



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

BOARD OF SCHOOL DIRECTORS

**BUSINESS/LEGISLATIVE SESSION
TUESDAY, APRIL 19, 2022
7:00 PM**

KEYSTONE OAKS SCHOOL DISTRICT SCHOOL DIRECTORS' CALENDAR OF EVENTS

Tuesday, April 19, 2022 – Business/Legislative

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- **SkillsUSA Recognition**
- **FBLA State Qualifiers**
- **Rebecca Hritz – CMU Physics Teachers Program**
- **Emily Brill – 2022 Teacher of the Year by the PA
Association of Family and Consumer Sciences**
- **Aaron Colf and Rachael Ragen – Transform Ed
Fellowship Program**
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

Tuesday, May 10, 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

APRIL 19, 2022

Mrs. Theresa Lydon

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of March 8, 2022 and the Business/Legislative Minutes of March 15, 2022.

II. 2022/2023 BOARD MEETING DATES

It is recommended that the Board approve the 2022/2023 Board Meeting dates as listed below through the month of June, 2023:

August 9, 2022	Work Session
August 16, 2022	Business/Legislative Meeting
September 13, 2022	Work Session
September 20, 2022	Business/Legislative Meeting
October 11, 2022	Work Session (Location: Parkway West)
October 18, 2022	Business/Legislative Meeting
November 8, 2022	Work Session
November 15, 2022	Business/Legislative Meeting
December 6, 2022	Reorganization/Work Session
December 13, 2022	Business/Legislative Meeting
January 10, 2023	Work Session
January 17, 2023	Business/Legislative Meeting
February 14, 2023	Work Session
February 21, 2023	Business/Legislative Meeting
March 14, 2023	Work Session
March 21, 2023	Business/Legislative Meeting
April 11, 2023	Work Session
April 18, 2023	Business/Legislative Meeting
May 9, 2023	Work Session
May 23, 2023	Business/Legislative Meeting

June 13, 2023
June 20, 2023

Work Session
Business/Legislative Meeting

III. FOR INFORMATION ONLY

Kennywood Day for the Keystone Oaks School District is Wednesday, June 22, 2022.

FOR INFORMATION ONLY

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|-------------|--|----------------------------------|
| I. | Parkway West Career and Technology Center Report | <i>Mrs. Annie Shaw</i> |
| II. | SHASDA Report | <i>Mr. Santo Raso</i> |
| III. | PSBA/Legislative Report | <i>Mrs. Theresa Lydon</i> |
| IV. | News from the Boroughs | |
| V. | EXECUTIVE SESSION | |

SUPERINTENDENT'S REPORT

APRIL 19, 2022

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. DUAL CREDIT AGREEMENT – SETON HILL UNIVERSITY

It is recommended that the Board approve the Dual Credit Agreement between Seton Hill University and Keystone Oaks High School for the 2022/2023 school year.

For Information Only

Under the terms of this agreement, students will have the opportunity to begin taking college-level course work while completing their high school course work.

II. FIRST AND SECOND READING POLICY 805.2: SCHOOL SECURITY PERSONNEL

It is recommended that the Board approve the FIRST and SECOND READING of Policy 805.2: *School Security Personnel*.

III. FIRST READING POLICY 000: BOARD POLICY/PROCEDURE/ADMINISTRATIVE REGULATIONS

It is recommended that the Board approve the FIRST READING of Policy 000: *Board Policy/Procedure/Administrative Regulations*.

IV. FIRST READING POLICY 002: AUTHORITY AND POWER

It is recommended that the Board approve the FIRST READING of Policy 002: *Authority and Powers*.

V. FIRST READING POLICY 004: MEMBERSHIP

It is recommended that the Board approve the FIRST READING of Policy 004: *Membership*.

VI. FIRST READING POLICY 007: POLICY MANUAL ACCESS

It is recommended that the Board approve the FIRST READING of Policy 007: *Policy Manual Access*.

VII. PROFESSIONAL DEVELOPMENT

It is recommended the Board approve the following Professional Development request:

Meghan Disher	PA Speech Language Hearing Association Conference Sheraton Pittsburgh – Station Square Pittsburgh, PA April 7 – 8, 2022	\$335.00
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EDUCATION REPORT

APRIL 19, 2022

Mrs. Tamara Donahue, Chairperson

BOARD ACTION REQUESTED

I. TEXTBOOK ON DISPLAY

It is recommended that the Board approve the following textbook to be placed on display for 30 days:

Textbook

Publisher

Entre Cultures I

Wayside Publishing

II. SUMMER ACADEMY PROGRAM

It is recommended that the Board approve the following Summer Academy Program: Middle School Math Acceleration, at an approximate cost of \$1,500.00.

III. ALLEGHENY INTERMEDIATE UNIT MEMORANDUM OF UNDERSTANDING

It is recommended that the Board approve the AIU Transition Memorandum of Understanding between the Keystone Oaks School District and Head Start, in accordance with the Every Student Succeeds Act (ESSA) and Title I.

PERSONNEL REPORT

APRIL 19, 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>
Kaitlyn Beaver	Teacher – Music K-5 and Strings	June 10, 2022

II. APPOINTMENTS

1. Food Service Workers

It is recommended that the Board approve the following individuals as Food Service Workers at a rate of \$10.28/hour:

<u>Name</u>	<u>Effective Date</u>
Dolores Colaizzi	April 11, 2022
Monique Nowacki	March 7, 2022
Stacy Palmer	April 4, 2022

2. Approval of Activity Sponsor and 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>
Musical (HS)	Assistant	Craig Wetzel	\$3,100.00
	Assistant	William Garcia Hernandez	\$640.00
	Assistant	Lauren Rigby	\$640.00
	Assistant	Travis Rigby	\$640.00
	Assistant	James Overly	\$75.00
Softball (V)	Assistant	Jenna Ross	\$2,500.00
Softball (MS)	Assistant	Gina Huss	\$1,000.00

Track (V)	Assistant Volunteer	Lauryn Greggs Christian Friday	\$3,333.00
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3. Change in Activity Stipends

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

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
Musical (HS)	Assistant	William Eibeck	\$6,000.00
	Assistant	Edward Poellot	\$4,000.00
	Assistant	Jeffrey Knell	\$640.00
	Assistant	Jordyn Schmid	\$640.00
	Assistant	Laura Hanlon	\$640.00
	Assistant	Britta Schneider	\$640.00
	Assistant	Alexander Weibel	\$640.00
	Assistant	William Rossetti	\$640.00
	Assistant	Abigail Langhorst	\$640.00
	Assistant	Stephen Flory	\$640.00
	Assistant	Emily Landis	\$250.00

For Information Only

The Musical (HS) stipends were approved at the March 15, 2022 Business/Legislative Meeting but due to staffing responsibilities, stipend amounts were adjusted

4. Approval of Activity Sponsor

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the following individual for the 2022/2023 school year:

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>
Football (V)	Head Coach	Steve McCormick

III. FAMILY AND MEDICAL LEAVE

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

Employee #2142 – April 19 through June 10, 2022

Employee #4389 – April 11 through June 10, 2022

FINANCE REPORT

APRIL 19, 2022

Mrs. Theresa Lydon, Chairperson

BOARD ACTION REQUESTED

I. AUDITED FINANCIAL STATEMENTS

The Administration recommends that the Board accept the Audited Financial Statements as of June 30, 2021 as presented.

II. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH MARCH 31, 2022

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

A. General Fund as of March 31, 2022 (Check No. 66525-66759)	\$2,623,107.85
B. Food Service Fund as of March 31, 2022 (Check No. 9631-9636)	\$15,454.86
C. Athletics as of March 31, 2022 (Check No. 3330-3339)	\$8,810.41
D. Capital Reserve as of March 31, 2022 (None)	\$0.00
TOTAL	\$2,647,373.12

FOR INFORMATION ONLY**I. EXPENDITURE/REVENUE 2021 – 2022 BUDGET to ACTUAL / PROJECTION**

ACCT	DESCRIPTION	2021-2022 BUDGET TOTAL	2021-2022 9 MONTH MARCH/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 31,108,214	\$ 29,833,191	\$ (1,275,023)
7000	State Revenue Sources	\$ 11,886,363	\$ 8,264,319	\$ (3,622,044)
8000	Federal Revenue Sources	\$ 691,742	\$ 1,519,815	\$ 828,073
Total Revenue		\$ 43,686,319	\$ 39,617,325	\$ (4,068,994)
Expenditures				
100	Salaries	\$ 17,908,098	\$ 11,003,315	\$ 6,904,783
200	Benefits	\$ 11,215,351	\$ 6,788,110	\$ 4,427,241
300	Professional/Technical Services	\$ 1,805,796	\$ 1,350,129	\$ 455,667
400	Property Services	\$ 1,117,100	\$ 843,343	\$ 273,757
500	Other Services	\$ 5,855,294	\$ 3,702,096	\$ 2,153,198
600	Supplies/Books	\$ 1,469,483	\$ 1,009,147	\$ 460,336
700	Equipment/Property	\$ 420,929	\$ 453,626	\$ (32,697)
800	Other Objects	\$ 347,620	\$ 380,970	\$ (33,350)
900	Other Financial Uses	\$ 3,958,000	\$ 3,944,350	\$ 13,650
Total Expenditures		\$ 44,097,671	\$ 29,475,085	\$ 14,622,586
Revenues exceeding Expenditures		\$ (411,352)	\$ 10,142,240	\$ 10,553,592
Other Financing Sources/(Uses)				
Interfund Transfers In (Out)		\$ -	\$ -	\$ -

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF MARCH 31, 2022

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 03/01/2022	\$ 113,427.76	\$ 26,700.85
Deposits	\$ 3,292.24	\$ 2,202.47
Subtotal	\$ 116,720.00	\$ 28,903.32
Expenditures	\$ -	\$ 5,705.41
Cash Balance - 03/31/2022	\$ 116,720.00	\$ 23,197.91

III. BANK BALANCES**BANK BALANCES PER STATEMENT AS OF MARCH 31, 2022**

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,934,096
PAYROLL (pass-thru account)	\$ 5,529
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 23,198
PLGIT	\$ 10,358,472
FNB MONEY MARKET	\$ 583,798
PSDLAF	\$ 162,309
INVEST PROGRAM	\$ 181,737
OTHER POST-EMPLOYMENT BENEFITS	\$ 1,989,405
COMPENSATED ABSENCES	\$ 431,159
	\$ 15,669,704
CAFETERIA FUND	
FNB BANK	\$ 146,087
PLGIT	\$ 621,781
	\$ 767,867
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 41,366
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 801
	\$ 42,167
GRAND TOTAL	\$ 16,479,738

ACTIVITIES & ATHLETICS REPORT

APRIL 19, 2022

Mr. Thomas LaPorte, Chairperson

BOARD ACTION REQUESTED

I. ATHLETIC BIDS – FALL

It is recommended that the Board approve the **Fall Athletic Bids** for the 2022/2023 school year in the amount of \$69,969.58 to the following companies:

Century Sports	\$63,746.82
Pyramid School Products	\$642.76
The Fitness Doctor	\$4,350.00
US Logo Service LLC	\$1,230.00

BUILDINGS, GROUNDS & TRANSPORTATION REPORT

APRIL 19, 2021

Mr. Santo Raso, Chairperson

BOARD ACTION REQUESTED

I. KUBOTA TRACTOR PURCHASE

It is recommended that the Board approve the purchase of a Kubota Tractor Model LX2610 from Golden Eagle Equipment at a cost not to exceed \$29,904.18.

II. ROOFTOP UNITS – MIDDLE SCHOOL

It is recommended that the Board approve the advertisement of bids for Middle School Rooftop Units.

III. ROOF – HIGH SCHOOL AND MIDDLE SCHOOL

It is recommended that the Board approve the advertisement of bids for the replacement of the High School and Middle School Roof.

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 805.2

Section OPERATIONS

Title SCHOOL SECURITY PERSONNEL

Adopted DECEMBER 10, 2019

Last Revised _____

POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL		
Section 1	<u>Authority</u> The Board may shall employ, contract for and/or assign staff to coordinate the safety and security of district students, staff, visitors and facilities.	
Section 2	<u>Definitions</u> School security personnel – school police officers, school resource officers and school security guards. Independent contractor – an individual, including a retired federal agent or retired state, municipal or military police officer or retired sheriff or deputy sheriff, whose responsibilities, including work hours, are established in a written contract with the District for the purpose of performing school security services. Third-party vendor – a company or entity approved by the Office for Safe Schools of the PA Department of Education or the PA Commission on Crime and Delinquency that provides school security services in accordance with law. School Resource Officer (SRO)—a law enforcement officer commissioned and employed by a law enforcement agency whose duty station is located in the District and whose stationing is established by an agreement between the law enforcement agency and the District. The term includes an active certified sheriff or deputy sheriff whose stationing in the District is established by a written agreement between the county, the	 SC 1301-C SC 1301-C SC 1301-C SC 1301-C

	<p style="text-align: center;">POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL</p> <p>sheriff's office and the District.</p> <p>School police officer—a law enforcement officer employed by the District whose responsibilities, including work hours, are established by the District or an independent contractor or an individual provided through a third party vendor who has been appointed in accordance with law, and who meets the requirements of contracted services personnel, in accordance with Board policy.</p> <p>School security guard—an individual employed by the District or a third party vendor or an independent contractor who is assigned to a school for routine safety and security duties, and has not been granted powers by the court to issue citations or detain individuals in accordance with law. An independent contractor or individual employed by a third party vendor contracted with the District shall meet the requirements of contracted services personnel, in accordance with Board policy, and the provisions of applicable law.</p> <p>Section 3 <u>Delegation of Responsibility</u></p> <p>The Superintendent shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law.</p> <p>The School Safety and Security Coordinator shall report directly to the Superintendent, and shall be responsible to:</p> <ol style="list-style-type: none"> 1. Oversee all school police officers, School Resource Officers (SROs), school security guards. 2. Review and provide oversight of all Board policies, administrative regulations and procedures related to school safety and security, and ensure compliance with federal and state laws and regulations regarding school safety and security. <p>The School Safety and Security Coordinator or designee shall be responsible for the following:</p> <ol style="list-style-type: none"> 1. Coordinate training and resources for students and staff related to situational awareness, trauma-informed 	<p>SC 1301-C, 1310-C, 1311-C Pol. 818</p> <p>SC 1301-C, 1311-C, 1314-C Pol. 818</p> <p>SC 1309-B</p> <p>SC 1309-B</p> <p>SC 1309-B</p> <p>Pol. 146, 227, 236, 256, 805, 809, 851</p>
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	<p style="text-align: center;">POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL</p> <p>approaches, behavioral health awareness, suicide and bullying, substance abuse, and emergency procedures and training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.</p> <p>2. Coordinate a tour of the District's buildings and grounds biennially, or when a building is first occupied or reconfigured, with law enforcement and first responders responsible for protecting and securing the District to discuss and coordinate school safety and security matters.</p> <p>3. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.</p> <p>3.4. Serve on the District's threat assessment team(s) and participate in required training and the threat assessment process.</p> <p>4.5. Coordinate School Safety and Security Assessments and respond to School Safety and Security surveys, as applicable.</p> <p>By June 30 of each year, the School Safety and Security Coordinator or designee shall make a report to the Board at an executive session on the district's current safety and security practices, and identify strategies to improve school safety and security.</p> <p>The Board directs the School Safety and Security Coordinator or designee to include the following information in the annual report:</p> <p>1. Threat assessment team information, including verification of compliance with law and regulations, the number and composition of the district's threat assessment team(s), the total number of threats assessed in the past year and any additional information on threat assessment required by the Superintendent or designee, in accordance with Board policy.</p> <p>1.2. Reports of required emergency preparedness, fire, bus</p>	<p>SC 1302-E, Pol. 236.1</p> <p>Pol. 805 SC 1305-B</p> <p>SC 1309-B Pol. 006</p> <p>SC 1302-E Pol. 236.1</p> <p>Pol. 805</p>
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	<p style="text-align: center;">POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL</p> <p>evacuation and school security drills.</p> <p>2.3. Information on required school safety and security training and resources provided to students and staff.</p> <p>3.4. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.</p> <p>4.5. Behavioral health and school climate information, including aggregate data from surveys and assessments issued in the District, information on referrals and services accessed by students and families, and identification of additional resources needed in the District.</p> <p>5.6. Office for Safe Schools reports for the previous year(s) and/or data collected to date for the current year.</p> <p>6.7. Updates regarding the district's Memorandum of Understanding with local law enforcement agencies.</p> <p>7.8. Updates to laws, regulations and/or Board policies related to school safety and security.</p> <p>8.9. Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.</p> <p>9.10. Information on grants or funding applied for and/or received in support of school safety and security efforts.</p> <p>10.11. Recommendations for future improvements to school security.</p> <p>A copy of the report shall be submitted to the state's School Safety and Security Committee.</p> <p>The Superintendent or designee shall implement job descriptions and procedures to address the responsibilities and requirements specific to each category of school security personnel in carrying out their duties.</p>	<p>Pol. 235.1</p> <p>Pol 805.1</p> <p>SC 1309-B</p>
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	<p style="text-align: center;">POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL</p>	
	<p>School security personnel mayshall carry weapons, including firearms, in performance of their duties only if, and to the extent, authorized by the Board, including as provided in an agreement with a law enforcement agency for the stationing of a School Resource Officer or in a contract with an independent contractor or third-party vendor approved by the Board.</p>	
Section 4	<p><u>Guidelines</u></p> <p><u>School Police Officers</u></p> <p>The District mayshall employ or contract for one or more school police officers and apply to the appropriate court for appointment and powers of authority, in accordance with the provisions of law.</p> <p><i>School police officer –</i></p> <ol style="list-style-type: none"> 1. A law enforcement officer employed by the District whose responsibilities, including work hours, are established by the district; or 2. An independent contractor or an individual provided through a third-party vendor who has been appointed in accordance with law, and who meets the requirements of contracted services personnel, in accordance with Board policy.[20] <p><i>Background Checks –</i></p> <p>Prior to receiving an offer of employment, all school police officers shall comply with the requirements for background checks/certifications and employment history reviews for all school employees, in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 850 for school police employed by the District and Board policy 818 for school police employed by an independent contractor or third-party vendor.</p> <p>The District shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school police employed by the District and</p>	<p>SC 1301-C, 1302-C, 1310-C, 1311-C, 818, 850</p> <p>SC 1301-C, 1310-C, 1311-C</p> <p>Pol. 818</p> <p>SC 111, 111.1 23 Pa. C.S.A. 6344, 6344.3 Pol. 818, 850</p> <p>37 PA Code 241.5 44 PA Code 7301 et seq</p>

	<p style="text-align: center;">POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL</p> <p>shall review a background investigation conducted for all school police employed by an independent contractor or third-party vendor.</p> <p>Following an offer of employment, the District shall request the separation record for a school police officer employed or contracted by the District, in accordance with applicable law and regulations for a law enforcement agency.[27][28]</p> <p><i>Requirements –</i></p> <p>The District shall annually report the following information regarding school police officers receiving required training to the PA Department of Education and the PA Commission on Crime and Delinquency:</p> <ol style="list-style-type: none"> 1. The District’s name and the number of school police officers employed or contracted by the District. 2. The municipalities comprising the District. 3. The date and type of training provided to each school police officer. <p>The District shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.</p> <p>School police officers shall take and subscribe to the Oath of Office required by law.</p> <p>The District mayshall request that the court grant the school police officer authority to carry a firearm, in accordance with law. The school police officer shall maintain all applicable firearm license and training requirements, in accordance with law and Board policy.</p> <p>School police officers shall successfully complete required training, in accordance with law, and other required staff training, including district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to behavior for students with disabilities, in accordance with law, regulations and Board policy.</p>	<p>37 PA Code 241.6 44 Pa. C.S.A. 7310</p> <p>SC 1303-C</p> <p>44 Pa. C.S.A. 7301 et seq 37 PA Code 241.1 et seq SC 1304-C</p> <p>SC 1302-C, 1305-C</p> <p>SC 1305-C 22 PA Code 10.23, 14.104, 14.133 Pol. 113.1</p>
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	<p style="text-align: center;">POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL</p> <p>School police officers shall possess and exercise the following duties:</p> <ol style="list-style-type: none"> 1. Enforce good order in school buildings, on school buses or vehicles owned or leased by the district, and on school grounds. 2. If authorized by the court, issue summary citations or detain individuals in school buildings, on school buses and on school grounds in the District until local law enforcement is notified. 2.3. If authorized by the court, a school police officer who is a law enforcement officer employed by the District whose responsibilities, including work hours, are established by the District, may exercise the same powers as exercised under authority of law or ordinance by the police of the municipality in which the school property is located. <p>School police officers shall wear the assigned metallic shield or badge provided by the District in plain view when on duty.</p> <p><u>School Security Guards</u></p> <p>The District mayshall employ or contract for one or more school security guards, in accordance with the provisions of law.</p> <p>School security guard - an individual employed by the district or a third-party vendor or an independent contractor who is assigned to a school for routine safety and security duties, and has not been granted powers by the court to issue citations, detain individuals or exercise the same powers as exercised by police of the municipality in which the school property is located, in accordance with law. An independent contractor or individual employed by a third-party vendor contracted with the district shall meet the requirements of contracted services personnel, in accordance with Board policy, and the provisions of applicable law.[1][18][20][41]</p>	<p>SC 1306-C</p> <p>SC 1307-C</p> <p>SC 1301-C, 1314-C Pol. 818, 850</p> <p>SC 1301-C, 1311-C Pol. 818, 1314-C</p>
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	<p style="text-align: center;">POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL</p> <p><i>Background Checks –</i></p> <p>Prior to receiving an offer of employment, all school security guards shall comply with the requirements for background checks/certifications and employment history reviews for all school employees, in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 850 for school security guards employed by the District and Board policy 818 for school security guards employed by an independent contractor or third-party vendor.</p> <p>The District shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school security guards employed by the District and shall review a background investigation conducted for all school security guards employed by an independent contractor or third-party vendor.</p> <p>Following an offer of employment, the District shall request the separation record for a school security guard employed or contracted by the District, in accordance with applicable law and regulations for a law enforcement agency.[27][28]</p> <p><i>Requirements –</i></p> <p>School security guards shall provide the following services, as directed by the District:</p> <ol style="list-style-type: none"> 1. School safety support services. 2. Enhanced campus supervision. 3. Assistance with disruptive students. 4. Monitoring visitors on campus. 5. Coordination with law enforcement officials, including school police officers. 6. Security functions which improve and maintain school safety. 	<p>SC 111, 111.1 23 Pa. C.S.A. 6344, 6344.4 Pol. 818, 850</p> <p>37 PA Code 241.5 44 Pa. C.S.A. 7301 et seq</p> <p>37 PA Code 241.6 44 Pa. C.S.A. 7310</p> <p>SC 1314-C</p> <p>Pol. 907</p>
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	<p style="text-align: center;">POLICY NO. 805.2 SCHOOL SECURITY PERSONNEL</p> <p>School security guards shall successfully complete required training, in accordance with law, and applicable staff training in accordance with Board policy.</p> <p>School security guards authorized to carry a firearm shall maintain an appropriate license and successfully complete required firearm training in accordance with law.</p> <p>The District shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 111.1, 1301-C, 1302-C, 1303-E, 1303-C, 1304-C, 1305-B, 1305-C, 1306-C, 1307-C, 1309-B, 1309-C, 1310-C, 1311-C, 1313-C, 1314-C</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.23, 14.104, 14.33</p> <p>Title 23 Domestic Relations – 23 Pa. C.S.A. Sec. 6344, 6344.3</p> <p>Title 37 Municipal Police Officers’ Education and Training Commission – 37 PA Code Sec. 241.1 et seq, 241.6</p> <p>Title 42 Judiciary and Judicial Procedure – 42 Pa. C.S.A. Sec. 2303, 8953</p> <p>Title 44 Law and Justice – 44 Pa. C.S.A. Sec. 7310</p> <p>Title 53 Intergovernmental Cooperation – 53 Pa. C.S.A. Sec 8953</p> <p>Board Policy – Pol. 006, 113.1, 146, 227, 235.1, 236, 236.1, 256, 805, 805.1, 809, 818, 819, 850, 851, 907, 909</p>	<p>SC 1314-C</p> <p>SC 1314-C</p> <p>44 Pa. C.S.A. 7301 et seq 37 PA Code 241.1 et seq</p>
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KEYSTONE OAKS SCHOOL DISTRICT

Policy

Guide



Policy No. 000

Section LOCAL BOARD PROCEDURES

Title BOARD POLICY/
PROCEDURE/
ADMINISTRATIVE
REGULATIONS

Adopted APRIL 24, 2014

Last Revised _____

POLICY NO. 000 BOARD POLICY / PROCEDURE/ ADMINISTRATIVE REGULATIONS		
Section 1	<p><u>Authority</u></p> <p>The policies and procedures adopted by the Board establish the general parameters within which the daily operations of the school district are to be governed. Administrative regulations for carrying out and implementing Board policies are developed and implemented by the administration, under the direction of the Superintendent. As applicable, all members of the school community are expected to comply with both Board policy and administrative regulations, subject to stated limitations and exceptions. However, failure of the Board or the administration to comply with policy or procedure shall not invalidate any lawful action taken.</p> <p>The Board of School Directors of the Keystone Oaks School District, in accordance with applicable state and federal laws and regulations, establishes policies and procedures for the governance of the Board and for the safe and orderly operation of the School District.</p>	SC 407, 510
Section 21	<p><u>Contents</u>Purpose of Policy / Local Board Procedure</p> <p>The policies of the Board shall consist of the policies and procedures adopted by the Board and contained in the Policy Manual, and such other separate documents approved by the Board that are expressly incorporated by reference in particular</p>	

**POLICY NO. 000
BOARD POLICY / PROCEDURE/
ADMINISTRATIVE REGULATIONS**

policies and declared to constitute Board policy, such as the Code of Student Conduct.

Administrative regulations are not part of Board policy and may be altered by the administration without Board action.
Administrative regulations may not conflict with Board policy or with applicable law.

~~The policies and local Board procedures adopted by the Board are intended to establish the general and overall rules within which the day-to-day operations of the School District are to be governed. As applicable, all members of the Keystone Oaks School District community shall be expected to comply with Board policy and procedure, subject to the limitations established in this policy.~~

Section 2

Contents of Policy Manual

a. Local Board Procedures

~~The bylaws and rules that pertain to Board governance shall hereinafter be referred to as Local Board Procedures and shall be policy series 000: Local Board Procedures.~~

b. Policies

~~The rules and guidelines that pertain to the safe and orderly operation of the school district shall hereinafter be referred to as policy and shall be policy series 100: Programs, 200: Pupils, 300: Administrative Employees, 400: Professional Employees, 500: Classified Employees 600: Finances, 700: Property, 800: Operations, and 900: Community.~~

Section 3

Limitations

All Board policies and administrative regulations shall be interpreted and administered in a lawful manner. The Board shall make the final interpretation of its policies, and the administration shall make the final interpretation of its regulations.

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**BOARD POLICY / PROCEDURE/
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Board policies and procedures and administrative regulations are limited by legal constraints, as are the rights of those to whom Board policies and administrative regulations apply, and are not intended to give an individual a cause of action not independently established in law.

~~Board policies and procedures are not intended and shall not be construed to supersede or preempt any applicable law, whether constitutional, statutory, regulatory, or common law. Consequently, all Board policies and procedures shall be given both an interpretation and application that is lawful. The Board shall determine the final interpretation of its policies and procedures.~~

~~As the Board policies and procedures are limited by legal constraints, so too are the rights of those to whom the Board policies and procedures apply. Board policies and procedures are not intended to expand the rights of individuals beyond those established by law or to give to any individual a cause of action not independently established in law. Enforcement of Board policy and procedure rests exclusively with the School Board.~~

~~Board policy and procedure shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employees, or other members of the School District community beyond what is contemplated by law and are not intended to restrict or limit students, employees, or others from pursuing any claims or defenses available under law.~~

Section 4

Rules of Construction~~**Administrative Regulations**~~

In ascertaining the intent of the Board in adopting a policy or procedure, or of the administration in establishing a regulation, the following presumptions, among other legally applicable presumptions, may be used:

1. That neither the Board nor the administration intends a result that is absurd, impossible of execution, or unreasonable.

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2. That neither the Board nor the administration intends to violate federal or state Constitutions or any other applicable law.

If any policy or procedure or administrative regulation can be given multiple interpretations, the Board and the administration intend that only constitutional and lawful interpretations shall be valid, and that neither an unconstitutional nor an unlawful interpretation was intended.

~~Administrative regulations are not intended and shall not be construed to supersede or preempt any applicable law, whether constitutional, statutory, regulatory, or common law. Consequently, all administrative regulations shall be given both an interpretation and application that is lawful. The administration shall determine the final interpretation of administrative regulations.~~

~~As the administrative regulations are limited by legal constraints, so too are the rights of those to whom the administrative regulations apply. Administrative regulations are not intended to expand the rights of individuals beyond those established by law or to give to any individual a cause of action not independently established in law. Enforcement of administrative regulations rests exclusively with the administration.~~

~~Administrative regulations shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employees, or other members of the school district community beyond what is contemplated by law and are not intended to restrict or limit students, employees or others from pursuing any claims or defenses available under law.~~

Previously Revised:

References:

School Code – 24 P.S. Sec. 407, 510

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 002

Section LOCAL BOARD PROCEDURES

Title AUTHORITY AND POWERS

Adopted AUGUST 21, 1989

Last Revised FEBRUARY 16, 1998
APRIL 24, 2014

POLICY NO. 002 AUTHORITY AND POWERS		
Section 1	<p><u>Authority</u></p> <p>The authority to establish, equip, furnish, operate, and maintain the public schools of the School District of Keystone Oaks School District is vested in the Board of School Directors, which is a body corporate and which is constituted and governed by Title 24, the “Public School Code of 1949,” of the Pennsylvania Statutes, the Public School Code of 1949 as amended, and Article III of the Pennsylvania Constitution and applicable federal and state laws and regulations.</p>	PA Const. Art. III Sec. 14 SC 211, 301, 501, 502, 503, 507, 510
Section 2	<p><u>Powers</u></p> <p>The Board shall establish such schools as are required for the education of every student residing in the School District of Keystone Oaks School District between the ages of six (6) and twenty-one (21) years (by Sept 1 of the applicable academic year) who may attend such schools; It shall equip, furnish, operate, and maintain thesuch schools; It shall adopt and enforce rules and regulation for the management of school affairs and the conduct and deportment of employees and students; It and shall levy and collect such taxes as may be necessary, in addition to the annual state appropriation, for the exercise of aforesaid powers.</p> <p>The Board, in accordance with it²s statutory mandate, shall adopt Board procedures for its own operation, and policies for the guidance of the Superintendent in the operation of the school district. Board procedures and policies shall be</p>	SC 211, 406 , 407, 501, 502, 503, 507, 510, 511, 801, 803, 1301, 1302 , 1411 SC 407 Pol. 000

	<p style="text-align: center;">POLICY NO. 002 AUTHORITY AND POWERS</p> <p>consistent with law, have a rational and substantial relationship to a legitimate purpose of the Board, and be directed towards the maintenance and support of a thorough and efficient system of public education in this district.</p> <p>The Board shall act as the general agent of the residents of the^{is} District in matters of public education. It shall establish educational goals and academic standards for district schools^{District students} and govern an educational program designed to meet those goals and standards to support student achievement. The Board shall be responsible for establishing, maintaining and evaluating the educational programs in district schools, and for enforcing mandatory laws and regulations.</p> <p>The Board shall be responsible for enforcing mandatory laws and regulations. The Board shall be the agent responsible for establishing, maintaining, and evaluating the public education activities of this school district, in accordance with law.</p> <p>The powers of the Board of School Directors are not vested in the^{an} individual Board member^{school director}. No such individual director is authorized to act on behalf of the Board to carry out any of the Board's statutorily-authorized powers, except for those acts stated in law.</p> <p>Previously Revised: April 24, 2014; February 16, 1998</p> <p>References:</p> <p>Pennsylvania Constitution – PA Const. Art. III Sec. 14</p> <p>School Code – 24 P.S. Sec 211, 301, 406, 426, 427, 407, 501, 502, 503, 507, 510, 511, 801, 803, 1301, 1302, 1411</p> <p>Board Policy – Pol. 000, 100, 102 State Board of Education Regulations – 22 PA Code Sec. 4.13</p>	<p>Title 22 Sec. 4.13 SC 301 Pol. 100, 102</p> <p>SC 301, 426, 427, 508</p>
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Policy Guide



POLICY NO. 004 MEMBERSHIP		
Section 1	<p><u>Number</u></p> <p>The Board of School Directors shall consist of nine (9) members.</p> <p>The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.</p>	<p>SC 303</p> <p>SC 1081</p>
Section 2	<p><u>Qualifications</u></p> <p>Each school directormember of the Board shall meet the following qualifications:</p> <ol style="list-style-type: none"> 1. Be of good moral character, be at least eighteen (18) years of age, shall have been a resident of the District for at least one (1) year prior to the date of election or appointment, and shall not be a holder of any office or position as specified in Section 322 of the School Code;; nor shall be a member of the municipal council. 2. Shall not have been removed from any office of trust under federal, state, or local laws for any malfeasance in such office. 3. Except as provided by law, each member Shall not be engaged in a business transaction 	<p>SC 322</p> <p>SC 323</p> <p>SC 324 65 Pa. C.S.A. 1101</p>

	<p style="text-align: center;">POLICY NO. 004 MEMBERSHIP</p> <p>with the sSchool district, be employed by the sSchool dDistrict, or receive pay for services from the School District, except as provided by law.</p> <p>4. Shall, before entering the duties of the office, take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.</p> <p>5. Shall file a statement of financial interests with the Board Secretary State Ethics Commission or designee before taking the oath of office or entering upon his/her duties and annually by May 1. at the following times:</p> <ul style="list-style-type: none"> a. Before taking the oath of office or entering upon duties. b. Annually by May 1 while serving on the Board. c. By May 1 of the year after leaving the Board. <p>5.</p>	<p>et seq</p> <p>SC 321</p> <p>65 Pa. C.S.A. Sec. 1102, 1104, 1105 Title 51 PA Code See. 15.2, 15.3</p>
Section 3	<p><u>Election</u></p> <p>Election of members of the Board of School Directors shall be in accordance with law.</p> <p>The Board shall include three (3) members from each of the three communities comprising the District; namely, the Boroughs of Castle Shannon, Dormont, and Green Tree. In November of each odd-numbered year, each community will elect one or more members from its citizenry to serve for a four (4) year term.</p>	<p>SC 301 et seq.</p> <p>SC 303</p>
Section 4	<p><u>Vacancies</u></p> <p>A vacancy shall occur by reason of death, resignation, removal from a district or region, or otherwise. Such vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board</p>	<p>SC 315, 316, 317, 318, 319 65 Pa. C.S.A. See. 701 et seq.</p>

	<p style="text-align: center;">POLICY NO. 004 MEMBERSHIP</p> <p>within thirty (30) days of the occurrence of the vacancy.</p> <p>If a vacancy occurs during the last two (2) years of the former school director's term, the individual appointed to fill that vacancy shall serve for the remainder of the term. If a vacancy occurs during the first two (2) years of the term, the new appointee shall serve only until the first Monday in December following the first municipal election that is scheduled for more than sixty (60) days after the vacancy occurred.</p> <p>The Board member so appointed shall serve until the first Monday in December after the first municipal election occurring more than sixty (60) days following his/her appointment. When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Allegheny County.</p> <p>The Board recognizes that community involvement is crucial to fill the vacancy with the most qualified candidate. The Board will advertise the vacancy through multiple medias to the community as well as advertise the process the Board will follow to fill that vacancy. Vacancies may only be filled by a resident of the borough where that vacancy occurred.</p> <p><i>Temporary Vacancy – Active Military Service</i></p> <p>A temporary vacancy shall be declared when a school director is ordered to active duty in the military forces of the United States for a period of more than thirty (30) days. The temporary vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the temporary vacancy. The school director so appointed shall serve either until the school director returns from active duty or until expiration of the term for which s/he was elected, whichever occurs first.</p>	<p>SC 315</p> <p>SC 316, 317</p> <p>SC 315, 407 65 Pa. C.S.A. 701 et seq</p>
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POLICY NO. 004 MEMBERSHIP		
Section 5	<p><u>Term</u></p> <p>In election years, the term of office for all newly elected and re-elected school directors shall begin on the first Monday in December. The term of office of each sSchool dDirector shall be four (4) years, and shall expire on the first Monday of December of the fourth year of service.</p> <p>The term of office each School Director for an individual appointed or elected to fill a Board vacancy shall be determined by the number of years remaining on the term the school director was appointed or elected to fill, as stated above under Vacancies. expire on the first Monday of December after the municipal election occurring more than sixty (60) days after the appointment. The term of each School Director elected to an unexpired term shall expire at the termination of that term.</p>	<p>SC 303, 315</p> <p>SC 315</p>
Section 6	<p><u>Removal</u></p> <p>Whenever a School Director is no longer shall cease to be a resident of the borough they he/she wereas elected to represent, their his/her eligibility to serve on the Board shall cease forthwith.</p> <p>The removal of a School Director who resigns shall become effective upon the presentation of the resignation to the Board President and upon such date specified therein.</p> <p>If a A sSchool dDirector shall who neglects or refuses to attend two (2) successive rRegular meetings of the Board, unless detained by sickness or prevented by necessary absence from the District, or if in attendance at any meeting they neglects or refused to act in an official capacity as a sSchool dDirector, the remaining members of the Board may declare such office vacant; may be removed from office on the affirmative vote of a majority of the remaining members of the Board.</p> <p>If a person elected or appointed as a sSchool dDirector,</p>	<p>SC 315 65 P.S. 91</p> <p>SC 319 Pol. 006</p> <p>SC 319</p>

	<p style="text-align: center;">POLICY NO. 004 MEMBERSHIP</p> <p>having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of the school director'shis/her term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.</p>	Pol. 006
Section 7	<p><u>Orientation</u></p> <p>The Board believes that the preparation of each school director for the performance of duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new school director to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies.</p> <p>Each new school director shall be invited to meet with the Board President and/or Superintendent to discuss Board functions, procedures and policy.</p>	
Section 87	<p><u>Expenses</u></p> <p>Funds for school director education and training may be budgeted on an annual basis.</p> <p>Each school director shall receive Board approval prior to attending a conference, workshop or convention at Board expense.</p> <p>When attendance has been authorized by the Board, school directors, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for actual and necessary expenses incurred as delegates to any state convention or association of school directors' convention held within the state, or for attendance at any other meeting held within the state or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting. Expenses shall be reimbursed by the Treasurer in the usual manner, upon presentation of an itemized, verified statement.</p>	<p>SC 321</p> <p>SC 516.1</p>

	<p style="text-align: center;">POLICY NO. 004 MEMBERSHIP</p> <p>The Board of School Directors places a high priority on the importance of a planned and continuing program of education and trainingself-development for its members. The central purpose of the planned program shall beis to enhance the quality and effectiveness of the Board's public school governance and leadership in our community by providing both inservice educational opportunities and required school director training by an approved provider.</p> <p>Inservice Education –</p> <p>The Board, in conjunction with the Superintendent, may plan specific in-service education programs and activities designed to assist school directorsBoard members in efforts to improve their skills as members of a policy-making leaders body; to expand their knowledge about trends, issues, programs, and initiativesnew ideas affecting the district's educational programs and student achievementcontinued welfare of our local schools; and to deepen their insights into the nature of leadership, governance, and community engagement.</p> <p>The Board may annually budget funds to support its planned program of inservice education and training.</p> <p>The Board establishesregards the following activities as the basis for planned program of inservice education and trainingand services as appropriate:</p> <ol style="list-style-type: none">1. Participation in School Board conferences, workshops and conventions.<ol style="list-style-type: none">a. The Board shall identify annually the issues, objectives, and cost benefits that can be ascribed to participation by school directors in conferences, workshops and conventions.An orientation program shall be conducted for each new Board memberb. The District shall subscribe to publications addressed to the concerns of Board	
		SC 516

	<p style="text-align: center;">POLICY NO. 004 MEMBERSHIP</p> <p>members</p> <p>e.b. The Superintendent shall inform school directors, in a timely manner, of upcoming conferences, workshops and conventions. Curriculum reports shall be presented at public meetings</p> <p>d.c. The Board shall periodically decide which meetings appear to offer the most direct and indirect benefits to the district. Board members shall be encouraged to participate in School Board conferences, conventions, and workshops</p> <p>e.d. When a conference, workshop or convention is not attended by the full Board, those who do participate shall share information, recommendations and materials acquired at the meeting that will be beneficial to the district. Joint meetings with neighboring School Boards or a consortium of School Boards shall be pursued for an exchange of ideas on various facets of School District operations</p> <ol style="list-style-type: none"> 2. District-sponsored inservice education and training programs designed to meet Board needs. 3. Subscriptions to publications addressing school directors' concerns. 4. Maintenance of current resources and reference materials accessible to school directors. <p><i>Required Training Program: Newly Elected or Appointed School Directors -</i></p> <p>Each newly elected or appointed school director shall complete a training program consisting of at least five (5) hours of instruction, including, at a minimum,</p>	
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SC 328

	<p style="text-align: center;">POLICY NO. 004 MEMBERSHIP</p> <p>information regarding:</p> <ol style="list-style-type: none"> 1. Instruction and academic programs, to include, but not be limited to, a minimum of one (1) hour of instruction on best practices related to trauma-informed approaches. 2. Personnel. 3. Fiscal management. 4. Operations. 5. Governance. 6. Ethics and open meetings, to include accountability requirements. <p><i>Required Training Program: Re-elected or Re-appointed School Directors -</i></p> <p>Each re-elected or re-appointed school director shall, within one (1) year after such re-election or re-appointment, complete an advanced training program consisting of at least three (3) hours of instruction, including:</p> <ol style="list-style-type: none"> 1. Information on relevant changes to federal and state public school law and regulations. 2. Fiscal management. 3. Trauma-informed approaches. 4. Other information deemed appropriate by the PA Department of Education to enable school directors to serve effectively. <p>The Budget will include funds to finance participation of Board members in the activities described above. In making expenditure from this budget category, School Directors shall exercise discretion in choosing among the available options for travel, lodging and meals and</p>	<p>SC 328</p>
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POLICY NO. 004
MEMBERSHIP

~~shall provide a written or oral conference report at the next regular meeting of the Board. The Board as a whole, following the procedure outlined in the School Code, shall approve or disapprove the participation of members planned activities. The public shall be kept informed through reports at Board meetings about the Board's continuing self-development program and the expected short and long range benefits to the School District.~~

~~In keeping with its stated priority on the importance of continuing self-development opportunities for its members, the Board encourages the participation of all members at appropriate School Board conferences, workshops, and conventions. Board members may attend professional conferences such as PSBA, NSBA, and local in-service conferences. In order to control both the investment of time and expenditure of funds necessary to implement such activities, the Board establishes the following guidelines:~~

- ~~a. The Board shall identify annually the issues, objectives, and cost benefits that can be ascribed to participation by Board members in conferences, workshops, and conventions.~~
- ~~b. The Board President, Board Secretary, or Superintendent will notify Board members of available intermediate unit or other meetings.~~
- ~~c. The Board shall periodically decide which meetings appear to offer the most direct and indirect benefits to the District.~~
- ~~d. The Board Secretary will maintain a calendar of such events and will remind the Board of upcoming meetings.~~
- ~~e. Each Board member shall receive Board approval prior to attending an out-of-state conference, workshop, or convention at~~

POLICY NO. 004
MEMBERSHIP

~~Board expense.~~

~~f. The Board will provide properly budgeted funds to cover expenses for those meetings which have received approval.~~

~~g. The Board will reimburse Board members who attend such meetings for actual, but reasonable, expenses as are legally permitted. These expenses shall be itemized and will be approved by appropriate Board action.~~

~~h. Reimbursement shall be for actual lodging and meal expenses. Board members must provide receipts of such expenses or written explanation, if no receipts are available, in order to be reimbursed. All documentation shall be submitted to the Superintendent for the reimbursement to be processed.~~

~~i. Travel, mileage, etc., are also reimbursable expenses.~~

~~j. To receive reimbursement, expense reports must be submitted to the Business Office within thirty (30) days after the conclusion of the meeting.~~

~~k. The requirements regarding reimbursement for Board members for travel expenses shall be strictly enforced, and no payment shall be made until receipts for reimbursable expenses are submitted to the Director of Fiscal Services or designee.~~

~~l. Reimbursement shall not include or be construed to include compensation to individual Board members.~~

**POLICY NO. 004
MEMBERSHIP**

~~m. Board members who attend such meetings are encouraged to report to the total Board at the next meeting following their return.~~

Previously Revised: April 24, 2014; October 10, 2006;
February 16, 1998

References:

School Code – 24 P.S. Sec. 301, 303, 315, 316, 317,
318, 319, 321, 322, 323, 324, 328, 407, 516, 516.1,
519, 1081, ~~1102, 1104, 1105~~

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.

Public Officials and Employee Ethics Act – 65 Pa.
C.S.A Sec 1101 et seq., 1102, 1104, 1105

State Ethics Commission Regulations – 51 PA Code
Sec. 15.2, 15.3

Title 65 P.S. Public Officers – 65 P.S. Sec. 91

Board Policy – 006, 011, 901

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 007

Section LOCAL BOARD PROCEDURES

Title POLICY MANUAL
ACCESS DISTRIBUTION

Adopted AUGUST 21, 1989

Last Revised APRIL 19, 1995
APRIL 24, 2014

POLICY NO. 007— DISTRIBUTION		
Section 1	<p><u>Authority</u></p> <p>The Board adopts the procedures and policies contained in the Policy Manual as a governance tool for the Board and as a resource for district administrators and employees, students, parents/guardians, residents and community members.</p> <p>The Board Policy Manual shall be published and maintained on the district's publicly accessible website.</p> <p>The Board Policy Manual shall be considered a public record. A copy of the Policy Manual shall be available in the administration office during regular office hours.</p>	<p>SC 407, 510 Pol. 003</p> <p>65 P.S. 67.701 Pol. 801</p>
Section 2	<p><u>Delegation of Responsibility Guidelines</u></p> <p>The Board Policy Manual shall be published and maintained on the district's website.</p> <p>The Board Policy Manual shall be considered a public record and shall be available for inspection in the District Business Office during regular office hours.</p> <p>The Superintendent or designee shall maintain an orderly plan for the promulgation of policies and assure that of policies are provided to students, parents/guardians and staff who are affected by them and shall provide easy accessibility to an up-to-date Policy manual. as required by law and Board</p>	<p>65 P.S. Sec. 67.701</p>

	<p style="text-align: center;">POLICY NO. 007— DISTRIBUTION</p> <p>Policies. This will be accomplished through the reference of policies in student handbooks, student/parent handbooks, and staff handbook/publications. It will be the responsibility of the Superintendent or designee to assure that all policies are posted on the District website.</p> <p>The Superintendent or designee as well as the Policy and Planning Committee shall be responsible to review existing policy in light of Board actions and revisions to state and federal statutes and regulations, and to recommend to the Board the changes necessary to maintain a current and compliant the Board Policy Manual in a current status.</p> <p>The Board Policy Manual is the property of the school district; therefore, any hard copy manuals provided to district employees shall be returned to the Board Secretary upon termination of employment or term of office.</p> <p>Previously Revised: April 24, 2014; April 19, 1995</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 407, 510</p> <p>Right-to-Know Law – 65 P.S. Sec. 67.701</p> <p>Board Policy – 003, 801</p>	Pol. 003
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