/WKLY READER SCHOLASTIC	\$481.92	81519	Comp	R
00060262	08/15/19	6977 SCHOLASTIC	\$296.56	81519	Comp	R
00060263	08/15/19	10935 STAPLES ADVANTAGE STAPLES BUSINESS CREDIT	\$5,585.50	81519	Comp	R
00060264	08/15/19	707 TEACHER'S DISCOVERY	\$72.95	81519	Comp	R
00060265	08/15/19	12729 TURNITIN LLC	\$3,735.00	81519	Comp	R
00060266	08/15/19	9915 TRANE Trane U.S. Inc.	\$1,988.66	81519	Comp	R
00060267	08/15/19	13596 WEST PENN AGGRAGATES	\$1,132.31	81519	Comp	R
00060268	08/15/19	803 THE WOODWIND & BRASSWIND	\$2,163.96	81519	Comp	R
00060269	08/15/19	13611 WESTINGHOUSE ARTS ACADEMY CHARTER SCHOOL Westinghouse Arts Academy Charter c	\$4,087.93	81519	Comp	R
00060270	08/16/19	13538 B.F. PLASTICS, INC.	\$20.00	81619	Comp	R
00060271	08/16/19	13851 AWK CONSULTING ENGINEERS, INC.	\$7,530.00	81519	Comp	O
00060272	08/16/19	10743 Toledo Physical Education Supply Toledo Physical Education Supply	\$149.99	81619	Comp	R
00060273	08/16/19	11023 APPERSON	\$1,255.00	81619	Comp	R
00060274	08/16/19	10188 CDW Government LLC, CDW Government CDW Government	\$50,959.68	81619	Comp	R
00060275	08/16/19	13774 GOVCONNECTION, INC. GOVCONNECTION, INC.	\$2,460.00	81619	Comp	R
00060276	08/16/19	12909 KELLY SERVICES INC KELLY SERVICES INC	\$107.25	81619	Comp	R
00060277	08/16/19	5225 LANCASTER-LEBANON IU 13 Lancaster-Lebanon IU 13	\$13,224.60	81619	Comp	R
00060278	08/16/19	774 VOLKWEIN BROTHERS INC	\$502.00	81619	Comp	R
00060279	08/20/19	13234 John Lyon	\$164.96	82019	Comp	R
00060280	08/20/19	118 CASTLE SHANNON BOROUGH Castle Shannon Boro General Fund	\$1,248.60	8202019	Comp	R
00060281	08/20/19	10213 AMAZON.COM CORPORATE CREDIT AMAZON CAPITAL SERVICES	\$2,791.42	82019	Comp	R
00060282	08/20/19	9884 AT&T MOBILITY	\$912.82	82019	Comp	R
00060283	08/20/19	11417 BETHEL PARK SCHOOL DISTRICT	\$514.50	82019	Comp	R
00060284	08/20/19	11761 BOROUGH OF GREENTREE	\$180.25	82019	Comp	R
00060285	08/20/19	571 COLUMBIA GAS OF PA	\$227.63	82019	Comp	R
00060286	08/20/19	118 CASTLE SHANNON BOROUGH Castle Shannon Boro General Fund	\$426.27	82019	Comp	R
00060287	08/20/19	13509 Direct Energy DIRECT ENERGY BUSINESS	\$14,915.76	82019	Comp	R
00060288	08/20/19	13511 DIRECT ENERGY BUSINESS - GAS DIRECT ENERGY BUSINESS	\$36.90	82019	Comp	R
00060289	08/20/19	572 DUQUESNE LIGHT COMPANY	\$9,119.37	82019	Comp	R
00060290	08/20/19	11774 MAIELLO BRUNGO & MAIELLO LLP	\$10,341.50	82019	Comp	R
00060291	08/20/19	12631 PEOPLES NATURAL GAS	\$460.75	82019	Comp	R
00060292	08/20/19	13177 Provident Charter School Provident Charter School	\$27,709.43	82019	Comp	R

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00060293	08/20/19	10935 STAPLES ADVANTAGE STAPLES BUSINESS CREDIT	\$176.33	82019	Comp	R
00060294	08/21/19	10740 Propel Edu Strat. dba Applied Practice	\$57.50	82119	Comp	O
00060295	08/21/19	13519 CARLEX, INC.	\$22.90	82119	Comp	R
00060296	08/21/19	10753 CENGAGE LEARNING	\$8,995.25	82119	Comp	R
00060297	08/21/19	377 KURTZ BROTHERS	\$5,666.26	82119	Comp	R
00060298	08/21/19	13027 NASCO Math Nasco	\$8.46	82119	Comp	R
00060299	08/21/19	3322 OFFICE DEPOT INC	\$554.25	82119	Comp	R
00060300	08/21/19	9837 WILLIAM H SADLER INC	\$1,586.09	82119	Comp	R
00060301	08/21/19	707 TEACHER'S DISCOVERY	\$1,221.09	82119	Comp	R
00060302	08/21/19	2093 VERNIER SOFTWARE & TECHNOLOGY	\$1,491.19	82119	Comp	R
00060303	08/26/19	13772 EMC CORPORATION	\$32,824.68	8262019	Comp	R
00060304	08/27/19	7502 BANKSVILLE EXPRESS Printing, Inc	\$6,126.54	82719	Comp	V
00060305	08/27/19	70 DICK BLICK	\$259.69	82719	Comp	V
00060306	08/27/19	115 CAROLINA BIOLOGICAL SUPPLY	\$1,831.44	82719	Comp	V
00060307	08/27/19	10753 CENGAGE LEARNING	\$6,116.25	82719	Comp	V
00060308	08/27/19	6771 CHILDREN'S INSTITUTE	\$2,925.00	82719	Comp	V
00060309	08/27/19	572 DUQUESNE LIGHT COMPANY	\$1,730.26	82719	Comp	V
00060310	08/27/19	7635 FLINN SCIENTIFIC INC	\$679.95	82719	Comp	V
00060311	08/27/19	250 FOLLETT Follett School Solutions Inc	\$4,600.77	82719	Comp	V
00060312	08/27/19	11042 HOUGHTON MIFFLIN HARCOURT Houghton Mifflin Harcourt Pub. Co	\$280.00	82719	Comp	V
00060313	08/27/19	12909 KELLY SERVICES INC KELLY SERVICES INC	\$107.26	82719	Comp	V
00060314	08/27/19	13257 JOSEPH KUBIAK	\$62.55	82719	Comp	V
00060315	08/27/19	12129 BEDFORD FREEMAN & WORTH PUBLISHERS MPS	\$4,560.93	82719	Comp	V
00060316	08/27/19	12943 PA Leadership Charter School	\$3,628.23	82719	Comp	V
00060317	08/27/19	1457 SHASDA	\$250.00	82719	Comp	V
00060318	08/27/19	11090 TIMOTHY L SHERIDAN	\$22.97	82719	Comp	V
00060319	08/27/19	3640 SUPER DUPER PUBLICATIONS	\$313.65	82719	Comp	V
00060320	08/27/19	13862 CAITLIN UNGER	\$1,548.00	82719	Comp	V
00060321	08/27/19	803 THE WOODWIND & BRASSWIND	\$307.76	82719	Comp	V
00060322	08/27/19	13356 iDesign USA Corp	\$4,439.75	82719	Comp	V
00060323	08/27/19	7502 BANKSVILLE EXPRESS Printing, Inc	\$6,126.54	82719	Comp	O
00060324	08/27/19	70 DICK BLICK	\$259.69	82719	Comp	O
00060325	08/27/19	115 CAROLINA BIOLOGICAL SUPPLY	\$1,831.44	82719	Comp	O
00060326	08/27/19	10753 CENGAGE LEARNING	\$6,116.25	82719	Comp	O
00060327	08/27/19	6771 CHILDREN'S INSTITUTE	\$2,925.00	82719	Comp	O
00060328	08/27/19	572 DUQUESNE LIGHT COMPANY	\$1,730.26	82719	Comp	O
00060329	08/27/19	7635 FLINN SCIENTIFIC INC	\$679.95	82719	Comp	O
00060330	08/27/19	250 FOLLETT Follett School Solutions Inc	\$4,600.77	82719	Comp	O
00060331	08/27/19	11042 HOUGHTON MIFFLIN HARCOURT Houghton Mifflin Harcourt Pub. Co	\$280.00	82719	Comp	O
00060332	08/27/19	12909 KELLY SERVICES INC KELLY SERVICES INC	\$107.26	82719	Comp	O
00060333	08/27/19	13257 JOSEPH KUBIAK	\$62.55	82719	Comp	R
00060334	08/27/19	12129 BEDFORD FREEMAN & WORTH PUBLISHERS MPS	\$4,560.93	82719	Comp	O

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00060335	08/27/19	12943 PA Leadership Charter School	\$3,628.23	82719	Comp	O
00060336	08/27/19	1457 SHASDA	\$250.00	82719	Comp	O
00060337	08/27/19	11090 TIMOTHY L SHERIDAN	\$22.97	82719	Comp	R
00060338	08/27/19	3640 SUPER DUPER PUBLICATIONS	\$313.65	82719	Comp	O
00060339	08/27/19	13862 CAITLIN UNGER	\$1,548.00	82719	Comp	O
00060340	08/27/19	803 THE WOODWIND & BRASSWIND	\$307.76	82719	Comp	O
00060341	08/27/19	13356 iDesign USA Corp	\$4,439.75	82719	Comp	O
00060342	08/29/19	13447 3 Brothers Plumbing Supplies	\$40.55	82919	Comp	O
00060343	08/29/19	1224 ABCO FIRE PROTECTION INC	\$1,358.47	82919	Comp	O
00060344	08/29/19	9445 AC SUPPLY CO	\$974.90	82919	Comp	O
00060345	08/29/19	11023 APPERSON	\$58.05	82919	Comp	O
00060346	08/29/19	13438 Aramark Uniform & Career Apparel Group,. ARAMARK UNIFORM SERVICES	\$1,514.88	82919	Comp	O
00060347	08/29/19	13179 Ace fix-it Hardware of Greentree Ace fix-it Hardware	\$127.34	82919	Comp	O
00060348	08/29/19	13454 APPLIED INDUSTRIAL TECHNOLOGIES Applied Industrial Tech.-PA LLC	\$5.96	82919	Comp	O
00060349	08/29/19	7502 BANKSVILLE EXPRESS Printing, Inc	\$4,723.38	82919	Comp	O
00060350	08/29/19	11535 BIG'S SANITATION	\$2,705.00	82919	Comp	O
00060351	08/29/19	13395 Busy Beaver Building Centers, Inc.	\$43.75	82919	Comp	O
00060352	08/29/19	10188 CDW Government LLC, CDW Government CDW Government	\$12,681.96	82919	Comp	O
00060353	08/29/19	5097 CHEM-AQUA	\$261.90	82919	Comp	O
00060354	08/29/19	6771 CHILDREN'S INSTITUTE	\$4,875.00	82919	Comp	O
00060355	08/29/19	7272 CITY LIGHTING PRODUCTS CO.	\$48.00	82919	Comp	O
00060356	08/29/19	6979 CLASSROOM DIRECT	\$1,535.18	82919	Comp	O
00060357	08/29/19	9298 CONSOLIDATED COMMUNICATIONS	\$1,170.92	82919	Comp	O
00060358	08/29/19	13509 Direct Energy DIRECT ENERGY BUSINESS	\$8,429.54	82919	Comp	O
00060359	08/29/19	1359 DORMONT APPLIANCE CENTER	\$618.00	82919	Comp	O
00060360	08/29/19	10630 EDUCATIONAL INNOVATIONS INC	\$369.93	82919	Comp	O
00060361	08/29/19	7279 ERZEN ASSOCIATES INC	\$98.64	82919	Comp	O
00060362	08/29/19	4513 FASTSIGNS	\$475.54	82919	Comp	O
00060363	08/29/19	7627 FISHER SCIENCE EDUCATION	\$847.77	82919	Comp	O
00060364	08/29/19	7635 FLINN SCIENTIFIC INC	\$4,037.17	82919	Comp	O
00060365	08/29/19	13873 FOSTER 1 ASSOCIATES	\$96,859.75	82919	Comp	O
00060366	08/29/19	13872 FOSTER 10 ASSOCIATES	\$212,527.23	82919	Comp	O
00060367	08/29/19	13870 FOSTER 2 ASSOCIATES	\$105,323.22	82919	Comp	O
00060368	08/29/19	13871 FOSTER 3 ASSOCIATES	\$28,211.58	82919	Comp	O
00060369	08/29/19	13866 FOSTER 4 ASSOCIATES	\$55,482.77	82919	Comp	O
00060370	08/29/19	13869 FOSTER 5 ASSOCIATES	\$218,169.54	82919	Comp	O
00060371	08/29/19	13868 FOSTER 6 ASSOCIATES	\$167,388.71	82919	Comp	O
00060372	08/29/19	13867 FOSTER 7 ASSOCIATES	\$213,783.58	82919	Comp	O
00060373	08/29/19	13874 FOSTER PLAZA OFFICE PARK ASSN	\$1,937.21	82919	Comp	O
00060374	08/29/19	13165 FERGUSON ENTERPRISES, INC Ferguson Enterprises INC #1480	\$734.54	82919	Comp	O
00060375	08/29/19	4847 FIRST STUDENT INC	\$1,839.27	82919	Comp	O
00060376	08/29/19	1163 GOPHER SPORT	\$2,143.54	82919	Comp	O
00060377	08/29/19	292 GRAINGER	\$495.01	82919	Comp	O
00060378	08/29/19	4710 GEORGE M KEY ARCO INC	\$942.23	82919	Comp	O
00060379	08/29/19	10941 HOLLIS & GERMANN MUSIC INC	\$5,963.00	82919	Comp	O
00060380	08/29/19	8620 HOME DEPOT CREDIT SERVICES	\$437.09	82919	Comp	O

Keystone Oaks School District
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Check Dates 08/01/19 - 08/31/19

Check # 00001624 - 99989463

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
10-0101-001-001-00-000-000 Cash -FNB - General Fund						
00060381	08/29/19	331 HOMECRAFT BUILDING CENTER	\$64.00	82919	Comp	O
00060382	08/29/19	232 J C EHRlich COMPANY INC J.C. Ehrlich	\$689.00	82919	Comp	O
00060383	08/29/19	13236 AM Parts Inc Johnstone Supply Inc.	\$127.81	82919	Comp	O
00060384	08/29/19	13786 KEY TEST PREP SERVICES LLC	\$1,057.76	82919	Comp	O
00060385	08/29/19	6549 KIDS DISCOVER	\$391.74	82919	Comp	O
00060386	08/29/19	1050 KNICKERBOCKER RUSSELL CO INC	\$625.00	82919	Comp	O
00060387	08/29/19	377 KURTZ BROTHERS	\$759.24	82919	Comp	O
00060388	08/29/19	13462 SHELBY KEEBLER	\$1,494.50	82919	Comp	O
00060389	08/29/19	12008 LOWES BUSINESS ACCT/GECRB	\$1,469.86	82919	Comp	O
00060390	08/29/19	13863 MarketVolt LLC	\$900.00	82919	Comp	O
00060391	08/29/19	11495 MCGRAW HILL EDUCATION	\$2,303.70	82919	Comp	O
00060392	08/29/19	13757 MONTGOMERY CO INTERMED. UNIT 23 MCIU UNIT 23	\$2,615.76	82919	Comp	O
00060393	08/29/19	5093 MIDWEST TECHNOLOGY	\$144.76	82919	Comp	O
00060394	08/29/19	4919 MR JOHN	\$119.00	82919	Comp	O
00060395	08/29/19	11492 NODE ZERO LLC	\$832.50	82919	Comp	O
00060396	08/29/19	1926 PAPER PRODUCTS CO INC	\$2,545.80	82919	Comp	O
00060397	08/29/19	511 PAXTON/PATTERSON LLC	\$360.15	82919	Comp	O
00060398	08/29/19	7305 PRESTWICK HOUSE INC.	\$2,040.20	82919	Comp	O
00060399	08/29/19	10712 PUSH N PULL INC	\$24.50	82919	Comp	O
00060400	08/29/19	9199 REALITY WORKS	\$109.00	82919	Comp	O
00060401	08/29/19	620 SARGENT-WELCH	\$701.88	82919	Comp	O
00060402	08/29/19	10823 SAWSTOP,LLC	\$173.00	82919	Comp	O
00060403	08/29/19	6979 CLASSROOM DIRECT SCHOOL SPECIALTY	\$56.65	82919	Comp	O
00060404	08/29/19	13850 Jeffrey R Marshall SCHOOL21	\$1,500.00	82919	Comp	O
00060405	08/29/19	6381 SIERRA MONITOR CORPORATION	\$172.55	82919	Comp	O
00060406	08/29/19	8773 STEEL CITY MOWER & PLOW	\$189.00	82919	Comp	O
00060407	08/29/19	11053 STEWART EQUIPMENT SVC INC	\$123.60	82919	Comp	O
00060408	08/29/19	707 TEACHER'S DISCOVERY	\$176.33	82919	Comp	O
00060409	08/29/19	13795 TOWNSEND PRESS	\$1,271.28	82919	Comp	O
00060410	08/29/19	7067 A.G.TRIMBLE CO.	\$268.91	82919	Comp	O
00060411	08/29/19	647 SHERWIN-WILLIAMS The Sherwin-Williams CO.	\$324.28	82919	Comp	O
00060412	08/29/19	10743 Toledo Physical Education Supply Toledo Physical Education Supply	\$1,024.87	82919	Comp	O
00060413	08/29/19	733 Tri State Bleacher Maintenance	\$4,005.34	82919	Comp	O
00060414	08/29/19	10615 UNITED REFRIGERATION INC	\$525.90	82919	Comp	O
00060415	08/29/19	13171 Tri-State Area Study Council University of Pittsburgh	\$500.00	82919	Comp	O
00060416	08/29/19	774 VOLKWEIN BROTHERS INC	\$244.21	82919	Comp	O
00060417	08/29/19	9553 W.E.L. INSTRUMENT CO LLC	\$810.00	82919	Comp	O
00060418	08/29/19	777 WARD'S NATURAL SCIENCE	\$808.43	82919	Comp	O
00060419	08/29/19	12751 WILMAC FLOORING	\$3,387.85	82919	Comp	O
00060420	08/29/19	803 THE WOODWIND & BRASSWIND	\$434.19	82919	Comp	O

Date: 09/04/19
 Time: 07:51:29

Keystone Oaks School District
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 Check # 00001624 - 99989463

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
29-0101-001-000-00-000-000 CASH - FNB ATHLETICS						

Totals For Bank Account 10-0101-001-001-00-000-000 Cash -FNB - General Fund

Balance Sheet	2,113,052.21	Expenditure	0.00	Revenue	0.00
	Total	Count		Total	Count
Outstanding	1,254,512.63	102	Computer Check	2,113,052.21	246
Reconciled	811,218.58	124	Hand Check	0.00	0
Stop Payment	0.00	0	Wire Transfer	0.00	0
Voided	47,321.00	20			
	2,113,052.21	246		2,113,052.21	246

**Keystone Oaks School District
 August 2019 Combined Check Register 2019-2020**

Check Dates 08/01/19 - 08/31/19

Check # 00001624 - 99989463

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
29-0101-001-000-00-000-000 CASH - FNB ATHLETICS						
00003126	08/09/19	12284 BALDWIN CROSS-COUNTRY CLUB	\$230.00	8919	Comp	O
00003127	08/09/19	12278 MASTRO ICE INC	\$130,424.00	8919	Comp	V
00003128	08/09/19	12278 MASTRO ICE INC	\$317.00	8919	Comp	R
00003129	08/29/19	11894 NOVA SPORTS	\$1,803.40	82919	Comp	O
00003130	08/29/19	13031 UPMC SPORTS MEDICINE UPMC Presbyterian Shadyside	\$150.00	82919	Comp	O
00003131	08/29/19	10171 WPIAL	\$300.00	82919	Comp	O

Totals For Bank Account 29-0101-001-000-00-000-000 CASH - FNB ATHLETICS

Balance Sheet 133,224.40 **Expenditure** 0.00 **Revenue** 0.00

	Total	Count		Total	Count
Outstanding	2,483.40	4	Computer Check	133,224.40	6
Reconciled	317.00	1	Hand Check	0.00	0
Stop Payment	0.00	0	Wire Transfer	0.00	0
Voided	130,424.00	1			
	133,224.40	6		133,224.40	6

Date: 09/04/19
 Time: 07:51:29

Keystone Oaks School District
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Check Dates 08/01/19 - 08/31/19

Check # 00001624 - 99989463

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
32-0101-001-000-00-000-000 CASH - FNB CAPITAL RESERVE FUND						
00001633	08/09/19	13377 Tri-Lite Windows, Inc	\$6,158.00	8919	Comp	R
00001634	08/15/19	12569 SPORT FLOORS INC	\$78,271.00	81519	Comp	R
00001635	08/29/19	48 B & R POOLS & SWIM SHOP	\$6,400.00	82919	Comp	O
00001636	08/29/19	647 SHERWIN-WILLIAMS The Sherwin-Williams CO.	\$200.92	82919	Comp	O

Totals For Bank Account 32-0101-001-000-00-000-000 CASH - FNB CAPITAL RESERVE FUND

Balance Sheet 91,029.92

Expenditure 0.00

Revenue 0.00

	Total	Count		Total	Count
Outstanding	6,600.92	2	Computer Check	91,029.92	4
Reconciled	84,429.00	2	Hand Check	0.00	0
Stop Payment	0.00	0	Wire Transfer	0.00	0
Voided	0.00	0			
	91,029.92	4		91,029.92	4

Keystone Oaks School District
August 2019 Combined Check Register 2019-2020

Check Dates 08/01/19 - 08/31/19

Check # 00001624 - 99989463

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
50-0101-001-000-00-000-000 CASH - FNB Cafeteria						
00009170	08/22/19	13350 TRISTA BOYES	\$491.00	82219	Comp	R
00009171	08/29/19	13875 PATTY CONLON	\$23.95	82919	Comp	O
00009172	08/29/19	13865 BETH ANN KELLY	\$29.25	82919	Comp	O

Totals For Bank Account 50-0101-001-000-00-000-000 CASH - FNB Cafeteria

Balance Sheet 544.20

Expenditure 0.00

Revenue 0.00

	Total	Count		Total	Count
Outstanding	53.20	2	Computer Check	544.20	3
Reconciled	491.00	1	Hand Check	0.00	0
Stop Payment	0.00	0	Wire Transfer	0.00	0
Voided	0.00	0			
	544.20	3		544.20	3