

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

**BOARD OF SCHOOL DIRECTORS**

**BUSINESS/LEGISLATIVE MEETING**

**TUESDAY, JANUARY 17, 2017**  
**7:00 PM**

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

**January 17, 2017 –Business/Legislative Meeting**

**7:00 PM Meeting**

- Call to Order – President
- Pledge of Allegiance
- **Megan Mooney – Aiken 5<sup>th</sup> Grade Class President**  
**RE: Food Allergy Management Policy**
- **Pennsylvania School Boards Association (PSBA)**  
**RE: January – School Board Recognition Month**
- **Highlighting Excellence Presentation – Mrs. Welch**
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

**February 14, 2017 – 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

January 17, 2017

Mr. Matthew Cesario

## BOARD ACTION REQUESTED

### I. BOARD MINUTES

It is recommended that the Board approve the Reorganization Minutes and the Work Session Minutes of December 6, 2016, and the Business/Legislative Minutes of December 13, 2016.

### II. OFFICIAL NEWSPAPER – PITTSBURGH POST-GAZETTE

The Administration recommends that the Board adopt the *Pittsburgh Post-Gazette* as the District's official newspaper.

### III. FORMATION OF DIVERSITY COMMITTEE

It is recommended that the Board establish a Diversity Committee in the Keystone Oaks School District.

### IV. AMENDMENT TO SHANNON TRANSIT VILLAGE TAX INCREMENT FINANCING PLAN

It is recommended that the Board approve the amendment to the Shannon Transit Village Tax Increment Financing Plan as listed below:

#### A RESOLUTION

A Resolution of the Board of Directors of the Keystone Oaks School District to amend the Shannon Transit Village Tax Increment Financing Plan.

**Whereas**, Pennsylvania's Tax Increment Financing Act, 53 P.S. §§ 6930 *et seq.* (the "**Act**"), provides local taxing bodies the legal authority to cooperate in providing financing for development of blighted areas within their respective jurisdictions in order to increase the tax base and improve the general economy; and

**Whereas**, under the Act, the Redevelopment Authority of Allegheny County (the "**Authority**") is legally empowered to prepare a Tax Increment Financing proposal to provide financing for the elimination and prevention of the development or spread of blight within specified tax increment districts located in the County of Allegheny (the "**County**"); and

**Whereas**, the County, the Borough of Castle Shannon (the "**Borough**") and the Keystone Oaks School District (the "**School District**" and, together with the County and the Borough, the "**Taxing Bodies**") previously adopted the Shannon Transit Village Tax Increment Financing District Tax Increment Financing Plan (the "**Shannon Transit Village TIF Plan**"), and the County created the Shannon Transit Village Tax Increment Financing District (the "**Shannon Transit Village TIF District**") to help fund the development of the Shannon Transit Village site (the "**Project**"); and

**Whereas**, in order to maximize the financing generated by the Shannon Transit Village TIF District in support of the Project, and because no financing has yet occurred, the Taxing Bodies have agreed to amend the Shannon Transit Village TIF Plan to reset the start date for the Shannon Transit Village TIF District; and

**Whereas**, the Authority, working with the designated representatives of the Taxing Bodies, has recommended the adoption of the First Amendment to the Shannon Transit Village TIF Plan attached hereto as Exhibit "A", in accordance with the requirements of the Act; and

**Now Therefore**, in consideration of the foregoing, the Board of Directors of the Keystone Oaks School District, in public meeting duly convened, hereby resolves as follows:

**SECTION 1. Incorporation of the Preamble**

The provisions set forth in the preamble to this Resolution are incorporated by reference in their entirety herein.

**SECTION 2. Resetting the TIF District Start Date**

Upon the recommendation of the Authority, and subject to the approval of the Borough and the County, the amendment of the TIF Plan to reset the start date of the Shannon Transit Village TIF District to May 1, 2017 is hereby approved.

**SECTION 3. Cooperative Actions**

The appropriate public officials of the School District are hereby directed to take such actions in cooperation with the Authority, the Borough, and the County as are necessary or appropriate to accomplish the foregoing and to reset the Shannon Transit Village TIF District start date, and any other appropriate documents to reflect such amendments; provided, however, that in the absence of such action, any reference in such documents to the TIF Plan and/or TIF District shall be deemed to refer to such TIF Plan and/or TIF District as amended hereby.

**SECTION 4. Severability**

If any provision of this Resolution shall be determined to be unlawful, invalid, void or unenforceable, then that provision shall be considered severable from the remaining provisions of this Resolution which shall be in full force and effect.

**SECTION 5. Repealer**

Any Resolution or part thereof conflicting with the provisions of this Resolution is hereby repealed so far as the same affects this Resolution.

Enacted this day \_\_\_\_\_ of \_\_\_\_\_, 2017

**FOR INFORMATION ONLY**

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

**VIII. EXECUTIVE SESSION**

**IX. BOARD COMMITTEES 2017**

- |                                        |                                                       |
|----------------------------------------|-------------------------------------------------------|
| • Activities/Athletics                 | *Mr. Brownlee, Ms. Lindsey, Mrs. Lydon                |
| • Buildings, Grounds, & Transportation | *Mr. Cesario, Mr. Brownlee, Ms. Shaw                  |
| • Cafeteria                            | *Ms. Pauchnik, Mr. Howard, Ms. Lindsey                |
| • Communications                       | *Ms. Crowell, Ms. Pauchnik, Ms. Shaw                  |
| • Education                            | *Ms. Lindsey, Ms. Crowell, Ms. Pauchnik               |
| • Finance                              | *Ms. Lydon, Mr. Howard, Ms. Lindsey                   |
| • Insurance & Safety                   | *Mr. Brownlee, Mr. Hommrich, Ms. Pauchnik             |
| • Personnel                            | *Mr. Hommrich, *Ms. Shaw, Mr. Cesario,<br>Ms. Crowell |
| • Policy                               | *Ms. Shaw, Mr. Cesario, Mr. Hommrich                  |
| • Technology                           | *Mr. Howard, Mr. Cesario, Ms. Lydon                   |
- \* **Denotes Chairperson(s)**

# SUPERINTENDENT'S REPORT

January 17, 2017

Dr. William P. Stropkaj

## BOARD ACTION REQUESTED

### I. INTERIM PRINCIPAL – MYRTLE ELEMENTARY

The Administration recommends that the Board appoint **Karen Brown** as the Interim Principal for the remainder of the 2016/2017 school year.

### II. FIRST READING OF POLICY NO. 216: STUDENT RECORDS

It is recommended that the Board approve the FIRST READING of Policy No. 216: *Student Records*.

### III. ATTACHMENT NO. 216-AR-1: *RELEASE OF DIRECTORY INFORMATION "OPT OUT"*

It is recommended that the Board approve the FIRST READING of Attachment No. 216-AR-1: *Release of Directory Information "Opt Out."*

### IV. PROFESSIONAL DEVELOPMENT

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

<b>Dr. William Stropkaj</b>	PASA 2017 Education Conference Delving Deeper into the Every Student Succeeds Act Camp Hill, PA March 28-30, 2017	\$770.00
<b>Dr. William Stropkaj</b>	The Forum for Western PA School Superintendents Spring Retreat – University of Pittsburgh Bedford, PA April 26-28, 2017	\$790.00
<b>Carol Persin Anna Benvenuti</b>	PA Educational Technology Expo & Conference Hershey, PA February 12-15, 2017	\$965.00 Total
<b>Beth Smith</b>	Future Business Leaders of America: 2017 State Leadership Conference Hershey, PA April 2-5, 2017	\$1,939.00
<b>Abigail Ubinger (Presenter)</b>	Advanced Autism Intervention Training Harrisburg, PA March 28-29, 2017	\$615.00

# EDUCATION REPORT

January 17, 2017

Ms. Raeann Lindsey, Chairperson

## BOARD ACTION REQUESTED

### **I. KEYSTONE OAKS MIDDLE SCHOOL: PROGRAM OF STUDIES**

The Administration recommends the approval of the Keystone Oaks Middle School Program of Studies for the 2017/2018 school year.

### **II. KEYSTONE OAKS HIGH SCHOOL: PROGRAM OF STUDIES**

The Administration recommends the approval of the Keystone Oaks High School Program of Studies for the 2017/2018 school year.

### **III. CAMP INVENTION**

It is recommended that the Board approve Camp Invention for the following dates: June 26, 27, 28, 29, and 30, 2017, from 8:00 a.m. – 4:00 p.m., located at Dormont Elementary School. **Ms. Jennie Martin**, Elementary STEAM teacher, will be the Program Director.

# **PUPIL PERSONNEL REPORT**

**January 17, 2017**

**Dr. William Stropkaj**

## **BOARD ACTION REQUESTED**

### **I. PRESSLEY RIDGE AGREEMENT**

The Administration recommends that the Board approve the Agreement between Pressley Ridge and the Keystone Oaks School District for the purpose of collaboration in assisting children and their families, effective January 18, 2017, until either party deems it necessary to terminate the Agreement.

### **II. SAFE SCHOOL HELPLINE AGREEMENT**

The Administration recommends that the Board approve the *Safe School Helpline Agreement* for the Keystone Oaks School District, effective February 1, 2017 through January 31, 2018, at a cost of \$1,544.67 per year.

#### **For Information Only**

The *Safe School Helpline* is a 24-hour service for all District staff, parents, students, and community members to report safety concerns and seek immediate support.



# PERSONNEL REPORT

January 17, 2017

Mr. David Hommrich, Chairperson  
Ms. Patricia A. Shaw, Co-Chairperson

## BOARD ACTION REQUESTED

### I. RESIGNATION

It is recommended that the Board accept the letter of resignation from **John Rago**, custodian, Keystone Oaks High School, effective December 23, 2016.

### II. APPOINTMENTS

#### 1. Professional Employee

In compliance with *Board Policy No. 850 – Employment of District Staff*, the *Keystone Oaks Education Association Agreement 2011-2016*, and receipt of all required legal documents, the Administration recommends the employment of:

**Jocelyn Hiber**

Emotional Support - Dormont Elementary School

January 18, 2017

Salary – \$47,500.00 (M, Level 12) – To be prorated

#### 2. Long-Term Substitute

In compliance with *Board Policy No. 405 – Employment of Substitute Professional Employees* and receipt of all required legal documents, the Administration recommends the employments of:

**Julienne Graham**

Grade 7 Science – Keystone Oaks Middle School

January 18, 2017

Salary - \$43,000.00 (B+48, Level 16) – To be prorated

#### 3. Classified Employee - Custodian

In compliance with *Board Policy No. 850 – Employment of District Staff*, the *Keystone Oaks School District Service Employees' International Union Local 32BJ Agreement 2009-2017*, and receipt of all required legal documents, the Administration recommends the employment of:

**Thadeus Weitershausen**

Custodian – Keystone Oaks High School

January 18, 2017

Salary – \$27,357.00 – To be prorated

#### 4. Classified Employee - Paraprofessional

In compliance with *Board Policy No. 850 – Employment of District Staff*, the *Keystone Oaks Educational Support Personnel Association/PSEA/NEA Agreement 2014-2018*, and receipt of all required legal documents, the Administration recommends the employment of:

**Raven Payne**

Paraprofessional – Keystone Oaks High School/Keystone Oaks Middle School  
January 24, 2017  
Salary – \$12.04 per hour

### III. SABBATICAL LEAVE

In compliance with **Board Policy No. 338: *Sabbatical Leave***, it is recommended that the Board approve **Joyelle Galiszewski**, Special Education teacher, Keystone Oaks High School, for a sabbatical leave for the second semester of the 2016/2017 school year and the first semester of the 2017/2018 school year.

### IV. LEAVE OF ABSENCE

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

K.G. – Effective January 3, 2017 with an anticipated return date of May 2017.

### V. TEACHING LOAD COMPENSATION

In compliance with the *Keystone Oaks Education Association Agreement 2011/2016, Article VII, Teaching Load*, it is recommended that the following individuals be compensated as per this Article for the first semester of the 2016/2017 school year:

#### 1. Secondary Teacher Stipends for Class Sizes at 30 or Above

<u>Employee</u>	<u>Compensation</u>
Christine Chimento	\$1,000
Danielle Kandrack	\$ 900
Russ Klein	\$1,000
Nancy Kramer	\$1,000
Kevin Gallagher	\$1,000
John McCarthy	\$1,000
Dennis Sarchet	\$2,000
<b>Total:</b>	<b>\$7,900</b>

#### 2. Secondary Teacher Stipends for Teaching 7 out of 8 Periods

<u>Employee</u>	<u>Compensation</u>
Emily Brill	\$1,000
Candace Bush	\$1,000

Rebecca Brooks	\$1,000
Linda Celli	\$1,000
Christine Chimento	\$ 600
Suzanne Deemer	\$ 400
Karen Hagy	\$1,000
Heather Hakos-Hruby	\$1,000
Lauren Harvilla	\$1,000
Nicholas Kamberis	\$1,000
Madeline Kay	\$ 400
Michelle McSwigan	\$ 400
Hope Muno-Harris	\$1,000
Dennis Sarchet	\$1,000
Elizabeth Venturella	\$1,000
Diana Vitenas	\$1,000

**Total: \$13,800**

**3. Secondary Teacher Stipends for Teaching More than One Course during the Same Period**

<u>Employee</u>	<u>Compensation</u>
Candace Bush	\$1,000
Julie O'Mara	\$1,000
<b>Total</b>	<b>\$2,000</b>

**4. Elementary Teacher Stipends for First Semester**

<u>Employee</u>	<u>Compensation</u>
Jill Graham	\$3,000
Kristie Rosgone	\$ 280
<b>Total:</b>	<b>\$3,280</b>
<b>Grand Total:</b>	<b>\$26,980</b>

**VI. SUBSTITUTE CUSTODIAN**

In compliance with *Board Policy No. 505- Employment of Substitute and Short-Term Employees and the Keystone Oaks Service Employees International Union Agreement 2009-2017*, it is recommended that the Board approve **Michael Kercher** as a substitute custodian at a pay rate of \$10.50 per hour, effective December 19, 2016.

**VII. EXTRA DUTY**

**1. Spring Sports**

In compliance with the *Keystone Oaks Educational Association 2011-2016, Article XXVII, Athletic Positions and Compensation*, it is recommended that the Board approve the following Spring sports, coaches, and stipends for the 2016/2017 school year:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
<b>Baseball</b>	Head Coach	<b>Joseph Aul</b>	\$4,010
	Asst. Varsity	<b>Matthew McCartney</b>	\$2,500
	Asst. Varsity	<b>Michael Smith</b>	\$2,000
	Junior Varsity	<b>Zach Galasso</b>	\$2,100
	JV/Assistant	<b>Jayson Monroe</b>	\$1,800
	JV/Assistant	<b>Adam Dodson</b>	\$1,800
<b>Softball</b>	Head Coach	<b>Mark Kaminski</b>	\$4,700
	Assistant	<b>Kristin Kaminski</b>	\$3,270
	JV/Assistant	<b>Lainey Resetar</b>	\$3,270
	Middle School	<b>Keith Buckley</b>	\$2,970
	MS Assistant	<b>William Brooks</b>	\$2,660
	Volunteer	<b>Eryn Caragein</b>	
	Volunteer	<b>Candice Drzik</b>	
	Volunteer	<b>Bri Fischer</b>	
<b>Tennis (Boys)</b>	Head Coach	<b>Leslie Leopold</b>	\$4,190
	Assistant	<b>Robert Svidron</b>	\$2,755
<b>Track</b>	Head Coach	<b>Felix Yerace</b>	\$6,250
	Assistant	<b>Adam Mitchell</b>	\$4,040
	Assistant	<b>Randy McCann</b>	\$4,040
	Assistant	<b>Kaitlin Hogel</b>	\$4,040
	Assistant	<b>Jeff Sieg</b>	\$4,040
	Middle School	<b>Dennis Sarchet</b>	\$3,275
	MS Assistant	<b>Russell Klein</b>	\$2,660
<b>Volleyball (Boys)</b>	MS Assistant	<b>Sarah Hardner</b>	\$2,660
	MS Assistant	<b>Judi Fritz</b>	\$2,660
	Head Coach	<b>Matthew Donovan</b>	\$4,190
	Assistant	<b>Michael Mull</b>	\$2,755

## **2. Middle School Girls Basketball – Grade 8**

In compliance with the *Keystone Oaks Educational Association 2011-2016, Article XXVII, Athletic Positions and Compensation*, it is recommended that the Board approve the following individuals as coaches (with shared/split stipends) for the 2017 season:

<b>Keith Buckley</b>	Coach	\$1,535 (Stipend split)
<b>James Feeney</b>	Coach	\$1,535 (Stipend split)

# FINANCE REPORT

January 17, 2017

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 December 31, 2016 (Check No. 52856 – 53060)	\$633,999.50
B. Risk Management as of December 31, 2016 (None)	\$0.00
C. Food Service Fund as of December 31, 2016 (Check No. 91111 – 9112)	\$2,960.97
D. Athletics as of December 31, 2016 (None)	\$0.00
E. Capital Reserve as of December 31, 2016 (Check No. 1554 – 1556)	\$176,130.26
<b>TOTAL</b>	<b>\$813,090.73</b>

### II. RESOLUTION 01-17 TAX INDEX

It is recommended that the Board adopt Resolution 01-17 certifying to the PA Department of Education that the Keystone Oaks Board of School Directors will not raise the tax rate of any tax for the 2017/2018 fiscal year by more than its 2.5% index.

## KEYSTONE OAKS SCHOOL DISTRICT BOARD OF DIRECTORS RESOLUTION 01-17

**WHEREAS**, on June 27, 2006, the Pennsylvania legislature passed Act 1 of Special Session 2006, entitled the “Taxpayer Relief Act” (hereinafter Act 1”);

**WHEREAS**, Act 1 requires school districts to limit tax increases to the level set by an inflation index unless the tax increase is approved by voters in a referendum or the school district obtains from the Department of Education or a court of common pleas certain referendum exceptions:

**WHEREAS**, Act 1 does, however, allow a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than its index, provided this resolution must be

adopted no later than 110 days prior to the date of the election immediately preceding the upcoming fiscal year;

**WHEREAS**, the Keystone Oaks School District index for the 2017/2018 fiscal year is 2.5%;

**WHEREAS**, the Keystone Oaks School District Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the Keystone Oaks School District for the 2017/2018 fiscal year by more than its index.

**AND NOW**, on this 17th day of January 2017, it is hereby RESOLVED by the Keystone Oaks School District (hereinafter "District") Board of Directors (hereinafter "Board") the following:

1. The Board certifies that it will not increase any school district tax for the 2017/2018 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code (hereinafter "School Code"), 24 P.S. §6-687, for the adoption of its proposed and final budget.
3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2017/2018 fiscal year.
4. The Administration of the District will submit the District's information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2017/2018 fiscal year.
7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided however:
  - (a) The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 5 and 6 above, the Pennsylvania Department of Education shall compare the District's proposed percentage increase in the rate of the tax with the index.
  - (b) Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.

- (c) If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

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BOARD PRESIDENT

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CHARMAINE M. MASZTAK, ASSISTANT BOARD SECRETARY

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2016 – 2017 BUDGET to ACTUAL / PROJECTION**

ACCT	DESCRIPTION	2016-2017 BUDGET TOTAL	2016-2017 DECEMBER ACTUAL	OVER (UNDER) BUDGET
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 28,874,424	\$ 26,897,374	\$ (1,977,050)
7000	State Revenue Sources	\$ 10,811,514	\$ 3,984,116	\$ (6,827,398)
8000	Federal Revenue Sources	\$ 847,073	\$ 295,446	\$ (551,627)
<b>Total Revenue</b>		<b>\$ 40,533,011</b>	<b>\$ 31,176,936</b>	<b>\$ (9,356,075)</b>
<b>Expenditures</b>				
100	Salaries	\$ 15,839,295	\$ 5,651,554	\$ 10,187,741
200	Benefits Professional/Technical	\$ 10,401,758	\$ 3,724,112	\$ 6,677,646
300	Services	\$ 1,660,250	\$ 527,821	\$ 1,132,429
400	Property Services	\$ 1,215,100	\$ 579,001	\$ 636,099
500	Other Services	\$ 4,886,463	\$ 2,065,168	\$ 2,821,295
600	Supplies/Books	\$ 1,219,475	\$ 841,001	\$ 378,474
700	Equipment/Property	\$ 870,175	\$ 671,910	\$ 198,265
800	Other Objects	\$ 967,570	\$ 473,324	\$ 494,246
900	Other Financial Uses	\$ 3,895,000	\$ 3,281,017	\$ 613,983
<b>Total Expenditures</b>		<b>\$ 40,955,086</b>	<b>\$ 17,814,908</b>	<b>\$ 23,140,178</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ (422,075)</b>	<b>\$ 13,362,028</b>	<b>\$ 13,784,103</b>



## II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF DECEMBER 2016

Bank Account - Status	Middle / High School	Athletics
Cash Balance – 12/1/2016	\$ 91,486.10	\$ 42,473.02
Deposits	\$ 2,746.44	\$ 7,740.69
Subtotal	\$ 94,232.54	\$ 50,213.71
Expenditures	\$ 6,657.23	\$ 0.00
Cash Balance - 12/31/2016	\$ 87,575.31	\$ 50,213.71

## III. BANK BALANCES

### BANK BALANCES PER STATEMENT AS OF December 31, 2016

	BALANCE
<b>GENERAL FUND</b>	
FNB BANK	\$ 1,832,514
PAYROLL (pass-thru account)	\$ 10,250
FNB SWEEP ACCOUNT	\$ 815,834
ATHLETIC ACCOUNT	\$ 50,214
PLGIT	\$ 12,669,804
FNB Money Market	\$ 3,502,072
PSDLAF	\$ 155,058
INVEST PROGRAM	\$ 171,347
	<u>\$ 19,207,093</u>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 251,384
PLGIT	\$ 590,668
	<u>\$ 842,052</u>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 152,596
PLGIT - GENERAL ACCOUNT	\$ 1,100,000
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 760
	<u>\$ 1,253,356</u>
<b>RISK MANAGEMENT FUND/TAX REFUNDS</b>	
FNB BANK	<u>\$ 274,504</u>
<b>GRAND TOTAL</b>	<b>\$ 21,577,005</b>

# **FACILITIES REPORT**

**January 17, 2017**

## **BOARD ACTION REQUESTED**

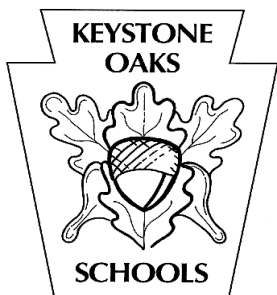
### **I. REVISED CONTRACT FOR NATURAL GAS WITH UGI ENERGY SERVICES**

The Administration recommends that the Board approve the revised contract effective December 2016 through August 2019 for the natural gas service provided by UGI Energy Services, LLC, at a cost of -\$0.480 per Dth basis.

#### **For Information Only**

This contract supersedes the existing agreement for the term December 2016 – August 2017 previously executed on June 1, 2016.

# Policy Guide



Policy No. 216

Section PUPILS

Title STUDENT RECORDS

Adopted AUGUST 21, 1989

Revised MARCH 17, 2011;  
OCTOBER 19, 1998

<p><b>Section 1</b></p>	<p style="text-align: center;"><b>POLICY NO. 216 STUDENT RECORDS</b></p> <p><b><u>Purpose</u></b></p> <p>The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The school district will maintain educational records for Students for legitimate educational purposes.</p> <p>The Board recognizes a student’s right to privacy in the collection, maintenance and dissemination of records. The Board believes that student files should contain only information necessary for the effective performance of designated educational functions or as required by law. Information from student files should be released only under controlled circumstances and only when the release will benefit the student, his or her family or professional research, or when required by law.</p> <p>This policy incorporates provisions from various, relevant federal regulations (34 CFR 300.572; 300.560; 300.529), and the Family Educational Rights and Privacy Act of 1974 (34 CFR Part 99) (FERPA). The fundamental principle that no information other than directory information should be released regarding a student without the prior informed consent of the child and/or his/her parents shall be observed at all times.</p>	
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**POLICY NO. 216  
STUDENT RECORDS**

It is the objective of this policy to:

1. Protect the students' rights to privacy and to protect both students and their families from exploitation.
2. Assure that the welfare of each individual student, the maintenance of information for the effective performance of designated educational functions and compliance with applicable laws are the only criteria used in collecting, maintaining and releasing information held in student files.
3. Comply with applicable law and to identify and outline the process by which parents/guardians are notified of their rights under FERPA and PPRA.
4. Address specific privacy issues.

A copy of this policy can be found on the district website and is available during normal business hours in the district Business Office.

If a parent/guardian or eligible student does not consent to the automatic release of directory information, the parent/guardian or eligible student must, on an annual basis, sign a form opting-out of the automatic release of any directory information. It is the parent/guardian's or eligible student's responsibility to resubmit this form on an annual basis.

The opt-out form will be attached to this policy and will be made available on the district website and in district publications.

**Section 2**

**Authority**

The Board recognizes its responsibility for compilation, retention, disposition and security of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records as found in state and federal laws (FERPA, PPRA).

SC 1305-A, 1306-A, 1402, 1409, 1532, 1533

<p><b>Section 3</b></p>	<p style="text-align: center;"><b>POLICY NO. 216 STUDENT RECORDS</b></p> <p>The Board shall maintain a comprehensive plan for the collection, maintenance, and dissemination of student records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the district and revised as required by changes in federal and state law.</p> <p>Parents/Guardians and eligible students (18) years and older shall be notified annually and upon initial enrollment of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English.</p> <p><b><u>Definitions</u></b></p> <p><b>FERPA</b> – The Family Educational Rights and Privacy Act</p> <p>FERPA is the federal law protecting the privacy of student education records and parents’ access rights to those records. Generally, education agencies and institutions that receive federal funds cannot disclose personal identifiable information from a students’ education record without parental consent. FERPA permits certain non-confidential, directory, information, to be released to outside agencies without parental/guardian or student consent.</p> <p><b>PPRA</b> – The Protection of Pupils Rights Act</p> <p>PPRA requires schools to obtain parents’ written consent before administering federally funded surveys that might reveal certain private information about the student. A school must provide to parents an annual notice of the types of student directory information that is released publicly.</p> <p><b>Education Records</b> – Records (1) directly related to a student and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Education records include:</p> <p>a. Date and place of birth, parent(s) and /or guardian(s) addresses, and where parents/guardians can be contacted in emergencies.</p>	<p>Title 22 Sec. 4.52, 12.31, 12.32,15.9 20 U.S.C. Sec. 1232(g) 34 CFR Part 99</p>

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- b. Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school.
- c. Special education records.
- d. Disciplinary records.
- e. Medical and health records that the school creates or collects and maintains.
- f. Documentation of attendance, schools attended, courses taken, awards conferred and degrees earned.
- g. Personally identifiable information such as a student's identification code, social security number, picture, or other information that would make it easy to identify or locate a student.

The following are **NOT** considered **Education Records** under FERPA:

- a. Personal notes made by teachers and other school officials that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not shared with others.
- b. Law enforcement records created and maintained by a school's or a district's law enforcement unit specifically for law enforcement purposes (as distinct from student disciplinary and other non-law enforcement purposes).
- c. Records on students 18 years of age or older that are made or maintained by a medical or other recognized professional or paraprofessional acting in his or her professional capacity, as long as the records are used only in connection with the treatment of the student and are disclosed only to treatment providers (for these purposes, "treatment" does not include activities that are part of the school's program of instruction).

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- d. Records created or received after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
- e. Grades on peer-graded papers before they are collected and recorded by a teacher.
- f. Directory Information.

**Directory Information** – Information that can be made public without specific consent of the parent/guardian or eligible student. Directory information would not generally be considered harmful or an invasion of privacy if disclosed and may include:

- a. Students name
- b. Address.
- c. Telephone listing.
- d. Electronic mail address.
- e. Photograph.
- f. Date and place of birth.
- g. Primary field of study.
- h. Dates of attendance.
- i. Grade level.
- j. Participation in officially recognized activities and sports.
- k. Weight and height of members of athletic teams.
- l. Degree, honors, and awards received.
- m. The most recent educational agency or institution attended.

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- n. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access educations without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

**Eligible Student** – A student who has attained eighteen years of age, or is attending an institution of post-secondary education. The rights accorded to and the consent required of the parent/guardian of the student shall hereafter only be accorded and required of the eligible student.

**Section 4**

**Guidelines**

The district's plan for compilation, retention, disclosure and security of student records shall provide for the following:

1. Informing parents/guardians and eligible students eighteen (18) years and older of their rights and the procedures to implement those rights annually and upon enrollment.
2. Permitting appropriate access by authorized persons and officials, describing procedures for access, and listing copying fees.
3. Enumerating and defining the types, locations and persons responsible for student records maintained by the District.
4. Establishing guidelines for disclosure of information and data in student records.
5. Maintaining a record of access and release of information for each student's records.
6. Assuring appropriate retention and security of student records.
7. Transferring education records and appropriate disciplinary records to other school districts.



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Specific Retention Periods

District staff shall maintain only those education records for a time period mandated by federal and state law and regulations.

Records of Access

There shall be maintained a record of the person(s) who have obtained access to a student's education record. The access record shall include the name of the person(s) who was allowed access.

The record of access shall be part of the education record, and a parent/guardian or eligible student shall have the right to inspect this access record.

A record is not required of either the authorized employees of the school or the student's parents who have had access to the education records of the student. However, the school shall maintain, for public inspection, a list of the names and positions of school district employees who are authorized by the school district to have access to personally identifiable information.

Amendment of Records

A parent/guardian or eligible student who believes that information in education records collected, maintained, or used by the school is inaccurate or misleading or violates the privacy or other rights of the student has the right to request that the school amend the information under the following procedures:

1. The parent/guardian or eligible student shall submit in writing to the building principal the request for amendment which shall include a brief statement specifying the record(s) to be amended and the reason that the amendment is requested.
2. The school shall decide whether to amend the information in accordance with the request of parent within sixty (60) days after receipt by the school of the request to amend.

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3. If the school decides to amend the information in accordance with the request, the requester shall be notified in writing by the building principal.

The school shall upon written request of the parent/guardian or eligible student provide the requester with an opportunity for a hearing to challenge information in education records if the requester alleges that such information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child according to the following provisions:

1. The hearing shall be held at a mutually agreed upon time and place within thirty (30) days after the school receives the written request for a hearing from the requester.
2. The building principal shall give written notification to the requester of the date, place, and time of the hearing no later than five (5) days in advance of the hearing.
3. The hearing will be conducted by a quasi judicial review panel composed of the District Superintendent, the President of the Board of School Directors or designated representative, and the solicitor or his/her designee.
4. The parent/guardian or eligible student may, at the hearing, be assisted or represented by a person(s) of his/her choice at his/her expense; such person(s) may include legal counsel.
5. The parent/guardian or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the specific information and reason(s) for requesting the information be amended.

The review panel shall render a written decision on the issues presented at the hearing and shall render such decision within thirty (30) days after the conclusion of the hearing. The decision shall be based solely upon evidence presented at the hearing and shall include a summary of the evidence and reasons for the decisions.

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1. If, as a result of the hearing, the school decides to amend the record, the building principal shall so notify the parent/guardian or eligible student in writing.
  
2. If, as a result of the hearing, the school decides not to amend the information, the building principal shall inform the parent/guardian or eligible student in writing of his/her right to place in the education record a statement which sets forth the record or reason(s) for disagreeing with the decision of the review panel or both written comments and reasons.
  - a. The statement of the parent/guardian or eligible student shall be appended by the school to the education record so long as the record or the contested portion thereof is maintained by the school.
  
  - b. If the education record of the student or the contested portion thereof is released by the school to any party, the statement of the parent/guardian or eligible student shall also be released to the party.

Nothing in this section on Amendment of Records shall preclude the parent/guardian or eligible student and a representative(s) of the school from meeting, by mutual consent, prior to either a request for a hearing or the hearing itself in order to discuss the concerns pertaining to the accuracy or inaccuracy of the education record of the student.

Disclosure Without Consent

FERPA and state law authorize disclosure without consent as follows:

1. To school officials, including teachers, with a legitimate need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is a person

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employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist).

2. To officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The District will make a reasonable attempt to notify the student's parents prior to the disclosure of information and will provide the parent with a copy of the record if so requested.
3. To authorities named in FERPA and accompanying federal regulations, including authorized representatives of the Comptroller General of the United States, Secretary of Education, and state and local educational authorities.
4. To officials connected with a student's application for a receipt of financial aid.
5. To state and local officials who are required to get specific information pursuant to state law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. If the state statute was enacted after November 19, 1974, the officials must certify in writing that the information will not be disclosed to any other person, except as provided by state law, without prior written consent of the parent.
6. To educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.
7. To accrediting institutions.

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8. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
9. To anyone if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the District will make reasonable efforts to notify the parent/guardian or eligible student prior to complying with the subpoena or court order.
10. To a caseworker or other representative of a State or local child welfare agency authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State law, for the care and protection of the student.
11. Pursuant to a judicial order without requiring additional notice to the parent/guardian by the educational agency or institution in specified types of judicial proceedings in which a parent/guardian is involved.

Miscellaneous

Procedures for disclosure of student records shall apply equally to military recruiters, colleges and universities, and prospective employers. The Superintendent shall authorize the release of names, addresses and telephone numbers of secondary students to military recruiters and to institutions of higher learning to the extent required by applicable Federal or Pennsylvania law. Parents may opt out of providing this information.

Copies of the student records plan shall be submitted to the Department of Education, upon request of the Secretary.

No school district personnel shall furnish lists of names and addresses of District students to anyone other than school officials and school-affiliated organizations without the approval of the Superintendent.

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If complaints cannot be satisfactorily resolved by the District, complaints can be filed with the Federal Family Policy Compliance Office (FPCO):

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

**Section 5**

**Delegation of Responsibility**

The Superintendent, building principals and their respective designees shall be responsible for implementing and monitoring the District's student records plan which meets all legal requirements. The official will:

1. Annually notify, in summary form, parents/guardians and eligible students of this policy, its procedures and their rights.
2. Develop an in-service program to provide training and instruction on the implementation of this policy for all school employees who collect or use personally identifiable information.
3. Maintain for public inspection a current listing of the names and positions of those agents and employees of the school who are authorized by the District to have access to personally identifiable information.
4. Develop a system of safeguards to protect the student and his/her family from invasion of privacy when collecting, retaining, and disseminating student information.
5. Education records of currently enrolled students will be kept under lock and key in the Administrative/Guidance Offices in the school which the student is attending. Education records of former students, students presently or previously enrolled in approved private or licensed private schools for students with disabilities or students presently or previously enrolled in a program operated by the Pennsylvania Department of Education or the

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Intermediate Unit, and students enrolled in program of homebound instruction shall be kept in a secured and controlled location in the school last attended in the District or in the school in which the student would otherwise be enrolled and attending or in the Pupil Services office.

6. The building principal or designee(s) shall be responsible for annual review of education records to insure compliance with this policy.

In accordance with law, each district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.

District staff shall maintain only those educational records mandated by federal and state laws and regulations.

References:

School Code – 24 P.S. Sec. 1303a, 1305-A, 1306-A, 1402, 1409, 1532, 1533

State Board of Education Regulations – 22 Pa. Code Sec. 4.52, 12.31, 12.32, 15.9

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

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

Uninterrupted Scholars Act (USA) – Public Law 112-278

Board Policy – 213, 215, 249

Release of Directory Information “Opt Out”

Policy 216: Student Records

The fundamental principal of Policy 216: Student Records is that no information other than directory information should be released regarding a student without prior informed consent of the student and/or his/her parents/guardians. Directory information can be made public without specific consent of the parents/guardians or eligible students. Directory information would not generally be considered harmful or invasion of privacy if disclosed. Common types of directory information may include the following: Students name; Address; Telephone Listing; Email Address; Photograph; Date and place of birth; Primary field of study; Dates of attendance; Grade level; Participation in officially recognized activities and sports; Weight and height of members of athletic teams; Degree, honors, and awards received; The most recent educational agency or institution attended; and Student ID number, user ID, or other unique personal identifier not to include a social security number.

By signing below, the parents/guardians/eligible students (students who are 18 years of age or older) are acknowledging that they have reviewed Policy 216: Student Records and do not wish for the District to disseminate any information including directory information to any outside agency that contacts the District other than required by law.

Only one form is needed per household per year. Thus, if you have more than one student in the District, you will only complete one form and will list all students below. It is the parent/guardian’s or eligible student’s responsibility to resubmit this form on an annual basis.

Signature of Parents/Guardians/Eligible Students:

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Please complete this section.

Childs Name                      School

Date: \_\_\_\_\_