

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE SESSION

TUESDAY, MAY 17, 2022

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, Ms. Lindsey, Mrs. Lydon, Mr. Raso, Mrs. Shaw and Ms. Snyder. Also present were Dr. William P. Stropkaj, Superintendent; Mr. Joseph A. Kubiak, Director of Finance and Human Resources/Board Secretary; Mr. Michael Brungo, Solicitor; Dr. Shannon Varley, Director of Curriculum, Instruction, Assessment and Staff Development; and Mrs. Maureen S. Myers, Assistant Board Secretary/Recording Secretary were present.

Mr. LaPorte was absent.

Public Comment

Public Comment

**Jennifer Taylor
Dormont**

Re: Thank you to Board Members
Safety for all the kids in the District

**Nicole Bobak
Dormont**

Re: Change of cell phone policy
Discussed Middle School Experience

**Jessica Dobson
Dormont**

Re: Concerns in the Middle School
Change of cell phone policy

**Daniel Lenox
Dormont**

Re: Changes in the Middle School

**Michael Cerminara
Dormont**

Re: Showing support in what others have discussed

Board President's Report

BOARD PRESIDENT'S REPORT – Mrs. Theresa Lydon

Board Minutes

BOARD MINUTES

On the motion of Mrs. Shaw, seconded by Mr. Raso, the Board approved the Work Session Minutes of April 12, 2022 and the Business/Legislative Minutes of April 19, 2022.

Motion carried 8-0

Nominations – Treasurer

NOMINATION FOR OFFICE OF TREASURER

The following motion was made by Ms. Evans, seconded by Ms. Snyder:

It is recommended that the Board accept the nominations for Office of Treasurer to serve for a one-year term beginning July 1, 2022.

Mrs. Lydon nominated Ms. Lindsey for the Office of Treasurer, seconded by Ms. Evans. No further nominations were received. Ms. Shaw closed the nominations, seconded by Ms. Evans.

Ms. Lindsey was nominated for Office of Treasurer by a vote of 8-0.

Motion carried 8-0

FID Day Application

FLEXIBLE INSTRUCTIONAL DAYS APPLICATION

On the motion of Ms. Lindsey, seconded by Mrs. Shaw, the Board approved the District's Flexible Instructional Days Application to the Pennsylvania Department of Education for the 2022/2023, 2023/2024 and 2024/2025 school years.

- A discussion was had regarding Flexible Instructional Day Application.

Motion carried 8-0

For Information Only

FOR INFORMATION ONLY

- Parkway West Career and Technology Center Report *Mrs. Annie Shaw*
 - Mrs. Shaw reported on achievements made by KO students at Parkway.
- SHASDA Report *Mr. Santo Raso*
 - Dr. Stropkaj talked about the recent Student Forum that SHASDA hosted.
- PSBA/Legislative Report *Mrs. Theresa Lydon*
- News from the Boroughs
 - Castle Shannon Community Day will take place Memorial Day weekend in Hamilton Park.

Executive Session

EXECUTIVE SESSION – There will be an Executive Session held after the Business/Legislative meeting to discuss personnel.

Superintendent's Report

SUPERINTENDENT REPORT – Dr. William P. Stropkaj

| | |
|-------------------|--|
| Policy 000 | <p>SECOND READING POLICY 000: BOARD POLICY/PROCEDURE/ADMINISTRATIVE REGULATIONS</p> <p>On the motion of Mrs. Shaw, seconded by Ms. Evans, the Board approved the SECOND READING of Policy 000: <i>Board Policy/Procedure/Administrative Regulations</i>.</p> <p><i>Motion carried 8-0</i></p> |
| Policy 002 | <p>SECOND READING POLICY 002: AUTHORITY AND POWER</p> <p>On the motion of Mrs. Shaw, seconded by Ms. Evans, the Board approved SECOND READING of Policy 002: <i>Authority and Powers</i>.</p> <p><i>Motion carried 8-0</i></p> |
| Policy 004 | <p>SECOND READING POLICY 004: MEMBERSHIP</p> <p>On the motion of Mrs. Shaw, seconded by Ms. Evans, the Board approved SECOND READING of Policy 004: <i>Membership</i>.</p> <p><i>Motion carried 8-0</i></p> |
| Policy 007 | <p>SECOND READING POLICY 007: POLICY MANUAL ACCESS</p> <p>On the motion of Mrs. Shaw, seconded by Ms. Evans, the Board approved SECOND READING of Policy 007: <i>Policy Manual Access</i>.</p> <p><i>Motion carried 8-0</i></p> |
| Policy 236.1 | <p>FIRST READING POLICY 236.1: THREAT ASSESSMENT</p> <p>On the motion of Ms. Evans, seconded by Ms. Snyder, the Board approved the FIRST READING of Policy 236.1: <i>Threat Assessment</i>.</p> <p><i>Motion carried 8-0</i></p> |
| Policy 236.1-AR-1 | <p>FIRST READING 236.1-AR-1: INTAKE FORM</p> <p>On the motion of Ms. Evans, seconded by Ms. Snyder, the Board approved the FIRST READING of 236.1-AR-1: <i>Intake Form</i>.</p> <p><i>Motion carried 8-0</i></p> |
| Policy 247 | <p>FIRST READING POLICY 247: HAZING</p> <p>On the motion of Ms. Evans, seconded by Ms. Snyder, the Board approved the FIRST READING of Policy 247: <i>Hazing</i>.</p> |

Motion carried 8-0

Policy 256

FIRST READING POLICY 256: BULLYING/CYBERBULLYING

On the motion of Ms. Evans, seconded by Ms. Snyder, the Board approved the FIRST READING of Policy 256: *Bullying/Cyberbullying*.

Motion carried 8-0

PD

PROFESSIONAL DEVELOPMENT

On the motion of Mrs. Shaw, seconded by Ms. Lindsey, the Board approved the following Professional Development requests:

| | | |
|---------------------------|---|------------|
| Dr. Shannon Varley | Standards, Assessment, & Grading for School Leaders Marzano Research Event Virtual June 16 – 17, 2022 | \$689.00 |
| Suzanne Deemer | AP Environmental Science hosted by Allegheny Intermediate Unit South Fayette High School June 27 – July 1, 2022 | \$2,837.50 |
| Kevin Gallagher | AP Statistics hosted by Allegheny Intermediate Unit Virtual June 27 – July 1, 2022 | \$2,837.50 |
| Kevin Gallagher | AP Computer Science A Allegheny Intermediate Unit through Code.org July 25 – 29, 2022 | \$3,037.50 |
| Joshua Kirchner | AP Calc BC through Fordham University Virtual July 5 – 8, 2022 | \$2,440.00 |
| Joshua Kirchner | AP Calculus AB through University of Houston Virtual June 20-23, 2022 | \$2,020.00 |
| Lainey Resetar | AP Literature hosted by the Allegheny Intermediate Unit Virtual June 27 – July 1, 2022 | \$2,837.50 |

Motion carried 8-0

Education Report

EDUCATION REPORT – Mrs. Tamara Donahue

Adoption of Textbook

ADOPTION OF TEXTBOOK FOR THE 2022/2023 SCHOOL YEAR

On the motion of Ms. Evans, seconded by Ms. Snyder, the Board approved the adoption and purchase (approximate cost listed below) of the following textbook:

| <u>Textbook</u> | <u>Publisher</u> | <u>Cost</u> |
|-------------------------|-------------------------|--|
| <i>Entre Cultures 1</i> | Wayside Publishing | \$1,532.64 (12 copies @ \$127.72/each) <i>Motion carried 8-0</i> |

Textbooks on Display

TEXTBOOKS ON DISPLAY

On the motion of Ms. Lindsey, seconded by Ms. Snyder, the Board approved the following textbooks to be placed on display for 30 days:

| <u>Textbook</u> | <u>Publisher</u> |
|--|-------------------------|
| <i>From Phonics to Reading</i> , Levels K, A, B, and C | Sadlier School |
| <i>Big Ideas Math</i> , 6 | Cengage |
| <i>Big Ideas Math</i> , 7 | Cengage |
| <i>Big Ideas Math</i> , 8 | Cengage |
| <i>Big Ideas</i> , Advanced Math 6 | Cengage |
| <i>Big Ideas</i> , Advanced Math 7 | Cengage |

For Information Only

Big Ideas Math and Advanced Math are the 2022 editions, replacing the 2014 edition.

Motion carried 8-0

Pupil Personnel Report

PUPIL PERSONNEL REPORT – Dr. William P. Stropkaj

SRU

SLIPPERY ROCK UNIVERSITY AFFILIATION AGREEMENT

On the motion of Ms. Evans, seconded by Mrs. Shaw, the Board approved the School District Affiliation Agreement between Slippery Rock University and Keystone Oaks School District regarding the placement of student teachers for the school years 2022/2023, 2023/2024, 2024/2025, 2025/2026, and 2026/2027.

Motion carried 8-0

DU

DUQUESNE UNIVERSITY SCHOOL OF EDUCATION AFFILIATION AGREEMENT

On the motion of Ms. Evans, seconded by Mrs. Shaw, the Board approved the Affiliation Agreement between Duquesne University School of Education and Keystone Oaks School District regarding the placement of student teachers from June 1, 2022 to June 1, 2027.

Motion carried 8-0

WCU

WEST CHESTER UNIVERSITY AFFILIATION AGREEMENT

On the motion of Ms. Evans, seconded by Mrs. Shaw, the Board approved the Affiliation Agreement between West Chester University and Keystone Oaks School District for student participation in field experience during their Food Service Management Nutrition Rotation beginning June 1, 2022 to June 1, 2027.

Motion carried 8-0

AIU Services Agreement

ALLEGHENY INTERMEDIATE UNIT – EDUCATIONAL SERVICES AGREEMENT 2022/2023

On the motion of Mrs. Shaw, seconded by Ms. Lindsey, the Board approved the Allegheny Intermediate Unit’s Education Services Agreement for the 2022/2023 school year.

For Information Only

This agreement reflects Special Education and Pupil Personnel services if and when these services would be incurred.

Motion carried 8-0

AIU Special Ed Addendum

ALLEGHENY INTERMEDIATE UNIT – SPECIAL EDUCATION ADDENDUM 2022/2023

On the motion of Mrs. Shaw, seconded by Ms. Lindsey, the Board approved the Allegheny Intermediate Unit’s Special Education Addendum 2022/2023.

For Information Only

This agreement reflects Special Education and Pupil Personnel services if and when these services would be incurred.

Motion carried 8-0

Title III MOU

TITLE III AIU MEMORANDUM OF UNDERSTANDING

On the motion of Ms. Lindsey, seconded by Ms. Evans, the Board approved the 2022-2023 AIU Title III Consortium Memorandum of Understanding between the Allegheny Intermediate Unit and the Keystone Oaks School District in regard to EL services.

Motion carried 8-0

Personnel Report

PERSONNEL REPORT – Mrs. Theresa Lydon & Mrs. Annie Shaw

Resignation

RESIGNATION

On the motion of Mrs. Shaw, seconded by Ms. Lindsey, the Board accepted the following resignation:

| <u>Name</u> | <u>Position</u> | <u>Effective Date</u> |
|------------------|-----------------------|-----------------------|
| Allison Reckless | Music – Middle School | June 10, 2022 |

Motion carried 8-0

Appointments

APPOINTMENTS

1. Substitute Custodian

On the motion of Mrs. Shaw, seconded by Ms. Evans, the Board approved the hiring of the following Substitute Custodian at a rate of \$11.50/hour:

| <u>Name</u> | <u>Effective Date</u> |
|------------------|-----------------------|
| Stanley Albright | April 28, 2022 |

Motion carried 8-0

2. Support Position and Compensation

On the motion of Mrs. Shaw, seconded by Ms. Evans, in compliance with the ***Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026***, the Board approved the following individual for the 2021/2022 school year:

| <u>Name</u> | <u>Position</u> | <u>Stipend</u> |
|-------------------|-------------------------|------------------------|
| Nicholas Kamberis | Weight Room Facilitator | \$2,033.33 (pro-rated) |

Motion carried 8-0

ESY Staff

EXTENDED SCHOOL YEAR STAFF

On the motion of Mrs. Shaw, seconded by Mr. Hill, the Board approved the following personnel for the Extended School Year Program:

Name

Position

Devan Pappaterra

Teacher

Matthew Richert

Teacher (Weeks 1 & 2 only)

Michelle Baierbach

Paraprofessional (Weeks 2 & 3 only)

Motion carried 8-0

Summer Academy

SUMMER ACADEMY PROGRAM

On the motion of Mrs. Shaw, seconded by Ms. Lindsey, in compliance with the ***Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026***, the Board approved the following teacher be approved the 2022 Summer Academy Program:

Jennifer Taylor

Middle School Math Acceleration

Motion carried 8-0

Sabbatical Leave

SABBATICAL LEAVE

On the motion of Mrs. Shaw, seconded by Ms. Lindsey, the Board approved **Andrew Bochicchio**, Middle School and High School teacher, for a sabbatical leave for the first semester of the 2022/2023 school year.

Motion carried 8-0

Finance Report

FINANCE REPORT – Mrs. Theresa Lydon

Proposed Final Budget

APPROVAL OF THE 2022/2023 PROPOSED FINAL BUDGET

On the motion of Mr. Hill, seconded by Ms. Evans, the Board approved the adoption of the 2022/2023 Proposed Final budget in accordance with Section 687 of the School Laws of Pennsylvania and requests authorization for the budget to be made available for public inspection for 20 days beginning no later than May 18, 2022.

For Information Only

At this time, the 2022/2023 Proposed Final Budget is estimated at expenditures of \$ _____. The expected revenues will be \$ _____ with the levying of _____ mills. The approval of the 2022/2023 Final General Budget is scheduled for June 21, 2022.

Motion carried 8-0

Accounts Payable

ACCOUNTS PAYABLE APPROVAL LISTS THROUGH APRIL 30, 2022

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

| | |
|---|---------------------|
| A. General Fund as of April 30, 2022 (Check No. 66760-66960) | \$723,673.07 |
| B. Food Service Fund as of April 30, 2022 (Check No. 9637-9643) | \$54,889.28 |
| C. Athletics as of April 30, 2022 (Check No. 3340-3353) | \$11,078.90 |
| D. Capital Reserve as of April 30, 2022 (None) | \$0.00 |
| TOTAL | \$789,641.25 |

Motion carried 8-0

**Contract – Purchase
Meals**

CONTRACT TO PURCHASE MEALS FROM SCHOOLS – HEAD START

On the motion of Mrs. Shaw, seconded by Mr. Raso, the Board approved the Contract to Purchase Meals from Schools between the Keystone Oaks School District and the Allegheny Intermediate Unit Head Start Program located in Dormont Elementary School, for the 2022/2023 school year.

Motion carried 8-0

Copier Lease Agreement

COPIER LEASE AGREEMENT

On the motion of Ms. Lindsey, seconded by Ms. Snyder, the Board approved the copier lease agreement with **The Wilson Group** for a term of five years (60 months), effective July 1, 2022.

For Information Only

The monthly cost is \$5,964.81.

Motion carried 7-0-1

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

| ACCT | DESCRIPTION | 2021-2022 BUDGET TOTAL | 2021-2022 10 MONTH APRIL/ACTUAL | OVER (UNDER) BUDGET |
|----------------------|-------------------------|------------------------------|---------------------------------------|---------------------------|
| Revenue | | | | |
| 6000 | Local Revenue Sources | \$ 31,108,214 | \$ 30,684,633 | \$ (423,581) |
| 7000 | State Revenue Sources | \$ 11,886,363 | \$ 8,168,571 | \$ (3,717,792) |
| 8000 | Federal Revenue Sources | \$ 691,742 | \$ 1,714,271 | \$ 1,022,529 |
| Total Revenue | | \$ 43,686,319 | \$ 40,567,476 | \$ (3,118,843) |

| | | | | (OVER) UNDER BUDGET |
|---------------------------|------------------------------------|----------------------|----------------------|---------------------------|
| Expenditures | | | | |
| 100 | Salaries | \$ 17,908,098 | \$ 12,350,130 | \$ 5,557,968 |
| 200 | Benefits | \$ 11,215,351 | \$ 7,623,905 | \$ 3,591,446 |
| 300 | Professional/Technical Services | \$ 1,805,796 | \$ 1,478,652 | \$ 327,144 |
| 400 | Property Services | \$ 1,117,100 | \$ 946,724 | \$ 170,376 |
| 500 | Other Services | \$ 5,855,294 | \$ 4,095,547 | \$ 1,759,747 |
| 600 | Supplies/Books | \$ 1,469,483 | \$ 1,079,206 | \$ 390,277 |
| 700 | Equipment/Property | \$ 420,929 | \$ 453,626 | \$ (32,697) |
| 800 | Other Objects | \$ 347,620 | \$ 385,085 | \$ (37,465) |
| 900 | Other Financial Uses | \$ 3,958,000 | \$ 3,944,350 | \$ 13,650 |
| Total Expenditures | | \$ 44,097,671 | \$ 32,357,225 | \$ 11,740,446 |

| | | | |
|--|---------------------|---------------------|---------------------|
| Revenues exceeding Expenditures | \$ (411,352) | \$ 8,210,251 | \$ 8,621,603 |
|--|---------------------|---------------------|---------------------|

**Other Financing
Sources/(Uses)**

| | | | |
|------------------------------|------|------|------|
| Interfund Transfers In (Out) | \$ - | \$ - | \$ - |
|------------------------------|------|------|------|

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF APRIL 30, 2022

| Bank Account - Status | Middle / High School | Athletics |
|------------------------------|-----------------------------|------------------|
| Cash Balance - 04/01/2022 | \$ 116,720.00 | \$ 23,197.91 |
| Deposits | \$ 8,096.26 | \$ 1,610.08 |
| Subtotal | \$ 124,816.26 | \$ 24,807.99 |
| Expenditures | \$ 127.00 | \$ 12,668.79 |
| Cash Balance - 04/30/2022 | \$ 124,689.26 | \$ 12,139.20 |

III. BANK BALANCES**BANK BALANCES PER STATEMENT AS OF APRIL 30, 2022**

| | BALANCE |
|--|--------------------------|
| GENERAL FUND | |
| FNB BANK | \$ 1,480,608 |
| PAYROLL (pass-thru account) | \$ 5,529 |
| FNB SWEEP ACCOUNT | \$ - |
| ATHLETIC ACCOUNT | \$ 12,139 |
| PLGIT | \$ 9,292,068 |
| FNB MONEY MARKET | \$ 834,109 |
| PSDLAF | \$ 162,321 |
| INVEST PROGRAM | \$ 181,754 |
| OTHER POST-EMPLOYMENT BENEFITS | \$ 1,989,958 |
| COMPENSATED ABSENCES | \$ 431,279 |
| | \$ 14,389,765 |
| CAFETERIA FUND | |
| FNB BANK | \$ 111,870 |
| PLGIT | \$ 852,029 |
| | \$ 963,899 |
| CONSTRUCTION FUND / CAP RESERVE | |
| FNB BANK | \$ 41,377 |
| PLGIT - G.O. BOND SERIES C OF 2014/ 12-19 | \$ 801 |
| | \$ 42,178 |
| GRAND TOTAL | \$ 15,395,842 |

APPROVAL OF INTERSCHOLASTIC ATHLETICS THE 2022/2023 SCHOOL YEAR

On the motion of Ms. Evans, seconded by Ms. Lindsey, per Policy 123: *Interscholastic Athletics*, the Board approved the following Interscholastic Athletics for the 2022/2023 school year:

| <u>Fall</u> | <u>Winter</u> | <u>Spring</u> |
|-----------------------|------------------------|----------------------|
| Boys Soccer (MS) | Boys Basketball (MS) | Baseball (HS) |
| Boys Soccer (HS) | Boys Basketball (HS) | Boys Tennis (HS) |
| Cheerleading (MS) | Girls Basketball (MS) | Boys Volleyball (HS) |
| Cheerleading (HS) | Girls Basketball (HS) | Softball (MS) |
| Cross Country (MS) | Girls Volleyball (MS) | Softball (HS) |
| Cross Country (HS) | Swimming & Diving (HS) | Track & Field (MS) |
| Dance Team | Wrestling (MS) | Track & Field (HS) |
| Girls Soccer (MS) | Wrestling (HS) | |
| Girls Soccer (HS) | | |
| Girls Tennis (HS) | | |
| Girls Volleyball (HS) | | |
| Golf (HS) | | |
| Football (MS) | | |
| Football (HS) | | |
| Swimming (MS) | | |

Motion carried 8-0

APPROVAL OF ACTIVITIES FOR THE 2022/2023 SCHOOL YEAR

On the motion of Mrs. Shaw, seconded by Ms. Lindsey, per Policy 122: *Extracurricular Activities*, the Board approved the following activities for the 2022/2023 school year:

Academic Team (HS)
Allies (HS)
Art Club (Aiken)
Art Club (HS)
Best Friends Club (HS)
Best Friends Club (MS)
Best Friends Club (Myrtle)
Environmental Club (HS)
Environmental Club (MS)
FBLA
French Club (HS)
Global Minds (HS)
Intramurals (Aiken)
Intramurals (Dormont)

Intramurals (MS)
Intramurals (Myrtle)
Junior/Senior Class
Marching Band
Math Club (HS)
Medical Careers Club (HS)
Mileage Club (Aiken)
Musical (Elementary)
Musical (HS)
Musical (MS)
National Honor Society (HS)
Nature Club (Myrtle)
Odyssey of the Mind (District Wide)
Pep Club (HS)
PJAS (HS)
Robotics (HS)
Science Club (HS)
Spanish Club (HS)
Stage Crew (HS)
Strength Club (HS)
Student Senate (HS)
Student Senate (MS)
Technology Club (HS)
Varieties
Yearbook (HS)
Yearbook (MS)

Competitive Event

COMPETITIVE EVENT

On the motion of Ms. Lindsey, seconded by Mrs. Shaw, the Board approved the following competitive event:

FBLA – National Leadership Conference (Level III)

Chicago, Illinois

June 27 – July 3, 2022

Number of Students – 2

Activity Sponsor – Joshua Kirchner

District Funds Requested for Students - \$1,000.00

District Funds Requested for Sponsor - \$2,530.20

Total Maximum District Funds Requested - \$3,530.20

Motion carried 8-0

BUILDINGS, GROUNDS & TRANSPORTATION REPORT – Mr. Thomas LaPorte

SPECIALIZED TRANSPORTATION

On the motion of Mr. Raso, seconded by Ms. Lindsey, the Board approved the three (3) year contract beginning July 1, 2022 with Carrier Management Corporation DIB/A Matthews Bus Company for specialized transportation and Act 372.

For Information Only

There is a total cost increase of 3% each year of the contract.

Motion carried 8-0

ADJOURNMENT

On the motion of Mrs. Shaw, seconded by Ms. Evans, the meeting was adjourned at 7:38 p.m.

Motion passed 8-0

Respectfully submitted,

Joseph A. Kubiak
Board Secretary

Maureen S. Myers
Assistant Board Secretary

KEYSTONE OAKS SCHOOL DISTRICT

Policy

Guide



Policy No. 000

Section LOCAL BOARD PROCEDURES

Title BOARD POLICY/
PROCEDURE/
ADMINISTRATIVE
REGULATIONS

Adopted APRIL 24, 2014

Last Revised _____

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

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

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

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

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

Section 2

Contents of Policy Manual

a. Local Board Procedures

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

b. Policies

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

Section 3

Limitations

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

POLICY NO. 000
BOARD POLICY / PROCEDURE/
ADMINISTRATIVE REGULATIONS

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

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

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

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

Section 4

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

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

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

POLICY NO. 000
BOARD POLICY / PROCEDURE/
ADMINISTRATIVE REGULATIONS

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

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

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

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

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

Previously Revised:

References:

School Code – 24 P.S. Sec. 407, 510

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 002

Section LOCAL BOARD PROCEDURES

Title AUTHORITY AND POWERS

Adopted AUGUST 21, 1989

Last Revised FEBRUARY 16, 1998
APRIL 24, 2014

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

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



| POLICY NO. 004 MEMBERSHIP | | |
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| Section 1 | <u>Number</u> | |
| | The Board of School Directors shall consist of nine (9) members. | SC 303 |
| Section 2 | The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote. | SC 1081 |
| | <u>Qualifications</u> | |
| | Each school director member of the Board shall meet the following qualifications: | |
| | 1. Be of good moral character, be at least eighteen (18) years of age, shall have been a resident of the District for at least one (1) year prior to the date of election or appointment, and shall not be a holder of any office or position as specified in Section 322 of the S chool C ode; nor shall be a member of the municipal council. | SC 322 |
| | 2. Shall not have been removed from any office of trust under federal, state, or local laws for any malfeasance in such office. | SC 323 |
| | 3. Except as provided by law, each member S hall not be engaged in a business transaction | SC 324 65 Pa. C.S.A. 1101 |

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

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

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

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| | <p style="text-align: center;">POLICY NO. 004 MEMBERSHIP</p> <p>Advance payments may be made upon presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred, and a refund shall be made to the district of such funds remaining, or an additional payment shall be made by the district to meet the verified expenses actually incurred.</p> <p>Board members, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for necessary expenses actually incurred as delegates to any state convention or association of School Directors' convention held within the state, or for necessary expenses actually incurred in attendance authorized by the Board at any other meeting held within the state or at an educational convention out of state. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting.</p> <p>No member shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year.</p> <p>All Board member expense reimbursements must be approved by the Board President, Vice President or Treasurer</p> <p>Expenses shall be reimbursed only upon presentation of an itemized, verified statement. Advance payments may be made upon the presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred upon return from such conventions, and a refund to be made to the district of such funds remaining or an additional payment be made to the verified expenses actually incurred.</p> <p>Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual school directors.</p> | <p>SC 516.1</p> <p>SC 321</p> |
| Section 98 | <p><u>Inservice Educational Self-Development Opportunities and Required Training Programs</u></p> | |

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

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

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

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

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

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

POLICY NO. 004
MEMBERSHIP

~~Board expense.~~

- ~~f. The Board will provide properly budgeted funds to cover expenses for those meetings which have received approval.~~
- ~~g. The Board will reimburse Board members who attend such meetings for actual, but reasonable, expenses as are legally permitted. These expenses shall be itemized and will be approved by appropriate Board action.~~
- ~~h. Reimbursement shall be for actual lodging and meal expenses. Board members must provide receipts of such expenses or written explanation, if no receipts are available, in order to be reimbursed. All documentation shall be submitted to the Superintendent for the reimbursement to be processed.~~
- ~~i. Travel, mileage, etc., are also reimbursable expenses.~~
- ~~j. To receive reimbursement, expense reports must be submitted to the Business Office within thirty (30) days after the conclusion of the meeting.~~
- ~~k. The requirements regarding reimbursement for Board members for travel expenses shall be strictly enforced, and no payment shall be made until receipts for reimbursable expenses are submitted to the Director of Fiscal Services or designee.~~
- ~~l. Reimbursement shall not include or be construed to include compensation to individual Board members.~~

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| | <p>POLICY NO. 004</p> <p>MEMBERSHIP</p> <p>m. Board members who attend such meetings are encouraged to report to the total Board at the next meeting following their return.</p> <p>Previously Revised: April 24, 2014; October 10, 2006; February 16, 1998</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 301, 303, 315, 316, 317, 318, 319, 321, 322, 323, 324, 328, 407, 516, 516.1, 519, 1081, 1102, 1104, 1105</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p> <p>Public Officials and Employee Ethics Act – 65 Pa. C.S.A Sec 1101 et seq., 1102, 1104, 1105</p> <p>State Ethics Commission Regulations – 51 PA Code Sec. 15.2, 15.3</p> <p>Title 65 P.S. Public Officers – 65 P.S. Sec. 91</p> <p>Board Policy – 006, 011, 901</p> | |
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KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 007

Section LOCAL BOARD PROCEDURES

Title POLICY MANUAL
ACCESS DISTRIBUTION

Adopted AUGUST 21, 1989

Last Revised APRIL 19, 1995
APRIL 24, 2014

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

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

Policy No. 236.1Section PUPILSTitle THREAT ASSESSMENT

Adopted _____

Last Revised _____

| POLICY NO. 236.1 THREAT ASSESSMENT | | |
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| Section 1 | <p><u>Purpose</u></p> <p>The Board is committed to protecting the health, safety and welfare of its students and the school community and providing the resources and support to address identified student needs. The Board adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.</p> | SC 1302-E |
| Section 2 | <p><u>Authority</u></p> <p>The Board directs the Superintendent or designee, in consultation with the School Safety and Security Coordinator, to establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.</p> | SC 1302-E |
| Section 3 | <p><u>Definitions</u></p> <p>Behavioral service providers – includes, but is not limited to, a state, county or local behavioral health service provider, crisis intervention center or psychiatric hospital. The term includes a private service provider which contracts with a state, county or local government to act as a behavioral health agency.</p> <p>Bias – the attitudes or beliefs we have about a person or group that affects our understanding, actions and decisions in a conscious or subconscious manner.</p> | SC 1301-E |

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| | <p style="text-align: center;">POLICY NO. 236.1 THREAT ASSESSMENT</p> <p>Individualized Management Plan – a plan developed for a student who is referred to the threat assessment team that documents the concerns that brought a student to the team’s attention, as well as the resources and supports a student might need based on the information gathered during the assessment.</p> <p>Threat assessment – a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student other students, school employees, school facilities, the community or others.</p> <p>Section 4 <u>Delegation of Responsibility</u></p> <p>The Superintendent or designee, in consultation with the School Safety and Security Coordinator, shall appoint individuals to a threat assessment team at each school building in the district.</p> <p>The Superintendent or designee shall designate a member of the team as team leader for the threat assessment team.</p> <p>The threat assessment team shall include the School Safety and Security Coordinator and individuals with expertise in school health; counseling, school psychology or social work; special education and school administration.</p> <p>The Superintendent or designee may assign additional staff members or designated community resources to the threat assessment team for assessment and response support.</p> <p>The Superintendent or designee shall develop and implement administrative regulations to support the threat assessment process.</p> <p>Section 5 <u>Guidelines</u></p> <p><u>Training</u></p> <p>The Superintendent or designee shall ensure that threat assessment team members are provided individual and/or group training on:</p> <ol style="list-style-type: none"> 1. Responsibilities of threat assessment team members. | <p>SC 1302-E</p> <p>SC 1302-E</p> <p>SC 1302-E</p> <p>SC 1302-E</p> |
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| | <p style="text-align: center;">POLICY NO. 236.1 THREAT ASSESSMENT</p> <ol style="list-style-type: none"> 2. Process of identifying, reporting, assessing, responding to and intervening with threats. 3. Identifying and avoiding racial, cultural or disability bias. 4. Confidentiality requirements under state and federal laws and regulations, and Board policies. 5. Student Assistance Program process. 6. Youth suicide awareness, prevention and response. 7. Trauma-informed approach. 8. Safe2Say Something procedures. 9. Multi-tiered systems of support. 10. Positive Behavioral Intervention and Support. <p>Threat assessment team training shall be credited toward professional education requirements and school safety and security training requirements for staff, in accordance with applicable law and Board policy.</p> <p><u>Information for Students, Persons in Parental Relation and Staff</u></p> <p>The District shall notify students, staff and persons in parental relation about the existence and purpose of the threat assessment team through posting information on the district website, publishing in handbooks and through other appropriate methods.</p> <p>The threat assessment team shall make available age-appropriate informational materials to students regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Informational materials shall be available for review by persons in parental relation.</p> | <p>Pol. 103</p> <p>Pol. 113.4, 207, 216, 805</p> <p>Pol. 819</p> <p>Pol. 805</p> <p>SC 1205.2, 1205.5, 1302-E, 1310-B Pol. 805, 833</p> <p>SC 1302-E</p> <p>SC 1302-E Pol. 103, 104, 105.1, 256, 819</p> |
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| | <p style="text-align: center;">POLICY NO. 236.1 THREAT ASSESSMENT</p> <p>The threat assessment team shall make available informational materials for school employees regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Information for school employees shall include a list of the staff members who have been appointed to the threat assessment team.</p> <p><u>Reporting and Identification</u></p> <p>The threat assessment team shall document, assess and respond to reports received regarding students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.</p> <p>The threat assessment team shall assist in assessing and responding to reports that are received through the Safe2Say Something Program identifying students who may be a threat to themselves or others.</p> <p>The threat assessment team shall assist in assessing and responding to reports of students exhibiting self-harm or suicide risk factors or warning signs, as identified in accordance with applicable law and Board policy.</p> <p>When the threat assessment team has made a preliminary determination that a student's reported behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others, the team shall immediately take the following steps:</p> <ol style="list-style-type: none"> 1. Notify the Superintendent or designee and School Safety and Security Coordinator of the reported threat. 2. Notify the building principal of the school the student attends of the reported threat, who shall notify the student's person in parental relation of the reported threat. <p>When a reported student's behavior indicates that there may be an imminent threat to the safety of the student or others, or an</p> | <p>SC 1302-E Pol. 103, 104, 256, 819</p> <p>SC 1302-E</p> <p>SC 1302-E Pol. 805</p> <p>SC 1302-E Pol. 819</p> <p>SC 1302-E</p> <p>SC 1302-E</p> |
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| | <p style="text-align: center;">POLICY NO. 236.1 THREAT ASSESSMENT</p> <p>emergency situation, a threat assessment team member shall take immediate action, which may include promptly reporting to the appropriate law enforcement agency and school administration.</p> <p>Where a threat assessment team member has reasonable cause to suspect that a reported situation indicates that a student may be a victim of child abuse, the member shall make a report of suspected child abuse in accordance with law and Board policy.</p> <p>Inquiry and Assessment</p> <p>In investigating, assessing and responding to threat reports, the threat assessment team shall make a determination if the report should be addressed under one or more specific Board policies or administrative regulations, based on the subject matter of the report and the requirements of law, regulations and Board policy, including, but not limited to, reports involving:</p> <ol style="list-style-type: none"> 1. Discrimination/Title IX Sexual Harassment. 2. Bullying/Cyberbullying. 3. Suicide Awareness, Prevention and Response. 4. Hazing. 5. Dating Violence. <p>Members of the threat assessment team shall engage in an assessment of the reported student behavior that may indicate a threat, in accordance with training and established procedures. This process may include, but is not limited to:</p> <ol style="list-style-type: none"> 1. Interviewing the student, other students, staff, persons in parental relation or others regarding the subject(s) of the reported threat. 2. Reviewing existing academic, health and disciplinary records and assignments, as appropriate, regarding the subject(s) of the report. 3. Conducting searches of lockers, storage spaces, and other possessions on school property as applicable, in | <p>Pol. 805, 805.1, 805.2</p> <p>SC 1302-E 23 Pa. C.S.A. 6311 Pol. 806</p> <p>Pol. 103, 104</p> <p>Pol. 256</p> <p>Pol. 819</p> <p>Pol. 247</p> <p>Pol. 252</p> <p>Pol. 226</p> |
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| | <p style="text-align: center;">POLICY NO. 236.1 THREAT ASSESSMENT</p> <p>accordance with applicable law, regulations and Board policy.</p> <p>4. Examining outside resources such as social media sites, in coordination with law enforcement, or contacting law enforcement, juvenile probation, or community agencies to request additional information about the subject(s) of the report, in accordance with law, regulations and Board policies.</p> <p>5. Where appropriate, convening the appropriate team to assess and/or address the situation that is the subject of the report, such as the Individualized Education Program (IEP) team, Section 504 Team, Behavior Support team, Student Assistance Program team, or others.</p> <p>The threat assessment team shall establish and implement procedures, in accordance with the district's Memorandum of Understanding, to address situations where the investigation of a reported threat shall be transferred to the appropriate law enforcement agency.</p> <p>The threat assessment team may request that the county agency or juvenile probation department consult and cooperate with the team in assessing the student who is the subject of a preliminary determination regarding a threat.</p> <p>When assessment of a student's behavior determines that it is not a threat to the student, other students, school employees, school facilities, the community or others, the threat assessment team shall document the assessment and may refer the student to other appropriate resources such as a child study team, the Student Assistance Program team, an IEP or Section 504 Team or other district supports and services.</p> <p><u>Response and Intervention</u></p> <p>The threat assessment team shall develop an Individualized Management Plan for each student identified and assessed as posing a threat to the student, other students, school employees, school facilities, the community or others. The plan should document the team's evaluation of the threat and recommendations for disposition of the threat, including the</p> | <p>Pol. 103.1, 113, 113.1, 113.2, 113.3</p> <p>Pol. 805.1, 805.2</p> <p>SC 1302-E</p> |
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| | <p style="text-align: center;">POLICY NO. 236.1 THREAT ASSESSMENT</p> <p>information gathered during the assessment and recommendations for response and intervention.</p> <p>Following notification to the student's person in parental relation, the threat assessment team may refer the student to an appropriate program or take action to address the reported situation in accordance with applicable Board policy, which may include, but is not limited to:</p> <ol style="list-style-type: none"> 1. A referral to the Student Assistance Program. 2. A referral to the appropriate law enforcement agency. 3. An appropriate evaluation to determine whether the student is a qualified student with a disability in need of a Section 504 Service Agreement or in need of special education services through an Individualized Education Program (IEP), in accordance with applicable law and Board policy. 4. A referral to the student's IEP Team to review and address the student's IEP and/or Positive Behavior Support Plan. This could include, but is not limited to, a manifestation determination or functional behavioral assessment in accordance with applicable law, regulations and Board policy. 5. A referral to the student's Section 504 Team to review and address the student's Section 504 Service Agreement and/or Positive Behavior Support Plan. 6. With prior parental consent, a referral to a behavioral service provider, health care provider or county agency. 7. Addressing behavior in accordance with applicable discipline policies and the Code of Student Conduct. 8. Ongoing monitoring of the student by the threat assessment team, a child study team, Student Assistance Program team or other appropriate school personnel. | <p>SC 1302-E</p> <p>Pol. 805, 805.1, 805.2</p> <p>Pol. 103.1, 113, 113.3</p> <p>Pol. 113, 113.1, 113.2, 113.3</p> <p>Pol. 103.1</p> <p>Pol. 146</p> <p>Pol. 218, 233, 250, 251</p> |
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| | <p style="text-align: center;">POLICY NO. 236.1 THREAT ASSESSMENT</p> <p>9. Taking steps to address the safety of any potential targets identified by the reported threat.</p> <p><i>Safe Schools Incident Reporting –</i></p> <p>For Safe Schools reporting purposes, the term incident means an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.</p> <p>When a reported threat also meets the definition of an incident under the Safe Schools Act, in accordance with reporting requirements, the Superintendent or designee shall immediately report required incidents, if not previously reported by district staff, and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the Memorandum of Understanding with local law enforcement and Board policies.</p> <p>The Superintendent or designee shall notify the person in parental relation, if not previously notified by district staff, of any student directly involved in an incident on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, who is a victim or suspect, immediately, as soon as practicable. The Superintendent or designee will inform the person in parental relation whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee will document attempts made to reach the person in parental relation.</p> <p><i>Students With Disabilities –</i></p> <p>When reporting an incident committed by a student with a disability or referring a student with a disability to a law</p> | <p>Pol. 805</p> <p>SC 1303-A 22 PA Code 10.2 35 P.S. 780-102 Pol. 805.1</p> <p>SC 1302.1-A, 1303-A 22 PA Code 10.2, 10.21, 10.22 Pol. 218, 805.1</p> <p>22 PA Code 10.2, 10.25 Pol. 805.1</p> <p>20 U.S.C. 1232g, 1415</p> |
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| | <p style="text-align: center;">POLICY NO. 236.1 THREAT ASSESSMENT</p> <p>enforcement agency, the district shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The District shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.</p> <p><u>Monitoring and Management</u></p> <p>If a student has an Individualized Management Plan, the threat assessment team shall monitor the Individualized Management Plan and coordinate with the designated team or resource to provide support and follow-up assessment as necessary. Follow-up assessments, referrals, re-entry plans and other supports shall be documented as part of the student's Individualized Management Plan.</p> <p>The threat assessment team, in coordination with other appropriate teams and supports, shall determine when the student's Individualized Management Plan is no longer needed for disposition of the threat(s), and may transfer appropriate information in accordance with applicable law, regulations and Board policy.</p> <p><u>Records Access and Confidentiality</u></p> <p>In order to carry out their duties and facilitate the timely assessment of and intervention with students whose behavior may indicate a threat, the threat assessment team shall have access to the following student information to the extent permitted under applicable law and regulations:</p> <ol style="list-style-type: none"> 1. Student health records. 2. Prior school disciplinary records. 3. Records related to adjudication under applicable law and regulations. | <p>34 CFR Part 99, 300 Pol. 113.4, 216</p> <p>Pol. 103.1, 113, 113.4, 216, 819</p> <p>SC 1302-E</p> <p>SC 1409 Pol. 209</p> <p>Pol. 113.4, 216, 216.1</p> <p>SC 1304-A, 1305-A, 1307-A 42 Pa. C.S.A. 6341 Pol. 216.1</p> |
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| | <p style="text-align: center;">POLICY NO. 236.1 THREAT ASSESSMENT</p> <ol style="list-style-type: none"> 4. Records of prior behavioral or mental health or psychological evaluations or screenings maintained by the District. 5. Other records or information that may be relevant to evaluating a threat or determining treatment or referral options for a student that are maintained by the District. <p>The threat assessment team shall use all information or records obtained in fulfilling the team's duty in accordance with law to evaluate a threat or to recommend disposition of a threat. Team members shall not redisclose any record or information obtained or otherwise use any record of a student beyond the purpose for which the disclosure was made to the team, in accordance with law.</p> <p>The threat assessment team shall maintain confidentiality and handle all student records in accordance with applicable law, regulations, Board policy, the Student Records Plan and the district's legal and investigative obligations.</p> <p>Threat assessment members whose other assignments and roles require confidentiality of specific student communications, in accordance with law, shall ensure that all confidential communications and information are addressed in accordance with applicable law, regulations, Board policy and administrative regulations.</p> <p><u>Annual Board Report</u></p> <p>The threat assessment team shall provide the required information to the Superintendent, in consultation with the School Safety and Security Coordinator, to annually develop and present to the Board, at an executive session, a report outlining the District's approach to threat assessment, which shall include:</p> <ol style="list-style-type: none"> 1. Verification that the District's threat assessment team and process complies with applicable law and regulations. | <p>SC 1302-E</p> <p>SC 1304-D 20 U.S.C. 1232g 34 CFR Part 99 Pol. 113.4, 207, 216, 216.1, 256, 819</p> <p>22 PA Code 12.12 42 Pa. C.S.A. 5945, 8337 42 CFR Part 2 Pol. 207</p> <p>SC 1302-E</p> |
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| | <p style="text-align: center;">POLICY NO. 236.1 THREAT ASSESSMENT</p> <ol style="list-style-type: none"> 2. The number of threat assessment teams assigned in the District, and their composition. 3. The total number of threats assessed that year. 4. A summary of interactions with outside law enforcement agencies, juvenile probation and behavioral service providers. 5. An assessment of the District's threat assessment team(s) operation. 6. Recommendations for improvement of the District's threat assessment processes. 7. Any additional information required by the Superintendent or designee. <p>The annual threat assessment report shall be presented as part of the annual report to the Board by the School Safety and Security Coordinator on district safety and security practices.</p> <p>The threat assessment team's information addressing verification of compliance with law and regulations, the number of threat assessment teams assigned in the District and their composition, the total number of threats assessed that year, and any additional information required by the Superintendent or designee shall be included in the School Safety and Security Coordinator's annual report on district safety and security practices that is submitted to the state's School Safety and Security Committee.</p> | <p>SC 1302-E Pol. 805.2</p> <p>SC 1302-E, 1309-B Pol. 805.2</p> |
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| | <p style="text-align: center;">POLICY NO. 236.1 THREAT ASSESSMENT</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1205.2, 1205.5, 1301-E, 1302.1-A, 1302-E, 1303-A, 1304-A, 1304-D, 1305-A, 1307-A, 1309-B, 1310-B, 1409</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22, 10.25, 12.12</p> <p>Family Educational and Privacy Rights Act – 20 U.S.C. Sec. 1232g</p> <p>Family Educational and Privacy Rights Act, Title 34, Code of Federal Regulations – 34 CFR Part 99</p> <p>Child Abuse Reporting – 23 Pa. C.S.A. Sec. 6311</p> <p>Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-102</p> <p>Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1415</p> <p>Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300</p> <p>Title 42, Judiciary and Judicial Procedure – 42 Pa. C.S.A. Sec. 5945, 6341, 8337</p> <p>Confidentiality of Substance Use Disorder Patient Records – 42 CFR Part 2</p> <p>Board Policy – 103, 103.1, 104, 105.1, 113, 113.1, 113.2, 113.3, 113.4, 146, 207, 209, 216, 216.1, 218, 226, 233, 247, 250, 251, 252, 256, 805, 805.1, 805.2, 806, 819, 833</p> | |
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Keystone Oaks School District

Threat Assessment Intake Form

***Call 911 right away If this an imminent threat requiring medical attention and/or law enforcement.**

**Safe2Say Contact Information – 1-844-723-2729 or
safe2saypa.org**

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| Date Reported: | Time: | Person Receiving Report: |
| Reporting Individual Name: Reporting Individual Contact Number: | Reporting Individual is (circle): Student Teacher Administrator Staff Volunteer Parent/Guardian Other: _____ Anonymous | |
| Was this received as a Safe2Say Report? Yes No | | |
| How was the report made? Verbal Email Phone/Hotline Web form Text Other | | |

Information regarding student exhibiting behavior that indicates a threat:

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| Student Name: | Student Number: | Grade/Class: |
| Description of behavior or incident (include any language quoted by the reporter, attach copies of files/images/videos if received in writing or electronically): | | |
| Date of Observed Incident/Behavior: | Time of Day: | |
| Location of Observed Incident/Behavior (circle all that apply): School Building (identify): _____ School Grounds School Bus/Vehicle School-Sponsored Activity (identify): _____ Off-Campus | | |

236.1 Threat Assessment – Attachment 236.1-AR-1

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| Other: _____ | | | |
| Was a direct target of a threat identified? If yes, identify target: _____ | Yes | No | Unknown |
| Target Notified - Date: | | | |
| Was a weapon involved? If yes, identify type of weapon: _____ | Yes | No | Unknown |
| Please identify any witnesses that were present: | | | |
| Is this an imminent threat requiring medical attention and/or law enforcement? If yes, contact: 911 | Yes | No | |
| Parent/Guardian Name(s) and Contact Information (coordinate with Building Principal for notification): Date Parent/Guardian Notified (include method of notification and by whom): | | | |
| Additional Information Regarding the Reported Student or Incident/Behavior: | | | |
| Has Student Been Identified as an Individual with a Disability? Yes No Unknown If yes or unknown, notify the Director of Special Education. Date Notified: _____ | | | |

Signature of Individual Documenting Report

Position

Date

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 247

Section PUPILS

Title HAZING

Adopted AUGUST 15, 2017

Last Revised OCTOBER 20, 2020

| POLICY NO. 247 HAZING | | |
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| Section 1 | <p><u>Purpose</u></p> <p>The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.</p> | |
| Section 2 | <p><u>Definitions</u></p> <p>Hazing occurs when a person intentionally, knowingly, or recklessly, for the purpose of initiating, admitting, or affiliating, or for the purpose of continuing membership or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:</p> <ol style="list-style-type: none">1. Violate federal or state criminal law.2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.4. Endure brutality of a mental nature including activity adversely affecting mental health or dignity of the individual, sleep deprivation, exclusion from social contact, or that could result in extreme embarrassment. | 18 Pa. C.S.A. 2802 |

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| | <p style="text-align: center;">POLICY NO. 247 HAZING</p> <ol style="list-style-type: none"> 5. Endure brutality of sexual nature. 6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student. 7. Any willful destruction or removal of public or private property. <p>Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:</p> <ol style="list-style-type: none"> 1. The person acts with reckless indifference to the health and safety of the student; or 2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student. <p>Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.</p> <p>Any activity, as described above, shall be deemed a violation of this policy regardless of whether:</p> <ol style="list-style-type: none"> 1. The consent of the student was sought or obtained, or 2. The conduct was sanctioned or approved by the school or organization. <p>Student activity or organization means any activity, society, corps, team, club or service, social or similar group operating under the sanction of or recognized as an organization by the District, whose members are primarily students or alumni of the organization.</p> <p>For purposes of this policy, bodily injury shall mean impairment of physical condition or substantial pain.</p> <p>For purposes of this policy, serious bodily injury shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.</p> | <p>18 Pa. C.S.A. 2803</p> <p>18 Pa. C.S.A. 2804, 2808</p> <p>18 Pa. C.S.A. 2806</p> <p>18 Pa. C.S.A. 2801 SC 511</p> <p>18 Pa. C.S.A. 2301</p> <p>18 Pa. C.S.A. 2301</p> |
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| | <p style="text-align: center;">POLICY NO. 247 HAZING</p> <p>Section 3 <u>Authority</u></p> <p>The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.</p> <p>No student, person in parental relation, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.</p> <p>The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to any staff member.</p> <p><u>Title IX Sexual Harassment and Other Discrimination</u></p> <p>Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.</p> <p>Section 4 <u>Delegation of Responsibility</u></p> <p>Students, person(s) in parental relation, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.</p> <p>District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual or student activity or organization found to be in violation of this policy.</p> <p>When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the</p> | <p>18 Pa. C.S.A. 2806, 2808 SC 511 Pol. 122, 123</p> <p>Pol. 103, 103.1</p> <p>SC 1302-E Pol. 236.1</p> |
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| | <p style="text-align: center;">POLICY NO. 247 HAZING</p> <p>threat assessment team, in accordance with applicable law and Board policy 236.1.</p> | |
| Section 5 | <p><u>Guidelines</u></p> <p>In addition to posting this policy on the District’s website, the District shall inform students, person(s) in parental relation, sponsors, volunteers and district employees of the District’s policy prohibiting hazing, including District rules, penalties for violations of the policy, and the program established by the District for enforcement of the policy by means including publication in handbooks and verbal instructions by the coach or sponsor at the start of the season or program.</p> <p>This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct. These individuals must acknowledge that they have read and understood this policy.</p> <p><u>Complaint Procedure</u></p> <p>When a student who believes that they have been subject to hazing or is aware of a hazing incident, to promptly report the incident to any staff member. Staff members shall report such incidents to their immediate supervisor.</p> <p>Students are encouraged to use the District’s report form (103-AR-1), available from the building principal or on the District’s website, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.</p> | <p>18 Pa. C.S.A. 2808</p> <p>SC 511</p> |

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| | <p style="text-align: center;">POLICY NO. 247 HAZING</p> <p>The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.</p> <p><u>Interim Measures/Police</u></p> <p>Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.</p> <p>Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.</p> <p><i>Referral to Law Enforcement and Safe Schools Reporting Requirements –</i></p> <p>For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term incident</p> | <p>18 Pa. C.S.A. 2810</p> <p>SC 1303-A 22 PA Code 10.2</p> |
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| | <p style="text-align: center;">POLICY NO. 247 HAZING</p> <p>shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.</p> <p>The Superintendent or designee shall immediately report required incidents and discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p> <p>The Superintendent or designee shall notify the person in parental relation of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the person in parental relation whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the person in parental relation.</p> <p>In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.</p> <p><u>Confidentiality</u></p> <p>Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the District's legal and investigative obligations.</p> <p><u>Retaliation</u></p> <p>Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is</p> | <p>35 P.S. 780-102</p> <p>22 PA Code 10.2, 10.21, 10.22 SC 1302.1-A, 1303-A Pol. 805.1</p> <p>22 PA Code 10.2, 10.25 Pol. 805.1</p> <p>24 P.S. 1303-A Pol. 805.1</p> |
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| | <p style="text-align: center;">POLICY NO. 247 HAZING</p> <p>prohibited and shall be subject to disciplinary action.</p> <p><u>Consequences for Violations</u></p> <p><i>Safe Harbor –</i></p> <p>An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.</p> <p><i>Students –</i></p> <p>If the investigation results in a substantiated finding of hazing, or an attempt to circumvent or impede an investigation the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.</p> <p>Building principals shall take such disciplinary action for violations of this policy as is appropriate and within their authority, as set forth in policy and the Code of Student Conduct.</p> <p><i>Nonstudent Violators/Organizational Hazing -</i></p> <p>If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.</p> | <p>18 Pa. C.S.A. 2810</p> <p>18 Pa. C.S.A. 2808, 2810 SC 511 Pol. 218, 233</p> <p>Pol. 817</p> |
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| | <p style="text-align: center;">POLICY NO. 247 HAZING</p> <p>If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the District.</p> <p><i>Criminal Prosecution –</i></p> <p>Any person or organization that causes or participates in hazing and/or is knowledgeable of a hazing event and fails to report may also be subject to criminal prosecution.</p> <p>Previously Revised: October 20, 2020</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511, 1302.1-A, 1302-E, 1303-A</p> <p>State Board of Education Regulations – 22 Pa Code Sec. 10.2, 10.21, 10.22, 10.25</p> <p>PA Crimes and Offenses – 18 Pa. C.S.A. Sec. 2301, 2801, 2802, 2803, 2804, 2806, 2808, 2810</p> <p>Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. 780-102</p> <p>Board Policy – 103, 103.1, 122, 123, 218, 233, 236.1, 805.1, 817</p> | 18 Pa. C.S.A. 2808 |
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KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 256

Section PUPILS

Title BULLYING/CYBERBULLYING

Adopted NOVEMBER 15, 2007

Revised ~~NOVEMBER 17, 2020~~

| POLICY NO. 256 BULLYING/CYBERBULLYING | | |
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| Section 1 | <p><u>Purpose</u></p> <p>The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.</p> | |
| Section 2 | <p><u>Definitions</u></p> <p>Bullying means an intentional electronic, written, verbal, or physical act, or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent, or pervasive and has the effect of doing any of the following:</p> <ol style="list-style-type: none">1. Substantially interfering with a student's education.2. Substantially disrupting the orderly operation of the school.3. Creating a threatening environment. <p>Bullying, as defined in this policy, includes cyberbullying.</p> <p>School setting means in the school, on school grounds, in school vehicles, on contracted school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned</p> | <p>SC 1303.1-A</p> <p>SC 1303.1</p> |

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| | <p style="text-align: center;">POLICY NO. 256 BULLYING/CYBERBULLYING</p> <p>by the school and/or District. This shall also include hours in which a student would be considered “present” during synchronous virtual instruction, anytime a student is using a district owned device, is on the district network and/or using a district provided learning management platform.</p> <p>The District reserves the right to investigate acts of bullying that occur outside the school setting if those acts meet the definition of bullying(above).</p> | |
| Section 3 | <p><u>Authority</u></p> <p>The Board prohibits all forms of bullying by district students.</p> <p>No student, person in parental relation, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.</p> <p>The Board encourages students who believe they or others have been bullied to promptly report such incidents to any staff member.</p> <p>Students are encouraged to use the District’s report form (103-AR-1), available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.</p> <p>The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.</p> <p>When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the</p> | <p>SC 1303.1-A</p> <p>SC 1302-E Pol. 236.1</p> |

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| | <p style="text-align: center;">POLICY NO. 256 BULLYING/CYBERBULLYING</p> <p>threat assessment team, in accordance with applicable law and Board policy 236.1</p> <p><u>Title IX Sexual Harassment and Other Discrimination</u></p> <p>Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.</p> <p><u>Confidentiality</u></p> <p>Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the District's legal and investigative obligations.</p> <p><u>Retaliation</u></p> <p>Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.</p> | Pol. 103, 103.1 |
| Section 4 | <p><u>Delegation of Responsibility</u></p> <p>Every student and employee shall be responsible to respect the rights of others and to ensure an atmosphere free of bullying.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy. In addition, the Administration will develop procedures for training all employees, including chaperones and sponsors on the Policy.</p> <p>The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.</p> | SC 1303.1-A |

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| Section 5 | <p align="center">POLICY NO. 256 BULLYING/CYBERBULLYING</p> | |
| | <p>The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years at a minimum and recommend necessary revisions to the Board.</p> | SC 1303.1-A |
| | <p>District administration shall annually provide the following information with the Safe School Report:</p> <ol style="list-style-type: none"> 1. Board's Bullying Policy 2. Report of bullying incidents 3. Information on the development and implementation of any bullying prevention, intervention or education programs. <p>The Administration is directed to evaluate the need, if any, for District-wide or building-level evidence-based bullying prevention programs, and to report its findings to the Board with appropriate recommendations.</p> <p>The Administration is directed to continue to assess, and to make recommendations to the Board, for any appropriate changes to existing intervention programs and practices in place to address the needs of students who are bullied, and the issues relating to students who engage in bullying.</p> | SC 1303.1-A |
| | <p><u>Guidelines</u></p> <p>The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.</p> <p>This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.</p> | SC 1303.1-A 22 PA Code 12.3 Pol. 218 |
| | <p><u>Education</u></p> <p>The District shall develop, implement and evaluate bullying prevention and intervention programs and activities. Programs</p> | SC 1303.1-A SC 1302-A, 1303.1-A |

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| | <p style="text-align: center;">POLICY NO. 256 BULLYING/CYBERBULLYING</p> <p>and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.</p> <p><u>Consequences for Violations</u></p> <p>A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:</p> <ol style="list-style-type: none"> 1. Counseling within the school. 2. Parental/person in parental relation conference. 3. Loss of school privileges. 4. Transfer to another school building, classroom or school bus. 5. Exclusion from school-sponsored activities. 6. Detention. 7. Suspension. 8. Expulsion. 9. Counseling/Therapy outside of school. 10. Referral to law enforcement official. <p>Previously Revised: November 17, 2020; November 20, 2018; December 15, 2015; December 6, 2012</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1301.1, 1302-A 1302-E, 1303.1-A</p> | <p>20 U.S.C. 7118</p> <p>SC 1301.1-A Pol. 218, 233</p> |
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| | <p>POLICY NO. 256 BULLYING/CYBERBULLYING</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.3</p> <p>Activities to Support Safe and Healthy Students – 20 U.S.C. Sec. 7118</p> <p>Board Policy – 103, 103.1-104, 218, 233, 236.1848</p> <p>Title 18 (Crimes and Offenses) – Sec. 2709</p> | |
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| 00066761 | 04/01/22 | 551 PORT AUTHORITY OF ALLY COUNTY | \$292.50 | 4122 | Comp | R |
| 00066762 | 04/01/22 | 14422 PENN TRAFFORD HIGH SCHOOL Penn Trafford High School | \$400.00 | 4122 | Comp | R |
| 00066763 | 04/01/22 | 14420 RAMACH&MURTHY DAITA SRI Ramach & Murthy Daita SRI | \$80.00 | 4122 | Comp | O |
| 00066764 | 04/01/22 | 647 SHERWIN-WILLIAMS | \$376.22 | 4122 | Comp | R |
| 00066765 | 04/01/22 | 11053 STEWART EQUIPMENT SVC INC | \$447.57 | 4122 | Comp | R |
| 00066766 | 04/01/22 | 8185 V-SYSTEMS | \$3,373.00 | 4122 | Comp | R |
| 00066767 | 04/01/22 | 6217 VECTOR SECURITY | \$85.11 | 4122 | Comp | R |
| 00066768 | 04/01/22 | 13852 AMERICAN OUTLETS INC | \$1,084.40 | 412022 | Comp | R |
| 00066769 | 04/01/22 | 13454 APPLIED INDUSTRIAL TECHNOLOGIES | \$502.88 | 412022 | Comp | R |
| 00066770 | 04/01/22 | 13246 B.M. Kramer & Co. | \$343.20 | 412022 | Comp | R |
| 00066771 | 04/01/22 | 11535 BIG'S SANITATION | \$2,705.00 | 412022 | Comp | R |
| 00066772 | 04/01/22 | 13165 FERGUSON ENTERPRISES, INC Ferguson Enterprises INC #1480 | \$61.98 | 412022 | Comp | R |
| 00066773 | 04/01/22 | 14423 JACOB JANESKO Francine & Jason R Janesko | \$56.00 | 412022 | Comp | R |
| 00066774 | 04/01/22 | 292 GRAINGER | \$98.23 | 412022 | Comp | R |
| 00066775 | 04/01/22 | 8620 HOME DEPOT CREDIT SERVICES | \$242.87 | 412022 | Comp | O |
| 00066776 | 04/01/22 | 12932 Heather Hardy | \$34.75 | 412022 | Comp | R |
| 00066777 | 04/01/22 | 9805 JOHN R MEYERS PLUMBING/HEATING INC | \$398.00 | 412022 | Comp | O |
| 00066778 | 04/01/22 | 5238 KERRY KARAPANDI | \$98.81 | 412022 | Comp | R |
| 00066779 | 04/01/22 | 10246 CRAIG LAWHEAD | \$25.97 | 412022 | Comp | R |
| 00066780 | 04/01/22 | 4919 MR JOHN | \$290.00 | 412022 | Comp | R |
| 00066781 | 04/01/22 | 14412 NATIONAL PROFESSIONAL RESOURCES, INC. | \$386.82 | 412022 | Comp | R |
| 00066782 | 04/01/22 | 14421 New Castle SR HS New Castle Senior High School | \$160.00 | 412022 | Comp | R |
| 00066783 | 04/01/22 | 12897 North Allegheny North Allegheny Robotics Club | \$240.00 | 412022 | Comp | R |
| 00066784 | 04/01/22 | 10274 ELIZABETH SALIMBENE | \$235.00 | 412022 | Comp | R |
| 00066785 | 04/01/22 | 361 JORDAN TAX SERVICE INC | \$3,430.77 | 3 | Comp | R |
| 00066786 | 04/05/22 | 6618 SHOP 'N SAVE | \$300.03 | 452022 | Comp | R |
| 00066787 | 04/06/22 | 13662 AQUA FILTER FRESH, INC. | \$160.01 | 4622 | Comp | R |
| 00066788 | 04/06/22 | 13438 Aramark Uniform & Career Apparel Group,. ARAMARK UNIFORM SERVICES | \$1,369.94 | 4622 | Comp | R |
| 00066789 | 04/06/22 | 13179 Ace fix-it Hardware of Greentree Ace fix-it Hardware | \$41.17 | 4622 | Comp | R |
| 00066790 | 04/06/22 | 1341 AIU Allegheny Intermediate Unit | \$855.30 | 4622 | Comp | R |
| 00066791 | 04/06/22 | 48 B & R POOLS & SWIM SHOP | \$220.00 | 4622 | Comp | R |
| 00066792 | 04/06/22 | 7502 BANKSVILLE EXPRESS Printing, Inc | \$247.51 | 4622 | Comp | R |
| 00066793 | 04/06/22 | 5097 CHEM-AQUA | \$1,234.50 | 4622 | Comp | R |
| 00066794 | 04/06/22 | 13165 FERGUSON ENTERPRISES, INC Ferguson Enterprises INC #1480 | \$62.36 | 4622 | Comp | R |
| 00066795 | 04/06/22 | 12810 HUCKESTEIN MECHANICAL SERVICES, Inc. | \$4,583.00 | 4622 | Comp | R |
| 00066796 | 04/06/22 | 363 JOSTENS | \$864.50 | 4622 | Comp | R |
| 00066797 | 04/06/22 | 3322 OFFICE DEPOT INC | \$84.16 | 4622 | Comp | R |
| 00066798 | 04/06/22 | 11639 PETROLEUM TRADERS CORP | \$17,641.53 | 4622 | Comp | R |
| 00066799 | 04/06/22 | 2984 PITTSBURGH POST-GAZETTE PITTSBURGH POST-GAZETTE | \$221.65 | 4622 | Comp | R |
| 00066800 | 04/06/22 | 599 ROLLIER HARDWARE INC | \$59.75 | 4622 | Comp | R |

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| 00066803 | 04/06/22 | 8185 V-SYSTEMS | \$24.00 | 4622 | Comp | R |
| 00066804 | 04/06/22 | 13458 VERNON DELL TRACTOR | \$161.80 | 4622 | Comp | R |
| 00066805 | 04/06/22 | 1043 WEST PENN LACO INC | \$34.20 | 4622 | Comp | R |
| 00066806 | 04/06/22 | 13081 AssetGenie, Inc AGPartsWorldwide, Inc. | \$599.00 | 4622 | Comp | R |
| 00066807 | 04/06/22 | 299 BOROUGH OF GREEN TREE | \$1,233.22 | 4622 | Comp | R |
| 00066808 | 04/06/22 | 118 CASTLE SHANNON BOROUGH Borough of Castle Shannon | \$932.94 | 4622 | Comp | R |
| 00066809 | 04/06/22 | 208 DORMONT BOROUGH Borough of Dormont | \$520.23 | 4622 | Comp | R |
| 00066810 | 04/06/22 | 118 CASTLE SHANNON BOROUGH CASTLE SHANNON BOROUGH GENERAL FUND | \$5,084.39 | 4622 | Comp | R |
| 00066811 | 04/06/22 | 13949 EDSYS DBA CITY CHARTER HIGH SCHOOL CITY CHARTER HIGH SCHOOL | \$4,776.12 | 4622 | Comp | R |
| 00066812 | 04/06/22 | 11048 AmCom - Amer. Photocopy Equip Co of PGH COMDOC LEASING | \$10,019.95 | 4622 | Comp | R |
| 00066813 | 04/06/22 | 13690 GATEWAY CLIPPER, INC. | \$250.00 | 4622 | Comp | R |
| 00066814 | 04/06/22 | 363 JOSTENS | \$28.19 | 4622 | Comp | R |
| 00066815 | 04/06/22 | 14143 KELLINGTON PROTECTION SERVICE, LLC | \$3,766.94 | 4622 | Comp | R |
| 00066816 | 04/06/22 | 12909 KELLY SERVICES INC KELLY SERVICES INC | \$6,756.78 | 4622 | Comp | R |
| 00066817 | 04/06/22 | 9130 JOSHUA KIRCHNER | \$39.40 | 4622 | Comp | R |
| 00066818 | 04/06/22 | 12928 Kenneth Monz | \$318.12 | 4622 | Comp | O |
| 00066819 | 04/06/22 | 8386 Mount Lebanon, PA Mount Lebanon, PA | \$2,378.29 | 4622 | Comp | R |
| 00066820 | 04/06/22 | 14343 JESSICA NASER | \$25.27 | 4622 | Comp | O |
| 00066821 | 04/06/22 | 3322 OFFICE DEPOT INC | \$156.66 | 4622 | Comp | R |
| 00066822 | 04/06/22 | 12943 PA Leadership Charter School | \$1,210.88 | 4622 | Comp | R |
| 00066823 | 04/06/22 | 1239 PSAT/NMSQT | \$3,686.00 | 4622 | Comp | R |
| 00066824 | 04/06/22 | 11649 REHAB MART LLC | \$176.92 | 4622 | Comp | R |
| 00066825 | 04/06/22 | 9985 KEVIN PRINCE | \$62.89 | 4622 | Comp | R |
| 00066826 | 04/06/22 | 12929 Young Scholars of Western PA Charter Sch | \$18,589.00 | 4622 | Comp | R |
| 00066827 | 04/08/22 | 11048 AmCom - Amer. Photocopy Equip Co of PGH ComDoc, Inc. | \$96.95 | 4822 | Comp | R |
| 00066828 | 04/08/22 | 14426 KROLL Kroll Associates, Inc. | \$15,000.00 | 4822 | Comp | R |
| 00066829 | 04/08/22 | 14189 TUTTEO INC TUTTEO INC | \$400.00 | 4822 | Comp | O |
| 00066830 | 04/12/22 | 9884 AT&T MOBILITY | \$1,050.64 | 41222 | Comp | R |
| 00066831 | 04/12/22 | 11443 AV LAUTTAMUS COMMUNICATIONS INC | \$48.00 | 41222 | Comp | R |
| 00066832 | 04/12/22 | 14427 AL YOUNES MOHAMMAD JAMAL Al Younes Mohammad Jamal | \$1,086.95 | 41222 | Comp | R |
| 00066833 | 04/12/22 | 7502 BANKSVILLE EXPRESS Printing, Inc | \$569.41 | 41222 | Comp | R |
| 00066834 | 04/12/22 | 14430 BRIAN BAUMAN | \$290.93 | 41222 | Comp | R |
| 00066835 | 04/12/22 | 208 DORMONT BOROUGH Borough of Dormont | \$11,143.44 | 41222 | Comp | O |
| 00066836 | 04/12/22 | 208 DORMONT BOROUGH Borough of Dormont Stormwater Auth. | \$3,174.00 | 41222 | Comp | R |
| 00066837 | 04/12/22 | 14417 CDS MICRO SYSTEMS | \$4,200.00 | 41222 | Comp | R |
| 00066838 | 04/12/22 | 14061 DQE SYSTEMS, INC. DQE COMMUNICATIONS LLC | \$2,310.00 | 41222 | Comp | R |

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| 00066841 | 04/12/22 | 14143 KELLINGTON PROTECTION SERVICE, LLC | \$2,519.66 | 41222 | Comp | R |
| 00066842 | 04/12/22 | 12909 KELLY SERVICES INC KELLY SERVICES INC | \$4,375.86 | 41222 | Comp | R |
| 00066843 | 04/12/22 | 14428 M E M PROPERTIES LLC M E M Properties LLC | \$5,194.86 | 41222 | Comp | O |
| 00066844 | 04/12/22 | 8400 KATHLEEN A MORROW | \$13.22 | 41222 | Comp | R |
| 00066845 | 04/12/22 | 3322 OFFICE DEPOT INC | \$54.60 | 41222 | Comp | R |
| 00066846 | 04/12/22 | 574 PA AMERICAN WATER COMPANY | \$1,587.73 | 41222 | Comp | R |
| 00066847 | 04/12/22 | 12910 PA Cyber Charter School Pennsylvania Cyber Charter School | \$20,012.79 | 41222 | Comp | R |
| 00066848 | 04/12/22 | 11553 LAUREN SMATHERS | \$12.87 | 41222 | Comp | R |
| 00066849 | 04/12/22 | 11936 AARON SMITH | \$45.00 | 41222 | Comp | R |
| 00066850 | 04/12/22 | 14431 SONYA CACERES | \$752.38 | 41222 | Comp | R |
| 00066851 | 04/12/22 | 14342 STEVE GABLE | \$75.98 | 41222 | Comp | R |
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| 00066853 | 04/12/22 | 574 PA AMERICAN WATER COMPANY | \$324.10 | 41222 | Comp | R |
| 00066854 | 04/12/22 | 13096 PA Distance Learning Charter | \$17,803.97 | 41222 | Comp | R |
| 00066855 | 04/12/22 | 14429 Rodney&Heather Swemba Rodney & Heather Swemba | \$356.88 | 41222 | Comp | R |
| 00066856 | 04/12/22 | 14371 THEATRICAL RIGHTS WORLDWIDE | \$100.00 | 41222 | Comp | R |
| 00066857 | 04/12/22 | 13062 UPMC HLTH Plan Fully Ins Wkrs Comp UPMC Health Benefits, Inc. | \$9,118.00 | 41222 | Comp | R |
| 00066858 | 04/12/22 | 14341 Western PA Council of Teachers of Englih | \$300.00 | 41222 | Comp | R |
| 00066859 | 04/12/22 | 574 PA AMERICAN WATER COMPANY | \$1,093.35 | 41222 | Comp | R |
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| 00066861 | 04/12/22 | 574 PA AMERICAN WATER COMPANY | \$978.33 | 41222 | Comp | R |
| 00066862 | 04/13/22 | 48 B & R POOLS & SWIM SHOP | \$560.00 | 41322 | Comp | R |
| 00066863 | 04/13/22 | 70 DICK BLICK | \$1.16 | 41322 | Comp | R |
| 00066864 | 04/13/22 | 13395 Busy Beaver Building Centers, Inc. | \$29.93 | 41322 | Comp | R |
| 00066865 | 04/13/22 | 232 J C EHRlich COMPANY INC | \$527.00 | 41322 | Comp | R |
| 00066866 | 04/13/22 | 13972 ESTOCIN TRANSPORTATION SERVICES LLC | \$23,534.00 | 41322 | Comp | R |
| 00066867 | 04/13/22 | 292 GRAINGER | \$207.76 | 41322 | Comp | R |
| 00066868 | 04/13/22 | 12810 HUCKESTEIN MECHANICAL SERVICES, Inc. | \$1,733.07 | 41322 | Comp | R |
| 00066869 | 04/13/22 | 13969 HUNTER SALES CORP | \$133.64 | 41322 | Comp | R |
| 00066870 | 04/13/22 | 12008 LOWES BUSINESS ACCT/GECRB LOWES BUSINESS ACCT/SYNCB | \$934.94 | 41322 | Comp | R |
| 00066871 | 04/13/22 | 420 MATTHEWS BUS CO | \$210,804.75 | 41322 | Comp | R |
| 00066872 | 04/13/22 | 1926 PAPER PRODUCTS CO INC | \$5,353.35 | 41322 | Comp | R |
| 00066873 | 04/13/22 | 12933 Pittsburgh Board of Education Pittsburgh Board of Education | \$422.72 | 41322 | Comp | O |
| 00066874 | 04/13/22 | 14432 SALVATORE'S | \$240.00 | 41322 | Comp | O |
| 00066875 | 04/13/22 | 636 SCOTT ELECTRIC Scott Electric | \$132.00 | 41322 | Comp | R |
| 00066876 | 04/13/22 | 7420 UPMC | \$6,400.00 | 41322 | Comp | R |
| 00066877 | 04/20/22 | 12517 BRIAN J & MICHELE M MCLANE Michele G McLane | \$65.00 | 73021 | Comp | O |
| 00066878 | 04/22/22 | 13044 21st Century Cyber Charter School | \$6,267.32 | 42222 | Comp | R |
| 00066879 | 04/22/22 | 13081 AssetGenie, Inc AGPartsWorldwide, Inc. | \$694.80 | 42222 | Comp | R |

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| 00066882 | 04/22/22 | 11761 BOROUGH OF GREENTREE | \$354.45 | 42222 | Comp | R |
| 00066883 | 04/22/22 | 11173 EMILY BRILL | \$16.85 | 42222 | Comp | O |
| 00066884 | 04/22/22 | 10188 CDW Government LLC, CDW Government CDW Government | \$4,097.16 | 42222 | Comp | O |
| 00066885 | 04/22/22 | 571 COLUMBIA GAS OF PA | \$9,658.09 | 42222 | Comp | R |
| 00066886 | 04/22/22 | 13511 DIRECT ENERGY BUSINESS - GAS DIRECT ENERGY BUSINESS | \$8,178.94 | 42222 | Comp | R |
| 00066887 | 04/22/22 | 572 DUQUESNE LIGHT COMPANY DUQUESNE LIGHT COMPANY | \$39,468.11 | 42222 | Comp | O |
| 00066888 | 04/22/22 | 7599 Christopher Stewart Dormont florist, LLC | \$274.00 | 42222 | Comp | R |
| 00066889 | 04/22/22 | 250 FOLLETT Follett Content Solutions LLC | \$112.66 | 42222 | Comp | R |
| 00066890 | 04/22/22 | 13690 GATEWAY CLIPPER, INC. | \$250.00 | 42222 | Comp | R |
| 00066891 | 04/22/22 | 7777 HSLC HSLC | \$325.00 | 42222 | Comp | O |
| 00066892 | 04/22/22 | 363 JOSTENS | \$11.49 | 42222 | Comp | R |
| 00066893 | 04/22/22 | 12909 KELLY SERVICES INC KELLY SERVICES INC | \$14,653.99 | 42222 | Comp | R |
| 00066894 | 04/22/22 | 9130 JOSHUA KIRCHNER | \$134.39 | 42222 | Comp | R |
| 00066895 | 04/22/22 | 14211 Lenovo Inc. | \$209.00 | 42222 | Comp | R |
| 00066896 | 04/22/22 | 13401 Leslie Leopold | \$63.18 | 42222 | Comp | O |
| 00066897 | 04/22/22 | 14435 JENNIFER SADOWSKI | \$16.38 | 42222 | Comp | R |
| 00066898 | 04/22/22 | 13897 CARLA SCHAAP | \$235.00 | 42222 | Comp | R |
| 00066899 | 04/22/22 | 363 JOSTENS | \$11.57 | 42222 | Comp | R |
| 00066900 | 04/22/22 | 14143 KELLINGTON PROTECTION SERVICE, LLC | \$3,944.20 | 42222 | Comp | R |
| 00066901 | 04/22/22 | 11774 MAIELLO BRUNGO & MAIELLO LLP | \$6,570.00 | 42222 | Comp | R |
| 00066902 | 04/22/22 | 420 MATTHEWS BUS CO | \$3,511.60 | 42222 | Comp | O |
| 00066903 | 04/22/22 | 3322 OFFICE DEPOT INC | \$1,559.89 | 42222 | Comp | R |
| 00066904 | 04/22/22 | 574 PA AMERICAN WATER COMPANY | \$928.54 | 42222 | Comp | R |
| 00066905 | 04/22/22 | 503 PARKWAY WEST CTC | \$500.00 | 42222 | Comp | O |
| 00066906 | 04/22/22 | 9784 VINCENT LIGHTING SYSTEMS Vincent Lighting Systems Co. | \$5,236.50 | 42222 | Comp | R |
| 00066907 | 04/22/22 | 8168 WORTHINGTON DIRECT INC | \$223.39 | 42222 | Comp | R |
| 00066908 | 04/22/22 | 9787 ALLEGHENY COUNTY HEALTH DEPT | \$406.25 | 42222 | Comp | O |
| 00066909 | 04/22/22 | 13738 PITTSBURGH ZOO PITTSBURGH ZOO & PPG AQUARIUM | \$900.00 | 42222 | Comp | R |
| 00066910 | 04/25/22 | 14436 SSA GROUP LLC | \$11,564.30 | 42522 | Comp | O |
| 00066911 | 04/25/22 | 9787 ALLEGHENY COUNTY HEALTH DEPT | \$50.00 | 42522 | Comp | O |
| 00066912 | 04/25/22 | 12628 JESSE JEZNIS | \$153.27 | 4252022 | Comp | R |
| 00066913 | 04/26/22 | 13484 JESSICA DOBSON | \$1,622.87 | 4262022 | Comp | R |
| 00066914 | 04/26/22 | 4065 FLAG FACTORY | \$85.00 | 4262022 | Comp | O |
| 00066915 | 04/26/22 | 13165 FERGUSON ENTERPRISES, INC Ferguson Enterprises INC #1480 | \$107.06 | 4262022 | Comp | R |
| 00066916 | 04/26/22 | 4710 GEORGE M KEY ARCO INC | \$740.41 | 4262022 | Comp | O |
| 00066917 | 04/26/22 | 3114 HENDERSON BROTHERS-PGH | \$7,918.00 | 4262022 | Comp | R |
| 00066918 | 04/26/22 | 11634 i-SAFE INC | \$500.00 | 4262022 | Comp | O |
| 00066919 | 04/26/22 | 14143 KELLINGTON PROTECTION SERVICE, LLC | \$2,122.64 | 4262022 | Comp | R |
| 00066920 | 04/26/22 | 12909 KELLY SERVICES INC KELLY SERVICES INC | \$4,004.05 | 4262022 | Comp | O |

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Time: 08:05:02

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Check Dates 04/01/22 - 04/30/22

Check # 00001650 - 99985695

| Check | Date | Vendor Number & Name\ Remittance Name | Check Amount | Batch | Source | Stat |
|--|----------|--|--------------|---------|--------|------|
| 10-0101-001-001-00-000-000 Cash -FNB - General Fund | | | | | | |
| 00066921 | 04/26/22 | 4919 MR JOHN | \$130.00 | 4262022 | Comp | R |
| 00066922 | 04/26/22 | 10274 ELIZABETH SALIMBENE | \$315.00 | 4262022 | Comp | O |
| 00066923 | 04/26/22 | 11753 KAREN WONG | \$87.00 | 4262022 | Comp | R |
| 00066924 | 04/26/22 | 109 T.F. CAMPBELL COMPANY | \$4.44 | 4262022 | Comp | R |
| 00066925 | 04/26/22 | 12930 Propel Charter School - Montour | \$1,210.87 | 4262022 | Comp | R |
| 00066926 | 04/26/22 | 12907 PA Virtual Charter School Pennsylvania Virtual Charter School | \$3,845.56 | 4262022 | Comp | R |
| 00066927 | 04/26/22 | 3630 PITNEY BOWES Pitney Bowes Global Financial SVC | \$730.50 | 4262022 | Comp | O |
| 00066928 | 04/26/22 | 12321 RONNIE'S TIRE SERVICE INC | \$85.00 | 4262022 | Comp | O |
| 00066929 | 04/26/22 | 647 SHERWIN-WILLIAMS | \$354.68 | 4262022 | Comp | O |
| 00066930 | 04/26/22 | 9979 STANTON'S SHEET MUSIC | \$399.61 | 4262022 | Comp | R |
| 00066931 | 04/26/22 | 8773 STEEL CITY MOWER & PLOW | \$274.11 | 4262022 | Comp | O |
| 00066932 | 04/26/22 | 11053 STEWART EQUIPMENT SVC INC | \$1,974.38 | 4262022 | Comp | O |
| 00066933 | 04/26/22 | 8185 V-SYSTEMS | \$1,992.47 | 4262022 | Comp | R |
| 00066934 | 04/29/22 | 644 ALCOSE CREDIT UNION | \$1,262.42 | 2 | Comp | O |
| 00066935 | 04/29/22 | 11197 AMERICAN DREAM FUND | \$50.00 | 2 | Comp | O |
| 00066936 | 04/29/22 | 575 KEYSTONE OAKS EDUCATION ASSN | \$14,662.50 | 2 | Comp | O |
| 00066937 | 04/29/22 | 587 KEYSTONE OAKS ESPA-LOCAL | \$675.86 | 2 | Comp | O |
| 00066938 | 04/29/22 | 922 SEIU LOCAL32BJ | \$1,235.00 | 2 | Comp | O |
| 00066939 | 04/29/22 | 14098 ROBIN CESARIO AMY CESARIO | \$111.50 | 4292022 | Comp | O |
| 00066940 | 04/29/22 | 14143 KELLINGTON PROTECTION SERVICE, LLC | \$3,253.15 | 4292022 | Comp | O |
| 00066941 | 04/29/22 | 9130 JOSHUA KIRCHNER | \$29.96 | 4292022 | Comp | O |
| 00066942 | 04/29/22 | 9978 NANCY KRAEMER | \$222.63 | 4292022 | Comp | O |
| 00066943 | 04/29/22 | 14345 DONNA O'TOOLE | \$42.66 | 4292022 | Comp | O |
| 00066944 | 04/29/22 | 14436 SSA GROUP LLC | \$329.40 | 4292022 | Comp | O |
| 00066945 | 04/29/22 | 11255 TOOLS 4 READING TOOLS 4 READING | \$1,375.00 | 4292022 | Comp | O |
| 00066946 | 04/29/22 | 1341 AIU Allegheny Intermediate Unit | \$8,100.00 | 42922 | Comp | O |
| 00066947 | 04/29/22 | 299 BOROUGH OF GREEN TREE | \$1,306.14 | 42922 | Comp | O |
| 00066948 | 04/29/22 | 9203 THE BRADLEY CENTER | \$3,888.50 | 42922 | Comp | O |
| 00066949 | 04/29/22 | 9298 CONSOLIDATED COMMUNICATIONS | \$1,435.49 | 42922 | Comp | O |
| 00066950 | 04/29/22 | 13509 Direct Energy DIRECT ENERGY BUSINESS | \$39.38 | 42922 | Comp | O |
| 00066951 | 04/29/22 | 572 DUQUESNE LIGHT COMPANY DUQUESNE LIGHT COMPANY | \$3,933.77 | 42922 | Comp | O |
| 00066952 | 04/29/22 | 12894 Lincoln Park Performing Arts Charter Sch | \$9,687.01 | 42922 | Comp | O |
| 00066953 | 04/29/22 | 11774 MAIELLO BRUNGO & MAIELLO LLP | \$11,088.91 | 42922 | Comp | O |
| 00066954 | 04/29/22 | 503 PARKWAY WEST CTC | \$20,557.46 | 42922 | Comp | O |
| 00066955 | 04/29/22 | 12631 PEOPLES NATURAL GAS | \$3,603.73 | 42922 | Comp | O |
| 00066956 | 04/29/22 | 9441 PA FBLA Pennsylvania FBLA | \$3,090.00 | 42922 | Comp | O |
| 00066957 | 04/29/22 | 1457 SHASDA SHASDA | \$80.00 | 42922 | Comp | O |
| 00066958 | 04/29/22 | 10935 STAPLES ADVANTAGE STAPLES BUSINESS CREDIT | \$55.90 | 42922 | Comp | O |
| 00066959 | 04/29/22 | 3661 TRIBUNE-REVIEW TRIB TOTAL MEDIA | \$389.75 | 42922 | Comp | O |
| 00066960 | 04/29/22 | 14438 VANDOUGHLAY INDUSTRIES, LLC | \$164.99 | 42922 | Comp | O |

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Keystone Oaks School District
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Check # 00001650 - 99985695

| Check | Date | Vendor Number & Name\ Remittance Name | Check Amount | Batch | Source | Stat |
|-------|------|--|--------------|-------|--------|------|
|-------|------|--|--------------|-------|--------|------|

10-0101-001-001-00-000-000 Cash -FNB - General Fund

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

Balance Sheet 723,673.07

Expenditure 0.00

Revenue 0.00

| | Total | Count | | Total | Count |
|---------------------|--------------|--------------|-----------------------|--------------|--------------|
| Outstanding | 178,580.81 | 59 | Computer Check | 723,673.07 | 201 |
| Reconciled | 545,092.26 | 142 | Hand Check | 0.00 | 0 |
| Stop Payment | 0.00 | 0 | Wire Transfer | 0.00 | 0 |
| Voided | 0.00 | 0 | | | |
| | 723,673.07 | 201 | | 723,673.07 | 201 |

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Time: 08:05:02

Keystone Oaks School District
April 2022 Combined Check Register 2021-2022

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Check Dates 04/01/22 - 04/30/22

Check # 00001650 - 99985695

| Check | Date | Vendor Number & Name\ Remittance Name | Check Amount | Batch | Source | Stat |
|--|----------|--|--------------|---------|--------|------|
| 29-0101-001-000-00-000-000 CASH - FNB ATHLETICS | | | | | | |
| 00003340 | 04/01/22 | 9718 MARK ELPHINSTONE | \$274.93 | 4122 | Comp | R |
| 00003341 | 04/01/22 | 12079 HUDL Hudl | \$1,000.00 | 4122 | Comp | R |
| 00003342 | 04/08/22 | 13706 WASHINGTON COUNTY FAMILY ENTERTAINMENT Washington Co Family Entertainment | \$800.00 | 4822 | Comp | R |
| 00003343 | 04/13/22 | 8134 NEFF COMPANY Jostens | \$19.35 | 41322 | Comp | R |
| 00003344 | 04/13/22 | 2562 PIONEER MANUFACTURING CO | \$1,912.00 | 41322 | Comp | R |
| 00003345 | 04/13/22 | 13211 South Fayette Track/Field Assoc South Fayette Track & Field Assoc. | \$250.00 | 41322 | Comp | O |
| 00003346 | 04/21/22 | 12079 HUDL Hudl | \$1,850.00 | 4212022 | Comp | R |
| 00003347 | 04/22/22 | 14407 ELITE COACH LIMOUSINE, INC. ELITE COACH LIMOUSINE, INC. | \$655.00 | 42222 | Comp | O |
| 00003348 | 04/22/22 | 13706 WASHINGTON COUNTY FAMILY ENTERTAINMENT Washington Co Family Entertainment | \$500.00 | 42222 | Comp | R |
| 00003349 | 04/22/22 | 12691 Universal Sports Ventures LLC BigTeams LLC | \$1,300.00 | 42222 | Comp | R |
| 00003350 | 04/22/22 | 13746 FamilyID, Inc. FamilyID | \$1,295.00 | 42222 | Comp | R |
| 00003351 | 04/22/22 | 2562 PIONEER MANUFACTURING CO | \$696.12 | 42222 | Comp | R |
| 00003352 | 04/29/22 | 11894 NOVA SPORTS | \$199.00 | 4292022 | Comp | O |
| 00003353 | 04/29/22 | 14407 ELITE COACH LIMOUSINE, INC. ELITE COACH LIMOUSINE, INC. | \$327.50 | 42722 | Comp | O |

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

Balance Sheet 11,078.90

Expenditure 0.00

Revenue 0.00

| | Total | Count | | Total | Count |
|---------------------|-----------|-------|-----------------------|-----------|-------|
| Outstanding | 1,431.50 | 4 | Computer Check | 11,078.90 | 14 |
| Reconciled | 9,647.40 | 10 | Hand Check | 0.00 | 0 |
| Stop Payment | 0.00 | 0 | Wire Transfer | 0.00 | 0 |
| Voided | 0.00 | 0 | | | |
| | 11,078.90 | 14 | | 11,078.90 | 14 |

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Time: 08:05:02

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Check Dates 04/01/22 - 04/30/22

Check # 00001650 - 99985695

| Check | Date | Vendor Number & Name\ Remittance Name | Check Amount | Batch | Source | Stat |
|--|----------|--|--------------|-------|--------|------|
| 50-0101-001-000-00-000-000 CASH - FNB Cafeteria | | | | | | |
| 00009637 | 04/06/22 | 14384 Gold Star Foods | \$859.36 | 4622 | Comp | R |
| 00009638 | 04/06/22 | 11725 US FOODS INC | \$28,440.40 | 4622 | Comp | R |
| 00009639 | 04/08/22 | 12071 FIVE STAR REFRIGERATION INC | \$8,147.89 | 4822 | Comp | R |
| 00009640 | 04/22/22 | 14434 BETH BAUER | \$24.00 | 42222 | Comp | R |
| 00009641 | 04/29/22 | 1224 ABCO FIRE PROTECTION INC | \$555.00 | 42922 | Comp | O |
| 00009642 | 04/29/22 | 13919 ALFRED NICKLES BAKERY INC. ALFRED NICKLES BAKERY INC. | \$1,288.96 | 42922 | Comp | O |
| 00009643 | 04/29/22 | 11725 US FOODS INC | \$15,573.67 | 42922 | Comp | O |

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

Balance Sheet 54,889.28**Expenditure** 0.00**Revenue** 0.00

| | Total | Count | | Total | Count |
|---------------------|-----------|-------|-----------------------|-----------|-------|
| Outstanding | 17,417.63 | 3 | Computer Check | 54,889.28 | 7 |
| Reconciled | 37,471.65 | 4 | Hand Check | 0.00 | 0 |
| Stop Payment | 0.00 | 0 | Wire Transfer | 0.00 | 0 |
| Voided | 0.00 | 0 | | | |
| | 54,889.28 | 7 | | 54,889.28 | 7 |