

**KEYSTONE OAKS SCHOOL DISTRICT
1000 KELTON AVENUE
PITTSBURGH, PA 15216**

BOARD OF SCHOOL DIRECTORS

**BUSINESS/LEGISLATIVE SESSION
TUESDAY, JANUARY 18, 2022
7:00 PM**

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

Tuesday, January 18, 2022 – Business/Legislative

7:00 PM Meeting

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

Tuesday, February 8, 2022 – 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 18, 2022

Mrs. Theresa Lydon

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Reorganization/Work Session Minutes of December 7, 2021 and the Business/Legislative Minutes of December 14, 2021.

II. RENEWAL AND RE-APPOINTMENT OF SUPERINTENDENT

It is recommended that the Board approve the renewal and re-appointment of Dr. William P. Stropkaj as the District Superintendent for a term of five (5) years, effective July 1, 2022 and ending June 30, 2027, in accordance with the requirements of Article X of the Public School Code of 1949, as amended.

III. MEMORANDUM OF UNDERSTANDING – DIRECTOR OF FINANCE AND HUMAN RESOURCES

It is recommended that the Board approve the Memorandum of Understanding between **Mr. Joseph A. Kubiak**, Director of Finance and Human Resources and the Keystone Oaks School District.

IV. MEMORANDUM OF UNDERSTANDING – ACT 93

It is recommended that the Board approve the Memorandum of Understanding with the members of the Keystone Oaks Act 93 Compensation Plan and the Keystone Oaks School District.

V. BLUE COLLAR SCHOLARSHIP

It is recommended that the Board approve the creation of the Blue Collar Scholarship Award, as presented by a community member.

VI. REVISED HEALTH AND SAFETY PLAN

It is recommended that the Board approve the changes to the Health and Safety Plan as attached.

FOR INFORMATION ONLY

- I. Parkway West Career and Technology Center Report** *Mrs. Annie Shaw*
- II. SHASDA Report** *Mr. Santo Raso*
- III. PSBA/Legislative Report** *Mrs. Theresa Lydon*

IV. News from the Boroughs

V. EXECUTIVE SESSION

VI. BOARD COMMITTEES 2022

Activities and Athletics

*Mr. LaPorte, Mrs. Donahue, Mr. Hill, Ms. Lindsey

Budget and Finance

*Mrs. Lydon, Mr. Hill, Mr. Raso, Mrs. Shaw

Buildings, Grounds, & Transportation

*Mr. Raso, Mr. Hill, Mr. LaPorte, Ms. Lindsey

Communications

*Ms. Lindsey, Mrs. Donahue, Ms. Evans, Ms. Snyder

Education

*Mrs. Donahue, Ms. Lindsey, Mrs. Lydon, Ms. Snyder

Personnel

*Mrs. Lydon, *Mrs. Shaw, Mrs. Donahue, Mr. LaPorte

Policy

*Mrs. Shaw, Ms. Evans, Mrs. Lydon, Ms. Snyder

***Denotes Chairperson**

SUPERINTENDENT'S REPORT

JANUARY 18, 2022

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. DIRECTOR OF FINANCE AND HUMAN RESOURCES COMPENSATION

It is recommended that the Board approve a salary of \$94,778.88 for **Mr. Joseph A. Kubiak**, Director of Finance and Human Resources, for January 1, 2022 through December 31, 2022.

II. ACT 93 COMPENSATION

In compliance with the *Act 93 Administrative Employee Compensation Plan July 1, 2019 – June 30 2022*, it is recommended that the Board approve the Administrators salaries for January 1, 2022 through December 31, 2022:

<u>Name</u>	<u>Salary</u>	<u>Position</u>
Desiree Burns	\$112,350.56	Director of Special Education
Jeffrey Kattan, Ed.D.	\$123,050.00	Principal, Keystone Oaks Middle School
Kevin Lloyd	\$ 80,847.15	Director of Food Service
Michael Linnert	\$105,387.52	Principal, Keystone Oaks High School
Suzanne Lochie	\$ 88,761.12	Director of Pupil Services
John Lyon	\$118,711.66	Director of Buildings, Grounds & Transportation
Scott Mizikar	\$115,204.28	Principal, Myrtle Avenue Elementary School
Aaron Smith	\$105,930.34	Director of Technology
Dave Thomas	\$102,671.52	Principal, Fred L. Aiken Elementary School
Shannon Varley, Ed.D.	\$133,750.00	Director of Curriculum, Instruction, Assessment and Staff Development
Brian Werner	\$117,700.00	Principal, Dormont Elementary School

III. SECOND READING POLICY 919: TITLE I PARENT AND FAMILY ENGAGEMENT

It is recommended that the Board approve the SECOND READING of Policy 919: *Title I Parent and Family Engagement*.

IV. ADOPTION OF THE 2022/2023 SCHOOL YEAR CALENDAR

It is recommended that the Board approve the adoption of the 2022/2023 school year calendar as presented by the Superintendent. (*Pages 7-8*)

V. PROFESSIONAL DEVELOPMENT

It is recommended that the Board approve the following Professional Development Request:

Emily Brill	PAFCS Annual Conference Blair County Convention Center Altoona, PA April 21 – 23, 2022	\$750.00
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Mark Elphinstone	Pennsylvania State Athletic Directors Association Conference Hershey, PA March 15 – 18, 2022	\$1,300.00
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**KEYSTONE OAKS SCHOOL DISTRICT
2022-2023 SCHOOL CALENDAR**

August 2022				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September 2022				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2022				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 2022				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 2022				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 2023				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February 2023				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March 2023				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 2023				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May 2023				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 2023				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

July 2023				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

 First & Last Student Day

 Early Dismissal(s) for Students

 Professional Development and/or Clerical

 Holiday Dates – No School

 Kennywood Picnic

**KEYSTONE OAKS SCHOOL DISTRICT
2022-2023 SCHOOL CALENDAR**

STUDENT / TEACHER DAYS

		<u>Month</u>	<u>Student</u>	<u>Teacher</u>
August 24, 25	Professional Development			
August 26	Clerical			
August 29	First Day for Students	August	3	6
September 5	Labor Day (No School)	September	21	21
		October	21	21
November 7	Parent Teacher Conferences			
November 8	Professional Development/Clerical			
November 24 - 28	Thanksgiving Vacation (No School)	November	17	19
December 26-31	Winter Recess (No School)	December	17	17
January 2	Winter Recess (No School)			
January 16	No School			
January 23	Clerical	January	19	20
February 20	Presidents' Day (No School)	February	19	19
March 31	Professional Development/Clerical	March	22	23
April 6-10	Spring Break	April	17	17
May 16	Professional Development			
May 29	Memorial Day (No School)	May	21	22
June 8	Graduation			
June 9	Last Day for Students			
June 12	Last Day for Teachers; Clerical	June	<u>7</u>	<u>8</u>
			184	193

FACULTY DAYS

August 24, 25	Professional Development
August 26	Clerical
November 7	Parent Conferences
November 8	Professional Development/Clerical
January 23	Clerical
March 31	Professional Development/Clerical
May 16	Professional Development
June 12	Clerical

PARAPROFESSIONAL DAYS

August 24	Professional Development
August 25	Professional Development
November 8	Training

KENNYWOOD PICNIC

To Be Determined

END OF GRADING PERIODS

November 1, 2022	End of First Grading Period
January 20, 2023	End of Second Grading Period
March 29, 2023	End of Third Grading Period
June 9, 2023	End of Fourth Grading Period

MAKE-UP DAYS

Monday, November 28, 2022
Monday, February 20, 2023
Thursday, April 6, 2023
Monday, April 10, 2023
Tuesday, May 16, 2023

EDUCATION REPORT

JANUARY 18, 2022

Mrs. Tamara Donahue, 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 2022/2023 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 2022/2023 school year.

PERSONNEL REPORT

JANUARY 18, 2022

**Mrs. Theresa Lydon, Co-Chairperson
Mrs. Annie Shaw, Co-Chairperson**

BOARD ACTION REQUESTED

I. RESIGNATION

It is recommended that the Board accept the following resignation:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Julia Beadle	Custodian	December 16, 2021
Jamie Ewing	Paraprofessional	January 31, 2022
Brittany RoBear	Paraprofessional	January 21, 2022

II. APPOINTMENT

1. Food Service Personnel

It is recommended that the Board approve the employment of the following individual at a rate of \$10.28/hour:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Rebecca Hruch	Food Service Worker – Myrtle	December 20, 2021

2. Food Service Personnel – Change in Position

It is recommended that the Board approve the change in position from Food Service Worker to Cafeteria Manager for the following individual at a rate of \$11.78/per hour:

<u>Name</u>	<u>Effective Date</u>
Jodi Uhron	December 13, 2021

3. Custodian

In compliance with the *Service Employees' International Union Local 32BJ Collective Bargaining Agreement 2021-2026*, it is recommended that the Board approve the employment of:

Judith Nagy
Custodian

Effective – January 19, 2022
Salary – \$29,459.00 (pro-rated)

4. Change in Activity Stipends and Positions

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the following change in activity stipends and positions for the following individuals for the 2021/2022 school year:

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
Wrestling (V)	Assistant	Steve McCormick	\$2,500.00
Wrestling (MS)	Head Coach	Joseph Kazalas	\$3,000.00

5. Approval of Activity Stipends

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the following individuals for the 2021/2022 school year:

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
Baseball (V)	Head Coach	Eric Fairman	\$5,000.00
	Assistant	Nick Riggle	\$2,500.00
Baseball (JV)	Head Coach	Jordan Campano	\$2,500.00
	Volunteer	Greg Schneider	
Softball (V)	Head Coach	Mark Kaminski	\$4,750.00
	Assistant	Melissa Benincasa	\$2,500.00
	Assistant	OPEN	\$2,500.00
Softball (MS)	Head Coach	Keith Buckley	\$3,000.00
	Assistant	Steve McCormick	\$1,500.00
	Volunteer	Jenna Ross	
	Volunteer	Sophia Piatt	
Tennis (Boys)	Head Coach	Leslie Leopold	\$5,000.00
	Assistant	James Svidron	\$2,500.00
Track (V)	Head Coach	Felix Yerace	\$5,000.00
	Assistant	Donnie Burns	\$3,333.00
	Assistant	Christian Friday	\$3,333.00
	Assistant	Erica Regan	\$3,333.00
Track (MS)	Head Coach	James Feeney	\$3,000.00
	Assistant	Kobe Phillippi	\$2,500.00

	Assistant	Jimmy Canello	\$2,500.00
	Assistant	Mike Orosz	\$2,500.00
	Volunteer	Marco Canello	
	Volunteer	Lauryn Greggs	
Volleyball (Boys)	Head Coach	Jordan Zange	\$6,500.00
	Assistant	Pat Morrow	\$3,250.00
	Volunteer	Pat Simmons	

III. FAMILY AND MEDICAL LEAVE

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

Employee #3519 – December 2, 2021 – February 15, 2022

FINANCE REPORT

JANUARY 18, 2022

Mrs. Theresa Lydon, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH DECEMBER 31, 2021

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

A. General Fund as of December 31, 2021 (Check No. 65988-66172)	\$1,213,558.51
B. Food Service Fund as of December 31, 2021 (Check No. 9613-9615)	\$19,155.30
C. Athletics as of December 31, 2021 (Check No. 3309-3318)	\$12,560.63
D. Capital Reserve as of December 31, 2021 (None)	\$0.00
TOTAL	\$1,245,274.44

II. PARKWAY WEST CAREER & TECHNOLOGY CENTER BUDGET

1. The Administration recommends that the Board approve the Parkway West General Operating and Jointure Budget for the 2022/2023 school year as follows:

	<u>2022/2023</u>
• Parkway West General Operation Budget	\$7,617,651
• Parkway West Jointure Budget	\$ 746,773

2. Keystone Oaks School District's Estimated Share of Budget

• Parkway West General Operating Budget	\$484,730.48
• Parkway West Jointure Budget	\$ 38,446.67

For Information Only

The District's estimated share toward the General Operating Budget reflect an increase of \$19,444.06.

III. RESOLUTION 01-22 TAX INDEX

It is recommended that the Board adopt Resolution 01-22 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 2022/2023 fiscal year by more than the allowable index of 3.4%.

KEYSTONE OAKS SCHOOL DISTRICT BOARD OF DIRECTORS RESOLUTION 01-22

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 2022/2023 fiscal year is 3.4%;

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 2022/2023 fiscal year by more than its index.

AND NOW, on this 18th day of January 2022, 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 2022/2023 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 2022/2023 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 2022/2023 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.

Mrs. Theresa Lydon, Board President

Mr. Joseph A. Kubiak, Board Secretary

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2021 – 2022 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2021-2022 BUDGET TOTAL	2021-2022 6 MONTH DECEMBER/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 31,108,214	\$ 27,287,087	\$ (3,821,127)
7000	State Revenue Sources	\$ 11,886,363	\$ 5,988,206	\$ (5,898,157)
8000	Federal Revenue Sources	\$ 691,742	\$ 958,138	\$ 266,396
Total Revenue		\$ 43,686,319	\$ 34,233,431	\$ (9,452,888)
				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 17,908,098	\$ 6,812,721	\$ 11,095,377
200	Benefits	\$ 11,215,351	\$ 4,281,028	\$ 6,934,323
300	Professional/Technical Services	\$ 1,805,796	\$ 675,506	\$ 1,130,290
400	Property Services	\$ 1,117,100	\$ 466,133	\$ 650,967
500	Other Services	\$ 5,855,294	\$ 2,300,546	\$ 3,554,748
600	Supplies/Books	\$ 1,469,483	\$ 801,644	\$ 667,839
700	Equipment/Property	\$ 420,929	\$ 447,464	\$ (26,535)
800	Other Objects	\$ 347,620	\$ 240,141	\$ 107,479
900	Other Financial Uses	\$ 3,958,000	\$ 26,000	\$ 3,932,000
Total Expenditures		\$ 44,097,671	\$ 16,051,183	\$ 28,046,488
Revenues exceeding Expenditures		\$ (411,352)	\$ 18,182,248	\$ 18,593,600
Other Financing Sources/(Uses)				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF DECEMBER 31, 2021

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 12/1/2021	\$ 105,641.44	\$ 38,038.03
Deposits	\$ 3,945.08	\$ 7,317.68
Subtotal	\$ 109,586.52	\$ 45,355.71
Expenditures	\$ -	\$ 19,073.49
Cash Balance - 12/31/2021	\$ 109,586.52	\$ 26,282.22

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF DECEMBER 31, 2021

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,319,986
PAYROLL (pass-thru account)	\$ 5,036
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 26,282
PLGIT	\$ 8,814,340
FNB MONEY MARKET	\$ 9,657,359
PSDLAF	\$ 162,302
INVEST PROGRAM	\$ 181,730
OTHER POST-EMPLOYMENT BENEFITS	\$ 1,988,767
COMPENSATED ABSENCES	\$ 431,021
	<u><u>\$ 22,586,823</u></u>
 CAFETERIA FUND	
FNB BANK	\$ 240,875
PLGIT	\$ 414,163
	<u><u>\$ 655,038</u></u>
 CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 44,702
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 801
	<u><u>\$ 45,503</u></u>
 GRAND TOTAL	 18 <u><u>\$ 23,287,364</u></u>

ACTIVITIES & ATHLETICS REPORT

JANUARY 18, 2022

Mr. Thomas LaPorte, Chairperson

BOARD ACTION REQUESTED

I. EXTRA ATHLETIC WORKER – 2021/2022 SCHOOL YEAR

It is recommended that the Board approve the following individual as an extra athletic worker for the 2021/2022 school year:

Matt Buckley

II. ADVERTISE FOR ATHLETIC BIDS

It is recommended that the Board approve the advertisement of athletic bids for the fall of the 2022/2023 school year.

III. COMPETITIVE EVENT

It is recommended that the Board approve the following competitive event:

PJAS – Regional Competition (Level I)

February 5, 2022

Number of Students – 11 (\$55 Total for Registration Fee)

Activity Sponsor – Rebecca Hritz

Total District Funds Requested - \$55.00

Odyssey of the Mind (Level I)

March 5, 2022

Number of Students – 91

Activity Sponsor – Jessica Dobson

Total District Funds Requested - \$1,500.00 (Registration Fee)

IV. PITTSBURGH ZOO AND PPG AQUARIUM FACILITY RENTAL CONTRACT FOR HIGH SCHOOL PROM

It is recommended that the Board approve the agreement between the Pittsburgh Zoo and PPG Aquarium Rental and the Keystone Oaks School District.

For Information Only

The 2022 Prom will be held at the Pittsburgh Zoo and PPG Aquarium. Funds for the event will be paid through the Junior/Senior Class Sponsor Club.

BUILDINGS & GROUNDS REPORT

JANUARY 18, 2022

Mr. Santo Raso, Chairperson

BOARD ACTION REQUESTED

I. ADVERTISEMENT OF QUOTES

It is recommended that the Board approve the advertisement of quotes on the District website for the purchase of a Kubota Tractor Model LX2610.



ARP ESSER Health and Safety Plan Guidance & Template

Section 2001(i)(1) of the American Rescue Plan (ARP) Act requires each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund to develop and make publicly available on the LEA's website a *Safe Return to In-Person Instruction and Continuity of Services Plan*, hereinafter referred to as a *Health and Safety Plan*.

Based on ARP requirements, 90 percent of ARP ESSER funds will be distributed to school districts and charter schools based on their relative share of Title I-A funding in FY 2020-2021. **Given Federally required timelines, LEAs eligible to apply for and receive this portion of the ARP ESSER funding must submit a Health and Safety Plan that meets ARP Act requirements to the Pennsylvania Department of Education (PDE) by Friday, July 30, 2021, regardless of when the LEA submits its ARP ESSER application.**

Each LEA must create a Health and Safety Plan that addresses how it will maintain the health and safety of students, educators, and other staff, and which will serve as local guidelines for all instructional and non-instructional school activities during the period of the LEA's ARP ESSER grant. The Health and Safety Plan should be tailored to the unique needs of each LEA and its schools and must take into account public comment related to the development of, and subsequent revisions to, the Health and Safety Plan.

The ARP Act and U.S. Department of Education rules require Health and Safety plans include the following components:

1. How the LEA will, to the greatest extent practicable, implement prevention and mitigation policies in line with the most up-to-date guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning;
2. How the LEA will ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services;
3. How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC:

- a. Universal and correct wearing of [masks](#);
- b. Modifying facilities to allow for [physical distancing](#) (e.g., use of cohorts/podding);
- c. [Handwashing and respiratory etiquette](#);
- d. [Cleaning](#) and maintaining healthy facilities, including improving [ventilation](#);
- e. [Contact tracing](#) in combination with [isolation](#) and [quarantine](#), in collaboration with State and local health departments;
- f. [Diagnostic](#) and screening testing;
- g. Efforts to provide COVID-19 [vaccinations to school communities](#);
- h. Appropriate accommodations for children with disabilities with respect to health and safety policies; and
- i. Coordination with state and local health officials.

The LEA's Health and Safety Plan must be approved by its governing body and posted on the LEA's publicly available website by July 30, 2021.* The ARP Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Each LEA will upload in the eGrants system its updated Health and Safety Plan and webpage URL where the plan is located on the LEA's publicly available website.

The ARP Act requires LEAs to review their Health and Safety Plans at least every six months during the period of the LEA's ARP ESSER grant. LEAs also must review and update their plans whenever there are significant changes to the CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

LEAs may use the template to revise their current Health and Safety Plans to meet ARP requirements and ensure all stakeholders are fully informed of the LEA's plan to safely resume instructional and non-instructional school activities, including in-person learning, for the current school year. An LEA may use a different plan template or format provided it includes all the elements required by the ARP Act, as listed above.

* The July 30 deadline applies only to school districts and charter schools that received federal Title I-A funds in FY 2020-2021 and intend to apply for and receive ARP ESSER funding.

Additional Resources

LEAs are advised to review the following resources when developing their Health and Safety Plans:

- [CDC K-12 School Operational Strategy](#)
- [PDE Resources for School Communities During COVID-19](#)
- [PDE Roadmap for Education Leaders](#)
- [PDE Accelerated Learning Through an Integrated System of Support](#)
- [PA Department of Health - COVID-19 in Pennsylvania](#)

Health and Safety Plan Summary: **Keystone Oaks School District**

Initial Effective Date: June 23, 2021

Date of Last Review: January 6, 2022

Date of Last Revision: TBD

1. How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?

- Buildings & Grounds Staff will utilize CDC guidelines to clean, sanitize, disinfect, and ventilate learning spaces, surfaces, and other areas.
- All products used meet OSHA & CDC requirements.
- Cleaning supplies will be provided for teachers to regularly clean desks throughout the day as needed.
- Commonly touched surfaces will be cleaned throughout the school day.
- Restrooms will be cleaned throughout the day, with restrooms closed on a rotating basis, where feasible.
- All facilities which include but are not limited to classrooms, rooms, band rooms, training rooms, weight rooms, gyms, auditoriums, etc., must be disinfected/cleaned as per CDC and/or state health guidelines.
- All high touch surfaces will be disinfected regularly.
- Close water fountains to students and staff except for water bottle filling stations, and encourage the use of individual water bottles from home or disposable plastic bottles.
- Follow CDC guidelines for cleaning, disinfecting and responding if/when there is a COVID-19 infection.
- Ensure custodians are trained in appropriate cleaning techniques.
- Assess and document whether appropriate techniques are being followed.
- All filters in mechanical systems will be changed before the start of the school year. Filters will be replaced as needed.
- Increase circulation of outdoor air as much as possible when doing so does not pose a health and safety risk.
- Installation of touchless faucets and flushers.

2. How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?

All District students, K-12, will have access to a one-to-one device, Chromebook/laptop/iPad, supplied by the District or a device of their own. Students will utilize the devices to access Google Classroom and Google Meet to receive instruction through their personal devices.

Students will be assigned work during remote learning, found in Google Classroom, to be completed using an electronic device while also receiving instruction through both synchronous (Google Meet) and asynchronous means. Students who need supports such as special education and English as a Second Language will meet with their teachers and paraprofessionals, using the personal devices. Information regarding free Internet service will also be provided to those families who lack funds. In addition, if a student does not have access to the Internet, paper copies will be provided for all assignments.

Weekly Sample Schedules

Scenario #1: Traditional Schooling – Instruction will be delivered in-person Monday through Friday following the daily schedules for each school building and District School Calendar.

Scenario #2: Remote Learning – Instruction will be delivered through synchronous and/or asynchronous means when students must quarantine due to exposure or testing positive for COVID-19. This may take place for a single student, small groups of students, or an entire school building. If families request periods of remote instruction for their children as a result of the pandemic, this method of learning will also be used.

Scenario #3: Remote Learning Due to Large Cases – In the event of large cases of COVID-19 throughout the community/state whereby an order from the State or County indicates to limit capacity in school buildings, students will alternate days of in-person instruction and synchronous instruction. Students will be assigned a group as per their last name and will attend school on the alternate days as described below; when synchronous, students will use their devices to attend classes remotely.

Last Name	Monday	Tuesday	Wednesday	Thursday	Friday
A – L	Face to Face	Synchronous	Face to Face	Synchronous	Face to Face
M-Z	Synchronous	Face to Face	Synchronous	Face to Face	Synchronous

3. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.

ARP ESSER Requirement	Strategies, Policies, and Procedures
<p>a. Universal and correct wearing of masks;</p> <p>b. See Table 1: Keystone Oaks School District Mask Requirements/GuidelinesRequirements/Guidelines (Page 13)</p>	<p>The District will consider guidelines, orders, etc. from the CDC, Pennsylvania Governor’s Office, Pennsylvania Department of Health, Pennsylvania Department of Education, and the Allegheny County Health Department regarding the use of face coverings for students, staff, and visitors.</p> <p>The school nurses will provide videos on the universal and correct wearing of face coverings.</p> <p>At times when masks are not required, students are permitted to wear a face covering if they wish.</p>
<p>c. Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding);</p>	<p>The District will consider CDC, Pennsylvania Department of Health, Pennsylvania Department of Education, and Allegheny County Health Department guidelines regarding student movement throughout the buildings.</p> <p>Survey families to determine what mode of instruction students would participate in (face-to face, KO Cyber Academy), which may reduce in-person class size.</p> <p>Follow recommendations from the CDC, the PA Department of Health, and the PA Department of Education regarding physical distancing. When feasible, assign an alternate space to larger classrooms.</p>

ARP ESSER Requirement	Strategies, Policies, and Procedures
	<p>Class sizes will be balanced to the maximum extent possible.</p> <p>Cafeteria - Implement standard operating procedures while taking preventative measures such as:</p> <ul style="list-style-type: none"> • Provide hand sanitizer for students and staff • Require handwashing for elementary students before and after meal service • Encourage handwashing for secondary students before and after meal service • Install plexiglass dividers between the register and in serving lines • Explore options for touchless student pin entry • Serve grab-and-go meals where feasible and in multiple locations • Mark spaced lines to enter the cafeteria and serving lines; designate entrances and exits; • Purchase and use single-serve condiments • Use of outdoors when feasible • Meals will be served following the guidelines of the CDC, USDA, PA Department of Health, PA Department of Education, and the Allegheny County Health Department. <p>Visitors will not be permitted to enter the building without a previously scheduled appointment.</p> <p>The District may continue to hold meetings virtually or via phone to the maximum extent possible when</p>

ARP ESSER Requirement	Strategies, Policies, and Procedures
	<p>cases of COVID-19 have been identified in the school buildings.</p> <p>Group activities will be planned while taking into consideration from the CDC, Pennsylvania Department of Health, Pennsylvania Department of Education, and Allegheny County Health Department guidelines. This includes activities during the school day, in the evening, and all athletic events.</p> <p>District will consider guidelines from the CDC, Pennsylvania Department of Health, Pennsylvania Department of Education, and Allegheny County Health Department guidelines regarding student movement throughout the buildings.</p> <p>District will consider guidelines from the CDC, Pennsylvania Department of Health, Pennsylvania Department of Education, and Allegheny County Health Department guidelines regarding transportation of students.</p>
<p>d. Handwashing and respiratory etiquette;</p>	<p>Teach and reinforce good hygiene measures, such as handwashing, coverings, coughs, and face coverings. This will also be reinforced through the videos created by the school nurses.</p> <p>Hand sanitizing stations will be installed throughout the buildings.</p> <p>Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no touch trash can</p>

ARP ESSER Requirement	Strategies, Policies, and Procedures
	in all bathrooms, classrooms, and frequently trafficked areas.
<p>e. Cleaning and maintaining healthy facilities, including improving ventilation;</p>	<p>Close water fountains to students and staff except for water bottle filling stations, and encourage the use of individual water bottles from home or disposable plastic bottles.</p> <p>The District will supply water to student athletes during sporting events, practices, etc. Student-athletes are encouraged to bring their own water and are not to share containers.</p>
<p>f. Contact tracing in combination with isolation and quarantine, in collaboration with the State and local health departments;</p> <p>g. See COVID-19 Quarantine Flow Chart (page 14) for details on the steps the District follows to identify and quarantine individuals who are identified as a close contact.</p>	<p>The District will work with the county and state health departments to determine when students, staff, or visitors should isolate or quarantine at home.</p> <p>The District will work with the county and state health departments to determine when to notify staff and families of a possible case, while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.</p> <p>The District will work with the county and state health departments to determine when isolated or quarantined individuals should return to school/work.</p>
<p>h. Diagnostic and screening testing;</p>	<p>Encourage students/families and staff members to conduct a daily self-check at home for symptoms of COVID-19, in accordance with the PA Department of Health Symptom Monitoring Tool.</p>

ARP ESSER Requirement	Strategies, Policies, and Procedures
	<p>Use email communication and social media to regularly remind students/families staff of the symptoms of COVID-19 and to encourage them to monitor their symptoms and remain home if they are experiencing any symptoms or are feeling ill.</p> <p>Individuals who are symptomatic in a school building will receive a health check, which includes a check for history of exposure. Anyone who is exhibiting symptoms must wear a mask in the building until they can return safely home.</p> <p>Address privacy concerns of monitoring practices and the potential stigma associated with monitoring and confirmed exposure or cases.</p> <p>Staff and students must stay home if they are sick.</p> <p>Identify a space in each school to separate anyone who exhibits COVID-19 symptoms.</p> <p>School nurses and other healthcare providers will use Standard and Transmission-Based Precautions when caring for sick people.</p> <p>Arrange for the transport of anyone who is sick to go home or to a healthcare facility.</p> <p>The District will collaborate with the school doctor.</p>

ARP ESSER Requirement	Strategies, Policies, and Procedures
i. Efforts to provide vaccinations to school communities ;	Vaccine clinics have been held and will continue to be held in collaboration with local health providers. These clinics will be open to the students, staff, parents/guardians, and the community at large.
j. Appropriate accommodations for students with disabilities with respect to health and safety policies; and	<p>PPE will be provided to vulnerable students as appropriate.</p> <p>The students will collaborate with families of students with disabilities and will make appropriate accommodations on an as needed basis.</p>
k. Coordination with state and local health officials.	<p>The District will consider the guidelines of the CDC, Pennsylvania Department of Health, Pennsylvania Department of Education, and the Allegheny County Health Department.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Keystone Oaks School District** reviewed and approved the Health and Safety Plan on **(INSERT DATE: MONTH, DAY, YEAR)**.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **(INSERT DATE: MONTH, DAY, YEAR)**

By:

(Signature of Board President)*

(Print Name of Board President)

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.

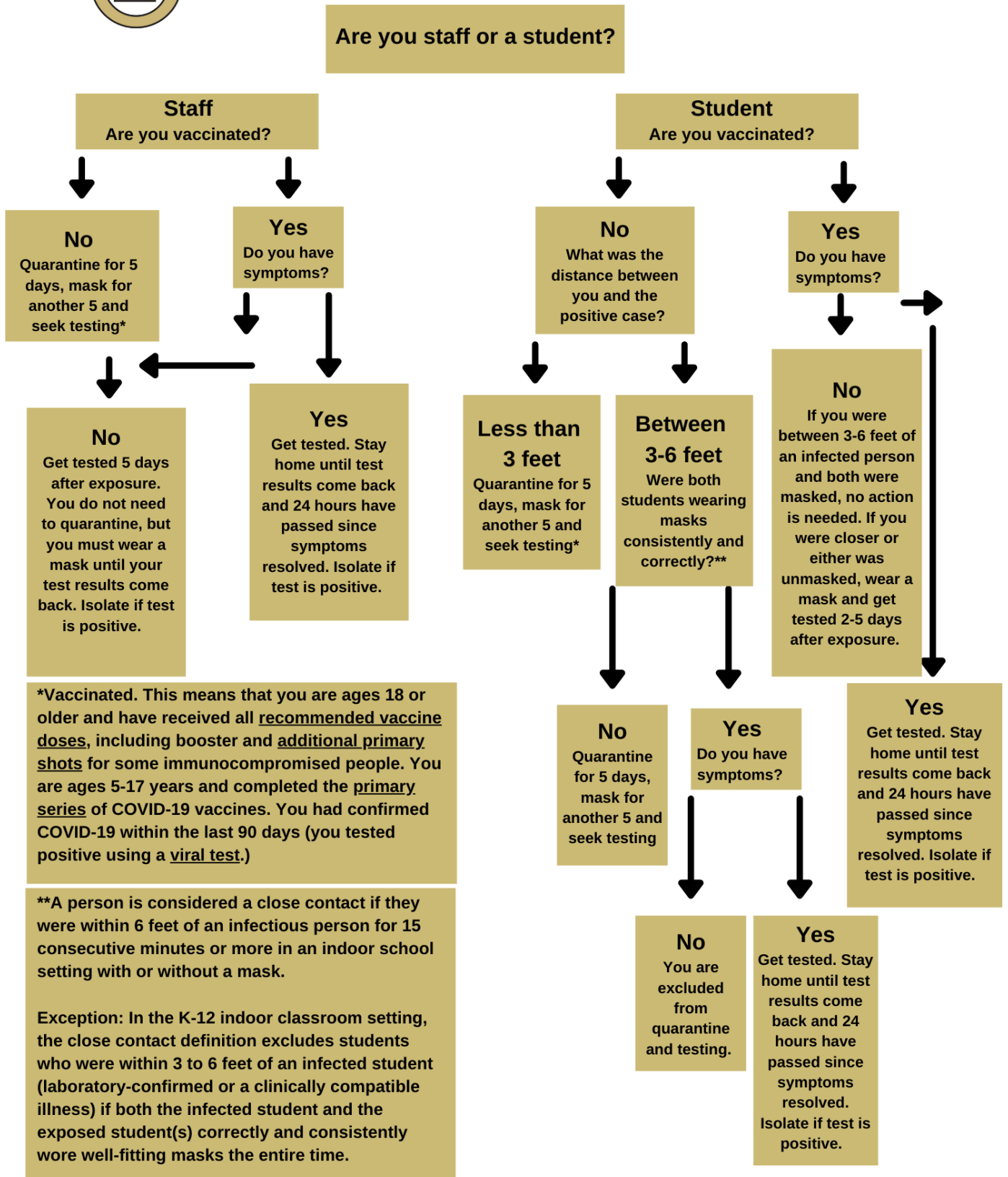
Table 1: Keystone Oaks School District Mask Requirements/Guidelines

Resource: <https://www.cdc.gov/coronavirus/2019-ncov/more/aboutcovidcountycheck/index.html>

Level of Community Transmission	CDC Definiton	District Mask Requirement
Low	<p>Total New Cases per 100,000 persons in the past 7 days: 0-9.99</p> <p>Percentage of NAATs that are positive during the past 7 days: 0 – 4.99%</p> <p>*Based on data for Allegheny County</p>	<ul style="list-style-type: none"> • Masks not required • Masks are required in the following scenarios: <ul style="list-style-type: none"> ○ Students or staff who test positive for COVID-19 and return to school or work after 5 days of isolation must wear a mask at all times through Day 10. ○ Students or staff who are identified as an unvaccinated, close contact and return to school or work after 5 days of quarantine must wear a mask at all time through Day 10.
Moderate	<p>Total New Cases per 100,000 persons in the past 7 days: 10 – 49.99</p> <p>Percentage of NAATs that are positive during the past 7 days: 5 – 7.99%</p> <p>*Based on data for Allegheny County</p>	<ul style="list-style-type: none"> • Masks highly recommended for all students, employees, and visitors. • Masks are required in the following scenarios <ul style="list-style-type: none"> ○ Students or staff who test positive for COVID-19 and return to school or work after 5 days of isolation must wear a mask at all times through Day 10. ○ Students or staff who are identified as an unvaccinated, close contact and return to school or work after 5 days of quarantine must wear a mask at all time through Day 10.
Substantial	<p>Total New Cases per 100,000 persons in the past 7 days: 50 – 99.99</p> <p>Percentage of NAATs that are positive during the past 7 days: 8 – 9.99%</p> <p>*Based on data for Allegheny County</p>	<ul style="list-style-type: none"> • Masks required for all students, staff and visitors. • Parents/guardians who “opt out” of wearing a mask will have to inform the District in writing and provide documentation from a licensed medical provider. • Students may remove their masks while eating or drinking inside when physically distanced to the extent feasible, and during mask breaks, when outdoors, or participating in indoor sports and physical education classes.
High	<p>Total New Cases per 100,000 persons in the past 7 days: >100</p> <p>Percentage of NAATs that are positive during the past 7 days: Greater than or equal to 10%</p> <p>*Based on data for Allegheny County</p>	<ul style="list-style-type: none"> • Masks required for all students, staff and visitors. • Parents/guardians who “opt out” of wearing a mask will have to inform the District in writing and provide documentation from a licensed medical provider. • Students may remove their masks while eating or drinking inside when physically distanced to the extent feasible, and during mask breaks, when outdoors, or participating in indoor sports and physical education classes.



COVID-19 Quarantine Flowchart



*Vaccinated. This means that you are ages 18 or older and have received all recommended vaccine doses, including booster and additional primary shots for some immunocompromised people. You are ages 5-17 years and completed the primary series of COVID-19 vaccines. You had confirmed COVID-19 within the last 90 days (you tested positive using a viral test.)

**A person is considered a close contact if they were within 6 feet of an infectious person for 15 consecutive minutes or more in an indoor school setting with or without a mask.

Exception: In the K-12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time.

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

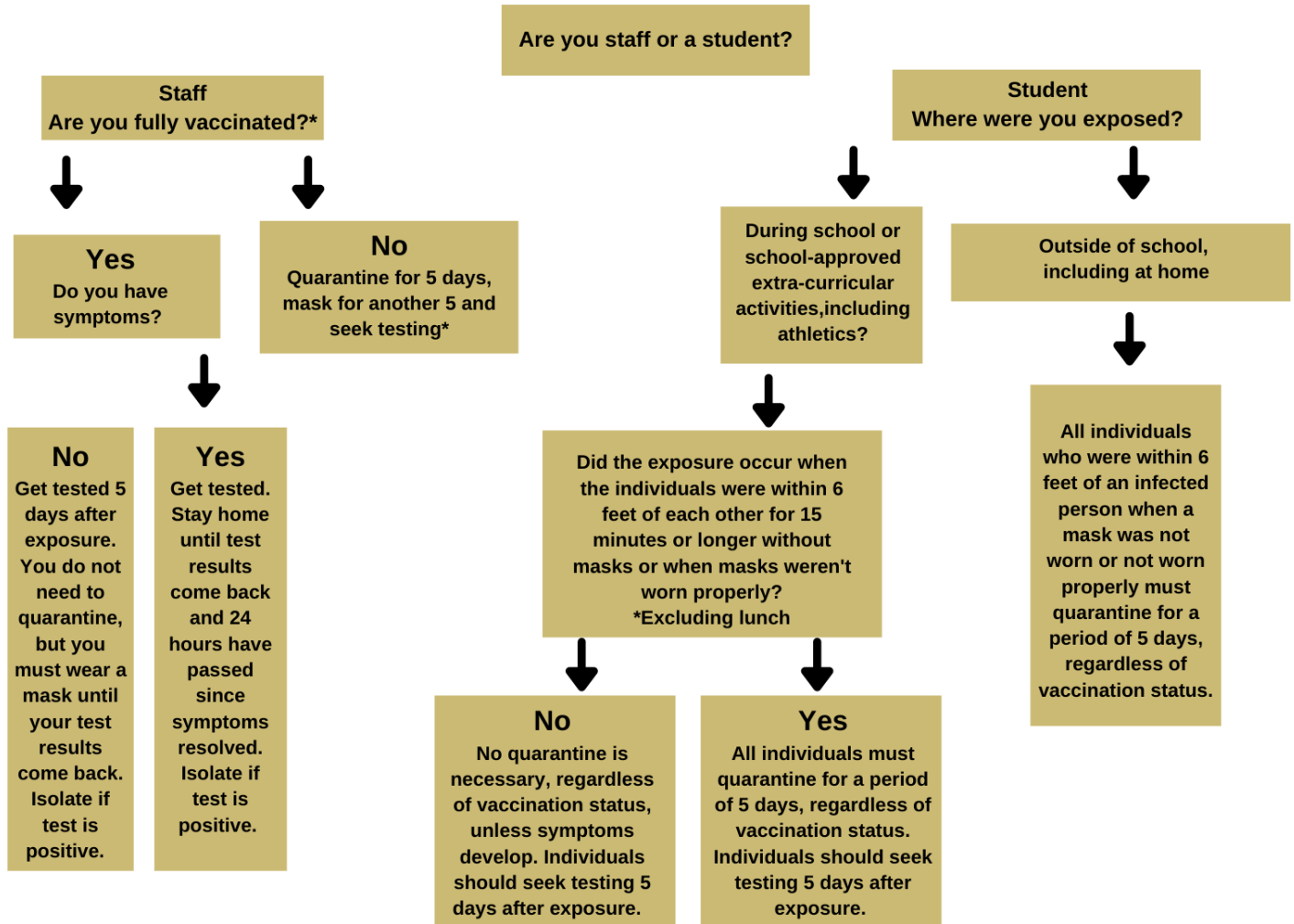
<https://www.allegheycounty.us/Health-Department/Resources/COVID-19/Information-on-COVID-19-Testing.aspx>

Updated: 1/7/2022



DRAFT - 1/13/2022

COVID-19 Quarantine Flowchart



Fully vaccinated are those who are:

- Ages 18 or older and have received all recommended vaccine doses, including booster and additional primary shots for some immunocompromised people.
- You are ages 5-17 years and completed the primary series of COVID-19 vaccines.
- You had confirmed COVID-19 within the last 90 days (you tested positive using a viral test.)

****A person is considered a close contact if they were within 6 feet of an infectious person for 15 consecutive minutes or more in an indoor setting with or without a mask.**

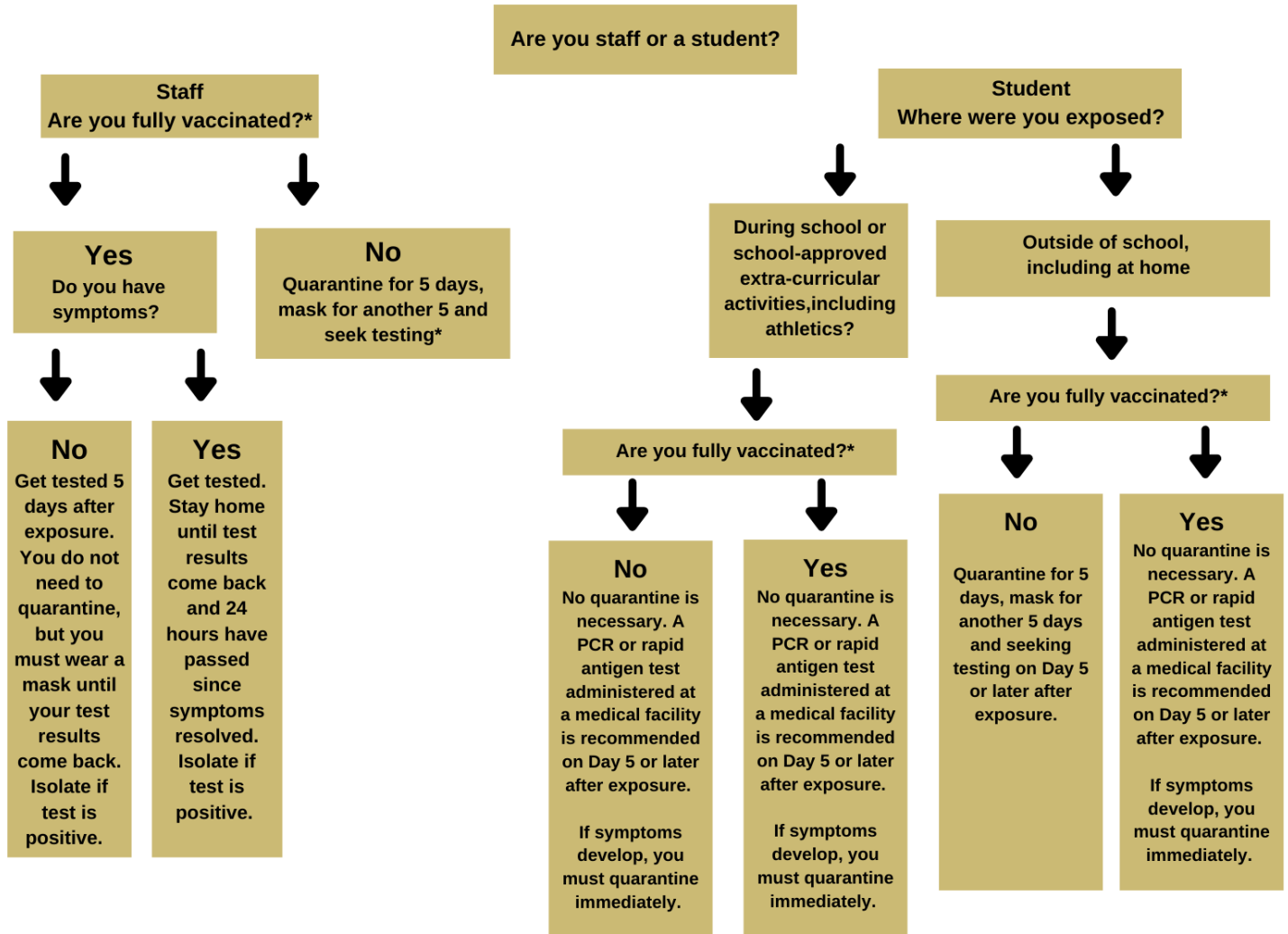
Exception: In the K-12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time.

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>
<https://www.alleghenycounty.us/Health-Department/Resources/COVID-19/Information-on-COVID-19-Testing.aspx> Updated: 1/7/2022



DRAFT - 1/13/2022 (Test to Stay)

COVID-19 Quarantine Flowchart



Fully vaccinated are those who are:

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<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>
<https://www.alleghenycounty.us/Health-Department/Resources/COVID-19/Information-on-COVID-19-Testing.aspx> Updated: 1/7/2022

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 919

Section COMMUNITY

Title TITLE I PARENT AND FAMILY ENGAGEMENT

Adopted DECEMBER 2, 2014

Last Revised DECEMBER 4, 2018

Reviewed JANUARY 19, 2021

POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT		
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that parent and family engagement contributes to the achievement of academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents and family members, and community.</p>	20 U.S.C. Sec. 6318 Pol. 102
Section 2	<p><u>Definition</u></p> <p>Parent and Family (Family Member) - these terms are used interchangeably and shall include caregivers, a legal guardian or other person standing in loco parentis such as a grandparent or stepparent with whom the child lives, a person who is legally responsible for the child's welfare, or a legally appointed Education Decision Maker of a child participating in a Title I program.</p>	
Section 3	<p><u>Authority</u></p> <p>The Board directs the District and each of its schools with a Title I program to:</p> <ol style="list-style-type: none"> 1. Conduct outreach to all parents and family members. 	20 U.S.C. Sec. 6318

	<p style="text-align: center;">POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT</p> <p>2. Engage parents in the joint development of the District's overall Title I plan and the process of school review and improvement as necessary.</p> <p>3. Engage parents and family members in the development of the Title I Parent and Family Engagement Policy. Following adoption of the policy by the Board, the policy shall be:</p> <ul style="list-style-type: none"> a. Incorporated into the district's Title I plan. b. Posted to the district's publicly accessible website and be available in writing upon request. c. Evaluated annually with parent and family engagement. <p>4. Provide opportunities and conduct meaningful collaborations with parents and family members in planning and implementation of Title I programs, activities, and procedures.</p>	
Section 4	<p><u>Guidelines</u></p> <p>Each district school operating a Title I program shall hold an annual meeting of parents and family members at a convenient time to explain the goals and purposes of the Title I programs and to inform them of their right to be involved. Parents and family members shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents and family members shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs, through the Title I Parent Advisory Council, survey, and Parent-Faculty organization meetings.</p> <p>The schools with Title I programs shall offer a flexible number of meetings which shall be held at various times of the morning and evening. Title I funds may be used to enable parent and family member attendance at meetings through payment of transportation, child care costs or home visits.</p>	<p>20 U.S.C. Sec. 6312 SC 510.2</p> <p>20 U.S.C. Sec. 6318</p> <p>20 U.S.C. Sec. 6318</p>

**POLICY NO. 919
TITLE I PARENT AND FAMILY ENGAGEMENT**

The schools shall involve parents and family members in an organized, ongoing and timely way, in the planning, review and improvement of Title I programs, the Title I Parent and Family Engagement Policy and the joint development of the Title I Plan.

20 U.S.C. 6318,
6312

At these meetings, parents/guardians shall be provided:

20 U.S.C. 6318

1. Timely information about Title I programs and district and school level parent/guardian engagement activities.
2. Description and explanation of academic content standards, the curriculum in use, the forms of academic assessment used to measure student progress, and the achievement levels students are expected to meet.
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

To ensure the continuous engagement of parents and family members in the joint development of the Title I Plan and with the school support and improvement process, the district shall:

1. Establish meaningful, ongoing two-way communication between the district, staff and parents and family members.
2. Communicate with parents and family members about the plan and seek their input and participation through efficient means of communication such as, the use of newsletters, the district website, email, telephone, parent and teacher conferences, and home visits if needed.
3. Train personnel on how to collaborate effectively with parents and family members with diverse backgrounds that may impede their participation, such as limited literacy or language difficulty.
4. Analyze and share the results of the Title I Parent/Family Survey.

POLICY NO. 919
TITLE I PARENT AND FAMILY ENGAGEMENT

5. Post school performance data on the district's website.
6. Distribute and discuss the School-Parent and Family Compact.
7. Host various parent and family nights at each school building with a Title I program.
8. Establish and support active and engaged Title I parent and family advisory councils. The council will include a majority of parents and family members of students participating in Title I programs, as well as the building principal, teachers or other appropriate staff, students and community members. The purpose of the council shall be to focus on improved student achievement, effective classroom teaching, parent/family/community engagement in the educational process, and to facilitate communications and support.
9. Actively recruit parents and family members to participate in school review and improvement planning.
10. Assign district representatives to be available to work collaboratively with parents and family members, and to conduct school-level trainings to promote understanding of school data, comprehensive plans and the budgeting process.
11. Invite participation of parents and family members at the regular comprehensive planning committee meetings, Title I budget meetings and school improvement plan meetings to obtain input and propose school improvement initiatives.

If the Title I Plan is not satisfactory to parents and family members, the District shall submit any parent or family member comments with the plan when the school makes the plan available to the Board.

20 U.S.C. Sec.
6318, 6312

POLICY NO. 919
TITLE I PARENT AND FAMILY ENGAGEMENT

Building Capacity for Parent and Family Engagement

The District shall provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve academic achievement and school performance through:

20 U.S.C. Sec. 6318

1. Providing assistance to parents and family members in understanding such topics as the academic standards, state and local academic assessments, the requirements of parent and family involvement, how to monitor a child's progress and work with teachers to improve the achievement of their children.
2. Providing material and training to help parents and family members work with their children to improve academic achievement and to foster parent and family engagement, such as:
 - a. Scheduling trainings in different locations on a variety of topics including how to support their child in school, literacy, school safety, cultural diversity and conflict resolution.
 - b. Using technology, including education about the harms of copyright piracy, as appropriate.
 - c. Providing information, resources and materials in a user-friendly format.
 - d. Providing, as requested by a parent or family member, other reasonable support for parent and family engagement activities.
 - e. Training on how to use the Parent Portal as a tool to monitor grades and achievement.
3. Educating teachers, specialized instructional support personnel, principals and other school leaders and staff, with the assistance of parents and family members, on the value and usefulness of contributions of parents and

Pol. 102, 127

Pol. 814

Pol. 833

POLICY NO. 919
TITLE I PARENT AND FAMILY ENGAGEMENT

family members and in how to reach out to, communicate with, and work with them as equal partners, implement and coordinate parent and family programs, and build ties between parents and family members and the school.

4. To the extent feasible and appropriate, coordinating and integrating Title I parent and family involvement efforts and activities with other federal, state and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents and family members in more fully participating in the education of their children.
5. Engage the parent organizations (i.e. PFO) to actively seek out and involve parents and family members through regular updates, information sessions and assistance with the identification of effective communication strategies.
6. Train parents and family members to enhance the involvement of other parents and family members.
7. Adopt and implement model approaches to improving parent and family engagement.
8. Establish a district-wide Title I parent and family advisory council to provide advice on all matters related to parent and family engagement in Title I programs.
9. Engage community-based organizations and businesses in parent and family engagement activities.

20 U.S.C. Sec. 2318, 7845
Pol. 140, 212
29 U.S.C. Sec. 3271 et seq.
42 U.S.C. Sec. 11301 et seq., 9831 et seq.

9-10. Implement an effective means of outreach to the families of English learners.

Coordinating Parent and Family Engagement Strategies

The District shall coordinate and integrate Title I parent and family engagement strategies with other parent and family

20 U.S.C. Sec. 6318, 7845

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	<p style="text-align: center;">POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT</p> <p>engagement strategies required by federal, state, and local laws by:</p> <ol style="list-style-type: none"> 1. Involving district and program representatives to assist in identifying specific parent and family member needs. 2. Sharing data from other programs to assist in developing initiatives to advance academic achievement and school improvement. <p><u>Annual Parent and Family Engagement Policy Evaluation</u></p> <p>The District shall conduct, with meaningful participation of parents and family members, and annual evaluation of the content and effectiveness of this policy in improving the academic quality of all district schools with a Title I program.</p> <p>The evaluation shall identify:</p> <ol style="list-style-type: none"> 1. Barriers to parent and family member participation, with particular attention to those who are migrants, are economically disadvantaged, have a disability, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority. 2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers. 3. Strategies to support successful school and parent and family interactions. <p>The evaluation shall be conducted through:</p> <ol style="list-style-type: none"> 1. Establishment of a schedule and process for the policy review and revision by parents and family members. 2. An evaluation of the effectiveness of the content and communication methods through a variety of methods. 3. A parent and family member and teacher survey designed to collect data on school level and district-wide 	<p>Pol. 140, 212 29 U.S.C. Sec. 3271 et seq., 701 et seq 42 U.S.C. Sec. 11301 et seq., 9831 et seq.</p> <p>20 U.S.C. Sec. 6318</p> <p>20 U.S.C. Sec. 6318</p>
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	<p style="text-align: center;">POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT</p> <p>parent and family engagement outcomes.</p> <ol style="list-style-type: none"> 4. Focus groups. Parents and family members, and community members, unable to attend the focus groups in person shall have an opportunity to participate in an alternate format. 5. Documentation of parent and family member input regarding Title I programs and activities from throughout the year. 6. A Title I parent and family advisory council comprised of a sufficient number and representative group of parents and family members to adequately represent the needs of the district's Title I population. <p>The District shall use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise, if necessary, the district's Title I Parent and Family Engagement Policy.</p> <p><u>School-Parental Compact</u></p> <p>Each school in the District receiving Title I funds shall jointly develop with parents and family members of students served in the program a School-Parent and Family Compact outlining the manner in which parents and family members, the entire school staff and students will share responsibility for improved student academic achievement and the means by which the school and parents and family members will build and develop partnerships to help children achieve the academic standards. The compact shall:</p> <ol style="list-style-type: none"> 1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title I program to meet the District's academic standards. 2. Describe the ways in which parents and family members will be responsible for supporting their child's learning; volunteering in the classroom; and participating, as 	<p>20 U.S.C. Sec. 6318</p> <p>20 U.S.C. Sec. 6318</p> <p>Pol. 916</p>
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	<p style="text-align: center;">POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT</p> <p>appropriate, in decisions related to their child's education and positive use of extracurricular time.</p> <p>3. Address the importance of ongoing two-way, meaningful communication between parents/family members and teachers, at a minimum, annual parent-teacher conferences at the elementary level, frequent reports to parents and family members on their child's progress, reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.</p> <p><u>Title I Funds</u></p> <p>Unless exempt by law, the District shall reserve at least one percent (1%) of its Title I funds to assist schools in conducting parent and family engagement activities. Parents and family members shall be involved in the decisions regarding how the Title I reserved funds are used for parent and family engagement activities.</p> <p>Not less than ninety percent (90%) of the reserved funds shall be distributed to district schools with a Title I program, with priority given to high need schools. The District shall use the Title I reserved funds to conduct activities and strategies consistent with this policy, including:</p> <ol style="list-style-type: none"> 1. Supporting schools and nonprofit organizations in providing professional development for the district and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members. 2. Supporting programs that reach parents and family members at home, in the community, and at school. 3. Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically 	<p>Pol. 916</p> <p>20 U.S.C. Sec. 6318</p> <p>20 U.S.C. Sec. 6318</p>
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	<p style="text-align: center;">POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT</p> <p>disadvantaged parents and family members.</p> <p>4. Collaborating or providing subgrants to schools to enable such schools to collaborate with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement.</p> <p>5. Engaging in any other activities and strategies that the district determines are appropriate and consistent with this policy.</p> <p><u>Documentation of Parent and Family Engagement Practices</u></p> <p>Documentation to track the implementation of this policy is an essential part of compliance and may include, but not be limited to, sign-in sheets at workshops, meetings and conferences; schedules, training and informational materials; communications and brochures; and meeting notes.</p> <p><u>Accessibility</u></p> <p>The District and each of its schools with a Title I program shall provide communications, information and school reports to parents and family members who are migrants or who have limited English proficiency, a disability, limited literacy, or racial and ethnic minority backgrounds, in a language they can understand.</p> <p>Section 5 <u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall ensure that the District's Title I Parent and Family Engagement Policy, plan and programs comply with the requirements of federal law.</p> <p>The Federal Programs Coordinator and/or Title I staff shall notify parents and family members of the existence of the Title I programs and provide:</p> <p>1. An explanation of the reasons supporting their child's selection for the program.</p>	<p>20 U.S.C. Sec. 6318 Pol. 140</p> <p>20 U.S.C. Sec. 6318, 6312</p>
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	<p style="text-align: center;">POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT</p> <ol style="list-style-type: none"> 2. A set of goals and expectations to be addressed. 3. A description of the services to be provided. 4. A copy of this policy and the School-Parent and Family Compact. <p>Parents and family members shall actively carry out their responsibilities in accordance with this policy and the School-Parent and Family Compact. At a minimum, parents and family members shall be expected to:</p> <ol style="list-style-type: none"> 1. Support their child’s learning. 2. Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time. <p>The Superintendent or designee shall ensure that the District and its schools with Title I programs provide opportunities for the informed participation of parents and family members by providing resources, information and school reports in an understandable and uniform format or, upon request, in another format. Such efforts shall include: .</p> <ol style="list-style-type: none"> 1. Providing communications in clear and simple language. 2. Posting information for parents and family members on the district's website. 3. Including a telephone number for parents and family members to call with questions. 4. Partnering with community agencies which may include libraries, recreation centers, community-based organizations and faith-based organizations to assist in sharing information. 5. Provide language access services to families with limited English proficiency through on-site or telephonic translation and interpretation services, as appropriate. 	<p>20 U.S.C. Sec. 6318</p> <p>Pol. 140</p>
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**POLICY NO. 919
TITLE I PARENT AND FAMILY ENGAGEMENT**

Previously Revised: December 4, 2018; December 12, 2017

References:

School Code – 24 PA Sec. 510.2

Elementary and Secondary Education Act – 20 U.S.C. Sec.
6312, 6318, 7845

Rehabilitation Act – 29 U.S.C. Sec. 701 et seq.

Adult Education and Family Literacy Act – 20 U.S.C. Sec. 3271
et seq.

Head Start Act – 42 U.S.C. Sec. 9831 et seq.

The McKinney-Vento Homeless Assistance Act – 42 U.S.C.
Sec. 11301 et seq.

Board Policy – 102, 140, 127, 212, 814, 916