

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE SESSION

TUESDAY, JANUARY 17, 2023

7:00 PM

MINUTES

Call to Order

President Theresa Lydon called the meeting to order at 7:01 p.m.

Pledge

The meeting opened with the pledge to the flag.

Attendance

Those present included: Mrs. Donahue, Ms. Evans, Mr. Hill, Mr. LaPorte, Ms. Lindsey, Mrs. Lydon, Mr. Raso, Mrs. Shaw and Ms. Snyder. Also present were Dr. William P. Stropkaj, Superintendent; Mr. Joseph A. Kubiak, Assistant to the Superintendent for Operations/Board Secretary; Mr. Michael Brungo, Solicitor; Dr. Shannon Varley, Assistant to the Superintendent for Student Achievement and Mrs. Maureen S. Myers, Assistant Board Secretary/Recording Secretary were present.

Board Recognition

Dr. Stropkaj acknowledged the nine (9) Board Members and thanked them for their service to the District. January is School Board Director Recognition Month.

Public Comment

Public Comment

Lisa Shartle
Castle Shannon

Re: Thanked Board Members
Appreciate the communication at last weeks meeting

Jennifer Taylor
Dormont

Re: Thanked Board Members
Committee Meetings being made public

Megan Colf
Green Tree

Re: How to add items to the Board/Committee Agenda

Linh Nguyen
Castle Shannon

Re: Lunar New Year

Board President's Report

BOARD PRESIDENT'S REPORT – Mrs. Theresa Lydon

Board Minutes

BOARD MINUTES

On the motion of Mrs. Donahue, seconded by Mr. LaPorte, the Board approved the Reorganization/Business/Legislative Minutes of December 6, 2022.

Motion carried 9-0

FOR INFORMATION ONLY

- Parkway West Career and Technology Center Report *Mrs. Annie Shaw*
- SHASDA Report *Mr. Santo Raso*
- PSBA/Legislative Report *Mrs. Theresa Lydon*
 - Save the date of Advocacy Day on April 18.
- News from the Boroughs

EXECUTIVE SESSION – There was no Executive Session held prior to this evening’s Business/Legislative Meeting.

BOARD COMMITTEES 2023

Activities & Athletics	*Mr. LaPorte, Mrs. Donahue, Mr. Hill, Ms. Lindsey
Budget & Finance	*Mr. Hill, Ms. Evans, Mr. Raso, Mrs. Shaw
Buildings, Grounds & Transportation	*Mr. Raso, Mr. Hill, Mr. LaPorte, Mrs. Shaw
Communications	*Ms. Lindsey, Mrs. Donahue, Ms. Evans, Ms. Snyder
Education	*Mrs. Donahue, Ms. Lindsey, Mrs. Lydon, Ms. Snyder
Personnel	*Mrs. Lydon, Mrs. Donahue, Mr. LaPorte, Mr. Raso
Policy & Planning	*Mrs. Shaw, Ms. Evans, Mrs. Lydon, Ms. Snyder
Parkway West Career & Technology Center	Mrs. Shaw
SHASDA	Mr. Raso
PSBA	Mrs. Lydon
	*Denotes Chairperson

Superintendent’s Report

SUPERINTENDENT REPORT – Dr. William P. Stropkaj

Policy 108

SECOND READING POLICY 108: ADOPTION OF TEXTBOOKS AND SUPPLEMENTAL RESOURCE MATERIALS

On the motion of Mr. LaPorte, seconded by Ms. Snyder, the Board approved the SECOND READING of Policy 108: *Adoption of Textbooks and Supplemental Resource Materials*.

Motion carried 9-0

Policy 111

SECOND READING POLICY 111: LESSON PLANS

On the motion of Mr. LaPorte, seconded by Ms. Snyder, the Board approved the SECOND READING of Policy 111: *Lesson Plans*.

Motion carried 9-0

Policy 137

SECOND READING POLICY 137: HOME EDUCATION

On the motion of Mr. LaPorte, seconded by Ms. Snyder, the Board approved the SECOND READING of Policy 137: *Home Education*.

Motion carried 9-0

Policy 214

SECOND READING POLICY 214: CLASS RANK/GRADUATION HONORS

On the motion of Mr. LaPorte, seconded by Ms. Snyder, the Board approved the SECOND READING of Policy 214: *Class Rank/Graduation Honors*.

Motion carried 9-0

Policy 237

SECOND READING POLICY 237: ELECTRONIC DEVICES

On the motion of Mr. LaPorte, seconded by Ms. Snyder, the Board approved the SECOND READING of Policy 237: *Electronic Devices*.

Motion carried 9-0

Review Policy

REVIEW OF TITLE I POLICY

On the motion of Mr. LaPorte, seconded by Ms. Snyder, the Board approved the review of the following Title I Policy in compliance with the Federal Title I Regulations:

Policy 919: Title I Parent and Family Engagement

Motion carried 9-0

PaEducator.net

PENNSYLVANIA EDUCATOR.NET

On the motion of Mrs. Donahue, seconded by Ms. Evans, the Board approved the Contract of Service between the Allegheny Intermediate Unit and the Keystone Oaks School District for the 2022/2023 school year at a cost not to exceed \$1,750.00.

For Information Only

The Allegheny Intermediate Unit operates www.PAEducator.net, which individuals may submit employment applications for review by prospective employers.

- A discussion was had regarding PAEducator.

Motion carried 9-0

PD

PROFESSIONAL DEVELOPMENT

On the motion of Mr. Hill, seconded by Mr. Raso, the Board approved the following Professional Development request:

Desiree Burns	PA Department of Education Annual Conference 2023 Hershey, PA March 1 – March 3, 2023	\$1,400.00
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Motion carried 9-0

Education Report

EDUCATION REPORT – Mrs. Tamara Donahue

KOMS – Program of Studies

KEYSTONE OAKS MIDDLE SCHOOL: PROGRAM OF STUDIES

On the motion of Mrs. Donahue, seconded by Ms. Evans, the Board approved the Keystone Oaks Middle School Program of Studies for the 2023/2024 school year.

KOHS – Program of Studies

KEYSTONE OAKS HIGH SCHOOL: PROGRAM OF STUDIES

On the motion of Mrs. Donahue, seconded by Ms. Evans, the Board approved the Keystone Oaks High School Program of Studies for the 2023/2024 school year.

- A discussion was had regarding the Middle School and High School Program of Studies.

Motion carried 9-0

- Dr. Stropkaj will be discussing and reviewing the Programs of Studies with the PFO members at the Superintendent Parent Liaison Committee Meeting.

Pupil Personnel Report

PUPIL PERSONNEL REPORT – Dr. William P. Stropkaj

Soliant

SOLIANT CLIENT SERVICES AGREEMENT

On the motion of Mrs. Donahue, seconded by Mr. Hill, the Board approved the Client Services Agreement between Soliant Health, LLC and the Keystone Oaks School District for the purpose of providing supplemental staffing for speech services to the District.

- A discussion was had regarding the Soliant Client Services Agreement.

Motion carried 9-0

Personnel Report

Retirement

PERSONNEL REPORT – Mrs. Theresa Lydon

RETIREMENT

On the motion of Ms. Evans, seconded by Ms. Snyder, the Board accepted the following retirement:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Years of Service</u>
Robert Ferguson	Custodian	June 9, 2023	21

Motion carried 9-0

Resignations

RESIGNATIONS

On the motion of Ms. Lindsey, seconded by Ms. Evans, the Board accepted the following resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Katrina Bassett	Paraprofessional	January 7, 2023
Christopher Mastandrea	Custodian	December 13, 2022
Judith Nagy	Custodian	December 16, 2022

Motion carried 9-0

Appointments

APPOINTMENTS

1. Long Term Substitute

On the motion of Mr. LaPorte, seconded by Mrs. Donahue, in compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, the Board approved the employment of the following long term substitute:

Jayci Ross
Special Education Teacher – Dormont
Effective – January 9, 2023
Salary - \$45,000.00 (B, Step 1)

Motion carried 9-0

2. Approval of Activity Stipends

On the motion of Ms. Lindsey, seconded by Mr. LaPorte, in compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, the Board approved the following individuals for the 2022/2023 school year:

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
Basketball (Boys, MS)	Assistant	Amy Torcaso	\$1,200.00
Musical (MS)	Assistant	Greg Pegher	\$4,000.00
Musical (MS)	Assistant	Nicole Zeak	\$1,750.00
Musical (MS)	Assistant	David Dickey	\$1,250.00
Musical (MS)	Assistant	Ian Scully-Szejko	\$2,000.00
Musical (MS)	Assistant	Sam Minnick Savolskis	\$1,250.00
Musical (MS)	Assistant	Lisa Warner	\$1,000.00
Musical (MS)	Assistant	Jess Scanga	\$250.00

Motion carried 9-0

FMLA

FAMILY AND MEDICAL LEAVE

On the motion of Ms. Evans, seconded by Ms. Snyder, the Board approved the following individuals for Family and Medical Leave:

Employee #4982 – January 5, 2023 – March 31, 2023

Employee #5045 – April 11, 2023 – June 2, 2023

Motion carried 9-0

Finance Report

FINANCE REPORT – Mr. Nafis Hill

Accounts Payable

ACCOUNTS PAYABLE APPROVAL LISTS THROUGH DECEMBER 31, 2022

On the motion of Ms. Lindsey, seconded by Mr. LaPorte, the Board approved of the following Accounts Payable lists as presented in the *Finance Package*:

A. General Fund as of December 31, 2022 (Check No. 68443-68634)	\$1,056,803.56
B. Food Service Fund as of December 31, 2022 (Check No. 9701-9707)	\$23,664.09
C. Athletics as of December 31, 2022 (Check No. 3407-3414)	\$6,419.45
D. Capital Reserve as of December 31, 2022 (None)	\$0.00

TOTAL \$1,086,887.10

Motion carried 9-0

LOA – AIU

LETTER OF AGREEMENT – ALLEGHENY INTERMEDIATE UNIT

On the motion of Mr. LaPorte, seconded by Mr. Raso, the Board approved the Letter of Agreement between the Keystone Oaks School to provide the District with on-site technical

field support on as needed basis at a rate of \$360.00 per day (8-hours per day) through June 30, 2023.

Motion carried 9-0

KSL Group

KSL GROUP – E RATE CONSULTING SERVICES

On the motion of Mrs. Donahue, seconded by Mr. LaPorte, the Board approved the Letter of Agreement between KSL Group and the Keystone Oaks School District for E Rate Consulting Services for the 2023-24 E Rate Program Year.

Motion carried 9-0

Parkway Budget

PARKWAY WEST CAREER & TECHNOLOGY CENTER BUDGET

1. On the motion of Ms. Lindsey, seconded by Ms. Evans, the Board approved the Parkway West General Operating and Jointure Budget for the 2023/2024 school year as follows:

2023/2024

- Parkway West General Operation Budget \$8,168,903
- Parkway West Jointure Budget \$ 800,925
- 2. Keystone Oaks School District's Estimated Share of Budget
 - Parkway West General Operating Budget \$508,587.03
 - Parkway West Jointure Budget \$ 41,506.16

For Information Only

The District's estimated share toward the General Operating Budget reflects an increase of \$23,856.55. The District's estimated share toward the Jointure Budget reflects an increase of \$3,059.49.

- A discussion was had regarding Parkway West Career and Technology Center Budget.

Motion carried 9-0

Resolution 01-23

RESOLUTION 01-23 TAX INDEX

On the motion of Mr. LaPorte, seconded by Ms. Lindsey, the Board adopted Resolution 01-23 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 2023/2024 fiscal year by more than the allowable index of 4.1%.

**KEYSTONE OAKS SCHOOL DISTRICT
BOARD OF DIRECTORS
RESOLUTION 01-23**

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

WHEREAS, the Keystone Oaks School District index for the 2023/2024 fiscal year is 4.1%;

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 forthe 2023/2024 fiscal year by more than its index.

AND NOW, on this 17th day of January 2023, it is hereby RESOLVED by the KeystoneOaks 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 2023/2024 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 2023/2024 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 2023/2024 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

- A discussion was had regarding Resolution 01-23.

Motion carried 9-0

FOR INFORMATION ONLY**I. EXPENDITURE/REVENUE 2022 – 2023 BUDGET to ACTUAL / PROJECTION**

ACCT	DESCRIPTION	2022-2023 BUDGET TOTAL	2022-2023 6 MONTH DECEMBER/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 32,605,235	\$ 30,345,794	\$ (2,259,441)
7000	State Revenue Sources	\$ 12,384,162	\$ 6,530,716	\$ (5,853,446)
8000	Federal Revenue Sources	\$ 3,179,907	\$ 485,883	\$ (2,694,024)
Total Revenue		\$ 48,169,304	\$ 37,362,393	\$ (10,806,911)

				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 18,900,284	\$ 7,260,883	\$ 11,639,401
200	Benefits	\$ 12,181,398	\$ 4,869,556	\$ 7,311,842
300	Professional/Technical Services	\$ 2,074,087	\$ 711,274	\$ 1,362,813
400	Property Services	\$ 1,303,987	\$ 587,665	\$ 716,322
500	Other Services	\$ 5,494,138	\$ 2,244,271	\$ 3,249,867
600	Supplies/Books	\$ 1,664,642	\$ 1,067,722	\$ 596,920
700	Equipment/Property	\$ 463,355	\$ 533,133	\$ (69,778)
800	Other Objects	\$ 225,450	\$ 97,918	\$ 127,532
900	Other Financial Uses	\$ 6,155,158	\$ 2,502,677	\$ 3,652,481
Total Expenditures		\$ 48,462,499	\$ 19,875,099	\$ 28,587,400

Revenues exceeding Expenditures	\$ (293,195)	\$ 17,487,293	\$ 17,780,488
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**Other Financing
Sources/(Uses)**

Interfund Transfers In (Out)	\$ -	\$ -	\$ -
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II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF DECEMBER 31, 2022

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 12/01/2022	\$ 154,949.84	\$ 9,988.55
Deposits	\$ 11,324.99	\$ 19,040.05
Subtotal	\$ 166,274.83	\$ 29,028.60
Expenditures	\$ -	\$ 6,469.45
Cash Balance - 12/31/2022	\$ 166,274.83	\$ 22,559.15

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF DECEMBER 31, 2022

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,458,499
PAYROLL (pass-thru account)	\$ 5,529
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 22,559
PLGIT	\$ 10,407,802
FNB MONEY MARKET	\$ 12,216,319
PSDLAF	\$ 164,539
INVEST PROGRAM	\$ 183,950
OTHER POST-EMPLOYMENT BENEFITS	\$ 2,014,563
COMPENSATED ABSENCES	\$ 436,612
	\$ 26,910,373
CAFETERIA FUND	
FNB BANK	\$ 1,000,503
PLGIT	\$ 496,087
	\$ 1,496,590
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 41,889
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 813
	\$ 42,702
GRAND TOTAL	\$ 28,449,665

Buildings, Grounds & Transportation Report

Fence – Aiken

BUILDINGS, GROUNDS & TRANSPORTATION REPORT – Mr. Santo Raso

FENCE – AIKEN ELEMENTARY

On the motion of Mr. Raso, seconded by Ms. Lindsey, the Board approved the purchase and installation of a fence at Aiken Elementary by Redrock Fence Company at a cost not to exceed \$10,631.00.

- A discussion was had regarding the Fence at Aiken.

Motion carried 9-0

Rental Agreement

MR. JOHN SEASONAL RENTAL AGREEMENT

On the motion of Mr. Raso, seconded by Ms. Lindsey, the Board approved the Seasonal Rental Agreement between Mr. John and the Keystone Oaks School District through December 31, 2023.

- A discussion was had regarding Mr. John Seasonal Rental Agreement.

Motion carried 9-0

Activities & Athletics Report

ACTIVITIES AND ATHLETICS REPORT – Mr. Thomas LaPorte

Competitive Event

COMPETITIVE EVENT

On the motion of Mrs. Donahue, seconded by MS. Evans, the Board approved the following competitive event:

Odyssey of the Mind – Regional Competition (Level I)

Keystone Oaks High School

March 4, 2023

Number of Students – 110

Activity Sponsor – Jessica Dobson

Total District Funds Requested - \$1,200.00 (Registration fee for 10 teams)

Motion carried 9-0

- Dr. Stropkaj congratulated the Keystone Oaks High School for earning for the second year in a row the College Board AP Computer Science Female Diversity Award.

Adjournment

ADJOURNMENT

On the motion of Ms. Snyder, seconded by Mr. Hill, the meeting was adjourned at 7:57 p.m.

Motion passed 9-0

Respectfully submitted,

Joseph A. Kubiak
Board Secretary

Maureen S. Myers
Assistant Board Secretary

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 108

Section PROGRAMS

Title ADOPTION OF TEXTBOOKS
AND SUPPLEMENTAL
RESOURCE MATERIALS

Adopted AUGUST 21, 1989

Last Revised MARCH 15, 2016;
FEBRUARY 16, 1998

POLICY NO. 108 ADOPTION OF TEXTBOOKS AND SUPPLEMENTAL RESOURCE MATERIALS		
Section 1	<p><u>Authority</u></p> <p>It is the responsibility of the Board to adopt all textbooks and supplemental resource materials used as part of the educational program of the is District. The Board shall, by an affirmative vote of a majority of the full Board, adopt all textbooks and supplementary resource materials used for instruction in the district's educational program. The District shall establish a planned cycle of textbook and supplemental resource material review and replacement.</p>	SC 508, 801, 803 Pol. 006
Section 2	<p><u>Definition</u></p> <p>Textbooks shall be defined as the books, in print or digital format, used as the basic source of information in the planned instruction.</p> <p>Supplemental resource materials shall include nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital materials, software and instructional material.</p>	

<p>Section 3</p>	<p style="text-align: center;">POLICY NO. 108 ADOPTION OF TEXTBOOKS AND SUPPLEMENTAL RESOURCE MATERIALS</p> <p><u>Delegation of Responsibility</u></p> <p>The Superintendent, after consultation with administrative and professional staff, shall be responsible for the selection and recommendation of textbooks and supplemental resource materials for Board consideration. No aAdoption or change of a textbook or supplemental resource material shall be made withoutupon the recommendation of the Superintendent's recommendation, except by. Otherwise a two-thirds vote of the Board is necessary without the recommendation of the Superintendent.</p> <p>The Superintendent or designeethe Director of Curriculum, Instruction, Assessment and Staff Development shall establish administrative regulations for reviewing, evaluating and selecting textbooks and supplemental resource materials.</p> <p>Teachers and curriculum leaders who will use the text will be included throughout the review and selection process to:</p> <ol style="list-style-type: none"> 1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served. 2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards. 3. Provide a background of information which will enable students to make intelligent judgments. 4. Provide materials on opposing sides of controversial issues so that young citizens may develop the practice of critical analysis of all media. 5. Provide materials representative of the many religious, ethnic and cultural groups and their contribution to society. 6. Provide materials based on a selection process which avoids personal bias and social prejudices. 	<p>SC 508, 803 Pol. 006</p>
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	<p style="text-align: center;">POLICY NO. 108 ADOPTION OF TEXTBOOKS AND SUPPLEMENTAL RESOURCE MATERIALS</p> <p>A list of all approved textbooks and supplemental resource materials used in district schools shall be maintained by the Superintendent or designeethe Director of Curriculum, Instruction, Assessment and Staff Development and shall be available to Board members, district staff, students, persons in parental relationarents/guardians and community members.</p> <p>Previously Revised: March 15, 2016; February 16, 1998</p> <p><u>References:</u></p> <p>School Code – 24 P.S. Sec. 508, 801, 803,807.1</p> <p>Board Policy – 006, 105.1,610</p>	Pol. 105.1
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KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 111

Section PROGRAMS

Title LESSON PLANS

Adopted AUGUST 21, 1989

Last Revised NOVEMBER 17, 2020

	POLICY NO. 111 LESSON PLANS	
Section 1	<u>Authority</u> To ensure consistency and continuity of instruction, the Board requires professional staff members to develop and maintain daily lesson plans.	SC 510
Section 2	<u>Delegation of Responsibility</u> To facilitate more effective instruction, lesson plans must be prepared at least one (1) week in advance of units of instruction. Lesson plans shall be inspected and must conform to the guidelines established by the District's Administrative Team, while being meaningful to the instructor for preparation. Teachers shall make thorough preparation for all daily lessons and shall prepare plans reflecting such preparation. Lesson plans shall be completed and submitted in the designated online platform(s) available for review by administrators. Teachers are to provide adequate directions for substitutes, the purpose of which shall be to continue the instructional program or provide a meaningful educational alternative that relates to the subject area. Lesson plans must be available for immediate access by assigned substitute teachers.	

	<p>POLICY NO. 111 LESSON PLANS</p>	
Section 3	<p><u>Guidelines</u></p> <p>Lesson design will emphasize the development of critical skills and essential knowledge as defined in the planned course guide. There will also be specific reference to the use of technology and writing activities. The format for lesson plans shall be decided by the Administrative Team.</p> <p>Guidelines for implementation of this policy shall include:</p> <ol style="list-style-type: none"> 1. Lesson plans be prepared using the District's online platform. 2. The format for lesson plans shall be decided by the Administrative Team. 3. Lesson plans for individualized programs shall reflect a general overview and purpose of the instructional program; individual student plans or records may serve as an integral part of the lesson plan. <p>Previously Revised: November 17, 2020; March 21, 2017; February 16, 1998</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p>	

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 137

Section PUPILS

Title HOME EDUCATION

Adopted AUGUST 21, 1989

Last Revised JUNE 30, 2020

POLICY NO. 137 HOME EDUCATION		
Section 1	<p><u>Authority</u></p> <p>Home education programs for students of compulsory school age residing in the school district shall be conducted in accordance with state law and regulations.</p>	SC 1327, 1327.1 22 PA Code 11.31a
Section 2	<p><u>Definitions</u></p> <p>Appropriate Education – a program consisting of instruction in the required subjects for the time required by law and in which the student demonstrates sustained progress in the overall program.</p> <p>Hearing examiner – shall not be an officer, employee or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program.</p> <p>Home education program – a program conducted in compliance with the law by the person in parental relation. A home education program shall not be considered a nonpublic school under the provisions of law.</p> <p>Supervisor – the person in parental relation who is responsible for providing instruction, provided that such person has a high school diploma or its equivalent.</p>	SC 1327.1

	<p align="center">POLICY NO. 137 HOME EDUCATION</p>	
Section 3	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall develop and distribute administrative regulations for registering and monitoring home education programs.</p>	
Section 4	<p><u>Guidelines</u></p> <p><u>Notarized Affidavit</u></p> <p>Prior to the commencement of the home education program, and annually thereafter on August 1, the person in parental relation must file a notarized affidavit with the Superintendent setting forth the information required by law.</p> <p>SC 1327.1</p> <p><u>Unsworn Declaration</u></p> <p>In the event that the person in parental relations does not file a notarized affidavit, an unsworn declaration may be signed by the person in parental relations; however, unsworn declarations do not need to be notarized but instead, are governed under perjury statutes.</p> <p><u>Instructional Program</u></p> <p>The instructional program for home education students shall include such courses as required by law.</p> <p>SC 1327.1</p> <p><u>Loan of Instructional Materials</u></p> <p>At the request of the supervisor, the District shall lend to the home education program copies of the school's planned courses, textbooks and curriculum materials corresponding to the student's grade level.</p> <p>SC 1327.1</p> <p><u>Student Portfolio and Evaluations</u></p> <p>For each student participating in the home education program, the supervisor shall:</p> <p>SC 1327.1</p> <ol style="list-style-type: none"> 1. Maintain a portfolio of records and materials. 2. Provide an annual written evaluation of the student's 	

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	<p style="text-align: center;">POLICY NO. 137 HOME EDUCATION</p> <p>education progress.</p> <p><u>Graduation Requirements</u></p> <p>Graduation requirements for the home education program shall be consistent with the current class graduation requirements for any Keystone Oaks student. Graduation requirements are set forth in policy 217 Graduation Requirements.</p> <p>The following minimum courses in grades 9 through 12 are established as a requirement for graduation in a home education program: four (4) years of English; three (3) years of mathematics; three (3) years of science; three (3) years of social studies; and two (2) years of arts and humanities.</p> <p><u>Diplomas</u></p> <p>Students who complete all of the graduation requirements of the home education program shall receive a high school diploma issued by the supervisor or an approved diploma-granting organization.</p> <p><u>Students With Disabilities</u></p> <p>A home education program meets the compulsory attendance requirements for students with a disability only when the program addresses the specific needs of the student and is approved by a teacher with a valid Pennsylvania certificate to teach special education, a licensed clinical psychologist or a certified school psychologist. Written notice of such approval must be submitted with the required affidavit.</p> <p>The supervisor may request that the school district or intermediate unit of residence provide services that address the specific needs of a student with a disability.</p> <p>When the provision of services is agreed to by both the supervisor and the school district or intermediate unit, all services shall be provided in district schools or in a private school licensed to provide such programs and services.</p> <p><u>Appropriate Education/Compliance Determination</u></p>	<p>SC 1327.1 Pol. 217</p> <p>SC 1327.1 Pol. 217</p> <p>SC 1327</p> <p>SC 1327</p> <p>SC 1327</p>
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	<p style="text-align: center;">POLICY NO. 137 HOME EDUCATION</p>	
	<p>A home education evaluator shall certify that an appropriate education is occurring in the home education program. The supervisor shall submit the certification to the Superintendent by June 30 of each year. If the supervisor fails to submit the certification, the Superintendent shall send a letter to the supervisor notifying the supervisor that theyhe has have ten (10) days to submit the certification.</p>	SC 1327.1
	<p>If the Superintendent has a reasonable belief at any time that appropriate education may not be occurring in the home education program, theyhe may submit a letter to the supervisor requiring an evaluation be conducted and that an evaluator's certification stating that an appropriate education is occurring be submitted to the District by the supervisor within thirty (30) days. The letter shall include the basis for the Superintendent's reasonable belief.</p>	SC 1327.1
	<p>As required by law, all letters shall be sent by certified mail, return receipt requested, and the time for submission of the requested documentation begins upon receipt of the letter.</p>	SC 1327.1
	<p><u>Hearings</u></p> <p>If the supervisor fails to submit a certification as required, the Board shall provide a hearing by a qualified and impartial hearing examiner within thirty (30) days.</p>	SC 1327.1
	<p>If the hearing examiner finds that an appropriate education is not taking place in the home education program, the home education program will be determined out of compliance; and the student will be enrolled promptly in a district school, a nonpublic school or a licensed private academic school.</p>	SC 1327.1
	<p><u>Appeal</u></p> <p>The supervisor or Superintendent may appeal the decision of the hearing examiner to the Secretary of Education, Commonwealth Court or Court of Common Pleas. The home education program may continue during the appeals process.</p>	SC 1327.1
	<p><u>Transfers</u></p> <p>If a home education program is relocating to another</p>	SC 1327.1

	<p style="text-align: center;">POLICY NO. 137 HOME EDUCATION</p> <p>Pennsylvania school district, the supervisor must request from the Superintendent a letter of transfer for the home education program. The request must be made by registered mail thirty (30) days prior to the relocation.</p> <p>The Superintendent shall issue the letter of transfer within thirty (30) days after receipt of the supervisor's registered mail request.</p> <p>The supervisor shall file the letter of transfer with the Superintendent of the new district of residence.</p> <p>If the home education program is out of compliance, the Superintendent shall inform the home education supervisor and the Superintendent of the new district of residence of this status and the reason for the denial of the letter of transfer.</p> <p>If a home education program is in hearing procedures, the Superintendent shall inform the home education supervisor, hearing examiner and Superintendent of the new district of residence of this status and the reason for the denial of the letter of transfer.</p> <p>If the Superintendent, is informed of pending proceedings related to a home education program relocating to the District, theyshe shall continue the home education program until the appeal process is finalized</p> <p><u>Cooperation With Home Educators</u></p> <p>In the District's view, friendly compliance with the home education law is in the best interest of the studentchildren. Therefore, Keystone Oaks School District will allow, upon request of the home education supervisor, students to take:</p> <ol style="list-style-type: none"> Nationally normed tests, health screening tests, any course offered by the Districthealth, art, music, and physical education, and 	<p>SC 1327.1</p> <p>SC 1327.1</p> <p>SC 1327.1</p> <p>SC 1327.1</p>
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	<p>POLICY NO. 137 HOME EDUCATION</p> <p>d. extracurricular activity participation.</p> <p>Previously Revised: June 30, 2020; February 8, 2006; February 16, 1998</p> <p>References:</p> <p>PA School Code – 24 P.S. Sec. 1327, 1327.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.33</p> <p>Board Policy – Pol. 137.1, 217</p>	Pol. 137.1
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KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 214

Section PUPILS

Title CLASS RANK /
GRADUATION HONORS

Adopted AUGUST 21, 1989

Last Revised APRIL 21, 2020

POLICY NO. 214 CLASS RANK/GRADUATION HONORS		
Section 1	<p><u>Purpose</u></p> <p>The Board acknowledges the usefulness for a system of computing quality point averages for secondary school students to inform students, parents/guardians and others of their relative academic placement.</p>	
Section 2	<p><u>Authority</u></p> <p><i>For the Senior Classes of 2020 and beyond:</i></p> <p>Class rank will be calculated for internal purposes only and will not be placed on student transcripts. Class rank will be made available only for scholarship applications or other entities/institutions that stipulate that class rank is required and will not be accepted without this information. Class rank will be determined using the weighted GPA and by limiting the calculations of grade point averages to two decimal places.</p>	
Section 3	<p><u>Guidelines</u></p> <p>Quality points shall be awarded for each course according to Board Policy 127 – Assessment System based on the student’s final grade, the academic level, and the number of credits of the course.</p>	

	<p style="text-align: center;">POLICY NO. 214 CLASS RANK/GRADUATION HONORS</p> <p>For the Senior Classes of 2020, 2021 and 2022:</p> <p>Students shall be ranked for Commencement proceedings in order from highest to lowest according to quality point averages.</p> <p>Any two (2) or more students whose computed quality point averages are identical shall be given the same rank. The rank of a student who immediately follows a tied position will be determined by the number of students preceding him or her and not by the rank of the person preceding him or her. For instance, if three students are tied for number one, the next student is ranked number 4.</p> <p>For the Senior Class of 2023 and beyond:</p> <p>Students shall be categorized according to the following:</p> <p>Honors 3.50-3.74 High Honors 3.75+ Distinguished Graduate 4.01+ other criteria</p> <p><u>Distinguished Graduate</u></p> <p>Additional criteria to be a Distinguished Graduate include: One-hundred (100) or more hours of community service, according to District guidelines; and a leadership position within the school or community; and less than four unexcused tardies and three unexcused absences.</p> <p>Distinguished Graduate(s) will be selected through a Committee to speak at Commencement, along with the class president.</p>	
Section 4	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall develop procedures for the computation of quality point averages to implement this policy and procedures for selection of a Distinguished Graduate(s) to speak at Commencement.</p>	22 PA Code 4.24

	<p style="text-align: center;">POLICY NO. 214 CLASS RANK/GRADUATION HONORS</p> <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.24</p> <p>Board Policy – 127</p> <p>Revision History: April 21, 2020; August 20, 2019; March 26, 2015; June 28, 1999</p>	
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Policy Guide

Policy No. 237Section PUPILSTitle ELECTRONIC DEVICESAdopted MARCH 15, 2016Last Revised SEPTEMBER 20, 2022

	POLICY NO. 237 ELECTRONIC DEVICES	
Section 1	<p><u>Purpose</u></p> <p>The Keystone Oaks School District supports and encourages the use of technology to aid in education and operational processes of the District. The Board recognizes the vast and unique resources that Internet access offers both students and staff. The Board acknowledges the enhancement that technology may provide to the learning process and further recognizes the virtually unlimited information available through the internet.</p> <p>The Board also recognizes the potential for misuse of the various technology resources available to students, faculty and staff. Nevertheless, it is the belief of the Board that the value of technology used and provided by students in the educational process outweighs the potential risk of misuse. The Board is, however, committed to a policy which seeks to discourage, minimize and avoid any misuse of both District owned and student owned electronic devices.</p> <p>The Board adopts this policy in order to support an educational environment that is orderly, safe and secure for district students and employees.</p> <p>Electronic devices shall include all devices that can take photographs; record, play, or edit audio or video data; store, transmit or receive calls, messages, text, data or images; operate online applications; or provide a wireless, unfiltered connection to the Internet.</p>	

**POLICY NO. 237
ELECTRONIC DEVICES**

Section 2

Authority

In the event that a student is unsure whether the restrictions set forth in the Code of Conduct apply to a particular device, it is the student's responsibility to verify with the building administrator, who shall have the sole discretion to determine whether the device is subject to the Code of Conduct. The District is not liable for the loss, damage or misuse of an electronic device brought to school by a student as the student has the option, but is not required by the District, to bring such a device to school.

The District holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies. Students who possess and/or use such devices at school or school-sponsored events must demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

The District reserves the right to restrict student use of District-owned and student-owned electronic devices on school property or at school-sponsored events. Except to the extent expressly authorized by this policy, the Board prohibits the use of cell phones by students during the school day in district buildings; on district property; and during the time students are under the supervision of the District.

The District reserves the right to take appropriate action, which may, depending on the circumstances, include monitoring, inspecting, copying, or reviewing a district or student owned device or file(s) contained on a district or student-owned device when administration has a reasonable suspicion that a violation of District policy or applicable law has occurred, and the student and the student's person in parental relation agrees that the District shall have such rights and there is no expectation of privacy that would restrict the District's exercise of such rights.

SC 510

Section 3

Delegation of Responsibility

The Superintendent or designee shall annually notify students, person(s) in parental relation and staff about this policy by publishing a notice about this policy in student handbooks and by other efficient methods, including posting the policy on the

<p>Section 4</p>	<p style="text-align: center;">POLICY NO. 237 ELECTRONIC DEVICES</p> <p>District’s website. Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee.</p> <p>All District students and person(s) in parental relation shall review this policy and associated technology procedures before students use any school and/or personally owned devices. The student and a person in parental relation shall sign a form indicating their receipt and understanding of the student responsibilities set forth in this policy.</p> <p><u>Guidelines</u></p> <ol style="list-style-type: none"> Violations of this policy by a student shall result in disciplinary action, including but not limited to confiscation of the device, banning of the student from using the personal electronic device in school or criminal prosecution if applicable. <p>The confiscated item shall not be returned until a conference has been held with a person in parental relation and a building administrator.</p> <ol style="list-style-type: none"> The administrators retain full oversight in their buildings regarding appropriate, necessary, and/or permissible use of electronic devices Cell phones are to be turned off and out of sight during school hours. All related School Board policies shall continue to apply in full force. Access is a privilege, not a right. Students have the option, but are not required by the District, to bring their electronic device to school. If a student exercises the option to bring their electronic device to school, the student and the student’s person(s) in parental relation understand that there is a limited expectation of privacy with regard to the student owned device and its content while on school premises. When in school, students using their own devices must be logged-in using their assigned district Google credentials. 	<p>Pol. 218, 226, 233</p>
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**POLICY NO. 237
ELECTRONIC DEVICES**

6. Appropriate use of electronic devices including headphones, both wired and wireless, other than cell phones, shall include any use of such devices for educational purposes, such as educational research, which is specifically authorized by a classroom teacher with approval from the building administration. Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in their use.
7. Reasonable use of electronic devices is permitted on district buses and other district transportation vehicles, provided that the use of said device does not disrupt or distract other students, passengers or the operator of the vehicle and does not pose a risk to the safe and orderly operation of the vehicle.
8. Any use of electronic devices that leads to the disruption of the instructional/educational processes and/or violates the rights of others is a violation of the Code of Conduct. Use of an electronic device to access, store or transmit inappropriate content or engage in any form of bullying or harassment is grounds for immediate confiscation by District staff, building principal and/or building security.
9. The use of ANY electronic devices in restrooms, locker rooms, health suites or changing areas is strictly prohibited.
10. The use of an electronic device to take, store, disseminate, transfer, view or share any obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing, is strictly prohibited. Because such violations may constitute a crime under state and/or federal law, the

Pol. 103, 218, 256

18 PA. C.S.A. 5903

	<p style="text-align: center;">POLICY NO. 237 ELECTRONIC DEVICES</p> <p>district may report such conduct to state and/or federal law enforcement agencies</p> <p>11. The District infrastructure is first and foremost provided and maintained for primary benefit of and access by District-owned technology equipment. The District reserves the right to control, monitor, log and restrict in size or content all network use, e-mail, chat conversations and space available on District workstations, laptops, or servers.</p> <p>12. Network bandwidth and access is finite and where a decision must be made between student use of technology and reliable use of District computers, District computing equipment will be given first priority.</p> <p>13. Students shall not use electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.</p> <p>14. Many electronic devices contain camera or motion picture recording technology – electronic devices are not to be used to capture pictures or motion recording of other students, teachers, administrators or other individuals without that person’s permission. The distribution of any unauthorized media may result in discipline, including but not limited to, suspension, criminal charges, and expulsion.</p> <p>15. The use of student-owned electronic devices is forbidden during assemblies and detention.</p> <p>16. During fire or other emergency drills or during actual emergencies students should not make phone calls unless absolutely necessary. If a student needs to reach someone, text or email messages are permitted.</p> <p>17. If a person in parental relation needs to contact their student, they must do so by contacting the building secretary.</p>	
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**POLICY NO. 237
ELECTRONIC DEVICES**

Exceptions

In addition to the types of use expressly permitted by this policy, the building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An Individualized Education Program (IEP) or Section 504 Service Agreement.
3. Other reasons determined appropriate by the building administrator.

The building administrator may also grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:

1. Student is a member of a volunteer fire company, ambulance or rescue squad.
2. Student has a need due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building administrator.

[Previously Revised: September 20, 2022](#)

References:

School Code – 24 P.S. Sec. 510

Title 18 Crimes and Offenses – 18 Pa. C.S.A. Sec. 5903.

Board Policy – 103.1, 113, 218, 226, 233, 256

Pol. 103.1, 113

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Keystone Oaks School District
December 2022 Combined Check Register 2022-2023

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Check Dates 12/01/22 - 12/31/22

Check # 00003360 - 99984284

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
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00068444	12/01/22	14746 MELISSA BOWERS	\$38.07	12122	Comp	R
00068445	12/01/22	123 CENTURY SPORTS INC	\$50.00	12122	Comp	R
00068446	12/01/22	9298 CONSOLIDATED COMMUNICATIONS	\$1,434.86	12122	Comp	R
00068447	12/01/22	14712 DE LAGE LANDEN FINANCIAL SVC, INC De Lage Landen Financial SVC, Inc.	\$237.54	12122	Comp	R
00068448	12/01/22	14766 JANE'S STROMBOLI INC.	\$2,626.70	12122	Comp	R
00068449	12/01/22	361 JORDAN TAX SERVICE INC	\$7,555.21	12122	Comp	R
00068450	12/01/22	9978 NANCY KRAEMER	\$231.91	12122	Comp	R
00068451	12/01/22	14764 LAURYN GREGGS Lauryn Greggs	\$245.95	12122	Comp	R
00068452	12/01/22	14765 LEAH HARMEL Leah Harmel	\$60.84	12122	Comp	R
00068453	12/01/22	11774 MAIELLO BRUNGO & MAIELLO LLP	\$3,310.75	12122	Comp	R
00068454	12/01/22	5064 CAROLYN MANKO	\$13.25	12122	Comp	R
00068455	12/01/22	9475 NADINE PISANI	\$6.63	12122	Comp	R
00068456	12/01/22	13412 Beth Papotnik	\$31.43	12122	Comp	R
00068457	12/01/22	6600 APPLE INC	\$1,668.95	12122	Comp	R
00068458	12/01/22	11207 ELIZABETH BRANDY	\$10.13	12122	Comp	R
00068459	12/01/22	11173 EMILY BRILL	\$21.00	12122	Comp	O
00068460	12/01/22	10188 CDW Government LLC, CDW Government CDW Government	\$515.60	12122	Comp	R
00068461	12/01/22	10753 CENGAGE LEARNING CENGAGE LEARNING INC	\$1,242.70	12122	Comp	R
00068462	12/01/22	572 DUQUESNE LIGHT COMPANY DUQUESNE LIGHT COMPANY	\$16,381.75	12122	Comp	R
00068463	12/01/22	14712 DE LAGE LANDEN FINANCIAL SVC, INC De Lage Landen Financial SVC, Inc.	\$5,964.81	12122	Comp	R
00068464	12/01/22	10752 DEMCO INTERNATIONAL FURNITURE Demco Inc	\$95.44	12122	Comp	R
00068465	12/01/22	7627 FISHER SCIENTIFIC	\$365.93	12122	Comp	R
00068466	12/01/22	250 FOLLETT Follett Content Solutions LLC	\$25.00	12122	Comp	R
00068467	12/01/22	250 FOLLETT Follett School Solutions, LLC	\$7,949.05	12122	Comp	R
00068468	12/01/22	14342 STEVE GABLE	\$121.88	12122	Comp	R
00068469	12/01/22	12909 KELLY SERVICES INC KELLY SERVICES INC	\$7,418.13	12122	Comp	R
00068470	12/01/22	11495 MCGRAW-HILL SCHOOL EDUC HOLDINGS, INC. McGraw Hill LLC	\$347.45	12122	Comp	R
00068471	12/01/22	14343 JESSICA NASER	\$15.00	12122	Comp	R
00068472	12/01/22	4799 PITSCO EDUCATION, LLC	\$87.50	12122	Comp	R
00068473	12/01/22	14289 RAZOR SPARROW LLC	\$238.80	12122	Comp	O
00068474	12/01/22	9979 STANTON'S SHEET MUSIC	\$2,194.70	12122	Comp	R
00068475	12/01/22	14698 Talent Assessment, Inc.	\$40,030.60	12122	Comp	R
00068476	12/01/22	9508 THE LIGHT CO The Light Company, LLC	\$745.80	12122	Comp	R
00068477	12/01/22	14711 Wilson Group The Wilson Group	\$8.00	12122	Comp	R
00068478	12/01/22	12929 Young Scholars of Western PA Charter Sch	\$12,321.70	12122	Comp	R

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Check Dates 12/01/22 - 12/31/22

Check # 00003360 - 99984284

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
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00068480	12/05/22	13662 AQUA FILTER FRESH, INC.	\$163.80	1252022	Comp	R
00068481	12/05/22	14768 BEST FRIENDS CLUB	\$500.00	1252022	Comp	O
00068482	12/05/22	11535 BIG'S SANITATION	\$2,705.00	1252022	Comp	O
00068483	12/05/22	299 BOROUGH OF GREEN TREE	\$1,182.70	1252022	Comp	R
00068484	12/05/22	14767 BHUTANESE COMMUNITY ASSOC OF PITTSBURGH Bhutanese community Assoc of PGH	\$50.00	1252022	Comp	R
00068485	12/05/22	115 CAROLINA BIOLOGICAL SUPPLY	\$47.02	1252022	Comp	R
00068486	12/05/22	118 CASTLE SHANNON BOROUGH CASTLE SHANNON BOROUGH GENERAL FUND	\$3,367.58	1252022	Comp	R
00068487	12/05/22	10188 CDW Government LLC, CDW Government CDW Government	\$1,327.84	1252022	Comp	R
00068488	12/05/22	150 COMBUSTION SERVICE & EQUIPMENT	\$486.64	1252022	Comp	R
00068489	12/05/22	13484 JESSICA DOBSON	\$105.00	1252022	Comp	R
00068490	12/05/22	9718 MARK ELPHINSTONE	\$115.45	1252022	Comp	R
00068491	12/05/22	13165 FERGUSON ENTERPRISES, INC Ferguson Enterprises INC #1480	\$551.96	1252022	Comp	R
00068492	12/05/22	302 E H GRIFFITH INC	\$15,072.76	1252022	Comp	R
00068493	12/05/22	8620 HOME DEPOT CREDIT SERVICES	\$1,089.02	1252022	Comp	R
00068494	12/05/22	12810 HUCKESTEIN MECHANICAL SERVICES, Inc.	\$800.00	1252022	Comp	R
00068495	12/05/22	12909 KELLY SERVICES INC KELLY SERVICES INC	\$2,291.61	1252022	Comp	R
00068496	12/05/22	14769 Gabrielle Martin	\$3.13	1252022	Comp	O
00068497	12/05/22	14439 Michael Biancaniello Mike B. and Son Construction	\$3,200.00	1252022	Comp	R
00068498	12/05/22	14343 JESSICA NASER	\$31.56	1252022	Comp	R
00068499	12/05/22	14345 DONNA O'TOOLE	\$1.50	1252022	Comp	V
00068500	12/05/22	9985 KEVIN PRINCE	\$92.38	1252022	Comp	R
00068501	12/05/22	3322 OFFICE DEPOT INC ODP Business Solutions LLC	\$205.89	1252022	Comp	R
00068502	12/05/22	11639 PETROLEUM TRADERS CORP	\$20,308.49	1252022	Comp	R
00068503	12/05/22	551 PORT AUTHORITY OF ALLY COUNTY	\$292.50	1252022	Comp	R
00068504	12/05/22	12933 Pittsburgh Board of Education Pittsburgh Board of Education	\$48.75	1252022	Comp	O
00068505	12/05/22	599 ROLLIER HARDWARE INC	\$8.07	1252022	Comp	R
00068506	12/05/22	11609 R R DONNELLEY RR Donnelley	\$108.63	1252022	Comp	R
00068507	12/05/22	647 SHERWIN-WILLIAMS	\$330.38	1252022	Comp	R
00068508	12/05/22	9979 STANTON'S SHEET MUSIC	\$268.63	1252022	Comp	R
00068509	12/05/22	13247 Equiparts	\$101.37	1252022	Comp	R
00068510	12/05/22	9508 THE LIGHT CO The Light Company, LLC	\$118.80	1252022	Comp	R
00068511	12/05/22	14711 Wilson Group The Wilson Group	\$8.00	1252022	Comp	R
00068512	12/05/22	10076 UNIPAK CORPORATION	\$5,300.00	1252022	Comp	R
00068513	12/05/22	14713 United Art & Education	\$104.75	1252022	Comp	R
00068514	12/05/22	14750 Zachary Smith - KO Music Teacher Zachary Smith	\$30.88	1252022	Comp	R
00068515	12/07/22	11443 AV LAUTTAMUS COMMUNICATIONS INC A.V. Lauttamus Communications & Sec	\$48.00	12722	Comp	R
00068516	12/07/22	1341 AIU Allegheny Intermediate Unit	\$660.00	12722	Comp	R

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Keystone Oaks School District
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Check # 00003360 - 99984284

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00068518	12/07/22	208 DORMONT BOROUGH Borough of Dormont	\$3,098.70	12722	Comp	R
00068519	12/07/22	13104 Commonwealth Charter Academy	\$3,845.56	12722	Comp	R
00068520	12/07/22	3506 LAKESHORE LEARNING MATERIALS LAKESHORE LEARNING	\$211.54	12722	Comp	R
00068521	12/07/22	12894 Lincoln Park Performing Arts Charter Sch	\$8,476.13	12722	Comp	R
00068522	12/07/22	12928 Kenneth Monz	\$338.50	12722	Comp	O
00068523	12/07/22	8386 Mount Lebanon, PA Mount Lebanon, PA	\$2,171.59	12722	Comp	R
00068524	12/07/22	3322 OFFICE DEPOT INC ODP Business Solutions LLC	\$53.63	12722	Comp	R
00068525	12/07/22	574 PA AMERICAN WATER COMPANY	\$1,318.78	12722	Comp	R
00068526	12/07/22	2984 PITTSBURGH POST-GAZETTE PITTSBURGH POST-GAZETTE	\$121.55	12722	Comp	R
00068527	12/07/22	14772 PALAMERICAN SECURITY INC. PalAmerican Security Inc.	\$5,677.65	12722	Comp	R
00068528	12/07/22	12910 PA Cyber Charter School Pennsylvania Cyber Charter School	\$13,745.49	12722	Comp	R
00068529	12/07/22	13177 Provident Charter School Provident Charter School	\$6,480.23	12722	Comp	R
00068530	12/07/22	6618 SHOP 'N SAVE	\$557.22	12722	Comp	R
00068531	12/07/22	12119 UGI ENERGY SERVICES LLC	\$6,400.36	12722	Comp	R
00068532	12/09/22	14345 DONNA O'TOOLE	\$33.31	12922	Comp	R
00068533	12/14/22	9787 ALLEGHENY COUNTY HEALTH DEPT ACHD Air Pollution Control Fund	\$2,100.00	12142022	Comp	O
00068534	12/14/22	574 PA AMERICAN WATER COMPANY	\$1,275.66	12142022	Comp	R
00068535	12/14/22	574 PA AMERICAN WATER COMPANY	\$1,289.79	12142022	Comp	R
00068536	12/14/22	574 PA AMERICAN WATER COMPANY	\$379.41	12142022	Comp	R
00068537	12/15/22	13447 3 Brothers Plumbing Supplies	\$470.55	12152022	Comp	R
00068538	12/15/22	12900 Agora Cyber Charter School	\$1,210.88	12152022	Comp	R
00068539	12/15/22	13438 Aramark Uniform & Career Apparel Group,. ARAMARK UNIFORM SERVICES	\$1,508.74	12152022	Comp	R
00068540	12/15/22	13179 Ace fix-it Hardware of Greentree Ace fix-it Hardware	\$72.26	12152022	Comp	R
00068541	12/15/22	1341 AIU Allegheny Intermediate Unit	\$103.50	12152022	Comp	R
00068542	12/15/22	48 B & R POOLS & SWIM SHOP	\$110.00	12152022	Comp	R
00068543	12/15/22	13395 Busy Beaver Building Centers, Inc.	\$143.89	12152022	Comp	R
00068544	12/15/22	10188 CDW Government LLC, CDW Government CDW Government	\$2,123.87	12152022	Comp	R
00068545	12/15/22	10753 CENGAGE LEARNING CENGAGE LEARNING INC	\$753.75	12152022	Comp	R
00068546	12/15/22	13284 ALLYSON CULP	\$36.37	12152022	Comp	R
00068547	12/15/22	9735 CPI Crisis Prevention Institute, Inc.	\$1,424.50	12152022	Comp	R
00068548	12/15/22	14061 DQE SYSTEMS, INC. DQE COMMUNICATIONS LLC	\$2,310.00	12152022	Comp	R
00068549	12/15/22	10630 EDUCATIONAL INNOVATIONS INC	\$59.95	12152022	Comp	R
00068550	12/15/22	232 J C EHRlich COMPANY INC	\$558.62	12152022	Comp	R
00068551	12/15/22	14159 EMS LINQ INC	\$750.00	12152022	Comp	R

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10-0101-001-001-00-000-000 Cash -FNB - General Fund						
00068552	12/15/22	13972 ESTOCIN TRANSPORTATION SERVICES LLC	\$22,643.00	12152022	Comp	R
00068553	12/15/22	7627 FISHER SCIENTIFIC	\$437.99	12152022	Comp	R
00068554	12/15/22	1550 GROVE CITY AREA SCHOOL DISTRICT	\$894.00	12152022	Comp	R
00068555	12/15/22	4710 GEORGE M KEY ARCO INC	\$455.30	12152022	Comp	R
00068556	12/15/22	10188 CDW Government LLC, CDW Government CDW Government	\$52,353.64	12152022	Comp	R
00068557	12/15/22	13470 Jennifer Freese	\$26.50	12152022	Comp	O
00068558	12/15/22	14342 STEVE GABLE	\$97.50	12152022	Comp	R
00068559	12/15/22	12909 KELLY SERVICES INC KELLY SERVICES INC	\$6,181.20	12152022	Comp	R
00068560	12/15/22	9567 WILLIAM V MACGILL & CO	\$1,507.03	12152022	Comp	R
00068561	12/15/22	420 MATTHEWS BUS CO	\$179,421.82	12152022	Comp	R
00068562	12/15/22	4919 MR JOHN	\$141.00	12152022	Comp	R
00068563	12/15/22	14758 Manchester Academic CS Manchester Academic Charter School	\$1,210.88	12152022	Comp	R
00068564	12/15/22	14773 Midland Innovation&Tech Chtr School Midland Innovation&Tech Chtr School	\$15,808.06	12152022	Comp	O
00068565	12/15/22	3322 OFFICE DEPOT INC ODP Business Solutions LLC	\$5,048.07	12152022	Comp	R
00068566	12/15/22	574 PA AMERICAN WATER COMPANY	\$792.39	12152022	Comp	R
00068567	12/15/22	13096 PA Distance Learning Charter	\$2,421.75	12152022	Comp	R
00068568	12/15/22	1926 PAPER PRODUCTS CO INC	\$4,495.83	12152022	Comp	R
00068569	12/15/22	7810 PITTSBURGH WATER COOLER	\$325.77	12152022	Comp	R
00068570	12/15/22	6828 PMEA PMEA	\$235.00	12152022	Comp	O
00068571	12/15/22	12930 Propel Charter School - Montour Propel CS - Andrew Street	\$2,421.75	12152022	Comp	R
00068572	12/15/22	12930 Propel Charter School - Montour Propel CS - Montour ES	\$5,056.43	12152022	Comp	R
00068573	12/15/22	13232 REACH CYBER CHARTER SCHOOL Reach Cyber Charter School	\$5,056.43	12152022	Comp	R
00068574	12/15/22	647 SHERWIN-WILLIAMS	\$55.64	12152022	Comp	R
00068575	12/15/22	10935 STAPLES ADVANTAGE STAPLES BUSINESS CREDIT	\$5,092.02	12152022	Comp	R
00068576	12/15/22	14060 STEVE WEISS MUSIC	\$1,014.90	12152022	Comp	R
00068577	12/15/22	14770 TFD Unlimited LLC	\$66.00	12152022	Comp	O
00068578	12/15/22	6989 THERAPRO INC	\$68.44	12152022	Comp	R
00068579	12/15/22	11255 TOOLS 4 READING TOOLS 4 READING	\$275.00	12152022	Comp	R
00068580	12/15/22	14711 Wilson Group The Wilson Group	\$97.50	12152022	Comp	R
00068581	12/15/22	13446 Triangle Roofing Corporation Triangle Roofing, Inc.	\$27,100.00	12152022	Comp	R
00068582	12/15/22	12005 TrustPoint International, LLC TrustPoint Translations, LLC	\$100.00	12152022	Comp	O
00068583	12/15/22	9837 WILLIAM H SADLIER INC	\$274.58	12152022	Comp	R
00068584	12/21/22	13849 DAVE THOMAS	\$315.95	122122	Comp	R
00068585	12/21/22	12569 SPORT FLOORS INC	\$147,636.00	12212022	Comp	R
00068586	12/21/22	12414 SARAH WELCH	\$1,280.73	12212022	Comp	R
00068587	12/22/22	9718 MARK ELPHINSTONE	\$87.75	12222022	Comp	R
00068588	12/22/22	13044 21st Century Cyber Charter School	\$2,421.76	12222022	Comp	O

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10-0101-001-001-00-000-000 Cash -FNB - General Fund						
00068589	12/22/22	14715 AOT, Inc. - Assoc Occupational Therapist AOT, Inc.	\$6,013.75	12222022	Comp	R
00068590	12/22/22	9884 AT&T MOBILITY	\$1,108.31	12222022	Comp	R
00068591	12/22/22	1341 AIU Allegheny Intermediate Unit	\$118,729.36	12222022	Comp	O
00068592	12/22/22	7578 BATTERIES PLUS BULBS-#191 BATTERIES PLUS PITTSBURGH	\$225.39	12222022	Comp	R
00068593	12/22/22	299 BOROUGH OF GREEN TREE	\$944.63	12222022	Comp	R
00068594	12/22/22	11761 BOROUGH OF GREENTREE	\$1,100.06	12222022	Comp	R
00068595	12/22/22	10188 CDW Government LLC, CDW Government CDW Government	\$4,761.64	12222022	Comp	R
00068596	12/22/22	10753 CENGAGE LEARNING CENGAGE LEARNING INC	\$54,236.67	12222022	Comp	R
00068597	12/22/22	571 COLUMBIA GAS OF PA	\$4,286.23	12222022	Comp	O
00068598	12/22/22	14756 COUNTRY MEATS	\$472.00	12222022	Comp	O
00068599	12/22/22	13511 DIRECT ENERGY BUSINESS - GAS DIRECT ENERGY BUSINESS	\$4,102.95	12222022	Comp	R
00068600	12/22/22	572 DUQUESNE LIGHT COMPANY DUQUESNE LIGHT COMPANY	\$32,980.70	12222022	Comp	O
00068601	12/22/22	14777 Robson, Donald/Linda Donald & Linda Robson	\$1,080.08	12222022	Comp	R
00068602	12/22/22	13247 Equiparts	\$128.32	12222022	Comp	R
00068603	12/22/22	7627 FISHER SCIENTIFIC	\$175.21	12222022	Comp	R
00068604	12/22/22	13165 FERGUSON ENTERPRISES, INC Ferguson Enterprises INC #1480	\$51.42	12222022	Comp	R
00068605	12/22/22	14718 Fluency & Fitness-Tickled Pink in Primar Fluency & Fitness	\$125.00	12222022	Comp	R
00068606	12/22/22	292 GRAINGER	\$34.51	12222022	Comp	R
00068607	12/22/22	4647 GUARDIAN PROTECTION SERVICES	\$556.35	12222022	Comp	R
00068608	12/22/22	13940 J&J SPORTS PROMOTIONS	\$700.00	12222022	Comp	R
00068609	12/22/22	3322 OFFICE DEPOT INC ODP Business Solutions LLC	\$738.03	12222022	Comp	R
00068610	12/22/22	14759 ERIN REBISH	\$54.95	12222022	Comp	R
00068611	12/22/22	12491 SECURE BY DESIGN INC	\$1,572.00	12222022	Comp	O
00068612	12/22/22	6882 KEVIN GALLAGHER	\$6,000.00	12222022	Comp	R
00068613	12/22/22	12794 INTERIOR SUPPLY INC	\$1,094.40	12222022	Comp	R
00068614	12/22/22	12909 KELLY SERVICES INC KELLY SERVICES INC	\$6,517.24	12222022	Comp	R
00068615	12/22/22	12008 LOWES BUSINESS ACCT/GEARB LOWES BUSINESS ACCT/SYNCR	\$169.20	12222022	Comp	O
00068616	12/22/22	14379 MAXIM HEALTHCARE SERVICES	\$5,323.80	12222022	Comp	R
00068617	12/22/22	12518 MICHAEL J SHANAHAN Michael & Sherri Shanahan	\$1,054.29	12222022	Comp	R
00068618	12/22/22	3322 OFFICE DEPOT INC ODP Business Solutions LLC	\$1,311.54	12222022	Comp	R
00068619	12/22/22	574 PA AMERICAN WATER COMPANY	\$882.03	12222022	Comp	R
00068620	12/22/22	14347 PGH NETWORKS, LLC	\$2,260.00	12222022	Comp	R
00068621	12/22/22	12907 PA Virtual Charter School Pennsylvania Virtual Charter School	\$3,845.56	12222022	Comp	R
00068622	12/22/22	13891 ROBOTICS EDUCATION & COMPETITION FOUNDN Robotics Education&Competition	\$500.00	12222022	Comp	O
00068623	12/22/22	14732 Southwest Strings	\$1,709.03	12222022	Comp	O

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00068624	12/22/22	7282 SCHOLASTIC BOOK FAIRS Scholastic Book Fairs - 30	\$1,510.46	12222022	Comp	R
00068625	12/22/22	9508 THE LIGHT CO The Light Company, LLC	\$18,757.75	12222022	Comp	R
00068626	12/22/22	14711 Wilson Group The Wilson Group	\$2,542.19	12222022	Comp	R
00068627	12/22/22	13062 UPMC HLTH Plan Fully Ins Wkrs Comp UPMC Health Benefits, Inc.	\$3,807.00	12222022	Comp	R
00068628	12/22/22	4703 WESLEY FAMILY SERVICES	\$2,200.00	12222022	Comp	R
00068629	12/22/22	13081 AGParts Worldwide, Inc. AGIRepair, Inc.	\$1,363.00	12222022	Comp	O
00068630	12/22/22	12709 W.B. MASON CO INC	\$2,649.50	12222022	Comp	R
00068631	12/22/22	14715 AOT, Inc. - Assoc Occupational Therapist AOT, Inc.	\$8,667.75	12222022	Comp	R
00068632	12/22/22	9203 THE BRADLEY CENTER	\$3,669.66	12222022	Comp	R
00068633	12/22/22	8724 GOODWILL of SOUTHWESTERN PA	\$2,495.01	12222022	Comp	R
00068634	12/22/22	1550 GROVE CITY AREA SCHOOL DISTRICT	\$6,258.00	12222022	Comp	O

Totals For Bank Account 10-0101-001-001-00-000-000 Cash -FNB - General Fund

Balance Sheet 1,056,805.06

Expenditure 0.00

Revenue 0.00

	Total	Count		Total	Count
Outstanding	192,652.02	24	Computer Check	1,056,805.06	192
Reconciled	864,151.54	167	Hand Check	0.00	0
Stop Payment	0.00	0	Wire Transfer	0.00	0
Voided	1.50	1			
	1,056,805.06	192		1,056,805.06	192

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Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
29-0101-001-000-00-000-000 CASH - FNB ATHLETICS						
00003407	12/01/22	425 MRTSA	\$2,400.00	12122	Comp	R
00003408	12/01/22	8134 NEFF COMPANY	\$27.75	12122	Comp	V
00003409	12/07/22	13940 J&J SPORTS PROMOTIONS	\$880.00	12722	Comp	R
00003410	12/07/22	11894 NOVA SPORTS	\$800.80	12722	Comp	R
00003411	12/16/22	363 JOSTENS	\$27.75	12162022	Comp	R
00003412	12/19/22	12142 FOXES WRESTLING CLUB	\$400.00	121922	Comp	R
00003413	12/19/22	14776 MAC/SW WRESTLING MAC Wrestling Coaches Association	\$300.00	121922	Comp	O
00003414	12/22/22	123 CENTURY SPORTS INC	\$1,610.90	12222022	Comp	R

Totals For Bank Account 29-0101-001-000-00-000-000 CASH - FNB ATHLETICS

Balance Sheet 6,447.20

Expenditure 0.00

Revenue 0.00

	Total	Count		Total	Count
Outstanding	300.00	1	Computer Check	6,447.20	8
Reconciled	6,119.45	6	Hand Check	0.00	0
Stop Payment	0.00	0	Wire Transfer	0.00	0
Voided	27.75	1			
	6,447.20	8		6,447.20	8

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50-0101-001-000-00-000-000 CASH - FNB Cafeteria						
00009701	12/01/22	13980 KATHRYN SHANHOLTZ	\$40.25	12122	Comp	R
00009702	12/22/22	13919 ALFRED NICKLES BAKERY INC. ALFRED NICKLES BAKERY INC.	\$1,383.15	12222022	Comp	R
00009703	12/22/22	9787 ALLEGHENY COUNTY HEALTH DEPT	\$122.00	12222022	Comp	O
00009704	12/22/22	14384 Gold Star Foods	\$482.76	12222022	Comp	R
00009705	12/22/22	13911 HERSHEY CREAMERY CO.	\$977.06	12222022	Comp	R
00009706	12/22/22	11896 SCHNEIDER'S DAIRY INC SCHNEIDER'S DAIRY, INC.	\$2,128.69	12222022	Comp	R
00009707	12/22/22	11725 US FOODS INC	\$18,530.18	12222022	Comp	R

Totals For Bank Account 50-0101-001-000-00-000-000 CASH - FNB Cafeteria

Balance Sheet 23,664.09**Expenditure** 0.00**Revenue** 0.00

	Total	Count		Total	Count
Outstanding	122.00	1	Computer Check	23,664.09	7
Reconciled	23,542.09	6	Hand Check	0.00	0
Stop Payment	0.00	0	Wire Transfer	0.00	0
Voided	0.00	0			
	23,664.09	7		23,664.09	7