



KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

WORK SESSION

TUESDAY, September 8, 2015
7:00 PM

BUSINESS/LEGISLATIVE MEETING

TUESDAY, September 15, 2015
7:00 PM

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

September 8, 2015 – Work Session

7:00 PM Meeting

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

September 15, 2015 – 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

September 15, 2015

Ms. Patricia Ann Shaw

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of August 11, 2015, and the Business/Legislative Minutes of August 18, 2015.

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>Mr. Daniel Domalik</i> |
| III. Golden Wings Foundation, Inc. Report | <i>Mr. Donald Howard</i> |
| IV. PSBA/Legislative Report | <i>Ms. Raeann Lindsey</i> |
| V. Castle Shannon Borough Council Minutes | <i>(Available Online)</i> |
| VI. Dormont Borough Council Minutes | <i>(Available Online)</i> |
| VII. Green Tree Borough Council Minutes | <i>(Available Online)</i> |

VIII. EXECUTIVE SESSION

SUPERINTENDENT'S REPORT

September 15, 2015

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. RESOLUTION REGARDING GAMES OF CHANCE – BOOSTERS

The Administration recommends the approval of the following Resolution recognizing certain civic and service associations for purposes of conducting small games of chance:

RESOLUTION RECOGNIZING CERTAIN CIVIC AND SERVICE ASSOCIATIONS FOR PURPOSES OF CONDUCTING SMALL GAMES OF CHANCE

WHEREAS, the Keystone Oaks School District desires to recognize certain civic and service associations, such as booster organizations, pursuant to the requirements of the Small Games of Chance Act, 10 P.S. § et seq., as amended (the “Act”); and

WHEREAS, civic and service associations, which are non-profit organizations established to promote and encourage participation and support for extracurricular activities within the established primary and secondary public school system, are required by the Act to obtain a license for conducting small games of chance.

NOW THEREFORE, BE IT RESOLVED by the Board of School Directors of the Keystone Oaks School District that each of the following booster club(s) and organization(s) are recognized by the Keystone Oaks School District as a civic and service association as that term is defined in the Act in that it is a non-profit organization, established to promote and encourage participation and support for extracurricular activities within the Keystone Oaks School District:

Band – Keystone Oaks Parent Society (KOPS)

Baseball – Keystone Oaks Boys Baseball Club (KOBBC)

Basketball – Boys – Keystone Oaks Boys Basketball Boosters Association (KOBBA)

Basketball – Girls – Keystone Oaks Girls Basketball Boosters (KOGBB)

Football – Keystone Oaks Gridiron Club

Golf – Golf Boosters

Soccer – Boys – Boys Soccer Boosters

Soccer – Girls – Keystone Oaks Lady Eagles Soccer (KOLES)

Softball – Keystone Oaks Lady Eagles Fast Pitch Boosters (KOLEFP)

Swimming – Keystone Oaks Swimming & Diving

Volleyball – Girls – Keystone Oaks Lady Eagles Volleyball

Wrestling – “Oaks Wrestling Parents”

Adopted by the Board of School Directors of the Keystone Oaks School District
at a duly convened public meeting, this 15TH day of September, 2015.

ATTEST:

KEYSTONE OAKS SCHOOL DISTRICT

Secretary

BY: _____
President,
Board of School Directors

II. FIRST READING OF REVISED POLICY NO. 212: REPORTING PUPIL PROGRESS

It is recommended that the Board approve the FIRST READING of revised Policy No. 212:
Reporting Pupil Progress.

III. FIRST READING OF REVISED POLICY NO. 219: STUDENT COMPLAINT PROCESS

It is recommended that the Board approve the FIRST READING of revised Policy No. 219:
Student Complaint Process.

IV. FIRST READING OF POLICY NO. 808.1: FOOD SERVICE STUDENT ACCOUNT CHARGES

It is recommended that the Board approve the FIRST READING of Policy No. 808.1: *Food Service Student Account Charges.*

V. FIRST READING OF POLICY NO. 827: TRAVEL EXPENSE REIMBURSEMENT

It is recommended that the Board approve the FIRST READING of Policy No. 827: *Travel Expense Reimbursement*.

VI. FIRST READING OF REVISED POLICY NO. 906.1: TITLE I COMPLAINT RESOLUTIONS

It is recommended that the Board approve the FIRST READING of revised Policy No. 906.1: *Title I Complaint Resolutions*.

VII. PROFESSIONAL DEVELOPMENT

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

Dr. William Stropkaj	Allegheny Intermediate Unit's Superintendents' Development Workshop Bedford Springs, PA October 7, 8, 9, 2015	<i>No cost to District</i>
Joseph Arcuri Mark Iampietro	Principal Leadership Workshops 2015-2016 Tri-State Area School Study Council October 29 & December 3, 2015; March 3 & May 5, 2016	\$1,000.00 (General Funds)
Dr. Michele Lowers (Presenter)	Forging a Future: A Language Revolution PA State Modern Language Association (PSMLA) King of Prussia, PA October 16-17, 2015	\$1,050.00 (General Funds)
Cindy Mentzer	PA Speech and Debate Association Conference State College, PA October 23-24, 2015	\$406.15 (Activities Fund)

EDUCATION REPORT

September 15, 2015

Ms. Raeann Lindsey, Chairperson

BOARD ACTION REQUESTED

I. ARTS EDUCATION COLLABORATIVE AGREEMENT

The Administration recommends that the Board approve entering into an agreement with the Arts Education Collaborative to facilitate professional and curriculum development for the music and visual arts departments at a cost of \$7,429.05, effective for the 2015/2016 school year.

For Information Only

This is a continuation of the self-study completed last year (2014/2015).

PERSONNEL REPORT

September 15, 2015

Mr. David Hommrich, Chairperson

BOARD ACTION REQUESTED

I. APPOINTMENTS

1. Substitute Teachers

In compliance with *Board Policy No. 405 – Employment of Substitute Professional Employees*, it is recommended the Board approve the following individuals as substitute teachers, pending receipt of all legal documents and clearances, for the 2015/2016 school year:

<u>Name</u>	<u>Subject</u>
Sandra Baker	Early Childhood N-3/Elem K-6
Rachel Baricevic	Elem K-4/Special Ed K-8
Jared Beadle	Elem K-4/Special Ed K-8
Christina Boudreaux	Elem K-4
Katilin Hensel	Elem K-4/Reading Specialist
Paul Pollock	Mid-Level English 4-8
Renee Lynn Skinner	Elem K-6
Julia Todd	Elem K-6/Special Ed PK-12/ Mid-Level English 6-9
Samantha Walsh	Elem K-4/Special Ed K-8

2. Substitute Health Aides

In compliance with Board *Policy No.505 – Employment of Substitute Classified Employees*, it is recommended that the Board approve the following individuals, pending receipt of all legal documents and clearances, as substitute health aides for the 2015/2016 school year:

Joyce Socol

Jessica Thieret

3. Tenure

In compliance with *Board Policy No. 404 – Employment of Professional Employees*, it is recommended that the Board recognize the following individuals as having completed the requirement according to the Commonwealth of Pennsylvania and achieving tenure with a Professional Contract:

<u>Employee</u>	<u>Effective</u>	<u>School</u>
Dena DeChellis	August 23, 2015	Keystone Oaks High School
Elisa DiTullo	August 23, 2015	Myrtle Elementary School
Sarah Hardner	August 23, 2015	Keystone Oaks Middle School
Lauren Harvilla	August 23, 2015	Keystone Oaks Middle School
Robert Naser	August 23, 2015	Dormont Elementary School
Kelly Seltzer	August 23, 2015	Dormont Elementary School
Lisa Waskiewicz	August 23, 2015	Keystone Oaks Middle School

4. Cyber School Program

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016*, it is recommended that the Board approve the following individuals as Cyber School teachers for the 2015/2016 school year:

Jennifer Bogdanski	English
Mark Elphinstone	Special Education
Ken Hustava	Physical Education
Joshua Kirchner	Mathematics
Joan Young	Social Studies
John Buffington	Science

The range of pay is between \$27.83 and \$44.12 per period based on years of service to the District.

5. Health-Aide – Aretina Gdovic

In compliance with *Board Policy No. 504 – Employment of Classified Employees and the Keystone Oaks Educational Support Personnel Association Agreement 2009-2014*, it is recommended that the Board approve the following individual as a health aide, pending receipt of all legal documents and clearances, for the 2015/2016 school year:

Aretina Gdovic
 Dormont Elementary/Middle School
 5 days/week
 Effective date September 10, 2015
 Salary – \$15.81 per hour

6. Paraprofessional – Rosa Arzenti

In compliance with *Board Policy No. 504 – Employment of Classified Employees and the Keystone Oaks Educational Support Personnel Association Agreement 2009-2014*, it is recommended that the Board approve the following individual as a paraprofessional, pending receipt of all legal documents and clearances, for the 2015/2016 school year:

Rosa Arzenti Myrtle Elementary School Effective August 31, 2015
 Full-Time
 Hourly Rate - \$11.51

7. Custodian – Christopher Mastendrea

In compliance with *Board Policy No. 504- Employment of Classified Employees and the Keystone Oaks Service Employees International Union Agreement 2009-2017*, it is recommended that the Board approve the following individual as a full-time custodian:

Christopher Mastendrea

District-wide

Full-time

Effective September 15, 2015

Salary - \$26,559.31

8. Head Custodian Contract – Jack Priore

The Administration recommends the approval of a continued contract for **Jack Priore**, Head Custodian, Myrtle Avenue Elementary, retroactive to July 1, 2015 through June 30, 2017. Mr. Priore’s salary for the 2015/2016 school year will be \$33,978.75.

9. Food Service Personnel

In compliance with *Board Policy No. 504 – Employment of Classified Employees*, it is recommended that the Board approve the following individuals as Food Service employees, pending receipt of all legal documents and clearances, for the 2015/2016 school year:

<u>Name</u>	<u>School</u>	<u>Hourly Wage</u>
Gina Delfine	Aiken	\$12.00
Lyssa Glaze	Aiken	\$ 9.00
Tina Aubrey	High School	\$9.00
Jill Vogel	High School	\$9.00

10. Leaves of Absence

It is recommended that the Board approve the following employees – C.C.; B.F.; and W.E. for Family and Medical Leave for the 2015/2016 school year.

11. Athletic Coaches

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016*, it is recommended that the Board approve the following Fall sports individuals as a coaches, pending receipt of all legal documents and clearances, for the 2015/2016 school year:

<u>Coach</u>	<u>Sport</u>	<u>Compensation</u>
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Kobe Phillipi	KOMS Football Assistant Coach	\$1,637.50
Mike Orosz	KOMS Football Assistant Coach	\$1,637.50
Gualberto Pintor	KOMS Soccer Assistant Coach	\$2,660.00

12. Approval of Activities - Sponsors and Stipends

In compliance with the *Keystone Oaks Educational Association 2011-2016, Article XXVIII, Activities Positions and Compensation*, it is recommended that the following individuals be approved as sponsors for the 2015/2016 school year:

<u>Employee</u>	<u>Position</u>	<u>Compensation</u>
Michelle McSwigan	Academic Compensation	\$1,300.00
Beth Smith	Activities Coordinator-HS	\$3,000.00
Patrick Falsetti	Activities Coordinator-MS	\$3,000.00
Michele Lowers	Adventure Club	\$1,100.00
Heather Hakos-Hruby	Art Club	\$1,100.00
William Eibeck	Auditorium Director	\$2,650.00
Shane Hallam	Auditorium Director	\$2,650.00
Joyelle Galiszewski	Best Friends Club	\$1,100.00
William Eibeck	Choir (Chorus)	\$1,100.00
William Eibeck	Concert Band	\$1,100.00
John Buffington	Environmental Club	\$1,100.00
Cindy Mentzer	Forensics – High School	\$3,050.00
Judith Copenheaver	Forensics – High School	\$3,050.00
Cindy Mentzer	Forensics – Middle School	\$3,050.00
Julie O’Mara	French Club	\$1,100.00
Beth Smith	Future Business Leaders	\$1,650.00
Rebekah Brooks	GSA Club	\$1,100.00
Linda Celli	HS Yearbook	\$2,950.00
Donald Bowlin	Junior Class	\$1,100.00
Chelsea Fredrickson	Kaydeens	\$1,650.00
Kim Smykal	Keynote	\$1,650.00
Teresa Limerick	KOTV Video Club	\$1,100.00
Cynthia Mancini-Beasock	Marching Band Assistant	\$2,400.00
Randy Tobias	Math Club	\$1,100.00
Sue Grand	Medical Careers	\$1,100.00
Shane Hallam	MS Musical	\$2,325.00
TBD	MS Outdoor Environment	\$1,100.00
Lisa McMahon	MS Yearbook	\$1,100.00
Emily Brill	MS Yearbook	\$1,100.00
Nancy Kraemer	Modern Dance	\$1,100.00
Amy Longo	National Honor Society	\$1,100.00
Geoff Dobson	Odyssey of the Mind	\$3,050.00
Kelly Connolly	Pep Club	\$1,100.00
Jeffrey Sieff	Percussion Coordinator	\$1,800.00
Nadine Psani	PJAS – High School	\$2,950.00

Diane Flaherty	PJAS Assistant	\$1,650.00
Ben Stewart	PJAS – Middle School	\$3,050.00
Nancy Kraemer	SADD	\$1,100.00
Michelle McSwigan	Science Club	\$1,100.00
Donald Bowlin	Senior Class/Prom	\$1,650.00
Chelsea Fredrickson	Silks	\$1,550.00
Michele Lowers	Spanish Club	\$1,100.00
William Eibeck	Stage Crew	\$1,100.00
Jeffrey Sieg	Strength Club	\$1,100.00
Jennifer Chambers	Students-In-Action	\$1,300.00
Joan Young	Student Senate	\$1,100.00
Michael Magri	Technology Club	\$1,100.00
Nancy Kraemer	Varieties	\$2,950.00
Paul Kirsch	Young Marines	\$ 550.00
Bettina Radcliff	Young Marines	\$ 550.00

Bus Duty

Michael Magri	Middle/High School – AM	\$1,350.00
Dennis Sarchet	Middle/High School – AM	\$1,350.00
Andrew Bocchicchio	Middle/High School – AM	\$1,350.00
Joseph Villani	Middle/High School – AM	\$1,350.00
Amy Longo	Middle/High School – PM	\$1,350.00
Cynthia Soberg	Middle/High School – PM	\$1,350.00
Michele Lowers	Middle/High School – PM	\$1,350.00
Diana Vitenas	Middle/High School – PM	\$1,350.00
Bill Opperman	Aiken Elementary	\$ 675.00
Jennifer Watenpool	Aiken Elementary	\$ 675.00
Lori DeMartino	Dormont Elementary	\$1,350.00
Patricia Peterson	Dormont Elementary	\$1,350.00
Kristie Rosgone	Myrtle Elementary	\$1,350.00
Lauren Obringer	Myrtle Elementary	\$1,350.00

13. Keystone Oaks Recreational Swim Program Staff

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

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

Rachel Constantini	(I,G)
Joanne Dressler	(I)
Kaitlin Flaherty	(I,G)
Kevin Koontz	(I,S,G)
Maria Lydon	(I,G)

Mike Lydon	(I,G)
Jacob Maley	(I,G)
Tom McMullen	(I,S,G)
Ben Morton	(I,G)
Lori Oleksak	(I,S,G)
Zach Olsen	(I,S,G)
Jakeb Pagesh	(I,G)
Jana Pahler	(I,S,G)
Janet Russo	(I,S,G)
Amy Torcaso	(I,S,G)
Gabrielle Wockenfuss	(I,G)

Pay Rates

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

II. CORRECTED SALARY

The Administration recommends that the Board approve the corrected salary for **Abigal Rohe**, Kindergarten, Aiken Elementary, at \$43,500.00 (M, Level 16).

FINANCE REPORT

September 15, 2015

Mr. Daniel Domalik, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS

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

- | | |
|----------------------|-----------------------|
| A. 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> |

FOR INFORMATION ONLY

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

To Be Provided

II. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME

To Be Provided

III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS

To Be Provided

IV. FOOD SERVICE EXPENDITURE/REVENUE 2015 – 2016 BUDGET to ACTUAL

To Be Provided

FACILITIES REPORT

September 15, 2015

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. CHANGE ORDER FOR REPLACEMENT OF TRENCH DRAIN – LOADING DOCK

It is recommended that the Board approve a change order (No. 7) to remove and replace the existing trench drain at the loading dock at the rear of the Keystone Oaks Middle/High Schools at a cost of \$2,499.58.

II. CHANGE ORDER FOR INSTALLATION OF ADDITIONAL BARRIER GATE

It is recommended that the Board approve a change order (No. 7) provide and install an additional Barrier Gate, 26 feet wide, with hold-back clips at a cost of \$4,950.00.

III. KEYSTONE OAKS RECREATIONAL SWIM PROGRAM – PROGRAM AND RENTAL FEES

It is recommended that the Board approve the following program and rental fees for the Keystone Oaks Recreational Swim Program:

Program Fees

• Family Pass (2 Adults and 3 children)	\$60.00
• Adult Pass	\$30.00
• Student Pass	\$15.00
• Daily Admission Fee – Resident	\$2.00
• Daily Admission Fee – Non-Resident	\$4.00
• Children Swim Lessons (6 lessons)	\$35.00
• Preschool Swim Lessons (5 classes)	\$25.00
• Lifeguard Training – Includes first aid and CPR)	\$200.00
• Water Aerobics (20 classes)	\$70.00
• Water Safety Instructor Training	\$195.00
• CPR for the Professional Rescuer Classes	\$50.00
• Other Programs in response to need	To Be Announced

Rental Fees

Resident (Copy of photo ID with permit; compared on day of rental)

- 1-30 People \$55.00
- 31-60 People \$60.00

Non-Resident

- 1-30 People \$80.00
- 31-60 People \$85.00

For Information Only

The resident and non-resident rental fees have been increased by \$5.00 each from last year.

ACTIVITIES & ATHLETICS REPORT

September 15, 2015

Mr. Robert Brownlee, Chairperson

BOARD ACTION REQUESTED

I. OVERNIGHT TRIPS

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

Keystone Oaks Speech and Debate Team

M & M Invitational Speech & Debate Tournament

Penn State – Behrend Campus

Erie, PA

Friday-Saturday – October 30-31, 2015

Sponsor(s) – **Cindy Mentzer, Judy Copenheaver**

Chaperone – Diane Flaherty

Approximate number of students participating – 10

Approximate cost per student - \$84.12 (Raised through fund raisers & student payments)

Total cost to District – \$841.21 (Activities Account)

Varsity Swim Team

International Swimming Hall of Fame

Ft. Lauderdale, FL

Friday-Wednesday – November 27 – December 2, 2015

Sponsor – **William Straw**

Chaperones – Theresa Lydon, Carrie O'Connor

Approximate number of students participating – 15

Approximate cost per student - \$700.00 (Raised through fund raisers & student payments)

Total cost to District – Bus rental for one way only (Approximately \$190.00)

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 212

Section PUPILS

Title REPORTING PUPIL PROGRESS

Adopted AUGUST 21, 1989

Revised NOVEMBER 20, 2008;
OCTOBER 19, 1998

POLICY NO. 212 REPORTING PUPIL PROGRESS		
Section 1	<p><u>Purpose</u></p> <p>The Board believes that the cooperation between of school and home is a vital component in the growth and education of the student. It recognizes it's The Board acknowledges the school's responsibility to keep parents/guardians informed of student welfare and academic progress in school. It also recognizes the effects of State Board regulations and federal regulations laws and regulations governing school records.</p>	Pol. 216
Section 2	<p><u>Authority</u></p> <p>The Board directs the the Administration to establish ment of a system of reporting student progress which shall include written progress reports, and parent conferences with teachers and shall require all appropriate staff members to comply with such a system as part of their teaching responsibility. that requires all appropriate staff members to comply as part of their teaching responsibility, with a reporting system which includes academic progress reports, report cards, and parent/guardian conferences with the teachers.</p>	SC 1531, 1532 Title 22 Sec. 4.11 Pol. 127
Section 3	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee, in conjunction with appropriate staff members, shall develop procedures and methods for reporting student progress to parents or guardians. that:</p>	SC 1531, 1532
Section 3	<p><u>Guidelines</u>Delegation of Responsibility</p> <p>The Superintendent or designee, in conjunction with appropriate teaching staff members, shall develop procedures and methods for reporting student progress to parents or guardians that:</p>	

**POLICY NO. 212
REPORTING PUPIL PROGRESS**

1. Utilize various methods of reporting appropriate to grade level and curriculum content.
2. Ensure that both student and parent/guardian receive ~~prior~~~~ample~~ warning of a pending grade of “failure,” or one that would adversely affect the student’s status.
3. Determine a time frame in which grades are to be posted by a teacher in his/her grade book once the graded test/assignment/project etc. has been given back to the students for review.
4. Enable the scheduling of parent/guardian-teacher conferences at such time and in such places as will ensure the greatest degree of participation by parents/guardians and not preclude the participation of either parent.
5. Specify the mandatory issuance of report cards in intervals of nine (9) weeks.
6. Specify the mandatory issuance of ~~written~~ progress reports ~~if a student progress has become unsatisfactory~~ at approximate midpoint of each nine (9) week report period by every teacher. ~~Unsatisfactory student performance is characterized by one or more of the following items:~~
 - ~~a. A tentative grade of D or F in the subject; or~~
 - ~~b.a. A drop of two (2) letter grades in any subject area.~~

A student shall not receive a failing grade or a change of two (2) letter grades without prior parental/guardian contact by the individual teacher. Contact shall be made via personal phone call, email or letter. If no response is received from the parent/guardian, the teacher shall involve the guidance counselor and a registered letter shall be sent.

A written progress report may also be issued if student performance is further characterized by:

1. Failure to complete homework assignments; or
2. Exhibiting poor work habits or improper behavior in the classroom; or failure to attend class on a regular basis.

A written progress report may be sent home ~~for any of the above reasons~~ at any time during the report period.

Written progress reports shall be indicated on the comment section of the report card each nine (9) -week grading period.

**POLICY NO. 212
REPORTING PUPIL PROGRESS**

A teacher-initiated phone call or parent/guardian conference shall occur if a pattern of student deficiency is evident ~~by the second report period.~~ -The teacher shall initiate a plan to address the student's needs with the advice and assistance of the school counselor and parents/guardians.

The high school principal will notify the parents/guardians of any student who is in danger of failing a required course for graduation. The notification will take place after the first semester and a parent/guardian meeting will be encouraged.

If the student is a senior and is in jeopardy of not graduating, a personal or phone conference between the parent/guardian, teacher, and counselor, if needed, must be held. ~~Written progress reports should also be provided whenever deemed appropriate by the teacher as a reward for achievement.~~

Review and evaluation of methods of reporting student progress to parents/guardians shall be conducted on a periodic basis.

References:

School Code – 24 P.S. Sec. 510, 1531, 1532

State Board of Education Regulations – 22 PA Code Sec. 4.11

Board Policy – 127, 216

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. ~~No.~~ 219

Section PUPILS

Title STUDENT COMPLAINT PROCESS

Adopted AUGUST 21, 1989

Revised OCTOBER 19, 1998

POLICY NO. 219 STUDENT COMPLAINT PROCESS	
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for established lawful procedures is an important part of the educational process. Accordingly, individual and group complaints will should be recognized and appropriate appeal procedures shall be provided.</p>
Section 2	<p><u>Definition</u></p> <p>For purposes of this policy, a student "complaint" shall be one that arises from actions that directly affect the student's participation in an approved district educational program.</p>
Section 3	<p><u>Authority</u></p> <p>The Board and/or its employees will recognize the complaints of the students of this District provided that such complaints are submitted made according to procedures the guidelines established by Board policy.</p>
Section 4	<p><u>Guidelines</u></p> <p>Complaints shall be resolved as closely as possible to their source and follow the chain of command. For example, the parent/guardian or student shall first meet with the teacher if an instructional concern is involved.</p> <p>If a curriculum concern is involved, the parent/guardian/student shall first meet with the building principal. If the parent/guardian/student is not satisfied with the outcome of the meeting with the principal, the parent/guardian/student must provide the complaint in writing. After meeting with the building principal, the principal shall respond to the</p>

**POLICY NO. 219
STUDENT COMPLAINT PROCESS**

complainant in writing, as well.

If a satisfactory resolution cannot be obtained at the immediate level, the complainant shall bring the matter to the attention of the next level of authority.

~~The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, to the guidance counselor; and both shall attempt to resolve the issue informally and directly.~~

For complaints which must move beyond the first step, the student shall prepare a written statement of his/herself the complaint, which shall set forth the: ~~the specific nature of the complaint and a brief statement of the facts giving rise to it.~~

1. Specific nature of the complaint and a brief statement of relevant facts.
2. Manner and extent to which the student believes s/he has been adversely affected.
3. Relief sought by the student.
4. Reasons why the student feels entitled to relief sought.

The appropriate school district administrator will review the written complaint, and where appropriate, schedule a meeting with the individual or group to hear the concerns, or to obtain additional information.

The complaint then may be submitted, in turn, to the building principal, the Superintendent, and the Board with a suitable period of time allowed at each level for hearing of the complaint and preparation of a response. At each administrative level, the school district administrator will provide written finding(s) or recommendation(s) to the individual or group involved. A copy of all school district administrative correspondence with regard to a complaint or concern will be forwarded to the Superintendent's office to be placed on file.

If an individual or group has met with both the building level principal and the Superintendent, and feels that the matter of concern is a violation of School District Policy or law, then the individual or group may request a review by a committee of the Board of School Directors.

A committee consisting of three (3) **disinterested** members of the Board of School Directors will review the written complaint which cites the specific Board Policy or law, and the finding(s) or recommendation(s) of the building level principal and that of the

**POLICY NO. 219
STUDENT COMPLAINT PROCESS**

Superintendent.

At each level, the student shall be afforded the opportunity to be heard personally by the school authority.

After review the committee of the Board of School Directors may:

1. Decide to uphold the findings or recommendations of the Administration.
2. Refer the matter back to the Superintendent for further review.
3. Conduct an informal hearing. In the case of an informal hearing, the committee will present its finding(s) or recommendation(s) to the full Board.

The Board is under no obligation to issue any type of report of findings to the complainant.

At each step ~~beyond the first~~, the school authority hearing the complaint may **contact** ~~call in~~ the student's parent/guardian.

The student may seek the help of a parent or a guardian at any step.

References:

School Code – 24 P.S. 510

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 808.1

Section OPERATIONS

Title FOOD SERVICE STUDENT ACCOUNT CHARGES

Adopted _____

Revised _____

POLICY NO. 808.1 FOOD SERVICE STUDENT ACCOUNT CHARGES	
Section 1	<p><u>Purpose</u></p> <p>It is the policy of the Keystone Oaks School District to provide for students' needs for a healthy breakfast/lunch whenever possible. However, due to students who arrive in the cafeteria without appropriate payment it is necessary to implement consistent meal account procedures throughout the District in order to maintain a balance between the financial integrity of the Food Service Program and the needs of the students.</p> <p>In implementing this policy, the District shall:</p> <ol style="list-style-type: none"> 1. Ensure that all students have a healthy meal and that no child goes hungry. 2. Treat all students with dignity and confidentiality in the serving line regarding meal accounts. 3. Support positive and clear communication among staff, administrators, teachers, students and parents/guardians. 4. Encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student. 5. Establish consistent practices regarding charges and collection of charges throughout the District. 6. Protect its right to be properly reimbursed for food service costs.
Section 2	<u>Delegation of Responsibility</u>

**POLICY NO. 808.1
FOOD SERVICE STUDENT ACCOUNT CHARGES**

The Food Service Department is responsible for maintaining charge records and notifying the parents/guardians of outstanding balances by means of phone calls and messages, written documentation, or any other reasonable means of communication.

Principals have the responsibility for monitoring the food service balances of students in their building and will collaborate with the Food Service Director when debt exceeds a certain amount. Principals will contact parents/guardians when initial notifications are not responded to via phone call and written notification.

Section 3

Guidelines

Students shall not be denied a meal regardless of status or account balance.

Parent(s)/guardian(s) are responsible for ensuring that students have the appropriate form of payment for their meal. Where a student comes through the serving line without the appropriate form of payment, the District will utilize the following procedures:

- a. Meal charges per school year will be allowed up to the cost of two (2) reimbursable meals. Charges will be limited to a reimbursable meal chosen by the cafeteria, and no charging will be allowed for any a la carte items.
- b. In the event a student account has reached this maximum and the student has no money and requires a meal, the meal will be provided as deemed appropriate by the Food Service Director. The cost will be added to the pre-existing debt.
- c. After two (2) charged meals, parent(s)/guardians(s) will be notified that charges are accruing and parent(s)/guardian(s) will be advised of the District's collection policy. The Parents/Guardians are responsible for immediate payment upon notification.

Collection Policy

Unpaid charges will be carried on a student's account from year to year and will travel with the student throughout their enrollment at Keystone Oaks School District.

Students with outstanding balances at the time of their graduation may be denied the privilege of participating in graduation ceremonies and the District may refuse to release records or transcripts to educational institutions and or employers.

POLICY NO. 808.1
FOOD SERVICE STUDENT ACCOUNT CHARGES

When a student's account balance reaches \$30.00 or more, notice will be sent to the parent(s)/guardian(s) via regular and certified mail stating the amount due and describing further action that will be taken if the parent(s)/guardians(s) does not pay the amount within ten (10) business days. Upon receipt of the letter, parent(s)/guardian(s) have ten (10) business days to pay the debt or to contact the District and set up a plan for payment. If no payment is received, the negligent debt will be sent to the local Magistrate for collection, and parent(s)/guardian(s) are responsible for all court costs and fees assigned by the magistrate for the collection of monies due to the cafeteria.

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 827

Section OPERATIONS

Title TRAVEL RELATED EXPENSE REIMBURSEMENT

Adopted _____

Revised _____

POLICY NO. 827 TRAVEL RELATED EXPENSE REIMBURSEMENT	
Section 1	<p><u>Purpose</u></p> <p>The Board shall reimburse administrative, professional, classified employees, and Board members for pre-approved expenditures incurred in the course of performing services for the District, in accordance with Board policy.</p>
Section 2	<p><u>Definitions</u></p> <p>Employee – includes administrative, professional and classified employees.</p> <p>Out of Area – Outside Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Washington, or Westmoreland counties.</p>
Section 3	<p><u>Delegation of Responsibility</u></p> <p>The validity of payments for job related expenses shall be determined by the Superintendent or designee.</p> <p>The Superintendent or designee shall develop administrative procedures that will address the deadline for which claims must be submitted to the Business Office in order to request reimbursement and forms for reimbursement of travel expenses.</p> <p>This policy attempts to address all travel and business related occurrences. Occasionally, situations arise that are not specifically covered within the policy. These situations will be addressed on an individual basis by the Superintendent prior to incurring the expense, with final approval or denial by the Superintendent.</p>

**POLICY NO. 827
TRAVEL RELATED EXPENSE REIMBURSEMENT**

Section 4

Guidelines

Actual and necessary expenses incurred when attending functions outside the District shall be reimbursed if approval has been obtained in advance from the Board or Superintendent according to the guidelines set forth below.

For employees, attendance at approved events outside the District shall be without loss of regular pay, unless otherwise stipulated prior to attendance.

In all instances of travel and job related expense reimbursement, full itemization with original receipts attached shall be required. Receipts must be original and itemize each cost item (e.g. separate each item, tax, gratuity, etc.) and not be a single total.

Under normal conditions, employees or Board members traveling on official business shall provide themselves with sufficient funds for ordinary expenses.

Travel shall be by the most economical route.

Those traveling on official business shall exercise the same care in incurring expenses as they would in traveling on personal business.

For official travel other than by automobile, the District shall arrange the advance purchase of transportation tickets, with Superintendent approval.

No reimbursements will be given until after the next Business/Legislative Meeting of the Board following the deadline set by the administration for submission of claims.

Mileage

The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, and is authorized in advance by the Superintendent or designee.

Use of a personal vehicle for approved purposes is reimbursable at the prevailing IRS rate per mile. For mileage reimbursement, employees must submit a listing of the trips made for legitimate school business to the Business Office.

Board members may only be reimbursed for mileage for travel out of area.

Pol. 616

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**POLICY NO. 827
TRAVEL RELATED EXPENSE REIMBURSEMENT**

Use of a personal vehicle requires that liability insurance be provided by the employee or Board member

Meal Expenses

Meals purchased during the course of travel for normal business purposes where an overnight stay is not warranted are generally not reimbursable. The District may reimburse employees for student's meals. Meals purchased for meetings amongst employees must be pre-approved.

Prior to approval the traveler must submit an estimate of the number of meals and total cost that he or she expects to incur.

In general the maximum reimbursement for each meal shall be:

1. Breakfast \$12
2. Lunch \$20
3. Dinner \$40

Discretion may be given for meal reimbursement if traveling to a high cost of living area.

If a meal is included in the conference attendance fee, an employee or Board member will not be allowed to charge for that meal.

If a meal, such as breakfast, is included with the accommodations, an employee or Board member will not be allowed to charge for that meal.

Under no circumstances will an employee or Board member be reimbursed for alcoholic beverage expenses. Receipts submitted must show the charged amount without gratuity added. District reimbursement for gratuity charges shall not exceed 15%

Accommodations

Reservations for hotel accommodations must be made by the person traveling. Those traveling should take advantage of any discounts available with specific programs or by booking through the conference host.

Reimbursement is generally limited to the amounts set forth for the applicable city in the U.S. GSA publication per the link below. The per-night lodging amounts shown exclude taxes, which are reimbursable.

<http://www.gsa.gov/perdiem>

**POLICY NO. 827
TRAVEL RELATED EXPENSE REIMBURSEMENT**

Only single-standard room rates will be reimbursed.

An itemized hotel receipt must be submitted with the expense report for reimbursement. The receipt should show separately: room rate, all applicable taxes, and any additional charges.

In general, the following additional charges will not be reimbursed:

- a. Hotel room cancellation charges
- b. Hotel room upgrades from the standard single rate
- c. Phone calls
- d. Internet fees
- e. Room service
- f. Movies or other entertainment
- g. Laundry
- h. Hotel in-room mini bar

Conferences

Employees and Board members may, with valid, documented business purpose and Board approval, travel to conferences for continuing education purposes. Conference or registration fees will be paid upfront by the District.

Travel Extensions and Travel with Other Parties

It will be the responsibility of the traveler who submits his/her expense report to track personal expenses separately from business expenses associated with such modified travel arrangements (e.g., double room occupancy, meals). It is the responsibility of the Superintendent or designee to verify the business expenses for such situations. If rates, such as airfare, increase due to travel extension, the District will pay the lesser amount.

Car Rental

Rental cars should be used when the nature of the trip is such that the use of local transportation, such as hotel shuttles and taxis, is not cost effective or practical. Rental fees will be paid by the traveler and reimbursed by the District.

In general, the following additional charges will not be reimbursed:

- a. Additional insurance
- b. Rental upgrades
- c. Fuel pre-purchase option or any refueling fee charged by the rental agency

POLICY NO. 827
TRAVEL RELATED EXPENSE REIMBURSEMENT

d. GPS device

An itemized car rental receipt must be submitted with the expense report for reimbursement.

References:

Board Policy – 216

Policy Guide



Policy No. 906.1

Section COMMUNITY

Title TITLE I COMPLAINT
RESOLUTION

Adopted DECEMBER 7, 2011

Revised _____

POLICY NO. 906.1 TITLE I COMPLAINT RESOLUTION		
Section 1	<p><u>Purpose</u></p> <p>The <i>No Child Left Behind Act of 2001</i> (NCLB) legislation requires State Educational Agencies (SEAs) to adopt written procedures for “receiving and resolving any complaint alleging violations of the law in administration of programs.” In accordance with this legislative requirement, the Pennsylvania Department of Education (PDE) has also required Local Educational Agencies (LEAs) to adopt written procedures for resolving complaints filed.</p>	20 U.S.C Sec. 9304 (a)(3)(C)
Section 2	<p><u>Definition</u></p> <p>A “complaint” is a written, signed statement filed by an individual or an organization. It must include:</p> <ol style="list-style-type: none"> a. A statement that the school has violated a requirement of federal statute or regulation that applies to Title I. b. The facts on which the statement is based. c. Information on any discussions, meetings or correspondence with the school regarding the complaint. 	
Section 3	<p><u>Guidelines</u></p> <ol style="list-style-type: none"> 1. Referral <p>Complaints against schools should be referred to the District’s Federal/State Programs Coordinator:</p>	

POLICY NO. 906.1
TITLE I COMPLAINT RESOLUTION

Keystone Oaks School District
Federal Programs Coordinator
1000 Kelton Avenue Pittsburgh, PA 15216

2. Notice to School

The Federal/State Programs Coordinator will notify the Superintendent and the building Principal that a complaint has been received. A copy of the complaint will be given to the Superintendent and the building Principal with directions given for the Principal to respond.

3. Investigation

After receiving the Principal's response, the Federal/State Programs Coordinator, along with the Superintendent, will determine whether further investigation is necessary. If necessary, the Federal/State Programs Coordinator and the Superintendent may do an onsite investigation at the school.

4. Opportunity to Present Evidence

The Federal/State Programs Coordinator may provide for the complainant and the building Principal to present evidence regarding the complaint.

5. Report and Recommended Resolution

Once the Federal/State Programs Coordinator has completed the investigation and the taking of evidence, a report will be prepared with a recommendation for resolving the complaint. The report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution and the reasons for the recommendation. Copies of the report will be issued to all parties involved. The recommended resolution will become effective upon issuance of the report. The period between the LEA's receipt of a complaint and its resolution shall not exceed sixty (60) calendar days.

6. Follow-Up

The Federal/State Programs Coordinator and the Superintendent will ensure that the resolution of the complaint is implemented.

7. Right to Appeal

Either party may appeal the final resolution to the

POLICY NO. 906.1
TITLE I COMPLAINT RESOLUTION

Pennsylvania Department of Education. Appeals should be addressed as follows:

Division of Federal Programs
Pennsylvania Department of Education
333 Market Street, 7th Floor
Harrisburg, PA 17126-0333

References:

No Child Left Behind Act of 2001 – 20 U.S.C. Sec. 9304 (a)(3)(C)