

# BOARD OF SCHOOL DIRECTORS

**WORK SESSION**  
**TUESDAY, AUGUST 8, 2023**  
**7:00 PM**

## *MINUTES*

### Call to Order

President Theresa Lydon called the meeting to order at 7:03 p.m.

### Pledge

The meeting opened with the pledge to the flag.

### Attendance

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

Ms. Evans, Mr. Hill and Mr. Raso were absent.

### Board President's Report

#### **BOARD PRESIDENT'S REPORT – Mrs. Theresa Lydon**

The following action items will be considered at the August 15, 2023 Business/Legislative Meeting:

#### **BOARD ACTION REQUESTED**

### Board Minutes

#### **BOARD MINUTES**

It is recommended that the Board approve the Work Session Minutes of June 13, 2023 and the Business/Legislative Minutes of June 20, 2023.

#### **FOR INFORMATION ONLY**

- Parkway West Career and Technology Center Report *Mrs. Annie Shaw*
- SHASDA Report *Mr. Santo Raso*
- PSBA/Legislative Report *Mrs. Theresa Lydon*
  - Voting delegated for PSBA.
  - Budget Passed
- News from the Boroughs

Executive Session	<p><b>Executive Session</b> – There was no Executive Session prior to this evening’s Work Session,.</p>
Superintendent’s Report	<p><b>SUPERINTENDENT REPORT – Dr. William P. Stropkaj</b></p> <p>The following action items will be considered at the August 15, 2023 Business/Legislative Meeting:</p> <p><b><u>BOARD ACTION REQUESTED</u></b></p>
Policy 107.2	<p><b>SECOND READING POLICY 107.2: COURSE SYLLABI</b></p> <p>It is recommended that the Board approve the SECOND READING of Policy 107.2: <i>Course Syllabi</i>.</p>
Policy 150	<p><b>SECOND READING POLICY 150: TITLE I – COMPARABILITY OF SERVICES</b></p> <p>It is recommended that the Board approve the SECOND READING of Policy 150: <i>Comparability of Services</i>.</p>
Policy 218.3	<p><b>SECOND READING POLICY 218.3: DISCIPLINE OF STUDENT CONVICTED/ADJUDICATED OF SEXUAL ASSAULT</b></p> <p>It is recommended that the Board approve the SECOND READING of Policy 218.3: <i>Discipline of Student Convicted/Adjudicated of Sexual Assault</i>.</p>
Policy 810.1	<p><b>SECOND READING POLICY 810.1: SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</b></p> <p>It is recommended that the Board approve the SECOND READING of Policy 810.1: <i>School Bus Drivers and School Commercial Vehicle Drivers</i>.</p>
Policy 810.3	<p><b>SECOND READING POLICY 810.3: SCHOOL VEHICLE DRIVERS</b></p> <p>It is recommended that the Board approve the SECOND READING of Policy 810.3: <i>School Vehicle Drivers</i>.</p>
Policy 903	<p><b>SECOND READING POLICY 903: PUBLIC PARTICIPATION IN BOARD MEETINGS</b></p> <p>It is recommended that the Board approve the SECOND READING of Policy 903: <i>Public Participation in Board Meetings</i>.</p>
Policy 916	<p><b>SECOND READING POLICY 916: VOLUNTEERS</b></p> <p>It is recommended that the Board approve the SECOND READING of Policy 916: <i>Volunteers</i>.</p>
Abolish Policies	<p><b>ABOLISHMENT OF POLICY</b></p> <p>It is recommended that the Board approve the abolishment of the following Policy:</p>

Policy 255: *Educational Stability for Children in Foster Care*

PD

**PROFESSIONAL DEVELOPMENT**

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

**Dr. William P. Stropkaj** National Conference on Education \$7,800.00 (total for both)  
**Mr. Joseph A. Kubiak** Presented by AASA  
San Diego, California  
February 15 – 17, 2024

For Information Only

The Grable Foundation will be covering \$5,000.00 of the cost of the AASA National Conference on Education for Dr. Stropkaj and Mr. Kubiak. Total District funds requested is \$2,800.00.

- Dr. Stropkaj went into detail about all of the work that the Grable Foundation has done and how they are helping the District move in a new direction.

Education Report

**EDUCATION REPORT – Mrs. Tamara Donahue**

The following action items will be considered at the August 15, 2023 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

Title I Non-Public

**TITLE I NON-PUBLIC SCHOOL AGREEMENT BETWEEN KEYSTONE OAKS SCHOOL DISTRICT AND THE ALLEGHENY INTERMEDIATE UNIT**

It is recommended that the Board approve the Agreement between Keystone Oaks School District and the Allegheny Intermediate Unit in the amount of \$7,199.00 for Non-Public Title I Instructional Services for the Diocese of Pittsburgh Schools and in the amount of \$7,199.00 for Non-Public Title I Instructional Services for South Hills Catholic Academy.

For Information Only

These funds are the required non-public shares of the district's allocation.

Title IIA

**TITLE IIA NON-PUBLIC SCHOOL AGREEMENT BETWEEN KEYSTONE OAKS SCHOOL DISTRICT AND THE ALLEGHENY INTERMEDIATE UNIT**

It is recommended that the Board approve the agreement between Keystone Oaks School District and the Allegheny Intermediate Unit in the amount of \$6,383.60 for Title IIA Non-Public School Professional Development Services for the Diocese of Pittsburgh.

For Information Only

	<p>These funds are the required non-public shares of the District’s allocation.</p>
<b>Pupil Personnel Report</b>	<p><b>PUPIL PERSONNEL REPORT – Dr. William P. Stropkaj</b></p> <p>The following action items will be considered at the August 15, 2023 Business/Legislative Meeting:</p> <p><b><u>BOARD ACTION REQUESTED</u></b></p>
<b>2023/2024 LEA Agreement</b>	<p><b>2023/2024 LOCAL EDUCATION AGENCY LETTER OF AGREEMENT</b></p> <p>It is recommended that the Board approve the Pennsylvania’s Education for Children and Youth Experiencing Homelessness (ECYEH) Program Roles and Responsibilities Letter of Agreement.</p>
<b>Watson Institute</b>	<p><b>THE WATSON INSTITUTE SERVICE AGREEMENT</b></p> <p>It is recommended that the Board approve the Service Agreement between The Watson Institute and the Keystone Oaks School District for the 2023/2024 school year.</p>
<b>Addendum to Agreement</b>	<p><b>ADDENDUM TO THE SCHOOL SERVICES AGREEMENT</b></p> <p>It is recommended that the Board approve the Addendum to the School Services Agreement between Associated Occupational Therapists, Inc. and the Keystone Oaks School District to add Physical Therapy Services.</p>
<b>Wesley Schools</b>	<p><b>WESLEY SCHOOLS – EXTENDED SCHOOL YEAR 2023</b></p> <p>It is recommended that the Board approve the Enrollment Agreement between Wesley Schools Extended School Year 2023 and the Keystone Oaks School District.</p> <p><u>For Information Only</u></p> <p>Three (3) District students participated in the Extended School Year 2023 at Wesley Schools.</p>
<b>The Bradley Center</b>	<p><b>THE BRADLEY CENTER</b></p> <p>It is recommended that the Board approve the 2023/2024 Agreement for Educational Services Agreement between the Bradley Center and the Keystone Oaks School District.</p>
<b>ACLD</b>	<p><b>ACLD TILLOTSON SCHOOL</b></p> <p>It is recommended that the Board approve the Service Agreement between ACLD Tillotson School and the Keystone Oaks School District for the 2023/2024 school year.</p>
<b>Communications Report</b>	<p><b>COMMUNICATIONS REPORT – Ms. Raeann Lindsey</b></p> <p>The following action items will be considered at the August 15, 2023 Business/Legislative Meeting:</p>

Redford Photography

## **BOARD ACTION REQUESTED**

### **REDFORD PHOTOGRAPHY**

It is recommended that the Board approve Redford Photography as the Keystone Oaks School District portrait photographer for the 2023/2024 and 2024/2025 school years.

- Am discussion was had regarding Redford Photography.

Vizion Media

### **VIZION MEDIA**

It is recommended that the Board approve the contract with Vizion Media Photography for the 2023-2024 school year. The cost of the contract is \$10,500 and will include professional photography services for approximately 40 elementary, middle and high school events as well as a training/internship program for students to receive professional photography training. Photos will be provided to all yearbook sponsors and to district administration to use for public relations purposes.

Personnel Report

### **PERSONNEL REPORT – Mrs. Theresa Lydon**

The following action items will be considered at the August 15, 2023 Business/Legislative Meeting:

## **BOARD ACTION REQUESTED**

Resignations

### **RESIGNATIONS**

It is recommended that the Board accept the following resignations:

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
<b>Jennifer Freese</b>	Secretary – Accounts Payable/Athletics	August 4, 2023
<b>Matthew Richert</b>	Teacher – Special Education – HS	August 7, 2023
<b>Samantha Sekanik</b>	Teacher – Special Education	August 1, 2023
<b>Denise Tunney</b>	Paraprofessional – Dormont Elementary	August 18, 2023

Appointments

### **APPOINTMENTS**

#### **1. Professional Employees**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, the Administration recommends the employment of:

**Carly Bindas**

Teacher – Special Education - Aiken  
Effective – August 21, 2023  
Salary- \$56,500.00 (M, Step 7)

**Brandi Forster**

Teacher – ESL (Districtwide)  
Effective – August 21, 2023  
Salary - \$48,000.00 (B, Step 2)

**Steven Hrvatin**

Teacher – Special Education - Dormont  
Effective – August 21, 2023  
Salary – \$60,500.00 (B+24, Step 10)

**Morgan Metzger**

School Psychologist (Districtwide)  
Effective – August 21, 2023  
Salary- \$52,500.00 (M+24, Step 4)

**Emily Milbert**

Teacher – Gifted  
Effective – August 21, 2023  
Salary – \$49,500.00 (B+24, Step 3)

**Kaleigh Ruggiero**

Teacher – Special Education – Myrtle  
Effective – August 21, 2023  
Salary – \$53,500.00 (M, Step 5)

**2. Secretary**

In compliance with *The Keystone Oaks Educational Support Personnel Association/PSEA/NEA 2022-2025*, it is recommended that the Board approve the employment of:

**Marlo Marasco**

Secretary to the Director of Pupil Services  
Effective – July 31, 2023  
Salary - \$36,810.00 (pro-rated)

**3. Paraprofessionals**

In compliance with *The Keystone Oaks Educational Support Personnel Association/PSEA/NEA 2022-2025*, it is recommended that the Board approve the employment of:

**Robyn Romfola**

Paraprofessional – Dormont

Effective – August 21, 2023  
Salary – \$15.34/per hour

**Victoria Salemmme**

Paraprofessional – Aiken  
Effective – August 21, 2023  
Salary – \$15.34/per hour

**Zachary Smith**

Paraprofessional – Aiken  
Effective – August 21, 2023  
Salary – \$15.34/per hour

**4. Custodians**

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

**Michael Jancy**

Custodian  
Effective – July 14, 2023  
Salary - \$31,101.34

**Michael McCombs**

Custodian  
Effective – July 14, 2023  
Salary - \$31,101.34

**5. Long Term Substitute**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the employment of the following long term substitute:

**Kathryn Robinson**

Teacher – English – High School  
Effective – August 21, 2023 (First Semester of the 2023/2024 school year)  
Salary - \$47,000.00 (B, Step 1)

**6. Food Service Personnel**

It is recommended that the Board approve the following individuals as Food Service employees for the 2023/2024 school year:

<u>Name</u>	<u>Hourly Wage</u>
Beth Arch	\$13.00

Bridgette Battung	\$13.39
Ryan Briggs	\$21.56
Dahlia Burke-Johnson	\$13.39
Dolores Colaizzi	\$13.65
Christina Conn	\$15.97
Vivian Donato	\$13.00
Lyssa Glaze	\$14.16
Betsy Guiffre	\$13.00
Amanda Henry	\$13.39
Melanie Kessler	\$15.97
Barbara Maide	\$14.42
Irene Massawe	\$13.00
Christine Mills	\$13.39
Monique Nowacki	\$13.39
Nicole Paris	\$13.39
Susan Pavlik	\$16.48
Barb Routh	\$14.42
Stephanie Rupp	\$14.94
Elena Shefler	\$13.39
Michelle Stepein	\$13.00
Jodi Uhron	\$14.94
Jon Voyer	\$13.39

## 7. Approval of Activity Stipends

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the following individuals for the 2023/2024 school year:

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
<b>Basketball, Girls (V)</b>	Head Coach	<b>James Feeney</b>	\$6,500.00
	Assistant	<b>Mike Orosz</b>	\$3,250.00
<b>Marching Band</b>	Assistant	<b>Kamran Mian</b>	\$4,250.00
	Assistant	<b>Megan Bonenberger</b>	\$4,250.00
	Assistant	<b>Richard Smith</b>	\$4,250.00

## GRADE LEVEL/DEPARTMENT LEADERS 2023/2024 SCHOOL YEAR

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the following individuals be approved for the 2023/2024 school year:

<u>Grade Level/Department Leader</u>	<u>Name</u>	<u>Compensation</u>
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Kindergarten	<b>Mary Poe</b>	\$2,250.00
First	<b>Kellie Dawson</b>	\$2,250.00
Second	<b>Shannan Turner</b>	\$2,250.00
Third	<b>Jamie Barbin</b>	\$2,250.00
Fourth English/Language Arts and Social Studies	<b>Jennifer Harke</b>	\$2,250.00
Fourth Mathematics and Science	<b>Kristie Rosgone</b>	\$2,250.00
Fifth English/Language Arts and Social Studies	<b>Jennifer Harke</b>	\$2,250.00
Fifth Mathematics and Science	<b>Kristie Rosgone</b>	\$2,250.00
Middle School English/Language Arts	<b>Lisa McMahon</b>	\$2,250.00
Middle School Mathematics	<b>Pat Falsetti</b>	\$2,250.00
English 9 - 12	<b>Jennifer Bogdanski</b>	\$2,250.00
Mathematics 9 - 12	<b>Kevin Gallagher</b>	\$2,250.00
Science 6 - 12	<b>Tricia Kreitzer</b>	\$2,250.00
Social Studies/Secondary ESL 6 – 12	<b>Mark Kopper</b>	\$2,250.00
Special Education K – 5	<b>Megan Disher</b>	\$2,250.00
Special Education 6 – 8	<b>Adam Brown</b>	\$2,250.00
Special Education 9 – 12	<b>Michael Orsi</b>	\$2,250.00
STEAM/Computer and Data Science/ Technology Education K - 12	<b>Kevin Gallagher</b>	\$2,250.00
Humanities (Art and Music) K -12	<b>Rob Naser</b>	\$2,250.00
Wellness (Physical Education and Family Consumer Science) K - 12	<b>Steve McCormick</b>	\$2,250.00
Library/Career Advisor/Business/ World Language K – 12	<b>Allyson Hepler</b>	\$2,250.00
Student Services (Counselors/ Psychologists/Nurses/Mental Health Therapists) K - 12	<b>Heather Hardy</b>	\$1,125.00
	<b>Stephen Hope</b>	\$1,125.00

#### Tenure – August

#### TENURE - AUGUST

It is recommended that the Board recognize the following individuals as having completed the requirements according to the Commonwealth of Pennsylvania and achieving tenure on August 24, 2023 with a Professional Contract:

<b>Megan Disher</b>	Dormont
<b>Pamela Gianoglio</b>	High School

<p>Tenure – September</p>	<p><b>TENURE - SEPTEMBER</b></p> <p>It is recommended that the Board recognize the following individuals as having completed the requirements according to the Commonwealth of Pennsylvania and achieving tenure on September 1, 2023 with a Professional Contract:</p> <table> <tr> <td><b>Richelle Davis</b></td><td>Myrtle</td></tr> <tr> <td><b>Georgia Athans</b></td><td>Aiken</td></tr> </table>	<b>Richelle Davis</b>	Myrtle	<b>Georgia Athans</b>	Aiken						
<b>Richelle Davis</b>	Myrtle										
<b>Georgia Athans</b>	Aiken										
<p>FMLA</p>	<p><b>FAMILY AND MEDICAL LEAVE</b></p> <p>It is recommended that the Board approve the following individual for Family and Medical Leave:</p> <p>Employee #4872 – August 21, 2023 – November 14, 2023</p>										
<p>Finance Report</p>	<p><b>FINANCE REPORT – Mr. Nafis Hill</b></p> <p>The following action items will be considered at the August 15, 2023 Business/Legislative Meeting:</p> <p><b><u>BOARD ACTION REQUESTED</u></b></p>										
<p>Accounts Payable</p>	<p><b>ACCOUNTS PAYABLE APPROVAL LISTS THROUGH JUNE 30, 2023</b></p> <p>The Administration recommends approval of the following Accounts Payable lists as presented in the <i>Finance Package</i>:</p> <table> <tr> <td>A. General Fund as of June 30, 2023 (Check No. 69686-69867)</td><td>\$867,147.41</td></tr> <tr> <td>B. Food Service Fund as of June 30, 2023 (Check No. 9754-9758)</td><td>\$17,878.00</td></tr> <tr> <td>C. Athletics as of June 30, 2023 (Check No. 3448-3455)</td><td>\$13,630.78</td></tr> <tr> <td>D. Capital Reserve as of June 30, 2023 (None)</td><td>\$0.00</td></tr> <tr> <td><b>TOTAL</b></td><td><b>\$898,656.19</b></td></tr> </table>	A. General Fund as of June 30, 2023 (Check No. 69686-69867)	\$867,147.41	B. Food Service Fund as of June 30, 2023 (Check No. 9754-9758)	\$17,878.00	C. Athletics as of June 30, 2023 (Check No. 3448-3455)	\$13,630.78	D. Capital Reserve as of June 30, 2023 (None)	\$0.00	<b>TOTAL</b>	<b>\$898,656.19</b>
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<b>TOTAL</b>	<b>\$898,656.19</b>										
<p>Accounts Payable</p>	<p><b>ACCOUNTS PAYABLE APPROVAL LISTS THROUGH JULY 31, 2023</b></p> <p>The Administration recommends approval of the following Accounts Payable lists as presented in the <i>Finance Package</i>:</p> <table> <tr> <td>A. General Fund as of July 31, 2023 (Check No. 69868-70085)</td><td>\$1,309,695.88</td></tr> <tr> <td>B. Food Service Fund as of July 31, 2023 (Check No. 9759-9762)</td><td>\$5,869.10</td></tr> <tr> <td>C. Athletics as of July 31, 2023 (Check No. 3456-3464)</td><td>\$6,066.31</td></tr> <tr> <td>D. Capital Reserve as of July 31, 2023 (None)</td><td>\$0.00</td></tr> </table>	A. General Fund as of July 31, 2023 (Check No. 69868-70085)	\$1,309,695.88	B. Food Service Fund as of July 31, 2023 (Check No. 9759-9762)	\$5,869.10	C. Athletics as of July 31, 2023 (Check No. 3456-3464)	\$6,066.31	D. Capital Reserve as of July 31, 2023 (None)	\$0.00		
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C. Athletics as of July 31, 2023 (Check No. 3456-3464)	\$6,066.31										
D. Capital Reserve as of July 31, 2023 (None)	\$0.00										

**TOTAL      \$1,321,631.29**

**FOR INFORMATION ONLY**

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

ACCT	DESCRIPTION	2022-2023 BUDGET TOTAL	2022-2023 12 MONTH JUNE/ACTUAL	MONTH END + ESTIMATE PROJECTION	OVER (UNDER) BUDGET
<b>Revenue</b>					
6000	Local Revenue Sources	\$ 32,605,235	\$ 34,607,388	\$ 34,657,388	\$ 2,052,153
7000	State Revenue Sources	\$ 12,384,162	\$ 12,972,597	\$ 13,002,597	\$ 618,435
8000	Federal Revenue Sources	\$ 3,179,907	\$ 1,803,281	\$ 3,185,549	\$ 5,642
<b>Total Revenue</b>		<b>\$ 48,169,304</b>	<b>\$ 49,383,266</b>	<b>\$ 50,845,535</b>	<b>\$ 2,676,231</b>
					<b>(OVER) UNDER BUDGET</b>
<b>Expenditures</b>					
100	Salaries	\$ 18,900,284	\$ 16,773,821	\$ 18,891,536	\$ 8,748
200	Benefits	\$ 12,181,398	\$ 10,405,601	\$ 12,081,571	\$ 99,827
300	Professional/Technical Services	\$ 2,074,087	\$ 1,922,380	\$ 1,988,975	\$ 85,112
400	Property Services	\$ 1,303,987	\$ 1,329,079	\$ 1,332,717	\$ (28,730)
500	Other Services	\$ 5,494,138	\$ 5,024,103	\$ 5,457,262	\$ 36,876
600	Supplies/Books	\$ 1,664,642	\$ 1,729,565	\$ 1,774,032	\$ (109,390)
700	Equipment/Property	\$ 463,355	\$ 547,528	\$ 550,528	\$ (87,173)
800	Other Objects	\$ 225,450	\$ 204,240	\$ 216,190	\$ 9,260
900	Other Financial Uses	\$ 6,155,158	\$ 6,961,397	\$ 7,207,725	\$ (1,052,567)
<b>Total Expenditures</b>		<b>\$ 48,462,499</b>	<b>\$ 44,897,714</b>	<b>\$ 49,500,536</b>	<b>\$ (1,038,037)</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ (293,195)</b>	<b>\$ 4,485,552</b>	<b>\$ 1,344,999</b>	<b>\$ 1,638,194</b>
<b>Other Financing Sources/(Uses)</b>					
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -	\$ -

## II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF JULY 31, 2023

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 07/01/2023	\$ 213,848.78	\$ 6,091.99
Deposits	\$ 163.08	\$ 3.34
Subtotal	\$ 214,011.86	\$ 6,095.33
Expenditures	\$ -	\$ 1,175.00
Cash Balance - 07/31/2023	\$ 214,011.86	\$ 4,920.33

## III. BANK BALANCES

### BANK BALANCES PER STATEMENT AS OF JULY 31, 2023

	BALANCE
<b>GENERAL FUND</b>	
FNB BANK	\$ 1,365,345
PAYROLL (pass-thru account)	\$ 6,316
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 4,920
PLGIT	\$ 7,470,978
FNB MONEY MARKET	\$ 1,633,580
PSDLAF	\$ 169,042
INVEST PROGRAM	\$ 188,898
OTHER POST-EMPLOYMENT BENEFITS	\$ 2,058,575
COMPENSATED ABSENCES	\$ 446,147
	<b>\$ 13,343,801</b>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 956,328
PLGIT	\$ 1,046,915
	<b>\$ 2,003,243</b>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 42,806
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 836
	<b>\$ 43,642</b>
<b>GRAND TOTAL</b>	<b>\$ 15,390,686</b>

**Buildings, Grounds & Transportation Report**

**BUILDINGS, GROUNDS & TRANSPORTATION REPORT – Mr. Santo Raso**

The following action items will be considered at the August 15, 2023 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Change Order – Tennis Courts**

**CHANGE ORDER – TENNIS COURTS**

It is recommended that the Board retroactively approve Change Order #1 dated July 26, 2023 between AstroTurf Corporation and the Keystone Oaks School District in the amount of \$41,176.00.

- A discussion was had regarding the Change Order for the Tennis Courts.
- Mr. Kubiak gave an update on current projects.

**Adjournment**

**ADJOURNMENT**

On the motion of Ms. Lindsey, seconded by Mrs. Donahue, the meeting was adjourned at 7:30 p.m.

*Motion passed 6-0*

Respectfully submitted,

Joseph A. Kubiak  
Board Secretary

Maureen S. Myers  
Assistant Board Secretary

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 107.2

Section PROGRAMS

Title COURSE SYLLABI

Adopted AUGUST 21, 1989

Last Revised APRIL 18, 2017;  
FEBRUARY 16, 1998

POLICY NO. 107.2 COURSE SYLLABI		
Section 1	<p><b><u>Purpose</u></b></p> <p>A syllabus shall be prepared for each course of study adopted by the Board in order to direct and assist the professional staff, the students and <del>persons in parental relation</del> <u>parents/guardians</u> toward the attainment of objectives sought by that course of study.</p>	
Section 2	<p><b><u>Guidelines</u></b></p> <p>Each course syllabus shall contain, as appropriate to the course of study:</p> <ol style="list-style-type: none"><li>A written statement of goals to be achieved by students.</li><li>Overview of significant instructional units and/or projects.</li><li>Supplies/materials needed, including name of any textbook(s).</li><li>Homework expectations.</li><li>Special experiences, such as field trips.</li><li>Procedures for student assessment.</li><li>Teacher contact information.</li></ol>	

	<p style="text-align: center;"><b>POLICY NO. 107.2</b> <b>COURSE SYLLABI</b></p> <p>h. District's mission statement.</p> <p>Each course syllabus shall be construed as providing a basic framework for the course of study. Within this framework, each teacher shall follow the course syllabus to best meet the needs of students as designed.</p> <p>All course syllabi must be completed by the last in-service day prior to the first day of school and submitted to the <del>Director of Curriculum, Instruction, Assessment, and Staff Development</del> Assistant to the Superintendent for Student Achievement.</p>	
<b>Section 3</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee shall facilitate the preparation of course syllabi by teachers and shall develop a plan for such preparation which includes:</p> <ol style="list-style-type: none"> <li>a. The participation of appropriate staff members and resource personnel.</li> <li>b. Continuing research in instructional methods, materials, activities and state and national standards.</li> <li>c. Systematic review of all syllabi to ensure their continuing usefulness in achieving established goals.</li> <li>d. A system of administrative review to ensure that syllabi are being followed by teaching staff members to the degree of conformity desired.</li> </ol> <p>Copies of all current syllabi shall be kept electronically by the <del>Director of Curriculum, Instruction, Assessment, and Staff Development</del> Assistant to the Superintendent for Student Achievement and <del>on the district website</del> posted in each teacher's Google Classroom or a similar platform.</p> <p>Previously Revised: April 18, 2017; February 16, 1998</p>	

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 150

Section PROGRAMS

Title TITLE I – COMPARABILITY OF SERVICES

Adopted MAY 22, 2018

Last Revised \_\_\_\_\_

POLICY NO. 150 TITLE I – COMPARABILITY OF SERVICES		
Section 1	<p><b><u>Purpose</u></b></p> <p>The equivalent distribution of district resources is one means the District shall use to ensure all students receive a quality education. This policy demonstrates the district's commitment to ensure that no discrimination occurs in the distribution of resources funded by state and local sources, regardless of the receipt of federal funds.</p>	
Section 2	<p><b><u>Authority</u></b></p> <p>The Board directs that each district school receiving Title I funds must use state and local funds to provide services that, taken as a whole, are at least comparable to services in those schools in the District that do not receive Title I funds.</p> <p>If all schools in the District receive Title I funds, the Board directs that state and local funds shall be used to provide services that, taken as a whole, are substantially comparable in each school.</p> <p>The Board acknowledges that comparability of services may be measured on a grade-span by grade-span basis or a school-by-school basis <del>using the current formula provided by the Bureau of Federal Programs of the PA Department of Education.</del></p>	<p>20 U.S.C. 6321</p> <p>20 U.S.C. 6321</p>



	<p style="text-align: center;"><b>POLICY NO. 150</b>  <b>TITLE I – COMPARABILITY OF SERVICES</b></p>	
<b>Section 3</b>	<p><b><u>Definition</u></b></p> <p>For purposes of this policy, <b>grade span</b> is defined as a similar two-grade span difference or less. For example, a grade span of K-2 to K-4, not a grade span of K-2 to K-5.</p>	
<b>Section 4</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>If the District has more than one (1) building per grade span, the Federal Programs Coordinator shall complete a Detailed School Data Sheet. Regardless of buildings per grade span, the Federal Programs Coordinator shall annually complete a Comparability Assurance Form to provide written assurance of equivalence among schools in regards to services, including the provision of curriculum materials; instructional supplies; and teachers, administrators and other staff.</p>	
<b>Section 5</b>	<p><b><u>Guidelines</u></b></p> <p><a href="#"><u>Allowable Exclusions</u></a></p> <p>For the purposes of determining comparability, the District may exclude:</p> <ol style="list-style-type: none"> <li>1. State and local funds expended for language instruction education programs.</li> <li>2. Excess costs associated with providing services to students with disabilities.</li> <li>3. <del>Unpredictable</del><del>Unexpected</del> changes in enrollment or personnel assignments occurring after the beginning of the school year.</li> <li>4. Other expenditures from supplemental state or local funds consistent with the intent of Title I.</li> </ol> <p><a href="#"><u>Complaints</u></a></p> <p>Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Board policy.</p>	<p><a href="#">20 U.S.C. 6321</a></p> <p>Pol. 140</p> <p>Pol. 103.1, 113, 114</p> <p>Pol. 906, <del>906.1</del></p>

	<p style="text-align: center;"><b>POLICY NO. 150</b> <b>TITLE I – COMPARABILITY OF SERVICES</b></p> <p>References:</p> <p>Elementary and Secondary Education Act – 20 U.S.C. <a href="#">Sec.</a> 6321</p> <p>Board Policy – 103.1, 113, 114, 140, 906,<del>906.1</del></p>	
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# Policy Guide

Policy No. 218.3Section PUPILSTitle DISCIPLINE OF STUDENT  
CONVICTED/ADJUDICATED  
OF SEXUAL ASSAULT

Adopted \_\_\_\_\_

Last Revised \_\_\_\_\_

POLICY NO. 218.3 DISCIPLINE OF STUDENT CONVICTED/ADJUDICATED OF SEXUAL ASSAULT		
Section 1	<p><b><u>Purpose</u></b></p> <p>The Board recognizes the importance of a safe school environment for students who are victims of sexual assault. This policy addresses disciplinary requirements for a student convicted or adjudicated delinquent of sexual assault upon another district student.</p>	SC 1318.1
Section 2	<p><b><u>Definitions</u></b></p> <p><b>Conviction</b> – means the finding of guilty by a judge or a jury or the entry of a plea of guilty or nolo contendere for sexual assault whether or not judgment of sentence has been imposed.</p> <p><b>School setting</b> – means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.</p> <p><b>School-sponsored activity</b> – means any assemblies, field trips, class trips, graduation ceremonies, athletics, extracurricular activities, clubs, groups, teams or any activities sponsored, held or approved by the District.</p> <p><b>Sexual assault</b> – means any of the following offenses:</p> <ol style="list-style-type: none"> <li>1. Rape.</li> </ol>	<p>SC 1318.1</p> <p>SC 1318.1</p> <p>SC 1318.1</p> <p>SC 1318.1</p> <p>18 Pa. C.S.A. 3121</p>

	<p style="text-align: center;"><b>POLICY NO. 218.3</b>  <b>DISCIPLINE OF STUDENT</b>  <b>CONVICTED/ADJUDICATED OF SEXUAL ASSAULT</b></p>	
	<p>2. Statutory sexual assault.</p>	18 Pa. C.S.A. 3122.1
	<p>3. Involuntary deviate sexual intercourse.</p>	18 Pa. C.S.A. 3123
	<p>4. Sexual assault.</p>	18 Pa. C.S.A. 3124.1
	<p>5. Aggravated indecent assault.</p>	18 Pa. C.S.A. 3125
	<p>6. Indecent assault.</p>	18 Pa. C.S.A. 3126
<b>Section 3</b>	<p><b><u>Authority</u></b></p> <p>The Board shall comply with the disciplinary requirements established by state law regarding students who have been convicted or adjudicated delinquent of sexual assault upon another student enrolled in this District, regardless of whether the sexual assault took place inside or outside of the school setting.</p>	<p>SC 1318.1  Pol. 218, 233</p>
<b>Section 4</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>A student, or the person in parental relation of the student, who is convicted of sexual assault upon another student enrolled in this District shall be required to notify the Superintendent or designee of the conviction no later than seventy-two (72) hours after the conviction.</p> <p>Upon report of a conviction or adjudication of sexual assault upon a district student, the Superintendent or designee shall take one (1) of the following actions against the convicted or adjudicated student:</p>	<p>SC 1318.1</p>
	<p>1. Recommend that the Board expel the student, in accordance with law and Board policy.</p>	Pol. 233
	<p>2. Transfer the student to an alternative education program.</p>	
	<p>3. Reassign the student to another school or educational program within the District.</p>	

<p><b>Section 5</b></p>	<p style="text-align: center;"><b>POLICY NO. 218.3 DISCIPLINE OF STUDENT CONVICTED/ADJUDICATED OF SEXUAL ASSAULT</b></p> <p>If the convicted or adjudicated student has already been expelled, transferred or reassigned, or if the victim does not attend the same school, no additional action regarding expulsion, transfer or reassignment is required by the District. Although action is not required, the District maintains the authority to make an alternative assignment or provide alternative educational services during or after an expulsion at the discretion of the Superintendent or designee.</p> <p>Upon report of a conviction or adjudication of sexual assault upon a district student that occurred in the school setting, the Superintendent or designee shall notify the Title IX Coordinator to determine whether the incident has been addressed in accordance with applicable Board policy.</p> <p><b><u>Guidelines</u></b></p> <p>In the case of a student with a disability, including a student for whom an evaluation is pending, prior to implementing any disciplinary removal or considering a change of placement for the student, the district shall coordinate with the student's Individualized Education Program (IEP) team and take all steps required to comply with state and federal laws and regulations, and Board policies.</p> <p>The District shall ensure that the convicted or adjudicated student is prohibited from taking part in the following activities at the same time as the victim:</p> <ol style="list-style-type: none"> <li>1. Being educated in the same school building.</li> <li>2. Being transported on the same school vehicle.</li> <li>3. Participating in the same school-sponsored activity.</li> </ol> <p><b><u>Return of Student to School</u></b></p> <p>The District may return the student who is expelled, transferred or reassigned, to the student's originally assigned school if one (1) of the following circumstances occur:</p> <ol style="list-style-type: none"> <li>1. The victim is no longer enrolled in the District.</li> </ol>	<p>SC 1318.1</p> <p>Pol. 103, 252</p> <p>SC 1318.1 20 U.S.C. 1400 et seq 34 CFR Part 300 Pol. 103.1, 113.1, 113.2, 113.3</p> <p>SC 1318.1</p> <p>SC 1318.1</p>
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	<p style="text-align: center;"><b>POLICY NO. 218.3</b>  <b>DISCIPLINE OF STUDENT</b>  <b>CONVICTED/ADJUDICATED OF SEXUAL ASSAULT</b></p> <p>2. The conviction or adjudication has been reversed and is not pending appeal.</p> <p><u>Transfer Students</u></p> <p>When the District receives a student who transfers from a public or private school during or after an expulsion period for an act or offense involving a sexual assault conviction or adjudication, the District may assign that student to an alternative assignment or may provide alternative education services.</p> <p>References:</p> <p>PA School Code – 24 P.S. Sec. 1318.1</p> <p>PA Crimes and Offenses – 18 Pa. C.S.A. Sec. 3121, 3122.1, 3123, 3124.4, 3125, 3126</p> <p>Education of Individuals with Disabilities– 20 U.S.C. Sec. 1400 et seq</p> <p>Assistance to States for Education of Children with Disabilities – 34 CFR Part 300</p> <p>Board Policy – Pol. 103, 103.1, 113.1, 113.2, 113.3, 200, 218, 233, 252</p>	<p>SC 1318.1  Pol. 200</p>
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KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 810.1

Section OPERATIONS

Title SCHOOL BUS DRIVERS  
AND SCHOOL COMMERCIAL  
VEHICLE DRIVERS

Adopted OCTOBER 22, 2019

Last Revised \_\_\_\_\_

	<p style="text-align: center;"><b>POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</b></p>	
Section 1	<p><b><u>Purpose</u></b></p> <p>The Board recognizes that an employee must be fit to operate a school bus and commercial motor vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.</p>	
Section 2	<p><b><u>Definitions</u></b></p> <p>The following words and phrases, when used in this policy, shall have the meaning given to them in this section:</p> <p>A <b>covered driver</b> shall include any district employee who drives, operates or is in the actual physical control or movement of a school bus or a commercial motor vehicle owned, leased or operated by the School District. The term includes drivers and mechanics who operate such vehicles, including full-time, regularly employed individuals; leased drivers; and independent owner-operator contractors who are directly employed by or under lease to the district or who operate a bus or commercial motor vehicle owned or leased by the District.</p> <p><b>Commercial motor vehicle</b> - a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:</p>	<p>49 CFR 382.107</p> <p>49 CFR 382.107</p>

	<p style="text-align: center;"><b>POLICY NO. 810.1</b>  <b>SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</b></p> <ol style="list-style-type: none"> <li>1. Has a gross combination weight rating or gross combination weight of 26,001 or more pounds, whichever is greater, inclusive of towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater;</li> <li>2. Has a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds, whichever is greater;</li> <li>3. Is designed to transport sixteen (16) or more passengers, including the driver; or</li> <li>4. Is transporting hazardous materials and is required to be placarded.</li> </ol> <p><b>Driving</b> – operating a commercial motor vehicle or motor carrier vehicle on a highway, with the motor running, including while the commercial motor vehicle or motor carrier vehicle is temporarily stationary because of traffic, a traffic control device or other momentary delay. The term does not include operating a commercial motor vehicle or motor carrier vehicle with or without the motor running if the driver moved the vehicle to the side of or off of a highway and halted in a location where the vehicle can safely remain stationary.</p> <p><b>Electronic device</b> – an electronic device includes, but is not limited to, a cellular telephone, personal digital assistant, pager, computer or any other device used to input, write, send, receive or read text.</p> <p><b>Mobile telephone</b> – a mobile communication device which uses a commercial mobile radio service.</p> <p><b>Safety-sensitive functions</b> include all on-duty functions performed from the time a driver begins work or is required to be ready to work until s/he is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; and performing other requirements related to accidents.</p>	<p>49 CFR 392.80  75 Pa. C.S.A. 1621, 1622</p> <p>75 Pa. C.S.A. 1621</p> <p>75 Pa. C.S.A. 1622</p> <p>49 CFR 382.107</p>
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	<p style="text-align: center;"><b>POLICY NO. 810.1</b>  <b>SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</b></p> <p><b>School bus</b> means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.</p> <p><b>Texting</b> - manually entering alphanumeric text into or reading text from an electronic device. The following shall apply:</p> <ol style="list-style-type: none"> <li>1. The term includes, but is not limited to, short message service, emailing, instant messaging, a command or request to access an Internet web page, pressing more than a single button to initiate or terminate a voice communication using a mobile telephone or engaging in any other form of electronic text retrieval or entry, for present or future communication.</li> <li>2. The term does <u>not</u> include: <ol style="list-style-type: none"> <li>a) Inputting, selecting or reading information on a global positioning system or navigation system.</li> <li>b) Pressing a single button to initiate or terminate a voice communication using a mobile telephone.</li> <li>c) Using a device capable of performing multiple functions, including, but not limited to, fleet management systems, dispatching devices, citizens band radios and music players, for a purpose that is not prohibited by law.</li> </ol> </li> </ol> <p><b>Use a handheld mobile telephone or other electronic device –</b></p> <ol style="list-style-type: none"> <li>1. Using at least one (1) hand to hold a mobile telephone to conduct a voice communication.</li> <li>2. Dialing or answering a mobile telephone by pressing more than a single button.</li> <li>3. Reaching for a mobile telephone in a manner that requires a driver to maneuver so that the driver is no</li> </ol>	<p>75 Pa. C.S.A. 102</p> <p>75 Pa. C.S.A. 1621</p> <p>75 Pa C.S.A. 1622</p>
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	<p style="text-align: center;"><b>POLICY NO. 810.1</b>  <b>SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL</b>  <b>VEHICLE DRIVERS</b></p> <p style="text-align: center;">longer in a seated driving position, restrained by a seat belt.</p> <p><b>Section 3</b>      <b><u>Authority</u></b></p> <p>The Board shall implement a drug use and alcohol misuse prevention program for employees who are required to hold a commercial driver’s license and who perform safety-sensitive functions in accordance with federal and state laws and regulations.</p> <p>All contracted transportation providers shall implement a drug use and alcohol misuse prevention program in accordance with federal law and regulations.</p> <p>Covered drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school bus and commercial motor vehicle operation.</p> <p>The Board prohibits covered drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school bus or commercial motor vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.</p> <p><b>Section 4</b>      <b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which include the following components:</p> <ol style="list-style-type: none"> <li>1. Selecting and contracting with a qualified medical review officer, substance abuse professional, a certified laboratory and other service agents as necessary.</li> <li>2. Establishment of procedures for required testing of covered drivers.</li> <li>3. Maintenance of the confidentiality of all aspects of the testing process.</li> </ol>	<p>49 CFR Part 40, 382  49 U.S.C. 31306  67 PA Code 229.14</p> <p>Pol. 818</p> <p>49 CFR 392.80  75 Pa. C.S.A. 1621, 3316  49 CFR 392.82</p> <p>49 CFR 40.15</p> <p>49 CFR 382.105</p> <p>49 U.S.C. 31306</p>
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	<p style="text-align: center;"><b>POLICY NO. 810.1</b>  <b>SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL</b>  <b>VEHICLE DRIVERS</b></p>	
	<p>4. Delegation of responsibility for monitoring employee compliance with the provisions of Board policy and administrative regulations, <a href="#">including, but not limited to, an annual query of the Federal Motor Carrier Safety Administration’s Commercial Driver’s License Drug and Alcohol Clearinghouse.</a></p>	<a href="#">49 CFR 382.701</a>
	<p>5. Designation of an employee responsible for receiving and handling results of drug and alcohol tests.</p>	49 CFR 40.3
	<p>6. Implementation of procedures for the preparation, maintenance, retention and disclosure of records, as required by law.</p>	49 CFR 382.401, 382.701
	<p>7. Distribution to affected employees of information and materials relevant to Board policies and administrative regulations regarding drug and alcohol testing.</p>	49 CFR 382.601
	<p>8. Distribution to affected employees of information and materials relevant to individuals or organizations that can provide counseling and treatment for drug and/or alcohol problems.</p>	
	<p>The Superintendent or designee shall provide each driver, upon hire or transfer, with:</p>	
	<p>1. This policy and its accompanying administrative regulations; and</p>	49 CFR 382.601
	<p>2. Educational materials that explain the state and federal requirements related to misuse of alcohol and use of controlled substances.</p>	49 CFR 382.601
	<p>The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.</p>	49 CFR 382.601
	<p>The Board designates the Superintendent or <a href="#">Assistant to the Superintendent for Operations</a> <del>Business Manager</del> to be the contact person for questions about the drug use and alcohol misuse program.</p>	49 CFR 382.601

<p><b>Section 5</b></p>	<p style="text-align: center;"><b>POLICY NO. 810.1</b>  <b>SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL</b>  <b>VEHICLE DRIVERS</b></p> <p><b><u>Guidelines</u></b></p> <p><b><u>Employment Requirements</u></b></p> <p>All covered drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 850 for drivers employed by the District and Board policy 818 for drivers employed by an independent contractor.</p> <p>Prior to employment by the District as a covered driver or transfer to a covered driver position, the District shall obtain the following information in accordance with federal and state laws and regulations:</p> <ol style="list-style-type: none"> <li>1. Alcohol and drug testing information from previous U.S. Department of Transportation-regulated employers during the past three (3) years with the covered driver's written consent.</li> <li>2. Commercial motor vehicle employment information for the past ten (10) years.</li> </ol> <p><i>Additional Documentation —</i></p> <p>Prior to employment by the District as a covered driver or transfer to a covered driver position, and at least once each school year, the Superintendent or designee shall:</p> <ol style="list-style-type: none"> <li>1. Obtain a copy of a valid commercial driver's license indicating the appropriate endorsements from the covered driver, <a href="#">or authorize the applicable legal exemption in cases of emergency</a>;</li> <li><del>1.</del>2. Obtain a copy of a Commonwealth of Pennsylvania School Bus Driver's Physical Examination Form from the covered school bus driver;</li> <li><del>2.</del>3. Obtain a copy of a current Pennsylvania School Bus Endorsement card from the covered school bus driver;</li> </ol>	<p>Pol. 818, 850  23 Pa. C.S.A. 6344, 6344.3  SC 111, 111.1</p> <p>49 CFR 382.413, <a href="#">382.701, 382.703</a>, 40.25</p> <p>49 U.S.C. 31303  75 Pa. C.S.A. 1604</p> <p>75 Pa. C.S.A. 1606</p> <p>67 PA Code 71.3</p> <p>67 PA Code 71.3</p>
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	<p style="text-align: center;"><b>POLICY NO. 810.1</b>  <b>SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL</b>  <b>VEHICLE DRIVERS</b></p> <p><del>3.</del>4. Review each covered driver's driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a commercial motor vehicle.</p> <p>Prior to employment by the District as a covered driver or transfer to a covered driver position, and every two (2) years, the Superintendent or designee shall obtain a valid Medical Examiner's Certificate, if applicable.</p> <p><i>Reporting Requirements –</i></p> <p>Covered drivers shall report misconduct in accordance with Board policy 817 for drivers employed by the District and Board policy 818 for drivers employed by an independent contractor.</p> <p>Covered drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school bus or commercial motor vehicle.</p> <p>Covered drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery."</p> <p>A covered driver <b>arrested</b>, charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing before the end of the <b>next</b> business day following the <b>driver's arrest, charge or receipt of citation</b><del>day the covered driver is charged or cited</del>. Notice is required no matter what type of vehicle the driver was driving.</p> <p>An employee who has provided timely notification of an arrest, citation or charge shall not be terminated or otherwise disciplined by the District based solely on the allegations</p>	<p>49 CFR 391.25 49 U.S.C. 31304</p> <p>49 CFR 391.41</p> <p>Pol. 818, 817 23 Pa. C.S.A. 6344.3 SC 111</p> <p>49 CFR 382.213</p> <p>49 CFR 382.213</p> <p>75 Pa. C.S.A. 1604</p> <p>75 Pa. C.S.A. 1604 Pol. 817, 818</p>
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	<p style="text-align: center;"><b>POLICY NO. 810.1</b> <b>SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</b></p> <p>underlying the arrest, citation or charge reported by the employee. Termination or other disciplinary action based on the underlying misconduct may be taken only where there has been a conviction of the violation, or where there is independent evidence of the underlying misconduct warranting termination or other discipline. This shall not preclude suspension, reassignment or other action pending resolution of the charges reported by the employee, nor disciplinary action up to and including termination for failure to provide timely notice of an arrest, citation or charge.</p> <p>A covered driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing of the conviction within <del>fifteen</del><sup>thirty</sup> (15<del>30</del>) days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.</p> <p>Any covered driver whose operating privilege is suspended, revoked or canceled by any state, who loses the privilege to drive a school bus or commercial motor vehicle in any state for any period, or who is disqualified from driving a school bus or commercial motor vehicle for any period, shall notify the Superintendent or designee immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.</p> <p>Failure to comply with the reporting requirements may result in disciplinary action, up to and including termination, in accordance with applicable law, regulations and Board policy.</p> <p><b><u>Controlled Substances and Alcohol</u></b></p> <p><i>Drug and Alcohol Testing -</i></p> <p>The District shall require covered drivers to submit to the following drug and alcohol tests in accordance with state and federal laws and regulations: pre-employment, random, post-accident, reasonable suspicion, return-to-work and follow-up.</p>	<p>49 U.S.C. 31303 75 Pa. C.S.A. 1604</p> <p>49 U.S.C. 31303 75 Pa. C.S.A. 1604</p> <p>Pol. 817, 818</p> <p>49 CFR Part 40, 382, 382.105 49 U.S.C. 31306 75 Pa. C.S.A. 1613, <del>3756</del></p>
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	<p style="text-align: center;"><b>POLICY NO. 810.1</b>  <b>SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL</b>  <b>VEHICLE DRIVERS</b></p> <p><i>Prohibited Conduct -</i></p> <p>Covered drivers shall not use medical marijuana products.</p> <p>Covered drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.</p> <p>A covered driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school bus or commercial motor vehicle under the following circumstances:</p> <ol style="list-style-type: none"> <li>1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.</li> <li>2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.</li> <li>3. After consuming alcohol or a controlled substance within the previous eight (8) hours for school bus drivers and within the previous four (4) hours for commercial motor vehicle drivers.</li> </ol> <p>An exception shall be made for therapeutic use of prescribed controlled substances used by a covered driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school bus or commercial motor vehicle.</p> <p>A covered driver required to take a post-accident test shall not use alcohol for eight (8) hours following the accident, or until the driver-s/he undergoes a post-accident test, whichever occurs first.</p> <p>A covered driver shall not refuse to submit to a required test for drugs or alcohol.</p>	<p>67 PA Code 71.3  49 CFR 382.205  75 Pa. C.S.A. 1612</p> <p>49 CFR 382.213  754 Pa. C.S.A.  1603, 3802</p> <p>67 PA Code 71.3  49 CFR 382.207</p> <p>49 CFR 382.213</p> <p>49 CFR 382.209</p> <p>49 CFR 40.191,  382.107, 382.211  75 Pa. C.S.A. 1613</p>
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	<p style="text-align: center;"><b>POLICY NO. 810.1</b>  <b>SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL</b>  <b>VEHICLE DRIVERS</b></p> <p><i>Consequences/Discipline -</i></p> <p>The District shall remove a covered driver from performing safety-sensitive functions under the following circumstances:</p> <ol style="list-style-type: none"> <li>1. A verified positive drug test result;</li> <li>2. A verified adulterated or substituted drug test result;</li> <li>3. An alcohol test result of 0.04 or higher; or</li> <li>4. A refusal to submit to a post-accident, random, reasonable suspicion, return-to-duty or follow-up test.</li> </ol> <p>The District shall place a school bus driver who drives, operates or is in physical control of a school bus out of service for thirty (30) days if the school bus driver has any detectable amount of alcohol in <del>their</del><sup>his/her</sup> system.</p> <p>The District shall remove a commercial motor vehicle driver who is tested and is found to have an alcohol concentration of 0.02 or greater but less than 0.04 until the start of the driver's next regularly scheduled duty period that is at least twenty-four (24) hours following administration of the test.</p> <p>A covered driver employed by the District who violates Board policy or administrative regulations and tests positive for drugs or alcohol shall be subject to disciplinary action, up to and including termination, and shall be provided with a list of qualified substance abuse professionals.</p> <p>Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a covered driver who violates Board policy or administrative regulations. Nothing in this policy shall limit the Board's authority to impose discipline, including discharge.</p> <p>If the District permits a covered driver who has been removed from performing safety-sensitive functions to return to a safety-sensitive function, the District shall ensure that the covered driver has been evaluated by a qualified substance abuse</p>	<p>49 CFR 40.23, 382.215</p> <p>49 CFR 40.23, 382.215</p> <p>49 CFR 40.23, 382.201</p> <p>49 CFR 382.211</p> <p>75 Pa. C.S.A. 1612, 1613</p> <p>49 CFR 382.505</p> <p>49 CFR 40.23, 40.289</p>
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	<p style="text-align: center;"><b>POLICY NO. 810.1</b>  <b>SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL</b>  <b>VEHICLE DRIVERS</b></p> <p>professional and has successfully completed the return-to-duty process before returning to a safety-sensitive function.</p> <p><b><u>Maintenance of Records</u></b></p> <p>The District shall maintain records of its drug use and alcohol misuse prevention program in compliance with federal regulations, and in accordance with the district's records retention schedule.</p> <p>Drug and alcohol records shall be confidential, and shall only be released in accordance with applicable law.</p> <p>Statistical records and reports shall be maintained and made available to the Federal Highway Administration for inspection or audit in accordance with federal regulations.</p> <p><b><u>Acknowledgment of Receipt</u></b></p> <p>Each covered driver shall sign a statement certifying that <del>they</del><del>s/he</del> <del>have</del><del>has</del> received a copy of this policy and its accompanying administrative regulations.</p> <p>The District shall keep the original signed statement in the personnel file of the covered driver employed by the district and provide a copy to the driver.</p> <p><b><u>Training</u></b></p> <p>Covered drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which covered drivers should also receive that training.</p> <p>The District shall ensure that employees who supervise covered drivers receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. Such training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and drug use.</p>	<p>49 CFR 40.333, 382.401, 382.701, 382.705</p> <p>49 CFR 40.321, 382.405, 382.723</p> <p>49 CFR 382.403, 382.405</p> <p>49 CFR 382.601</p> <p>49 CFR 382.601</p> <p>SC 1517</p> <p>49 CFR 382.603</p>
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	<p style="text-align: center;"><b>POLICY NO. 810.1</b>  <b>SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL</b>  <b>VEHICLE DRIVERS</b></p> <p>References:</p> <p>PA School Code – 24 P.S. Sec. 111, 111.1, 1517</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6344, 6344.3</p> <p>State Department of Transportation Regulations – 67 PA Code Sec. 71.3, 229.14</p> <p>Pennsylvania Vehicle Code – 75 Pa. C.S.A. Sec. 102, 1603, 1604, 1606, 1612, 1613, 1621, 1622, 3316, 3756, 3802</p> <p>Notification Requirements – 49 U.S.C. Sec. 31303</p> <p>Employer Responsibilities – 49 U.S.C. Sec. 31304</p> <p>Alcohol and Controlled Substances Testing – 49 U.S.C. Sec. 31306</p> <p>Procedures for Transportation Workplace Drug and Alcohol Testing Programs – 49 CFR Part 40, 40.3, 40.15, 40.23, 40.25, 40.191, 40.289, 40.321, 40.333</p> <p>Controlled Substance and Alcohol Testing – 49 CFR Part 382, 382.105, 382.107, 382.201, 382.205, 382.207, 382.209, 382.211, 382.215, 382.213, 382.401, 382.403, 382.405, 382.413, 382.505, 382.601, 382.603, <a href="#">382.701</a>, <a href="#">382.703</a>, <a href="#">382.705</a>, <a href="#">382.723</a></p> <p>Limiting the Use of Electronic Devices – 49 CFR 392.80, 392.82</p> <p>Qualifications of Drivers – 49 CFR 391.25, 391.41</p> <p>Board Policy – 817, 818, 850</p>	
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# Policy Guide

Policy No. 810.3Section OPERATIONSTitle SCHOOL VEHICLE DRIVERSAdopted OCTOBER 22, 2019

Last Revised \_\_\_\_\_

POLICY NO. 810.3 SCHOOL VEHICLE DRIVERS		
Section 1	<p><b><u>Purpose</u></b></p> <p>The Board recognizes that an employee must be fit to operate a school related vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.</p>	
Section 2	<p><b><u>Definition</u></b></p> <p><b>School-related vehicle</b> means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district or any other vehicle owned/leased by the District. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children. The term does not include a “school bus” or “commercial motor vehicle.”</p>	75 Pa. C.S.A. 102
Section 3	<p><b><u>Authority</u></b></p> <p>The Board shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school-related vehicles.</p>	

<p><b>Section 4</b></p>	<p style="text-align: center;"><b>POLICY NO. 810.3</b> <b>SCHOOL VEHICLE DRIVERS</b></p> <p>All contracted transportation providers shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school related vehicles.</p> <p>School-related vehicle drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school vehicle operation.</p> <p>The Board prohibits school-related vehicle drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school related vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.</p> <p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which may include the following components:</p> <ol style="list-style-type: none"> <li>1. Establishment of procedures for drug and alcohol testing of school-related vehicle drivers.</li> <li>2. Establishment of procedures for obtaining and reviewing each school-related vehicle driver's driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a vehicle.</li> </ol> <p>The Superintendent or designee shall provide each driver, upon hire or transfer, with:</p> <ol style="list-style-type: none"> <li>1. This policy and any accompanying administrative regulations; and</li> <li>2. Educational materials related to misuse of alcohol and use of controlled substances.</li> </ol> <p>The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.</p>	<p>Pol. 818</p> <p>75 Pa. C.S.A. 3316</p> <p>75 Pa. C.S.A. 1606</p>
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Section 5	<p style="text-align: center;"><b>POLICY NO. 810.3</b> <b>SCHOOL VEHICLE DRIVERS</b></p> <p><b><u>Guidelines</u></b></p> <p>School-related vehicle drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 850 for drivers employed by the District and Board policy 818 for drivers employed by an independent contractor.</p> <p>Prior to employment and at least once each school year, school-related vehicle drivers shall submit a copy of a valid driver's license to the Superintendent or designee.</p> <p>School-related vehicle drivers shall report misconduct in accordance with Board policy 817 for drivers employed by the District and Board policy 818 for drivers employed by an independent contractor.</p> <p><b><u>Reporting Requirements</u></b></p> <p>School-related vehicle drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school-related vehicle.</p> <p>School-related vehicle drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery."</p> <p>A school-related vehicle driver <b>arrested</b>, charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing before the end of the <b>next</b> business day following the <b>driver's arrest, charge or receipt of citation</b><del>day the school-related vehicle driver is charged or cited</del>. Notice is required no matter what type of vehicle the driver was driving.</p>	
		<p>Pol. 818, 850 23 Pa. C.S.A. 6344, 6344.3 SC 111, 111.1</p> <p>75 Pa. C.S.A. 1606</p> <p>Pol. 818, 817</p>

[illegible]

75 Pa. C.S.A. 1606

	<p style="text-align: center;"><b>POLICY NO. 810.3</b> <b>SCHOOL VEHICLE DRIVERS</b></p> <p>School-related vehicle drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.</p> <p>A school-related vehicle driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school-related vehicle under the following circumstances:</p> <ol style="list-style-type: none"> <li>1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.</li> <li>2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.</li> <li>3. After consuming alcohol or a controlled substance within the previous eight (8) hours.</li> </ol> <p>An exception shall be made for therapeutic use of prescribed controlled substances used by a school vehicle driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school-related vehicle.</p> <p><i>Consequences/Discipline –</i></p> <p>The District shall place a school-related vehicle driver who drives, operates or is in physical control of a school-related vehicle out of service for thirty (30) days if the school-related vehicle driver:</p> <ol style="list-style-type: none"> <li>1. Has any detectable amount of alcohol in his/her system; or</li> <li>2. Refuses to take a test to determine his/her alcohol content.</li> </ol> <p>A school-related vehicle driver who refuses to take a drug or alcohol test required pursuant to Board policy and administrative</p>	<p>75 Pa. C.S.A. 1612</p> <p>75 Pa. C.S.A. 3802</p> <p>75 Pa. C.S.A. 1606, 1612</p> <p>49 CFR 40.191, 40.261</p>
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	<p style="text-align: center;"><b>POLICY NO. 810.3</b> <b>SCHOOL VEHICLE DRIVERS</b></p> <p>regulations has not refused to take a Department of Transportation (DOT)-test.</p> <p>Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action, <b>up to and including termination</b>, for a school-related vehicle driver who violates <b>applicable law and regulations</b>, Board policy or administrative regulations. Nothing in this policy shall limit the Board's authority to impose discipline, including discharge.</p> <p><u>Maintenance of Records</u></p> <p>Drug and alcohol test information for school-related vehicle drivers shall be maintained separate from test information for covered drivers, such information shall be treated as confidential and shall only be released in accordance with law.</p> <p>Drug and alcohol test information for school-related vehicle drivers shall not be included on the U.S. Department of Transportation Drug and Alcohol Testing MIS Data Collection Form.</p> <p><u>Acknowledgment of Receipt</u></p> <p>Each school-related vehicle driver shall sign a statement certifying that <b>they/s/he</b> <b>have/s</b> received a copy of this policy and its accompanying administrative regulations.</p> <p>The District shall keep the original signed statement in the school-related vehicle driver's personnel file and provide a copy to the driver.</p> <p><u>Training</u></p> <p>School-related vehicle drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which school related vehicle drivers should also receive that training.</p>	<p>Pol. 817, 818</p> <p>49 CFR 40.13</p>
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	<p style="text-align: center;"><b>POLICY NO. 810.3</b> <b>SCHOOL VEHICLE DRIVERS</b></p> <p>References:</p> <p>PA School Code – 24 P.S. Sec. 111, 111.1</p> <p>Child Protective Services Law – 23 Pa. C.S.A. 6344, 6344.3</p> <p>PA Vehicle Code – 75 Pa. C.S.A. Sec. 102, 1606, 1612, 3316, 3802</p> <p>Procedures for Transportation Workplace Drug and Alcohol Testing Programs – 49 CFR Part 40.13, 40.191, 40.261</p> <p>Board Policy – 817, 818, 850</p>	
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# Policy Guide

Policy No. 903Section COMMUNITYTitle PUBLIC PARTICIPATION IN BOARD MEETINGSAdopted AUGUST 21, 1989

Last Revised ~~AUGUST 19, 2010;~~  
~~AUGUST 18, 2005;~~  
~~MARCH 19, 2001;~~  
APRIL 24, 2014

	<p align="center"><b>POLICY NO. 903 – PUBLIC PARTICIPATION IN BOARD MEETINGS</b></p> <p align="center"><u><del>Policy 903 will supersede policies 009 and 903.1</del></u></p>	
Section 1	<p><b><u>Purpose</u></b></p> <p>The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings. The Board also recognizes its responsibility for proper governance of the <del>D</del>istrict and the need to conduct its business in an orderly and efficient manner.</p>	<p><del>65 Pa. C.S.A. Sec. 701 et seq.</del></p>
Section 2	<p><b><u>Authority</u></b></p> <p>The Board <del>adopts this policy</del><del>shall establish guidelines</del> to govern public participation in Board meetings necessary to conduct its meeting and maintain order.</p> <p>In order to permit fair and orderly expression of public comment, the Board shall provide an opportunity at each open meeting of the Board for citizens to comment on matters of concern, official action or deliberation <del>which are or may be</del> before the Board prior to official action by the Board.</p>	<p>65 Pa. C.S.A. <del>Sec. 710</del></p> <p>65 Pa. C.S.A. <del>Sec. 710.1, 712.1</del></p>

	<p style="text-align: center;"><b>POLICY NO. 903 – PUBLIC PARTICIPATION IN BOARD MEETINGS</b></p> <p style="text-align: center;"><u><b>Policy 903 will supersede policies 009 and 903.1</b></u></p> <p>If the Board determines there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting or to a special meeting occurring before the next regular meeting.</p> <p>If the public comment period is deferred, voting on items related to those comments must also be deferred till after the public has been given an opportunity to comment on that matter.</p> <p>When an item is added to the agenda after the public comment period has ended, the Board shall offer a further public comment opportunity limited to the added item(s).</p>	<p>65 Pa. C.S.A. <del>See.</del> 710.1</p>
<b>Section 3</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>The presiding officer at each <del>open public</del> Board meeting shall follow Board policy for the conduct of <del>open public</del> meetings. Where the presiding officer's<del>his/her</del> ruling is disputed, it may be overruled by a majority of those <del>school directors</del>Board members present and voting.</p> <p>The presiding officer shall allow for public comment on any topic before any Board business takes place at a public Board meeting and at the conclusion of all Board business at all public Board meetings.</p>	<p>65 Pa. C.S.A. 710.1, 712.1</p> <p>SC 407 Pol. 006</p>
<b>Section 4</b>	<p><b><u>Guidelines</u></b></p> <p>Whenever issues identified by the participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures and the organizational structure of the District.</p> <p>Any member of the public present at an open meeting of the Board may address the Board in accordance with the Board rules as follows:</p>	

**POLICY NO. 903 –  
PUBLIC PARTICIPATION IN BOARD MEETINGS**

~~Policy 903 will supersede policies 009 and 903.1~~

1. A member of the public may address the Board during the Public Comment time on the agenda.
2. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, borough of residence, and group affiliation, if applicable.
3. No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.

The presiding officer may:

1. Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, ~~or~~ obscene, or irrelevant.
2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
3. Request the assistance of law enforcement officers in the removal of a disorderly person when the ~~at~~ person's conduct interferes with the orderly progress of the meeting.
4. Call a recess or ~~an adjournment~~ to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at open meetings under guidelines established by the Board. ~~The Board Secretary, as well as any member of the public, may record a Board meeting as long as the individuals involved in recording do not disrupt the orderly processes of the Board meeting.~~

65 Pa. C.S.A. 711

	<p style="text-align: center;"><b>POLICY NO. 903 – PUBLIC PARTICIPATION IN BOARD MEETINGS</b></p> <p style="text-align: center;"><b><u>Policy 903 will supersede policies 009 and 903.1</u></b></p> <p>The meeting agenda and all pertinent documents shall be available to the press and public at the meetings.</p> <p>Previously Revised: April 24, 2014; August 19, 2010; August 18, 2005; March 19, 2001</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 407</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 709, 710, 710.1, 711, 712.2 <del>701 et seq.</del></p> <p>Board Policy – 006</p>	65 Pa. C.S.A. 709
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KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 916

Section COMMUNITY

Title VOLUNTEERS/~~CHAPERONES~~

Adopted APRIL 19, 1999

Last Revised ~~MAY 17, 2016;~~  
~~SEPTEMBER 27, 2012;~~  
~~OCTOBER 20, 2011;~~  
~~MARCH 17, 2001~~

POLICY NO. 916 VOLUNTEERS/ <del>CHAPERONES</del>		
Section 1	<p><b><u>Purpose</u></b></p> <p>The Board supports and encourages the participation of persons in parental relation and community residents to enhance the educational, cocurricular and extracurricular programs of the District.</p> <p><del>The Board recognizes that community volunteers can make many valuable contributions to the District and its students. However, the Board also recognizes its obligation to use reasonable efforts to create a safe learning and teaching environment for students and staff members, and to protect District facilities and equipment. Thus, the Board endorses and encourages the use of volunteers in the operation of District programs, subject to legal requirements and administrative procedures.</del></p>	<del>SC 510</del>
Section 2	<p><b><u>Authority</u></b></p> <p>The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the District.</p> <p>The Board prohibits discrimination on the basis of race, color, marital status, creed, religion, ancestry, handicap/disability, age, sex, sexual orientation or national origin or any other protected class in the school environment and all district programs for volunteers.</p>	<p>SC 510</p> <p>42 U.S.C. 12101 et seq 53 P.S. 6926.1903 43 P.S. 951 et seq Pol. 103</p>

	<p style="text-align: center;"><b>POLICY NO. 916</b> <b>VOLUNTEERS/<del>CHAPERONES</del></b></p>	
	<p>The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.</p>	SC 510
	<p>All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.</p>	Pol. 824
<b>Section 32</b>	<p><b><u>Definitions</u></b></p> <p>The following words and phrases, when used in this policy, shall have the meaning given to them in this section:</p> <p><b>Adult</b> – an individual eighteen (18) years of age or older.</p> <p><b>Certifications</b> – <del>refers to</del> refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.</p> <p><b>Direct contact</b> – the care, supervision, guidance or control of children and routine interaction with children.</p> <p><b>Person responsible for the child's welfare</b> – a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.</p> <p><b>Routine interaction</b> – regular and repeated contact that is integral to a person's volunteer responsibilities.</p> <p><b>Visitor</b> – a person in parental relation, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.</p> <p><b>Volunteer</b> – any adult, whose role is more than that of a visitor, who voluntarily <del>individual</del> who voluntarily offers <del>provides a</del> services to the District without receiving compensation from the</p>	<p>23 Pa. C.S.A. 6303</p> <p>23 Pa. C.S.A. 6344, 6344.2</p> <p>23 Pa. C.S.A. 6303</p> <p>23 Pa. C.S.A. 6303</p> <p>23 Pa. C.S.A. 6303</p> <p>Pol. 907</p> <p>23 Pa. C.S.A. 6344.2</p>

**POLICY NO. 916**  
**VOLUNTEERS/~~CHAPERONES~~**

District. A volunteer is not a school employee. ~~who does any of the following:~~

The two (2) classifications of volunteers are:

1. **Position Volunteer** – an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child’s welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.
2. **Guest Volunteer** – an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in “Career Day,” etc.
- ~~1. Is working under the supervision of and in direct contact or close proximity of a School District employee while performing his/her volunteer service.~~
- ~~2. Does not provide direct services to students or have unsupervised contact with students.~~
- ~~3. Is reasonably likely to have direct contact with students while performing his/her volunteer services with or without direct supervision of a School District employee.~~
- ~~4. Directly supervises or instructs students engaged in an activity or may, from time to time, be reasonably expected to have unsupervised contact with students.~~

Pol. 907



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~~**Chaperones**—adult individuals who accompany a school group on a school sponsored activity, who may assume supervisory responsibilities for some or all of the children in attendance.~~

~~**Visitor**—a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer/chaperone for purposes of this policy.~~

**Section 4**

**Delegation of Responsibility**

The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.

At the discretion of the Superintendent or designee, a volunteer's/~~chaperone's~~ service may be discontinued at any time.

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

~~The Personnel Office, under the supervision of the Superintendent, will keep an updated log of volunteers/chaperones.~~

~~The Building Principals and Athletic Director are responsible for monitoring volunteer logs. One member from each volunteer organization will also be responsible to monitor the volunteer log and report any issues to the Building Principals and/or Athletic Director.~~

**Section 53**

**Guidelines**

Each prospective position volunteer shall complete and submit a volunteer application.

The names of all position volunteers shall be submitted for approval by the Superintendent or designee.

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The names of all guest volunteers shall be submitted for approval by the building principal or designee.

Upon approval, volunteers shall be placed on the list of approved volunteers.

Approval shall be required prior to beginning service as a volunteer.

~~Supervision of volunteers/chaperones shall be the responsibility of the building principal, classroom teacher, coach, or activity sponsor.~~

~~All volunteers/chaperones shall follow the “visitors’ procedures” as established for the specific building in which the volunteer/chaperone will serve.~~

- ~~1. Any person wishing to serve as a volunteer/chaperone within the School District must be registered by the Personnel Office prior to participating as a volunteer/chaperone.~~
- ~~2. Each year, the Personnel Office shall maintain, and share with the Building Principals and Athletic Director, a roster of such registered volunteers/chaperones. Said roster shall be revised as needed, to add or delete names of registered volunteers/chaperones.~~
- ~~3. All volunteers and chaperones must submit clearances as of July 1, 2015. This is in compliance with Act 158 signed into law on October 22, 2015. The clearances will remain on file in the Personnel Office and will be good for the number of years as identified by the law.~~
- ~~4. All required clearances shall be provided in the form and manner proscribed by the law and must not be dated more than one (1) year prior to the date of the school’s approval of the volunteer/chaperone. The cost to procure the clearances shall be the responsibility of the volunteer and chaperone.~~

	<p style="text-align: center;"><b>POLICY NO. 916</b> <b>VOLUNTEERS/<del>CHAPERONES</del></b></p> <p><del>5.—The responsibility to keep clearances updated rests upon the volunteer or chaperone.</del></p> <p><u>Certifications</u></p> <p>Prior to approval, all position volunteers shall submit the following information<del>The following certifications are to be submitted to the Personnel Office by the individual being permitted to volunteer:</del></p> <ol style="list-style-type: none"> <li>1. PA State Police Criminal History <del>Record</del> <del>Information</del><del>Certification</del> – which must be less than sixty (60) months old.</li> <li>2. PA Child Abuse <del>History</del> Certification – which must be less than sixty (60) months old.</li> <li><del>3.—Federal Criminal History Report or Affidavit if volunteer has lived in the Commonwealth of PA for at least the last 10 years.</del></li> <li><del>4.</del>3. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.</li> </ol> <p>If a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information:</p> <ol style="list-style-type: none"> <li>1. Federal Criminal History Report - issued at any time since the volunteer established residency.</li> </ol> <p>The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.</p> <p>Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.</p> <p>Position volunteers shall obtain and submit new certifications every sixty (60) months.</p>	<p>23 Pa. C.S.A. 6344.2</p> <p>23 Pa. C.S.A. 6344.2</p> <p>23 Pa. C.S.A. 6344, 6344.2, 6344.3</p> <p>23 Pa. C.S.A. 6344.2</p> <p>23 Pa. C.S.A. 6344.4</p>
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	<p style="text-align: center;"><b>POLICY NO. 916</b> <b>VOLUNTEERS/<del>CHAPERONES</del></b></p> <p>A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.</p> <p><u>Tuberculosis Test</u></p> <p>Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.</p> <p><u>Arrest Or Conviction Reporting Requirements</u></p> <p><b>Position v</b>Volunteers/<del>chaperones</del> shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer/<del>chaperone</del> has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.</p> <p>The Superintendent or designee shall immediately require a <b>position</b> volunteer/<del>chaperone</del> to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.</p> <p>Failure to accurately report such occurrences may subject the <b>position</b> volunteer/<del>chaperone</del> to disciplinary action up to and including denial of volunteer service and criminal prosecution.</p> <p><u>Child Abuse Reporting</u></p> <p>All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse, <del>verbally or in writing, to the building principal or the Supervisor of Pupil Services who will guide the volunteer in</del></p>	<p>23 Pa. C.S.A. 6344.2</p> <p>SC 1418 Title 28 23.44</p> <p>23 Pa. C.S.A. 6344.3</p> <p>23 Pa. C.S.A. 6344.3</p> <p>23 Pa. C.S.A 6344.3</p> <p>23 Pa. C.S.A. 6311 Pol. 806</p>
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~~the proper reporting procedures~~ in accordance with applicable law, Board policy, and administrative regulations.

Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.

Pol. 123, 123.1, 123.2, 805, 806

Confidentiality

No volunteer/~~chaperone~~ shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer/~~chaperone~~ to fulfill ~~their~~~~his/her~~ responsibilities. Volunteers/~~chaperones~~ with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer/~~chaperone~~ has questions about the confidentiality of student information, the volunteer should consult with the building principal.

Pol. 113.4, 216

Acknowledgement

Each volunteer/~~chaperone~~ shall affirm in writing that ~~they~~~~s/he~~ ~~have~~~~s~~ been provided with a copy of, ~~have~~~~s~~ read, understands and agrees to comply with this policy.

Previously Revised: May 17, 2016; September 27, 2012;  
October 20, 2011; March 17, 2001

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References:

School Code – 24 P.S. Sec. 510, 1418

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

State Department of Health Regulations – 28 PA Code Sec.  
23.44

Board Policy – 216, 806, 907