

KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

WORK SESSION
TUESDAY, JUNE 14, 2016

BUSINESS/LEGISLATIVE MEETING

TUESDAY, JUNE 21, 2016
7:00 PM

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

June 14, 2016 – Work Session

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- **Dylan Burke – Westinghouse Science Honors Institute**
- **Robert Naser – Studio and Stage Night (Dormont Elementary)**
- **Lisa Thoft – Studio and Stage Night (Dormont Elementary)**
- **Mark Kopper – Mock Convention**
- **Highlighting Excellence – Mrs. Sarah Welch**
- Public Comment
- Review of Reports
- Public Comment
- Adjournment

June 21, 2016 – Business/Legislative Meeting

7:00 PM Meeting

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

BOARD PRESIDENT'S REPORT

June 21, 2016

Ms. Patricia Ann Shaw

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of May 10, 2016, and the Business/Legislative Minutes of May 17, 2016.

II. AUTHORIZATION TO HIRE NECESSARY STAFF FOR 2016/2017

It is recommended that the Board authorize the Superintendent to hire the necessary staff for the start of the 2016/2017 school year subject to retroactive approval by the Board.

III. SETTLEMENT AGREEMENT

It is recommended that the Board approve the Settlement Agreement between the Keystone Oaks School District, the Keystone Oaks Education Association and K.S.

IV. SUPERINTENDENT'S COMPENSATION 2016/2017

In compliance with the *Superintendent's Contract*, it is recommended that the Board approve the 2016/2017 salary of \$_____ for **William P. Stropkaj, Ed.D.**, effective July 1, 2016.

FOR INFORMATION ONLY

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

VI. Dormont Borough Council Minutes

(Available Online)

VII. Green Tree Borough Council Minutes

(Available Online)

VIII. EXECUTIVE SESSION

SUPERINTENDENT'S REPORT

June 21, 2016

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. ADMINISTRATIVE TEAM COMPENSATION 2016/2017

In compliance with each of the Administrative Team's individual contracts, it is recommended that the Board approve the following compensation for the 2016/2017 school year, effective July 1, 2016:

| <u>Name</u> | <u>Position</u> | <u>2016/2017 Salary</u> |
|-----------------------|---|-------------------------|
| Sharon Gogram | Director of Fiscal Services | |
| Christopher Swickline | Director of Facilities & Transportation | |
| John Bruner | School Resource Officer | |
| Justin Talbert | Systems Administrator | |
| William Neuman | Head Custodian/Dormont | |
| Jack Priore | Head Custodian/Myrtle | |
| Michael Hurley | Evening Shift Supervisor | |
| Charmaine Masztak | Administrative Assistant | |
| Karen Wong | Administrative Assistant | |

II. SECOND READING OF POLICY NO. 850: EMPLOYMENT OF DISTRICT STAFF

It is recommended that the Board approve the SECOND READING of Policy No. 850: *Employment of District Staff*.

III. FIRST READING OF POLICY NO. 226: SEARCHES

It is recommended that the Board approve the FIRST READING of Policy No. 226: *Searches*.

IV. FIRST READING OF POLICY NO. 808: FOOD SERVICES

It is recommended that the Board approve the FIRST READING of Policy No. 808:
Food Services.

**V. FIRST READING OF POLICY NO. 815:
EMPLOYEE USE OF PERSONAL ELECTRONIC DEVICES**

It is recommended that the Board approve the FIRST READING of Policy No. 815:
Employee Use of Personal Electronic Devices.

VI. REMOVAL OF POLICIES

In compliance with *Board Policy No. 003: Functions*, it is recommended that the Board abolish the following policies:

Policy 221.1: *Telephone Paging Device (Beepers)*

Policy 221.2: *Cellular Telephones*

Policy 221.3: *Personal Digital Assistants (PDAs)*

EDUCATION REPORT

June 21, 2016

Ms. Raeann Lindsey, Chairperson

BOARD ACTION REQUESTED

I. APPROVAL OF CLASS SIZES LESS THAN 10 STUDENTS

It is recommended that the Board approve French IV and Spanish V class sizes for less than ten (10) students for the 2016/2017 school year.

II. ADOPTION OF TEXTBOOK FOR 2016/2017

It is recommended that the Board approve the adoption and purchase (approximate cost listed below) of the following textbook for the 2016/2017 school year:

| <u>Textbook</u> | <u>Publisher</u> | <u>Price</u> |
|---|------------------|--------------|
| <i>Knight College Physics</i> Copyright 2015 | Pearson | \$2,407.05 |

III. UNUSABLE AND UNNECESSARY TEXTBOOKS

The Administration recommends declaring the following textbooks unusable and unnecessary:

| <u>Textbook</u> | <u>Publisher</u> | <u>Copies</u> |
|---|------------------|---------------|
| Mathematics Applications & Connections Course 1 1995 | Glencoe | 124 |
| Eastern Hemisphere Social Studies 1993 | Holt | 63 |

PUPIL PERSONNEL REPORT

June 21, 2016

Dr. William Stropkaj

BOARD ACTION REQUESTED

I. TRANSITION CONSULTANT FOR SPECIAL EDUCATION SERVICES

The Administration recommends that the Board approve DJ Morgan Educational Consulting, LLC, as a Transition Consultant to provide services for special education at a cost not to exceed \$18,135.00 for the 2016/2017 school year.

II. SERVICES AGREEMENT – WESTERN PSYCHIATRIC INSTITUTE AND CLINIC’S ACUTE ADOLESCENT PROGRAMS

The Administration recommends that the Board approve the Services Agreement with Western Psychiatric Institute and Clinic’s (WPIC) Acute Adolescent Partial Hospitalization Programs (AAPHP), Licensed Inpatient School (LAS), and the Center for Overcoming Problem Eating (COPE) Partial Hospitalization Program.

For Information Only

Seventy-five dollars (\$75) per day, per student, is the cost for the education for students receiving intense mental health support. This motion is made in the event the District must utilize such services.

PERSONNEL REPORT

June 21, 2016

Mr. David Hommrich, Chairperson

BOARD ACTION REQUESTED

I. RESIGNATION

It is recommended that the Board accept the letter of resignation from **Joseph Ruffalo**, Custodian, Aiken Elementary School, effective May 31, 2016.

II. FURLOUGHS

In compliance with *Board Policy No. 511 – Suspensions or Furloughs* and the *Keystone Oaks Educational Support Personnel Association/PSEA/NEA July 2014 – June 2018*, it is recommended that the following employees be furloughed with their last day of employment effective June 9, 2016:

| <u>Name</u> | <u>Position</u> | <u>Building</u> |
|-------------------------|------------------|-----------------|
| Rosa Arzenti | Paraprofessional | Myrtle |
| Rachel Baricevic | Paraprofessional | Dormont |
| Christine Casto | Paraprofessional | Dormont |
| John Foster | Paraprofessional | Dormont |
| Karen McKay | Paraprofessional | Dormont |
| Pamela McNally | Paraprofessional | Dormont |
| Heidi Pape | Paraprofessional | Dormont |
| Terri Reidell | Paraprofessional | Dormont |
| Sherri Welsh | Paraprofessional | Myrtle |
| Natalie Zivic | Paraprofessional | Myrtle |

III. APPOINTMENTS

A. Professional Employees

In compliance with *Board Policy No. 404 – Employment of Professional Employees*, and the *Keystone Oaks Education Association Agreement 2011-2016*, the Administration recommends the employment of:

Allyson Baker

Biology/Chemistry – Keystone Oaks High School
August 25, 2016
Salary-\$43,750.00 (B, Level 15)

Rebecca Hersan

Half-time Art - Aiken Elementary
August 25, 2016
Salary – \$18,300.00, (pro-rated) (B+12, Level 14)

Jennifer Martin

STEAM – Dormont/Myrtle Elementary Schools
August 25, 2016
Salary-\$43,000.00 (B, Level 15)

B. Extended School Year Staff

It is recommended that the Board approve the following personnel for the Extended School Year Program (July 5-7; July 11-14; July 18-21; July 25-28, 2016 from 8:30 a.m. through 1:15 p.m.) at the Keystone Oaks Middle School:

| <u>Name</u> | <u>Position</u> |
|-------------------------|--------------------|
| Lisa Brestensky | Paraprofessional |
| Ashley Hilliard | Paraprofessional |
| Alexandra Polens | Personal Care Aide |
| Mary Ranalli | Paraprofessional |
| Donda Snell | Personal Care Aide |

C. Substitute Custodians

In compliance with *Board Policy No. 505 – Employment of Classified Substitute Employees*, it is recommended that the Board approve the following individuals as substitute custodians, pending receipt of all required legal documents and clearances:

| | |
|------------------------|-------------------------|
| Jeffrey Bearley | Effective June 9, 2016 |
| Conor Tokarsky | Effective June 13, 2016 |
| Alexander Wong | Effective June 13, 2016 |

D. Lifeguard

It is recommended that the Board approve **Austin Oleksak** as a lifeguard at a pay rate of \$7.25 per hour for the Keystone Oaks Recreational Swim Staff.

E. Approval of Activities - Sponsors and Stipends

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2011-2016, Article XXVIII, Extra Duty Compensation, Sub-Section B:*

Athletic Positions and Compensation it is recommended that the Board approve the following individuals for the 2016/2017 school year:

| <u>Sport</u> | <u>Position</u> | <u>Coach</u> | <u>Stipend</u> |
|---------------------------|------------------------|--------------------------|-----------------------|
| Cheerleaders | Varsity | Jessica Morris | \$3,800 |
| | Junior Varsity | Christina Monroe | \$2,300 |
| | Middle School | OPEN | \$2,000 |
| Cross Country | Head Coach | Sarah Hardner | \$4,190 |
| | Assistant | Lainey Resetar | \$1,480 |
| | Assistant | Judy Fritz | \$1,480 |
| Dance Team | High School | Katie Boyle | \$2,000 |
| Football | Head Coach | Greg Perry | \$8,310 |
| | Asst. Varsity | Joseph Klipa | \$4,505 |
| | Asst. Varsity | Steve McCormick | \$4,505 |
| | Asst. Varsity | Russell Klein | \$4,505 |
| | Asst. Varsity | James Feeney | \$4,505 |
| | Asst. Varsity | Jeff Sieg | \$4,505 |
| | JV | Dale Klobuchir | \$3,585 |
| | JV Assistant | Paul Jankowiak | \$3,275 |
| | Middle School | Andrew Bell | \$3,275 |
| | Middle School | John Cerminara | \$3,275 |
| | Middle School | James Canello | \$3,275 |
| Middle School | Dion Wiegand | \$3,275 | |
| Golf | Head Coach | Shane Rice | \$4,190 |
| | Assistant | Dennis Sarchet | \$2,755 |
| Soccer (Boys) | Head Coach | Sotiri Tsourekis | \$4,700 |
| | Assistant | Gualberto Pintor | \$3,270 |
| | Assistant | John Bruner | \$3,270 |
| | Middle School | Keith Buckley | \$2,970 |
| | MS Assistant | Jeremy Diven | \$2,660 |
| Soccer (Girls) | Head Coach | Danielle Kandrack | \$4,700 |
| | Assistant | Michael Kandrack | \$3,270 |
| | Middle School | Jennifer Luciew | \$2,970 |
| | MS Assistant | OPEN | \$2,660 |
| Swimming | MS Head Coach | William Straw | \$3,280 |
| Volleyball (Girls) | Head Coach | Ben Van Balen | \$4,190 |
| | Assistant | Michael O'Leary | \$2,755 |
| | Middle School | Emily Brill | \$2,455 |
| | MS Assistant | Hope Muno | \$2,250 |

| | | | |
|--------------------------|-------------------|-------------------------|---------|
| Support Positions | Faculty Manager | John McCarthy | \$4,670 |
| | Equipment Manager | Mark Elphinstone | \$4,670 |
| | Athletic Director | Mark Elphinstone | \$8,350 |
| | Aquatics Director | Amy Torcaso | \$3,000 |
| | Weight Rm Coord. | Jeff Sieg | \$3,000 |

F. Post Season Coaching Stipends

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2011-2016, Article XXVIII, Extra Duty Compensation, Sub-Section B: Athletic Positions and Compensation*, it is recommended that the Board approve payment of \$50 per week to the following individuals for coaching in the post season:

| <u>Sport</u> | <u>Coach</u> | <u>Stipend</u> |
|---------------|------------------|----------------|
| Tennis (Boys) | David Bender | \$50 |
| | Robert Svidron | \$50 |
| Track | Kaitlin Hogel | \$150 |
| | Randall McCann | \$150 |
| | Adam Mitchell | \$150 |
| | Jeff Sieg | \$150 |
| | Felix Yerace | \$150 |
| Baseball | Joseph Aul | \$150 |
| | Scott Crimone | \$150 |
| | Michael Smith | \$150 |
| | William Theobald | \$150 |

IV. MENTOR TEACHERS

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016, Article XXXVIII – Mentor Teachers*, it is recommended that the following **mentor teachers** be approved and receive payment of \$725 in accordance with this Article for the 2015/2016 school year:

| <u>Mentor</u> | <u>New Teacher</u> |
|---------------------------|--------------------|
| Elisa DiTullio | Ellie Tecza |
| Kevin Gallagher | Matthew Passarello |
| Karen Hagy | Eric Davidson |
| Scott Mizikar | Katie Crawley |
| Meghan O'Brien | Beth Shephard |
| Ann Pfeufer | Abigail Rohe |
| Mary Poe | Cailin Irvine |
| Kristie Rosgone | Jaime Snyder |
| Nicole Varrenti-Redlinger | Edward Hanna |

V. TEACHING LOAD COMPENSATION

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016, Article VII, Teaching Load*, it is recommended that the following individuals be compensated as per this Article:

A. Secondary Teacher Stipend for Teaching 7 out of 8 Periods:

| | |
|--------------------|-------|
| Christine Chimento | \$800 |
|--------------------|-------|

B. Secondary Teacher Stipend for Class Size at 30 or Above

| | |
|-------------------|---------|
| Kenneth Hustava | \$1,000 |
| Nickolas Kamberis | \$1,000 |

C. Elementary Teacher Stipend for Class Size at 24 or Above

| | |
|-------------------|-------|
| Zachery Whitfield | \$150 |
|-------------------|-------|

FINANCE REPORT

June 21, 2016

Mrs. Theresa Lydon, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS

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

- | | |
|----------------------|-----------------------|
| A. General Fund | <i>To be provided</i> |
| B. Risk Management | <i>To be provided</i> |
| C. Food Service Fund | <i>To be provided</i> |
| D. Athletics | <i>To be provided</i> |
| E. Renovations | <i>To be provided</i> |

II. CONTRACT TO PURCHASE MEALS FROM SCHOOLS –HEAD START

It is recommended the Board approve the *Contract to Purchase Meals from Schools* between the Keystone Oaks School District and the Allegheny Intermediate Unit Head Start Program located in Dormont Elementary School, for the 2016/2017 school year.

III. APPROVAL OF FINAL BUDGET

The Administration recommends adoption of the 2016/2017 General Budget in accordance with Section 687 of the School Laws of Pennsylvania. The 2016/2017 budget is estimated at revenues of \$40,533,011 and expenditures of \$40,955,086. This budget represents a millage increase of 0.4471 mills for a total levying of 19.0771 mills.

For Information Only

The levying of an additional 0.4471 mills represents a \$44.71 increase in taxes on a property assessed at \$100,000. This budget does reflect a deficit of \$422,075 that will be taken from the Fund Balance. The last time there was a tax increase was for the 2013/2014 school year.

IV. PENNSYLVANIA SCHOOL BOARDS ASSOCIATION

It is recommended that the Board approve annual membership in the *Pennsylvania School Boards Association* for the 2016/2017 school year in the amount of \$13,934.09.

FOR INFORMATION ONLY

To Be Provided

I. EXPENDITURE/REVENUE 2015 - 2016 BUDGET to ACTUAL / PROJECTION

| ACCT | DESCRIPTION | 2015-2016 BUDGET TOTAL | 2015-2016 MAY ACTUAL | MONTH END + ESTIMATED PROJECTION | OVER (UNDER) BUDGET |
|--|-------------------------|------------------------------|----------------------------|--|----------------------------------|
| Revenue | | | | | |
| 6000 | Local Revenue Sources | | | | |
| 7000 | State Revenue Sources | | | | |
| 8000 | Federal Revenue Sources | | | | |
| Total Revenue | | | | | |
| | | | | | (OVER) UNDER BUDGET |
| Expenditures | | | | | |
| 100 | Salaries | | | | |
| 200 | Benefits | | | | |
| | Professional/Technical | | | | |
| 300 | Services | | | | |
| 400 | Property Services | | | | |
| 500 | Other Services | | | | |
| 600 | Supplies/Books | | | | |
| 700 | Equipment/Property | | | | |
| 800 | Other Objects | | | | |
| 900 | Other Financial Uses | | | | |
| Total Expenditures | | | | | |
| Revenues exceeding Expenditures | | | | | |

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF MAY 2016
To Be Provided

| Bank Account - Status | Middle / High School | Athletics |
|-----------------------|----------------------|-----------|
| Cash Balance | | |
| Deposits | | |
| Subtotal | | |
| Expenditures | | |
| Cash Balance | | |

III. FOOD SERVICE EXPENDITURE/REVENUE 2015 - 2016 BUDGET to ACTUAL
To Be Provided

| ACCT | DESCRIPTION | 2015-2016 BUDGET TOTAL | 2015-2016 MAY ACTUAL | MONTH END + ESTIMATED PROJECTION | OVER (UNDER) BUDGET |
|---------------------------|-------------------------|------------------------------|----------------------------|--|----------------------------------|
| Revenue | | | | | |
| | Local Revenue | | | | |
| 6000 | Sources/Sales | | | | |
| 7000 | State Revenue Subsidy | | | | |
| 8000 | Federal Revenue Subsidy | | | | |
| Total Revenue | | | | | |
| | | | | | (OVER) UNDER BUDGET |
| Expenditures | | | | | |
| 100 | Salaries | | | | |
| 200 | Benefits | | | | |
| | Professional/Technical | | | | |
| 300 | Services | | | | |
| 400 | Property Services | | | | |
| 500 | Other Services | | | | |
| 600 | Supplies/Food | | | | |
| 700 | Equipment/Property | | | | |
| 800 | Other Objects | | | | |
| 900 | Other Financial Uses | | | | |
| Total Expenditures | | | | | |
| INCOME / (LOSS) | | | | | |

IV. BANK BALANCES

To Be Provided

BANK BALANCES PER STATEMENT AS OF JUNE

| | <u>06/2016 BALANCE</u> |
|---|----------------------------|
| GENERAL FUND | |
| FNB BANK | |
| PAYROLL (pass-thru account) | |
| FNB SWEEP ACCOUNT | |
| PLGIT | |
| PSDLAF | |
| INVEST PROGRAM | |
| | |
| | |
| CAFETERIA FUND | |
| FNB BANK | |
| PLGIT | |
| | |
| | |
| CONSTRUCTION FUND / CAP RESERVE | |
| FNB BANK | |
| PLGIT - GENERAL ACCOUNT | |
| PLGIT - G.O. BOND SERIES C OF 2014/ 12-18 | |
| | |
| | |
| RISK MANAGEMENT FUND/TAX REFUNDS | |
| FNB BANK | |
| | |
| | |
| GRAND TOTAL | |
| | |

FACILITIES REPORT

June 21, 2016

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. ALLEGHENY INTERMEDIATE UNIT – CUSTODIAL SUPPLIES BID

It is recommended that the Board approve the Allegheny Intermediate Unit Custodial Supplies bid for the 2016/2017 school year in the amount of \$12,906.57 to the following companies:

| | |
|--------------------------------|--------------------|
| AGF Company | \$2,344.82 |
| Buckeye Cleaning | \$660.10 |
| Calico Industries, Inc. | \$733.34 |
| D H Bertenthal Sons | \$841.50 |
| Fagan Sanitary Supply | \$2,382.06 |
| Janitor's Supply Company, Inc. | \$5,282.68 |
| Mon-D-Aid & Cleanit | \$447.49 |
| Paper Products | \$214.58 |
| TOTAL | \$12,906.57 |

II. UPGRADE AND REPAIR HIGH SCHOOL BOILERS, PIPING SYSTEM AND PUMPS

It is recommended that the Board approve **Combustion Service & Equipment Company** to upgrade and repair the high school boilers, piping system, and pumps at a cost not to exceed \$342,680.00.

III. REPLACE DOMESTIC HOT WATER BOILER & TANK – DORMONT ELEMENTARY

It is recommended that the Board approve **Toby Karg Service Agency Inc.**, to replace the domestic hot water boiler and tank at Dormont Elementary School at a cost not to exceed \$43,500.00.

IV. REPAIR STUCCO –GYM WALL – MYRTLE ELEMENTARY

It is recommended that the Board approve **Borrelli Plastering** to repair the stucco on the rear wall of the gym at Myrtle Elementary School at a cost not to exceed \$8,000.00.

V. AIKEN ELEMENTARY SEWAGE TANK

It is recommended that the Board approve the process of relining the Aiken Elementary sewage tank at a cost not to exceed \$19,000.00.

VI. SUMMER WORK PROGRAM

The Administration recommends the following individuals be approved to work for the *Summer Work Program* (pending receipt of all legal documents and clearances):

| <u>NAME</u> | <u>RATE/HOUR</u> | <u>YEARS WITH DISTRICT</u> |
|---------------------|------------------|----------------------------|
| Thomas Herzer | \$7.50 | 2 |
| Nick Mastandrea | \$7.50 | 2 |
| Asmita Bhattari | \$7.25 | 1 |
| Balika Chhetri | \$7.25 | 1 |
| Daniel Hildalgo | \$7.25 | 1 |
| Patricia Jackson | \$7.25 | 1 |
| Aiden Boyer | \$7.25 | 1 |
| Cory Graner | \$7.25 | 1 |
| Thomas Sterbal | \$7.25 | 1 |
| Matt Conrad | \$7.25 | 1 |
| Joshua Wilson | \$7.25 | 1 |
| Connor Meriwether | \$7.25 | 1 |
| Michaela Meriwether | \$7.25 | 1 |
| Wyatt Black | \$7.25 | 1 |
| Dayne Fabus | \$7.25 | 1 |

TECHNOLOGY REPORT

June 21, 2016

Mr. Donald Howard, Chairperson

BOARD ACTION REQUESTED

I. PURCHASE OF TEACHER LAPTOPS, STUDENT CHROMEBOOKS AND STUDENT CHROMEBOXES

The Administration recommends that the Board approve a two-year finance agreement with HP for the purchase of teacher laptops, student Chromebooks and student Chromeboxes. The yearly payments are not to exceed \$171,288.14.

II. REPLACEMENT OF DISTRICT PHONE SYSTEM

The Administration recommends that the Board approve the replacement of the District's phone system at a cost not to exceed \$30,325.59 per year for five (5) years.

ACTIVITIES & ATHLETICS REPORT

June 21, 2016

Mr. Robert Brownlee, Chairperson

BOARD ACTION REQUESTED

I. WINTER ATHLETIC BIDS

It is recommended that the Board approve the following winter athletic bids as presented:

| <u>Name of Company</u> | <u>Amount</u> |
|------------------------|--------------------|
| BSN Sports | \$670.97 |
| Century Sports Inc. | \$29,216.01 |
| TOTAL | \$29,886.98 |

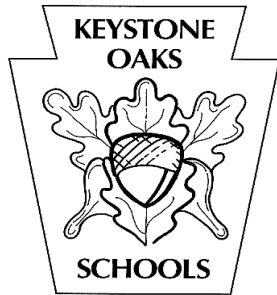
II. SPRING ATHLETIC BIDS

It is recommended that the Board approve the following spring athletic bids as presented:

| <u>Name of Company</u> | <u>Amount</u> |
|------------------------|--------------------|
| BSM Sports | \$2,114.89 |
| Century Sports Inc. | \$32,032.95 |
| TOTAL | \$34,147.84 |

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 850

Section OPERATIONS

Title EMPLOYMENT OF DISTRICT STAFF

Adopted _____

Revised _____

| | | | |
|-----------|---|--|--|
| | POLICY NO. 850 EMPLOYMENT OF DISTRICT STAFF THIS POLICY SHALL SUPERCEDE POLICIES 303, 404, AND 504. | | |
| Section 1 | <p><u>Purpose</u></p> <p>The Board places substantial responsibility for effective management and operation of the District and the quality of the educational program with its administrative, professional, and support employees.</p> <p>This policy shall not apply for the employment of the positions Superintendent/Assistant Superintendent, Substitutes, Summer School, and Student Teachers/Interns.</p> | | Pol. 301,405, 407, 505 |
| Section 2 | <p><u>Authority</u></p> <p>The Board shall, by a majority vote of all members, approve the employment and establish the terms of employment for each administrative, professional and support employee employed by the District.</p> <p>All candidates for employment, recommended by the Superintendent, must be approved by the Board. When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.</p> | | SC 406, 508, 1089, 1106, 1107, 1142-1152 Title 22 Sec. 4.4 |

| POLICY NO. 850 EMPLOYMENT OF DISTRICT STAFF | |
|--|--|
| <p>Hiring will be in compliance with Board Policy 803, Nepotism.</p> <p>The Board authorizes the use of professional and support employees prior to Board approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Board at the next regular Board meeting.</p> | <p>Pol. 803</p> |
| <p>The District shall use the Standard Application for Teaching Positions but may also establish and implement additional application requirements for professional employees.</p> | <p>SC 1204.1</p> |
| <p>Any employee’s misstatement of fact material to qualifications for employment or the determination of salary shall constitute grounds for dismissal by the Board.</p> <p><u>Pre-Employment Requirements</u></p> | |
| <p>The District shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The District may use the information for the purpose of evaluating an applicant’s fitness to be hired or for continued employment and may report the information as permitted by law.</p> | <p>SC 111.1</p> |
| <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for PA State Police Criminal History, PA Child Abuse History, Federal (FBI) Criminal History, and any other required clearances the District has evaluated the results of that screening processing.</p> | <p>SC 11123 Pa. C.S.A. Sec. 6344</p> |
| <p>Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions shall subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.</p> | <p>SC 111, 111.1</p> |

| POLICY NO. 850 EMPLOYMENT OF DISTRICT STAFF | | |
|--|--|---|
| Section 3 | <p>A candidate for employment in the District shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.</p> <p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall develop administrative procedures for the recruitment, screening and recommendation of candidates for employment in accordance with Board policy and state and federal laws and regulations.</p> <p>Staff vacancies which represent opportunities for professional advancement or diversification shall be made known to District personnel so they may apply for such positions.</p> <p>The Superintendent or designee shall apply necessary screening procedures to determine the candidate's ability to perform the job functions of the position for which the candidate is being considered.</p> <p>The administration shall seek recommendations from former employers and others in assessing the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p> | <p>SC 1109, 1201 24 P.S. Sec. 2070.2 Title 22 Sec. 49.1 et seq.</p> <p>Pol. 104</p> <p>42 U.S.C. Sec. 12112</p> |
| Section 4 | <p>Each certificated employee employed by the District shall be responsible for maintaining a valid certificate when such certificate is required by law.</p> <p><u>Additional Employment Guidelines</u></p> <p><u>Title I Requirements</u></p> <p>All elementary, middle and secondary teachers employed by the District who teach core academic subjects shall be highly qualified, as defined by federal law and state regulations.</p> <p>The principal of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are highly qualified and paraprofessionals providing instructional support in such programs meet required</p> | <p>SC 1109, 1201 Title 22 Sec. 49.1 et seq.</p> <p>Title 22 Sec. 403.2, 403.4 20 U.S.C. Sec. 6319, 7801</p> <p>Title 22 Sec. 403.4, 403.5 20 U.S.C. Sec. 6319, 7801</p> |

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EMPLOYMENT OF DISTRICT STAFF**

qualifications, in accordance with federal law and state regulations. The written certifications shall be maintained in the district office and the school office and shall be available to the public, upon request.

All paraprofessionals providing instructional support in a program supported by Title I funds shall have a secondary school diploma.

Title 22 Sec. 403.2,
403.5
20 U.S.C. Sec.
6319

Special Education Paraprofessionals

All instructional paraprofessionals hired by the District, who work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities or eligible students shall have a secondary school diploma and one (1) of the following:

Title 22 Sec. 14.105
Pol. 113

1. At least two (2) years of postsecondary study.
2. Associates or higher degree.
3. Evidence of meeting a rigorous standard of quality through a state or local assessment.

Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.

Title 22 Sec. 14.105

Personal Care Assistants

A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.

Title 22 Sec. 14.105

Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the School-Based Access Program.

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EMPLOYMENT OF DISTRICT STAFF**

Educational Interpreters

An educational interpreter is an individual who provides students who are deaf or hard of hearing with interpreting or transliterating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations.

Title 22 Sec. 14.105

References:

School Code – 24 P.S. Sec. 108, 111, 111.1, 406, 508, 1089, 1106, 1107, 1109, 1109.2, 1111, 1142-1152, 1201, 1204.1

State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq., 14.105, 49.1 et seq., 403.2, 403.4, 403.5

Educator Discipline Act – 24 P.S. Sec. 2070.2

Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125

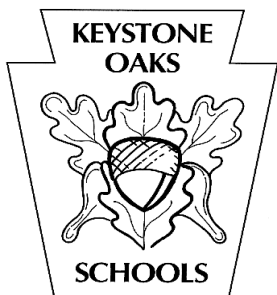
Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 6319, 7801

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

Board Policy – 000, 104, 113, 301, 405, 407, 505, 803

Policy Guide



Policy No. 226

Section PUPILS

Title SEARCHES

Adopted AUGUST 21, 1989

Revised OCTOBER 19, 1998

| POLICY NO. 226 SEARCHES | |
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| Section 1 | <p><u>Purpose</u></p> <p>The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the District’s interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.</p> |
| Section 2 | <p><u>Authority</u></p> <p>School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.</p> <p>The District has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers,</p> |
| | <p>PA Const. Article I Sec. 8 SC 510 22 PA Code 12.14 U.S. Const. Amend. IV</p> <p>Pol. 223, 227, 250</p> |

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| | <p style="text-align: center;">POLICY NO. 226 SEARCHES</p> <p>vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials. The reasonableness of the search shall be determined by balancing the nature of the students’ privacy interest; the character of the search to be conducted; the nature and immediacy of the suspected threat to the health, safety or welfare of the student population; and the efficacy of the search for addressing the suspected threat. The Superintendent and/or designee shall consult with legal counsel before the District conducts any search.</p> <p>Section 3 <u>Delegation of Responsibility</u></p> <p>The Superintendent, in consultation with the District solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that administrators who are involved in carrying out searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards.</p> <p>The Board authorizes District administrators, with the authorization of the Superintendent, to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy. The Superintendent must authorize a search prior to it taking place. Under no circumstances are District employees, other than administrators, allowed to conduct a student search unless a waiver has been given by the Superintendent.</p> <p>Section 4 <u>Guidelines</u></p> <p>Except under exigent circumstances or when it is impractical to do so, students shall be notified before a search of student property or of a student’s assigned school district locker. The reasons for and the results of all searches based on reasonable suspicion must be documented by the District administrator conducting the search.</p> | <p>22 PA Code 12.14</p> |
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| | <p style="text-align: center;">POLICY NO. 226 SEARCHES</p> <p><u>Student Rights During Questioning</u></p> <p>School officials and administrators, other than School Police or School Resource Officers, are authorized to question students when necessary and without the presence of legal counsel, notwithstanding any request by the student or the student's parent/guardian(s) to have legal representation. School Police, Police, and School Resource Officers shall abide by any such request in accordance with the student's Miranda Rights, if applicable.</p> <p><u>Searches Based Upon Individualized Suspicion</u></p> <p>Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules.</p> <p>In determining whether reasonable suspicion exists, the District administrator must be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search shall be limited to the place or places the item sought is believed to be.</p> <p>Examination by a District administrator of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, District policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device. All such examinations must be authorized by the Superintendent in collaboration with the District Solicitor.</p> <p>If a District administrator has reasonable suspicion that a student is under the influence of alcohol or a controlled substance, a student may be required to submit to a Breathalyzer/Portable</p> | <p>22 PA Code 12.14</p> <p>Pol. 227</p> |
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**POLICY NO. 226
SEARCHES**

Breath test and/or be required to obtain a blood test or urinalysis before returning to school.

Random or General Searches With No Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of individualized suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials and to advance the District's compelling interest in preserving the health, safety, and welfare of the school population, enforcing rules of conduct and maintaining an appropriate atmosphere conducive to learning. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain contraband materials that would pose a threat to the health, safety, or welfare of the school population, or evidence that there has been a violation of the law, District policy or school rules screening may be followed by physical searches of those particular students, items or places on an individualized basis.

General or random searches must apply to all students or a randomized selection, such as every student in a building or a particular grade level of students in a building.

General or random searches not based on individualized suspicion must be approved in advance by the Superintendent, in consultation with the District Solicitor. Coordination with law enforcement officials will be followed as provided in the Memorandum of Understanding with the applicable law enforcement agency.

Pol. 825

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| | <p style="text-align: center;">POLICY NO. 226 SEARCHES</p> <p><u>Searches Upon Consent</u></p> <p>Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place or item to be searched.</p> <p>The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.</p> <p><u>Searches by or at the Request of Law Enforcement Officials</u></p> <p>The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff shall not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.</p> <p><u>Locker Inspections and Searches</u></p> <p>Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the District, and to the extent students have any expectation of privacy of lockers at all, it is very limited.</p> <p>No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students</p> | <p>Pol. 223</p> <p>Pol. 825</p> |
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**POLICY NO. 226
SEARCHES**

are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the District. Any contraband found in a locker will be considered to be in the possession of the student to whom the locker is assigned.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

A District administrator shall be present whenever a student locker is inspected for cleanliness or is searched. The administrator shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

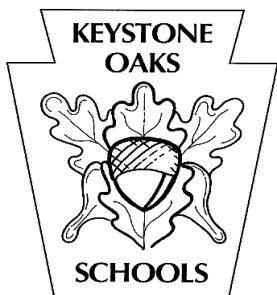
Searches Involving Removal of Clothing or Examination
Beneath Clothing

Under no circumstances shall a school district employee conduct a search that requires a student to remove primary clothing or undergarments. If a reasonable suspicion exists that could warrant a search involving the removal of a student's primary clothing or undergarments, the building administrator shall immediately contact the Superintendent who will collaborate with the District Solicitor; in addition, the appropriate law enforcement agency will be contacted to determine whether or

22 PA Code 12.14

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| | <p style="text-align: center;">POLICY NO. 226 SEARCHES</p> <p>not to conduct such a search. This policy does not prevent the school district from requiring students to remove coats, jackets, sweatshirts or sweaters, other outerwear, belts, hats, shoes, socks or similar items.</p> <p><u>Handling and Disposal of Items Found in the Course of Searches</u></p> <p>Any items or material found during a search or inspection, the student’s possession of which is in violation of law, District policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection. The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.</p> <p><u>Disciplinary Response</u></p> <p>Failure to comply with authorized school search procedures outlined in this policy may result in disciplinary action pursuant to the Code of Student Conduct and/or local, state, and/or federal laws.</p> <p><u>References:</u></p> <p>PA Constitution – Article I Sec. 8</p> <p>U.S. Constitution – Amendment IV</p> <p>School Code – 24 P.S. Sec. 510</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.14</p> <p>Board Policy – 223, 227, 250, 825</p> | <p>22 PA Code 12.14</p> <p>22 PA Code 12.14</p> |
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Policy Guide



Policy No. 808

Section OPERATIONS

Title FOOD SERVICES

Adopted AUGUST 21, 1989

Revised NOVEMBER 21, 2013
MARCH 19, 2001

| POLICY NO. 808 FOOD SERVICES | |
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| Section 1 | <p><u>Purpose</u></p> <p>The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.</p> <p>The Food Service Program of the District shall be directed at meeting the needs of the pupils in accordance with these guidelines, and that meet the nutritional standards required by state and federal school breakfast and lunch programs.</p> |
| Section 2 | <p><u>Authority</u></p> <p>The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).</p> <p>The District shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity and expression, ancestry, national origin, marital status, pregnancy, handicap/disability, limited English proficiency, or any other legally protected category.</p> |

2 CFR Part 200
SC 504, 807.1,
1335, 1337
42 U.S.C. 1751 et
seq., 1773
7 CFR Part 210,
215, 220

FNS Instruction
113-1 (USDA)
Pol. 103, 103.1

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| <p>Section 3</p> | <p>POLICY NO. 808 FOOD SERVICES</p> | |
| | <p>The Board shall provide food service in all buildings Food sold by the school which may be purchased by students and district, teachers, cafeteria and other employees, but only for consumption on school premises. The price charged to students shall be established annually by the District in compliance with state and federal laws.</p> | <p>SC 504 42 U.S.C. 1760</p> |
| | <p>Non-program food shall be priced to generate sufficient revenues to cover the cost of such items. A non-program food shall be defined as a food or beverage, other than a reimbursable meal or snack, which is sold at the school and is purchased using funds from the child nutrition account. Non-program foods include, but are not limited to adult meals and a-la-carte items. All revenue from the sale of non-program food shall accrue to the child nutrition program account.</p> | <p>SC 504, 1337 42 U.S.C. 1760</p> |
| | <p><u>Delegation of Responsibility</u></p> | |
| | <p>The operation and supervision of the food services program shall be the responsibility of the Director of Food Services.</p> | |
| | <p>The Director of Food Services shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.</p> | <p>SC 504, 1337</p> |
| | <p>The cafeterias are to be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Director of Fiscal Services monthly and the auditor.</p> | <p>SC 504, 1337</p> |
| | <p>The Director of Food Services shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.</p> | <p>SC 504, 1335, 1337 42 U.S.C. 1773 7 CFR Part 210, 215, 220</p> |
| <p>The Superintendent or designee shall comply cooperate with state and federal requirements the Department of Agriculture in for conducting cafeteria health and safety inspections and ensuring employee participation in inspection services and training programs made available by the department.</p> | <p>3 Pa. C.S.A. 5713 42 U.S.C. 1758(h) 7 CFR 210.13, 210.30</p> | |
| <p>The Superintendent or designee shall annually notify students, parents/guardians, and employees concerning the contents of this policy and applicable administrative regulations.</p> | <p>FNS Instruction 113-1 (USDA)</p> | |

**POLICY NO. 808
FOOD SERVICES**

Notification shall include information related to nondiscrimination.

Section 4

Guidelines

To reinforce the District's nutrition education program, foods served in school cafeterias shall:

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutritional standards specified in laws and regulations and approved by the Board.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
- 3.4. Be served in age-appropriate quantities, at reasonable prices.
- 4.5. The District shall use **USDA Foods commodities** for school menus available under the **Child Nutrition USDA Foods Programs** ~~Federal Food Commodity Program~~.

All funds derived from the operation, maintenance or sponsorship of the food service facilities shall be deposited in the Food Service Account, a special bank account, in the same manner as other funds belonging to the School District. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the Food Services Account to any other account or fund; **however, except that** ~~the~~ District advances to the food services program may be returned to the ~~d~~District's general fund from any surplus resulting from its operation.

Surplus accounts shall be used only for the improvement and maintenance of the food service program.

~~The District will participate in the National School Breakfast and Lunch Program and will abide by the regulations of that program.~~

Pol. 246

SC 504

SC 504

**POLICY NO. 808
FOOD SERVICES**

Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.

Pol. 610, 626

Free/Reduced-Price Meals ~~Lunch~~ and Free Milk Program

The District shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program.

42 U.S.C. 1758
7 CFR Part 245

~~Free and reduced price meals will be provided to eligible children in compliance with the guidelines established by the federal government.~~

~~Prior to the opening of each school year, the Director of Food Service will prepare and forward to building principals letters to be disseminated to all parents/guardians of children enrolled in their buildings and to parents of students enrolling during the school year. The format of the written communication shall consist of making parents/guardians aware of the program; informing them of their rights to appeal an eligibility decision; and providing them with the eligibility criteria, application procedures, and an application. Information will also be provided on the District's website.~~

~~Applications returned by the parent shall be forwarded to the Director of Food Service who will determine eligibility and notify parents. The Food Service Director will notify principals or their designees of students eligible for free/reduced meals.~~

~~The processing of applications and servicing of eligible students shall be done in a confidential manner to insure complete anonymity.~~

Accommodating Students With Special Dietary Needs

The District shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.

7 CFR 15b.40
Pol. 103.1, 113,
209.1

**POLICY NO. 808
FOOD SERVICES**

School Food Safety Inspections

The District shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.

42 U.S.C. 1758(h)
7 CFR 210.13,
220.7

The District shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

School Food Safety Program

The District shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.

7 CFR Part 210,
220
42 U.S.C. 1758(h)

The District shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.

7 CFR 210.9,
210.13, 220.7

Professional Standards for Food Service Personnel

The District shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, professional standards include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.

42 U.S.C. 1751 et
seq., 1173
7 CFR 210.30

School Meal Accounts

Individual accounts shall be assigned to each student for accounting purposes for the purchase of meals served in school cafeterias.

The Superintendent or designee shall develop and disseminate administrative regulations that establish procedures to control school meal accounts. Administrative regulations should include

Pol. 808.1

**POLICY NO. 808
FOOD SERVICES**

the following:

1. Procedures for collecting money for individual student accounts which ensure that the identity of each student is protected.
2. Method in which students and parents/guardians are notified when the student's account reaches a specified level. At least one (1) advance warning shall be given to the student and parent/guardian.
3. Procedures for providing students with meals when the student forgets or loses his/her money or when his/her account has insufficient funds.

~~The Superintendent and/or designee shall prepare guidelines for the implementation of a Food Service Program including:~~

- ~~1. The maintenance of facilities free from fire and health hazards.~~
- ~~2. The purchase of perishable foodstuffs, seasonal commodities and other supplies.~~
- ~~3. Accounting and depositing procedures for cafeteria funds.~~
- ~~4. Control, safekeeping and storage of food and food equipment.~~

References:

School Code – 24 P.S. 504, 807.1, 1335, 1337

Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards – 2 CFR Part 200

U.S. Code Chapter 13 School Lunch Programs – 42 U.S.C. 1751 et seq., 1758, 1760, 1773

National School Lunch Program – 7 CFR Part 210, 210.9, 210.13, 210.30, 215, 220, 220.7, 245

SC-504

SC-504, 1337

**POLICY NO. 808
FOOD SERVICES**

7 CFR 15b.40 – Food Services
FNS Instruction 113-1 (USDA)

Title 3 School Cafeterias and Organized Camps – 3 Pa. C.S.A.
5713

Board Policy – 103, 103.1, 113, 209.1, 246, 610, 626, 808.1

KEYSTONE OAKS SCHOOL DISTRICT

Policy

Guide



Policy No. 815

Section OPERATIONS

Title EMPLOYEE USE OF PERSONAL ELECTRONIC DEVICES

Adopted _____

Revised _____

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| | <p style="text-align: center;">POLICY NO. 815 EMPLOYEE USE OF PERSONAL ELECTRONIC DEVICES</p> <p>Section 1 <u>Purpose</u></p> <p>The Board recognizes that mobile phones and electronic devices are now an integral part of the daily lives and culture of many of the District's employees. The Board further recognizes that electronic devices are helpful to many employees to successfully execute their job duties. The Board adopts this policy because the presence of mobile phones and other electronic devices in school has the potential to distract employees from their educational mission, to pose a safety risk to employees and students, and to otherwise disrupt the educational environment.</p> <p>Section 2 <u>Delegation of Responsibility</u></p> <p>The Superintendent shall develop procedures to implement this policy, and shall delegate to his/her designee(s) the right to enforce this policy.</p> <p>The Superintendent shall ensure that all employees are made aware of this policy and any administrative guidelines by means of the employee handbook, the District website, or other reasonable means of written notification.</p> | |
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**POLICY NO. 815
EMPLOYEE USE OF PERSONAL ELECTRONIC
DEVICES**

Section 3

Definitions

Electronic Devices shall include any personal communication device including mobile telephones and smartphones; any device that can capture still images or movies; any device that can record, store, display, transmit, or receive electronic text, audio, or video; personal digital assistants (PDAs); any device that can provide a connection to the Internet (whether wireless, wired, 3G or 4G); laptops and tablet computers, electronic gaming systems, pagers, and e-readers.

Sensitive Data shall include any student information that includes personally identifiable information, other than directory information, pursuant to the Family Educational Rights and Privacy Act (FERPA), and any employee information that contains a social security number, home address, rate of pay, benefits received, immigration status, and any information not publicly available pursuant to the Pennsylvania Right to Know Law.

20 U.S.C. Sec.
1232(g)
34 CFR Part 99
65 P.S. 67.101

Section 4

Guidelines

Employees may possess and use their personal electronic devices at school and during school related activities subject to the guidelines below.

Device Use During the School Day

Employees may not use personal electronic devices for personal reasons during instructional times, while on-duty, while supervising or monitoring students, or during staff development times. Electronic devices may be used during prep time, during breaks and lunch if not supervising students, before student arrival, and after students have been dismissed for the school day, so long as such use does not detract from the employee's performance of their normal work duties.

Employees may use personal electronic devices for educational and instructional purposes during instructional times. However, if the content utilized via the electronic device is not available on the District's network due to content filtering, prior approval must be obtained by the building administrator.

**POLICY NO. 815
EMPLOYEE USE OF PERSONAL ELECTRONIC
DEVICES**

Nothing in this policy shall affect the ability of employees to use an electronic device because of the employee's urgent health or safety needs, or those of their family, or in the event of an emergency.

The Board prohibits all employees from using electronic devices in locker rooms, bathrooms, and other changing areas.

The Board prohibits employees from using electronic devices to take photographs, or to record audio or video at any time during the school day or at any school sponsored event that is not open to the general public, unless the building administrator has authorized the photograph or recording for educational or instructional purposes by giving written consent.

Acceptable Use

If an employee's electronic device utilizes the District's internet connection or is connected to any District-owned technology resources, the School District's Acceptable Use Policy applies and is incorporated herein by reference.

Network bandwidth and access is finite and where a decision must be made between employee's use of personal electronic device and reliable use of District computers, District computing equipment will be given first priority. The District infrastructure is first and foremost provided and maintained for primary benefit of and access by District-owned technology equipment. The District reserves the right to control, monitor, log and restrict in size or content all network use, e-mail, chat conversations and space available on District workstations, laptops, or servers.

Device Use During Transportation

The Board prohibits all employees and third party providers from any use of electronic devices while operating a school bus or other motorized vehicle that is being used for District business, even if students are not being transported at the time. Nothing, however, shall prohibit an employee from using an electronic device in an emergency, or to call for assistance, after

Pol. 862

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the vehicle has been stopped.

Employee Responsibility for Phone and Data Charges

Employees who require electronic devices to complete their job duties may be supplied with the necessary device(s) by the District at the direction of the Superintendent or his/her designee. Any employee who chooses to utilize their own electronic device during school hours, at school sponsored activities, or to conduct school business assumes full responsibility for any phone or data charges that may result from such use unless an employee is given pre-approval by the Superintendent to charge such use to the District.

20 U.S.C. Sec.
1232(g)
34 CFR Part 99
65 P.S. 67.101

Protection of Sensitive Data and Information

All employees of the District have obligations under federal law to protect students' personally identifiable information and certain personal employee information from any unauthorized disclosure or release. Employees must comply with all applicable laws and should exercise caution, and utilize appropriate security measures such as password protection on their electronic device, to prevent any unauthorized access to sensitive data. In no case shall employees store sensitive data locally on the hard drive or internal memory of the employee's personal electronic device.

Upon administrative leave, retirement or termination of employment with the District, access to District e-mail and other technology resources will be promptly terminated.

Loss or Damage to Electronic Devices

Employees are solely responsible for the safe storage of any personal electronic devices that they choose to bring to school. The District shall not be liable or responsible for the loss or damage to any electronic devices that an employee brings to school, extra-curricular activities, or to school sponsored events or trips.

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Limitation on Technical Support

District information technology staff may not provide technical assistance to employees for their personal electronic devices. However, this policy shall not prohibit District information technology staff from providing general instructions for the configuration of such devices to access or connect to District-owned technology resources.

Pol. 317, 417, 517

Reasonable Accommodation

Nothing in this policy shall prohibit employee use of an electronic device if needed as a reasonable accommodation for a disability.

Penalties for Violations

Use of employee electronic devices in violation of this policy, other Board policies, administrative regulations, and/or state or federal laws will result in discipline, up to and including dismissal. If appropriate, referrals will be made to law enforcement officials.

References:

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

Family Education Rights and Privacy, Title 34, Code of Federal Regulations – 34 CFR Part 99

Right-to-Know Law – 65 P.S. Sec. 67.701

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