

KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE MEETING

TUESDAY, AUGUST 21, 2018
7:00 PM

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

August 21, 2018 – Business/Legislative

7:00 PM Meeting

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

September 11, 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

August 21, 2018

Mr. Matthew Cesario

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of June 12, 2018 and the Business/Legislative Minutes of June 19, 2018.

FOR INFORMATION ONLY

I. Parkway West Career and Technology Center Report

Ms. Annie Shaw

II. SHASDA Report

Mr. Santo Raso

III. PSBA/Legislative Report

Mrs. Theresa Lydon

IV. News from the Boroughs

V. EXECUTIVE SESSION

SUPERINTENDENT'S REPORT

August 21, 2018

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. SCHOOL SAFETY AND SECURITY COORDINATOR

In compliance with Act 44 of 2018 signed by Governor Wolf in June 2018, and at the recommendation of Dr. Stropkaj, it is recommended that the Board appoint Officer John Bruner as the Keystone Oaks School District School Safety & Security Coordinator effective immediately.

For Information Only

Act 44 of 2018 created a Safe Schools and Security Committee within Pennsylvania. The committee will administer the new \$60 million School Safety Fund, created in the 2018/2019 state budget. Funding will be awarded to school districts and other school entities in the form of grants to cover numerous expenses and programs to keep students and teachers safe.

II. FIRST READING POLICY 302: EMPLOYMENT OF THE SUPERINTENDENT

It is recommended that that the Board approve the FIRST READING of Policy No. 302: *Employment of the Superintendent.*

III. FIRST READING POLICY 312: ASSESSMENT OF THE SUPERINTENDENT

It is recommended that that the Board approve the FIRST READING of Policy No. 312: *Assessment of the Superintendent.*

IV. FIRST READING ATTACHMENT 312-AR-1: PERFORMANCE ASSESSMENT OF SUPERINTENDENT/ASSISTANT SUPERINTENDENT

It is recommended that the Board approve the FIRST READING of Attachment 312-AR-1: *Performance Assessment of Superintendent/Assistant Superintendent.*

V. FIRST READING POLICY 854: ASSIGNMENT AND TRANSFER

It is recommended that the Board approve the FIRST READING of Policy 854: *Assignment and Transfer.*

VI. FIRST READING POLICY 855: REDUCTION IN STAFF

It is recommended that the Board approve the FIRST READING of Policy 855: *Reduction in Staff.*

VII. REMOVAL OF POLICIES

It is recommended that the Board abolish Policy 808.1: *Food Service Student Account Charges*.

VIII. 2019 KENNYWOOD PICNIC

It is recommended that the Board approve the contract between the Keystone Oaks School District and Kennywood establishing **Wednesday, June 19, 2019** as the Kennywood Picnic Day for the 2018/2019 school year.

IX. PROFESSIONAL DEVELOPMENT

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

Rob Naser	Presentation at PSBA Conference	\$1,400.00
Lisa Thoft	“Studio & Stage – An Elementary Fine Arts Celebration”	(total for both)
	Hershey, PA	
	October 17-18, 2018	

EDUCATION REPORT

August 21, 2018

Ms. Raeann Lindsey, Chairperson

I. AGREEMENT WITH ATTACK THEATER

It is recommended that the Board agree to enter into an agreement with Attack Theater to present a performance on September 29, 2018 at Studio and Stage and lead workshops and at the November 14, 2018 Studio and Stage event at a cost of \$2,600.00 to be paid from the Title IV grant

PUPIL PERSONNEL REPORT

August 21, 2018

Dr. William Stropkaj

I. PEER JURY SCHOOL-BASED DIVERSION PROGRAM

The Administration recommends that the Board approve the Peer Jury School-Based Diversion Program to continue at the Keystone Oaks Middle School and the Keystone Oaks High School (under the direction of Officer John Bruner) for the 2018/2019 school year.

II. SCHOOL DENTAL SERVICES – DR. GEORGE ROYER

The Administration recommends that the Board approve the Agreement for School Dentist Services with **George Royer, D.M.D.**, for the 2018/2019 school year at a cost of \$15.00 per dental exam.

III. SCHOOL PHYSICIAN – DR. MARC YESTER

The Administration recommends that the Board authorize **Dr. Marc Yester** as the school physician for the 2018/2019 school year at a cost of \$20 per physical examination.

IV. PRESSLEY RIDGE DAY SCHOOL AUTISM ADDENDUM #1

The Administration recommends that the Board approve the contract between Pressley Ridge Day School Autism Addendum #1 and the Keystone Oaks School District.

For Information Only

Pressley Ridge Day School Autism has a continual contract with the Keystone Oaks School District until either part deems it necessary to terminate the agreement. Addendum #1 is in regard to the Extended School Year tuition which will be \$2,268.00. For students who require one-on-one aid, there will be an additional annual charge of \$3,500.00

V. SERVICE AGREEMENT WITH THE WATSON INSTITUTE

The Administration recommends that the Board approve the *Service Agreement with The Watson Institute* (TWI) for consultation for autistic support at the elementary and the secondary levels and for community based instruction on an as needed basis for the 2018/2019 school year.

For Information Only:

The fee for consultation services will be:

\$850.00 for full day (between 4 and 8 consecutive hours)

\$525.00 per half day (up to 4 consecutive hours)

The fee for community based instruction will be:

\$600.00 per full day

\$320.00 per half day

Mileage will be reimbursed at the rate dictated by IRS regulations

VI. SERVICE AGREEMENT BETWEEN THE WATSTON INSTITUTE SOCIAL CENTER FOR ACADEMIC ACHIEVEMENT (WISCA) AND THE KEYSTONE OAKS SCHOOL DISTRICT

The Administration recommends that the Board approve the Agreement between Watson Institute Social Center for Academic Achievement (WISCA) and the Keystone Oaks School District for the 2018/2019 school year.

For Information Only:

Tuition for the 2018/2019 school year is billed quarterly. Annual tuition cost is not to exceed \$45,136.00 per student.

VII. AGREEMENT BETWEEN EI UA, LLC dba LEARN WELL SERVICES AND THE KEYSTONE OAKS SCHOOL DISTRICT

The Administration recommends that the Board approve the Agreement between EI UA, LLC dba Learn Well Services and the Keystone Oaks School District for the 2018/2019 school year.

For Information Only

Services are for as needed educational tutoring services in a hospital or behavioral health center setting at a rate of \$37.00 per hour for up to five (5) hours per week for general education students and for up to 10 hours per week for special education students for the 2018/2019 school year.

VIII. SERVICE AGREEMENT BETWEEN THE WATSTON INSTITUTE EDUCATION CENTER – SOUTH AND THE KEYSTONE OAKS SCHOOL DISTRICT

The Administration recommends that the Board approve the Agreement between The Watson Institute Education Center – South and the Keystone Oaks School District for the 2018/2019 school year.

For Information Only:

Tuition for the 2018/2019 school year is billed quarterly. Annual tuition cost is not to exceed \$47,146 per student.

PERSONNEL REPORT

August 21, 2018

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

BOARD ACTION REQUESTED

I. RESIGNATION

The Administration recommends that the Board accept the following resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Tina Blodgett-Darr	Food Service Worker	August 3, 2018
Colton Flowers	Custodian	August 13, 2018
Kathy Hrivnak	Food Service Worker	August 8, 2018
Kristine Malia	Food Service Worker	August 13, 2018
Clare Moore	Paraprofessional	August 20, 2018
Robin Phillips	Food Service Worker	July 3, 2018
Maddison Wycoff	Paraprofessional – Personal Care Aid	July 31, 2018

II. APPOINTMENTS

1. Professional Employee

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

Kaitlyn Caron

Music Teacher / Elementary Strings
Effective August 22, 2018
Salary - \$44,750 (B, Step 2)

Carrie Quinn

English – Keystone Oaks High School
Effective August 22, 2018
Salary - \$54,000 (M+24, Step 9)

Caitlin Unger

Kindergarten – Myrtle Avenue Elementary School
Effective August 22, 2018
Salary - \$46,500 (M, Step 3)

2. 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:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Baseball	Head Coach	Nick Kamberis	\$4,750.00
Support Positions	Equipment Manager	Mark Elphinstone	To be determined
	Equipment Manager	Greg Perry	To be determined
	Weight Room Coordinator	Nick Kamberis	To be determined
	Weight Room Coordinator	Greg Perry	To be determined
	Weight Room Coordinator	Jeff Sieg	To be determined

3. Curriculum Leaders 2018/2019

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the following teachers be approved as Curriculum Leaders for the 2018/2019 school year:

<u>Employee</u>	<u>Grade/Subject</u>	<u>Compensation</u>
Mary Poe	Kindergarten	\$3,000.00
Kellie Dawson	First Grade	\$3,000.00
Shannan Turner	Second Grade	\$3,000.00
Jamie Barbin	Third Grade	\$3,000.00
Kristie Rosgone	Fourth Grade	\$3,000.00
Jen Harke	Fifth Grade	\$3,000.00
Lisa McMahan	English Language Arts 6-8	\$3,000.00
Jennifer Bogdanski	English Language Arts 9-12	\$3,000.00
Pat Falsetti	Math 6-8	\$3,000.00
Kevin Gallagher	Math 9-12	\$3,000.00
Tricia Kreitzer	Science 6-12	\$3,000.00
Heather Hakos-Hruby	Visual Arts	\$3,000.00
William Eibeck	Music	\$3,000.00

4. Department Liaisons 2018/2019

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the following teachers be approved as Department Liaisons for the 2018/2019 school year:

<u>Employee</u>	<u>Grade/Subject</u>	<u>Compensation</u>
Jennifer Tom	Advanced Placement Coordinator	\$1,000.00
Lisa McMahan	Sixth Grade	\$1,000.00
Sarah Hardner	Seventh Grade	\$1,000.00

Mark Kopper	Eight Grade	\$1,000.00
Lisa Forlini	High School World Languages	\$1,000.00
Joan Young	High School Social Studies	\$1,000.00
Nicole Kochanski	Special Education – K-5	\$1,000.00
Melissa Palmieri	Special Education – 6-8	\$1,000.00
Michael Orsi	Special Education – 9-12	\$1,000.00

5. Food Service Personnel

It is recommended that the Board approve the following individuals as Food Service employees for the 2018/2019 school year:

<u>Name</u>	<u>Hourly Wage</u>
Ann Amoroso	\$12.22
Christi Anderson	\$9.84
Trista Boyes	\$17.15
Ryan Briggs	\$19.92
Christina Conn	\$11.52
Frances Edwards	\$12.67
Lyssa Glaze	\$9.85
Patricia Joseph	\$9.55
Sandra Kaminski	\$14.20
Jennifer Lashley	\$17.94
Barbara Maide	\$9.55
Erica Massey	\$9.53
Lynn Mathews	\$11.36
Barbara Routh	\$9.85
Tracey Slagle	\$13.64
Kimberly Stubinger	\$11.08
Sally Tawfik	\$9.25
Patricia Walters	\$11.97

6. Project Succeed

It is recommended that the Board approve the following individuals as Project Succeed instructors for the 2018/2019 school year:

Linda Capozzoli	Career Awareness Assistant
Colleen Heaney Mertz	Science
Lynn Heasley	Career Awareness
Rick Heilmann	English
Danielle Kandrack	Mathematics
John Murphy	Social Studies
Mike Orsi	Special Education (Learning Support)
Beth Smith	Computer Education

III. TENURE

It is recommended that the Board recognize the following individuals as having completed the requirements according to the Commonwealth of Pennsylvania and achieving tenure on August 27, 2018 with a Professional Contract:

Edward Hanna	Dormont Elementary School
Cailin Irvine	Fred L. Aiken Elementary School
Abigail Rohe	Dormont Elementary School
Beth Shephard	Fred L. Aiken Elementary School
Ellie Tecza	Myrtle Avenue Elementary School

IV. LEAVE OF ABSENCE

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

M.F. – Effective September 12, 2018 through December 7, 2018

J.H. – Effective August 22, 2018 through November 14, 2018.

K.M. – Effective August 22, 2018 through November 14, 2018

C.P. – Effective August 2, 2018 through October 25, 2018.

V. PENNSYLVANIA EDUCATOR.NET

The Administration recommends the re-implementation of the PAEducator.net for the 2018/2019 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. The cost for the 2018/2019 school year reflects no cost increase from the 2017/2018 school year.

FINANCE REPORT

August 21, 2018

Mrs. Theresa Lydon, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH JUNE 30, 2018

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

A. General Fund as of June 30, 2018 (Check No. 56975-57214)	\$1,018,038.46
B. Risk Management as of June 30, 2018 (None)	\$0.00
C. Food Service Fund as of June 30, 2018 (Check No. 9138-9140)	\$40.14
D. Athletics as of June 30, 2018 (None)	\$0.00
E. Capital Reserve as of June 30, 2018 (Check No. 1595-1603)	\$415,123.50
TOTAL	\$1,433,202.10

II. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH JULY 31, 2018

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

A. General Fund as of July 31, 2018 (Check No. 57215-57434)	\$819,207.08
B. Risk Management as of July 31, 2018 (None)	\$0.00
C. Food Service Fund as of July 31, 2018 (Check No. 9141)	\$6.45
D. Athletics as of July 31, 2018 (None)	\$0.00
E. Capital Reserve as of July 31, 2018 (Check No. 1604-1606)	\$317,174.00
TOTAL	\$1,136,387.53

FOR INFORMATION ONLY

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

ACCT	DESCRIPTION	2017-2018 BUDGET TOTAL	2017-2018 12 MONTH JUNE/ACTUAL	MONTH END + ESTIMATE PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources	\$ 29,205,575	\$ 29,726,451	\$ 30,194,532	\$ 988,957
7000	State Revenue Sources	\$ 11,884,614	\$ 10,671,134	\$ 11,903,844	\$ 19,230
8000	Federal Revenue Sources	\$ 847,073	\$ 533,373	\$ 680,871	\$ (166,202)
Total Revenue		\$ 41,937,262	\$ 40,930,958	\$ 42,779,247	\$ 841,985
					(OVER) UNDER BUDGET
Expenditures					
100	Salaries	\$ 16,193,174	\$ 14,261,016	\$ 16,026,200	\$ 166,974
200	Benefits	\$ 10,647,423	\$ 8,987,047	\$ 10,087,087	\$ 560,336
300	Professional/Technical Services	\$ 1,420,450	\$ 1,604,384	\$ 1,631,791	\$ (211,341)
400	Property Services	\$ 1,245,450	\$ 1,151,869	\$ 1,189,246	\$ 56,204
500	Other Services	\$ 5,051,476	\$ 5,544,820	\$ 5,635,420	\$ (583,944)
600	Supplies/Books	\$ 1,476,761	\$ 1,303,490	\$ 1,312,896	\$ 163,865
700	Equipment/Property	\$ 749,916	\$ 668,003	\$ 704,948	\$ 44,968
800	Other Objects	\$ 767,612	\$ 799,079	\$ 799,124	\$ (31,512)
900	Other Financial Uses	\$ 4,385,000	\$ 4,487,296	\$ 4,500,000	\$ (115,000)
Total Expenditures		\$ 41,937,262	\$ 38,807,004	\$ 41,886,712	\$ 50,550
Revenues exceeding Expenditures		\$ -	\$ 2,123,954	\$ 892,535	\$ 892,535
Other Financing Sources/(Uses)					
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 JUNE 30, 2018

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 6/1/2018	\$ 94,103.55	\$ 68,154.80
Deposits	\$ 3,552.25	\$ 1,029.90
Subtotal	\$ 97,655.80	\$ 69,184.70
Expenditures	\$ 15,192.11	\$ 3,536.91
Cash Balance - 6/30/2018	\$ 82,463.69	\$ 65,647.79

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF JUNE 30, 2018

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,595,900
PAYROLL (pass-thru account)	\$ 11,106
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 65,648
PLGIT	\$ 6,169,011
FNB Money Market	\$ 613,950
PSDLAF	\$ 157,168
INVEST PROGRAM	\$ 174,248
	<u>\$ 8,787,031</u>
CAFETERIA FUND	
FNB BANK	\$ 72,671
PLGIT	\$ 183
	<u>\$ 72,854</u>
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 1,559,050
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 772
	<u>\$ 1,559,822</u>
RISK MANAGEMENT / TAX REFUNDS	
FNB BANK	<u>\$ 495,169</u>
GRAND TOTAL	\$ 10,914,876

IV. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF JULY 31, 2018

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 7/1/2018	\$ 82,463.69	\$ 65,647.79
Deposits	\$ 39.46	\$ 31.65
Subtotal	\$ 82,503.15	\$ 65,679.44
Expenditures	\$ 875.00	\$ -
Cash Balance - 7/31/2018	\$ 81,628.15	\$ 65,679.44

V. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF JULY 31, 2018

	BALANCE
GENERAL FUND	
FNB BANK	\$ 2,112,148
PAYROLL (pass-thru account)	\$ 6,011
FNB SWEEP ACCOUNT	\$ 598,733
ATHLETIC ACCOUNT	\$ 65,679
PLGIT	\$ 5,709,028
FNB Money Market	\$ 164,371
PSDLAF	\$ 157,384
INVEST PROGRAM	\$ 174,526
	<u><u>\$ 8,987,880</u></u>
 CAFETERIA FUND	
FNB BANK	\$ 76,237
PLGIT	\$ 43,941
	<u><u>\$ 120,178</u></u>
 CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 1,239,988
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 773
	<u><u>\$ 1,240,761</u></u>
 RISK MANAGEMENT / TAX REFUNDS	
FNB BANK	<u><u>\$ 495,885</u></u>
 GRAND TOTAL	 \$ 10,844,704

FACILITIES REPORT

August 21, 2018

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. AWK CONSULTING ENGINEERS, INC.

It is recommended that the Board accept AWK Consulting Engineers, Inc. as the successful company for surveying and subdivision of the Aiken Property at a cost not to exceed \$7,500.00

II. DUMP TRUCK PURCHASE

It is recommended that the Board accept National Auto Fleet Group as the successful company for the purchase of a Dump Truck at a cost not to exceed \$60,892.00

For Information Only

National Auto Fleet Company is part of NJPA purchasing program.

III. MIDDLE SCHOOL CLOCK/PUBLIC ADDRESS SYSTEM & UPGRADE TO HIGH SCHOOL PUBLIC ADDRESS SYSTEM

It is recommended that the Board accept Intertech as the successful company for the replacement of the Middle School clock/public address system and the upgrade of the High School Public Address System at a cost not exceed \$63,524.00

For Information Only

Intertech is part of COSTAR purchasing program.

IV. DISCUSSION ON SCHOOL SAFETY – OFFICER BRUNER

TRANSPORTATION REPORT

August 21, 2018

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. TRANSPORTATION PROGRAM

It is recommended that the Board approve the Transportation Program for the 2018/2019 school year as presented in the Transportation Booklet.

Program

Company

Exceptional Children and Act 372

First Student Transit

Port Authority Transit

Regular District Transportation

Matthews Bus Company

Parent Contracts

For Information Only

Discussion regarding crossing guards on West Liberty Avenue.

ACTIVITIES & ATHLETICS REPORT

August 21, 2018

Mr. Robert Brownlee, Chairperson

BOARD ACTION REQUESTED

I. 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:

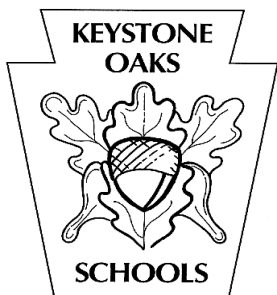
**Beth Padden
Dean Sandonis
CJ Thomas**

II. AGREEMENT BETWEEN CARLOW UNIVERSITY AND THE KEYSTONE OAKS SCHOOL DISTRICT

It is recommended that the Board approval the Agreement between Carlow University and the Keystone Oaks School District for the use of Dormont Stadium five (5) evenings during the period of September 5, 2018 and ending September 19, 2018.

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 302

Section ADMINISTRATIVE EMPLOYEES

Title EMPLOYMENT OF SUPERINTENDENT/ASSISTANT SUPERINTENDENT

Adopted AUGUST 21, 1989

Revised OCTOBER 18, 1999

POLICY NO. 302 EMPLOYMENT OF SUPERINTENDENT/ASSISTANT SUPERINTENDENT		
Section 1	<p><u>Purpose</u></p> <p>The Board places primary responsibility and authority for the administration of the District in the Superintendent and Assistant Superintendent. Therefore, selection of a Superintendent or Assistant Superintendent is therefore critical to the effective management of the District. However, it is at the Board's discretion to appoint an Assistant Superintendent.</p>	SC 1001
Section 2	<p><u>Authority</u></p> <p>During the last year of the Superintendent's term or any other time the position of Superintendent becomes vacant, the Board shall meet to appoint, by a majority vote of all members of the Board, a properly qualified district Superintendent. The appointed Superintendent shall enter into a written contract with the Board for a term of three (3) to five (5) years.</p> <p>An Assistant Superintendent may be appointed by a majority vote of all members of the Board upon nomination of the Superintendent. An Assistant Superintendent may serve through the term of the Superintendent or enter into a contract for a term of three (3) to five (5) years.</p> <p>When the position of Superintendent or Assistant Superintendent shall be vacant, the Board shall elect a District Superintendent or Assistant Superintendent by a majority vote of all members of the Board and shall fix the beginning salary and the term of</p>	SC 508, 1071, 1073 SC 508, 1071, 1076, 1077

**POLICY NO. 302
EMPLOYMENT OF SUPERINTENDENT/ASSISTANT
SUPERINTENDENT**

~~office. Such term may be three, four or five years beginning with the effective date of the appointment to office.~~

At a public Board meeting occurring at least ninety (90) days prior to the expiration date of the Superintendent's or an Assistant Superintendent's term of office, the Board meeting agenda shall include an item requiring affirmative action by five (5) or more Board members to notify the Superintendent or Assistant Superintendent that the Board intends to retain him/her or that other candidates will be considered for the office. If the Board fails to take such action, the term of office which the Superintendent or Assistant Superintendent is serving shall be extended one (1) time for a one-year period. Prior to the end of the one-year extension, the Board shall take action necessary to retain the Superintendent or Assistant Superintendent. If no action is taken prior to the conclusion of the one-year extension, the term of office for the current Superintendent or Assistant Superintendent shall terminate.

SC 1073, 1077

Anytime the Board votes to retain a Superintendent or Assistant Superintendent, the Superintendent may be retained for a term of three (3) to five (5) years, and the Assistant Superintendent may be retained for a term of three (3) to five (5) years or for a term extending through the term of the Superintendent.

SC 1073, 1077

~~During the final year of the term of office, the Board may notify the Superintendent or Assistant Superintendent that it plans to seek applications from other qualified candidates for the position. Such notification shall be given 150 days prior to the end of the term.~~

Whenever the Board finds it impossible or impractical to immediately fill a vacancy in the office of Superintendent or Assistant Superintendent, the Board may appoint an acting Superintendent or Assistant Superintendent to serve not longer than one (1) year from the time of appointment.

SC 1079

In the event the Board appoints an acting Superintendent or Assistant Superintendent, the Board shall approve and document the recruitment and assessment procedures to be used to permanently fill such vacancy in accordance with Board policy.

**POLICY NO. 302
EMPLOYMENT OF SUPERINTENDENT/ASSISTANT
SUPERINTENDENT**

Section 3

Guidelines

Recruitment and Assessment of Candidates

The Board shall will actively seek ~~the best qualified and most capable~~ candidates who meet the qualifications and requirements for the position of Superintendent. It may will be aided in this task by a committee of Board members and, if needed, the services of professional consultants, input of community members and/or staff, and/or the counsel of the retiring Superintendent.

The Superintendent shall lead the search for an Assistant Superintendent.

When undertaking a search to fill the position of Superintendent or Assistant Superintendent, Recruitment procedures shall be prepared in advance of the search and may shall include the following:

1. Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations.
2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants.
3. Preparation of informative materials describing the school district, the Superintendent/Assistant Superintendent position, and the district's educational goals.
4. Opportunity for selected applicants to visit the district schools, meet with internal staff and external stakeholders at the Board's invitation.

- ~~1. S/he shall recruit and recommend applicants in accordance with Board policy and state and federal law.~~
- ~~2. S/he shall seek candidates of good moral character for employment that possess the following attributes:~~

Pol. 104

SC 1002, 1003,
1078
22 PA Code Sec.
49.41, 49.42

**POLICY NO. 302
EMPLOYMENT OF SUPERINTENDENT/ASSISTANT
SUPERINTENDENT**

- a. ~~Successful educational training and experience;~~
- b. ~~Scholarship and intellectual vigor;~~
- c. ~~Appreciation of children;~~
- d. ~~Good physical health;~~
- e. ~~Emotional and mental maturity and stability.~~
- 3. ~~S/he may, in the conduct of recruiting activities:~~
 - a. ~~Seek candidates throughout the county;~~
 - b. ~~Seek candidates from this state and surrounding states;~~
 - c. ~~Limit the search to residents of this state.~~
- 4. ~~Staff vacancies which represent opportunities for professional advancement or diversification shall be made known to District personnel so that they may apply for such positions.~~
- 5. ~~S/he may apply such screening procedures as may be necessary to determine the candidate's ability to perform the tasks for which the candidate is being considered.~~
- 6. ~~S/he shall seek such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications.~~
- 7. ~~Such records shall be retained confidentially and for official use only.~~
- 8. ~~Preparation of a written job description for the position.~~
- 9. ~~Preparation of written specification of qualifications, in addition to proper State requirements for all applicants.~~
- 10. ~~Preparation of informative material describing the School District and its educational goals.~~
- ~~That a screening process be established that ensures that the Board has an opportunity to interview a sufficient number of finalist candidates so that an adequate range of choices is available for final selection.~~
- 12. ~~recruitment and consideration of candidates in accordance with Board policy, state and federal law.~~

Recruitment, screening and evaluation of candidates shall be conducted in accordance with Board policy, Board established leadership criteria and state and federal law.

The Board shall determine prior to interviewing finalists which expenses associated with such interviews will be reimbursed by

Pol. 104

**POLICY NO. 302
EMPLOYMENT OF SUPERINTENDENT/ASSISTANT
SUPERINTENDENT**

the school district.

Any applicant found to have intentionally misrepresented any facts pertinent to their qualifications for employment, physical condition, and drug testing at point of employment will be immediately recommended for dismissal. If any misrepresentation causes the District to incur costs, i.e., salary and/or benefits, those costs will be the responsibility of the employee.

Pre-Employment Requirements

The District shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. The District shall contact all listed references in the candidate’s application. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The District may use the information for the purpose of evaluating an applicant’s fitness to be hired or for continued employment and may report the information as permitted by law.

SC 111.1

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the District has evaluated the results of that screening process.

SC 111
23 Pa. C.S.A. Sec.
6344

Each candidate shall report, on the designated form, all arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.

SC 111

Before entering the duties of the office, the Superintendent or Assistant Superintendent shall take and subscribe to the oath of office prescribed by law.

SC 1004

After receiving a conditional offer of employment but prior to

Pol. 314

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beginning employment, the candidate shall undergo medical examinations, as required by law and as the Board may require at the District expense.

~~The Board will seek applicants for the position of Assistant Superintendent by nomination of the Superintendent, in conjunction with the process described above.~~

Employment Contracts

An individual shall not be employed as Superintendent or Assistant Superintendent unless s/he has signed an employment contract expressly stating the terms and conditions of employment. The written contract shall:

~~No person may be employed as Superintendent or Assistant Superintendent of this District unless s/he has signed an employment contract with the Board or has been employed by Board resolution, either of which shall include:~~

- ~~a. the term for which employment is contracted, including beginning and ending dates;~~
- ~~b. the salary which the Superintendent/Assistant Superintendent shall be paid and the intervals at which it shall be paid;~~
- ~~c. the benefits to which the Superintendent/Assistant Superintendent is entitled;~~
- ~~e. a statement of the procedure to be followed and the consequences of termination or modification;~~
- ~~d. provision for extending the term of the agreement; and~~
- ~~e. a statement of agreed upon evaluation procedures.~~

1. Contain the mutual and complete agreement between the Superintendent or Assistant Superintendent and the Board with respect to the terms and conditions of employment.
2. Be consistent with state certification requirements, specify the duties, responsibilities, job description and performance expectations, including performance standards and assessments as required by law.

SC 1073

SC 1073.1, 1081,
1082
Pol. 003, 312

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3. Incorporate all provisions relating to compensation and benefits to be paid to or on behalf of the Superintendent or Assistant Superintendent.

SC 1075, 1077

4. Specify the term of employment and state that the contract shall terminate immediately, except as otherwise provided by law, upon the expiration of the term unless the contract is allowed to renew automatically as required by law.

SC 1073

5. Specify the termination and severance provisions, including all postemployment compensation associated with such severance and the period of time in which the compensation shall be provided. Termination and severance provisions may not be modified during the course of the contract or in the event a contract is terminated prematurely. Buyout provisions shall not be included in any contract.

6. Contain provisions relating to outside work that may be performed, if any.

SC 1007, 1008

7. State that any modification to the contract must be in writing.

8. State that the contract shall be governed by the laws of the Commonwealth.

9. Limit compensation for unused sick leave in employment contracts for Superintendents and/or Assistant Superintendents ~~who have no prior experience as a district superintendent or assistant superintendent~~ to the maximum compensation for unused sick leave under the school district's administrative compensation plan in effect at the time of the contract.

10. Limit transferred sick leave from previous employment to not more than thirty (30) days for Superintendents and/or Assistant Superintendents ~~who have no prior experience as a district superintendent or assistant superintendent~~.

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11. Specify postretirement benefits and the period of time in which the benefits shall be provided.

Removal/Severance

A Superintendent or Assistant Superintendent may be removed from office and have their contracts terminated, after a hearing, by a majority vote of all members of the Board and in accordance with law. The Board shall publicly disclose at the next regularly scheduled meeting the removal from office of a Superintendent or Assistant Superintendent.

SC 1080
2 Pa. C.S.A. Sec.
551 et seq.

Any negotiated severance of employment prior to the end of the term of the Superintendent's or Assistant Superintendent's specified contract term shall be limited to either:

SC 1073

1. The equivalent of one (1) year's compensation and benefits due under the contract, if the severance agreement takes effect two (2) or more years prior to the end of the contract term; or
2. The equivalent of one-half (1/2) of the total compensation and benefits due under the contract for the remainder of the term, if the severance agreement takes effect less than two (2) years prior to the end of the contract term.

This does not obligate the Board to offer any kind of severance package.

References:

School Code – 24 P.S. Sec. 108, 111, 111.1, 508, 1001, 1002, 1003, 1004, 1007, 1008, 1071, 1073, 1073.1, 1075, 1076, 1077, 1078, 1079, 1080, 1081, 1082, 1418

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 49.41, 49.42, 49.171, 49.172

State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45

	<p style="text-align: center;">POLICY NO. 302 EMPLOYMENT OF SUPERINTENDENT/ASSISTANT SUPERINTENDENT</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.</p> <p>Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Board Policy – 003, 104, 312, 314</p>	
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Policy Guide



Policy No. 312

Section ADMINISTRATIVE EMPLOYEES

Title PERFORMANCE ASSESSMENT
OF SUPERINTENDENT/
ASSISTANT SUPERINTENDENT

Adopted _____

Revised _____

POLICY NO. 312 PERFORMANCE ASSESSMENT OF SUPERINTENDENT/ASSISTANT SUPERINTENDENT		
Section 1	<p><u>Authority</u></p> <p>The Board shall conduct a formal written performance assessment of the Superintendent annually as required by law. If there is an Assistant Superintendent, the Superintendent shall conduct the assessment of the Assistant Superintendent. A timeframe for the assessment shall be included in the employment contract.</p>	SC 1073.1
Section 3	<p><u>Guidelines</u></p> <p>The employment contract shall include objective performance standards mutually agreed to in writing by the Board and the Superintendent and by the Superintendent and the Assistant Superintendent. The objective performance standards may be based upon any or all the following:</p> <ol style="list-style-type: none"> 1. Achievement of annual measurable objectives established by the district. 2. Achievement on Pennsylvania System of School Assessment (PSSA) tests. 3. Achievement on Keystone Exams. 4. Student growth as measured by the Pennsylvania Value-Added Assessment System. 	SC 1073.1

**POLICY NO. 312
PERFORMANCE ASSESSMENT OF
SUPERINTENDENT/ASSISTANT SUPERINTENDENT**

5. Attrition rates or graduation rates.
6. Financial management standards.
7. Standards of operational excellence.
8. Any additional criteria deemed relevant and mutually agreed to by the Board and Superintendent or Assistant Superintendent.

The mutually agreed upon performance standards shall be posted on the district website.

SC 1073.1

Upon completion of the annual performance assessment, the date of the assessment and whether or not the Superintendent and Assistant Superintendent have met the agreed upon objective performance standards shall be posted on the district website (312-AR-1).

SC 1073.1

References:

School Code – 24 P.S. Sec. 1073.1

Superintendent Certification of Evaluation

The Pennsylvania School Code provides as follows: The Superintendent shall be the chief administrative officer and chief instructional officer of the Board of Education and the School District, and shall be responsible for the execution of all actions of the Board, the administration and operation of the public school system subject to the policies of the Board, and the supervision of all matters pertaining to instruction in all the schools under the direction of the Board.

The Keystone Oaks Superintendent will be evaluated on the following seven categories as set forth in the District’s Superintendent Evaluation Tool.

- Data-Driven Focus on Student Achievement
- Continuous Support for Improvement of Instruction
- Continuous Support of a Guaranteed and Viable Curriculum
- Cooperation and Collaboration
- District Climate
- Resource Allocation
- Annual Objectives mutually agreed upon by the Board and the Superintendent

For the _____ school year, the Superintendent, Dr.

William P. Stropkaj, has received a rating of _____ based

upon the District’s Superintendent Evaluation Tool.

Board President’s Signature

Date

Superintendent’s Signature

Date

Policy Guide



Policy No. 854

Section OPERATIONS

Title ASSIGNMENT AND TRANSFER

Adopted _____

Revised _____

	<p>POLICY NO. 854 ASSIGNMENT AND TRANSFER</p> <p>THIS POLICY SHALL SUPERSEDE POLICY 309, 409, AND 509.</p>		
<p>Section 1</p>	<p><u>Authority</u></p> <p>The assignment and transfer of administrative, professional and support employees within the District shall be determined by the management, supervisory, instructional and operational needs of the schools and the school district.</p> <p>The Board shall approve the initial assignment of all employees at the time of employment.</p>		<p>SC 508, 510</p>
<p>Section 2</p>	<p><u>Guidelines</u></p> <p>Each applicant for transfer or reassignment shall be required to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee and the applicant’s official child abuse clearance statement is current.</p> <p>Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit criminal background checks as required by law. Such applicants shall report, on the designated form, arrests and convictions as specified on the form. Failure to accurately report such arrests and convictions may subject the individual to disciplinary action up to and including termination and criminal prosecution.</p>		<p>23 Pa. C.S.A. Sec. 6344.3, 6344.4</p> <p>SC 111 Pol. 817</p>

**POLICY NO. 854
ASSIGNMENT AND TRANSFER**

Vacancies shall be publicized to all appropriate employees and in accordance with any current collective bargaining agreements.

Employees will be informed of their transfers as early as possible to the effective date of the transfers and in accordance with any current collective bargaining agreements.

This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Superintendent.

Section 3

Delegation of Responsibility

The Superintendent or designee shall provide a system of assignment or reassignment for district employees that includes consideration of requests for voluntary transfers.

The Superintendent, in considering any assignment or transfer, shall assure that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field or inexperienced teachers, as per the District's equity plan.

ESEA Sec. 1118

References:

School Code – 24 P.S. Sec. 111, 508, 510

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

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

Elementary and Secondary Education Act – ESEA Sec. 1118

Board Policy – 817

<p>Section 3</p>	<p style="text-align: center;">POLICY NO. 856 REDUCTION OF STAFF</p> <p>deemed to be in the best interests of the District.</p> <p>The Superintendent shall consult with the District solicitor as necessary to ensure that reduction of staff is implemented in accordance with applicable laws.</p> <p><u>Guidelines</u></p> <p><u>Employees Other Than Professional Employees and Temporary Professional Employees</u></p> <p>The employment status of employees other than professional employees and temporary professional employees may be terminated or temporarily suspended whenever deemed necessary in the best interests of the District, subject to limitations and procedures provided for in collective bargaining agreements, if any.</p> <p><u>Temporary Professional Employees</u></p> <p>The employment status of a temporary professional employee may be nonrenewed when the employee’s position has been eliminated or when the conditions for which professional employees may be suspended otherwise exist, subject to limitations and procedures provided for in collective bargaining agreements, if any.</p> <p><u>Professional Employees</u></p>	<p>SC 1124, 1125.1</p>
	<p>The necessary number of professional employees may be suspended for the following reasons:</p> <ol style="list-style-type: none"> 1. Substantial decrease in student enrollment in the District. 2. Curtailment or alteration of the educational program as a result of substantial decline in class or course enrollments or to conform with standards of organization or educational activities required by law or recommended by the Pennsylvania Department of Education. Such curtailment or alteration must be recommended by the Superintendent, agreed to by the Board, and approved by the Pennsylvania Department of Education. If not prevented by an existing or future 	<p>SC 1124</p>

**POLICY NO. 856
REDUCTION OF STAFF**

provision of a collective bargaining agreement or employment contract, such a suspension may be effectuated without approval of the Pennsylvania Department of Education provided that, where an educational program is altered or curtailed, the District shall notify the Pennsylvania Department of Education of such action.

3. Consolidation of schools, whether within the District, through a merger of districts, or as a result of Joint Board agreements, when such consolidation makes it unnecessary to retain the full staff of professional employees.
4. When new school districts are established as the result of reorganization of school districts and such reorganization makes it unnecessary to retain the full staff of professional employees.
5. Economic reasons that require a reduction in professional employees; however, the District is prohibited from using an employee's compensation in the suspension determination. A Superintendent knowingly in violation of this prohibition shall have a letter from the Secretary of Education placed in his/her permanent employee record.

Economic Suspension Requirements -

The Board may suspend professional employees for economic reasons if all of the following apply:

1. The Board approves the proposed suspensions by a majority vote of all school directors at a public meeting.
2. No later than sixty (60) days prior to the adoption of the final budget, the Board adopts a resolution of intent to suspend professional employees in the following fiscal year, setting forth:
 - a. The economic conditions necessitating the proposed suspensions and how the economic conditions will be alleviated by the proposed

SC 1124

**POLICY NO. 856
REDUCTION OF STAFF**

suspensions, including:

- i. The total cost savings expected from the proposed suspensions.
 - ii. A description of other cost-saving actions taken by the Board, if any.
 - iii. The projected district expenditures for the following fiscal year with and without the proposed suspensions.
 - iv. The projected total district revenues for the following fiscal year.
- b. The number and percentage of employees to be suspended who are:
- i. Professional employees assigned to provide instruction directly to students.
 - ii. Administrative staff.
 - iii. Professional employees who are not assigned to provide instruction directly to students and who are not administrative staff.
- c. The impact of the proposed suspensions on academic programs to be offered to students following the proposed suspensions, as well as the impact on academic programs to be offered to students if the proposed suspensions are not undertaken, compared to the current school year, and the actions if any, that will be taken to minimize the impact on student achievement.

**POLICY NO. 856
REDUCTION OF STAFF**

*Professional Employees Assigned to Provide Instruction
Directly to Students –*

Suspensions, due to economic reasons, of professional employees assigned to provide instruction directly to students may be approved by the Board only if the Board also suspends at least an equal percentage proportion of administrative staff, except when all of the following apply:

SC 1124

1. The Secretary of Education determines that the district's operations are already sufficiently streamlined or that the suspension of administrative staff would cause harm to the school stability and student programs.
2. The Secretary of Education submits the determination to the State Board of Education.
3. The State Board of Education approves the determination by a majority of its members.

The Board may choose to exempt from this requirement any five (5) administrative positions, one of which shall be the Business Manager or another staff member with the primary responsibility of managing the district's business operation.

SC 1124

Order of Suspensions

Data necessary for computation of each professional employee's performance rating and seniority status shall be recorded and maintained to ensure compliance with the required order for suspensions.

SC 1123
Pol. 313, 412

Performance Evaluation Rating –

Professional employees shall be suspended, within the area of certification required by law for the professional employee's current position, in the following order based on the two (2) most recent annual performance evaluations:

SC 1123, 1125.1
Pol. 313, 412

1. Consecutive unsatisfactory ratings.
2. One (1) unsatisfactory rating and one (1) satisfactory rating.

**POLICY NO. 856
REDUCTION OF STAFF**

3. Consecutive satisfactory ratings which are either consecutive ratings of proficient, or a combination of one (1) proficient or distinguished rating and one (1) needs improvement rating.
4. Consecutive satisfactory ratings which are consecutive distinguished, or a combination of one (1) rating of proficient and one (1) rating of distinguished.

Seniority –

When the number of professional employees within each certification area receiving the same performance ratings is greater than the number of suspensions, professional employees with the least seniority within each certification area shall be suspended before employees with greater seniority having the same performance rating.

SC 1125.1

In addition, professional employees shall be realigned to ensure that employees with more seniority have the opportunity to fill other positions within the District for which they are certificated and which are currently filled by less senior employees with the same or lower overall performance rating.

Seniority shall continue to accrue during a suspension and all approved leaves of absence.

SC 1125.1

When there is or has been a consolidation of schools, departments or programs, all professional employees shall retain the seniority rights they had prior to the reorganization or consolidation.

SC 1125.1

Reinstatement

Suspended professional employees, or professional employees demoted for reasons of this policy, shall be reinstated within the area of certification required by law for the vacancy being filled in the District, in the inverse order by which they were suspended and on the basis of their seniority within the District.

SC 1125.1

No new appointment shall be made while there is a suspended or demoted professional employee available who is properly certificated to fill such vacancy.

SC 1125.1

**POLICY NO. 856
REDUCTION OF STAFF**

Positions from which professional employees are on approved leaves of absence shall be considered temporary vacancies.

SC 1125.1

To be considered available, suspended professional employees shall annually report in writing to the Board their current address and intent to accept the same or similar position when offered.

SC 1125.1

A suspended professional employee enrolled in a college program during a period of suspension and who is recalled shall be given the option of delaying a return to service until the end of the current semester.

SC 1125.1

Local Agency Law Hearings

The decision to suspend a professional employee shall be considered an adjudication for the purposes of the Local Agency Law, and a professional employee subject to such a decision shall have the right to a Local Agency Law hearing before the Board, if a hearing is requested within ten (10) days after being notified of suspension.

SC 1125.1
2 Pa. C.S.A. Sec.
551 et seq.

A decision to nonrenew the employment of a temporary professional employee whose position has been eliminated or who is being nonrenewed for reasons for which professional employees may be suspended, shall be considered an adjudication for purposes of the Local Agency Law, and the employee shall be entitled to a Local Agency Law hearing, if a hearing is requested within ten (10) days after being notified of the decision to nonrenew.

2 Pa. C.S.A. Sec.
551 et seq.

References:

School Code – 24 P.S. Sec. 406, 524, 1106, 1123, 1124, 1125.1

State Board of Education Regulations – 22 PA Code Sec. 4.4

Title 2 Administrative Law and Procedure – 2 Pa. C.S.A. Sec. 551 et seq.

Board Policy – 313, 412