



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

BOARD OF SCHOOL DIRECTORS

**BUSINESS/LEGISLATIVE SESSION
TUESDAY, FEBRUARY 18, 2025
7:00 PM**

KEYSTONE OAKS SCHOOL DISTRICT SCHOOL DIRECTORS' CALENDAR OF EVENTS

Tuesday, February 18, 2025 – Business/Legislative

7:00 PM Meeting

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

Tuesday, March 11, 2025 – 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

FEBRUARY 18, 2025

Mrs. Tamara Donahue

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of January 11, 2025 and the Business/Legislative Minutes of January 18, 2025.

FOR INFORMATION ONLY

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

SUPERINTENDENT'S REPORT

FEBRUARY 18, 2025

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. ADOPTION OF THE 2025/2026 SCHOOL YEAR CALENDAR

It is recommended that the Board approve the adoption of the 2025/2026 school year calendar as presented by the Superintendent. *(Pages 5 – 6)*

II. SECOND READING POLICY 610: PURCHASES SUBJECT TO BID/QUOTATION

It is recommended that the Board approve the SECOND READING of Policy 610: *Purchases Subject to Bid/Quotation*.

III. SECOND READING POLICY 611: PURCHASES BUDGETED

It is recommended that the Board approve the SECOND READING of Policy 611: *Purchases Budgeted*.

IV. PROFESSIONAL DEVELOPMENT

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

Richard Smith	PMEA Western Region Orchestra	\$820.00
	Richland High School	
	Johnstown, PA	
	February 20 – 22, 2025	

KEYSTONE OAKS SCHOOL DISTRICT 2025-2026 SCHOOL CALENDAR

August 2025				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September 2025				
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			

October 2025				
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

November 2025				
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

December 2025				
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		

January 2026				
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

February 2026				
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

March 2026				
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			

April 2026				
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	

May 2026				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2026				
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			

July 2026				
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

- First & Last Student Day
- Early Dismissal(s) for Students
- Professional Development and/or Clerical
- Act 80 Day – Two-hour late start for Students
- Holiday Dates – No School

KEYSTONE OAKS SCHOOL DISTRICT 2025-2026 SCHOOL CALENDAR

STUDENT / TEACHER DAYS

		<u>Month</u>	<u>Student</u>	<u>Teacher</u>
August 18, 19	Professional Development			
August 20	Clerical			
August 21	First Day for Students	August	7	10
September 1	Labor Day (No School)	September	21	21
October 27	Professional Development/Clerical	October	22	23
November 4	Parent/Guardian Teacher Conferences			
November 27 – Dec. 1	Thanksgiving Vacation (No School)	November	17	18
December 24 - 31	Winter Recess (No School)	December	16	16
January 1 - 2	Winter Recess (No School)			
January 16	Clerical			
January 19	No School	January	18	19
February 16	Presidents' Day (No School)	February	19	19
March 27	Professional Development/Clerical	March	21	22
April 3 - 6	Spring Break	April	20	20
May 19	Professional Development			
May 30	Memorial Day (No School)	May	19	20
June 4	Last Day for Students			
June 5	Last Day for Teachers; Clerical	June	4	5
			<u>184</u>	<u>193</u>

FACULTY DAYS

August 18, 19, 2025	Professional Development
August 20, 2025	Clerical
November 4, 2025	Parent/Guardian Teacher Conferences
January 16, 2026	Clerical
May 19, 2026	Professional Development
June 9, 2026	Clerical

ACT 80 DAYS (Two-Hour Late Start for Students)

October 13, 2025
February 9, 2026
March 9, 2026

PARAPROFESSIONAL DAYS

August 18, 2025	Professional Development
August 19, 2025	Professional Development
May 19, 2026	Training

MAKE-UP DAYS

December 1, 2025
February 16, 2026
April 6, 2026
May 19, 2026
June 5, 2026

END OF GRADING PERIODS

October 24, 2025	End of First Grading Period
January 15, 2026	End of Second Grading Period
March 25, 2026	End of Third Grading Period
June 4, 2026	End of Fourth Grading Period

PUPIL PERSONNEL REPORT

FEBRYARY 18, 2025

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. MAXIM HEALTHCARE SERVICES AGREEMENT AMENDMENT

It is recommended that the Board approve the Education Institute Agreement Amendment between Maxim Healthcare Services and the Keystone Oaks School District effective January 21, 2025.

For Information Only

The Amendment reflects the hourly school nurse rate to be \$95 per hour, which was not reflected in the original agreement effective August 1, 2024. All other terms and conditions will remain unchanged as stated in the Agreement effective August 1, 2024.

II. DUAL CREDIT AGREEMENT – SETON HILL UNIVERSITY

It is recommended that the Board approve the Dual Credit Agreement between Seton Hill University and Keystone Oaks School District effective July 1, 2025 through June 30, 2028. This agreement reflects an increase of \$5 for a 3 or 4 credit CHS (College in the High School) course. There are no other changes from the prior agreement.

PERSONNEL REPORT

FEBRUARY 18, 2025

Mrs. Tamara Donahue, Co-Chairperson
Ms. Emily Snyder, Co-Chairperson

BOARD ACTION REQUESTED

I. RETIREMENTS UNDER THE EARLY RETIREMENT INCENTIVE PROGRAM FOR PROFESSIONAL EMPLOYEES 2024/2025

The Administration recommends that the Board accept the letter of retirement from the following individuals under the *Early Retirement Incentive Program for Professional Employees*:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Teresa Bailey	ELA/Middle School	June 30, 2026
Deborah Bucek	Teacher/Dormont	June 30, 2025
Dana Goimarac	Teacher/Aiken	End of the 1st Semester of the 2025/2026 school year
Heather Hardy	School Nurse/Myrtle	June 30, 2026
Kenneth Hustava	Phys. Ed./High School	June 30, 2026
Kerry Karapandi	Music/Elementary	End of the 1st Semester of the 2025/2026 school year
Craig Lawhead	Counselor/Aiken	June 30, 2026
Michelle Lowers	Spanish/HS/MS	End of 1st Semester of the 2025/2026 school year
Kathleen Morrow	ESL/High School	End of the 1st Semester of the 2025/2026 school year
John Murphy	Social Studies/High School	June 30, 2026
Judith Tredway	Teacher/Dormont	June 30, 2025
Theresa Twyman	Teacher/Myrtle	June 30, 2026
Nicole Varrenti	Counselor/High School	June 30, 2026

II. RETIREMENT UNDER THE EARLY RETIREMENT INCENTIVE PROGRAM FOR NON-PROFESSIONAL EMPLOYEES 2024/2025

The Administration recommends that the Board accept the letter of retirement from the following individual under the *Early Retirement Incentive Program for Non-Professional Employees*:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Years of Service</u>
Beth Ann Padden	School Security Guard	June 30, 2025	36

III. RETIREMENT

It is recommended that the Board accept the following retirement:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Years of Service</u>
Gennaro Bozzo	Custodian	June 6, 2025	20

IV. RESIGNATIONS

It is recommended that the Board accept the following resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Melissa Baltutat	Food Service Worker	January 29, 2025
Kathryn Prosser	Paraprofessional	February 7, 2025

IV. APPOINTMENTS

1. Project Succeed Instructor 2024/2025

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the following individual as a Project Succeed Instructor for the 2024/2025 school year:

Joseph Villani

2. Activity Stipends – 2025/2026 School Year

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 2024/2025 school year:

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
Baseball (Varsity)	Head Coach	Nick Riggle	\$5,000.00
	Assistant	Tony Liebro	\$2,500.00

Baseball (JV)	Head Coach	Josh Beck	\$2,500.00
Bocce (Varsity)	Head Coach	Brittany Linsenbigler	\$3,000.00
	Assistant	Russell Klein	\$2,000.00
Musical (Elementary)	Assistant	Carol Smith	\$2,500.00
	Assistant	Zachary Smith	\$2,500.00
Softball (Varsity)	Head Coach	Keith Buckley	\$5,000.00
	Assistant	Richard Barrett	\$2,500.00
Softball (JV)	Head Coach	Dan Smith	\$2,500.00
Tennis (Boys)	Head Coach	Leslie Leopold	\$5,000.00
	Assistant	Kieran Gorman	\$2,500.00
Track (Varsity, Co-Ed)	Head Coach	Jim Feeney	\$5,000.00
	Assistant	Donnie Burns	\$3,333.00
	Assistant	Lauryn Greggs	\$3,333.00
	Assistant	Mike Orosz	\$3,333.00
Track (MS, Co-Ed)	Head Coach	Carly Devine	\$3,000.00
	Assistant	Dennis Sarchet	\$2,500.00
	Assistant	Russ Klein	\$2,500.00
	Assistant	Craig Wetzell	\$2,500.00
Volleyball (Boys)	Head Coach	Mark Tortorella	\$6,500.00
	Assistant	Cole Fernandez	\$3,250.00

3. Custodian

In compliance with the *Keystone Oaks Service Employee's International Union Local 32JB Collective Bargaining Agreement 2021 - 2026*, it is recommended that the Board approve the employment of:

Eric Gretz

Custodian – Myrtle Avenue Elementary

Effective – February 19, 2025

Salary - \$31,723.37 (pro-rated)

VI. TEACHING LOAD COMPENSATION

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the following individuals' compensation for the first semester of the 2024/2025 school year:

1. Secondary Teacher Stipends Teaching 7 out of 8 Periods

Carol Smith	\$1,000.00
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2. Secondary Teacher Stipends for Class Sizes at 30 or Above

Carolyn Manko	\$3,000.00
Lori DeMartino	\$3,000.00
Steve McCormick	\$677.30

3. Elementary Teacher Stipends for Class Size at 24 or Above

Tia Pfeuffer	\$4,000.00
Laura Miller	\$416.80

4. Elementary Special Education Teacher Stipends for Teaching more than One Course during the same Period

Jocelyn Hiber	\$2,000.00
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For Information Only

Stipend amounts listed above are calculated on a per class basis and bargaining unit members are compensated \$1,000.00 per class that meets the criteria listed above. Prorated stipends indicate a portion of the semester met the above criteria.

VII. FAMILY AND MEDICAL LEAVE

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

Employee #4389 – March 30, 2025 – June 9, 2025

FINANCE REPORT
FEBRUARY 18, 2025

Mr. Nafis Hill, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH JANUARY 31, 2025

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

A. General Fund as of January 31, 2025 (Check No. 74065-74278)	\$1,293,679.06
B. Food Service Fund as of January 31, 2025 (Check No. 9921-9932)	\$52,100.70
C. Athletics as of January 31, 2025 (None)	\$0.00
D. Capital Reserve as of January 31, 2025 (None)	\$0.00
TOTAL	\$1,345,779.76

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 2025/2026 school year as follows:

20025/2026

- Parkway West General Operation Budget \$9,603,622.00
 - Parkway West Jointure Budget \$1,076,716.00
2. Keystone Oaks School District’s Estimated Share of Budget
- Parkway West General Operation Budget \$593,602.76
 - Parkway West Jointure Budget \$47,527.78

For Information Only

The District’s estimated share toward the General Operating Budget reflects an increase of \$22,731.13. The District’s estimated share toward the Jointure Budget reflects an increase of \$7,333.79.

FOR INFORMATION ONLY**I. EXPENDITURE/REVENUE 2024 – 2025 BUDGET to ACTUAL / PROJECTION**

ACCT	DESCRIPTION	2024-2025 BUDGET TOTAL	2024-2025 7 MONTH JANUARY/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 33,846,624	\$ 30,333,030	\$ (3,513,594)
7000	State Revenue Sources	\$ 14,399,956	\$ 7,556,172	\$ (6,843,784)
8000	Federal Revenue Sources	\$ 959,403	\$ 108,437	\$ (850,966)
Total Revenue		\$ 49,205,983	\$ 37,997,638	\$ (11,208,345)
				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 22,081,671	\$ 9,746,630	\$ 12,335,041
200	Benefits	\$ 14,214,529	\$ 7,034,931	\$ 7,179,598
300	Professional/Technical Services	\$ 2,320,940	\$ 1,189,046	\$ 1,131,894
400	Property Services	\$ 1,586,550	\$ 625,389	\$ 961,161
500	Other Services	\$ 5,749,351	\$ 3,107,622	\$ 2,641,729
600	Supplies/Books	\$ 2,399,763	\$ 1,287,017	\$ 1,112,746
700	Equipment/Property	\$ 1,056,771	\$ 703,967	\$ 352,804
800	Other Objects	\$ 101,910	\$ 35,570	\$ 66,340
900	Other Financial Uses	\$ -	\$ 1,218,647	\$ (1,218,647)
Total Expenditures		\$ 49,511,485	\$ 24,948,820	\$ 24,562,665
Revenues exceeding Expenditures		\$ (305,502)	\$ 13,048,818	\$ 13,354,320
Other Financing Sources/(Uses)				
Interfund Transfers In (Out)		\$ -	\$ -	\$ -

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF JANUARY 31, 2025

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 01/01/2025	\$ 341,521.52	\$ 93,528.18
Deposits	\$ 7,330.84	\$ 3,780.41
Subtotal	\$ 348,852.36	\$ 97,308.59
Expenditures	\$ 9.99	\$ -
Cash Balance - 01/31/2025	\$ 348,842.37	\$ 97,308.59

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF JANUARY 31, 2025

BALANCE

GENERAL FUND

FNB BANK	\$ 1,801,139
PAYROLL (pass-thru account)	\$ 6,909
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 97,309
PLGIT	\$ 14,557,765
FNB MONEY MARKET	\$ 4,949,636
PSDLAF	\$ 182,274
INVEST PROGRAM	\$ 204,168
OTHER POST-EMPLOYMENT BENEFITS	\$ 2,182,175
COMPENSATED ABSENCES	\$ 473,071
	\$ 24,454,447

CAFETERIA FUND

FNB BANK	\$ 314,974
PLGIT	\$ 2,171,296
	\$ 2,486,270

CONSTRUCTION FUND / CAP RESERVE

FNB BANK	\$ 45,408
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 902
	\$ 46,310

GRAND TOTAL

\$ 26,987,026

ACTIVITIES & ATHLETICS REPORT

FEBRUARY 18, 2025

Mr. Tom LaPorte, Chairperson

BOARD ACTION REQUESTED

I. EXTRA ACTIVITY WORKER – 2024/2025 SCHOOL YEAR

It is recommended that the Board approve the following individual as an extra activity worker for the 2024/2025 school year:

Taylor Hudson

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 610

Section FINANCES

Title PURCHASES SUBJECT TO BID/QUOTATION

Adopted AUGUST 21, 1989

Last Revised NOVEMBER 20, 2014;
MARCH 19, 2011

POLICY NO. 610 PURCHASES SUBJECT TO BID/QUOTATION		
Section 1	<p><u>Purpose</u></p> <p>It is the policy of the Board to obtain competitive bids for products and services where such bids are required by law or where such bids may be believed to bring about a cost savings to the School District.</p>	SC 751, 807.1
Section 2	<p><u>Guidelines</u></p> <p>The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.</p> <p>The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on Pennsylvania law and are published annually by the Department of Labor and Industry.</p> <p>Act 57 of 1998 allows for the District to enter into cooperative purchasing programs such as COSTARS, PEPPM, and KPN. Items or services purchased using any of these programs are not subject to the bidding/quotation requirements as described in this policy.</p> <p><u>Competitive Bids</u></p> <p>When seeking competitive bids for an amount greater than or equal to the base amount for competitive bidding [\$23,80019,100]¹ per law, the Board shall advertise once a week</p>	<p>SC 120, 751, 807.1</p> <p>62 Pa. C.S.A. Sec. 1901, 1902 24 P.S. Sec. 951 et seq.</p> <p>SC 751, 807.1</p>

	<p style="text-align: center;">POLICY NO. 610 PURCHASES SUBJECT TO BID/QUOTATION</p> <p>for three (3) weeks in not less than two (2) newspapers of general circulation and on the District website.</p> <p>After due public notice advertising for competitive bids, the Board shall be authorized to:</p> <ol style="list-style-type: none"> 1. Purchase furniture, equipment, school supplies and appliances costing greater than or equal to the base amount for competitive bidding [\$23,80019,100]¹ per law unless exempt by law. 2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value greater than or equal to the base amount for competitive bidding [\$23,80019,100]¹ per law unless exempt by law. <p>The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements.</p> <p>With kind, quality, and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon resolution of the Board, unless the Board chooses to reject all bids.</p> <p>Not having sufficient quotes from multiple bidders on a line item basis (i.e. a significant number of items would be “sole sourced”) may be a basis for rejection of all bids.</p> <p>The Board recognizes that emergencies may occur when imminent danger exists to persons or property or the continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements. In such case, competitive bids are to be solicited from at least three (3) responsible bidders and approval granted by the Secretary of Education.</p> <p><u>Electronic Bidding</u></p> <p>The Board may receive bids electronically in compliance with applicable laws and Board policy.</p>	<p>SC 807.1</p> <p>SC 751</p> <p>SC 751, 807.1</p> <p>SC 751, 807.1</p> <p>SC 751</p> <p>62 Pa. C.S.A. 4602, 4603</p>
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	<p style="text-align: center;">POLICY NO. 610 PURCHASES SUBJECT TO BID/QUOTATION</p> <p>The District shall electronically maintain the confidentiality of the bid until the bid opening.</p> <p><u>Competitive Electronic Auction Bidding</u></p> <p>The Board shall adopt a resolution approving the use of competitive electronic auction bidding for contracts for supplies or services.</p> <p>An invitation for bids shall be issued and shall include:</p> <ol style="list-style-type: none"> 1. Procurement description. 2. All contractual terms, when practical. 3. Conditions applicable to procurement including notice that bids will be received in an electronic auction manner. <p>Public notice and advertisement of the invitation for bids shall be given in the manner required for non-electronic bidding.</p> <p>Bids shall be accepted electronically at the time and in the manner designated in the invitation for bids.</p> <p>During the auction, bidders shall be able to review their bid rank or the low bid price, and may reduce their prices during the auction.</p> <p>At the conclusion of the auction, the record of the bid prices received and the name of each bidder shall be open to public inspection.</p> <p>After the auction period has expired, the District shall grant in writing withdrawal of a bid when the bidder requests relief and presents credible evidence of a clerical mistake due to reasons permitted by law, within the time period established by the District.</p> <p>The contract shall be awarded within sixty (60) days of the auction by written notice to the lowest responsible bidder, or all bids may be rejected. Extensions of the award date may be written, upon mutual consent of both parties.</p>	<p>62 Pa. C.S.A. 4603</p> <p>62 Pa. C.S.A. 4602, 4604</p> <p>62 Pa. C.S.A. 4604</p>
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	<p style="text-align: center;">POLICY NO. 610 PURCHASES SUBJECT TO BID/QUOTATION</p> <p><u>Price Quotations</u></p> <p>Unless exempt by law, at least three (3) written or telephonic price quotations shall be requested by the Board for:</p> <ol style="list-style-type: none"> 1. Furniture, equipment, school supplies and appliances costing a greater than or equal to the base amount for quotation [\$12,90010,300]¹, but less than the base amount established annually per law for competitive bidding [\$23,80019,100]¹. 2. All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a total cost or value greater than or equal to the base amount for quotation [\$12,90010,300]¹, but less than the base amount established annually per law for competitive bidding [\$23,80019,100]¹. <p>If it is not possible to obtain three (3) quotations, a memorandum must be kept on file showing that fewer than three (3) qualified vendors exist in the market area.</p> <p>For supplies, contracts, and professional services (excluding student services) costing greater than or equal to \$5,000, and not subject to the bidding and quotation requirements of Pennsylvania, the Board requires that the District advertise the request for goods or services on the District website for no less than 14 days. At least three (3) price quotations must be solicited from responsible vendors. If it is not possible to obtain three (3) quotations, a memorandum must be kept on file showing that fewer than three (3) qualified vendors exist in the market area.</p> <p>The written price quotations, records or telephone price quotations and memoranda shall be kept on file for a period of three (3) years.</p> <p><u>Work Performed By District Maintenance Personnel</u></p> <p>The Board may authorize district maintenanceemployees personnel to perform construction, reconstruction, repairs or work where the entire cost or value, including labor and materials is less than the base amount required for quotation [\$12,90010,300]¹ per law.</p>	<p>SC 751, 807.1</p> <p>SC 807.1</p> <p>SC 751</p> <p>SC 751</p> <p>SC 751</p>
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<p>Section 3</p>	<p style="text-align: center;">POLICY NO. 610 PURCHASES SUBJECT TO BID/QUOTATION</p> <p><u>Delegation of Responsibility</u></p> <p>The Board may grant the Board Secretary or Purchasing Agent the authority to purchase supplies and award contracts in the amount and manner designated by applicable law.</p> <p>Bid specifications shall be prepared by the appropriate district administrator and reviewed by the Assistant to the Superintendent for Operations and the responsible committee of the Board and as necessary, the Solicitor and Superintendent prior to the advertising for bids.</p> <p>Bid specifications shall provide for alternative wherever possible. "No substitution" items in bid specifications must be justified and preapproved in writing prior to the advertisement of the bid.</p> <p>Like items of supply and material shall be combined whenever it is feasible, and permissible under statute, and purchases shall not be split to avoid these requirements for bidding.</p> <p>Bids shall be opened publicly by the Assistant to the Superintendent for Operations, the Superintendent, or his/her designee before one (1) or more witnesses at a previously designated time and place. Contracts shall be awarded to the lowest responsible bidder upon resolution of the Board, unless the Board chooses to reject all bids.</p> <p>The Administration shall develop procedures for presenting detailed bid tabs/quotes to the Board and to the public within the bounds of the law and will develop/maintain consistent templates for all RFP documents used by the District. A Bid Bond or an acceptable substitute is required. A Performance Bond or a certified check is required for any services or work performed.</p> <p>Nonperformance of a contract shall include, but not be limited to, the following actions: verbal discussion, letter requesting performance and legal action against the Performance Bond.</p> <p>Whenever a contractor shall submit a bid for the performance of work and contractor later claims a mistake, error or omission in</p>	<p>SC 751, 807.1</p> <p>73 P.S. Sec. 1602</p>
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**POLICY NO. 610
PURCHASES SUBJECT TO BID/QUOTATION**

~~preparing said bid, the contractor shall, before the bids are open, make known the fact and in such case the bid shall be returned unopened.~~

Previously Revised: November 24, 2014; March 19, 2011

References:

School Code – 24 P.S. Sec. 120, 751, 807.1, ~~951 et seq.~~

~~Commonwealth Procurement Code Act 57 of 1998 – 62 Pa. C.S.A Sec. 1901, 1902~~

Local Government Unit Electronic Bidding Act – 62 Pa. C.S.A. Sec. 4602, 4603, 4604

~~Act 4 of 1974 Withdrawal of Bids – 73 P.S. Sec. 1602~~

Notes:

[]¹ Indicates the values for 2025~~14~~

The Department of Labor and Industry will publish notice, in the Pennsylvania Bulletin prior to January 1 of each calendar year, of the annual percentage change and the unadjusted or final adjusted base amounts at which competitive bidding is required and written or telephonic price quotations are required, respectively, for the calendar year beginning the first day of January after publication of the notice. This policy will be adjusted annually based on the notice published in the Pennsylvania Bulletin.

Policy Guide

Policy No. 611Section FINANCESTitle PURCHASES BUDGETEDAdopted AUGUST 21, 1989Last Revised MARCH 19, 2001

POLICY NO. 611 PURCHASES BUDGETED		
Section 1	<p><u>Authority</u>Purpose</p> <p>It is the policy of the Board that when funds are available all purchases contemplated within the current budget, and not subject to bid, be made in a manner that ensures the best interests of the District.</p>	SC 751, 807.1
Section 2	<p><u>Delegation of Responsibility</u>Authority</p> <p>All purchases that are within budgetary limits, and were originally contemplated within the budget, may be made upon authorization of the Assistant to the Superintendent for Operations, <u>unless the contemplated purchase is more than or equal to the base amount for competitive bidding [\$23,800]¹, in which case prior approval by the Board is required</u> with the approval of the Superintendent and Board. All purchases are to be made in accordance with the District's purchasing requirements manual.</p> <p>Confirming purchase orders shall be limited only to emergency situations and must be preapproved by the Assistant to the Superintendent for Operations.</p> <p><u>All purchase order requests must be referred to the Assistant to the Superintendent for Operations who shall check whether the proposed purchase is subject to bid; whether sufficient funds exist in the budget; and whether the material might be available elsewhere in the District.</u></p> <p>Previously Revised: March 19, 2001</p>	<p>SC 609, 751, 807.1</p> <p>SC 609, 751, 807.1</p>

**POLICY NO. 611
PURCHASES BUDGETED**

References:

School Code – 24 P.S. Sec. 609, 751, 807.1

Notes:

[]¹ Indicates the values for 2025

The Department of Labor and Industry will publish notice, in the Pennsylvania Bulletin prior to January 1 of each calendar year, of the annual percentage change and the unadjusted or final adjusted base amounts at which competitive bidding is required and written or telephonic price quotations are required, respectively, for the calendar year beginning the first day of January after publication of the notice. This policy will be adjusted annually based on the notice published in the Pennsylvania Bulletin.

Section 3

Guidelines

~~In the interests of economy, fairness and efficiency in its business dealings, the Board requires that items commonly used in the various schools be standardized whenever possible.~~

~~Opportunity shall be provided to as many responsible suppliers as possible to do business with the School District. Lists of potential suppliers for various types of supplies, equipment and services will be developed and maintained.~~

~~No purchase request will be honored unless made on a District-approved requisition form that has the necessary approval.~~

~~Upon the placement of a purchase order, the Assistant to the Superintendent for Operations shall encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of appropriations.~~