

# BOARD OF SCHOOL DIRECTORS

**WORK SESSION**  
**TUESDAY, JANUARY 9, 2024**  
**7:00 PM**

## *MINUTES*

<b>Call to Order</b>	President Tamara Donahue called the meeting to order at 7:17 p.m.
<b>Pledge</b>	The meeting opened with the pledge to the flag.
<b>Attendance</b>	Those present included: Mrs. Donahue, Ms. Evans, Mr. Hill, Mr. LaPorte, Ms. Lindsey, Mrs. Lydon, Mr. Raso, Mrs. Shaw and Ms. Snyder. Also present were Dr. William P. Stropkaj, Superintendent; Mr. Joseph A. Kubiak, Assistant to the Superintendent for Operations/Board Secretary; Mr. Michael Brungo, Solicitor; Dr. Shannon Varley, Assistant to the Superintendent for Student Achievement and Mrs. Maureen S. Myers, Assistant Board Secretary/Recording Secretary were present.
<b>Public Comment</b>	<b>Public Comment - None</b>
<b>Board President's Report</b>	<b>BOARD PRESIDENT'S REPORT – Mrs. Tamara Donahue</b> The following action items will be considered at the January 16, 2024 Business/Legislative Meeting:  <b><u>BOARD ACTION REQUESTED</u></b>
<b>Board Minutes</b>	<b>BOARD MINUTES</b> It is recommended that the Board approve the Reorganization/Business/Legislative Minutes of December 5, 2023.  <b><u>FOR INFORMATION ONLY</u></b> <ul style="list-style-type: none"><li>• Parkway West Career and Technology Center Report <i>Mrs. Annie Shaw</i></li><li>• SHASDA Report <i>Mr. Santo Raso</i><ul style="list-style-type: none"><li>• There will be a meeting on February 1, 2024 at Upper St. Clair.</li></ul></li><li>• PSBA/Legislative Report <i>Mrs. Theresa Lydon</i></li><li>• News from the Boroughs</li></ul>
<b>Executive Session</b>	<b>Executive Session</b> – Executive Session was held prior to this evenings Work Session to discuss personnel matters.
<b>Board Committees</b>	<b>BOARD COMMITTEES 2024</b>

<b>Activities &amp; Athletics</b>	*Mr. LaPorte, Mr. Hill, Mrs. Donahue, Ms. Lindsey
<b>Budget &amp; Finance</b>	*Mr. Hill, Ms. Lindsey, Mrs. Lydon, Mrs. Shaw
<b>Buildings, Grounds &amp; Transportation</b>	*Mr. Raso, Mrs. Shaw, Mr. Hill, Mr. LaPorte
<b>Communications</b>	*Ms. Snyder, Mr. LaPorte, Ms. Lindsey, Mr. Wilson
<b>Education</b>	*Mrs. Donahue, Ms. Snyder, Mr. Wilson, Mrs. Lydon
<b>Personnel</b>	*Mrs. Donahue, *Ms. Snyder, Mrs. Lydon, Mr. Raso
<b>Policy &amp; Planning</b>	*Mrs. Shaw, Ms. Snyder, Mr. Wilson, Mr. Raso
<b>PSBA</b>	Mrs. Lydon
<b>SHASDA</b>	Mr. Raso

\*Denotes Chairperson

Superintendent's Report

**SUPERINTENDENT REPORT – Dr. William P. Stropkaj**

The following action items will be considered at the January 16, 2024 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

Review – Title I Policy

**REVIEW OF TITLE I POLICY**

It is recommended that the Board approve the review of the following Title I Policy in compliance with the Federal Title I Regulations:

Policy 919: *Title I Parent and Family Engagement*

For Information Only

There were no changes in Policy 919.

PD

**PROFESSIONAL DEVELOPMENT**

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

<b>William Eibeck</b>	PMEA All State Conference and Festival Bayfront Convention Center Erie, PA April 17 – 20, 2024	\$1,738.00
<b>Ronald Porupsky</b>	Second Annual NTER Master Trainer Summit Washington, D.C. January 29 – 30, 2024	\$1,020.00
<b>Lainey Resetar</b>	UPMC WPIC SAP Conference Virtual January 30 – February 1, 2024	\$375.00

- A discussion was had regarding Professional Development.

**Education Report**

**EDUCATION REPORT – Mrs. Tamara Donahue**

The following action items will be considered at the January 16, 2024 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**KOMS – POS**

**KEYSTONE OAKS MIDDLE SCHOOL: PROGRAM OF STUDIES**

The Administration recommends the approval of the Keystone Oaks Middle School Program of Studies for the 2024/2025 school year.

**KOHS – POS**

**KEYSTONE OAKS HIGH SCHOOL: PROGRAM OF STUDIES**

The Administration recommends the approval of the Keystone Oaks High School Program of Studies for the 2024/2025 school year.

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

**Personnel Report**

**PERSONNEL REPORT – Mrs. Tamara Donahue & Ms. Emily Snyder**

The following action items will be considered at the January 16, 2024 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Appointments**

**APPOINTMENTS**

**1. Professional Employee**

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

**Brady Whalen**

Teacher – Science – High School  
Effective – January 4, 2024  
Salary - \$47,000.00 (B, Step 1) (pro-rated)

**2. Paraprofessional**

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

**Krista Glymph**  
Paraprofessional  
Effective – January 16, 2024  
Salary - \$15.34/hour

**3. Activity Stipends – 2023/2024 School Year**

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

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
Musical (Elementary)	Assistant	Zachary Smith	\$2,500.00
Musical (Elementary)	Assistant	Carol Smith	\$2,500.00
Musical (MS)	Assistant	Carol Smith	\$4,000.00
Musical (MS)	Assistant	Gina Huss	\$2,500.00
Musical (MS)	Assistant	Michael Trimm	\$2,500.00
Softball (Girls, Varsity)	Head Coach	Keith Buckley	\$6,500.00

**4. Activity Stipend – 2024/2025 School Year**

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

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
Soccer (Boys, Varsity)	Head Coach	John Paul Nicola	To Be Determined

Department Leader

**DEPARTMENT LEADER 2023/2024 SCHOOL YEAR**

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

<u>Department Leader</u>	<u>Name</u>	<u>Compensation</u>
Science 6-12	Michelle McSwigan	\$2,250.00 (pro-rated)

FMLA

**FAMILY AND MEDICAL LEAVE**

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

Employee #4621 – February 22, 2024 – May 21, 2024

Finance Report

**FINANCE REPORT – Mr. Nafis Hill**

The following action items will be considered at the January 16, 2024 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

Accounts Payable

**ACCOUNTS PAYABLE APPROVAL LISTS THROUGH DECEMBER 31, 2023**

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

A. General Fund as of December 31, 2023 (Check No. 71072-71290)	\$950,956.09
B. Food Service Fund as of December 31, 2023 (Check No. 9788-9802)	\$26,540.73
C. Athletics as of December 31, 2023 (None)	\$0.00
D. Capital Reserve as of December 31, 2023 (None)	\$0.00
<b>TOTAL</b>	<b>\$977,496.82</b>

RWAN

**REGIONAL WIDE AREA NETWORK**

It is recommended that the Board approve the Keystone Oaks School District’s continued participation in the Regional Wide Area Network in accordance with the Service Order and E-Rate Letter of Agency, effective through June 30, 2029 for lit fiber wide area network service and the Letter of Agency, through June 30, 2027 for Internet access service.

**For Information Only**

The price for the RWAN Circuit Charge will be \$447.50 per month. This is the same as in years prior.

The price for Internet access service will be reduced from the current price of \$0.57 per Mbps per 1,000 Mbps to \$0.20 per Mbps per 1,000 Mbps. An estimated Internet monthly E-rate credit of \$100.00 will then be applied.

The total net estimated monthly charges are \$887.50.

- A discussion was had regarding Regional Wide Area Network.

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2023 – 2024 BUDGET to ACTUAL / PROJECTION**

<b>ACCT</b>	<b>DESCRIPTION</b>	<b>2023-2024 BUDGET TOTAL</b>	<b>2023-2024 6 MONTH DECEMBER/ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 32,672,317	\$ 28,915,674	\$ (3,756,643)
7000	State Revenue Sources	\$ 13,333,933	\$ 6,911,699	\$ (6,422,234)
8000	Federal Revenue Sources	\$ 805,962	\$ 1,402,240	\$ 596,278
<b>Total Revenue</b>		<b>\$ 46,812,212</b>	<b>\$ 37,229,613</b>	<b>\$ (9,582,599)</b>
				<b>(OVER) UNDER BUDGET</b>
<b>Expenditures</b>				
100	Salaries	\$ 20,607,107	\$ 7,733,099	\$ 12,874,008
200	Benefits	\$ 13,416,990	\$ 4,607,834	\$ 8,809,156
300	Professional/Technical Services	\$ 1,929,206	\$ 940,807	\$ 988,399
400	Property Services	\$ 1,493,800	\$ 745,331	\$ 748,469
500	Other Services	\$ 5,446,273	\$ 2,350,639	\$ 3,095,634
600	Supplies/Books	\$ 1,715,234	\$ 974,804	\$ 740,430
700	Equipment/Property	\$ 1,015,150	\$ 1,065,042	\$ (49,892)
800	Other Objects	\$ 87,100	\$ 107,975	\$ (20,875)
900	Other Financial Uses	\$ 1,101,352	\$ 3,251,627	\$ (2,150,275)
<b>Total Expenditures</b>		<b>\$ 46,812,212</b>	<b>\$ 21,777,159</b>	<b>\$ 25,035,053</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ -</b>	<b>\$ 15,452,454</b>	<b>\$ 15,452,454</b>
<b>Other Financing Sources/(Uses)</b>				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

**II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF DECEMBER 31, 2023**

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance - 12/01/2023	\$ 241,831.94	\$ 44,198.95
Deposits	\$ 4,160.44	\$ 4,229.31
Subtotal	\$ 245,992.38	\$ 48,428.26
Expenditures	\$ 9.99	\$ 95.07
Cash Balance -12/31/2023	\$ 245,982.39	\$ 48,333.19

**III. BANK BALANCES**

**BANK BALANCES PER STATEMENT AS OF DECEMBER 31, 2023**

	<b>BALANCE</b>
<b>GENERAL FUND</b>	
FNB BANK	\$ 1,509,676
PAYROLL (pass-thru account)	\$ 6,809
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 4,833
PLGIT	\$ 15,736,542
FNB MONEY MARKET	\$ 5,746,594
PSDLAF	\$ 172,773
INVEST PROGRAM	\$ 193,093
OTHER POST-EMPLOYMENT BENEFITS	\$ 2,092,867
COMPENSATED ABSENCES	\$ 453,579
	<b>\$ 25,916,766</b>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 747,998
PLGIT	\$ 1,357,515
	<b>\$ 2,105,513</b>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 43,519
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 854
	<b>\$ 44,374</b>
<b>GRAND TOTAL</b>	<b>\$ 28,066,653</b>

**Activities & Athletics  
Report**

**ACTIVITIES & ATHLETICS REPORT – Mr. Thomas LaPorte**

The following action items will be considered at the January 16, 2024 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Overnight Trip**

**OVERNIGHT TRIP**

It is recommended that the Board approve the following overnight trip:

**Golden Eagles Marching Band**

Williamsburg and Norfolk, Virginia

May 18 – 22, 2024

Sponsor – William Eibeck

Chaperones – A complete list of names to be provided closer to trip time

Approximate number of students participating – 65 – 70

No District Funds Requested

- A discussion was had regarding the Overnight Trip.

**Adjournment**

**ADJOURNMENT**

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

*Motion passed 9-0*

Respectfully submitted,

Joseph A. Kubiak  
Board Secretary

Maureen S. Myers  
Assistant Board Secretary



# Policy Guide



Policy No. 919

Section COMMUNITY

Title TITLE I PARENT AND FAMILY ENGAGEMENT

Adopted DECEMBER 2, 2014

Last Revised JANUARY 18, 2022

Reviewed JANUARY 16, 2024

<b>POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT</b>		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes that parent and family engagement contributes to the achievement of academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents and family members, and community.</p>	<p>20 U.S.C. 6318 Pol. 102</p>
<b>Section 2</b>	<p><b><u>Definition</u></b></p> <p><b>Parent and Family (Family Member)</b> - these terms are used interchangeably and shall include caregivers, a legal guardian or other person standing in loco parentis such as a grandparent or stepparent with whom the child lives, a person who is legally responsible for the child's welfare, or a legally appointed Education Decision Maker of a child participating in a Title I program.</p>	
<b>Section 3</b>	<p><b><u>Authority</u></b></p> <p>The Board directs the District and each of its schools with a Title I program to:</p> <ol style="list-style-type: none"> <li>1. Conduct outreach to all parents and family members.</li> </ol>	<p>20 U.S.C. 6318</p>

	<p style="text-align: center;"><b>POLICY NO. 919</b> <b>TITLE I PARENT AND FAMILY ENGAGEMENT</b></p> <p>2. Engage parents in the joint development of the District's overall Title I plan and the process of school review and improvement as necessary.</p> <p>3. Engage parents and family members in the development of the Title I Parent and Family Engagement Policy. Following adoption of the policy by the Board, the policy shall be:</p> <ul style="list-style-type: none"> <li>a. Incorporated into the district's Title I plan.</li> <li>b. Posted to the district's publicly accessible website and be available in writing upon request.</li> <li>c. Evaluated annually with parent and family engagement.</li> </ul> <p>4. Provide opportunities and conduct meaningful collaborations with parents and family members in planning and implementation of Title I programs, activities, and procedures.</p>	<p>20 U.S.C. 6312 SC 510.2</p>
<b>Section 4</b>	<b><u>Guidelines</u></b>	
	<p>Each district school operating a Title I program shall hold an annual meeting of parents and family members at a convenient time to explain the goals and purposes of the Title I programs and to inform them of their right to be involved. Parents and family members shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents and family members shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs, through the Title I Parent Advisory Council, survey, and Parent-Faculty organization meetings.</p>	<p>20 U.S.C. 6318</p>
	<p>The schools with Title I programs shall offer a flexible number of meetings which shall be held at various times of the morning and evening. Title I funds may be used to enable parent and family member attendance at meetings through payment of transportation, child care costs or home visits.</p>	<p>20 U.S.C. 6318</p>

**POLICY NO. 919  
TITLE I PARENT AND FAMILY ENGAGEMENT**

The schools shall involve parents and family members in an organized, ongoing and timely way, in the planning, review and improvement of Title I programs, the Title I Parent and Family Engagement Policy and the joint development of the Title I Plan.

20 U.S.C. 6318,  
6312

At these meetings, parents/guardians shall be provided:

20 U.S.C. 6318

1. Timely information about Title I programs and district and school level parent/guardian engagement activities.
2. Description and explanation of academic content standards, the curriculum in use, the forms of academic assessment used to measure student progress, and the achievement levels students are expected to meet.
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

To ensure the continuous engagement of parents and family members in the joint development of the Title I Plan and with the school support and improvement process, the district shall:

1. Establish meaningful, ongoing two-way communication between the district, staff and parents and family members.
2. Communicate with parents and family members about the plan and seek their input and participation through efficient means of communication such as, the use of newsletters, the district website, email, telephone, parent and teacher conferences, and home visits if needed.
3. Train personnel on how to collaborate effectively with parents and family members with diverse backgrounds that may impede their participation, such as limited literacy or language difficulty.
4. Analyze and share the results of the Title I Parent/Family Survey.
5. Post school performance data on the district's website.

**POLICY NO. 919**  
**TITLE I PARENT AND FAMILY ENGAGEMENT**

6. Distribute and discuss the School-Parent and Family Compact.
7. Host various parent and family nights at each school building with a Title I program.
8. Establish and support active and engaged Title I parent and family advisory councils. The council will include a majority of parents and family members of students participating in Title I programs, as well as the building principal, teachers or other appropriate staff, students and community members. The purpose of the council shall be to focus on improved student achievement, effective classroom teaching, parent/family/community engagement in the educational process, and to facilitate communications and support.
9. Actively recruit parents and family members to participate in school review and improvement planning.
10. Assign district representatives to be available to work collaboratively with parents and family members, and to conduct school-level trainings to promote understanding of school data, comprehensive plans and the budgeting process.
11. Invite participation of parents and family members at the regular comprehensive planning committee meetings, Title I budget meetings and school improvement plan meetings to obtain input and propose school improvement initiatives.

If the Title I Plan is not satisfactory to parents and family members, the District shall submit any parent or family member comments with the plan when the school makes the plan available to the Board.

20 U.S.C. Sec.  
6318, 6312

**POLICY NO. 919**  
**TITLE I PARENT AND FAMILY ENGAGEMENT**

Building Capacity for Parent and Family Engagement

The District shall provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve academic achievement and school performance through:

1. Providing assistance to parents and family members in understanding such topics as the academic standards, state and local academic assessments, the requirements of parent and family involvement, how to monitor a child's progress and work with teachers to improve the achievement of their children.
  
2. Providing material and training to help parents and family members work with their children to improve academic achievement and to foster parent and family engagement, such as:
  - a. Scheduling trainings in different locations on a variety of topics including how to support their child in school, literacy, school safety, cultural diversity and conflict resolution.
  - b. Using technology, including education about the harms of copyright piracy, as appropriate.
  - c. Providing information, resources and materials in a user-friendly format.
  - d. Providing, as requested by a parent or family member, other reasonable support for parent and family engagement activities.
  - e. Training on how to use the Parent Portal as a tool to monitor grades and achievement.
  
3. Educating teachers, specialized instructional support personnel, principals and other school leaders and staff, with the assistance of parents and family members, on the value and usefulness of contributions of parents and

20 U.S.C. 6318

Pol. 102, 127

Pol. 814

Pol. 833

**POLICY NO. 919  
TITLE I PARENT AND FAMILY ENGAGEMENT**

family members and in how to reach out to, communicate with, and work with them as equal partners, implement and coordinate parent and family programs, and build ties between parents and family members and the school.

4. To the extent feasible and appropriate, coordinating and integrating Title I parent and family involvement efforts and activities with other federal, state and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents and family members in more fully participating in the education of their children.
5. Engage the parent organizations (i.e. PFO) to actively seek out and involve parents and family members through regular updates, information sessions and assistance with the identification of effective communication strategies.
6. Train parents and family members to enhance the involvement of other parents and family members.
7. Adopt and implement model approaches to improving parent and family engagement.
8. Establish a district-wide Title I parent and family advisory council to provide advice on all matters related to parent and family engagement in Title I programs.
9. Engage community-based organizations and businesses in parent and family engagement activities.
10. Implement an effective means of outreach to the families of English learners.

20 U.S.C. 2318,  
7845  
Pol. 140, 212  
29 U.S.C. 3271 et  
seq.  
42 U.S.C. 11301 et  
seq., 9831 et seq.

Coordinating Parent and Family Engagement Strategies

The District shall coordinate and integrate Title I parent and family engagement strategies with other parent and family

20 U.S.C. 6318,  
7845

	<p style="text-align: center;"><b>POLICY NO. 919</b> <b>TITLE I PARENT AND FAMILY ENGAGEMENT</b></p> <p>engagement strategies required by federal, state, and local laws by:</p> <ol style="list-style-type: none"> <li>1. Involving district and program representatives to assist in identifying specific parent and family member needs.</li> <li>2. Sharing data from other programs to assist in developing initiatives to advance academic achievement and school improvement.</li> </ol> <p><u>Annual Parent and Family Engagement Policy Evaluation</u></p> <p>The District shall conduct, with meaningful participation of parents and family members, and annual evaluation of the content and effectiveness of this policy in improving the academic quality of all district schools with a Title I program.</p> <p>The evaluation shall identify:</p> <ol style="list-style-type: none"> <li>1. Barriers to parent and family member participation, with particular attention to those who are migrants, are economically disadvantaged, have a disability, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.</li> <li>2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers.</li> <li>3. Strategies to support successful school and parent and family interactions.</li> </ol> <p>The evaluation shall be conducted through:</p> <ol style="list-style-type: none"> <li>1. Establishment of a schedule and process for the policy review and revision by parents and family members.</li> <li>2. An evaluation of the effectiveness of the content and communication methods through a variety of methods.</li> <li>3. A parent and family member and teacher survey designed to collect data on school level and district-wide</li> </ol>	<p>Pol. 140, 212 29 U.S.C. 3271 et seq., 701 et seq 42 U.S.C. 11301 et seq.,9831 et seq.</p> <p>20 U.S.C. 6318</p> <p>20 U.S.C. 6318</p>
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**POLICY NO. 919  
TITLE I PARENT AND FAMILY ENGAGEMENT**

parent and family engagement outcomes.

4. Focus groups. Parents and family members, and community members, unable to attend the focus groups in person shall have an opportunity to participate in an alternate format.
5. Documentation of parent and family member input regarding Title I programs and activities from throughout the year.
6. A Title I parent and family advisory council comprised of a sufficient number and representative group of parents and family members to adequately represent the needs of the district's Title I population.

The District shall use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise, if necessary, the district's Title I Parent and Family Engagement Policy.

20 U.S.C. 6318

School-Parental Compact

Each school in the District receiving Title I funds shall jointly develop with parents and family members of students served in the program a School-Parent and Family Compact outlining the manner in which parents and family members, the entire school staff and students will share responsibility for improved student academic achievement and the means by which the school and parents and family members will build and develop partnerships to help children achieve the academic standards. The compact shall:

20 U.S.C. 6318

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title I program to meet the District's academic standards.
2. Describe the ways in which parents and family members will be responsible for supporting their child's learning; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education

Pol. 916



	<p style="text-align: center;"><b>POLICY NO. 919</b> <b>TITLE I PARENT AND FAMILY ENGAGEMENT</b></p> <p>and positive use of extracurricular time.</p> <p>3. Address the importance of ongoing two-way, meaningful communication between parents/family members and teachers, at a minimum, annual parent-teacher conferences at the elementary level, frequent reports to parents and family members on their child’s progress, reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities.</p> <p><u>Title I Funds</u></p> <p>Unless exempt by law, the District shall reserve at least one percent (1%) of its Title I funds to assist schools in conducting parent and family engagement activities. Parents and family members shall be involved in the decisions regarding how the Title I reserved funds are used for parent and family engagement activities.</p> <p>Not less than ninety percent (90%) of the reserved funds shall be distributed to district schools with a Title I program, with priority given to high need schools. The District shall use the Title I reserved funds to conduct activities and strategies consistent with this policy, including:</p> <ol style="list-style-type: none"> <li>1. Supporting schools and nonprofit organizations in providing professional development for the district and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.</li> <li>2. Supporting programs that reach parents and family members at home, in the community, and at school.</li> <li>3. Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.</li> </ol>	<p>Pol. 916</p> <p>20 U.S.C. 6318</p> <p>20 U.S.C. 6318</p>
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<p><b>Section 5</b></p>	<p style="text-align: center;"><b>POLICY NO. 919</b> <b>TITLE I PARENT AND FAMILY ENGAGEMENT</b></p> <p>4. Collaborating or providing subgrants to schools to enable such schools to collaborate with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement.</p> <p>5. Engaging in any other activities and strategies that the district determines are appropriate and consistent with this policy.</p> <p><u>Documentation of Parent and Family Engagement Practices</u></p> <p>Documentation to track the implementation of this policy is an essential part of compliance and may include, but not be limited to, sign-in sheets at workshops, meetings and conferences; schedules, training and informational materials; communications and brochures; and meeting notes.</p> <p><u>Accessibility</u></p> <p>The District and each of its schools with a Title I program shall provide communications, information and school reports to parents and family members who are migrants or who have limited English proficiency, a disability, limited literacy, or racial and ethnic minority backgrounds, in a language they can understand.</p> <p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee shall ensure that the District's Title I Parent and Family Engagement Policy, plan and programs comply with the requirements of federal law.</p> <p>The Federal Programs Coordinator and/or Title I staff shall notify parents and family members of the existence of the Title I programs and provide:</p> <ol style="list-style-type: none"> <li>1. An explanation of the reasons supporting their child's selection for the program.</li> <li>2. A set of goals and expectations to be addressed.</li> </ol>	<p>20 U.S.C. 6318 Pol. 140</p> <p>20 U.S.C. 6318, 6312</p>
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	<p style="text-align: center;"><b>POLICY NO. 919</b> <b>TITLE I PARENT AND FAMILY ENGAGEMENT</b></p> <ol style="list-style-type: none"><li>3. A description of the services to be provided.</li><li>4. A copy of this policy and the School-Parent and Family Compact.</li></ol> <p>Parents and family members shall actively carry out their responsibilities in accordance with this policy and the School-Parent and Family Compact. At a minimum, parents and family members shall be expected to:</p> <ol style="list-style-type: none"><li>1. Support their child’s learning.</li><li>2. Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time.</li></ol> <p>The Superintendent or designee shall ensure that the District and its schools with Title I programs provide opportunities for the informed participation of parents and family members by providing resources, information and school reports in an understandable and uniform format or, upon request, in another format. Such efforts shall include: .</p> <ol style="list-style-type: none"><li>1. Providing communications in clear and simple language.</li><li>2. Posting information for parents and family members on the district's website.</li><li>3. Including a telephone number for parents and family members to call with questions.</li><li>4. Partnering with community agencies which may include libraries, recreation centers, community-based organizations and faith-based organizations to assist in sharing information.</li><li>5. Provide language access services to families with limited English proficiency through on-site or telephonic translation and interpretation services, as appropriate.</li></ol>	<p>20 U.S.C. 6318</p> <p>Pol. 140</p>
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**POLICY NO. 919**  
**TITLE I PARENT AND FAMILY ENGAGEMENT**

Previously Revised: December 4, 2018; December 12, 2017

References:

School Code – 24 PA Sec. 510.2

Elementary and Secondary Education Act – 20 U.S.C. Sec.  
6312, 6318, 7845

Rehabilitation Act – 29 U.S.C. Sec. 701 et seq.

Adult Education and Family Literacy Act – 20 U.S.C. Sec. 3271  
et seq.

Head Start Act – 42 U.S.C. Sec. 9831 et seq.

The McKinney-Vento Homeless Assistance Act – 42 U.S.C.  
Sec. 11301 et seq.

Board Policy – 102, 140, 127, 212, 814, 916