

BOARD OF SCHOOL DIRECTORS

WORK SESSION TUESDAY, JANUARY 10, 2023 7:00 PM

MINUTES

Call to Order	Vice-President Santo Raso called the meeting to order at 7:01 p.m.	
Pledge	The meeting opened with the pledge to the flag.	
Attendance	<p>Those present included: Mrs. Donahue, Ms. Evans, Mr. Hill, Mr. LaPorte, Ms. Lindsey, Mr. Raso, Mrs. Shaw and Ms. Snyder. Also present were Dr. William P. Stropkaj, Superintendent; Mr. Joseph A. Kubiak, Assistant to the Superintendent for Operations/Board Secretary; Mr. Michael Brungo, Solicitor; Dr. Shannon Varley, Assistant to the Superintendent for Student Achievement and Mrs. Maureen S. Myers, Assistant Board Secretary/Recording Secretary were present.</p> <p>Mrs. Lydon was absent.</p>	
Public Comment	Public Comment	
	Jami Conn Castle Shannon	Re: Policy 918 – Letter attached that was read by Ms. Conn
	Jamie Rea Green Tree	Re: Changes to Policy 918
	Lisa Shartle Castle Shannon	Re: Changes to Policy 918
	Lindsey Slagle Castle Shannon	Re: Changes to Policy 918
	Helen Klimowicz Dormont	Re: Changes to Policy 918
	David Rea Green Tree	Re: Safety at Aiken Elementary Fence Installation
Board President's Report	BOARD PRESIDENT'S REPORT – Mrs. Theresa Lydon The following action items will be considered at the January 17, 2023 Business/Legislative Meeting:	

BOARD ACTION REQUESTED

BOARD MINUTES

It is recommended that the Board approve the Reorganization/Business/Legislative Minutes of December 6, 2022.

FOR INFORMATION ONLY

- Parkway West Career and Technology Center Report *Mrs. Annie Shaw*
- SHASDA Report *Mr. Santo Raso*
- PSBA/Legislative Report *Mrs. Theresa Lydon*
- News from the Boroughs
- **EXECUTIVE SESSION** – There was no Executive Session this evening.

- **BOARD COMMITTEES 2023**

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

*Denotes Chairperson

Superintendent's Report	<p>SUPERINTENDENT REPORT – Dr. William P. Stropkaj</p> <p>The following action items will be considered at the January 17, 2023 Business/Legislative Meeting:</p> <p><u>BOARD ACTION REQUESTED</u></p>
Policy 108	<p>SECOND READING POLICY 108: ADOPTION OF TEXTBOOKS AND SUPPLEMENTAL RESOURCE MATERIALS</p> <p>It is recommended that the Board approve the SECOND READING of Policy 108: <i>Adoption of Textbooks and Supplemental Resource Materials.</i></p>
Policy 111	<p>SECOND READING POLICY 111: LESSON PLANS</p> <p>It is recommended that the Board approve the SECOND READING of Policy 111: <i>Lesson Plans.</i></p>
Policy 137	<p>SECOND READING POLICY 137: HOME EDUCATION</p> <p>It is recommended that the Board approve the SECOND READING of Policy 137: <i>Home Education.</i></p>
Policy 214	<p>SECOND READING POLICY 214: CLASS RANK/GRADUATION HONORS</p> <p>It is recommended that the Board approve the SECOND READING of Policy 214: <i>Class Rank/Graduation Honors.</i></p>
Policy 237	<p>SECOND READING POLICY 237: ELECTRONIC DEVICES</p> <p>It is recommended that the Board approve the SECOND READING of Policy 237: <i>Electronic Devices.</i></p>
Policy 918	<p>SECOND READING POLICY 918: BOOSTER/PARENT ORGANIZATIONS</p> <p>It is recommended that the Board approve the SECOND READING of Policy 918: <i>Booster/Parent Organizations.</i></p>
Review Policy	<p>REVIEW OF TITLE I POLICY</p> <p>It is recommended that the Board approve the review of the following Title I Policy in compliance with the Federal Title I Regulations:</p> <p><i>Policy 919: Title I Parent and Family Engagement</i></p>
PaEducator.net	<p>PENNSYLVANIA EDUCATOR.NET</p>

It is recommended that the Board approve the Contract of Service between the Allegheny Intermediate Unit and the Keystone Oaks School District for the 2022/2023 school year at a cost not to exceed \$1,750.00.

For Information Only

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

- Mrs. Shaw thanked the members of the public who expressed their thoughts/concerns about Policy 918 in great detail.
- Dr. Stropkaj states that the updates to the policy were taking from recommendations from PSBA and also comparing to local districts around the area. (Pine Richland and Upper St. Clair were mentioned) Dr. Stropkaj stressed that these are just recommendations that are received from PSBA. Dr. Stropkaj is here to protect all groups.
- Ms. Lindsey expressed concerns about the changes to Policy 918.
- Mrs. Donahue recommended keeping venmo as a way of payment.
- Mrs. Donahue and Mr. Raso thanked the members of the public for coming to speak their concerns and recommendations.

Education Report

EDUCATION REPORT – Mrs. Tamara Donahue

The following action items will be considered at the January 17, 2023 Business/Legislative Meeting:

BOARD ACTION REQUESTED

KOMS – Program of Studies

KEYSTONE OAKS MIDDLE SCHOOL: PROGRAM OF STUDIES

The Administration recommends the approval of the Keystone Oaks Middle School Program of Studies for the 2023/2024 school year.

KOHS – Program of Studies

KEYSTONE OAKS HIGH SCHOOL: PROGRAM OF STUDIES

The Administration recommends the approval of the Keystone Oaks High School Program of Studies for the 2023/2024 school year.

Personnel Report

PERSONNEL REPORT – Mrs. Theresa Lydon

The following action items will be considered at the January 17, 2023 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Retirement

RETIREMENT

It is recommended that the Board accept the following retirement:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Years of Service</u>
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Resignations

RESIGNATIONS

It is recommended that the Board accept the following resignations:

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

Appointments

APPOINTMENT

1. 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 2022/2023 school year:

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

FMLA

FAMILY AND MEDICAL LEAVE

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

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

Finance Report

FINANCE REPORT – Mr. Nafis Hill

The following action items will be considered at the January 17, 2023 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Accounts Payable

ACCOUNTS PAYABLE APPROVAL LISTS THROUGH DECEMBER 31, 2022

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

A. General Fund as of December 31, 2022 (Check No. 68443-68634)	\$1,056,803.56
B. Food Service Fund as of December 31, 2022 (Check No. 9701-9707)	\$23,664.09
C. Athletics as of December 31, 2022 (Check No. 3407-3414)	\$6,419.45
D. Capital Reserve as of December 31, 2022 (None)	\$0.00
TOTAL	\$1,086,887.10

LOA – AIU

LETTER OF AGREEMENT – ALLEGHENY INTERMEDIATE UNIT

It is recommended that the Board approve the Letter of Agreement between the Keystone Oaks School to provide the District with on-site technical field support on as needed basis at a rate of \$360.00 per day (8-hours per day) through June 30, 2023.

- A discussion was had regarding the Letter of Agreement between the District and the AIU.

KSL Group

KSL GROUP – E RATE CONSULTING SERVICES

It is recommended that the Board approve the Letter of Agreement between KSL Group and the Keystone Oaks School District for E Rate Consulting Services for the 2023-24 E Rate Program Year.

Resolution 01-23

RESOLUTION 01-23 TAX INDEX

It is recommended that the Board adopt Resolution 01-23 certifying to the PA Department of Education that the Keystone Oaks Board of School Directors **will not raise the tax rate** of any taxfor the 2023/2024 fiscal year by more than the allowable index of 4.1%.

KEYSTONE OAKS SCHOOL DISTRICT
BOARD OF DIRECTORS
RESOLUTION 01-23

WHEREAS, on June 27, 2006, the Pennsylvania legislature passed Act 1 of Special Session 2006, entitled the “Taxpayer Relief Act” (hereinafter Act 1”);

WHEREAS, Act 1 requires school districts to limit tax increases to the level set by an inflation index unless the tax increase is approved by voters in a referendum or the schooldistrict obtains from the Department of Education or a court of common pleas certain referendum exceptions;

WHEREAS, Act 1 does, however, allow a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support

of the public schools for the following fiscal year by more than its index, provided this resolution must be adopted no later than 110 days prior to the date of the election immediately preceding the upcoming fiscal year;

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

WHEREAS, the Keystone Oaks School District Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the Keystone Oaks School District for the 2023/2024 fiscal year by more than its index.

AND NOW, on this 17th day of January 2023, it is hereby RESOLVED by the Keystone Oaks School District (hereinafter “District”) Board of Directors (hereinafter “Board”) the following:

1. The Board certifies that it will not increase any school district tax for the 2023/2024 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code (hereinafter “School Code”), 24 P.S. §6-687, for the adoption of its proposed and final budget.
3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2023/2024 fiscal year.
4. The Administration of the District will submit the District’s information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five days after the Board’s adoption of this Resolution.
5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board’s adoption of this Resolution.
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2023/2024 fiscal year.
7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided however:
 - (a) The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 5 and 6 above, the Pennsylvania Department of Education shall compare the District’s proposed percentage increase in the rate of the tax with the index.

- (b) Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
- (c) If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

Mrs. Theresa Lydon, Board President

Mr. Joseph A. Kubiak, Board Secretary

- A discussion was had regarding Resolution 01-23.
- Mr. Kubiak discussed that next week the Parkway Budget will be added to the agenda for next week. This year the District has close to 100 students who are attending Parkway.

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

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

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

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

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

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

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF DECEMBER 31, 2022

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

Buildings, Grounds & Transportation Report	<p>BUILDINGS, GROUNDS & TRANSPORTATION REPORT – Mr. Santo Raso</p> <p>The following action items will be considered at the January 17, 2023 Business/Legislative Meeting:</p> <p><u>BOARD ACTION REQUESTED</u></p>
Fence – Aiken	<p>FENCE – AIKEN ELEMENTARY</p> <p>It is recommended that the Board approve the purchase and installation of a fence at Aiken Elementary by Redrock Fence Company at a cost not to exceed \$10,631.00.</p> <ul style="list-style-type: none">A discussion was had regard the installation of the Fence at Aiken. Mr. Raso and Dr. Stropkaj will be getting more information about the Fence Installation and will share at next weeks Business/Legislative Meeting.
Activities & Athletics Report	<p>ACTIVITIES AND ATHLETICS REPORT – Mr. Thomas LaPorte</p> <p>The following action items will be considered at the January 17, 2023 Business/Legislative Meeting:</p> <p><u>BOARD ACTION REQUESTED</u></p>
Competitive Event	<p>COMPETITIVE EVENT</p> <p>It is recommended that the Board approve the following competitive event:</p> <p>Odyssey of the Mind – Regional Competition (Level I) Keystone Oaks High School March 5, 2023 Number of Students – 110 Activity Sponsor – Jessica Dobson Total District Funds Requested - \$1,200.00 (Registration fee for 10 teams)</p>
Public Comment	<p>PUBLIC COMMENT</p> <div><div><p>Jamie Rea Castle Shannon</p></div><div><p>Re: Policy 918 – would like more communication in regard to policy changes.</p></div></div> <p>Ms. Lindsey thanked the public for coming and sharing their input on the proposed changes to Policy 918.</p>
Adjournment	<p>ADJOURNMENT</p> <p>On the motion of Mrs. Donahue, seconded by Mr. Hill, the meeting was adjourned at 7:58 p.m.</p> <p><i>Motion passed 8-0</i></p>

Respectfully submitted,

Joseph A. Kubiak
Board Secretary

Maureen S. Myers
Assistant Board Secretary

January 6, 2023

To: the members of the Keystone Oaks School Board

Re: Proposed Policy Changes to Policy 918 regarding Parent/Booster Groups

Dear School Board Members,

We, the members of the boards for the Aiken PFO, Dormont PFO, Myrtle PFO, Middle School PFO, Football Boosters, KO Soccer Boosters, Swim Team parents, and Keystone Oaks Band Parents, have concerns regarding the proposed changes to this policy. We have consolidated our concerns into this single letter to express them without wasting time presenting them individually. We hope that you will consider these issues and open a dialogue with our groups before voting on these changes.

Overall, our biggest questions/concerns are:

- What instigated these specific changes? As it appears many of them are related to finances, was there an event or specific incident that triggered or informed these proposed changes? If so, are we able to learn what caused it?
- With these changes obviously affecting the way these groups operate, what, if any, attempts were made to reach out to the parents/booster groups to discuss the concerns and what steps could be taken to come to a place where both sides are comfortable and informed about the issues? If none, why not? The parents' groups are all open to the public and in contact with members of the administration.
- As the policy repeatedly states that the school has no financial responsibility and the groups all have/are required to have their own tax ID/EINs, what is the legal backing for dictating the managing of the groups' banks accounts/funds?
- What will the district do to help groups comply with these requirements if they are not in compliance? (i.e., if a group doesn't have a tax ID, getting treasurers bonded)
- Where are the forms and procedures needed for these policies available?

Specifically:

- Section 3 - Recognition
 - What is the process to apply to be recognized?
 - What does it mean to have the recognition revoked? Would this mean that a parent group that does not meet these conditions would no longer be permitted on school grounds? To donate/volunteer at/support school activities? What would happen to the activities and funds managed by the group?
 - If recognition is revoked, how can it be reinstated?

- Section 3 - Organization
 - Item 2 - The threshold recommended to the groups by accountants for disbursements with two signatures is \$500, is there a reason the threshold here is \$250? Is there a legal means to enforce this policy as the banks will not enforce a two-signature policy?
 - Item 2- What type of bonding is required and for which officers? Is there a district policy that can add additional insureds or is this going to be an additional, possibly prohibitive expense to the groups? What is the policy if the bonded person is no longer able or willing to serve during the school year? With the time/effort/money required to bond a new person, what happens during that time?
 - Item 2 - What is the reason that the organizations are not permitted to have debit cards or electronic transfers? As the groups are separate legal entities, is it legally permissible for the School Board to dictate the manner in which the groups receive and disburse funds? For some activities it is impractical or virtually impossible to use cash or checks (e.g., ordering supplies online) and inappropriate to ask members to pay for items and wait for reimbursement when a safe alternative is available. Most parents/guardians or donors request being able to pay for things using electronic means now, as the PFOs are seeing a large percentage of dues and donations coming in via apps like PayPal and Venmo. If misuse of funds is a concern, it is notably easier to skim cash than to somehow redirect electronic payments which leave a digital paper trail.
 - Item 4 - Is the group responsible for turning in all audited materials to the building principal or athletic director or just the auditor's report? Will the principals/director be re-auditing the finances? On what time frame? What is done once this is turned in and what is the procedure for this? All groups publicly share/publish their budgets for members, as well as school administrators.
 - Item 5 - is this requesting proof of 5013c filing or just noting that it is required?
- Fundraising
 - While IFAs are against policy, will this also apply to subsets of the group? E.g., if the 5th grade parents do a fundraiser can those funds be allocated to only the fifth grade?
 - What is the district approved form for fundraisers and why is there a 45 day requirement? If the dates change, (for example, if the vendor is going to delay shipping) can the dates be changed? What reasons could a fundraiser be rejected and is there an appeals process?
 - What is the definition of "minimal" and who is the judge of this? If a fundraiser is found to exceed this limit, what are the consequences? If participation is not mandatory, why would the fundraising put a burden on the students or community, who can choose not to participate?
 - If there are exceptions allowed with Superintendent permission, what are the triggers for these exceptions? What is the procedure to request these exceptions? Are there limits to how many exceptions can be requested/granted

- to an organization in a particular time frame?
- There are currently activities at the elementary schools that take place during instructional time, but also are used as learning opportunities - are they disallowed now? What of the ones already scheduled? Does this include teachers distributing/collecting forms and/or money?
- Compliance
 - What constitutes a "situation between an Organization and the school board regarding the management of a school related activity"?
 - This entire paragraph is subjective and unclear.

As parent volunteers, we appreciate that the School Board, Administration, and Faculty are all working towards the same goal of giving our students the best educational experience while at Keystone Oaks. Most of these groups already have active, healthy communications with building administration and faculty. These organizations are the backbone of most extracurricular activities, as well as many academic activities such as field trips. It has become increasingly difficult to staff our organizations with volunteers and some of these policies would make it even more difficult to continue to support the activities, sports, and organizations in the way that we currently do. If there is room for communication about ways in which we can alleviate the concerns the School Board may have without making our volunteers work even harder, it would greatly benefit us all. The board members of the above-mentioned groups have met to discuss these concerns in depth and talk about the areas of greatest concern. We would ask that the School Board take some time to consider our questions and needs, and discuss these issues with representatives of the parents' groups before making sweeping changes.

We plan to attend the January 10th meeting and hope that you will plan to spend some time working with us towards the goal of resolving this in the best way possible.

Thank you,

Jami Conn, MS PFO President

Shannon McGee, President Lady Eagles
Soccer

Lindsay Slagle, Myrtle PFO President

Amber Salmen, DE PFO President

Kelly Welch, MS PFO Vice President

Jaime Rea, Aiken PFO President

Linh Nguyen, Myrtle PFO Vice President

Nicole Rohe, KOGC President

Lisa Verbene, Aiken PFO Vice President

Krysten Fingers, KO Soccer Parents,
President

Denise Merriman, DE PFO Treasurer

Dawn Graham, Myrtle PFO Treasurer

Kimberly Heckman, KOPS (band) President

Jennifer Koehler, MS PFO Treasurer, KO Soccer
Parents Treasurer

Kaycee Berdine, Myrtle PFO Secretary

Jessica Swiech, Aiken PFO Treasurer

Nicole Boback, MS PFO fundraising chair

Barb Grabowski, Swim Parents Treasurer

Ruth Robbins, MS PFO Fundraising Chair

Helen Klimowicz, DE PFO Secretary

Carly Shelleby, KOPS Concession Chair

Megan Colf, Aiken PFO Secretary

Bridgette Battung, Myrtle PFO Board Member

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 108

Section PROGRAMS

Title ADOPTION OF TEXTBOOKS
AND SUPPLEMENTAL
RESOURCE MATERIALS

Adopted AUGUST 21, 1989

Last Revised MARCH 15, 2016;
FEBRUARY 16, 1998

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

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

Policy Guide



Policy No. 111

Section PROGRAMS

Title LESSON PLANS

Adopted AUGUST 21, 1989

Last Revised NOVEMBER 17, 2020

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

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

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 137

Section PUPILS

Title HOME EDUCATION

Adopted AUGUST 21, 1989

Last Revised JUNE 30, 2020

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

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

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

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

Policy Guide



Policy No. 214

Section PUPILS

Title CLASS RANK /
GRADUATION HONORS

Adopted AUGUST 21, 1989

Last Revised APRIL 21, 2020

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

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

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

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

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

**POLICY NO. 237
ELECTRONIC DEVICES**

Section 2

Authority

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

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

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

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

SC 510

Section 3

Delegation of Responsibility

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

<p>Section 4</p>	<p style="text-align: center;">POLICY NO. 237 ELECTRONIC DEVICES</p> <p>District’s website. Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee.</p> <p>All District students and person(s) in parental relation shall review this policy and associated technology procedures before students use any school and/or personally owned devices. The student and a person in parental relation shall sign a form indicating their receipt and understanding of the student responsibilities set forth in this policy.</p> <p><u>Guidelines</u></p> <ol style="list-style-type: none"> 1. Violations of this policy by a student shall result in disciplinary action, including but not limited to confiscation of the device, banning of the student from using the personal electronic device in school or criminal prosecution if applicable. <p style="padding-left: 40px;">The confiscated item shall not be returned until a conference has been held with a person in parental relation and a building administrator.</p> <ol style="list-style-type: none"> 2. The administrators retain full oversight in their buildings regarding appropriate, necessary, and/or permissible use of electronic devices 3. Cell phones are to be turned off and out of sight during school hours. 4. All related School Board policies shall continue to apply in full force. 5. Access is a privilege, not a right. Students have the option, but are not required by the District, to bring their electronic device to school. If a student exercises the option to bring their electronic device to school, the student and the student’s person(s) in parental relation understand that there is a limited expectation of privacy with regard to the student owned device and its content while on school premises. When in school, students using their own devices must be logged-in using their assigned district Google credentials. 	<p>Pol. 218, 226, 233</p>
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**POLICY NO. 237
ELECTRONIC DEVICES**

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

Pol. 103, 218, 256

18 PA. C.S.A. 5903

	<p style="text-align: center;">POLICY NO. 237 ELECTRONIC DEVICES</p> <p>district may report such conduct to state and/or federal law enforcement agencies</p> <ol style="list-style-type: none">11. The District infrastructure is first and foremost provided and maintained for primary benefit of and access by District-owned technology equipment. The District reserves the right to control, monitor, log and restrict in size or content all network use, e-mail, chat conversations and space available on District workstations, laptops, or servers.12. Network bandwidth and access is finite and where a decision must be made between student use of technology and reliable use of District computers, District computing equipment will be given first priority.13. Students shall not use electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.14. Many electronic devices contain camera or motion picture recording technology – electronic devices are not to be used to capture pictures or motion recording of other students, teachers, administrators or other individuals without that person’s permission. The distribution of any unauthorized media may result in discipline, including but not limited to, suspension, criminal charges, and expulsion.15. The use of student-owned electronic devices is forbidden during assemblies and detention.16. During fire or other emergency drills or during actual emergencies students should not make phone calls unless absolutely necessary. If a student needs to reach someone, text or email messages are permitted.17. If a person in parental relation needs to contact their student, they must do so by contacting the building secretary.	
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**POLICY NO. 237
ELECTRONIC DEVICES**

Exceptions

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

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

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

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

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

References:

School Code – 24 P.S. Sec. 510

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

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

Pol. 103.1, 113

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 918

Section COMMUNITY

Title BOOSTER/PARENT
ORGANIZATIONS

Adopted MARCH 18, 2010

Last Revised _____

POLICY NO. 918 BOOSTER/PARENT ORGANIZATIONS		
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes the existence and appreciates the efforts of the various community based boosters and parent organizations at work in the school community clubs and their contributions to the District. The Board further recognizes affirms that the purpose of such groups clubs should be is to assist and support, but not to direct or supplant, the existing student activities or athletic programs. It is absolutely necessary that all School-d District-sponsored activities remain at the district school level and under the control, direction and supervision of the Board and district administration. teachers, sponsors and coaches.</p>	
Section 2	<p><u>Authority</u></p> <p>Being the elected and responsible body for directing all educational and extracurricular programs and activities, the Board of School Directors sets forth the following policy guidelines to maintain its legal and ethical responsibilities in relation to boosters/parent organizations (“Organization(s)”).</p> <p>Any person(s) wishing to form a booster club must submit to the Superintendent a letter seeking recognition by the School District. Only those booster clubs which apply for recognition as stated will be considered for recognition. Upon recommendation of the Superintendent, the Board will vote on whether to recognize the booster club.</p>	

	<p style="text-align: center;">POLICY NO. 918 BOOSTER/PARENT ORGANIZATIONS</p> <p>In recognizing a booster club, the District does not in any way assert responsibility for, or accept liability for any action or failure to act of the booster club. Rather, recognition by the Board grants the booster organization permission to operate in the name of a Keystone Oaks Booster Club and not in the name of the Keystone Oaks School District.</p> <p>The District's involvement with a booster club, when the club acts in its own name as a booster organization and not in the name of the Keystone Oaks School District is limited to:</p> <ol style="list-style-type: none">1. ensuring that the booster club's actions are not inconsistent with all rules associated with school-sponsored trips, competitions, social events and public performances, as set forth in applicable Board policy, and all provisions of this policy;2. ensuring that the booster club does not undertake any action in the name of the Keystone Oaks School District, but rather acts at all times in the name of the booster organization;3. approving the establishment of a booster club;4. rescinding approval of an established booster club which, either as a club or through an individual member(s), acts in a manner injurious to the best interests of the District or its students, and/or fails to act in a manner consistent with this policy and/or the best interests of the District or its students, as determined solely and exclusively by the Board of School Directors;5. conditioning approval, and/or continued functioning of a previously existing booster organization, upon the organization's demonstrated understanding that (1) students are not eligible for membership in any booster club, (2) it will comply with the fundraising and spending regulations and procedures set forth below, and (3) the District, and not the booster organization, is responsible for:<ol style="list-style-type: none">a. supervising activities and athletics;	
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	<p style="text-align: center;">POLICY NO. 918 BOOSTER/PARENT ORGANIZATIONS</p> <p>b. posting, recruitment, interviewing, selecting, evaluating, monitoring and/or removing activities and athletic personnel; _____</p> <p>c. selecting, purchasing, maintaining and storing equipment;</p> <p>d. ensuring that activities and athletics adhere to District, league and state rules and regulations; _____</p> <p>e. hiring and supervising of officials; _____</p> <p>f. transporting participants (but not necessarily spectators) to and from events and functions at District facilities and/or at outside facilities; _____</p> <p>g. scheduling of activities and competitions; _____</p> <p>h. maintaining and administering the School District's Athletic Department and Activities fund monies; _____</p> <p>i. making all decisions concerning operations, maintenance and administration of school activities and athletics. _____</p> <p>6. ensuring that booster clubs or an individual member(s) must follow the chain of command indicated below: _____</p> <p>a. Step 1 Coach/Activity Sponsor _____</p> <p>b. Step 2 Athletic/Activities Director _____</p> <p>c. Step 3 Building Principal _____</p> <p>d. Step 4 Superintendent or his designee _____</p> <p>e. Step 5 Board of School Directors</p>	
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	<p style="text-align: center;">POLICY NO. 918 BOOSTER/PARENT ORGANIZATIONS</p>	
Section 3	<p><u>Guidelines</u></p> <p><u>Recognition</u></p> <p>Organizations are formed and operated independently of any Keystone Oaks School District extra-curricular, co-curricular activities, or athletic teams. Organizations must apply for and secure recognition by the District before identifying or representing themselves as approved or endorsed affiliates, by submitting the information and materials recited below and receiving Board approval. Failure to maintain status, provide any required information outlined in this policy, or comply with any of the restrictions on affiliate group activities may cause the Board to revoke the District’s recognition of said group as an affiliated group. Submissions under this policy for Organizations associated with athletic teams shall be submitted to the Superintendent or their designee. All other Organizations shall submit required materials to the principal of the building through which the activity is organized or their designee. The building principals and the Athletic and Activities Program Facilitator will collaborate with the Superintendent or their designee.</p> <p><u>Organization</u></p> <p>To facilitate proper organization and recordkeeping between the Organizations and the District, the Board requires the following:</p> <ol style="list-style-type: none">1. Each Organization shall submit a copy of the Organization’s appropriately adopted constitution and by-laws. By-laws shall include no less than two documented authorizations for the disbursement of funds equaling \$250.00 or more and the bonding of the Organization’s treasurer. The use of debit cards or other electronic means of payment are prohibited. After initial submission, an Organization’s constitution and by-laws need only be updated when a change is made.2. Each Organization shall submit a list of current officers, including their phone numbers, addresses and email addresses, by July 31 of each school year. The listing of officers shall include, at a minimum, a president, vice-president, secretary and treasurer. When any changes in	

	<p style="text-align: center;">POLICY NO. 918 BOOSTER/PARENT ORGANIZATIONS</p> <p>officers occur, an updated list shall be submitted to the appropriate administrator, in a timely manner.</p> <ol style="list-style-type: none">3. Each Organization shall name a FDIC insured depository bank or FSLIC insured savings and loan association into which all proceeds and receipts shall be deposited. Any and all accounts shall be operated under the name of the specific Organization and its associated tax I.D./EIN number. There shall be no Organization accounts opened or operated under a specific individual's name/social security number.4. A copy of an annual accounting of the Organization's revenues and expenditures or evidence that such accounting is in process shall be submitted to the District's Athletic & Activities Program Facilitator, building principal or other appropriate administrator no later than September 30 of each year for the prior year's activities. Complete financial statements should be presented, when available. The annual accounting of actual expenditures and revenues may be performed by an independent auditor or by a committee of organization members other than the designated/elected officers for that school year.5. Appropriate documentation shall be filed on an annual basis establishing the Organization as a non-profit organization under section 501(c)(3) or affiliating the Organization with a state or national organization, which shall confer upon the Organization 501(c)(3) status. Organizations must abide by all Internal Revenue Guidelines (IRS).6. Organizations shall not be permitted to use the District's tax-exempt number for purchases.7. Person in parental relation participation shall not be required as a prerequisite for a student's participation in and/or receipt of the full opportunity and benefit of the team, club or activity for which the student has elected to participate.8. Potential Expenses	
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	<p style="text-align: center;">POLICY NO. 918 BOOSTER/PARENT ORGANIZATIONS</p> <p>a. Fully funded athletic or club activities may include additional costs (e.g., activity fees, individualized and non-reusable clothing or equipment) for students to participate in accordance with Policy 122: Extracurricular Activities and Policy 123: Interscholastic Activities and Policy 110: Instructional Supplies. No other fees shall be assessed.</p> <p>b. Partially funded athletic or club activities may include additional costs or volunteer obligations for students to participate. Itemized, required expenses and volunteer obligations shall be shared with participants at the time of registration (e.g., facility rental, uniforms, transportation, officials, etc.). No other required fees shall be assessed.</p> <p><u>Insurances</u></p> <p>The District, through its insurance broker, offers to each Organization using district facilities or sponsoring activities involving district students, a blanket general liability policy. The policy will cover each Organization for one (1) year (July 1 through June 30). Specific terms of coverage and exclusions from coverage are recited in the various policies themselves, which are available for inspection. Groups are free to secure such additional coverage as they deem appropriate.</p> <p>Approved activities are those approved by the District either through a building use permit (see Policy 707: Use of School Facilities) or a Board approved trip where team or club arrangements are fees are paid for by the booster club. Any activity off campus that does not require approval by the Board is not an activity covered by this general liability policy.</p> <p><u>Exclusion From Liability</u></p> <p>Unless specifically covered under the Insurances section above, Organizations are independent entities, separate and apart from the Keystone Oaks School District, and the Board does not assume any financial responsibility for an Organization and</p>	
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	<p style="text-align: center;">POLICY NO. 918 BOOSTER/PARENT ORGANIZATIONS</p>	
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excludes itself from any liability, financial or otherwise, an Organization may incur.

Use of Facilities

Organizations requesting use of facilities and/or services shall comply with the District's policy on facility usage (See Policy #707: Use of School Facilities). No activity shall be permitted without such approval.

Use of District Logo

Organizations desiring to use the District's logo(s) for promotional materials, clothing, sponsorships or any other purpose must comply with the District's "Name, Logo and Mascot Image Usage Guidelines."

Concessions

Organizations involved in concessions at school events shall follow district guidelines for use of such facilities and must complete a Concession Stand Article of Agreement with the District on an annual basis prior to operating any concession stands on district property.

Fundraising

All monies collected through fundraising shall be placed into a general fund to be used for the benefit of a team or club and its participants as a whole. Consistent with IRS regulations, the extent of student or member participation in fundraising activities of Organizations shall have no implications on the opportunities for students to participate in the activity or sport or on the receipt of awards or benefits distributed by the Organization.

In accordance with IRS Guidelines, cooperative fundraising is prohibited. Cooperative fundraising is defined as when a group's members join together (cooperatively) to raise money and then credit the funds raised (or the time spent volunteering) to the individuals who participated in raising the money. When records are kept showing how much each parent/student contributed to the fundraising effort these records are called Individual Fundraising Accounts ("IFA") and are prohibited.

	<p style="text-align: center;">POLICY NO. 918 BOOSTER/PARENT ORGANIZATIONS</p> <p>Fundraising activities shall be requested in writing to the building principal or the Athletic and Activities Program Facilitator on a district approved form no later than forty-five (45) days prior to the event, which must be reviewed and approved at the building/athletic office level before any such fundraising may occur. Any fundraising activities that are to occur on school district property that would require a Small Games of Chance License obtained through the Allegheny County Department of Revenue (e.g. raffles, 50/50, games of chance, lotteries) must comply with Policy 707: Use of School Facilities. Small Games of Chance Licenses must be provided upon request.</p> <p>No student instructional time shall be allowed for fundraising activities for any Organization. Student solicitation within the community for any Organization shall be minimal so as not to place an undue burden on the student and/or disrupt local businesses, individual residences and other stakeholders within the community. Any student fundraising shall comply with Policy 229: Student Fundraising.</p> <p>Members of the Organizations shall be given the option to participate, donate money or not participate in fundraising efforts. Mandatory fundraisers are not permitted. The confidentiality of members' participation in fundraising activities or the lack thereof shall be maintained to the greatest extent possible.</p> <p>Any exception to the above guidelines must be approved by the Superintendent or their designee.</p> <p>Each booster organization should have clear communications with its members as to the purpose of the organization and the desired voluntary commitment of the members.</p> <p>The District will not be involved in fundraising activities of the booster club, except to require compliance with the following as a condition of the District's initial and continued recognition of the booster club:</p>	
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- ~~1. Parents/guardians must be given the option to participate in the fundraiser, to pay in whole or in part (make up the difference) in lieu of, or in addition to, fundraising, or decline to participate in the fundraiser. Mandatory fundraisers are not permitted.~~
- ~~2. The Administration retains the right to prohibit the sale of any inappropriate or unsafe items, including any items that may require excessive clean up procedures at athletic competitions or school events.~~
- ~~3. A booster club may charge a fee in lieu of fundraising. This is not to be considered in any way a required participation fee. Rather, the fee is to be assessed on a per student basis to cover activity or trip costs, including travel and/or lodging.~~
- ~~4. The failure of a student or parent/guardian to participate in fundraisers, or to pay a fee in lieu of fundraisers, shall have no effect on the treatment of the student by the booster club in regard to receipt of awards or other benefits distributed by the booster club. However, students who fail to raise necessary funds for, or otherwise pay for, a trip or event requiring a fee, shall not be able to participate in that particular trip or event.~~
- ~~5. The booster club must send a letter home to parents/guardians at the start of every activity/athletic season, whichever comes first, informing parents/guardians of the following:
 - ~~a. The meeting dates, times and locations of all booster club meetings known at the time that the letter is sent. Thereafter, the booster club must continue to communicate with parents/guardians on a regular basis as to meeting dates, times and locations.~~
 - ~~b. Parents/guardians must be advised in said letter that they have the option of: participating in fundraisers, or paying the cost of any activity/event for which fundraiser is held in lieu of doing the fundraising, or making up the~~~~

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~~difference between the cost of the activity and the funds not raised through fundraising; or any per student fee that is to be charged in lieu of fundraising and the amount of that fee.~~

~~e. Although booster club fundraisers do not require District approval, booster clubs are encouraged to report to the building principal, within a reasonable time after commencing the fundraiser, the type of fundraiser being held, the duration and the purpose.~~

Expenditures for Equipment, Supplies, Etc. ~~Purchases by Booster Club~~

Organizations are not permitted to donate funds, equipment, materials or supplies equal to or greater than \$1,000 without approval of the District in accordance with Policy 702: Gifts, Grants and Donations. This prohibition applies specifically to any donations of uniform clothing, installation of equipment or improvements to real estate.

Any purchased/donated supplies or equipment by any Organization to the District becomes the property of the District in accordance with Policy 702: Gifts, Grants and Donations. Any expenditure of funds by an Organization which would create a future obligation to the District, a possible liability, or a maintenance plan to the District must be pre-approved by the Board.

Booster groups shall not be permitted to use the District tax-exempt number for purchases, nor shall ~~Organizations~~~~booster clubs~~ be permitted to use District funds for any such purchases.

Improvements to the District Buildings and Grounds

Any proposed modifications~~Proposals for~~ or improvements to the District's buildings and grounds by an ~~Organization to be made by a booster organization~~ must be submitted to the building principal, the Assistant to the Superintendent for Operations~~Director of Finance and Human Resources~~ and ~~the District the~~ Superintendent or their designee~~and be approved~~

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~~by the Board of School Directors.~~ Board approval may be required based upon the nature and scope of the proposed modification or improvement. The Board reserves unto itself the right to attach such conditions to its approval of such proposals as may be necessary to ensure compliance with applicable law and to protect and maintain the District's properties and its resources.

No work shall commence without written approval of the Superintendent or their designee.

Organizations conducting preliminary evaluations or studies in connection with substantial programs or projects are cautioned that no interim cooperation or participation in exploratory discussions obligates the District to proceed until a formal proposal is presented to and approved by the Board, and the District has no financial obligations except such as are formally acknowledged and approved by the Board.

~~Banners and Signs~~

~~All booster club banners and signs must be pre-approved by the Superintendent or his designee before they are ordered and displayed on school grounds.~~

~~Recognition Functions (Banquets)~~

Organizations planning a recognition event shall request permission to conduct and clear the date for the event with -the building principal and/or the Athletic and Activities Facilitator.

~~Each booster club may sponsor banquets or other recognition events to which student participants and their families may be invited.~~

~~Recognition events/banquets must receive prior approval of the building principal.~~

~~A booster club planning a recognition event for District students shall provide a description of the event, including date, time, place and overview of activities to the building principal. The building principal may advise the booster group if any other~~

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~~booster club has scheduled a banquet/recognition event for that date.~~

~~However, it shall be the responsibility of the respective booster organizations and not the building principal or any other District personnel to rectify any conflicts among booster organizations for available dates, times and places associated with such events.~~

When banquet facilities are used off of school grounds, the following guidelines will apply:

- ~~1. The facility will be recognized as a school zone.~~
- ~~2.~~1. The event ~~banquet~~ will be recognized as a school function. All school rules will apply and be enforced.
- ~~3. All school rules will apply and be enforced.~~
- ~~4.~~2. No alcoholic beverages or tobacco products will be permitted at the event ~~in the banquet area~~. This prohibition includes all those in attendance.
- ~~5.~~3. An announcement must be made at the beginning of each event ~~banquet~~ summarizing the foregoing.

District Vending Agreement

~~Any items sold on District property or at any school-sponsored event must be in compliance with any and all District contracts with outside vendors. However, any pre-existing contracts between any booster club and any individual or company for exclusive distribution of vended goods shall remain in full force and effect. The booster club must secure permission from the Director of Fiscal Services to bring on to, consume, and/or sell on District property any refreshments, in accordance with the District's Facilities Use Policy, No. 707.~~

Programs

~~Prior to publication of any program for any student event, the draft program in its entirety must be approved by the Superintendent or his/her designee. Advertisements for alcoholic beverages, tobacco products and any other material considered inappropriate by the Superintendent or his/her designee~~

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~~shall not be permitted to be published in the program.~~

Compliance

Should any situation emerge between an Organization and the administration regarding the management of any school-related activity, the Superintendent or their designee shall resolve the matter within these established guidelines and/or Board policy. The decision of the Superintendent shall be final in resolving such matters between the Organizations and the administration. No Organization shall engage in any activity outside these guidelines.