

KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

WORK SESSION

THURSDAY, NOVEMBER 13, 2014
7:00 PM

BUSINESS/LEGISLATIVE MEETING

THURSDAY, NOVEMBER 20, 2014
7:00 PM

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

November 13, 2014 – Work Session

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- **History Bowl Winners – Mrs. Nancy Scureman**
- **Affordable Care Act – Jan Klein and Michael Garafalo**
- **Student Achievement Report – Dr. Kathleen Foster**
- Public Comment
- Review of Reports
- Public Comment
- Adjournment

November 20, 2014 – 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

November 20, 2014

Mr. Joseph Finucan

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of October 21, 2014, and the Business/Legislative Minutes of October 30, 2014.

FOR INFORMATION ONLY

- | | | |
|-------------|--|---|
| I. | Parkway West Career and Technology Center Report | <i>Ms. Annie Shaw
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 REPORT

SUPERINTENDENT'S REPORT

November 20, 2014

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. FIRST READING OF POLICY NO. 919: TITLE I PARENTAL INVOLVEMENT

It is recommended that the Board approve the FIRST READING of Policy No. 919: *Title I Parental Involvement*.

II. SECOND READING OF POLICY NO. 609: INVESTMENT OF DISTRICT FUNDS

It is recommended that the Board approve the SECOND READING of Policy No. 609: *Investment of District Funds*.

III. SECOND READING OF POLICY NO. 610: PURCHASES SUBJECT TO BID

It is recommended that the Board approve the SECOND READING of revised Policy No. 610: *Purchases Subject to Bid*.

IV. SECOND READING OF POLICY NO. 622: GASB STATEMENT 34

It is recommended that the Board approve the SECOND READING of Policy No. 622: *GASB Statement 34*.

V. SECOND READING OF POLICY NO. 624: TAXABLE FRINGE BENEFITS

It is recommended that the Board approve the SECOND READING of Policy No. 624: *Taxable Fringe Benefits*.

VI. SECOND READING OF POLICY NO. 625: PROCUREMENT CARDS

It is recommended that the Board approve the SECOND READING of Policy No. 625: *Procurement Cards*.

VII. SECOND READING OF POLICY NO. 626: FUND BALANCE

It is recommended that the Board approve the SECOND READING of Policy No. 626: *Fund Balance*.

VIII. SECOND READING OF POLICY NO. 803: NEPOTISM

It is recommended that the Board approve the SECOND READING of Policy No. 803: *Nepotism*.

PUPIL PERSONNEL REPORT

November 20, 2014

Dr. Kathleen Foster

BOARD ACTION REQUESTED

I. SCHOOL PHYSICALS

It is recommended that the Board approve **Katie LaMendola**, a Certified Registered Nurse Practitioner with Kids Plus Pediatrics to perform the mandated school physicals at a cost of \$20.00 per physical for the 2014/2015 school year.

II. PHASE 4 LEARNING CENTER INC. AGREEMENT

It is recommended that the Board approve the Phase 4 Learning Center, Inc., Agreement with the Keystone Oaks School District.

For Information Only

Phase 4 Learning Center, Inc.'s primary operation is an approved independent contractor for the delivery of alternative education services for disruptive youth.

PERSONNEL REPORT

November 20, 2014

Mr. Joseph Finucan, Chairperson

BOARD ACTION REQUESTED

I. RESIGNATIONS

It is recommended that the Board accept the resignation of the following individual:

Bradley Bengale Physical Education Teacher Dormont Elementary
Effective November 13, 2014

II. APPOINTMENTS

1. PROJECT SUCCEED

It is recommended that the Board approve **Matthew Erkel**, Mid-Level Science 7-9 and Earth and Space Science 7-12, as a Project Succeed instructor for the 2014/2015 school year.

2. Athletic Employees - Extension of Competitive Season

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016, Article XXVIII, Section A – General Guidelines for Extracurricular Activities, No. 9*, it is recommended that the Board approve the extension of a competitive season compensation to the following individuals:

<u>Coach</u>	<u>Sport</u>	<u>Compensation</u>
Maria Dayka	Golf	\$50.00
Shane Rice	Golf	\$50.00

3. Middle School Wrestling Coach

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016*, it is recommended that the Board approve **Alan Harris** as the middle school wrestling coach at a stipend of \$3,075.00, pending receipt of all legal documents and clearances, for the 2014/2015 school year.

FINANCE REPORT

November 20, 2014

Mr. Daniel Domalik, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS

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

- | | | |
|--------------------------|--------------------|-----------------------|
| A. General Fund as of | (Check No. 45234-) | TO BE PROVIDED |
| B. Risk Management as of | (Check No. 1063-) | TO BE PROVIDED |
| C. Food Service Fund as | (Check No. 4195-) | TO BE PROVIDED |
| D. Athletics as of | (Check No. 1207-) | TO BE PROVIDED |

TOTAL

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2014 - 2015 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2014-2015 BUDGET TOTAL	2014-2015 4 MONTH OCTOBER/ACTUAL		OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources	\$ 26,889,445	\$ 22,913,006	\$	\$ (3,976,439)
7000	State Revenue Sources	\$ 10,281,927	\$ 2,870,571	\$	\$ (7,411,356)
8000	Federal Revenue Sources	\$ 442,155	\$ 15,977	\$	\$ (426,178)
Total Revenue		\$ 37,613,527	\$ 25,799,553	\$ -	\$(11,813,974)
Expenditures					
100	Salaries	\$ 15,242,379	\$ 2,933,440	\$	\$ 12,308,939
200	Benefits Professional/Technical	\$ 8,471,404	\$ 2,170,696	\$	\$ 6,300,708
300	Services	\$ 1,326,005	\$ 200,728	\$	\$ 1,125,277
400	Property Services	\$ 1,333,191	\$ 363,511	\$	\$ 969,680
500	Other Services	\$ 4,721,747	\$ 1,508,441	\$	\$ 3,213,306
600	Supplies/Books	\$ 1,217,885	\$ 744,996	\$	\$ 472,889
700	Equipment/Property	\$ 202,100	\$ 145,553	\$	\$ 56,547
800	Other Objects	\$ 993,796	\$ 440,728	\$	\$ 553,068
900	Other Financial Uses	\$ 4,086,200	\$ 3,295,000	\$	\$ 791,200
Total Expenditures		\$ 37,594,707	\$ 11,803,093	\$ -	\$ 25,791,614
Revenues exceeding Expenditures		\$ 18,820	\$ 13,996,460	\$ -	\$ 13,977,640

**II. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF
October 31, 2014**

	9/30/2014				10/31/2014
	ENDING	DEBIT	CREDIT	INTEREST	ENDING
	BALANCE	RECEIVED	DISBURSED	INCOME	BALANCE
GENERAL FUND					
PNC BANK	\$ 12,095,897	\$ 1,290,032	\$ (2,896,047)	\$ 370	\$ 10,490,252
PAYROLL (pass-thru account)	\$ 15,229	\$ 785,842	\$ (787,002)		\$ 14,069
PLGIT	\$ 9,056,340	\$ 1,100,774	\$ -	\$ 158	\$ 10,157,272
PSDLAF	\$ 154,623		\$ -	\$ 4	\$ 154,627
INVEST PTOGRAM	\$ 170,734			\$ 7	\$ 170,741
	<u>\$ 21,492,824</u>	<u>\$ 3,176,647</u>	<u>\$ (3,683,049)</u>	<u>\$ 539</u>	<u>\$ 20,986,961</u>
CAFETERIA FUND					
PNC BANK	\$ 100,478	\$ 46,149	\$ (1,302)		\$ 145,325
PLGIT	\$ 239,716	\$ 56,672	\$ -	\$ 6	\$ 296,394
	<u>\$ 340,194</u>	<u>\$ 102,821</u>	<u>\$ (1,302)</u>	<u>\$ 6</u>	<u>\$ 441,719</u>
CONSTRUCTION FUND / CAP RESERVE					
PNC BANK	\$ 2,409,974	\$ -	\$ -	\$ 102	\$ 2,410,076
RISK MANAGEMENT FUND/TAX REFUNDS					
PNC BANK	\$ 1,045,472	\$ -	\$ (18,121)	\$ 44	\$ 1,027,395
GRAND TOTAL	<u>\$ 25,288,464</u>	<u>\$ 3,279,468</u>	<u>\$ (3,702,472)</u>	<u>\$ 691</u>	<u>\$ 24,866,151</u>

III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF OCTOBER 31, 2014

Bank Account - Status	Middle / High School	Athletics
Cash Balance as of September 30, 2014	\$ 130,475.64	\$ 46,515.24
Deposits (General Fund Transfer)	\$ 11,885.00	\$ 8,518.00
Subtotal	\$ 142,360.64	\$ 55,033.24
Expenditures	\$ 15,343.54	\$ 5,335.00
Cash Balance as of October 31, 2014	\$ 127,017.10	\$ 49,698.24

IV. FOOD SERVICE EXPENDITURE/REVENUE 2014 - 2015 BUDGET to ACTUAL

ACCT	DESCRIPTION	2014-2015 BUDGET TOTAL	2014-2015 4 MONTH OCTOBER/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources/Sales	\$ 475,355	\$ 95,789	\$ (379,566)
7000	State Revenue Subsidy	\$ 87,647	\$ 4,407	\$ (83,240)
8000	Federal Revenue Subsidy	\$ 385,159	\$ 64,254	\$ (320,905)
Total Revenue		\$ 948,161	\$ 164,450	\$ (783,711)
				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 347,018	\$ 85,861	\$ 261,15
200	Benefits	\$ 139,201	\$ 35,740	\$ 103,461
300	Professional/Technical Services	\$ 200	\$ -	\$ 200
400	Property Services	\$ 8,750	\$ 269	\$ 8,481
500	Other Services	\$ 2,725	\$ 728	\$ 1,997
600	Supplies/Food	\$ 438,206	\$ 73,227	\$ 364,979
700	Equipment/Property	\$ 1,000	\$ 32,915	\$ (31,915)
800	Other Objects	\$ -	\$ -	\$ -
900	Other Financial Uses	\$ -	\$ -	\$ -
Total Expenditures		\$ 937,100	\$ 228,739	\$ 708,361
INCOME / (LOSS)		\$ 11,061	\$ (64,289)	\$ (75,350)

FACILITIES REPORT

November 20, 2014

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. VINCENT LIGHTING SYSTEMS – REPLACEMENT LIGHTING

It is recommended that that Board approve **Vincent Lighting Systems** to provide the replacement lighting, as proposed, for the high school stage at a cost of \$64,445.00.

ACTIVITIES & ATHLETICS REPORT

November 20, 2014

Mr. David Hommrich, Chairperson

BOARD ACTION REQUESTED

I. OVERNIGHT TRIPS / COMPETITIONS

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

Forensics – Martin Luther King Jr Speech & Debate Tournament

Wilkes-Barre, PA

Thursday-Saturday, January 16-18, 2015

Sponsors – Cindy Mentzer, Judy Copenheaver

Chaperones – Cindy Mentzer, Judy Copenheaver

Number of students participating - 7

Approximate cost per student - \$221.09

Total cost to District – \$1,547.62

Policy Guide



Policy No. 919

Section COMMUNITY

Title TITLE I PARENTAL INVOLVEMENT

Adopted _____

Revised _____

<p>Section 1</p> <p>Section 2</p>	<p style="text-align: center;">POLICY NO. 919 TITLE I PARENTAL INVOLVEMENT</p> <p><u>Purpose</u></p> <p>The Board recognizes that parental involvement contributes to the achievement of academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents/guardians and community.</p> <p><u>Authority</u></p> <p>In compliance with federal law, the District and parents/guardians of students participating in Title I programs shall jointly develop and agree upon a written parental involvement policy. When developing and implementing this policy, the District shall ensure the policy describes how the District will:</p> <ol style="list-style-type: none"> 1. Involve parents/guardians in the joint development of the District's overall Title I plan and the process of school review and improvement. 2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance. 3. Develop activities that promote the schools' and parents'/guardians' capacity for strong parental 	<p>20 U.S.C. Sec. 6318</p>
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<p>Section 3</p>	<p style="text-align: center;">POLICY NO. 919 TITLE I PARENTAL INVOLVEMENT</p> <p>involvement.</p> <ol style="list-style-type: none"> 4. Coordinate and integrate parental involvement strategies with appropriate programs, as provided by law. 5. Involve parents/guardians in an annual evaluation of the content and effectiveness of the policy in improving the academic quality of schools served under Title I. 6. Identify barriers to participation by parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority. 7. Use findings of annual evaluations to design strategies for more effective parental involvement. 8. Involve parents/guardians in the activities of schools served under Title I. <p>The Board shall adopt and distribute the parental involvement policy, which shall be incorporated into the District's Title I plan and shall be evaluated annually, with parental involvement.</p>	<p>20 U.S.C. Sec. 6318</p>
	<p><u>Guidelines</u></p> <p>An annual meeting of parents/guardians of participating Title I students shall be held to explain the goals and purposes of the Title I program. Parents/Guardians shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents/Guardians shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.</p> <p>In addition to the required annual meeting, additional parent/guardian meetings shall be held at various times of the day and evening. At these meetings, parents/guardians shall be provided:</p> <ol style="list-style-type: none"> 1. Information about programs provided under Title I. 	<p>20 U.S.C. Sec. 6318</p>

**POLICY NO. 919
TITLE I PARENTAL INVOLVEMENT**

2. Description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.
4. Opportunities to submit parent/guardian comments about the program to the district level.

If sufficient, Title I funding may be used to facilitate parent/guardian attendance at meetings through payment of transportation and child care costs.

Opportunities shall be provided for parents/guardians to meet with the classroom and Title I teachers to discuss their child's progress.

Parents/Guardians may be given guidance as to how they can assist at home in the education of their child.

School-Parental Compact

Each school in the district receiving Title I funds shall jointly develop with parents/guardians of students served in the program a School-Parental Compact outlining the manner in which parents/guardians, school staff and students share responsibility for improved student achievement in meeting academic standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title I program to meet the District's academic standards.
2. Indicate the ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their

Pol. 102

**POLICY NO. 919
TITLE I PARENTAL INVOLVEMENT**

child's education and positive use of extracurricular time.

3. Address the importance of parent-teacher communication on an ongoing basis through, at a minimum, parent-teacher conferences, frequent reports to parents/guardians, and reasonable access to staff.

Section 4 Delegation of Responsibility

The Superintendent or designee shall ensure that the District's Title I parental involvement policy, plan and programs comply with the requirements of federal law.

The building principal and/or Title I staff shall provide to parents/guardians of students participating in Title I programs:

1. Explanation of the reasons supporting their child's selection for the program.
2. Set of objectives to be addressed.
3. Description of the services to be provided.

The Superintendent or designee shall ensure that information and reports provided to parents/guardians are in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand.

References:

State Board of Education Regulations – 22 PA Code Sec. 403.1

No Child Left Behind Act of 2001 – 20 U.S.C. Sec. 6318

Board Policy – 102

Policy Guide



Policy No. 609

Section FINANCES

Title INVESTMENT OF DISTRICT FUNDS

Adopted _____

Revised _____

<p>Section 1</p>	<p style="text-align: center;">POLICY NO. 609 INVESTMENT OF DISTRICT FUNDS</p> <p><u>Purpose</u></p> <p>It shall be the policy of the Board to optimize its' return through investment of cash balances in such a way as to minimize non-invested balances and to maximize return on investments.</p> <p>The primary objectives of investment activities, in priority order, shall be:</p> <p>Legality - All investments shall be made in accordance with applicable laws of Pennsylvania.</p> <p>Safety - Safety of principal shall be of highest priority. Preservation of capital in the portfolio of investments shall be ensured through the mitigation of credit risk and interest rate risk.</p> <p>Liquidity - Investments shall remain sufficiently liquid to meet all operating requirements that are reasonably anticipated. A fiscal year operations anticipated cash flow shall be developed so that investments can be made as early as possible, with maturities concurrent with anticipated cash demands.</p> <p>Yield - Investments shall be made with the objective of attaining a market average rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.</p>	
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**POLICY NO. 609
INVESTMENT OF DISTRICT FUNDS**

Section 2

Authority

All investments of the District made by an officer and/or employee of the District shall be made in accordance with this policy and a Board-approved investment program.

SC 440.1, 621, 622,
623

Section 3

Definitions

Short-term – any period thirteen (13) months or less.

Long-term – any period exceeding forty-eight (48) months duration.

Mid-range – any period between short-term and long-term.

Concentration of credit risk – the risk associated with the consolidation of investments in a single pool, institution, or instrument.

Credit risk – the risk of loss of principal due to the failure of the security issue or backer of the issue.

Custodial credit risk – the risk of loss associated with consolidation of investments with a single institution where the District may rely on the institution to hold investments on behalf of the District or through collateral action when the instruments are not in the District name.

Foreign currency risk – the risk associated with investment in foreign currency that is subject to market fluctuation and associated currency conversion.

Interest rate risk – the risk that the market value of securities will fall due to changes in general interest rates.

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

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

Section 4

Delegation of Responsibility

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

An annual review of the investment program shall be prepared by the Director of Fiscal Services based upon the anticipated cash flow of all district funds, i.e. general, capital reserve, bond, etc. The investment program shall be submitted to the Board no later than sixty (60) days after adoption of the annual budget.

The designated individual responsible for investments shall report quarterly to the Board the following:

1. Amount of funds invested.
2. Interest earned and received to date.
3. Types and amounts of each investment and the interest rate on each.
4. Names of the institutions where investments are placed.
5. Current market value of the funds invested.
6. Transactions occurring since the last report.
7. Other information required by the Board.

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

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

SC 440.1

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

Audit

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

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

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

Bond Proceeds

Bond proceeds shall be invested in accordance with the Local Government Unit Debt Act and applicable federal and state laws, subject to approval by the solicitor and/or bond counsel and the School Board.

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

Compliance With GAAP

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

1. District funds shall not be invested in foreign currency and shall not have any related risk that would require disclosure pursuant to GASB Statement 40.
2. District investments shall limit the exposure to loss of principal due to market changes in interest rates.
3. District investments in authorized instruments that are not backed by the "full faith and credit" of the federal or state government shall be limited to those with the highest credit rating available for such instruments issued by a recognized organization.

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

SC 218
GASB Stmt. 40

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

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

4. When district funds are invested in any one (1) issuer other than designated depository accounts (which includes external investment pools), and securities issued or explicitly guaranteed by the U.S. Government (owned directly by the District), the amount of the investment shall be unlimited, but the Board shall be notified of such investment monthly.
5. For purposes of interest rate disclosure in the annual financial report, the method of determining interest rate risk shall be based on weighted average maturity.

References:

School Code – 24 P.S. Sec. 218, 440.1, 621, 622, 623

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

Local Government Unit Debt Act – 53 Pa. C.S.A. Sec. 8001 *et seq.*, 8224

Governmental Accounting Standards Board, Statement No. 40

Policy Guide



Policy No. 610

Section FINANCES

Title PURCHASES SUBJECT TO
BID/QUOTATION

Adopted AUGUST 21, 1989

Revised MARCH 19, 2011

	<p style="text-align: center;">POLICY NO. 610 PURCHASES SUBJECT TO BID/QUOTATION</p> <p>Section 1 <u>Purpose</u></p> <p>It is the policy of the Board to obtain competitive bids for products and services where such bids are required by law or where such bids may be believed to bring about a cost savings to the School District.</p> <p>Section 2 <u>Guidelines</u> <u>Authority</u></p> <p>The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on Pennsylvania law and are published annually by the Department of Labor and Industry.</p> <p>Act 57 of 1998 allows for the District to enter into cooperative purchasing programs such as COSTARS, PEPPM, and KPN. Items or services purchased using any of these programs are not subject to the bidding/quotation requirements as described in this policy.</p> <p><u>Competitive Bids</u></p> <p>When seeking competitive bids for an amount greater than or equal to the base amount for competitive bidding [\$19,100]¹ per law, the Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation and on the District website.</p> <p>After due public notice advertising for competitive bids, the Board shall be authorized to:</p>	<p><i>SC 751, 807.1</i></p> <p><i>SC 120, 751, 807.1</i></p> <p><i>62 Pa. C.S.A. Sec. 1901, 1902</i> <i>24 P.S. Sec. 951 et seq.</i></p> <p><i>SC 751(a)(b), 807.1</i> <i>Act 38 of 1990</i></p>
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POLICY NO. 610
PURCHASES SUBJECT TO BID/QUOTATION

1. Purchase furniture, equipment, school supplies and appliances costing greater than or equal to the base amount for competitive bidding [\$19,100]¹ per law unless exempt by law.

SC 807.1

2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value greater than or equal to the base amount for competitive bidding [\$19,100]¹ per law unless exempt by law.

SC 751

The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements.

SC 751, 807.1

With kind, quality, and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon resolution of the Board, unless the Board chooses to reject all bids.

SC 751, 807.1

Not having sufficient quotes from multiple bidders on a line item basis (i.e. a significant number of items would be “sole sourced”) may be a basis for rejection of all bids.

The Board recognizes that emergencies may occur when imminent danger exists to persons or property or the continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. In such case, competitive bids are to be solicited from at least three (3) responsible bidders and approval granted by the Secretary of Education.

SC 751

Electronic Bidding

The Board may receive bids electronically in compliance with applicable laws and Board policy.

62 Pa. C.S.A. Sec. 4602, 4603

The District shall electronically maintain the confidentiality of the bid until the bid opening.

62 Pa. C.S.A. Sec. 4603

**POLICY NO. 610
PURCHASES SUBJECT TO BID/QUOTATION**

Competitive Electronic Auction Bidding

The Board shall adopt a resolution approving the use of competitive electronic auction bidding for contracts for supplies or services.

62 Pa. C.S.A. Sec.
4602, 4604

An invitation for bids shall be issued and shall include:

62 Pa. C.S.A. Sec.
4604

1. Procurement description.
2. All contractual terms, when practical.
3. Conditions applicable to procurement including notice that bids will be received in an electronic auction manner.

Public notice and advertisement of the invitation for bids shall be given in the manner required for non-electronic bidding.

Bids shall be accepted electronically at the time and in the manner designated in the invitation for bids.

During the auction, bidders shall be able to review their bid rank or the low bid price, and may reduce their prices during the auction.

At the conclusion of the auction, the record of the bid prices received and the name of each bidder shall be open to public inspection.

After the auction period has expired, the district shall grant in writing withdrawal of a bid when the bidder requests relief and presents credible evidence of a clerical mistake due to reasons permitted by law, within the time period established by the District.

The contract shall be awarded within sixty (60) days of the auction by written notice to the lowest responsible bidder, or all bids may be rejected. Extensions of the award date may be written, upon mutual consent of both parties.

**POLICY NO. 610
PURCHASES SUBJECT TO BID/QUOTATION**

Price Quotations

Unless exempt by law, at least three (3) written or telephonic price quotations shall be requested by the Board for:

SC 751, 807.1

1. Furniture, equipment, school supplies and appliances costing a greater than or equal to the base amount for quotation [\$10,300]¹, but less than the base amount established annually per law for competitive bidding [\$19,100]¹.

SC 807.1

2. All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a total cost or value greater than or equal to the base amount for quotation [\$10,300]¹, but less than the base amount established annually per law for competitive bidding [\$19,100]¹.

SC 751

If it is not possible to obtain three (3) quotations, a memo must be kept on file showing that fewer than three (3) qualified vendors exist in the market area.

SC 751, 807.1

For supplies, contracts, and professional services (excluding student services) costing greater than or equal to \$5,000, and not subject to the bidding and quotation requirements of Pennsylvania, the Board requires that the District advertise the request for goods or services on the District website for no less than 14 days. At least three (3) price quotations must be solicited from responsible vendors. If it is not possible to obtain three (3) quotations, a memo must be kept on file showing that fewer than three (3) qualified vendors exist in the market area.

~~Materials or supplies to be furnished, sold, or leased to the District, unless exempt by statute, having an aggregate value of more than \$10,000 are subject to competitive bid; and all contracts for work to be done, unless exempt by statute.~~

~~Written or telephone price quotations shall be required from at least three (3) qualified and responsible contractors for all contracts that exceed \$4,000 but are less than \$10,000. A written record shall be made of these quotations and shall contain the date of the quotation, name of contractor, contractor's~~

**POLICY NO. 610
PURCHASES SUBJECT TO BID/QUOTATION**

~~representative, and the construction, reconstruction, repair, maintenance or work of the quotation.~~

The written price quotations, records or telephone price quotations and memoranda shall be kept on file for a period of three (3) years.

~~In lieu of price quotations, the Board shall keep on file a memorandum showing that fewer than three (3) qualified contractors exist in the market area which it is practicable to obtain quotations.~~

Work Performed By District Maintenance Personnel

The Board may authorize district employees to perform construction, reconstruction, repairs or work where the entire cost or value, including labor and materials is less than the base amount required for quotation [\$10,300]¹ per law.

SC 751

Section 3

Delegation of Responsibility

Bid specifications shall be prepared by the appropriate district administrator and reviewed by the Director of Fiscal Services and the responsible committee of the Board and as necessary, the Solicitor and Superintendent prior to the advertising for bids.

Bid specifications shall provide for alternative wherever possible. "No substitution" items in bid specifications must be justified and preapproved in writing prior to the advertisement of the bid.

~~SC 512, 807.1~~

~~Like items~~ The Director shall combine like items of supply and material shall be combined whenever it is feasible, and permissible under statute, and not split purchases shall not be split to avoid these requirements for bidding.

SC 751, 807.1

~~The Secretary is authorized to advertise for bids in accordance with statutory procedures without prior approval of the Board, but shall inform the Board of such action at the meeting next following. Records shall be kept in sufficient detail to show that a reasonable number of qualified vendors were invited to bid.~~

POLICY NO. 610
PURCHASES SUBJECT TO BID/QUOTATION

Bids shall be opened publicly by the Director of Fiscal Services, **the Superintendent**, or his/her designee before one (1) or more witnesses at a previously designated time and place. Contracts shall be awarded to the lowest responsible bidder upon resolution of the Board, unless the Board chooses to reject all bids.

The Administration shall develop procedures for presenting detailed bid tabs/quotes to the Board and to the public within the bounds of the law and will develop/maintain consistent templates for all RFP documents used by the District.

A Bid Bond or an acceptable substitute is required. A Performance Bond or a certified check is required for any services or work performed.

SC-751

Nonperformance of a contract shall include, but not be limited to, the following actions: verbal discussion, letter requesting performance and legal action against the Performance Bond.

~~The Board also recognizes that emergencies may occur when imminent danger exists to persons or property or the continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. In such case, competitive bids are to be solicited from at least three responsible bidders and approval granted by the Secretary of Education.~~

Act 4 of 1974

Whenever a contractor shall submit a bid for the performance of work and contractor later claims a mistake, error or omission in preparing said bid, the contractor shall, before the bids are open, make known the fact and in such case the bid shall be returned unopened.

73 P.S. Sec. 1602

[]¹ Indicates the values for 2014

References:

School Code – 24 P.S. Sec. 751, 807.1, 951 *et seq.*

POLICY NO. 610
PURCHASES SUBJECT TO BID/QUOTATION

Common Wealth Procurement Code Act 57 of 1998 – 62 Pa.
C.S.A Sec. 1901,1902
Local Government Unit Electronic Bidding Act – 62 Pa. C.S.A.
Sec. 4602, 4603, 4604

Act 4 of 1974 Withdrawal of Bids – 73 P.S. Sec. 1602

~~Federal Statute~~

Notes:

The Department of Labor and Industry will publish notice, in the Pennsylvania Bulletin prior to January 1 of each calendar year, of the annual percentage change and the unadjusted or final adjusted base amounts at which competitive bidding is required and written or telephonic price quotations are required, respectively, for the calendar year beginning the first day of January after publication of the notice. This policy will be adjusted annually based on the notice published in the Pennsylvania Bulletin.

Policy Guide



Policy No. 622

Section FINANCES

Title GASB STATEMENT 34

Adopted _____

Revised _____

	POLICY NO. 622 GASB STATEMENT 34		
Section 1	<u>Purpose</u> The Board recognizes the need to implement the required accounting and financial reporting standards stipulated by the Pennsylvania Department of Education. The primary objectives of implementing the GASB Statement 34 are to assure compliance with state requirements, and properly account for both the financial and economic resources of the District.		
Section 2	<u>Authority</u> Participation of the school district in any such activity shall be in accordance with Board policy and the Governmental Accounting Standards Board, Statement Number 34.		SC 218, 613
Section 3	<u>Delegation of Responsibility</u> The responsibility to coordinate the compilation and preparation of all information necessary to implement this policy is delegated to the Director of Fiscal Services or his/her designee. The designated individual shall be responsible for implementing the necessary procedures to establish and maintain a fixed asset inventory, including depreciation schedules. Depreciation shall be directly reported to the appropriate Fund-Function account code, when applicable. Depreciation that cannot be directly reported may be allocated using generally accepted and approved methods of allocation (i.e. percentage of square		

**POLICY NO. 622
GASB STATEMENT 34**

footage, percentage of time used/occupied, etc.) if possible. Any remaining depreciation may be recorded as unallocated. Depreciation shall be computed on a straight-line basis over the useful lives of the assets, using an averaging convention. Normal maintenance and repairs shall be charged to expense as incurred; major renewals and betterments that materially extend the life or increase the value of the asset shall be capitalized. A schedule of accumulated depreciation shall be consistent from year to year.

The Director of Fiscal Services or his/her designee shall prepare the required Management Discussion and Analysis (MD&A). The MD&A shall be in the form required by GASB Statement Number 34.

The school district's independent auditors shall review the MD&A, in accordance with SAS No. 52, "Required Supplementary Information."

Section 4

Guidelines

In order to associate debt with acquired assets and to avoid net asset deficits, any asset that has been acquired with debt proceeds shall be capitalized, regardless of the cost of the asset. The asset life of these assets shall be considered relative to the time of the respective debt amortizations.

For all other assets not acquired by debt proceeds, the dollar value of any single item for inclusion in the fixed assets accounts shall be not less than \$5,000.

Depreciable capital assets are non-consumable material purchases with a life expectancy of greater than one (1) year. The actual useful life will be based upon specific utilization. Items may be grouped by year of acquisition and include: buildings, building improvements, portable classrooms, vehicles, leasehold improvements, technology, audiovisual equipment, kitchen equipment, athletic equipment, musical instruments, library books, maintenance and grounds equipment, and furniture and fixtures.

Non-depreciable capital assets include: land, land improvements (cost incurred to ready land for its intended use

**POLICY NO. 622
GASB STATEMENT 34**

and that does not lose its value such as excavation, fill grading, landscaping, etc.), construction-in-progress, easements, rights of way, historical treasures, and works of art.

Infrastructure assets are long-lived capital assets that normally can be preserved for a significantly greater number of years than most capital assets. Infrastructure assets are normally stationery in nature, such as roads and bridges. Buildings, except those that are an ancillary part of a network of infrastructure assets, should not be considered infrastructure assets. Other examples of non-infrastructure assets that are incidental to a school's property include: fencing, retaining walls, irrigation systems, athletic courts, fields and tracks, private use sewer facilities and water lines, area lighting, drives, parking lots, sidewalks, curbs, and gutters.

Management should consider, in conjunction with the local auditor, the use of salvage value on those capitalized assets that have a resale value at the end of their useful life.

All capitalized assets shall be recorded at historical cost at acquisition date. For any asset acquired prior to the date of initial inventory, historical cost will be established based on replacement cost indexed backwards to the date of acquisition. These estimates will be performed by an authorized outside agency or Board-authorized valuation firm.

Capital assets that are sold or disposed of will be removed from the District's inventory tracking database. Depreciation will be calculated and recorded to the date of sale or disposition. Resulting differences in proceeds/deficits will be recorded as a Gain/Loss, respectively, on the sale or disposition of the asset.

Donated assets, gifts of property, shall be recorded at fair market value at the time of receipt.

Assets that fall below the capitalization threshold for GASB 34 reporting purposes may still be significant for insurance, warranty service, and obsolescence/replacement policy tracking purposes. The District may record and maintain these non-GASB 34 asset inventories in subsidiary ledgers.

**POLICY NO. 622
GASB STATEMENT 34**

References:

School Code – 24 P.S. Sec. 218, 613

Governmental Accounting Standards Board, Statement No. 34

Policy Guide



Policy No. 624

Section FINANCES

Title TAXABLE FRINGE BENEFITS

Adopted _____

Revised _____

	<p>POLICY NO. 624 TAXABLE FRINGE BENEFITS</p>	
<p>Section 1</p>	<p><u>Authority</u></p> <p>It shall be the policy of the Board to comply with regulations of the Internal Revenue Service (IRS) regarding taxability of employee fringe benefits.</p>	
<p>Section 2</p>	<p><u>Definition</u></p> <p>Taxable fringe benefit – a form of pay, in addition to salary, for the performance of duties; taxable wages unless excluded by the Internal Revenue Code.</p> <p>Convenience of the District – where the personal use was in the best interest of the District.</p> <p>De minimis – an amount where either the cost of determining specific value exceeds the value of the use, or the actual cost of the use was negligible at the organizational level.</p>	
<p>Section 3</p>	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall be responsible to develop and implement administrative regulations requiring employees to verify use of district equipment for business purposes and to report any use or fringe benefits that may be taxable as compensation.</p> <p>The Director of Fiscal Services shall report the value of taxable fringe benefits with the regular payroll for the payroll immediately following the determination of taxable fringe</p>	

**POLICY NO. 624
TAXABLE FRINGE BENEFITS**

benefits.

The Director of Fiscal Services shall annually review the determinations of convenience of the District and de minimis amount to ensure compliance with federal regulations.

The review may include discussions with the district auditor.

Section 4

Guidelines

To the extent that a taxable fringe benefit value is provided as either convenience of the District or the amounts are classified as de minimis, the values may be excluded from taxation.

Taxable fringe benefits are subject to:

1. Federal Income Tax.
2. Social Security Tax.
3. Medicare Tax.
4. Other applicable state or local taxes.

An employee has the option to reimburse the District for the value of services received. Where no reimbursement is received, the value of the services shall be treated as taxable compensation.

Taxable fringe benefits include but are not limited to the following:

1. Personal use of a telephone provided by the District.
2. Expense reimbursement provided by the District.
3. Internet access provided by the District for non-business purposes.
4. Gift certificates.
5. Group life insurance in excess of \$50,000.

Pol. 331, 431, 531

Pol. 862

Pol. 813

**POLICY NO. 624
TAXABLE FRINGE BENEFITS**

6. Personal use of district supplied laptop/notebook computers.
7. Personal use of a district vehicle.
8. Meal reimbursements for local travel.

References:

Internal Revenue Code – 26 U.S.C. Sec. 1 *et seq.*

Board Policy – 331, 431, 531, 813, 862

Policy Guide



Policy No. 625

Section FINANCES

Title PROCUREMENT CARDS

Adopted _____

Revised _____

POLICY NO. 625 PROCUREMENT CARDS		
Section 1	<p><u>Authority</u></p> <p>The Board approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline vendor payment. The Board directs the administration to establish safeguards to prevent misuse of such cards.</p>	<p>SC-510</p>
Section 2	<p><u>Definition</u></p> <p>Procurement card – a corporate charge card designed to reduce the cost of small dollar purchases.</p>	
Section 3	<p><u>Delegation of Responsibility</u></p> <p>A list of authorized users of procurement cards shall be maintained in the business office and shall include employees in designated positions.</p> <p>All use of procurement cards shall be supervised and monitored on a regular basis by the Director of Fiscal Services, who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose.</p> <p>Proper accounting measures for the use of procurement cards shall be developed, distributed, implemented, and monitored by the Director of Fiscal Services.</p>	

**POLICY NO. 625
PROCUREMENT CARDS**

An employee authorized to use a procurement card shall maintain adequate security of the card while it is in his/her possession. Under no circumstances may the card be used by another individual.

Section 4 **Guidelines**

Each employee using a district procurement card shall sign a card usage agreement and receive training on applicable policies and procedures.

Procurement cards shall be used only for authorized district purchases and shall not be used for personal purchases. The District retains the authority to revoke any procurement card used for unauthorized or personal purposes.

Violations of this policy by an employee shall result in disciplinary action, in accordance with Board policy.

Pol. 317, 417, 517

The established procedure for processing purchases by employees using procurement cards shall be as follows:

1. Employee receives pre-approval for purchase in accordance with purchasing guidelines.
2. Employee deals directly with the vendor.
3. Business office receives the consolidated invoice for payment.
4. Cardholder verifies receipt of purchased items, reconciles the billing statement with purchases, and attaches receipts.
5. Supervisor reviews statement and signs approval.

Purchases on his/her assigned procurement card by an individual employee shall be made at only vendors listed on Merchant Category Code (MCC) list.

**POLICY NO. 625
PROCUREMENT CARDS**

Procurement cards shall not be used to circumvent the required bidding process. Purchases over \$5,000.00 shall require the use of a purchase order with three (3) attached quotes, and purchases over \$19,100 shall require a formal bid in accordance with the established Board policy and procedures.

SC 751, 807.1
Pol. 610, 611

Procurement cards shall not be used for purchases that could be anticipated and would circumvent the required bidding process.

SC 751, 807.1

References:

School Code – 24 P.S. Sec. ~~510~~, 751, 807.1

Board Policy – 317, 417, 517, 610, 611

Policy Guide



Policy No. 626

Section FINANCES

Title FUND BALANCE

Adopted _____

Revised _____

POLICY NO. 626 FUND BALANCE		
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the school district and is fiscally advantageous for both the school district and the taxpayer. This policy establishes goals and provides guidance concerning the desired level of year-end fund balance to be maintained by the school district.</p>	
Section 2	<p><u>Authority</u></p> <p>The Board directs that the fund balance reporting shall be consistent with GASB Statement 54 and with the Pennsylvania School Code including but not limited to 24 P.S. § 2-218 and 6-688.</p>	SC 218, 688
Section 3	<p><u>Definitions</u></p> <p>Fund Balance – the difference between total assets and total liabilities, and can be referred to as fund equity.</p> <p>There are five (5) Fund Balance categories: non-spendable, restricted, committed, assigned and unassigned.</p> <ol style="list-style-type: none"> Non-spendable – that portion of the fund balance that cannot be spent because it is they are either in a non-spendable form or legally or contractually required to be maintained intact. 	GASB Statement 54

**POLICY NO. 626
FUND BALANCE**

2. **Restricted** – that portion of the fund balance that is constrained to be used for a specific purpose as per an external party or law.
3. **Committed** – that portion of the balance that is to be used for a specific purpose as per a School Board motion. These constraints can be removed or changed by equal level action.
4. **Assigned** – that portion of the balance that is to be used for an amount that is intended for a particular purpose or segregation of an amount intended to be used at some time in the future.
5. **Unassigned** – that portion of the fund balance that represents expendable available resources. It is the residual after the non-spendable, restricted, committed and assigned portions are deducted from the total fund balance.

Section 4 **Guidelines**

The school district will strive to maintain an unassigned general fund balance of not less than five percent (5%) and not more than eight percent (8%) of the budgeted expenditures for that fiscal year.

The total fund balance, consisting of several portions including committed, assigned, and unassigned, may exceed eight percent (8%).

Unassigned Fund Balance should not be utilized as a revenue source to offset current operating expenditures. Interest income generated by the maintenance of a Fund Balance will be used to balance the General (Operating) Fund budget and to offset fluctuation in tax revenues needed to maintain ongoing programs and services.

At the end of each fiscal year, unassigned funds in excess of eight percent (8%) of budgeted expenditures, as certified by the local auditors of the school district, shall be transferred to the Capital Reserve Fund of the school district or such other reserve

SC 688

**POLICY NO. 626
FUND BALANCE**

funds designated by the Board of School Directors. Expenditures may be made from reserve accounts only upon the approval of the Board of School Directors. If the unassigned portion of the fund balance falls below the threshold of five percent (5%), the Board will pursue variations of increasing revenues and decreasing expenditures, or a combination of both until five percent (5%) is attained. If the unassigned portion of the fund balance exceeds eight percent (8%) of budgeted expenditures, the Board may utilize a portion of the fund balance by appropriating excess funds for nonrecurring expenditures only.

Section 4

Delegation of Responsibility

The responsibility for designating funds to specific classifications shall be as follows:

1. Non-spendable – may be assigned by the Director of Fiscal Services.
2. Restricted – may be assigned by the Director of Fiscal Services.
3. Committed – shall be assigned by the Board.
4. Assigned – may be assigned by the Superintendent **or** his/her designee.

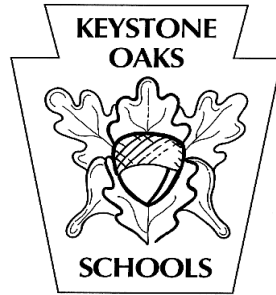
The Superintendent or designee shall be responsible for the enforcement of this policy.

References:

PA School Code – 24 P.S. Sec. 218, 688

Governmental Accounting Standard Board, Statement No. 54

Policy Guide



Policy No. 803

Section 800

Title NEPOTISM

Adopted _____

Revised _____

<p>Section 1</p> <p>Section 2</p> <p>Section 3</p>	<p style="text-align: center;">POLICY NO. 803 NEPOTISM</p> <p><u>Purpose</u></p> <p>The objective of this policy is to advance the District's commitment to hiring qualified persons available for district positions, and to ensure that personnel management decisions are made based upon the District's needs and individual merit. Fulfilling this commitment requires that the District maintain an atmosphere free of nepotism and the appearance of nepotism. Nepotism, or the appearance of nepotism, can degrade staff morale, can arouse public distrust, and is an obstacle to teamwork, effectiveness and quality performance.</p> <p><u>Authority</u></p> <p>It is the policy of the Board to prevent nepotism, in actuality or appearance, to the fullest extent possible under law. In addition, hiring and other personnel actions shall be further governed in this regard by the guidelines set forth below. The provisions of this policy are in addition to existing provisions of law restricting nepotism, including but not limited to the Public School Code of 1949 (regarding hiring and dismissal of professional employees) and the Pennsylvania Ethics Act (regarding conflicts of interest).</p> <p><u>Definitions</u></p> <ol style="list-style-type: none"> 1. Board Member - any person who is elected or appointed to the Board of Directors. 2. Family Member or Relative - a person's spouse, parent, 	<p>SC 1111, 1129</p>
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NEPOTISM**

stepparent, foster parent, child, stepchild, foster child, brother, stepbrother, foster brother, sister, stepsister, foster sister, grandparent, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin. The term also includes any other person who shares the same residence and who is generally regarded within that family as being an immediate family member.

3. **Family relationship** - the relationship, whether by blood, marriage, adoption or otherwise, to a family member.
4. **Immediate supervisor** - with respect to an employee, the person who performs supervisory functions regarding that employee at the first supervisory level. Where such supervisory functions are performed at the first level by different persons with respect to the same employee, all persons performing one (1) or more of such supervisory functions with respect to that employee are considered to be an immediate supervisor.
5. **Administrative Team member** - any central office administrator and/or member of the Act 93 administrative group.
6. **Nepotism** - the hiring, rewarding, advancement or other favorable treatment of employees based upon or influenced by family relationships.
7. **Personnel actions** - includes, but is not limited to, employment decisions and actions such as: hiring, dismissal, demotion, suspension or furlough, discipline, commendation, granting or denial of leave or time off, assignment or scheduling of work, changes in job classification, title or duties, promotion or other advancement, wage or salary determinations, performance evaluations or ratings, performance or employee development counseling, approval or denial of attendance at or payment for conferences or employee development programs, and actions or determinations of a similar nature affecting wages, hours, conditions of

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NEPOTISM**

employment or eligibility for employment or advancement.

8. **Second-level supervisor** - with respect to an employee, a person who is an immediate supervisor of that employee's immediate supervisor, and/or a person who reviews, recommends or takes further action, at the next supervisory level above the immediate supervisor, on supervisory functions or personnel actions regarding that employee.
9. **Supervisory functions** - includes, but is not limited to, monitoring or reporting on job performance, enforcing compliance with workplace rules and policies, tracking absences or time worked, and making initial assessments, reports, recommendations or decisions regarding personnel actions.

Section 4

Guidelines

No member of the Board or a member of the Administrative Team shall seek, assist or advocate the appointing, hiring or advancing of his or her family member to any regular employment, professional or otherwise, within the District.

No relative of a Board member or a relative of a member of the Administrative Team shall be appointed, hired or advanced to any regular employment, professional or otherwise, within the District.

These provisions may be waived by the Board upon a finding by six (6) disinterested Board Members that, considering the staffing needs of the District, the public interest requires the hiring of the relative in order to fill a critical staffing need and no violation of state law takes place. The minutes of the meeting should record that this is a vote to over-ride the Nepotism Policy, and also that there were no other qualified/experienced candidates for the position in question.

If a Board member is related to the candidate in question, the Board member must announce to the rest of the Board that such a relationship exists, abstain from any vote on the candidate

**POLICY NO. 803
NEPOTISM**

under the Ethics Act, and fill out the necessary paperwork.

A relative of any Board member or a member of the Administrative Team may be considered for full-time, regular, continuous employment once that person has left (vacated) his/her position after a period of one (1) year.

Limitations On Future Hiring or Assignments

No person shall be hired for or assigned to any position in the District in which the person would be the immediate supervisor of a family member, or in which the person's immediate supervisor would be a family member. No person shall be hired for or assigned to any position of employment within the District in which the person would be a second-level supervisor of a family member, or in which the person would be supervised at the second level by a family member.

Special Review in the Case of Employees Currently Assigned to Supervise Family Members

In the case of persons who, prior to the adoption of this policy, were assigned to positions where a family member is the immediate or second-level supervisor of another, the administration shall ensure that personnel actions and supervisory functions initiated, performed, recommended or reviewed by the related supervisor regarding the supervised family member are subject to further review at the next higher level of supervision.

Reassignment or Restructuring When Supervisors Become Family Members of Persons Supervised

In the event that, subsequent to initial employment or assignment, an employee and that employee's immediate supervisor become family members with respect to each other, every effort shall be made consistent with law to effect a reassignment of one (1) or both parties. If the Superintendent determines that such a reassignment is not feasible, the administration shall endeavor to restructure or reassign responsibilities for supervisory functions and personnel actions regarding the related employee in a manner that is consistent

**POLICY NO. 803
NEPOTISM**

with the goals of this policy.

Special Review in the Case of a Family Relationship to Second-Level Supervisor or Administrative Team Member

In the case of any employee who, as a result of past or future assignment, hiring, or establishment of family relationship, is a family member of their second-level supervisor or the family member of any Administrative Team member, the administration shall endeavor to ensure that supervisory functions and personnel actions regarding that employee which are initiated, performed, recommended or reviewed by the related second-level supervisor or Administrative Team member are subject to further review at the next higher level of supervision.

Family Relationship Not to Otherwise Disqualify

Except as specifically set forth above, a person's family relationship to a district employee shall not otherwise disqualify that person from employment or assignment in the District, and such persons may be recommended for employment or assignment based upon their individual merit and qualifications.

Family Members Not to Participate in Hiring or Assignment Decisions

Whenever an applicant for any assignment or position of employment in the District has a family relationship to an Administrative Team member, a Board member, or to any other district employee, the related Administrative Team member, Board member or other related employee shall not participate in screening, interviewing, evaluating or recommending the applicants for such assignment or position of employment.

Disclosure of Family Relationship with Administrative Team or Board Member

Whenever a person with a family relationship to any Board member or Administrative Team member is recommended for employment or assignment, and the fact of such a relationship is known to any person involved in the hiring or assignment

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NEPOTISM**

process, this information shall be disclosed to the Superintendent and the Board prior to the time the recommendation appears on the agenda for formal action. During the hiring process, the District may ask candidates whether a familial relationship, as defined by this policy, exists between them and anyone on the Administrative Team or a Board Member. During the application/interview process, the District may also inquire if a candidate has any personal (non-familial) or business relationship with an Administrative Team or Board Member.

References:

School Code – 24 P.S. Sec. 1111, 1129