



KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE MEETING

THURSDAY, APRIL 30, 2015
7:00 PM

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

April 30, 2015 – Business/Legislative Meeting

7:00 PM Meeting

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

May 19, 2015 – Special Voting Meeting / Work Session

7:00 PM Meeting

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

BOARD PRESIDENT'S REPORT

April 30, 2015

Ms. Patricia Ann Shaw

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of March 17, 2015 and the Business/Legislative Minutes of March 26, 2015.

FOR INFORMATION ONLY

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

VIII. EXECUTIVE SESSION

SUPERINTENDENT'S REPORT

April 30, 2015

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. ABOLISHING A POSITION

In compliance with **Board Policy No. 310: *Abolishing a Position***, it is recommended that the Board eliminate the position of Assistant Superintendent, effective June 30, 2015.

II. CREATING A POSITION

In compliance with **Board Policy No. 301: *Creating a Position***, it is recommended that the Board approve the position of Director of Curriculum, Instruction, Assessment and Staff Development, effective July 1, 2015.

III. DIRECTOR OF CURRICULUM INSTRUCTION ASSESSMENT & STAFF DEVELOPMENT

In compliance with the *Keystone Oaks School District Administrative Compensation and Performance Plan 2014-2016*, the Administration recommends the appointment of **Shannon Varley, Ed.D.** as the Director of Curriculum, Instruction, Assessment and Staff Development, effective July 1, 2015, at a salary of \$95,000.00.

IV. APPROVAL OF THE CORRECTIVE ACTION PLAN

The Administration recommends the approval of the *Correction Action Plan* that has been developed in response to the Performance Audit Report dated June 30, 2010 and 2009.

V. ALLEGHENY INTERMEDIATE UNIT – PROGRAM OF SERVICES

The Administration recommends that the Board approve the proposed 2015/2016 Allegheny Intermediate Unit Program of Services Budget as presented. The Budget totals \$4,005,898. There is no increase in the total Allegheny County district allocation. The Keystone Oaks School District's expected contribution to the AIU Program of Services budget is \$37,079.91.

VI. SUMMER FOOD SERVICE PROGRAM

The Administration recommends the approval of the Summer Food Service Program, effective June 15, 2015 through August 14, 2015.

For Information Only

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

VII. SECOND READING OF POLICY NO. 205: POST-GRADUATE STUDENTS

It is recommended that the Board approve the SECOND READING of Policy No. 205: *Post-Graduate Students*.

VIII. SECOND READING OF POLICY NO. 208: WITHDRAWAL FROM SCHOOL

It is recommended that the Board approve the SECOND READING of Policy No. 208: *Withdrawal from School*.

IX. SECOND READING OF POLICY NO. 209: HEALTH EXAMINATIONS/SCREENINGS

It is recommended that the Board approve the SECOND READING of Policy No. 209: *Health Examinations/Screenings*.

X. SECOND READING OF POLICY NO. 215: PROMOTION AND RETENTION

It is recommended that the Board approve the SECOND READING of Policy No. 215: *Promotion and Retention*.

XI. FIRST READING OF POLICY NO: 836: WORKERS' COMPENSATION TRANSITIONAL RETURN-TO-WORK PROGRAM

It is recommended that the Board approve the FIRST READING of Policy No. 836: *Workers' Compensation Transitional Return-To-Work Program*.

XII. PROFESSIONAL DEVELOPMENT

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

Wendy Mariutto	TEACCH Watson Institute Pittsburgh, PA July 27-31, 2015	\$2,038.75 (General Funds)
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Jeff Sieg	AP Summer Institute – AP US History South Fayette High School McDonald, PA June 22-25, 2015	\$975.00 (General Funds)
Brian Werner	2015 PA PBIS Implementers Forum Hershey Lodge Hershey, PA May 27-28, 2015	\$713.96 (General Funds)

EDUCATION REPORT

April 30, 2015

Ms. Raeann Lindsey, Chairperson

BOARD ACTION REQUESTED

I. ADOPTION OF TEXTBOOKS FOR 2015/2016

The Administration recommends the adoption of the Houghton Mifflin Harcourt Math program **GO MATH**, copyright 2015, for use at the elementary levels K – 5 for the 2015/2016 school year at an approximate cost of \$131,900.00.

II. DISPOSAL OF TEXTBOOKS

The Administration recommends the disposal of the following textbooks:

<u>Textbook</u>	<u>ISBN#</u>	<u>Copies</u>
Developing Number Sense (2004)	1-57035-960-1	47
Elementary Algebra (1999)	0-395-90114-6	84
Geometry Concepts (2003)	0-618-08758-3	107
Heath Algebra 2 (1998)	0-669-43394-2	200
Heath Geometry (1998)	0-669-45530-x	123
Larson Pre-Calculus (1985)	0-669-08617-7	16
Lynch Calculus (1983)	0-663-41967-0	22
Making sense of Rational Numbers (2005)	1-59318-074-8	45
PSSA Math Coach Grade 11 (2002)	0-67694-989-8	60
Saxon Wang Calculus (1988)	0-939798-34-4	20
Understanding Algebraic Expressions (2005)	1-59318-230-9	24
UCSMP Algebra (1996)	0-673-45765-6	24
UCSMP Algebra Advanced Algebra (1993)	0-676-37277-4	47
UCSMP Functions Stats and Trig (1992)	0-673-37277-4	117
USCMP Geometry (1998)	0-66945530	25
USCMP Pre-Calculus (1992)	0-673-33366-3	13

For Information Only

Resale of the used textbooks will be attempted first upon Board approval to disposal of the materials.

III. STUDENT SUMMER WORK PROGRAM

The Administration recommends that the Board approve the *Student Summer Work Program* at the Keystone Oaks High School from June 15, 2015 through July 10, 2015 (7:30 a.m.–12:30 p.m.) for approximately 15- 20 students and two (2) instructors, Mark Elphinstone and Michael Orsi. The program has both an instructional component and a custodial component.

IV. ADVANCED TECHNOLOGIES FOR KIDS

It is recommended that the Board approve “*Advanced Technologies for Kids*” Summer Camp 2015 to be hosted at Keystone Oaks Middle School from Monday, June 29, 2015 through Friday, July 3, 2015 and Monday, August 3, 2015 through Friday, August 7, 2015.

For Information Only

This program will provide workshops in the areas of Robotics, Animation Movie Studio, Drone Commander and 3-D Printing.

V. EXTENDED SCHOOL YEAR PROGRAM

It is recommended that the Board approve the Keystone Oaks School District Extended School Year Program from June 29, 2015 through July 23, 2015, from 8:30 a.m. – 1:15 P.M., Monday through Thursday, for approximately 35 students at an approximate cost of \$25,000.000.

PERSONNEL REPORT

April 30, 2015

Mr. David Hommrich, Chairperson

BOARD ACTION REQUESTED

I. RETIREMENTS

A. Professional Staff

It is recommended the Board accept the retirements of the following professional employees:

<u>Name</u>	<u>Years of KO Service</u>	<u>Retirement Date</u>
Kathleen M. Foster, Ed.D. Assistant Superintendent	41	June 30, 2015
D. Scott Hagy Principal – KOHS	18	September 21, 2015
Maria R. Dayka Family Consumer Science - KOHS	18	June 12, 2015
Marilyn D. Fortwangler Grade 1 – Myrtle	21	June 12, 2015
Leslie A. Holmes Grade 1 – Dormont	25	June 12, 2015
Gerald J. Jeannett Guidance Counselor – Elem.	26	June 30, 2015
Nancy L. Karras Grade 1 – Myrtle	23	June 12, 2015
Marilyn Kennedy Kindergarten	11	June 25, 2015
Sandy McCann Grade 2 – Aiken	36	June 12, 2015
Bonnie D. McCoy Title I Reading K-2 – Myrtle	19	June 12, 2015
NancyJean Morrison Grade 2 - Myrtle	40	June 12, 2015

B. Classified Employee

It is recommended the Board accept the retirement of the following employee:

<u>Name</u>	<u>Years of KO Service</u>	<u>Retirement Date</u>
Barbara Campbell District Receptionist	40	June 26, 2015

II. SUBSTITUTE TEACHER

In compliance with *Board Policy No. 405 – Employment of Substitute Professional Employees*, it is recommended that the Board approve **Patrick Vetter**, Music K-12, as a substitute teacher for the 2014/2015 school year.

III. PARAPROFESSIONAL HIRE

In compliance with *Board Policy No. 504 – Employment of Classified Employees, and the Keystone Oaks Education Support Agreement 2009-2014*, it is recommended that the Board approve the following individual for employment:

Heidi Pape – Paraprofessional
Dormont Elementary School
Full-time
Effective date April 20, 2015
Salary – \$11.51 per hour

IV. EXTRA DUTY APPOINTMENTS

1. 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 2014/2015 school year:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Softball – KOMS	Assistant Coach	Emily Doyle	\$2,610.00
Track - KOMS	Assistant Coach	Judi Fritz	\$2,610.00
Volleyball (Boys)	Assistant Coach	Tamara Venski	\$2,680.00

2. 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 winter sport, coaches, and stipends for the 2015/2016 school year:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Basketball – Girls	Head Coach	Ronald Muszynski	\$6,250.00
Basketball – Girls	Assistant Coach	Ian Barret	\$4,045.00

V. SUMMER/PRE-SEASON COACHES

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 coaches for the Summer/Pre-Season with payment of \$20.00 per hour:

<u>Sport</u>	<u>Coach</u>	<u>Coach</u>	<u>Coach</u>
Baseball	Scott Crimone	Joseph Aul	WilliamTheobald
Boys Basketball	Daniel Elzer		
Girls Basketball	Ronald Muszynski	Ian Barret	
Cross Country	Kaitlin Hogel	Judi Fritz	Sarah Hardner
Football	Greg Perry Steve McCormick	Jim Feeney Jeff Sieg	Russ Klein Joe Klipa
Golf	Shane Rice		
Boys Soccer	Sotiri Tsourekis	Jim Wisniewski	TBA
Girls Soccer	Danielle Kandrack	Michael Kandrack	Jen Luciew
Softball	Mark Kaminski	Kristen Kaminski	
Tennis	David Bender		
Boys/Girls Volleyball	Ben Van Balen	Matt Donovan	Travis Mitro
Wrestling	Rich Bonaccorsi	Andrew Bell	

VI. POST SEASON COACHING STIPENDS

In compliance with the **Keystone Oaks Educational Association 2011-2016, Article XXVII, Athletic Positions and Compensation**, it is recommended that the Board approve payment to the following individuals for coaching in the post season at \$50.00 per week:

<u>Sport</u>	<u>Coach</u>	<u>Stipend</u>
Wrestling	Richard Bonnaccorsi	\$150.00 (3 weeks)
	Michael Ober	\$ 75.00 (3 weeks-Split)
	John Cerminara	\$ 75.00 (3 weeks-Split)
	Andrew Bell	\$150.00 (3 weeks)

VII. CORRECTION OF INTRAMURAL STIPEND

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 stipend correction for the individuals listed below for the 2014/2015 school year:

<u>Intramurals</u>	<u>Coach</u>	<u>Stipend</u>
Aiken Elementary	Sandra McCann	\$ 758.00
	Michael Shuck	\$1,467.00

VIII. LEAVE OF ABSENCE

It is recommended that the Board approve a leave of absence for **Sheila Bell**, Health Aide, Aiken Elementary, from May 25, 2015 through the end of the 2014/2015 school year. Ms. Bell's expected return-to-work date is at the beginning of the 2015/2016 school year.

FINANCE REPORT

April 30, 2015

Mr. Daniel Domalik, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS

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

A. General Fund as of April 24, 2015 (Check No. 46237 – 46429)	\$759,198.32
B. Risk Management as of April 24, 2015 (Check No. 1097 – 1101)	\$3,682.52
C. Food Service Fund as of April 24, 2015 (Check No. 4273 – 4289)	\$47,703.52
D. Athletics as of April 24, 2015 (Check No. 1410 – 1444)	\$2,990.00
E. Renovations as of April 24, 2015 (Check No. 1004 – 1005)	\$5,356.30
TOTAL	\$818,930.66

II. RENEWAL CONTRACT FOR NATURAL GAS WITH DIRECT ENERGY

It is recommended that the Board approve the renewal contract for natural gas with Direct Energy through the Allegheny Intermediate Unit #3 Consortium, effective September 1, 2015 through August 31, 2017.

III. BUDGET TRANSFERS

It is recommended that the Board approve the following budget transfers on page 14:

KEYSTONE OAKS SCHOOL DISTRICT
BUDGET TRANSFERS - REQUEST
Thursday, April 30, 2015

TO / FROM	DESCRIPTION	ACCOUNT	ASN	DEBIT	CREDIT
TO	CONSULTING SERVICES - Pupil Personnel	10-2110-323	4943	\$ 30,000.00	
FROM	Life Skills Rehabilitation - Special Education	10-1211-324	5553	\$ -	\$ 30,000.00
	Service movement from life skills rehabilitation to services at Watson Institute				
TO	Supplies - Regular Instruction	10-1100-610-000-30-210-000	1808	\$ 12,000.00	
FROM	Professional Services - Regular Instruction	10-1100-329-000-30-210-000	1745		\$ 12,000.00
	Transfer from Professional Services to Supplies for expenditures over budgeted amount				
TO	Technology - Technical Services / Contracted Service	10-2840-340	1168	\$ 3,500.00	
FROM	Computer Supplies	10-2840-610	6145		\$ 3,500.00
	Technology transfer from equipment account to technical services for technical support and consulting work				
TO	HS Dues and Fees	10-1100-810-000-30-210	0807	\$ 169.00	
FROM	Supplies - Regular Instruction	10-1100-610-000-30-210-000	1808		\$ 169.00
	Transfer from High School to Regular Educ. Dues and Fees for A/P History QUIA fee and Pa State Modern Language Association Institute dues				
TO	PUPIL PERSONNEL - Equipment	10-2110-760-30-210	7409	\$ 454.00	
FROM	Regular Education - Equipment	10-1100-760-30-210	1848	\$ -	\$ 454.00
	Transfer from Regular Education Equipment to Pupil Services for equipment needed				
TO	Construction Campus Outside - transfer from Gen FND	32-4200-330-001	7436	\$ 17,489.00	
FROM	Architect/Engineer Services	10-4300-330	2954		\$ 17,489.00
	Transfer from General Fund to Capital Reserve Fund - Nira Engineering services for Campus parking lot project				
TO	Construction Fund - transfer from Gen FND	32-2600-432	5993	\$ 22,854.00	
FROM	Maint & Repairs Aiken - Rejasil Surface	10-2600-432	2562		\$ 7,980.00
FROM	Maint & Repairs Dormont - Rejasil Surface	10-2600-432	2343		\$ 4,480.00
FROM	Maint & Repairs Myrtle - Rejasil Surface	10-2600-432	2346		\$ 980.00
FROM	Maint & Repairs Middle School - Pressure Regulator	10-2600-432	2347		\$ 9,414.00
	Transfer from General Fund to Capital Reserve Fund properly classify expenditures				
				\$ 86,466.00	\$ 86,466.00

FOR INFORMATION ONLY

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

ACCT	DESCRIPTION	2014-2015 BUDGET TOTAL	2014-2015 9 MONTH MARCH/ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources	\$ 26,889,445	\$ 26,512,358	\$ 27,422,936	\$ 533,491
7000	State Revenue Sources	\$ 10,281,927	\$ 6,534,996	\$ 10,295,658	\$ 13,731
8000	Federal Revenue Sources	\$ 442,155	\$ 125,233	\$ 430,132	\$ (12,023)
Total Revenue		\$ 37,613,527	\$ 33,172,587	\$ 38,148,726	\$ 535,199
					(OVER) UNDER BUDGET
Expenditures					
100	Salaries	\$ 15,192,379	\$ 9,402,332	\$ 15,220,105	\$ (27,726)
200	Benefits Professional/Technical	\$ 8,471,404	\$ 5,670,662	\$ 8,417,824	\$ 53,580
300	Services	\$ 1,376,005	\$ 956,818	\$ 1,435,710	\$ (59,705)
400	Property Services	\$ 1,333,191	\$ 1,044,515	\$ 1,297,095	\$ 36,096
500	Other Services	\$ 4,721,747	\$ 3,275,900	\$ 4,645,781	\$ 75,966
600	Supplies/Books	\$ 1,217,885	\$ 1,092,662	\$ 1,236,354	\$ (18,469)
700	Equipment/Property	\$ 202,100	\$ 154,888	\$ 173,388	\$ 28,712
800	Other Objects	\$ 993,796	\$ 466,441	\$ 980,828	\$ 12,968
900	Other Financial Uses	\$ 4,086,200	\$ 3,500,264	\$ 4,086,200	\$ -
Total Expenditures		\$ 37,594,707	\$ 25,564,483	\$ 37,493,285	\$ 101,422
Revenues exceeding Expenditures		\$ 18,820	\$ 7,608,103	\$ 655,441	\$ 636,621

**II. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF
MARCH 31, 2015**

	2/28/2015					3/31/2015
	ENDING	DEBIT	CREDIT	INTEREST		ENDING
	BALANCE	RECEIVED	DISBURSED	INCOME		BALANCE
GENERAL FUND						
PNC BANK	\$ 1,507,830	\$ 3,801,104	\$ (4,036,087)	\$ -		\$ 1,272,846
PAYROLL (pass-thru account)	\$ 67,962	\$ 775,202	\$ (828,146)			\$ 15,018
PLGIT	\$ 13,772,731	\$ 2,746,225	\$ (5,500,000)	\$ 2,062		\$ 11,021,019
PSDLAF	\$ 154,631		\$ -	\$ 4		\$ 154,635
INVEST PTOGRAM	\$ 170,770			\$ 7		\$ 170,776
	<u>\$ 15,673,924</u>	<u>\$ 7,322,530</u>	<u>\$ (10,364,233)</u>	<u>\$ 2,072</u>		<u>\$ 12,634,294</u>
CAFETERIA FUND						
PNC BANK	\$ 95,418	\$ 50,616	\$ (134,310)			\$ 11,724
PLGIT	\$ 276,273	\$ 35,065	\$ -	\$ 3		\$ 311,341
	<u>\$ 371,692</u>	<u>\$ 85,681</u>	<u>\$ (134,310)</u>	<u>\$ 3</u>		<u>\$ 323,065</u>
CONSTRUCT FUND / CAP RES						
PNC BANK	\$ 3,115,830	\$ -	\$ (29,713)	\$ 27		\$ 3,086,144
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 3,503,366	\$ 248,000	\$ (248,000)	\$ 216		\$ 3,503,582
	<u>\$ 6,619,195</u>	<u>\$ 248,000</u>	<u>\$ (277,713)</u>	<u>\$ 243</u>		<u>\$ 6,589,726</u>
RISK MANAGEMENT FUND/TAX REFUNDS						
PNC BANK	\$ 944,479	\$ -	\$ (1,940)	\$ 41		\$ 942,581
GRAND TOTAL	<u>\$ 23,609,290</u>	<u>\$ 7,656,211</u>	<u>\$ (10,778,195)</u>	<u>\$ 2,360</u>		<u>\$ 20,489,666</u>

III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF MARCH 31, 2015

Bank Account - Status	Middle / High School	Athletics
Cash Balance as of February 28, 2015	\$ 119,816.08	\$ 60,274.52
Deposits (General Fund Transfer)	\$ 4,637.17	\$ 5,615.00
Subtotal	\$ 124,453.25	\$ 65,889.52
Expenditures	\$ 8,581.00	\$ 1,889.10
Cash Balance as of March 31, 2015, 2015	\$ 115,872.25	\$ 64,000.42

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

ACCT	DESCRIPTION	2014-2015 BUDGET TOTAL	2014-2015 9 MONTH MARCH/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources/Sales	\$ 475,355	\$ 345,865	\$ (129,490)
7000	State Revenue Subsidy	\$ 87,647	\$ 17,060	\$ (70,587)
8000	Federal Revenue Subsidy	\$ 385,159	\$ 239,388	\$ (145,771)
Total Revenue		\$ 948,161	\$ 602,314	\$ (345,847)
Expenditures				
100	Salaries	\$ 347,018	\$ 246,772	\$ 100,246
200	Benefits	\$ 139,201	\$ 97,145	\$ 42,056
	Professional/Technical			
300	Services	\$ 200	\$ 1,434	\$ (1,234)
400	Property Services	\$ 8,750	\$ 2,613	\$ 6,137
500	Other Services	\$ 2,725	\$ 1,397	\$ 1,328
600	Supplies/Food	\$ 438,206	\$ 264,837	\$ 173,369
700	Equipment/Property	\$ 1,000	\$ 65,414	\$ (64,414)
800	Other Objects	\$ -	\$ -	\$ -
900	Other Financial Uses	\$ -	\$ -	\$ -
Total Expenditures		\$ 937,100	\$ 679,611	\$ 257,489
INCOME / (LOSS)		\$ 11,061	\$ (77,297)	\$ (88,358)

NOTE: \$63,279 FROM EQUIPMENT WILL BECOME AN ASSET (from operating to balance sheet)

FACILITIES REPORT

April 30, 2015

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. STUDENT SUMMER WORK PROGRAM

The Administration recommends that the Board approve twenty (20) students for the *Student Summer Work Program* at a starting rate of \$7.25/hour and an increase of \$0.25 per year of employment, effective June 15, 2015 through August 14, 2015.

II. DORMONT FIRE DEPARTMENT TRAINING

It is recommended that the Board approve the Dormont Fire Department to conduct their training at Dormont Elementary School on Monday, June 22, 2015 between the hours of 6:30 p.m. – 9:30 p.m.

III. INSTALLATION OF CAMERAS AT ELEMENTARY BUILDINGS

It is recommended that the Board approve _____ for the installation of cameras at Aiken, Dormont and Myrtle Avenue Elementary Schools at an amount of \$_____.

IV. COOLING TOWER PROJECT

It is recommended that the Board approve _____ for the cooling tower project at Keystone Oaks High School at an amount of \$_____.

V. SCHNEIDER ELECTRIC

It is recommended that the Board approve Schneider Electric to perform the Investment Grade Audit on all of the Keystone Oaks School District's HVAC equipment and controls.

For Information Only

Schneider Electric is the chosen contractor from the recent Request for Qualifications advertisements. All costs will be included in the equipment upgrade. If no renovations are requested, the cost will be \$18,000.00

ACTIVITIES & ATHLETICS REPORT

April 30, 2015

Mr. Robert Brownlee, Chairperson

BOARD ACTION REQUESTED

I. OVERNIGHT TRIP / COMPETITION

It is recommended that the following trip be approved:

Future Business Leaders of America (FBLA) National Leadership Conference

Chicago, Illinois

Saturday-Friday – June 27 – July 3, 2015

Sponsor: **Beth Smith**

Approximate number of students participating – 3

Approximate cost per student – \$1,224.00 (includes hotel, flight, transportation, meal plan)

Approximate cost per adult - \$2,094.00 (includes hotel, flight, transportation, meal plan)

Conference Registration - \$420.00

District Funds Requested - \$6,186.00

II. FALL ATHLETIC BIDS

It is recommended that the Board approve the following fall athletic bids as presented:

<u>Name of Company</u>	<u>Amount</u>
Aluminum Athletic Equipment	\$10.00
Century Sports Incorporated	\$44,030.89
Natale Sporting Goods	\$2,765.84
Passon's Sports	\$1,044.27
TOTAL	\$47,851.00

III. ADVERTISE WINTER ATHLETIC BIDS

It is recommended that the Board approve the advertising of the winter athletic bids for the 2015/2016 school year.

IV. ADVERTISE SPRING ATHLETIC BIDS

It is recommended that the Board approve the advertising of the spring athletic bids for the 2015/2016 school year.

Policy Guide



Policy No. 205

Section PUPILS

Title POST-GRADUATE STUDENTS

Adopted AUGUST 21, 1989

Revised OCTOBER 19, 1998

POLICY NO. 205 POSTGRADUATE STUDENTS		
Section 1	<p><u>Purpose</u></p> <p>TheIt shall be the policy of the Board of School Directors to shall assume no obligation responsibility for making its regular educational program available to residents of this District who are high school graduates or who have attained the age of twenty-one (21) years; nor shall the Board be responsible for continuing education for such residents in the schools of any other District.</p>	<p>SC 1301 Title 22 11.12, 11.13, 12.1</p>
Section 2	<p><u>Authority</u></p> <p>The Board endorses opportunities for those individuals who reside in the District who have not finished high school to complete requirements for a District diploma. (i.e., Project SUCCEED).</p>	<p>SC 502, 1901</p>
Section 3	<p><u>Delegation of Responsibility</u></p> <p>Guidelines for implementing this policy shall authorize the principal to determine if the candidate meets requirements for a District diploma and recommend an approved candidate for graduation.</p> <p>School Code References:</p> <p>School Code – 24 P.S. Sec. 502, 1301, 1901</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.12, 11.13, 12.1</p>	<p>502, 1901, 1925</p>

Policy Guide



Policy No. 208

Section PUPILS

Title WITHDRAWAL FROM SCHOOL

Adopted AUGUST 21, 1989

Revised OCOTBER 19, 1998

POLICY NO. 208 WITHDRAWAL FROM SCHOOL	
Section 1	<p><u>Purpose</u></p> <p>The Board affirms that, even thoughalthough the statute requires attendance of a each student only between the ages of eight (8) and seventeen (17), it is in the best interests of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools.</p>
Section 2	<p><u>Authority</u></p> <p>The Board directs that whenever a student wishes to withdraw, efforts willshould be made to determine the underlying reason for such action and the resources of the District will should be used to assist the student in reaching their academic potential and career goals. If the student insists on withdrawing, the schoolguidance counselor and home and school visitor should encourage the student to enroll in a GED Program or in Project SUCCEED another approved program.</p> <p>No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting or other justification.</p> <p>The withdrawal of students attending college full-time shall be approved.</p>

SC 1326, 1327
Title 22 Sec. 11.13,
12.1

SC 1327

Title 22 Sec. 11.4

**POLICY NO. 208
WITHDRAWAL FROM SCHOOL**

Section 3

Delegation of Responsibility

The Superintendent or designee shall develop procedures and forms to process a student's withdrawal from school in accordance with the requirements of this policy and applicable law.

Section 4

Guidelines

Counseling services shall be made available to any student who wishes to withdraw.

Information shall be given to help the student to define educational and life goals and help plan the realization of those goals.

Students shall be informed about the tests for General Educational Development (GED).

The building administrator shall ensure the timely return of all district-owned supplies and equipment in the possession of the student.

References:

School Code – 24 P.S. Sec. 1326, 1327

State Board of Education Regulations – 22 PA Code Sec. 11.4, 11.13, 12.1

Policy Guide



Policy No.	<u>209</u>
Section	<u>PUPILS</u>
Title	<u>HEALTH EXAMINATIONS/SCREENINGS</u>
Adopted	<u>AUGUST 21, 1989</u>
Revised	<u>OCTOBER 19, 1998</u>

POLICY NO. 209		
HEALTH EXAMINATIONS/SCREENINGS		
Section 1	<p><u>Purpose</u></p> <p>In compliance with the School Code, the Board shall require that students of this District submit to health and dental examinations in order to protect the school community from the spread of communicable disease, and to ensure that the student's participation in health, safety and physical education courses meets individual needs, and to ensure that the learning potential of each student is not lessened by a remediable physical disability.</p>	<p>SC 1402-3 SC 1401, 1402, 1403 Title 22 Sec. 12.41</p>
Section 2	<p><u>Guidelines Authority</u></p> <p>Each pupil student shall receive a comprehensive health examination upon original entry, while in sixth grade and in eleventh grade. These examinations will be conducted by the school physician/nurse practitioner. A private examination conducted at the parent's/guardian's request and expense will be accepted in lieu of the school examination.</p> <p>Each pupil student shall receive a dental examination to determine the need for additional dental care upon original entry, while in third grade and in seventh grade. These examinations will be conducted by the school dentist. A private examination conducted at the parent's request and expense will be accepted in lieu of the school examination.</p> <p>The District will accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.</p>	<p>SC 1402, health 1407 Title 22 Sec. 12.41 Policy 203</p> <p>SC 1403, to 1407 Title 22 Sec. 12.41</p> <p>SC 1407 Title 28 Sec. 23.2</p>

POLICY NO. 209
HEALTH EXAMINATIONS/SCREENINGS

Privately conducted physical and dental exams must be comparable to those conducted by the school physician and/or nurse practitioner and must be documented on the forms provided by the District.

Unless otherwise exempted by the appropriate governmental authorities, the school nurse or medical technician shall administer to each student, at intervals established by the District, the following: vision tests, hearing tests, tuberculosis tests, scoliosis screenings, height and weight measurements, and any other test required by School Code or applicable law or regulation. Height and weight measurements shall be used to calculate the student's weight-for-height ratio.

The following schedule will be used:

1. Each ~~student~~pupil shall receive height and weight measurement annually.
2. Each ~~student~~pupil shall receive vision screening annually.
3. Each ~~student~~pupil shall receive audio screening in K, 1, 2, 3, 7 and 11.
4. Each ~~student~~pupil shall be tested for tuberculosis upon original entry into school and in grade nine (9) by a tuberculin test or as directed by the health department—usually every three (3) years unless reactor rate is high in the previous year.
5. Each ~~student~~pupil shall be screened for scoliosis in the sixth and seventh grades and all age-appropriate students in ungraded classes. Students who are under observation or care for scoliosis by a physician or students who object in writing to the screening need not be tested.

~~For each pupil transferring to the schools of this District, the Superintendent shall request an adequate health record from the transferring school.~~

The individual ~~student~~pupil records of health examinations shall

SC 1402
Title 22 Sec. 12.41
Title 28 Sec. 23.1 et seq.

Title 28 Sec. 23.7

Title 28 Sec. 23.4

Title 28 Sec. 23.5

Title 28 Sec. 23.9

Title 28 Sec. 23.10

SC-1409

SC 1409

POLICY NO. 209
HEALTH EXAMINATIONS/SCREENINGS

be maintained as a confidential record subject to statute and the policies of this District.

Pol.P.G. 216

A student who presents a statement signed by a parent or guardian that a medical examination is contrary to religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial health menace to the health of other persons.

SC 1419
Title 28 Sec.
23.4544

Where it appears to school health officials or teachers that a child deviates from normal growth and development or where school examinations reveal conditions requiring health or dental care, the parent or guardian of the child shall be so informed; and a recommendation shall be made that the parent/guardian consult a private physician or dentist. The parent/guardian shall be required to report to the school the action taken subsequent to such notification. When the parent(s) or guardian(s) inform the school of financial inability to provide an examination, the school shall advise them of the availability of public assistance. Where no action is taken, the school may conduct further examination.

SC 1402,~~(d)~~ 1406
Title 22 Sec. 12.41

~~SC 1402 (d) 1415~~

~~Parents and guardians of children who are to be examined shall be notified of such examinations. The notice shall include the date and location of the examination and encouragement that the parent or guardian attend. Such notice may also include notification that the parent may have the examination conducted privately at the parent's expense.~~

Parents/guardians will be notified of the requirement for physical and dental examinations or screenings at least two (2) weeks prior to the scheduled school examination or screening. The notice will outline the options of having the examination or screening conducted privately at the parent's /guardian's expense or the option of having the school-appointed physician or dentist conduct the examination or screening at no cost. Parents/guardians may attend the school-scheduled examination or screening. The notice will specify the time and location for the school examinations or screenings. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs.

SC 1405
Title 28 Sec.
23.2(e)
20 U.S.C. Sec.
1232h

POLICY NO. 209
HEALTH EXAMINATIONS/SCREENINGS

Section 3

Delegation of Responsibility

~~The Superintendent shall instruct all staff members to observe students continually for conditions that indicate physical defect or disability and to report such conditions promptly to the school nurse.~~

The Superintendent or designee shall instruct all staff members to be sensitive to the overall well-being of students and to promptly report any apparent changes in a student's health to the school nurse, who shall communicate with the student's parent/guardian.

SC 1402

The Superintendent or designee shall request an adequate health record from the transferring school for each student transferring into the District.

SC 1409

The Superintendent or designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).

SC 1406

References:

School Code – 24. P.S. Sec. 1401-1409, 1419

State Board of Education Regulations – 22 PA Code Sec. 12.41, 403.1

State Department of Health Regulations – 28 PA Code Sec. 23.1 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 1232h

Board Policy – 216

~~School Code~~

~~1402, 1403, 1405, 1406, 1407, 1409, 1419~~

~~PA Code Title 28~~

~~Sec. 23.2, 23.44~~

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Policy Guide



Policy No. 215

Section PUPILS

Title PROMOTION AND RETENTION

Adopted AUGUST 21, 1989

Revised APRIL 12, 2001

POLICY NO. 215 PROMOTION AND RETENTION		
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that the personaleemotional, social, physical, and educational growth of children development of students will vary and that theystudents should be placed in the educational setting most appropriate to their needs. at the various stages of their growth. Social promotion at all levels is discouraged. The District will establish and maintain high standards for each grade and monitor student achievement in a continuous and systematic manner.</p>	
Section 2	<p><u>Authority</u></p> <p>It shall be the policy of the Board establishes that each childstudent shall be moved forward in a continuous pattern of achievement and growthdevelopment that is in harmony corresponds with his/her own the student's development, the system of grade levels, and attainment of the academic standards established for each grade.</p> <p>Such pattern coincides with the system of grade levels established by this Board and the instructional objectives established for each.</p> <p>A student will be promoted when s/he has:</p> <p style="padding-left: 40px;">a. completed the course requirements at the presently assigned level; and</p>	<p>SC 1531, 1611, 1613 SC 1531, 1532 Title 22 Sec. 4.42</p>

	POLICY NO. 215 PROMOTION AND RETENTION	
	<p>b. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience at the next learning level.</p> <p>A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments.</p>	<p>SC 1532 Pol. 213</p>
Section 3	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent shall develop procedures for promotion and retention of which:</p> <ul style="list-style-type: none"> a. assure that efforts are made to remediate the student's difficulties before s/he is retained; b. require the recommendation of the classroom teacher for promotion or retention; c. require that parents are informed in advance of the possibility of retention; d. assign to the building and administrative staff the final responsibility for determining the promotion or retention of each student. <p>The Superintendent or designee shall develop procedures for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before the student is retained.</p> <p>Parents/guardians shall be informed of their child's progress through all levels, K-12, through the elementary program by means of regularly scheduled conferences and periodic reports prepared by the instructor and given sent to the parent.</p> <p>In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process.</p> <p>Parents/Guardians and students shall be informed of the possibility of retention or failure of a student in advance.</p>	<p>SC-1552</p> <p>Title 22 Sec. 5.222</p> <p>Title 22 Sec. 4.12, 4.13</p> <p>SC 1532 Pol. 217</p>

	POLICY NO. 215 PROMOTION AND RETENTION	
	<p>Every effort will be made to remediate the student’s difficulties before s/he is retained through age-appropriate instructional strategies to accelerate progress in the classroom.</p> <p>A referral to and participation in the Student Assist Program (SAP) with proper documentation of interventions implemented will be made.</p> <p>Systematic assessment strategies will be in place, such as continual progress monitoring and formative evaluation that enable ongoing modifications of instructional efforts.</p> <p>There will be implementation of school-based academic and mental health supports in order to advance skills and promote social and emotional adjustment of students (i.e. Title I Reading Program, after-school tutoring, counselor services).</p> <p>The recommendation of the classroom teacher(s) shall be required for promotion or retention of a student. Satisfactory completion of credit requirements shall also be required for promotion of students in grades 9-12.</p> <p>All potential retentions will be reviewed by the building principal who has the responsibility for determining the final promotion or retention of each student, in consultation with the Superintendent or designee. At that time, readiness for promotion and extenuating circumstances will be reviewed. Where a two-year age difference exists between the student and their grade level peers, placement will be made based on age. The decision of the Superintendent will be final.</p>	
Section 4	<p><u>Guidelines</u></p> <p><u>Elementary and Middle School</u></p> <p>Recommendations for student retention will also take into account the student’s age, social and emotional development, level of readiness for the grade level recommended, and any special needs of the student.</p> <p>There must be a recommendation of the classroom teacher for promotion or retention.</p>	

**POLICY NO. 215
PROMOTION AND RETENTION**

~~Parents shall be informed of their child's progress through the elementary program at all levels, K-12, by means of regularly scheduled conferences and periodic reports prepared by the instructor and sent to the parent.~~

At the middle school level, students will advance to the next grade level upon attaining a passing grade of "D" or better in at least four of five academic year-long courses. Students in Grade 8 who do not attain a passing grade of "D" or better in Reading/English and/or Mathematics will be required to attend the applicable district-operated summer program or other district-approved summer program prior to Grade 9. Failure to satisfy this minimal requirement will subject the student to retention.

~~All potential retentions will be reviewed by the building administrator and the Superintendent or his designee as deemed necessary. At that time, readiness for promotion and extenuating circumstances will be reviewed. Where a two-year age difference exists between the student and their grade level peers, placement will be made based on age. The decision of the Superintendent will be final.~~

High School

At the ~~secondary~~ high school level, students shall be encouraged to carry a full academic schedule of classes in each school year. A ~~credit~~ Carnegie unit shall be given for each subject in which the student has attained a passing grade of D or better and has been enrolled for two semesters.

Progress toward high school graduation shall be based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits mandated by the Board for graduation.

~~Any eleventh grade student who has earned fewer than fourteen credits will not be scheduled for graduation and will remain in a junior homeroom unless they attend summer school after their junior year to earn the necessary credit(s) to meet graduation requirements. If a student is unable to attend summer school to satisfy the credit deficiencies, other options (i.e., community~~

	POLICY NO. 215 PROMOTION AND RETENTION	
	<p>college courses) may be explored and approved by the parent/student and the building principal. Students must have earned at least nine (9) credits to be placed in a junior homeroom. Students must pass four (4) credits in grade nine to be placed in a sophomore homeroom.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1531, 1532</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.12, 4.13, 4.42</p> <p>Board Policy – 213, 217</p>	<p>SC 1531, 1532, 1611, 1613 PA Code</p> <p>Title 22 Sec. 5.222</p>

KEYSTONE OAKS SCHOOL DISTRICT

Policy

Guide



Policy No. 836

Section OPERATIONS

Title WORKERS' COMPENSATION
TRANSITIONAL RETURN-TO-
WORK PROGRAM

Adopted _____

Revised _____

	<p style="text-align: center;">POLICY NO. 836 WORKERS' COMPENSATION TRANSITIONAL RETURN-TO-WORK PROGRAM</p> <p>Section 1 <u>Purpose</u></p> <p>The Board adopts this policy to provide transitional temporary work assignment while an injured school district employee on workers' compensation continues medical treatment and/or therapy in order to facilitate the safe, timely return of injured school district employees to transitional or regular employment by making every reasonable effort to return the employee to work at the earliest possible time, based on medical approval, and also to help promote the productivity and/or efficiency of school district operations.</p> <p>Section 2 <u>Authority</u></p> <p>In an effort to control workers' compensation costs, the Board adopts this policy to ensure that employees who have been injured at work and are covered by workers' compensation return to work as soon as possible, in accordance with Board policy and administrative regulations.</p> <p>This policy may, at the discretion of the Superintendent or his/her designee, provide a transitional, temporary work assignment to a school district employee who meets all of the following conditions:</p>	
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**POLICY NO. 836
WORKERS' COMPENSATION TRANSITIONAL
RETURN-TO-WORK PROGRAM**

1. Has been injured at work.
2. Is disabled as defined under the state Workers' Compensation Act.
3. Is capable of productive work.
4. Cannot return to his/her pre-injury job for the District with or without reasonable accommodations as a result of his/her work injury.
5. Is expected to be able to return to his/her pre-injury job within a definite period of time.
6. Is being paid workers' compensation disability benefits.

Any employee shall not be eligible for continuation in the transitional return-to-work program if one (1) of the following determinations is made:

1. Employee cannot perform the assigned transitional temporary work assignment.
2. Employee is unable to return to his/her pre-injury occupation without reasonable accommodations within a reasonable period of time.

The work that shall be offered to an eligible employee shall be productive work that will advance the interests of the District.

Section 3 **Delegation of Responsibility**

The Superintendent or designee shall establish and oversee a transitional return-to-work program, coordinating the efforts of appropriately involved school district staff persons and develop administrative regulations to implement the Board policy.

The Superintendent or designee shall determine, at his/her discretion, if a transitional temporary work assignment will be offered to an eligible employee. When the interactive process, required by the Americans With Disabilities Act (ADA), is going to be engaged in, the Superintendent or designee shall

**POLICY NO. 836
WORKERS' COMPENSATION TRANSITIONAL
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engage the solicitor or special labor counsel.

The Superintendent or designee shall ensure that all District staff responsible for the transitional return-to-work program shall receive appropriate training on a periodic basis from legal counsel with expertise in the Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), workers' compensation and labor relations. The training shall include, but not necessarily be limited to information on the interaction of the transitional return-to-work programs and applicable laws, contracts, collective bargaining agreements, and/or benefit/compensation plans.

Section 4

Guidelines

The transitional return-to-work program and Board policy shall be implemented in a manner that does not conflict with applicable laws, contracts or collective bargaining agreements.

The work offered to the employee will be within restrictions set forth by the medical care provider. Provisions of any applicable collective bargaining agreement shall be followed if there is a conflict between this policy and any such contract or law. Any transitional return-to-work program may be adjusted and/or altered based on specific language of an applicable agreement, understanding that program and Board policy are inherent managerial prerogatives.

Nothing in this policy shall be construed as requiring that a transitional temporary work assignment be provided to an eligible employee or that the essential functions of any job be eliminated. Transitional temporary work assignments are intended as a transitional opportunity to assist an injured employee to return to his/her pre-injury occupation with or without reasonable accommodations. The development of a transitional return-to-work assignment shall occur in coordination with the employee's medical provider(s).

**POLICY NO. 836
WORKERS' COMPENSATION TRANSITIONAL
RETURN-TO-WORK PROGRAM**

Duration of Modified Duty Program

1. Participation in the transitional return-to-work program is not intended to be for an unlimited duration. The program is intended to be of a temporary duration enabling an applicable employee reasonable time to rehabilitate and return to their full duty assignment with or without reasonable accommodations or to secure another regular position where they can perform the essential functions of the job with or without reasonable accommodation.
2. Participation in the transitional return-to-work program shall not exceed six (6) months, unless an exception is granted by the Board. Exceptions will only be granted when it is expected that the individual's return to a regular full-duty assignment is imminent.
3. This program in no way affects the employee's entitlement to benefits under workers' compensation laws as they apply within the state.
4. At its discretion, the District reserves the right to place employees at any time in regular job assignments within their classification where they can perform the essential functions of the job with or without reasonable accommodation.
5. The District may terminate an employee's participation in the transitional return-to-work program at any time when an employee fails to meet the program requirements or when, in the opinion of the District, continued participation is not practical.

Discipline For Noncompliance

Disciplinary actions may be taken against any employee who fails to observe the requirements of the transitional return-to-work program in accordance with the District's policies, procedures and/or regulations and/or as per the applicable agreement or plan.

**POLICY NO. 836
WORKERS' COMPENSATION TRANSITIONAL
RETURN-TO-WORK PROGRAM**

References:

Workers' Compensation Act – 77 P.S. Sec. 1 et seq.

Family and Medical Leave Act – 29 U.S.C. Sec. 2601 et seq.

Americans with Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Family and Medical Leave, Title 29, Code of Federal
Regulations – 29 CFR Part 825

Health Insurance Portability and Accountability Act, Title 45,
Code of Federal Regulations – 45 CFR Part 160, 164