

**KEYSTONE OAKS SCHOOL DISTRICT**  
**1000 Kelton Avenue**  
**Pittsburgh, PA 15216**

**BOARD OF SCHOOL DIRECTORS**

**BUSINESS/LEGISLATIVE MEETING**

**TUESDAY, JUNE 19, 2018**  
**7:00 PM**

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

**June 19, 2018 – Business/Legislative**

**7:00 PM      Meeting**

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

**August 14, 2018 –Work Session**

**7:00 PM      Meeting**

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

# BOARD PRESIDENT'S REPORT

June 19, 2018

Mr. Matthew Cesario

## BOARD ACTION REQUESTED

### **I. BOARD MINUTES**

It is recommended that the Board approve the Special Voting Meeting Minutes of May 8, 2018, the Work Session Minutes of May 8, 2018, and the Business/Legislative Minutes of May 22, 2018.

### **II. AUTHORIZATION TO HIRE NECESSARY STAFF FOR 2018/2019**

It is recommended that the Board authorize the Superintendent to hire the necessary staff for the start of the 2018/2019 school year subject to retroactive approval by the Board.

### **III. SUPERINTENDENT'S COMPENSATION 2018/2019**

In compliance with the *Superintendent's Contract*, it is recommended that the Board approve the 2018/2019 salary of \$156,831 for **William P. Stropkaj, Ed.D.**, effective July 1, 2018.

### **IV. SETTLEMENT AGREEMENT AND RELEASE**

It is recommended that the Board accept the agreement between Hamister Hospitality Greentree, LP and the Keystone Oaks School District.

## FOR INFORMATION ONLY

- |   |                           |
|---|---------------------------|
| I. Parkway West Career and Technology Center Report | <i>Ms. Annie Shaw</i>     |
| II. SHASDA Report                                   | <i>Mr. Santo Raso</i>     |
| III. PSBA/Legislative Report                        | <i>Mrs. Theresa Lydon</i> |
| IV. News from the Boroughs                          |                           |
| <b>V. EXECUTIVE SESSION</b>                         |                           |

**SUPERINTENDENT'S REPORT**  
**June 19, 2018**

**Dr. William P. Stropkaj**

**BOARD ACTION REQUESTED**

**I. BUSINESS MANAGER**

The Administration recommends the Board approve **Joseph Kubiak** as Business Manager, effective July 1, 2018 at a salary of \$74,000.00.

For Information Only

Mr. Kubiak is being promoted from Accountant to Business Manager. His salary reflects his evaluation as an Accountant and an adjustment in salary for the promotion.

**II. PROJECT SUCCEED CONTRACT – PROGRAM DIRECTOR 2018/2019**

The Administration recommends that the Board approve the *Project Succeed Contract for Employment* of Joel Vanucci as Program Director for the 2018/2019 school year.

**III. ADMINISTRATIVE TEAM COMPENSATION 2018/2019**

**A. ADMINISTRATIVE TEAM SALARY 2018/2019**

In compliance with each of the Administrative Team’s individual contracts, it is recommended that the Board approve the following compensation for the 2018/2019 school year, effective July 1, 2018:

<u>Name</u>	<u>Position</u>	<u>2018/2019 Salary</u>
<b>Anna Benvenuti</b>	Technology Integration Specialist	\$42,436
<b>John Bruner</b>	School Resource Officer	\$72,066
<b>Michael Hurley</b>	Second Shift Supervisor	\$42,061
<b>Kevin Lloyd</b>	Director of Food Service	\$70,710
<b>John Lyon</b>	Director of Buildings, Grounds & Transportation	\$97,290
<b>Maureen Myers</b>	Confidential Administrative Assistant	\$47,000
<b>Beth Padden</b>	School Security Guard	\$35,520
<b>Carol Persin</b>	Technology Integration Specialist	\$45,677

<b>Jack Priore</b>	Head Custodian/Myrtle	\$37,682
<b>Aaron Smith</b>	Director of Technology	\$89,204
<b>Justin Talbert</b>	Systems Administrator	\$60,378
<b>Sarah Welch</b>	Coordinator of Communications and Public Relations	\$72,527
<b>Karen Wong</b>	Confidential Administrative Assistant	\$45,000

For Information Only

Mrs. Myers and Mrs. Wong's salaries reflect their evaluations and an adjustment in salary for their positions.

**B. ADMINISTRATIVE TEAM HOURLY COMPENSATION 2018/2019**

In compliance with each of the Administrative Team's individual contracts, it is recommended that the Board approve the following compensation for the 2018/2019 school year, effective July 1, 2018:

<u>Name</u>	<u>Position</u>	<u>2018/2019 Compensation</u>
<b>Rebecca Kaminski</b>	PIMS Coordinator/Child Accounting Clerk	\$43.73/hour (max 1200 hours)

**IV. 2018/2019 CODES OF CONDUCT FOR STUDENTS**

The Administration recommends that the Board approve the *2018/2019 Codes of Conduct* for the Elementary Schools, Middle School, and High School.

For Information Only

The *Codes of Conduct* are guidelines for student rights and responsibilities as addressed in *Board Policy No. 235 – Student Rights and Responsibilities*.

**V. SECOND READING POLICY NO. 808: FOOD SERVICES**

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

**VI. FIRST AND SECOND READING POLICY 103.1: NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES**

It is recommended that the Board approve the FIRST AND SECOND READING of Policy No. 103.1: *Nondiscrimination – Qualified Students with Disabilities*.

**VII. AGREEMENT BETWEEN PENNSYLVANIA FAMILY SUPPORT ALLIANCE TRAIN-THE-TRAINER AND THE KEYSTONE OAKS SCHOOL DISTRICT**

It is recommended that the Board approve the Agreement between Pennsylvania Family Support Alliance Train-the-Trainer and the Keystone Oaks School District.

For Information Only

This Agreement permits **Mrs. Suzanne Lochie, Supervisor of Pupil Services**, to continue to be the trainer for all staff members as being mandated reporters for recognizing child abuse. This is a three (3) year agreement at a cost of \$1,000.00.

**VIII. PROFESSOINAL DEVELOPMENT**

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

<b>Dr. William Stropkaj</b>	Dr. Samuel Francis School Law Symposium & Special Education Workshop University of Pittsburgh Pittsburgh, PA June 27, 2018	\$160.00
<b>Dr. William Stropkaj</b>	Allegheny Intermediate Unit Superintendent's Development Workshop Location is to be determined October 3 – 5, 2018	<i>No cost to the District</i>
<b>Mr. Kevin Gallagher</b>	APSI Computer Science A South Fayette High School Pittsburgh, PA June 25 – 28, 2018	\$1,050.00
<b>Ms. Lainey Resetar</b>	APSI Literature & Composition South Fayette High School Pittsburgh, PA June 25 – 28, 2018	\$1,050.00

# EDUCATION REPORT

June 19, 2018

Ms. Raeann Lindsey, Chairperson

## BOARD ACTION REQUESTED

### I. ARTS EDUCATION COLLABORATIVE

The Administration recommends that the Board approve the Agreement with the Arts Education Collaborative for the 2018/2019 school year to develop assessment practices in art and music at a cost of \$1,776.99.

### II. UNUSABLE AND UNNECESSARY TEXTBOOKS

The Administration recommends declaring the following textbooks unusable and unnecessary:

<u>Textbook</u>	<u>Publisher</u>	<u>Copies</u>
Weather and Climate	Prentice Hall Explorer Series Copyright 2005	170
National Science & Technology	Prentice Hall Explorer Series Copyright 2005	150
From Bacteria to Plants	Prentice Hall Explorer Series Copyright 2005	160
Inside Earth	Prentice Hall Explorer Series Copyright 2005	175
Astronomy	Prentice Hall Explorer Series Copyright 2005	175
Chemical Building Blocks	Prentice Hall Explorer Series Copyright 2005	175
Motion Forces and Energy	Prentice Hall Explorer Series Copyright 2005	170
Environmental Science	Prentice Hall Explorer Series Copyright 2005	405
Cells and Heredity	Prentice Hall Explorer Series Copyright 2005	170
Chemical Interactions	Prentice Hall Explorer Series Copyright 2005	200

For Information Only

All of these textbooks are Middle School Science textbooks. The District will either sell, recycle, or donate the unusable and unnecessary textbooks to a worthy cause.

**III. COLLABORATION WITH DUQUESNE UNIVERSITY**

It is recommended that the Board approve the collaboration with Duquesne University and the Keystone Oaks School District for the 2018/2019 school year at a cost of \$19,080.00

For Information Only

This collaboration will continue to utilize the Duquesne University professors in regard to professional development for regular education, ESL and Special Education teachers. Year 2 collaboration with Duquesne University will continue to focus on the long-term capacity of District professional learning for teachers through identifying and supporting teacher leaders in these areas.

**IV. HIGH SCHOOL COURSES**

In compliance with *Board Policy 106.1 – Course of Student Enrollment – High School*, it is recommended that the Board approve the following high school courses with an enrollment under 12 students:

Accounting 2 (7)

AP Calculus BC (5)

AP Computer Science A (6)

AP Physics 2 (8)

Creativity and Innovation (8)

Game Character and Environmental Design (11)

Writing for College (6)

For Information Only:

Enrollment is tentative, and we are working to increase enrollment as scheduling remains in progress. These courses will not result in additional costs. Offering AP courses while we are involved with the National Math and Science Initiative (NMSI) provides additional opportunities for our students and teachers.



# PERSONNEL REPORT

June 19, 2018

Mr. Matthew Cesario, Chairperson  
Ms. Patricia A. Shaw, Co-Chairperson

## BOARD ACTION REQUESTED

### I. RESIGNATIONS

It is recommended that the Board accept the letter of resignation from the following individuals:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Damon Rizzone	Paraprofessional – Personal Care Assistant	August 15, 2018
Patricia Walters	Food Service Worker	June 8, 2018

### II. APPOINTMENTS

#### 1. Professional Employee

In compliance with *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, the Administration recommends the employment of:

**Matthew Sartore**  
Dormont Elementary  
August 22, 2018  
Salary – \$45,000 (B+24, Step 2)

#### 2. Homebound Instructor

It is recommended that the Board approve, **Denise Cunningham-Sarnowski**, as a Homebound Instructor at a rate of \$30.00 per hour, retroactive to May 2, 2018.

#### 3. Substitute Custodians

It is recommended that the Board approve the following individuals as substitute custodians at a pay rate of \$10.50 per hour, effective June 20, 2018:

**Brandon Dewick**  
**Nicholas Mastandrea**  
**Patience Sutherin**

#### **4. Approval of Athletic Positions and Stipends**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve the following individuals for the 2018/2019 school year:

<b><u>Sport</u></b>	<b><u>Position</u></b>	<b><u>Coach</u></b>	<b><u>Stipend</u></b>
<b>Cheerleaders</b>	Varsity	<b>Jessica Eberlien</b>	\$3,850.00
	JV	<b>Christina Monroe</b>	\$2,300.00
	Middle School	<b>Madeline Kay</b>	\$2,075.00
<b>Cross Country</b>	Head Coach	<b>Sarah Hardner</b>	\$4,250.00
	Assistant	<b>Lainey Resatar</b>	\$2,000.00
	Assistant	<b>Judith Fritz</b>	\$2,000.00
<b>Dance Team</b>	Head Coach	<b>Katie Boyle</b>	\$2,075.00
<b>Football</b>	Head Coach	<b>Greg Perry</b>	\$8,350.00
	Assistant	<b>Steve McCormick</b>	\$5,000.00
	Assistant	<b>Russ Klein</b>	\$5,000.00
	Assistant	<b>Jim Feeney</b>	\$5,000.00
	Assistant	<b>Jeff Sieg</b>	\$5,000.00
	Assistant	<b>Dale Klobuchir</b>	\$3,000.00
	Assistant	<b>Kobe Phillippi</b>	\$2,552.50
	Assistant	<b>Joe Kazalas</b>	\$2,552.00
	Middle School	<b>Andrew Bell</b>	\$3,375.00
	Middle School	<b>John Cermnara</b>	\$3,275.00
<b>Golf</b>	Head Coach	<b>Dennis Sarchet</b>	\$4,250.00
	Assistant	<b>John Short</b>	\$2,800.00
<b>Soccer (Boys)</b>	Head Coach	<b>Sotiri Tsourekis</b>	\$4,750.00
	Assistant	<b>John McCarthy</b>	\$3,300.00
	Assistant	<b>Andy Hornak</b>	\$2,000.00
	Assistant	<b>Eddie O'Connor</b>	\$2,000.00
	Middle School	<b>Keith Buckley</b>	\$3,300.00
Middle School	<b>Jeremy Diven</b>	\$2,000.00	
<b>Soccer (Girls)</b>	Head Coach	<b>Danielle Kandrack</b>	\$4,750.00
	Assistant	<b>Emily Doyle</b>	\$3,370.00
	Assistant	<b>Mike Kandrack</b>	\$3,370.00
	Middle School	<b>Jennifer Luciew</b>	\$3,045.00
Middle School	<b>Matt Paradise</b>	\$2,815.00	
<b>Swimming</b>	Assistant	<b>Jeff DiGiacomo</b>	\$3,400.00
	Assistant	<b>Madeline Kay</b>	\$1,000.00

<b>Tennis (Girls)</b>	Head Coach	<b>Leslie Leopold</b>	\$4,200.00
	Assistant	<b>James Svidron</b>	\$2,800.00
<b>Volleyball (Girls)</b>	Head Coach	<b>Michael O’Leary</b>	\$4,250.00
	Assistant	<b>Dave Harouse</b>	\$2,855.00
<b>Support Positions</b>	Athletic Director	<b>Mark Elphinstone</b>	\$8,350.00
	Athletic Events Manager	<b>John McCarthy</b>	\$4,700.00
	Aquatics Director	<b>Amy Torcaso</b>	\$3,050.00

**4. Specialized and Support Positions**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve the following individuals as for the 2018/2019 school year:

<u>Position</u>	<u>Name</u>	<u>Stipend</u>
Marching Band Director	William Eibeck	\$5,000.00
Marching Band Assistant Director	Marena Grondziowski	\$2,400.00
Percussion Coordinator	Abigail Langhorst	\$2,100.00
Visual Ensemble Coordinator (Colorguard and Kaydeens)	Chelsea Fredrickson	\$3,000.00

**III. POST SEASON COACHING STIPENDS**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve payment of \$50 per week to the following individuals for coaching in the post season:

<u>Sport</u>	<u>Coach</u>	<u>Stipend</u>
Boys Tennis	Leslie Leopold	\$150.00 (3 weeks)
	James Svidron	\$150.00 (3 weeks)
Boys Volleyball	Mike Mull	\$50.00 (1 week)
	Jordan Zange	\$50.00 (1 week)
Track and Field	Kaitlin Hogel	\$100.00 (2 weeks)
	Randy McCann	\$100.00 (2 weeks)
	Adam Mitchell	\$100.00 (2 weeks)
	Jeff Sieg	\$150.00 (3 weeks)
	Felix Yerace	\$150.00 (3 weeks)

#### IV. EXTENDED SCHOOL YEAR STAFF

The Administration recommends that the Board approve the following personnel for the Extended School Year Program at the Keystone Oaks Middle School:

<u>Name</u>	<u>Position</u>
Patti Costantini	Personal Care Assistant

#### V. LEAVE OF ABSENCE

It is recommended that the Board approve the following individual for Intermittent Family and Medical Leave:

L.R-T – Effective May 23, 2018

#### VI. MENTOR TEACHERS

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the following **mentor teachers** be approved and receive payment for the 2017/2018 school year:

**Year 2 Inductee:**

Mark Kopper	\$725.00
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# FINANCE REPORT

June 19, 2018

Mrs. Theresa Lydon, Chairperson

## BOARD ACTION REQUESTED

### I. APPROVAL OF THE 2018/2019 FINAL BUDGET

The Administration recommends the adoption of the 2018/2019 Final Budget in accordance with Section 687 of the School Code of Pennsylvania.

#### For Information Only

The 2018/2019 Final Budget is estimated at Expenditures of \$42,929,629. The expected revenues will be \$42,929,629 with the levying of 19.306 mills. The approval of the 2018/2019 Final General Budget is scheduled for June 19, 2018. This budget represents a millage increase of 1.2% or 0.2289 mills for a total levying of 19.306 mills.

### II. 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 May 31, 2018 (Check No. 56774-56974)	\$677,169.13
B. Risk Management as of May 31, 2018 (None)	\$0.00
C. Food Service Fund as of May 31, 2018 (Check No. 9136-9137)	\$2,132.00
D. Athletics as of May 31, 2018 (None)	\$0.00
E. Capital Reserve as of May 31, 2018 (Check No. 1594)	\$1,000.00
<b>TOTAL</b>	<b>\$680,301.13</b>

### III. INVESTMENTS

It is recommended that in accordance with *Board Policy No. 005 – Organization*, the Board approve the following as authorized depositories for the purpose of investing School District funds:

- First National Bank
- Bank of New York – Mellon
- Pennsylvania Local Government Investment Trust (PLGIT)

- Pennsylvania School District Liquid Asset Fund (PSDLAF)
- INVEST (Treasurer’s Department)

**IV. BANKING**

It is recommended that in accordance with *Board Policy No. 005 – Organization*, the Board approve the following as designation depositories:

- **First National Bank**      Activities and Athletic Funds  
    Capital Expenditure Fund  
    Food Service  
    General Fund  
    Payroll  
    Sinking Fund  
    Tax Appeal Escrow Account  
    *Others as approved by the School Board*

**V. DISTRICT INSURANCE POLICIES 2018/2019**

It is recommended that the Board approve the District’s insurance policies as listed:

• CM Regent (Commercial Property)	\$82,103.00
• CM Regent (Commercial Inland Marine)	\$0.00
• CM Regent (Commercial General Liability)	\$17,103.00
• CM Regent (Commercial Crime)	\$726.00
• CM Regent (Commercial Automobile)	\$3,642.00
• CM Regent (Educators Legal Liability)	\$16,245.00
• CM Regent (Educators Excess Liability)	\$9,332.00
• BCS (Cyber)	\$7,842.00
• UPMC (Workers’ Compensation)	\$149,357
<b>TOTAL</b>	<b>\$286,350</b>

**VI. CURRENT ACT 511 TAXES**

It is recommended that the Board approve the Current Act 511 Taxes including local service tax (\$5.00/per working individual); earned income tax (0.5%); and real estate transfer tax (\$0.5%) for the 2018/2019 school year.

## **VII. CONTRACT TO PURCHASE MEALS FROM SCHOOLS – HEAD START**

It is recommended that the Board approve the *Contract to Purchase Meals from Schools* between the Keystone Oaks School District and the Allegheny Intermediate Unit Head Start program located in Dormont Elementary School, for the 2018/2019 school year.

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2017 – 2018 BUDGET to ACTUAL / PROJECTION**

ACCT	DESCRIPTION	2017-2018 BUDGET TOTAL	2017-2018 10 MONTH MAY/ACTUAL	MONTH END + ESTIMATE PROJECTION	OVER (UNDER) BUDGET
<b>Revenue</b>					
6000	Local Revenue Sources	\$ 29,205,575	\$ 29,422,943	\$ 29,835,312	\$ 629,737
7000	State Revenue Sources	\$ 11,884,614	\$ 7,904,124	\$ 11,903,844	\$ 19,230
8000	Federal Revenue Sources	\$ 847,073	\$ 489,373	\$ 680,871	\$ (166,202)
<b>Total Revenue</b>		<b>\$ 41,937,262</b>	<b>\$ 37,816,440</b>	<b>\$ 42,420,027</b>	<b>\$ 482,765</b>
					<b>(OVER)</b> UNDER BUDGET
<b>Expenditures</b>					
100	Salaries	\$ 16,193,174	\$ 12,948,260	\$ 16,026,200	\$ 166,974
200	Benefits	\$ 10,647,423	\$ 8,172,352	\$ 10,087,087	\$ 560,336
300	Professional/Technical Services	\$ 1,420,450	\$ 1,454,542	\$ 1,524,019	\$ (103,569)
400	Property Services	\$ 1,245,450	\$ 1,037,046	\$ 1,103,570	\$ 141,880
500	Other Services	\$ 5,051,476	\$ 4,877,520	\$ 5,321,810	\$ (270,334)
600	Supplies/Books	\$ 1,476,761	\$ 1,248,202	\$ 1,350,317	\$ 126,444
700	Equipment/Property	\$ 749,916	\$ 670,551	\$ 726,063	\$ 23,853
800	Other Objects	\$ 767,612	\$ 767,486	\$ 769,522	\$ (1,910)
900	Other Financial Uses	\$ 4,385,000	\$ 4,481,250	\$ 4,500,000	\$ (115,000)
<b>Total Expenditures</b>		<b>\$ 41,937,262</b>	<b>\$ 35,657,209</b>	<b>\$ 41,408,588</b>	<b>\$ 528,674</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ -</b>	<b>\$ 2,159,231</b>	<b>\$ 1,011,439</b>	<b>\$ 1,011,439</b>
<b>Other Financing Sources/(Uses)</b>					
	Interfund Transfers In (Out)	\$ -	\$ 2,846,479	\$ 2,846,479	\$ (2,846,479)

\*\*Please note that included in the General Fund balance is \$415,426.00 designated to a separate fund for compensated absences, as well as \$1,916,610.00 designated to a separate fund for other post employment benefits. These monies are not spendable in the General Fund.



## II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF MAY 31, 2018

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 5/1/2018	\$ 91,575.92	\$ 67,595.48
Deposits	\$ 20,117.70	\$ 559.32
Subtotal	\$ 111,693.62	\$ 68,154.80
Expenditures	\$ 17,590.07	\$ -
Cash Balance - 5/31/2018	\$ 94,103.55	\$ 68,154.80

## III. BANK BALANCES

### BANK BALANCES PER STATEMENT AS OF MAY 31, 2018

	BALANCE
<b>GENERAL FUND</b>	
FNB BANK	\$ 1,730,900
PAYROLL (pass-thru account)	\$ 55,719
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 68,155
PLGIT	\$ 7,236,642
FNB Money Market	\$ 313,241
PSDLAF	\$ 156,964
INVEST PROGRAM	\$ 173,974
	<u><u>\$ 9,735,595</u></u>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 69,732
PLGIT	\$ 90,562
	<u><u>\$ 160,294</u></u>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 1,968,345
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 770
	<u><u>\$ 1,969,115</u></u>
<b>RISK MANAGEMENT / TAX REFUNDS</b>	
FNB BANK	<u><u>\$ 494,638</u></u>
<b>GRAND TOTAL</b>	<b>\$ 12,359,642</b>

# FACILITIES REPORT

June 19, 2018

Mr. Matthew Cesario, Chairperson

## BOARD ACTION REQUESTED

### I. FURNITURE – HIGH SCHOOL LIBRARY

It is recommended that the Board approve Demco as the successful bidder for the Furniture for the High School Library at a cost not to exceed \$98,150.77

### II. ALLEGHENY INTERMEDIATE UNIT – CUSTODIAL SUPPLIES BID

It is recommended that the Board approve the Allegheny Intermediate Unit Custodial Supplies bid for the 2018/2019 school year in the amount of \$11,774.69 to the following companies:

<b>AGF Company</b>	\$2,491.72
<b>Buckeye Cleaning</b>	\$ 48.00
<b>Central Poly</b>	\$ 129.00
<b>D H Bertenthal Sons</b>	\$1,112.07
<b>Erzen</b>	\$ 811.10
<b>Fagan Sanitary Supply</b>	\$4,200.41
<b>Janitor's Supply Company, Inc.</b>	\$2,769.43
<b>Mon-D-Aid &amp; Cleanit</b>	\$ 83.96
<b>Pitt Specialty</b>	\$ 129.00
<b>Grand Total</b>	<b>\$11,774.69</b>

### III. SUMMER WORK PROGRAM

The Administration recommends that the following individuals be approved to work for the *Summer Work Program*:

<u>NAME</u>	<u>RATE/HOUR</u>	<u>YEARS WITH DISTRICT</u>
Cory Graner	\$7.75	3 <sup>rd</sup>

Michaela Meriwether	\$7.75	3 <sup>rd</sup>
Sabin Gurung	\$7.50	2 <sup>nd</sup>
Sabrina Amman	\$7.50	2 <sup>nd</sup>
Paige Meriwether	\$7.50	2 <sup>nd</sup>
Patricia McLane	\$7.25	1 <sup>st</sup>
Rose Nath	\$7.25	1 <sup>st</sup>
Austin Oleksak	\$7.25	1 <sup>st</sup>

#### **IV. USE OF DORMONT PARKING LOT**

It is recommended that the Board approve Dormont Borough to use Dormont Elementary School and Dormont Stadium parking lots during the Dormont Day Activities on July 4, 2018.

#### **V. MIDDLE SCHOOL INTERCOM AND CLOCKS**

It is recommended that the Board approve the advertisement of quotes for the replacement of the Keystone Oaks Middle School Intercom and Clocks.

##### For Information Only

The District is seeking quotes through purchasing programs such as COSTAR and NJPA.

#### **VI. DUMP TRUCK**

It is recommended that the Board approve the advertisement of quotes for the purchase of a dump truck to be used Districtwide.

##### For Information Only

The District is seeking quotes through purchasing programs such as COSTAR and NJPA.

#### **VII. GYM FLOOR – DORMONT ELEMENTARY SCHOOL**

It is recommended that the Board approve the advertisement of quotes for the replacement of the Gym Floor at Dormont Elementary School.

##### For Information Only

The District is seeking quotes through purchasing programs such as COSTAR and NJPA.

# CAFETERIA REPORT

June 19, 2018

## I. BREAKFAST AND LUNCH PRICE INCREASE FOR 2018/2019

The Administration recommends the following price increase for the 2018/2019 school year for breakfast and lunch:

	<u>Increase</u>	<u>2018/2019 Cost</u>
Elementary Breakfast	\$0.10	\$1.25
Elementary Lunch	\$0.10	\$2.35
Secondary Breakfast	\$0.10	\$1.35
Secondary Lunch	\$0.10	\$2.45

# ACTIVITIES & ATHLETICS REPORT

June 19, 2018

Mr. Robert Brownlee, Chairperson

## BOARD ACTION REQUESTED

### I. EXTRA ATHLETIC WORKERS' POSITIONS – 2018/2019 SCHOOL YEAR

It is recommended that the Board approve the following extra athletic workers' positions for the 2018/2019 school year:

<u>Sport</u>	<u>Title</u>	<u>Amount per Game</u>
<b>V- Varsity; JV – Junior Varsity; MS – Middle School</b>		
<b>Baseball/Softball</b>	Game Manager (V)	\$65
	Game Manager (JV)	\$65
<b>Boys/Girls Soccer</b>	Game Manager (MS)	\$50
	Clock (V, JV)	\$60
	Ticket Takers (V, JV)	\$38
	Game Manager (V, JV)	\$65
<b>Boys/Girls Volleyball</b>	Game Manager (MS)	\$50
	Clock (V, JV)	\$60
	Clock (MS)	\$50
	Crowd Control (V, JV)	\$50
	Scoreboard (Girls V, JV)	\$60
	Scoreboard (MS)	\$50
	Ticket Takers (V, JV)	\$38
	Book (V, JV)	\$50
<b>Boys/Girls Basketball</b>	Scoreboard (V, JV)	\$65
	Scoreboard (MS)	\$50
	Clock (V, JV)	\$65
	Clock (MS)	\$50
	Game Manager (V, JV)	\$65
	Game Manager (MS)	\$50
	Crowd Control (V, JV)	\$50
	Ticket Takers (V, JV)	\$38
	Announcer (V, JV)	\$50
	<b>Football</b>	Sticks (V)
Clock (V, JV)		\$60
Clock (MS)		\$50
Announcer (V)		\$50
Scoreboard (V, JV, MS)		\$60

	Stats (V)	\$50
	Video (V)	\$30
	Parking/Security (V)	\$50
	Ticket Takers (V)	\$38
	25 Second Clock (V)	\$65
	Game Manager (V, JV)	\$65
	Game Manager (MS)	\$50
<b>Swimming</b>	Game Manager (V)	\$65
	Game Manager (MS)	\$50
	Ticket Taker (V)	\$38
<b>Wrestling</b>	Scoreboard (V)	\$60
	Scoreboard (MS)	\$50
	Ticket Taker (V, JV)	\$38
	Game Manager (V, JV)	\$65
	Crowd Control (V, MS)	\$50
<b>Track</b>	Timer	\$35

## II. EXTRA ATHLETIC WORKERS' – 2018/2019 SCHOOL YEAR

It is recommended that the Board approve the following individuals as extra athletic workers for the 2018/2019 school year:

<b>Roiann Backstrom</b>	<b>Nancy Kramer</b>
<b>Andy Bell</b>	<b>Hope Harris</b>
<b>James Bolt</b>	<b>Craig Lawhead</b>
<b>Trista Boyes</b>	<b>Louis Lippert</b>
<b>Keith Buckley</b>	<b>Amy Longo</b>
<b>Marco Canello</b>	<b>John McCarthy</b>
<b>John Cerminara</b>	<b>Steve McCormick</b>
<b>Kelly Connolly</b>	<b>Claire Moore</b>
<b>Nancy DeLallo</b>	<b>Ron Muszynski</b>
<b>Christina DeAngelis</b>	<b>Ed Nock</b>
<b>Jeremy Diven</b>	<b>Meghan O'Brien</b>
<b>Kelly Diven</b>	<b>TJ O'Farrel</b>
<b>Emily Doyle</b>	<b>Mike Orsi</b>
<b>Paul Elphinstone</b>	<b>Beth Papotnik</b>
<b>Diane Ferguson</b>	<b>Greg Perry</b>
<b>Jennifer Freese</b>	<b>Lainey Resetar</b>
<b>Judith Fritz</b>	<b>Jeff Sieg</b>
<b>Kevin Gallagher</b>	<b>Bill Simon</b>
<b>Sue Grand</b>	<b>Sam Simon</b>
<b>John Hoffman</b>	<b>Kim Smykal</b>
<b>Ken Hustava</b>	<b>James Svidron</b>
<b>Bill Irvine</b>	<b>Donda Snell</b>
<b>Nick Kamberis</b>	<b>Amy Torcaso</b>

**Rick Keebler  
Josh Kircher  
Jon Kovac**

**Jerry Tuite  
Judy Wareham  
Ryan Warner  
Jordan Zange**

### **III. RECREATIONAL SWIM RATES FOR 2018/2019**

The Administration recommends that the Board approve the following recreational swim rates for the 2018/2019 school year:

- **Pool Rentals**
  - 1-30 people: \$65/hour for residents
  - 1-30 people: \$90/hour for nonresidents
  - 31-60 people: \$70/hour for residents
  - 31-60 people: \$95/hour for nonresidents
  
- **Recreational Swim Fees will remain the same**
  - Family Pass (2 Adults and up to 3 children) \$60.00
  - Adult Pass (18 or older) \$30.00
  - Children's Pass (17 and under) \$15.00
  - Daily Admission Fee for Residents \$2.00
  - Daily Admission Fee for Nonresidents \$4.00
  - Senior Citizen Free with Golden Eagle Card
  
- Children's Swim Lessons \$35.00/6 lessons
- Loved One and Me Classes \$25.00/5 lessons
- Red Cross Life Guard Training \$200.00
- Water Aerobics Exercise Class \$60.00/16 sessions or \$7.00/per class

### **IV. APPROVAL OF CLUBS FOR THE 2018/2019 SCHOOL YEAR**

It is recommended that the Board approve the following clubs for the 2018/2019 school year:

<b><u>Club</u></b>	<b><u>Compensation</u></b>
Academic Club	\$1,200.00
Aiken Art Club	\$1,200.00
Aiken Mileage Club	\$1,200.00
Allies	\$1,200.00
Art	\$1,200.00
Best Friends (HS)	\$1,200.00
Best Friends (MS)	\$1,200.00
Caring Team	\$1,200.00
Environmental (HS)	\$1,200.00
Environmental (MS)	\$1,200.00
French	\$1,200.00
Math	\$1,200.00
Medical Careers	\$1,200.00
Modern Dance	\$1,200.00

National Honor Society	\$1,200.00
Pep	\$1,200.00
Robotics	\$1,200.00
SADD	\$1,200.00
Science	\$1,200.00
Spanish	\$1,200.00
Stage Crew	\$1,200.00
Student Senate (HS)	\$1,200.00
Student Senate (MS)	\$1,200.00
Strength	\$1,200.00

For Information Only:

As per Policy 122: Extracurricular Activities, the Board shall approve a Program of Activities by June 30<sup>th</sup> for the following school year. Only those activities included in the approved Program of Activities shall be considered Board sponsored. Availability of those activities in the following school year is still pursuant to student enrollment and/or sponsor availability.

**V. APPROVAL OF SPECIALIZED AND SUPPORT POSITIONS – 2018/2019 SCHOOL YEAR**

It is recommended that the Board approve the following Specialized and Support Positions for the 2018/2019 school year:

<u>Club</u>	<u>Compensation</u>
FBLA	\$1,700.00
Junior/Senior Class Sponsor	\$3,050.00
Keynote/Literary Magazine	\$1,700.00 (total)
Speech and Debate Team (HS)	\$3,050.00 (total)
Speech and Debate Team (MS)	\$3,050.00 (total)
Odyssey of the Mind	\$3,050.00 (total)
PJAS High School	\$3,050.00 (total)
PJAS Middle School	\$3,050.00
Varieties	\$3,050.00
Yearbook (HS)	\$3,050.00
Yearbook (MS – 2 positions)	\$3,050.00

For Information Only:

As per Policy 122: Extracurricular Activities, the Board shall approve a Program of Activities by June 30<sup>th</sup> for the following school year. Only those activities included in the approved Program of Activities shall be considered Board sponsored. Availability of those activities in the following school year is still pursuant to student enrollment and/or sponsor availability.



# TECHNOLOGY REPORT

June 19, 2018

## **BOARD ACTION REQUESTED**

### **I. WIRELESS PROJECT**

The Administration recommends that the Board approve the 2018/2019 Wireless Project, through CCL Technologies, COSTARS-003-034, at a cost not to exceed \$176,708.00

#### For Information Only

The 2018/2019 Wireless Project is e-rate eligible in the amount of \$71,233.00, and was put out for bids by e-rates as part of their required procedures.

# Policy Guide



Policy No. 808  
 Section OPERATIONS  
 Title FOOD SERVICES  
 Adopted AUGUST 21, 1989  
 Revised AUGUST 16, 2016;  
NOVEMBER 21, 2013;  
MARCH 19, 2001

<b>POLICY NO. 808 FOOD SERVICES</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.</p>
<b>Section 2</b>	<p><b><u>Authority</u></b></p> <p>The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).</p> <p>The District shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity and expression, ancestry, national origin, marital status, pregnancy, handicap/disability, limited English proficiency, or any other legally protected category.</p>
	<p>2 CFR Part 200                      SC 504, 807.1,                      1335, 1337                      42 U.S.C. 1751 et                      seq., 1773                      7 CFR Part 210,                      215, 220</p> <p>FNS Instruction                      113-1 (USDA)  <a href="#">7 CFR 210.23</a>                      Pol. 103, 103.1</p>

<b>POLICY NO. 808 FOOD SERVICES</b>		
	<p>Food sold by the school may be purchased by students and district employees, but only for consumption on school premises <a href="#">or on school-sponsored field trips</a>. The price charged to students shall be established annually by the District in compliance with state and federal laws.</p>	<p>SC 504 42 U.S.C. 1760</p>
	<p>Non-program food shall be priced to generate sufficient revenues to cover the cost of such items. A <b>non-program food</b> shall be defined as a food or beverage, other than a reimbursable meal or snack, which is sold at the school and is purchased using funds from the child nutrition account. <b>Non-program foods</b> include, but are not limited to adult meals and a-la-carte items. All revenue from the sale of non-program food shall accrue to the child nutrition program account.</p>	<p>42 U.S.C. 1760 <a href="#">7 CFR 210.14</a></p>
<b>Section 3</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>The operation and supervision of the food services program shall be the responsibility of the Director of Food Services. <a href="#">The Director of Food Services is responsible for maintaining and monitoring 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.</a></p> <p>The <a href="#">Business Manager</a> <del>Director of Food Services</del> shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.</p> <p>The cafeterias are to be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the <a href="#">Business Manager</a> <del>Director of Fiscal Services</del> monthly and the auditor.</p> <p>The Director of Food Services shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.</p> <p>The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in inspection services and training programs.</p>	<p>SC 504</p> <p>SC 504, 1337</p> <p>SC 504, 1335, 1337 42 U.S.C. <a href="#">1751 et seq.</a>, 1773 7 CFR Part 210, 215, 220</p> <p>3 Pa. C.S.A. 5713 42 U.S.C. 1758(h) 7 CFR 210.13, 210.310</p>

<p><b>Section 4</b></p>	<p style="text-align: center;"><b>POLICY NO. 808 FOOD SERVICES</b></p> <p>The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy.</p> <p>The Superintendent or designee shall annually notify students, parents/guardians, and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.</p> <p><b><u>Guidelines</u></b></p> <p>To reinforce the District’s <b>commitment to nutrition and student wellness</b><del>education program</del>, foods served in school cafeterias shall:</p> <ol style="list-style-type: none"> <li>1. Be carefully selected to contribute to students’ nutritional well-being and health.</li> <li>2. Meet the nutritional standards specified in laws and regulations and approved by the Board.</li> <li>3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.</li> <li>4. Be served in age-appropriate quantities, at reasonable prices.</li> <li>5. The District shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.</li> </ol> <p>All funds derived from the operation, maintenance or sponsorship of the food service <b>program</b><del>facilities</del> shall be deposited in the Food Service Account, a special bank account, in the same manner as other funds belonging to the School District. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the Food Services Account to any other account or fund; however, district advances to the food services program may be returned to the district’s general fund from any surplus resulting from its operation.</p>	<p>FNS Instruction 113-1 (USDA)</p> <p>Pol. 246</p> <p>SC 504</p>
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<b>POLICY NO. 808 FOOD SERVICES</b>	
<p>Surplus accounts shall be used only for the improvement and maintenance of the <del>cafeteria</del><del>food service program</del>.</p> <p><u>Procurement</u></p> <p>Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.</p> <p><u>Free/Reduced-Price School Meals and Free Milk</u></p> <p>The District shall provide free and reduced-price school meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program.</p> <p>The District shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the need for submission of a household application. Direct certification shall be conducted:</p> <ol style="list-style-type: none"> <li>1. At or around the beginning of the school year.</li> <li>2. Three (3) months after the initial effort.</li> <li>3. Six (6) months after the initial effort.</li> </ol> <p>The District may also conduct direct certification on a weekly or monthly basis.</p> <p><u>Accommodating Students With Special Dietary Needs</u></p> <p>The District shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.</p> <p><u>School Food Safety Inspections</u></p> <p>The District shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.</p>	<p>SC 504</p> <p>Pol. 610, 626, 828</p> <p>42 U.S.C. 1758 7 CFR Part 245</p> <p>42 U.S.C. 1758 7 CFR Part 245</p> <p>7 CFR 15b.40 Pol. 103.1, 113, 209.1</p> <p>42 U.S.C. 1758(h) 7 CFR 210.13, 220.7</p>

**POLICY NO. 808  
FOOD SERVICES**

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

School Food Safety Program

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

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

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

7 CFR 210.9, 210.13, 220.7

Professional Standards for Food Service Personnel

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

42 U.S.C. 1751 et seq., 17473  
7 CFR 210.310, 210.15

School Meal [Charges and Accounts](#)

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

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

Pol. 808.1

- ~~1. Procedures for collecting money for individual student accounts which ensure that the identity of each student is protected.~~

**POLICY NO. 808  
FOOD SERVICES**

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

To ensure the effective operation of the district's food service program and delivery of school food program meals to students, the District shall:

- 1. Assign individual school meal accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.
- 2. Notify parents/guardians when the student's school meal account reaches a low balance.
- 3. Notify parent/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options.
- 4. Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in his/her school meal account, unless the student's parent/guardian has specifically provided written notice to the District to withhold a school food program meal or to withhold select categories of food items.

SC 1337

When a student owes money for five (5) or more school food program meals, the District shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The District may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.

SC 1337  
42 U.S.C. 1758  
7 CFR Part 245

Communications regarding money owed by a student for school meals shall be made to the student's parent/guardian, not the

SC 1337

**POLICY NO. 808  
FOOD SERVICES**

student, unless the student is an emancipated minor.

The District shall be permitted to contact the student's parent/guardian by means of a letter addressed to the parent/guardian that is delivered by the student.

SC 1337

District schools shall be prohibited from:

1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance.
2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.
3. Requiring a student to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance unless a parent/guardian has provided notice to the District to restrict or deny items.

This policy and any applicable procedures or administrative regulations regarding school meal charges and school meal accounts shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.

The District shall provide parent/guardians with information about this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative school meal account balance.

Information about this policy and any applicable procedures or administrative regulations for parents/guardians, student and staff will be available via the District website, student handbooks, newsletters, posted notices and/or other efficient communication methods.



**POLICY NO. 808  
FOOD SERVICES**

Collection of Unpaid Meal Charges

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

Reasonable efforts shall be made by the District to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parent/guardians responsible for providing funds for meal purchases. 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.

References:

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

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

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

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

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

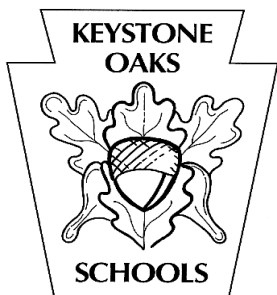
Title 3 School Cafeterias and Organized Camps – 3 Pa. C.S.A. 5713

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

KEYSTONE OAKS SCHOOL DISTRICT

# Policy

# Guide



Policy No. 103.1

Section PROGRAMS

Title NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

Adopted FEBRUARY 16, 2016

Revised MARCH 20, 2018

<p><b>Section 1</b></p>	<p style="text-align: center;"><b>POLICY NO. 103.1 NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES</b></p> <p><b><u>Purpose</u></b></p> <p>The Board declares it to be the policy of this District to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.</p> <p>The District shall provide to each qualified student with a disability enrolled in the District, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.</p> <p>The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.</p>	<p>Title 22 Sec. 4.4, 12.1. 12.4, 15.1 et seq. 29 U.S.C. Sec. 794 42 U.S.C. Sec. 12101 et seq. 28 CFR Part 35, 36 34 CFR Part 104 Pol. 103</p> <p>Pol. 103, 104</p>
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<p><b>Section 2</b></p>	<p><b>POLICY NO. 103.1 NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES</b></p>	
	<p>The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective action be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations.</p>	
	<p>The District shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.</p>	
	<p><b><u>Definitions</u></b></p>	
	<p><b>Qualified student with a disability</b> - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district’s educational programs, nonacademic services or extracurricular activities.</p>	<p>Title 22 Sec. 15.2 42 U.S.C. Sec. 12102</p>
<p><b>Section 504 Team</b> - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student’s parents/guardians.</p>	<p>Title 22 Sec. 15.1 et seq. 34 CFR Part 104</p>	
<p><b>Section 504 Service Agreement (Service Agreement)</b> - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school’s educational programs, nonacademic services, and extracurricular activities.</p>	<p>Title 22 Sec. 15.7</p>	
<p><b>Disability harassment</b> - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student’s participation in or receipt of benefits, services, or opportunities in the school’s educational programs, nonacademic services, or extracurricular activities.</p>	<p>Pol. 103</p>	

<b>POLICY NO. 103.1 NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES</b>		
<b>Section 3</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Supervisor of Pupil Personnel as the District’s Section 504 Coordinator.</p> <p>In addition, each school within the District shall have a Section 504 building administrator which will be the building principal.</p> <p>The District shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the district’s website, if available, and in the student handbook. The District shall notify parents/guardians of students residing in the District of the district’s responsibilities under applicable laws and regulations, and that the District does not discriminate against qualified individuals with disabilities.</p>	<p>34 CFR Sec. 104.7</p> <p>Title 22 Sec. 15.4 34 CFR Sec. 104.32</p>
<b>Section 4</b>	<p><b><u>Guidelines</u></b></p> <p><b><u>Identification and Evaluation</u></b></p> <p>The District shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The District may combine this search with the district’s IDEA child find efforts, in order to not duplicate efforts.</p> <p>If a parent/guardian or the District has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student’s current Service Agreement, the parent/guardian or the District shall provide the other party with written notice. Form 103.1-AR-4, available on the district website, may be used for parent/guardian requests for evaluation, termination, or modification of the student’s current Service Agreement.</p> <p>The District shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.</p>	<p>34 CFR Sec. 104.32 Pol. 113</p> <p>Title 22 Sec. 15.5, 15.6 34 CFR Sec. 104.35</p> <p>34 CFR Sec. 104.35</p>



**POLICY NO. 103.1  
NONDISCRIMINATION – QUALIFIED STUDENTS  
WITH DISABILITIES**

determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.

The District shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.

Discipline

When necessary, the District shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.

Parental Involvement

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.

Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.

Title 22 Sec. 15.3  
34 CFR Sec.  
104.34, 104.37  
Pol. 112, 122, 123,  
810

Pol. 218, 233

Title 22 Sec. 15.6,  
15.7, 15.8  
34 CFR Sec. 104.35

Title 22 Sec. 15.9  
Pol. 216

**POLICY NO. 103.1  
NONDISCRIMINATION – QUALIFIED STUDENTS  
WITH DISABILITIES**

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

SC 1303-A  
Title 22 Sec. 10.2  
35 P.S. Sec. 780-102

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a qualified student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school’s property, in accordance with state and federal laws and regulations the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies. The Superintendent or designee shall respond in a manner that is consistent with the student’s Service Agreement and Behavior Support Plan, if applicable.

SC 1302.1-A  
Title 22 Sec. 10.2,  
10.21, 10.22, 10.23,  
10.25, 15.2, 15.3,  
15.7, 15.9  
Pol. 113.2, 218,227,  
250, 251, 823, 825

In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Superintendent or designee shall use the same criteria used for students who do not have a disability.

Title 22 Sec. 10.22,  
15.1  
Pol. 103, 825

For a qualified student with a disability who does not have a Behavior Support Plan as part of the student’s Service Agreement, subsequent to notification to law enforcement, the District, in consultation with the student’s parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student’s behavior.

Title 22 Sec. 10.23,  
15.7

In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is

SC 1303-A  
Pol. 825

	<p style="text-align: center;"><b>POLICY NO. 103.1 NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES</b></p> <p>pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.</p> <p style="text-align: center;"><b>Procedural Safeguards</b></p> <p>The District shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student’s parent/guardian, and a review procedure.</p> <p>A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.</p> <p><u>Parental Request for Assistance</u></p> <p>Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:</p> <ol style="list-style-type: none"> <li>1. The District is not providing the related aids, services and accommodations specified in the student’s Service Agreement.</li> <li>2. The District has failed to comply with the procedures and state regulations.</li> </ol> <p>PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and District a written response to the request. The response to the parents’/guardians’ request shall be in the parents’/guardians’ native language or mode of communication.</p>	<p>Title 22 Sec. 15.8 34 CFR Sec. 104.36</p> <p>Title 22 Sec. 15.6</p> <p>Title 22 Sec. 15.8</p> <p>Title 22 Sec. 15.8</p>
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	<p style="text-align: center;"><b>POLICY NO. 103.1 NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES</b></p> <p><u>Informal Conference</u></p> <p>At any time, parents/guardians may file a written request with the District for an informal conference with respect to the identification or evaluation of a student, or the student’s need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the District shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.</p> <p><u>Formal Due Process Hearing</u></p> <p>If the matters raised by the District or parents/guardians are not resolved at the informal conference, the District or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.</p> <p><u>Judicial Appeals</u></p> <p>The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.</p> <p style="text-align: center;"><b>Complaint Procedure</b></p> <p>This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system.</p> <p><b>Step 1 – Reporting</b></p> <p>A student or parent/guardian who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the Section 504 building administrator.</p>	<p>Title 22 Sec. 15.8</p> <p>Title 22 Sec. 14.162, 15.8</p> <p>Title 22 Sec. 15.8</p> <p>Pol. 103</p>
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**POLICY NO. 103.1  
NONDISCRIMINATION – QUALIFIED STUDENTS  
WITH DISABILITIES**

Pol. 806

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator, as well as properly making any mandatory police or child protective services reports required by law.

If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the district's Section 504 Coordinator.

The complainant or reporting employee is encouraged to use the report form (103.1-AR-1) available online or from the Section 504 Coordinator or building administrator, but oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

**Step 2 – Investigation**

Where an attorney is not used to conduct an investigation into a discrimination complaint, only individuals who have received basic training on the applicable law, this policy and how to conduct a proper investigation shall be authorized to conduct an investigation of a complaint made pursuant to this policy.

The investigator shall work with the Section 504 Coordinator to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or

**POLICY NO. 103.1  
NONDISCRIMINATION – QUALIFIED STUDENTS  
WITH DISABILITIES**

school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone’s participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Section 504 Coordinator, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the incident is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district’s investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

**Step 3 – Investigative Report**

The investigator shall prepare and submit a written report to the Section 504 Coordinator within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation and the availability of witnesses requires the investigator and the Section

Pol. 103, 806, 862  
18 Pa. C.S.A. 2709

**POLICY NO. 103.1  
NONDISCRIMINATION – QUALIFIED STUDENTS  
WITH DISABILITIES**

504 Coordinator to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into disability harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition, within **fifteen (15) days** ~~a reasonable time~~ of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.

**Step 4 – District Action**

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the District shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The District shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Section 504 Coordinator shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If the investigation results in a finding that a different policy was violated separately from or in addition to violations of this

**POLICY NO. 103.1  
NONDISCRIMINATION – QUALIFIED STUDENTS  
WITH DISABILITIES**

policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the district's Section 504 Coordinator within fifteen (15) days.

The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.

The Section 504 Coordinator shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

References:

School Code – 24 P.S. Sec. 1302.1-A, 1303-A

PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-102

State Board of Education Regulations – 22 PA Code Sec. 4.4, 10.2, 10.21, 10.22, 10.23, 10.25, 12.1, 12.4, 14.162, 15.1, 15.2, 15.3, 15.4, 15.5, 15.6, 15.7, 15.8, 15.9

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

**POLICY NO. 103.1  
NONDISCRIMINATION – QUALIFIED STUDENTS  
WITH DISABILITIES**

Section 504 of the Rehabilitation Act of 1973 – 29 U.S.C. Sec 794

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq., 12102

Nondiscrimination on the Basis of Disability, Title 28, Code of Federal Regulations – 28 CFR Part 35, 36

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

Nondiscrimination on the Basis of Handicap, Title 34, Code of Federal Regulations – 34 CFR Part 104, 104.7, 104.32, 104.34, 104.35, 104.36, 104.37

Title 18 Crimes and Offenses – 18 Pa. C.S.A. 2709

Board Policy – 103, 104, 112, 113, 113.2, 122, 123, 216, 218, 227, 233, 250, 251, 806, 810, 815, 823, 825, 862