



**KEYSTONE OAKS SCHOOL DISTRICT
1000 KELTON AVENUE
PITTSBURGH, PA 15216**

BOARD OF SCHOOL DIRECTORS

**WORK SESSION
TUESDAY, NOVEMBER 9, 2021
7:00 PM**

**BUSINESS/LEGISLATIVE SESSION
TUESDAY, NOVEMBER 16, 2021
7:00 PM**

KEYSTONE OAKS SCHOOL DISTRICT SCHOOL DIRECTORS' CALENDAR OF EVENTS

November 9, 2021 – Work Session

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- Public Comment
- Review of Reports
- Public Comment
- Adjournment

November 16, 2021 – Business/Legislative

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

BOARD PRESIDENT'S REPORT

NOVEMBER 16, 2021

Mrs. Theresa Lydon

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of October 12, 2021 and the Business/Legislative Minutes of October 19, 2021.

II. STUDENT AGREEMENT

It is recommended that the Board approve the Agreement between Student 105101 and the Keystone Oaks School District.

FOR INFORMATION ONLY

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|-------------|--|----------------------------------|
| I. | Parkway West Career and Technology Center Report | <i>Mrs. Annie Shaw</i> |
| II. | SHASDA Report | <i>Mr. Santo Raso</i> |
| III. | PSBA/Legislative Report | <i>Mrs. Theresa Lydon</i> |
| IV. | News from the Boroughs | |
| V. | EXECUTIVE SESSION | |

SUPERINTENDENT'S REPORT

NOVEMBER 16, 2021

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. SECOND READING POLICY 212: REPORTING PUPIL PROGRESS

It is recommended that the Board approve the SECOND READING of Policy 212: *Reporting Pupil Progress*.

PUPIL PERSONNEL REPORT
NOVEMBER 16, 2021

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. LETTER OF AGREEMENT – MAXIM HEALTH SERVICES

It is recommended that the Board approve the Letter of Agreement between Maxim Health Services and the Keystone Oaks School District to provide nursing services to a student in the District.

II. TRANSPERFECT REMOTE TELEPHONE INTERPRETING SERVICES RENEWAL

It is recommended that the Board approve the renewal of a contract with the Allegheny Intermediate Unit for Transperfect Remote Telephone Interpreting Services at a cost of \$120.00 per year plus \$0.90 per minute for translation services based on student/parent need, effective February 2022 through February 2023.

PERSONNEL REPORT

NOVEMBER 16, 2021

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. 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>
Judith Fritz	Certified School Nurse	January 24, 2022	25

II. RESIGNATION

It is recommended that the Board accept the following resignation:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Lisa Androski	Paraprofessional	November 5, 2021

III. APPOINTMENTS

1. Homebound Instructors

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020 – 2026*, it is recommended that the Board approve the following individuals as Homebound Instructors for the 2021/2022 school year:

Candace Bush
Rebekah Brooks
Nancy Kraemer
Kimberly Smykal

2. 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 individual for the 2021/2022 school year:

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
Musical (HS)	Director	Sonya Caceres	\$8,500.00

IV. TENURE

It is recommended that the Board grant a professional contract to the following individual for having completed the requirements for tenure according to the Commonwealth of Pennsylvania effective November 22, 2021.

Caitlin Lucas Myrtle Avenue Elementary

V. SABBATICAL LEAVE

It is recommended that the Board approve **Lisa Plowman**, Sixth Grade Teacher, Keystone Oaks Middle School, for a sabbatical leave for the second semester of the 2021/2022 school year.

FINANCE REPORT

NOVEMBER 16, 2021

Ms. Raeann Lindsey, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH OCTOBER 31, 2021

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

A. General Fund as of October 31, 2021 (Check No. 65611-65790)	\$1,337,195.39
B. Food Service Fund as of October 31, 2021 (Check No. 9595-9602)	\$28,968.52
C. Athletics as of October 31, 2021 (Check No. 3294-3302)	\$9,568.90
D. Capital Reserve as of October 31, 2021 (None)	\$0.00
TOTAL	\$1,375,732.81

II. CONTINUED MEMBERSHIP IN THE JOINT PURCHASING BOARD

It is recommended that the Board approve the continued membership in the Allegheny Intermediate Unit's Joint Purchasing Program for the 2022/2023 school year in the following areas, but not limited to:

Electricity
Gasoline and Diesel Fuel
Natural Gas
Copier Paper

The regular member position for the Joint Purchasing Program will be assigned to **Joseph Kubiak**, Director of Finance and Human Resources, and the alternate member position will be assigned to **John Lyon**, Director of Buildings, Grounds and Transportation.

For Information Only

This does not obligate the District to purchase materials from the AIU Joint Purchasing Program.

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

ACCT	DESCRIPTION	2021-2022 BUDGET TOTAL	2021-2022 4 MONTH OCTOBER/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 31,108,214	\$ 25,331,733	\$ (5,776,481)
7000	State Revenue Sources	\$ 11,886,363	\$ 3,999,549	\$ (7,886,814)
8000	Federal Revenue Sources	\$ 691,742	\$ 188,170	\$ (503,572)
Total Revenue		\$ 43,686,319	\$ 29,519,452	\$ (14,166,867)

				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 17,908,098	\$ 3,292,413	\$ 14,615,685
200	Benefits	\$ 11,215,351	\$ 2,547,598	\$ 8,667,753
300	Professional/Technical Services	\$ 1,805,796	\$ 190,134	\$ 1,615,662
400	Property Services	\$ 1,117,100	\$ 283,558	\$ 833,542
500	Other Services	\$ 5,855,294	\$ 1,485,427	\$ 4,369,867
600	Supplies/Books	\$ 1,469,483	\$ 671,078	\$ 798,405
700	Equipment/Property	\$ 420,929	\$ 443,386	\$ (22,457)
800	Other Objects	\$ 347,620	\$ 135,808	\$ 211,812
900	Other Financial Uses	\$ 3,958,000	\$ 26,000	\$ 3,932,000
Total Expenditures		\$ 44,097,671	\$ 9,075,402	\$ 35,022,269

Revenues exceeding Expenditures	\$ (411,352)	\$ 20,444,051	\$ 20,855,403
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**Other Financing
Sources/(Uses)**

Interfund Transfers In (Out)	\$ -	\$ -	\$ -
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II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF OCTOBER 31, 2021

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 10/1/2021	\$ 80,321.96	\$ 14,968.36
Deposits	\$ 21,008.45	\$ 17,625.68
Subtotal	\$ 101,330.41	\$ 32,594.04
Expenditures	\$ -	\$ 9,125.80
Cash Balance - 10/31/2021	\$ 101,330.41	\$ 23,468.24

III. BANK BALANCES**BANK BALANCES PER STATEMENT AS OF OCTOBER 31, 2021**

	BALANCE
GENERAL FUND	
FNB BANK	\$ 2,850,999
PAYROLL (pass-thru account)	\$ 5,036
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 23,468
PLGIT	\$ 7,717,867
FNB MONEY MARKET	\$ 14,154,493
PSDLAF	\$ 162,301
INVEST PROGRAM	\$ 181,728
OTHER POST-EMPLOYMENT BENEFITS	\$ 1,988,321
COMPENSATED ABSENCES	\$ 430,925
	\$ 27,515,138
CAFETERIA FUND	
FNB BANK	\$ 52,122
PLGIT	\$ 394,269
	\$ 446,391
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 44,692
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 801
	\$ 45,493
GRAND TOTAL	\$ 28,007,022

ACTIVITIES & ATHLETICS REPORT

NOVEMBER 16, 2021

Mr. Thomas LaPorte, Chairperson

BOARD ACTION REQUESTED

I. EXTRA ATHLETIC WORKERS – 2021/2022 SCHOOL YEAR

It is recommended that the Board approve the following individuals as extra athletic workers for the 2021/2022 school year:

Alex Oleksak
Dani Sakulsky

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 212

Section PUPILS

Title REPORTING PUPIL
PROGRESS

Adopted AUGUST 21, 1989

Last Revised ~~OCTOBER 20, 2015~~
~~NOVEMBER 20, 2008;~~
~~OCTOBER 19, 1998~~

POLICY NO. 212 REPORTING PUPIL PROGRESS		
Section 1	<p><u>Purpose</u></p> <p>The Board believes that cooperation recognizes that communication between school and home is a vital component in the growth and education of each the student. The Board acknowledges the school's responsibility to keep person(s) in parental relation parents/guardians informed of student welfare and academic progress. in school. It also recognizes the effects of State and federal laws and regulations governing school records.</p>	Pol. 216
Section 2	<p><u>Authority</u></p> <p>The Board directs that the District's instructional program shall include a system of measuring all students' academic progress.</p> <p>The Board directs the Superintendent Administration to establish a system of reporting student progress that requires all appropriate staff members to comply as part of their teaching responsibility, with a reporting system which includes academic progress reports, grade reports report cards, and parent/guardian conferences between with the teachers and the person in parental relation.</p>	SC 1531, 1532 Title 22 PA Code Sec. 4.11 Pol. 127
Section 3	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee, in conjunction with appropriate</p>	SC 1531, 1532

**POLICY NO. 212
REPORTING PUPIL PROGRESS**

~~staff members,~~ shall develop procedures and methods for reporting student progress to ~~the person in parental relation~~ ~~parents/guardians~~.

All appropriate staff members, as part of their professional responsibility, shall comply with the systems established for measuring and reporting student progress.

Section 4

Guidelines

~~The Superintendent or designee, in conjunction with appropriate staff members, shall develop~~ Procedures and methods for reporting student progress to ~~the person in parental relation~~ ~~parents/guardians~~ shall be developed that:

1. Utilize various methods of reporting appropriate to grade level and curriculum content.
2. Ensure that both student and ~~the person in parental relation~~ ~~parent/guardian~~ shall receive prior warning of a pending grade of "failure," or one that would adversely affect the student's status.

~~2.~~ A student shall not receive a failing grade or a change of two (2) letter grades without prior person in parental relation contact by the individual teacher. Contact shall be made via personal phone call, email or letter. If no response is received from the person in parental relation, the teacher shall involve the guidance counselor and a registered letter shall be sent.
3. ~~Establish~~ ~~Determine~~ a time frame in which grades are to be posted by a teacher ~~in his/her grade book~~ once the graded test/assignment/project etc. has been given back to the students for review.
4. Enable the scheduling of ~~person in parental relation~~ ~~parent/guardian~~ teacher conferences at such time and in such places as will ensure the greatest degree of participation by ~~person(s) in parental relation~~ ~~parents/guardians~~ and not preclude the participation of ~~any~~ ~~either~~ party ~~ent~~.

POLICY NO. 212
REPORTING PUPIL PROGRESS

~~5. Specify the mandatory issuance of report cards in intervals of nine (9) weeks.~~

~~6. Specify the mandatory issuance of progress reports at approximate midpoint of each nine (9) week report period by every teacher.~~

~~A student shall not receive a failing grade or a change of two (2) letter grades without prior parental/guardian contact by the individual teacher. Contact shall be made via personal phone call, email or letter. If no response is received from the parent/guardian, the teacher shall involve the guidance counselor and a registered letter shall be sent.~~

~~A written progress report may also be issued if student performance is further characterized by:~~

~~1. Failure to complete homework assignments; or~~

~~2. Exhibiting poor work habits or improper behavior in the classroom; or failure to attend class on a regular basis.~~

~~A written progress report may be sent home at any time during the report period.~~

~~Written progress reports shall be indicated on the comment section of the report card each nine (9) week grading period.~~

~~A teacher initiated phone call or parent/guardian conference shall occur if a pattern of student deficiency is evident. The teacher shall initiate a plan to address the student's needs with the advice and assistance of the school counselor and parents/guardians.~~

~~The high school principal will notify the parents/guardians of any student who is in danger of failing a required course for graduation. The notification will take place after the first semester and a parent/guardian meeting will be encouraged.~~

~~If the student is a senior and is in jeopardy of not graduating, a personal or phone conference between the parent/guardian, teacher, and counselor, if needed, must be held.~~

	<p style="text-align: center;">POLICY NO. 212 REPORTING PUPIL PROGRESS</p> <p>Review and evaluation of methods of reporting student progress to parents/guardians shall be conducted on a periodic basis.</p>	
Section 5	<p><u>Reporting</u></p> <p>Every student shall have access to their grades through the District's Student Management System.</p> <p>All person(s) in parental relation shall have online access to the Student Management System in order to view academic student progress.</p> <p>A paper version of a report card will be distributed upon person in parental relation request.</p> <p><i>Unexcused Absence and Grades –</i></p> <p>Where absences are due to truancy or cutting classes, the student will not be given the privilege of making up any work which they missed. The student will be given a (0) grade for any class work which resulted in letter grades for those student present. If test(s) were given on the day of such absence, the student would receive a (0) grade for the test(s). If some homework assignments were handed in that were given a letter grade for the rest of the students, the absent student would be given a (0) for such work. In case of student suspension see Policy 233.</p> <p>Previously Revised: October 20, 2015; November 20, 2008; October 19, 1998</p> <p><u>References:</u></p> <p>School Code – 24 P.S. Sec. 510, 1531, 1532</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.11</p> <p>Board Policy – 127, 216</p>	