

KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE MEETING

TUESDAY, April 19, 2016
7:00 PM

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

April 19, 2016 – Business/Legislative Meeting

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- **Mr. Christopher West – Community Food Service Bank**
- **Student Highlights Presentation – Mrs. Sarah Welch**
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

May 10, 2016 –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

April 19, 2016

Ms. Patricia Ann Shaw

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of March 8, 2016, the Business/Legislative Minutes of March 15, 2016 and the Special Voting Minutes of March 22, 2016.

FOR INFORMATION ONLY

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

VIII. EXECUTIVE SESSION

SUPERINTENDENT'S REPORT

April 19, 2016

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. DIRECTOR OF TECHNOLOGY – CONTRACT

It is recommended that the Board approve the renewed contract for **Aaron Smith**, Director of Technology, for a term effective July 1, 2016 through June 30, 2019. Mr. Smith's salary for the 2016/2017 school year will be \$82,000.

II. DIRECTOR OF FOOD SERVICE – CONTRACT

It is recommended that the Board approve the renewed contract for **D. Kevin Lloyd**, Director of Food Service, for a term effective July 1, 2016 through June 30, 2019. Mr. Lloyd's salary for the 2016/2017 school year will be \$65,000.

III. COORDINATOR OF COMMUNICATIONS AND PUBLIC RELATIONS – CONTRACT

It is recommended that the Board approve the renewed contract for **Sarah Welch**, Coordinator of Communications and Public Relations, for a term effective July 1, 2016 through June 30, 2019. Mrs. Welch's salary for the 2016/2017 school year will be \$64,212.

IV. TECHNOLOGY INTEGRATION SPECIALIST – CONTRACT

It is recommended that the Board approve the renewed contract for **Carol Persin**, Technology Integration Specialist, for a term effective July 1, 2016 through June 30, 2019. Mrs. Persin's salary for the 2016/2017 school year will be \$42,436.

V. SCHOOL SECURITY GUARD – CONTRACT

It is recommended that the Board approve the renewed contract for **Beth Ann Padden**, School Security Guard, for a term effective July 1, 2016 through June 30, 2019. Ms. Padden's salary for the 2016/2017 school year will be \$33,000.

VI. PIMS COORDINATOR / CHILD ACCOUNTING CLERK – CONTRACT

It is recommended that the Board approve the renewed contract for **Rebecca Kaminsky**, PIMS Coordinator / Child Accounting Clerk, for a term effective July 1, 2016 through June 30, 2019. Mrs. Kaminsky's salary for the 2016/2017 school year will be \$40.25 per hour, not to exceed 1,200 hours.

VII. SUMMER FOOD SERVICE PROGRAM

The Administration recommends the approval of the Summer Food Service Program, effective **Monday, June 13, 2016 through Friday, August 12, 2016.**

For Information Only

Anyone under the age of 18 may participate; locations will be held in Castle Shannon, Dormont, and Green Tree Boroughs.

VIII. PENNSYLVANIA EDUCATOR.NET

The Administration recommends the re-implementation of the PA Educator.net for the remainder of the 2015/2016 school year (April 2016 through June 30, 2016) at a prorated cost of \$437.50 and for the 2016/2017 school year at an anticipated cost of \$1,750.00.

For Information Only

This technology tool, which has over 200 educational entity members and 40,000 applicants, will enable the District to search the applicant database, post job openings and eliminate all paper applications. This will also be cost effective since the District will not have to pay for advertisements in the newspaper for teaching positions. The direct link will be posted on the District's website.

IX. FIRST READING OF POLICY NO. 110: INSTRUCTIONAL SUPPLIES

It is recommended that the Board approve the FIRST READING of Policy No. 110: *Instructional Supplies.*

X. FIRST READING OF POLICY NO. 114: GIFTED EDUCATION

It is recommended that the Board approve the FIRST READING of Policy No. 114: *Gifted Education.*

XI. FIRST READING OF POLICY NO. 916: VOLUNTEERS AND CHAPERONES

It is recommended that the Board approve the FIRST READING of Policy No. 916: *Volunteers and Chaperones.*

XII. PROFESSIONAL DEVELOPMENT

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

Selena Bixler	PA Positive Behavior Support (PAPBS)	\$675.00 Each
Edward Hanna	Hershey Lodge & Convention Center	
Deborah Leonard	Hershey, PA	
Robert Naser	Thursday-Friday – May 5-6, 2016	\$3,375.00 Total
Brian Werner		

Paid by PA Training & Technical Assistance Network (PATTAN) Grant

EDUCATION REPORT

April 19, 2016

Ms. Raeann Lindsey, Chairperson

BOARD ACTION REQUESTED

I. TEXTBOOKS ON DISPLAY FOR THE 2016/2017 SCHOOL YEAR

The Administration recommends the following textbooks listed below be placed on display for review:

- **Big Ideas Math – Grades 6, 7, and 8; Advanced 1 and 2; Algebra 1**
- **Calculus for AP**
- **Collections – Grades 6, 7, and 8**
- **Precalculus with Limits: A Graphing Approach**
- **Trigonometry High School**

II. UNUSABLE AND UNNECESSARY TEXTBOOKS

The Administration recommends declaring the following textbooks unusable and unnecessary:

<u>Textbook</u>	<u>Publisher</u>	<u>Copies</u>
1. Enjoying Literature	Macmillan Publishing Company 1985	25
2. The United States in Literature	Scott, Foresman, and Company 1976	27
3. Literature-Blue	McDougal, Littell 1984	11
4. Write Source 2000	Sebrarek, Meyer, Kemper 1990	22
5. Journalism Today	National Textbook Company 1998	18
6. Chemistry	Houghton, Mifflin 2000	14
7. Horizon Student Textbook (5 th Grade Science)	Silver Burnett Ginn 1993	63
8. Horizon Student Textbook (4 th Grade Science)	Silver Burnett Ginn 1993	63
9. Language	McDougal Littell 2006	90
10. Spelling	McDougal Littell 1990	50
11. Introducing Literature	Scribner Macmillan 1985	40
12. Reading	Scott Foresman 2004	290
13. Two (2) sets of Encyclopedias	1986	

14. Sports & Entertainment Marketing	Kaser and Oelkers 2005	40
15. Century 21 Accounting	Cengage Learning 2002	60
16. Microsoft Word, Excel & PP	Cengage Learning 2002	150

For Information Only

Dr. Varley is currently working on selling any books if possible; if the books cannot sell, they will be used for internal projects, recycling, or donated to a good cause.

III. ELEMENTARY STEAM PROGRAM

The Administration recommends that the Board approve an elementary STEAM Program as part of the specials rotation for the 2016/2017 school year.

IV. ADVANCED TECHNOLOGIES FOR KIDS

The Administration recommends that the Board approve “*Advanced Technologies for Kids*” Summer Camp 2016 to be hosted at Keystone Oaks Middle School from Monday, July 18, 2016 through Friday, July 22, 2016 from 10:00 a.m. – 4:00 p.m. daily.

For Information Only

This program will provide workshops in the areas of Holography for Kids, Robotics, Video Game Design, Drone Commander and 3-D Printing.

PUPIL PERSONNEL REPORT

April 19, 2016

Dr. William Stropkaj

BOARD ACTION REQUESTED

I. ALLEGHENY INTERMEDIATE UNIT: NOTICE OF ADOPTION OF POLICIES, PROCEDURES & USE OF FUNDS

The Administration recommends that the Board approve the Allegheny Intermediate Unit's *Notice of Adoption of Policies, Procedures and Use of Funds* in compliance with the federal requirements of 34 CFR PART 300.

II. IDEA – PART B: USE OF FUNDS AGREEMENT 2016-2017

The Administration recommends that the Board approve the sub-grant agreement for Implementation of Individuals with Disabilities Act – Part B, by and between the Allegheny Intermediate Unit and the Keystone Oaks School District, effective July 1, 2016 through June 30, 2017.

III. ALLEGHENY INTERMEDIATE UNIT – COMPONENT III AND CONSORTIUM

The Administration recommends that the Board approve the participation in the 2016/2017 Component III Consortium in compliance with the Allegheny Intermediate Unit's required documentation for their 2016/2017 IDEIA Funding Summary which is submitted to the Pennsylvania Department of Education at the end of June, 2016.

IV. STUDENT INSTRUCTIONAL SUMMER WORK PROGRAM

The Administration recommends that the Board approve the *Student Instructional Summer Work Program* at the Keystone Oaks High School from June 13, 2016 through July 7, 2016 (7:30 a.m.– 12:30 p.m.) for approximately 15- 20 students and two (2) instructors, **Mark Elphinstone** and **Michael Orsi**. The program has both an instructional component and a custodial component.

V. EXTENDED SCHOOL YEAR PROGRAM

The Administration recommends that the Board approve the Keystone Oaks School District *Extended School Year Program* from July 5, 2016 to July 28, 2016, from 8:30 a.m. – 1:15 p.m., Monday through Thursday, for approximately 35 students at an approximate cost of \$25,000.000. (*This program will not be in session on Monday, July 4, 2016.*)

PERSONNEL REPORT

April 19, 2016

Mr. David Hommrich, Chairperson

BOARD ACTION REQUESTED

I. RETIREMENTS

1. Professional Staff

It is recommended that the Board accept the letters of retirement from the following professional staff, effective June 10, 2016:

<u>Teacher</u>	<u>Position</u>	<u>Years of Service</u>
Donald Bowlin	KOHS – Biology / Human Anatomy	45
John Buffington	KOHS – Biology	1.5
Amy Longo	KOHS – Librarian	22
Vivian McManus	KOHS – English	26
Nancy Scureman	K-8 – Gifted	23

2. Classified Staff

A. It is recommended that the Board accept the letters of retirement from the following paraprofessionals, effective June 9, 2016:

<u>Name</u>	<u>Position</u>	<u>Years of Service</u>
Roianne Backstrom	High School	16
Sue Grand	High School	25
Judy Joyce	Dormont	4

B. It is recommended that the Board accept the letter of retirement from **Nancy DeLallo**, high school secretary, 25 years, effective July 29, 2016.

II. RESIGNATION – FOOD SERVICE

It is recommended that the Board accept the letter of resignation from **Guillermina Cardenas**, Food Service Worker, effective March 22, 2016.

III. EXTRA DUTY

1. Approval of Keystone Oaks Middle School Best Buddy Club Sponsors

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2011-2016, Article XXVIII, Extra Duty Compensation, Sub-Section C: Activities Positions and Compensation*, it is recommended that the Board approve the following individuals for the 2015/2016 school year:

<u>Club</u>	<u>Sponsors</u>	<u>Stipend</u>
KOMS Best Buddy Club	Eric Davidson Melissa Palmieri	\$1,100.00 (Split stipend/ Prorated)

2. Approval of Softball Assistant Coach

In compliance with the *Keystone Oaks Educational Association Collective Bargaining Agreement 2011-2016, Article XXVIII, Extra-Duty Compensation, Sub-Section B: Athletic Positions and Compensation*, it is recommended that the Board approve the following Spring sport, coach, and stipend for the 2015/2016 school year:

<u>Sport</u>	<u>Coach</u>	<u>Stipend</u>
Softball – Assistant Coach	Lainey Resetar	\$3,270.00

3. Post Season Coaching Stipends

In compliance with the *Keystone Oaks Educational Association 2011-2016, Article XXVIII, Extra-Duty Compensation, Sub-Section A: General Guidelines for Extracurricular Activities, #9*, it is recommended that the Board approve payment to the following individuals for coaching in the post season at \$50.00 per week:

<u>Sport</u>	<u>Coach</u>	<u>Stipend</u>
Girls Basketball	Ian Barrett	\$100.00 (2 weeks)
	Ron Muszynski	\$100.00 (2 weeks)
Swim	William Straw	\$ 50.00 (1 week)
Wrestling	Andrew Bell	\$150.00 (3 weeks)
	Richard Bonnaccorsi	\$150.00 (3 weeks)
	John Cerminara	\$150.00 (3 weeks)

FINANCE REPORT

April 19, 2016

Mrs. Theresa Lydon, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS

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

A. General Fund as of April 11, 2016 (Check No. 50856 – 51052)	\$ 854,523.05
B. Risk Management as of April 11, 2016 (Check No. 2025 – 2031)	\$61,560.41
C. Food Service Fund as of April 11, 2016 (Check No. 9060 – 9063)	\$8,059.74
D. Athletics as of April 11, 2016 (Check No. 2023-2027)	\$2,558.24
E. Renovations as of April 11, 2016 (Check No. 1533 – 1534)	<u>\$ 190,109.07</u>
TOTAL	\$ 1,116,810.51

II. DISTRICT-WIDE INSUFFICIENT FUNDS FEE

It is recommended that the Board authorize the Director of Fiscal Services to institute a District-wide insufficient funds fee for all returned checks, effective immediately, at a rate of \$25 per returned check.

For Information Only

The District-wide insufficient funds fee will encompass all District accounts, including General Funds, Food Service, Activities, and tax collections.

FOR INFORMATION ONLY

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

ACCT	DESCRIPTION	2015-2016 BUDGET TOTAL	2015-2016 MARCH ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources	\$ 27,655,388	\$ 27,381,389		\$ (273,999)
7000	State Revenue Sources	\$ 10,900,050	\$ 4,999,866	**	\$ (5,900,184)
8000	Federal Revenue Sources	\$ 422,147	\$ 332,871	**	\$ (89,276)
Total Revenue		\$ 38,977,585	\$ 32,714,126	\$ -	\$ (6,263,459)
					(OVER) UNDER BUDGET
Expenditures					
100	Salaries	\$ 15,494,762	\$ 9,501,613		\$ 5,993,149
200	Benefits Professional/Technical	\$ 9,358,336	\$ 5,658,502		\$ 3,699,834
300	Services	\$ 1,534,500	\$ 830,377		\$ 704,123
400	Property Services	\$ 1,238,812	\$ 1,050,559		\$ 188,253
500	Other Services	\$ 4,654,947	\$ 3,114,367		\$ 1,540,580
600	Supplies/Books	\$ 1,327,059	\$ 1,074,971		\$ 252,088
700	Equipment/Property	\$ 586,000	\$ 585,956		\$ 44
800	Other Objects	\$ 888,169	\$ 382,554		\$ 505,615
900	Other Financial Uses	\$ 3,895,000	\$ 3,375,629		\$ 519,371
Total Expenditures		\$ 38,977,585	\$ 25,574,528	\$ -	\$ 13,403,057
Revenues exceeding Expenditures		\$ -	\$ 7,139,598	\$ -	\$ 7,139,598

**** Of this total, only \$2,129,412 is 2015-16 money, the balance is from 2014-15.
\$848,000 is Act 1 taxpayer relief payment**

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF MARCH 31, 2016

Bank Account – Status	Middle / High Schools	Athletics
Cash Balance	\$ 120,173.44	\$ 49,551.19
Deposits	\$ 834.32	\$ -
Subtotal	\$ 121,007.76	\$ 49,551.19
Expenditures	\$ 12,910.28	\$ 222.49
Cash Balance	\$ 108,097.48	\$ 49,328.70

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

ACCT	DESCRIPTION	2015-2016 BUDGET TOTAL	2015-2016 MARCH ACTUAL	ANTICIPATED REVENUE PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources/Sales	\$ 475,355	\$ 345,099		\$ (130,256)
7000	State Revenue Subsidy	\$ 87,647	\$ 15,344		\$ (72,303)
8000	Federal Revenue Subsidy	\$ 385,159	\$ 265,679		\$ (119,480)
Total Revenue		\$ 948,161	\$ 626,122	\$ -	\$ (322,039)
(OVER) UNDER BUDGET					
Expenditures					
100	Salaries	\$ 347,018	\$ 250,220		\$ 96,798
200	Benefits	\$ 139,201	\$ 107,397		\$ 31,804
	Professional/Technical				
300	Services	\$ 200	\$ 77		\$ 123
400	Property Services	\$ 8,750	\$ 29,255		\$ (20,505)
500	Other Services	\$ 2,725	\$ 1,097		\$ 1,628
600	Supplies/Food	\$ 438,206	\$ 250,647		\$ 187,559
700	Equipment/Property	\$ 1,000	\$ 346		\$ 654
800	Other Objects	\$ -	\$ -		\$ -
900	Other Financial Uses	\$ -	\$ -		\$ -
Total Expenditures		\$ 937,100	\$ 639,040	\$ -	\$ 298,060
INCOME / (LOSS)		\$ 11,061	\$ (12,918)	\$ -	\$ (23,979)

IV. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF APRIL 15, 2016

	<u>04/15/2016</u> <u>BALANCE</u>
GENERAL FUND	
FNB BANK	\$ 1,478,195
PAYROLL (pass-thru account)	\$ 14,216
FNB SWEEP ACCOUNT	\$ 1,943,264
PLGIT	\$ 8,264,812
PSDLAF	\$ 154,650
INVEST PROGRAM	\$ 170,855
	<u>\$ 12,025,992</u>
CAFETERIA FUND	
FNB BANK	\$ 197,320
PLGIT	\$ 441,870
	<u>\$ 639,189</u>
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 726,829
PLGIT - GENERAL ACCOUNT	\$ 1,100,000
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 757
	<u>\$ 1,827,586</u>
RISK MANAGEMENT FUND/TAX REFUNDS	
FNB BANK	\$ 343,221
	<u>\$ 343,221</u>
GRAND TOTAL	<u>\$ 14,835,987</u>

FACILITIES REPORT

April 19, 2016

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. STUDENT SUMMER WORK PROGRAM

The Administration recommends that the Board approve a maximum of twenty (20) students for the *Student Summer Work Program* at a starting rate of \$7.25/hour and an increase of \$0.25 per year of employment, effective June 13, 2016 through August 12, 2016.

ACTIVITIES & ATHLETICS REPORT

April 19, 2016

Mr. Robert Brownlee, Chairperson

BOARD ACTION REQUESTED

I. 2016/2017 FALL ATHLETICS BIDS

It is recommended that the Board approve the Fall Athletics Bids for the 2016/2017 school year to the following companies in the amount of \$63,428.09:

• Aluminum Athletic Equipment Company	\$10.00
• BSN Sports	\$2,634.48
• Century Sports	\$60,750.13
• Riddell/All American	\$33.48
Total	\$63,428.09

II. COMPETITION AND OVERNIGHT TRIPS

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

Future Business Leaders of America (FBLA) – National Leadership Competition

Atlanta, Georgia

Monday-Sunday – June 27, 2016-July 3, 2016

Sponsor – **Beth Smith**

Approximate number of students participating – 4

Approximate cost per student - \$1,590.00

Approximate cost per sponsor - \$1,570.00

Total Cost: \$7,930.00

District funds requested - \$7,930.00

PA Safe Driving Competition – Stephen Kazalas-Kelly (Senior, KOHS)

Camp Hill, PA

Thursday – May 12, 2016

Chaperone – **Mary Kazalas**

Approximate number of students participating – 1

Approximate cost per student - \$360.00

Total Cost: \$360.00

District funds requested - \$360.00

Policy Guide



Policy No. 110

Section PROGRAMS

Title INSTRUCTIONAL SUPPLIES

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

POLICY NO. 110 INSTRUCTIONAL SUPPLIES	
Section 1	<p><u>Purpose</u></p> <p>It shall be the policy of this The Board shall to supply each staff member and each student with the supplies and equipment that are required for the implementation of the approved educational program curriculum with consideration given to the following provisions and exceptions.</p> <p>The Board may require that students provide certain supplies for participation in co-curricular/extracurricular activities.</p>
Section 2	<p><u>Guidelines</u></p> <p>All instructional materials and supplies to be recommended for any part of the curriculum will be determined through an appropriate collaborative process which may involve the Director of Curriculum, Instruction, Assessment and Staff Development assistant Superintendent, principal, curriculum or grade level leader and classroom teachers. Such collaboration will include attention to instructional needs commensurate with course objectives and related modalities of instruction as well as prudent allocation of District financial resources. Guidelines for purchasing necessary instructional supplies by staff shall appear in the staff handbook. The District will publish supply lists by building/grade/department by June 1 of each year. These will be posted on the district website.</p> <p>When individualized and non-reusable clothing or equipment is necessary for reasons of safety or health, students shall be required to provide their own clothing or equipment, which shall</p>

SC 801

22 PA Code 12.11

**POLICY NO. 110
INSTRUCTIONAL SUPPLIES**

meet standards set by the school. Such standards shall be reasonably related to considerations of safety, health and protection of property.

~~Costs associated with items of a personal nature which would normally be reused only by the individual student and could reasonably be expected to be used in a typical household may be the responsibility of the student.~~

~~EXAMPLE: This would include clothing, required for reasons of safety or health, which might be used in a physical education class; it would not include goggles which might be required in a science lab or industrial arts program.~~

Specialized equipment will be provided by the District for in-class use. However, students may need to provide their own equipment for out-of-class use if such equipment is of such a type that it may be assumed to be of practical use in the home and/or in the student's continuing education.

~~EXAMPLE: A balance scale will be provided in science class; a scientific calculator may need to be purchased.~~

Consumable class supplies which are commonly used on a daily basis, such as writing utensils, paper, folders/binders, shall be purchased by the student. ~~will generally be provided; although, students may have the option to purchase their own if they desire to retain possession at the end of the year or wish to use a more elaborate form of such supplies or require replacement beyond the minimum number supplies.~~

~~EXAMPLE: Paper, pencils, texts, workbooks, art supplies will be provided; students may be encouraged to purchase their own binders, organizers, pens and special decorative items which are not required; if required, students may purchase their own binders and then retain at the end of the year or use a District provided basic binder to be returned at the end of the year as a text would be returned.~~

No student will be required to purchase any item which involves extraordinary expense and shall not be penalized for failure to possess such an item. No student will be denied participation in

**POLICY NO. 110
INSTRUCTIONAL SUPPLIES**

any school program or be denied minimal equipment to meet class expectations due to financial hardship.

~~EXAMPLE: No student shall be required to have a computer for home use.~~

When provision of necessary instructional supplies imposes a financial hardship on a student, the school district will assume the cost.

All materials provided by the District for classroom instruction shall remain the property of the District excepting those projects designated for students to retain. ~~When students prepare useful items they are permitted to keep, they may be asked to pay the District the cost of the materials used, such as a project created in art class.~~ Other non-consumable materials are to be returned to the District before the end of the school year.

~~Students may be required to pay the additional costs associated with items which are prepared or constructed, and which can be taken home for private use, which exceed the required minimum for the course.~~

~~EXAMPLE: If a student chooses to construct a bookshelf rather than the minimum project required, such as a bird feeder, in industrial arts, that student may be required to pay additional cost of materials.~~

Students will be held responsible for proper use of materials and may be charged replacement value where there is deliberate and excessive damage or loss. Nonpayment will be noted on student records and the District may refuse to award a diploma due to financial liability.

Section 3 **Delegation of Responsibility**

The Superintendent or designee will devise procedures for determining if financial hardship exists while ensuring individual privacy. Where such hardship exists, the District will assume the cost involved. This will not obligate the District to pay for cost associated with optional supplies or equipment which are not required, even if such equipment might enhance the student's resources. An exception to this would be where

POLICY NO. 110
INSTRUCTIONAL SUPPLIES

such equipment is associated with an identified disability and is consistent with special education or other statutory obligations placed upon the District.

References:

School Code – 24 P.S. Sec. 801

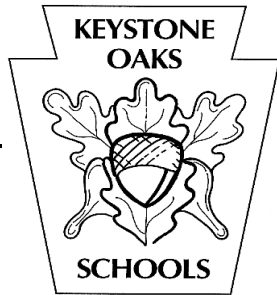
State Board of Education Regulations – 22 PA Code Sec. 12.11

KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 114

Section PROGRAMS

Policy
FOR GIFTED



Title **GIFTED EDUCATION PROGRAMS**

Guide

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

	<p style="text-align: center;">POLICY NO. 114 GIFTED EDUCATION PROGRAMS FOR GIFTED</p> <p style="text-align: center;">THIS POLICY SHALL SUPERCEDE POLICY 215.1</p> <p>Section 1 <u>Purpose</u></p> <p>In accordance with the Board’s philosophy to develop the special abilities of each student, the District shall provide gifted education services and programs designed Board requires the development and implementation of instructional programs to meet the individual needs of identified students mentally gifted school age pupils.</p> <p>Section 2 <u>Definition</u></p> <p>Mentally Gifted—outstanding intellectual and creative ability, the development of which requires special services and programs not ordinarily provided in the regular education program. This term includes a person who has an IQ of 130 or Title 22 higher and when multiple criteria as set forth in Department Guidelines indicate gifted ability. Determination of gifted ability will not be based on IQ score alone. A person with an IQ score lower than 130 may be admitted to gifted programs when other educational criteria in the profile of the person strongly indicate gifted ability.</p> <p>Determination of mentally gifted shall include a full assessment and comprehensive report by a public school psychologist specifying the nature and degree of the ability. (PA Standards 342.1)</p>	<p>SC 1371 Title 22 Sec. 4.28, 16.1 et seq.</p> <p>Title 22 Section 342.1</p>
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<p>Section 2</p>	<p style="text-align: center;">POLICY NO. 114 GIFTED EDUCATION PROGRAMS FOR GIFTED</p> <p style="text-align: center;">THIS POLICY SHALL SUPERCEDE POLICY 215.1</p> <p><u>Authority</u></p> <p>The Board may enter into a cooperative agreement with other educational agencies, institutions and service providers to provide gifted education services and programs.</p> <p>The District shall develop and implement a gifted education plan every six (6) years, as required by law and regulations. Prior to approval by the Board, the gifted education plan shall be made available for public inspection for a minimum of twenty-eight (28) days.</p> <p>The District’s gifted education plan shall address:</p> <ol style="list-style-type: none"> 1. The District’s process for identifying gifted children in need of specially designed instruction. 2. The gifted special education programs offered by the District. 3. Reports of gifted students, personnel and program elements, and costs, as required by the Department of Education. <p>The Board directs that the District’s gifted education program shall provide the following:</p> <ol style="list-style-type: none"> 1. System to locate and identify all students within the District who are thought to be gifted and in need of specially designed instruction. 2. Screening and evaluation process that meets state requirements, to determine students’ educational needs. 3. Procedures to determine whether a student is mentally gifted. 4. Gifted Individualized Education Plan (GIEP) developed, and subsequently modified, for each student based on his/her unique needs and the written report of the Gifted Multidisciplinary Team (GMDT). 	<p>Title 22 Sec. 16.2</p> <p>Title 22 Sec. 4.13, 16.4</p> <p>Title 22 Sec. 16.21</p> <p>Title 22 Sec. 16.21</p> <p>Title 22 Sec. 16.21</p> <p>Title 22 Sec. 16.22, 16.23, 16.32, 16.33</p>
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<p>Section 3</p>	<p style="text-align: center;">POLICY NO. 114 GIFTED EDUCATION PROGRAMS FOR GIFTED</p> <p style="text-align: center;">THIS POLICY SHALL SUPERCEDE POLICY 215.1</p> <p>5. Safeguards for the due process rights of gifted students.</p> <p>6. Notification to teachers of their responsibilities to each of their identified gifted students, as provided in the student’s Gifted Individualized Education Plan (GIEP).</p> <p>The District shall provide all required notices and information to parents/guardians of gifted students, document all consents and responses of parents/guardians, and adhere to all established timelines.</p> <p><u>Guidelines Objectives</u></p> <p>The District shall make the Permission To Evaluate form readily available to parents/guardians. If an oral request is made to an administrator or professional employee, s/he shall provide the form to the parents/guardians within ten (10) calendar days of the oral request.</p> <p><u>Caseloads/Class Size</u></p> <p>The Board directs the Superintendent and designated administrators to annually assess the District’s delivery of gifted services and programs, in order to:</p> <ol style="list-style-type: none"> 1. Ensure the ability of assigned staff to provide the services required in each identified student's GIEP. 2. Address the educational placements for gifted students within the District. 3. Limit the total number of gifted students that can be on an individual gifted teacher's caseload to a maximum of sixty-five (65) students. 4. Limit the total number of gifted students that can be on an individual gifted teacher's class roster to a maximum of twenty (20) students. 	<p>Title 22 Sec. 16.63</p> <p>Title 22 Sec. 16.32</p> <p>Title 22 Sec. 16.32, 16.61, 16.62</p> <p>Title 22 Sec. 16.41</p>

	<p style="text-align: center;">POLICY NO. 114 GIFTED EDUCATION PROGRAMS FOR GIFTED</p> <p style="text-align: center;">THIS POLICY SHALL SUPERCEDE POLICY 215.1</p> <p>The District may make a written request to the Secretary of Education to waive the applicable caseload and class size maximums in extenuating circumstances.</p> <p><u>Confidentiality of Student Records</u></p> <p>All personally identifiable information regarding a gifted student shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, State Board of Education regulations, and Board policy.</p> <p><u>Awareness Activities</u></p> <p>The Superintendent or designee shall annually conduct awareness activities to inform parents/guardians of school-aged children residing within the District of its gifted education services and programs, and how to request these services and programs.</p> <p>Awareness activities may include providing written notice of the District's gifted education program through local newspapers, other media, student handbooks and the District website.</p> <p>A. An education for gifted students which enables them to participate in Title 22 acceleration or enrichment programs, Section 14.2(8) or both, as appropriate, and to receive services according to their intellectual abilities.</p> <p>B. The framework for said programs shall encompass the following objectives:</p> <ol style="list-style-type: none"> 1. attainments and intellectual skills; 2. stimulation of intellectual curiosity, independence and responsibility; 3. development or originality and creativity; 4. development of a positive attitude toward self and others; 	<p>Title 22 Sec. 16.41</p> <p>Title 22 Sec. 16.65 20 U.S.C. Sec. 1232g Pol. 216</p> <p>Title 22 Sec. 16.21</p> <p>Title 22 Section 14.2(8)</p>
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POLICY NO. 114
GIFTED EDUCATION PROGRAMS FOR GIFTED
THIS POLICY SHALL SUPERCEDE POLICY 215.1

- 5. ~~development of desirable social and leadership skills; and~~
- 6. ~~career exploration and awareness.~~

Section 4

Eligibility for Grade and Subject Acceleration

The determination of eligibility and recommendations for participation in grade and subject acceleration will be done as a team process. The Team will be the Elementary Student Assistance Program (ESAP) in grades 1-5 or the Student Assistant Program (SAP) in grades 6-12 which will consist of the ~~Coordinator of Pupil Services~~ Supervisor of Special Education or designee, school psychologist, regular curriculum teacher, gifted support teacher, and counselor. ESAP and SAP will make all acceleration recommendations to the Superintendent within 45 days of receipt of referral. Approval will be determined upon the candidate meeting or surpassing all of the established criteria defined in the policy.

Referrals may be initiated by parent/guardian, regular classroom teacher, gifted support teacher, or the Student Assistance Program Team. The referral must be in writing and state:

1. Reason for referral.
2. Specific data indicative of superior abilities and achievements.
3. Student's interests and activities.
4. Work samples.

Referrals are to be sent to the Supervisor of Pupil ~~Services~~ ~~Coordinator of Pupil Services~~ Supervisor of Special Education for initial review.

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Students must meet all of the following criteria:

1. Demonstrate achievement on nationally standardized tests in the majority of subtest subject areas at or above the 95th national percentile.
2. Demonstrate developmental maturation commensurate with mental age as evidenced by the ability to engage in independent and teacher-directed activities.
3. Demonstrate social and emotional maturity as evidenced by the ability to relate well to both adults and peers of various chronological ages.
4. Produce daily classroom work which is superior and exceeds grade level expectations.
5. Demonstrate an advanced and enriched vocabulary as evidenced by expressive language skills and/or advanced and enriched subject specific skills (i.e., science, math, technology).
6. Have recommendation of the Student Assistance Program Team.

A variety of program alternatives can be incorporated into a gifted child's education without "full grade" acceleration. Acceleration may also include options such as planned course compacting, distance learning, credit by examination or performance and independent or self-directed study.

~~Multivariables will be assessed to determine eligibility for mentally gifted programs. Variables assessed are group intelligence test scores, standardized group achievement test scores, grades, teacher and parent ratings of behavioral characteristics of mentally gifted and individual intelligence test scores. Students who demonstrate an overall outstanding performance will be identified as mentally gifted.~~

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GIFTED EDUCATION PROGRAMS FOR GIFTED
THIS POLICY SHALL SUPERCEDE POLICY 215.1

Section 5

Delegation of Responsibility

~~Procedures shall be established by the Superintendent for identifying mentally gifted students.~~ **The Superintendent or designee shall develop necessary procedures to implement this policy.**

References:

School Code – 24 P.S. Sec. 1371

State Board of Education Regulations – 22 PA Codes Sec. 4.13, 4.28, 11.12, 16.1 et seq.

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

Board Policy – 216

Policy Guide



Policy No. 916

Section COMMUNITY

Title VOLUNTEERS/CHAPERONES

Adopted APRIL 19, 1999

Revised SEPTEMBER 27, 2012;
OCTOBER 20, 2011;
MARCH 17, 2001

POLICY NO. 916 VOLUNTEERS/CHAPERONES		
Section 1	<p><u>Purpose</u>Rational</p> <p>The Board recognizes that community volunteers can make many valuable contributions to the School-District and its students. However, the Board also recognizes its obligation to use reasonable efforts to create a safe learning and teaching environment for students and staff members, and to protect School-District facilities and equipment. Thus, the Board endorses and encourages the use of volunteers in the operation of School-District programs, subject to- legal requirements and administrative proceduresappropriate regulations and safeguards.</p>	SC 510
Section 2	<p><u>Definitions</u></p> <p>Adult – an individual eighteen (18) years of age or older.</p> <p>Certifications – refers to refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.</p> <p>Direct contact – the care, supervision, guidance or control of children and routine interaction with children.</p>	<p>23 Pa. C.S.A. Sec. 6303</p> <p>23 Pa. C.S.A. Sec. 6344, 6344.2</p> <p>23 Pa. C.S.A. Sec. 6303</p>

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Routine interaction – regular and repeated contact that is integral to a person’s volunteer responsibilities.

23 Pa. C.S.A.
Sec. 6303

Volunteer – any adult individual who voluntarily provides services without receiving compensation from the District who does any of the following:

23 Pa. C.S.A.
Sec. 6344.2

~~Volunteer is any individual approved by the School Board who provides services to the District gratis.~~

1. Is working under the supervision of and in direct contact or close proximity of a School District employee while performing his/her volunteer service.
2. Does not provide direct services to students or have unsupervised contact with students.
3. Is reasonably likely to have direct contact with students while performing his/her volunteer services with or without direct supervision of a School District employee.
4. Directly supervises or instructs students engaged in an activity or may, from time to time, be reasonably expected to have unsupervised contact with students.

Parent Volunteer

~~Parent volunteers shall be defined as those individuals who have a child/children currently enrolled in the building in which they wish to volunteer.~~

Chaperones – ~~Chaperones are defined as~~ adult individuals who accompany a school group on a school sponsored activity, who ~~will~~ **may** assume supervisory responsibilities for some or all of the children in attendance.

Visitor - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial

Pol. 907

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than would be sufficient to meet the definition of volunteer/chaperone for purposes of this policy.

All volunteers/chaperones who may have direct contact with children when chaperoning overnight and/or out-of-state events, activities, field trips, must submit clearances.

Section 3

Guidelines Authority

The Board authorizes the selection and use of parents, community members and others as volunteers to assist and supplement regular District staff. At no time shall a volunteer be considered a replacement for a paid position, eliminate an existing paid position or replace the need for an additional paid position.

Supervision of parent volunteers/chaperones shall be the responsibility of the building principal, classroom teacher, coach, or activity sponsor. the affected classroom teacher following the volunteer's approval by the building level administrator and require no clearances.

All volunteers/chaperones shall follow the "visitors' procedures" as established for the specific building in which the volunteer/chaperone will serve.

1. Any person wishing to serve as a volunteer/chaperone within the School District must be registered by the appropriate Building Principal, the Athletic Director and/or the Activities Director, as applicable, Personnel Office prior to participating as a volunteer/chaperone.
2. Each year, the Building Principals, Athletic Director and/or Activities Director Personnel Office shall maintain, and share with the Building Principals and Athletic Director each other, a roster of such registered volunteers/chaperones. Said roster shall be revised as needed, to add or delete names of registered volunteers/chaperones.
3. Any person, other than current employees or currently enrolled students wishing to serve as a

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~~volunteer/chaperone in any Keystone Oaks School District program which would, or could be reasonably expected to involve direct contact with School District students, who does not have children currently enrolled in the District, shall provide to the appropriate Building Principal, and the Athletic Director and/or the Activities Director, as applicable, a valid PA Criminal Record Clearance (Act 34), valid PA Child Abuse Clearance (Act 151) and a valid Federal Criminal History Clearance (Act 114) prior to the commencement of volunteer/chaperone services. Copies of each volunteer's clearances shall be maintained on file within the School District.~~

3. All volunteers and chaperones must submit clearances as of July 1, 2015. This is in compliance with Act 158 signed into law on October 22, 2015. The clearances will remain on file in the Personnel Office and will be good for the number of years as identified by the law.

4. All required ~~criminal history reports and child abuse~~ clearances shall be provided in the form and manner proscribed by Act 34, Act 114 and Act 151 ~~the law~~ and must not be dated more than one (1) year prior to the date of the school's approval of the volunteer/~~chaperone~~. The cost to procure the ~~criminal history and child abuse reports/clearances~~ shall be the responsibility of the volunteer ~~and chaperone~~ candidate.

~~Copies of each volunteer's updated clearances shall be maintained on file within the School District.~~

5. The responsibility to keep clearances updated rests upon the volunteer or chaperone.

~~All other volunteers who do not have a child/children currently enrolled in the Keystone Oaks School District shall be under the supervision of the building level administrator and are required to have clearances.~~

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Certifications

The following certifications are to be submitted to the Personnel Office by the individual being permitted to volunteer:

- | | |
|---|---|
| 1. PA State Police Criminal History Certification | 23 Pa. C.S.A.
Sec. 6344.2 |
| 2. PA Child Abuse History Certification | 23 Pa. C.S.A.
Sec. 6344.4 |
| 3. Federal Criminal History Report or Affidavit if volunteer has lived in the Commonwealth of PA for at least the last 10 years. | 23 Pa. C.S.A.
Sec. 6344.2 |
| 4. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse. | 23 Pa. C.S.A.
Sec. 6344, 6344.2,
6344.3 |

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.	23 Pa. C.S.A. Sec. 6344.2
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Confidentiality

Volunteers will be expected to adhere to all rules, regulations and policies of the District, including those concerning confidentiality of student information. No volunteer/chaperone shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer/chaperone to fulfill his/her responsibilities. Volunteers/chaperones with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer/chaperone has questions about the confidentiality of student information, the volunteer should consult with the	Pol. 216
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building principal.

Tuberculosis Test

Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.

SC 1418
Title 28 Sec. 23.44

Arrest Or Conviction Reporting Requirements

Volunteers/chaperones shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer/chaperone has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.

23 Pa. C.S.A.
Sec. 6344.3

The Superintendent or designee shall immediately require a volunteer/chaperone to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.

23 Pa. C.S.A.
Sec. 6344.3

Failure to accurately report such occurrences may subject the volunteer/chaperone to disciplinary action up to and including denial of volunteer service and criminal prosecution.

23 Pa. C.S.A.
Sec. 6344.3

Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse, verbally or in writing, to the building principal or the Supervisor of Pupil Services who will guide the volunteer in the proper reporting procedures in accordance with applicable law, Board policy, and administrative regulations.

23 Pa. C.S.A.
Sec. 6311
Pol. 806

~~SC 111~~
~~23 Pa. CSA 6301 et~~
~~seq.~~

~~5. 6. No person who has been convicted of any of the~~

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~~following offenses shall be permitted to provide volunteer service to the Keystone Oaks School District in any capacity which involves, or may reasonably be expected to involve, direct contact with children, regardless of the date of said conviction.~~

Title 22 Sec. 8.1 et seq.

~~a. An offense under one or more of the following provisions of the Pennsylvania Crimes Code:~~

- ~~(1) Chapter 25 (criminal homicide)~~
- ~~(2) Section 2701 (aggravated assault)~~
- ~~(3) Section 2709.1 (stalking)~~
- ~~(4) Section 2901 (kidnapping)~~
- ~~(5) Section 2902 (unlawful restraint)~~
- ~~(6) Section 2901 (child luring)~~
- ~~(7) Section 3121 (rape)~~
- ~~(8) Section 3122.1 (statutory sexual assault)~~
- ~~(9) Section 3123 (involuntary deviate sexual intercourse)~~
- ~~(10) Section 3124.1 (sexual assault)~~
- ~~(11) Section 3124.1 (institutional sexual assault)~~
- ~~(12) Section 3125 (aggravated indecent assault)~~
- ~~(13) Section 3126 (indecent assault)~~
- ~~(14) Section 3127 (indecent exposure)~~
- ~~(15) Section 3129 (sexual intercourse with animal)~~
- ~~(16) Section 4302 (incest)~~
- ~~(17) Section 4303 (concealing death of child)~~
- ~~(18) Section 4304 (endangering welfare of children)~~
- ~~(19) Section 4305 (dealing in infant children)~~
- ~~(20) A felony offense under section 5902(b) (prostitution and related offenses)~~
- ~~(21) Section 5903(c) or (d) (sexual materials and performances)~~
- ~~(22) Section 6301(a)(1) (corruption of minors)~~
- ~~(23) Section 6312 (sexual abuse of children)~~
- ~~(24) Section 6318 (unlawful contact with minor)~~
- ~~(25) Section 6319 (solicitation of minors to traffic drugs)~~
- ~~(26) Section 6320 (sexual exploitation of children)~~

~~b. Any felony under the Controlled Substance, Drug~~

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~~Device and Cosmetic Act.~~

- ~~c.—An out of state or federal offense similar in nature to those crimes set forth in paragraphs (A) or (B) above.~~
- ~~d.—An individual who has been convicted of a felony of the first, second or third degree, other than those enumerated in Section A, B or C above, may be approved as a volunteer/chaperone only when ten years have elapsed from the date of expiration of the sentence for the offense.~~
- ~~e.—An individual who has been convicted of a misdemeanor of the first degree may be approved as a volunteer/chaperone only when three years have elapsed from the date of expiration of the sentence for the offense.~~
- ~~f.—An individual who has been convicted more than once for an offense relating to driving under the influence of alcohol or controlled substance, and the offense is graded as a misdemeanor of the first degree, may be approved as a volunteer/chaperone only when three years have elapsed from the date of expiration of the sentence for the most recent offense.~~

~~7. No person who has been named as a perpetrator of a founded report of child abuse, as these terms are defined in applicable law and regulations, shall be permitted to provide volunteer service within the Keystone Oaks School District, regardless of the date of the determination.~~

Acknowledgement

Each volunteer/chaperone shall affirm in writing that s/he has been provided with a copy of, has read, understands and agrees to comply with this policy.

Section 4

Delegation of Responsibility

The Board delegates to the Superintendent authority to implement the following regulations concerning the use and

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~~participation of volunteers/chaperones within the School District.~~

The Personnel Office, under the supervision of the Superintendent, will keep an updated log of volunteers/chaperones.

The Building Principals and Athletic Director are responsible for monitoring volunteer logs. -One member from each volunteer organization will also be responsible to monitor the volunteer log and report any issues to the Building Principals and/or Athletic Director.

At the discretion of the Superintendent or designee, a volunteer's/chaperone's service may be discontinued at any time.

References:

School Code – 24 P.S. Sec. 510, 1418

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

State Department of Health Regulations – 28 PA Code Sec. 23.44

Board Policy – 216, 806, 907