

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE SESSION
TUESDAY, DECEMBER 15, 2020
7:00 PM

MINUTES

Call to Order	President Theresa Lydon called the meeting to order at 7:10 p.m.
Pledge	The meeting opened with the pledge to the flag.
Attendance	<p>Those present included: Mr. Cesario, Ms. Crowell, Mrs. Donahue, Ms. Evans, Mr. LaPorte, Ms. Lindsey, Mrs. Lydon, and Ms. Shaw. Also present were Dr. William P. Stropkaj, Superintendent; Dr. Shannon Varley, Director of Curriculum, Instruction, Assessment and Staff Development; Mr. Joseph Kubiak, Director of Finance and Human Resources/Board Secretary; Mr. Michael Brungo, Solicitor and Mrs. Maureen S. Myers, Assistant Board Secretary/Recording Secretary were present.</p> <p>Mr. Raso was absent.</p>
Public Comment	<p>Dr. Stropkaj read aloud the public comment that was received from members of the community.</p> <p>Public comment was submitted by Kevin Gallagher, Seth Dubin, Vickie Bruce, Prabin Pradhan and Angela Winchel.</p>
Board President's Report	BOARD PRESIDENT'S REPORT – Mrs. Theresa Lydon
Board Minutes	<p>BOARD MINUTES</p> <p>On the motion of Mrs. Shaw, seconded by Ms. Crowell, the Board approved the Work Session Minutes of November 10, 2020 and the Business/Legislative Minutes of November 17, 2020.</p> <p style="text-align: right;"><i>Motion carried 8-0</i></p>
Health & Safety Plan Change	<p>HEALTH AND SAFETY PLAN CHANGE</p> <p>On the motion of Mrs. Donahue, seconded by Mrs. Shaw, the Board approved the following changes to the Keystone Oaks School District Health and Safety Plan:</p> <p>Introduction:</p> <p>This document reflects guidance from the CDC, PA Governor's Office, the PA Department of Health, and the Allegheny County Department of Health as of November</p>

23, 2020. This document is subject to change based upon guidance from the CDC, PA Governor's Office, the PA Department of Health, and the Allegheny County Health Department. As of this time, the options for instruction continue to be the following: 1) traditional, face-to-face, in the classroom (Hybrid Model); 2) synchronistic – meaning student will follow their daily schedule via Google Meets and will view and interact their teachers who are teaching from their classrooms; 3) Keystone Oaks Cyber Academy – meaning students will take online classes and will be facilitated by a District teacher who will facilitate the learning and who will be available for consultation.

The following information was added to the Health and Safety Plan:

On Monday, November 23, 2020, the Pennsylvania Secretary of Health and the Pennsylvania Department of Education (PDE) announced new COVID-19 guidance that is now mandated for Pre-K-12 schools. The guidance is based on the number of cases in each school building over a rolling 14-day period.

PDE and the Pennsylvania Department of Health are recommending full remote learning for all K-12 schools in counties that over a period of two weeks have had substantial levels of community transmission. Allegheny County was placed in the substantial level on Friday, November 13, 2020 and remains in the substantial level today.

However, school districts may choose to pursue in-person instruction; however they must follow new guidance. The District had to affirm to PDE that all or some of Keystone Oaks' students are receiving in-person instruction and that the District will comply with the [Pennsylvania Secretary of Health's updated order on face coverings](#) as well as the [updated Recommendations for Pre-K to 12 Schools Following Identification of a Case\(s\) of COVID-19](#), when cases of COVID-19 occur within the public school entity. ***By signing this document, these are no longer recommendations by PDE but now become mandates.***

The new guidance outlines mandates for when school buildings must close for in-person instruction; that determination is based on the number of students enrolled at the school and the number of positive cases (students and staff) over a rolling 14-day period. Our school buildings fall into the following categories:

- Aiken Elementary - Small
- Domont Elementary - Small
- Myrtle Elementary - Small
- Keystone Oaks Middle School - Small
- Keystone Oaks High School - Medium

If one of our schools reaches the threshold for the number of positive COVID-19 cases, the building must close for in-person learning for the amount of time it will take to complete case investigations, contact tracing, and cleaning and disinfecting.

Cleaning, Sanitizing, Disinfecting, and Ventilation

- Cleaning supplies will be provided for students and teachers to regularly clean desks throughout the day as needed.

- Changed to - *Cleaning supplies will be provided for staff members to regularly clean desks throughout the day as needed.*

Other Considerations for Students and Staff

- Added the following regarding face shields:
- The order was updated on November 17, 2020 to include the following in regards to wearing a disposable face shield:

Wearing a cloth face covering is best. A disposable face shield is considered an alternative to a face covering and may be worn when wearing a face covering is otherwise not possible.

Therefore, face shields should not be worn unless a student or employee has a documented medical exemption that precludes him/her from wearing a cloth face covering.

- In the section “Use of face coverings by all staff” -
- Added - *As per the Nov. 17 updated order on face coverings, if a student or employee cannot wear a cloth face covering due to a medical reason, he/she may wear a plastic face shield.*
- In the section “Use of face coverings by older students” -
- Added - *As per the DOH Nov. 17 updated order on face coverings, if a student or employee cannot wear a cloth face covering due to a medical reason, he/she may wear a plastic face shield.*

Motion carried 8-0

Parkway West Rep.

PARKWAY WEST CAREER AND TECHNOLOGY CENTER REPRESENTATIVE

On the motion of Ms. Crowell, seconded by Ms. Lindsey, the Board appointed **Mrs. Annie Shaw** as the Parkway West Career and Technology Center Representative for the Keystone Oaks School District for a three (3) year term beginning December 2020.

Motion carried 8-0

For Information Only

FOR INFORMATION ONLY

- I. Parkway West Career and Technology Center Report *Ms. Annie Shaw*
 - Mrs. Shaw reported on various items in regard to Parkway and their budget for the 2021/2022 school year.
- II. SHASDA Report *Mr. Santo Raso*
- III. PSBA/Legislative Report *Mrs. Theresa Lydon*
- IV. News from the Boroughs

Executive Session

EXECUTIVE SESSION

Executive Session was held prior to this evening's Business/Legislative Session to discuss personnel and litigations matters.

Executive Session was also held after this evening's Business/Legislative Session to discuss personnel matters.

Superintendent's Report

SUPERINTENDENT'S REPORT – Dr. William P. Stropkaj

Little Eagle Wrestling Agreement

LITTLE EAGLE WRESTLING PROGRAM AGREEMENT

On the motion of Mrs. Shaw, seconded by Mr. Cesario, the Board approved the Agreement between Keystone Oaks Little Eagle Wrestling Program and the Keystone Oaks School District.

For Information Only

This Agreement allows the Keystone Oaks Little Eagle Wrestling Program to use wrestling mats at their temporary practice location.

Motion carried 8-0

Policy 705

SECOND READING POLICY 705: FACILITIES AND WORKPLACE SAFETY

On the motion of Mr. Cesario, seconded by Ms. Lindsey, the Board approved the SECOND READING of Policy 705: *Facilities and Workplace Safety*.

Motion carried 8-0

Policy 804

SECOND READING POLICY 804: SCHOOL CALENDAR/DAY

On the motion of Mr. Cesario, seconded by Ms. Lindsey, the Board approved the SECOND READING of Policy 804: *School Calendar/Day*.

Motion carried 8-0

Policy 904

SECOND READING POLICY 904: PUBLIC ATTENDANCE AT SCHOOL EVENTS

On the motion of Mr. Cesario, seconded by Ms. Lindsey, the Board approved the SECOND READING of Policy 904: *Public Attendance at School Events*.

Motion carried 8-0

Policy 907

SECOND READING POLICY 907: SCHOOL VISITORS

On the motion of Mr. Cesario, seconded by Ms. Lindsey, the Board approved the SECOND READING of Policy 907: *School Visitors*.

Motion carried 8-0

Policy 834

FIRST READING POLICY 834: SICK LEAVE

On the motion of Ms. Crowell, seconded by Mr. Cesario, the Board approved the FIRST READING of Policy 834: *Sick Leave*.

Motion carried 8-0

Policy 854.1

FIRST READING POLICY 854.1: TELEWORK

On the motion of Ms. Crowell, seconded by Mr. Cesario, the Board approved the FIRST READING of Policy 854.1: *Telework*.

Motion carried 8-0

Policy 857

FIRST READING POLICY 857: PHYSICAL EXAMINATION

On the motion of Ms. Crowell, seconded by Mr. Cesario, the Board approved the FIRST READING of Policy 857: *Physical Examination*.

Motion carried 8-0

Policy 858

FIRST READING POLICY 858: ATTENDANCE AND TARDINESS

On the motion of Ms. Crowell, seconded by Mr. Cesario, the Board approved the FIRST READING of Policy 858: *Attendance and Tardiness*.

Motion carried 8-0

Pupil Personnel Report
Children’s Institute Day
School

PUPIL PERSONNEL REPORT – Dr. William P. Stropkaj

CHILDREN’S INSTITUTE DAY SCHOOL

On the motion of Mrs. Shaw, seconded by Mrs. Donahue, the Board approved the Services Agreement between Children’s Institute Day School and the Keystone Oaks School District for the 2020/2021 school year.

Motion carried 8-0

Personnel Report
Resignation

PERSONNEL REPORT – Mr. Matthew Cesario & Ms. Patricia A. Shaw

RESIGNATION

On the motion of Mr. Cesario, seconded by Mrs. Shaw, the Board accepted the following resignation:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Julia Beadle	Custodian	December 10, 2020

Motion carried 8-0

APPOINTMENTS

1. Homebound Instructors

On the motion of Mr. Cesario, seconded by Ms. Crowell, in compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, the Board approved the following individuals as Homebound Instructors for the 2020/2021 school year:

- Rebekah Brooks**
- Hope Harris**
- Danielle Kandrack**
- Joshua Kirchner**
- John McCarthy**
- Lainey Resetar**
- Kimberly Smykal**

Motion carried 8-0

2. Substitute Custodians

On the motion of Mr. Cesario, seconded by Mr. LaPorte, the Board approved the following individuals as Substitute Custodians at a rate of \$10.50/hour until November 17, 2020 and \$11.50/hour effective November 18, 2020:

<u>Name</u>	<u>Effective Date</u>
Jarrell Peterson	November 11, 2020 through December 15, 2020
Nikkeisha Peterson	November 9, 2020 through December 15, 2020

Motion carried 8-0

3. Custodian

On the motion of Mr. Cesario, seconded by Mr. LaPorte, in compliance with the *Keystone Oaks School District Service International Union Local 32BJ Agreement*, the Board approved the employment of:

Michael Rees
 Custodian
 Effective – December 16, 2020
 Salary - \$28,462.22 (pro-rated)

Jarrell Peterson
 Custodian
 Effective – December 16, 2020
 Salary - \$28,462.22 (pro-rated)

Nikkeisha Peterson
Custodian
Effective – December 16, 2020
Salary - \$28,462.22 (pro-rated)

Motion carried 8-0

4. Change in Stipend Amounts

On the motion of Mr. Cesario, seconded by Ms. Crowell, the Board approved the following change in stipend amount for the below stipends:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Basketball (Boys)	Assistant	Clyde Manns	\$2,045.00
	Assistant	Corey Belovich	\$3,470.00

Motion carried 8-0

5. Approval of Athletic Positions and Stipends

On the motion of Mr. Cesario, seconded by Ms. Crowell, in compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, the Board approved the following individual for the 2020/2021 school year:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Basketball (Boys)	Assistant	Jonathan Kovac	\$2,045.00
Volleyball (MS Girls)	Assistant	Melissa Palmieri	\$2,270.00

Motion carried 8-0

Leave of Absence

LEAVE OF ABSENCE

On the motion of Mr. Cesario, seconded by Ms. Evans, the Board approved the following individual for Family and Medical Leave:

Employee 3814 – Effective January 4, 2021 to February 26, 2021

Motion carried 8-0

FINANCE REPORT – Ms. Raeann Lindsey

ACCOUNTS PAYABLE APPROVAL LISTS THROUGH NOVEMBER 30, 2020

On the motion of Ms. Lindsey, seconded by Mrs. Shaw, the Board approved the following Accounts Payable lists as presented in the *Finance Package*:

A. General Fund as of November 30, 2020 (Check No. 63355-63496)	\$739,292.83
B. Food Service Fund as of November 30, 2020 (Check No. 9509-9517)	\$8,174.75
C. Athletics as of November 30, 2020 (Check No. 3238-3240)	\$1,658.20
D. Capital Reserve as of November 30, 2020 (None)	\$0.00
TOTAL	\$749,125.78

Motion carried 8-0

- A discussion was had regarding Charter Schools.

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2020 – 2021 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2020-2021 BUDGET TOTAL	2020-2021 5 MONTH DECEMBER/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 29,055,241	\$ 26,556,373	\$ (2,498,868)
7000	State Revenue Sources	\$ 12,349,006	\$ 1,774,062	\$ (10,574,944)
8000	Federal Revenue Sources	\$ 946,330	\$ 360,325	\$ (586,005)
Total Revenue		\$ 42,350,577	\$ 28,690,760	\$ (13,659,817)
(OVER)				
UNDER				
BUDGET				
Expenditures				
100	Salaries	\$ 17,502,435	\$ 4,470,307	\$ 13,032,128
200	Benefits	\$ 10,794,110	\$ 1,840,021	\$ 8,954,089
300	Professional/Technical Services	\$ 1,863,096	\$ 442,793	\$ 1,420,303
400	Property Services	\$ 1,124,200	\$ 352,827	\$ 771,373
500	Other Services	\$ 5,242,271	\$ 1,702,310	\$ 3,539,961
600	Supplies/Books	\$ 1,334,927	\$ 929,876	\$ 405,051
700	Equipment/Property	\$ 328,850	\$ 884,606	\$ (555,756)
800	Other Objects	\$ 490,420	\$ 21,731	\$ 468,689
900	Other Financial Uses	\$ 4,500,000	\$ 209,750	\$ 4,290,250
Total Expenditures		\$ 43,180,309	\$ 10,854,221	\$ 32,326,088
Revenues exceeding Expenditures		\$ (829,732)	\$ 17,836,539	\$ 18,666,271
Other Financing Sources/(Uses)				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF NOVEMBER 30, 2020

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 11/1/2020	\$ 74,426.11	\$ 7,446.01
Deposits	\$ 12.64	\$ 16,002.95
Subtotal	\$ 74,438.75	\$ 23,448.96
Expenditures	\$ -	\$ 5,736.38
Cash Balance - 11/30/2020	\$ 74,438.75	\$ 17,712.58

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF NOVEMBER 30, 2020

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,812,211
PAYROLL (pass-thru account)	\$ 20,674
FNB SWEEP ACCOUNT	\$ 193,046
ATHLETIC ACCOUNT	\$ 17,713
PLGIT	\$ 7,514,141
FNB MONEY MARKET	\$ 12,582,678
PSDLAF	\$ 162,289
INVEST PROGRAM	\$ 181,679
OTHER POST-EMPLOYMENT BENEFITS	\$ 1,984,550
COMPENSATED ABSENCES	\$ 430,136
	<u><u>\$ 24,899,117</u></u>
 CAFETERIA FUND	
FNB BANK	\$ 197,304
PLGIT	\$ 390,170
	<u><u>\$ 587,474</u></u>
 CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 124,642
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 801
	<u><u>\$ 125,443</u></u>
 GRAND TOTAL	 <u><u>\$ 25,612,034</u></u>

Activities & Athletics
Report

ACTIVITIES & ATHLETICS REPORT – Ms. Raeann Lindsey

Extra Athletic Worker

EXTRA ATHLETIC WORKER FOR THE 2020/2021 SCHOOL YEAR

On the motion of Ms. Lindsey, seconded by Ms. Crowell, the Board approved the following individual as Extra Athletic Workers' for the 2020/2021 school year:

Richard Archer

Motion carried 8-0

- Mrs. Welch thanked those who contributed to the Golden Elves Giving Drive. There were 59 families and 105 children who the District was able to support this holiday season.

Adjournment

ADJOURNMENT

On the motion of Mrs. Donahue, seconded by Ms. Crowell, the meeting was adjourned at 7:36 p.m.

Motion passed 8-0

Respectfully submitted,

Joseph A. Kubiak
Board Secretary

Maureen S. Myers
Assistant Board Secretary

Business/Legislative Session Public Comment

December 15, 2020

Name	Borough of Residency	Comment
Kevin Gallagher KOEI President	Former Resident of Castle Shannon and Dormont	Mr. Gallagher congratulated Mrs. Lydon on being elected as Board President and shared a letter with the Board.
Seth Dubin	Dormont	I think Dr. S and the district are doing an amazing job of managing the difficult decisions around COVID-19 safety and school openings/closings. They balance the safety and affect on parents better than most districts in the area. We are grateful for the level-headed approach of the district.
Vickie Bruce	Castle Shannon	Thank you School Board. I don't think you hear that quite enough. Thank you for your on going care and concern for the well being of our students and staff. It is appreciated. This is a really tough time and requires significant mental fortitude and compassion. It takes an extraordinary kind of person to make such heavy decisions, often with significant backlash. Thank you for all you do to support our kids, the staff, the community, and the district. You are appreciated.
Prabin Pradhan	Castle Shannon	Excellent
Angela Winchel	Dormont	When I see a new email everyday of district wide positive COVID cases in both children and adults, and I see an alarmingly high positivity rate in our county, I question what the reasoning is to put both children and staff at higher risk of contracting this virus, and furthering the spread throughout the communities by sending them in person to the schools. What are the pro's to this action?

Policy Guide



Policy No. 705

Section PROPERTY

Title FACILITIES AND WORKPLACE SAFETY

Adopted _____

Last Revised _____

POLICY NO. 705 FACILITIES AND WORKPLACE SAFETY		
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that district facilities must be maintained and operated in a condition that prioritizes the safety of students, staff and visitors.</p>	
Section 2	<p><u>Authority</u></p> <p>The Board directs the District to provide facilities and equipment for the safe conduct of the educational programs and operations of the schools, in accordance with guidance issued by state and local officials, and the Board-approved health and safety plan.</p> <p>The Board requires that all students, staff and visitors adhere to state and local health and safety orders, Board policy, administrative regulations and Board-approved plans requiring face coverings or other protective devices where needed for safety purposes. Violation of this policy and school safety rules may result in disciplinary action, in accordance with law, regulations or Board policy, or denial of entry to district buildings and property, except where accommodations are deemed reasonable and necessary for individuals with disabilities or for medical conditions.</p>	Pol. 103.1, 113, 113.2, 218, 817, 907
Section 3	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall periodically review and evaluate district health and safety rules and health and safety plans, as necessary.</p>	Pol. 805

Section 4	POLICY NO. 705 FACILITIES AND WORKPLACE SAFETY	
	<p>Administrators shall ensure that all staff and students are informed of health and safety rules at the beginning of the school year and whenever conditions and requirements change. Administrators shall provide ongoing education and post signage to assist staff and students in complying with health and safety rules.</p>	Pol. 805
	<u>Guidelines</u>	
	<u>Certified Workplace Safety Committee</u>	
	<p>A workplace safety committee shall be established to promote the District's goals concerning safe schools.</p>	SC 223 34 PA Code 129.001 et seq
	<p>The workplace safety committee shall be composed of a minimum of four (4) members, including two (2) district administrators and two (2) employee representatives.</p>	72 P.S. 1722-J 77 P.S. 1038.2
	<p>If the number of members on the workplace safety committee exceeds four (4), the committee shall be composed of an equal number of administrators and employees unless otherwise agreed upon by both groups. The district administrators shall not constitute a majority of the workplace safety committee.</p>	
	<p>It shall be the responsibility of the workplace safety committee to:</p>	
	<ol style="list-style-type: none">1. Evaluate the current safety program.2. Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify physical safety and health hazards.3. Make recommendations to correct physical hazards.4. Review, in a timely manner, incident and accident report and investigation forms.5. Conduct follow-up evaluations on the effectiveness of new physical health and safety equipment or safety procedures.	

**POLICY NO. 705
FACILITIES AND WORKPLACE SAFETY**

A quorum of the workplace safety committee members shall meet at least once a month.

The workplace safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.

All decisions and recommendations of the committee shall be made by majority vote of members present. Final determination of what constitutes a physical health or safety hazard and the corrective action to be taken, if needed, rests with the Superintendent or their designee.

The Superintendent or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.

The Superintendent or designee shall maintain written records of workplace safety committee training.

References:

School Code – 24 P.S. Sec. 223

PA Labor and Industry – 34 PA Code Sec. 129.1001 et seq

Act 176 of 1929 – 72 P.S. Sec. 1722-J

Act 338 of 1915 – 77 P.S. Sec. 1038.2

Board Policy – 103.1, 113, 113.2, 218, 805, 817, 907

Policy Guide



Policy No. 804

Section OPERATIONS

Title SCHOOL CALENDAR/DAY

Adopted AUGUST 21, 1989

Last Revised MARCH 19, 2001

POLICY NO. 804 SCHOOL CALENDAR/DAY	
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that preparation of an annual school calendar is necessary for the efficient operation of the District.</p> <p>The normal school day for the instruction of the pupils of this district students shall be in accordance with law, regulations and Board policy with the school calendar.</p>
Section 2	<p><u>Authority</u></p> <p>The Board shall determine annually the days and the hours when the schools will be in session for instructional purposes and the times for the daily sessions of district schools, in accordance with state law and regulations. This may include, as appropriate, activities qualifying as instructional days under the direction of certified school employees for fulfilling the minimum required days of instruction under law and regulations.</p> <p>The school calendar shall normally consist of a minimum of 180 student days.</p> <p>The Board reserves the right to alter the school calendar when it is in the best interests of the District.</p> <p>When an emergency arises, which the Board could not anticipate or foresee, and such emergency results in the District being unable to provide for the in-person attendance of all students during the established length of school days, number of days per week or hours of classes, the Board may establish temporary provisions during the period of emergency. During an open</p>

SC 1501, 1501.9, 1502, 1503, 1504, 1506
22 PA Code 11.2, 11.3

SC 1501
22 PA Code 4.4, 11.1

SC 520.1
Pol. 006

POLICY NO. 804
SCHOOL CALENDAR/DAY

regular or special Board meeting, the Board shall take action to identify the emergency and establish the temporary provisions and time period for which the temporary provisions are applicable. Such action shall be recorded in the Board minutes for the open meeting and certified with the Secretary of Education in the form prescribed by the PA Department of Education for review or approval. The Board shall enact the temporary provisions in response to the emergency and may modify/extend the time, at a later regular or special Board meeting, for which such provisions are to remain in effect as long as the period of time is no more than four (4) years.

Temporary provisions established in accordance with law may include but are not limited to:

1. Keeping schools in session such days and number of days per week as the Board deems necessary, which shall include maintaining the requirement for a minimum of 180 student days.
2. Reducing the length of time of daily instruction for courses and classes while keeping with the required number of yearly instructional hours for elementary and secondary students as per the School Code.
3. Implementing remote and other alternative methods of delivering instruction under the direction of certified school employees.

~~The regular school session may be temporarily altered by the Superintendent when such alteration is in the best interests of the District.~~

Section 3

Delegation of Responsibility

The Superintendent shall annually prepare a school calendar for Board consideration.

The Superintendent or designee shall document alterations to the school calendar and any temporary provisions established in response to a designated emergency in accordance with law, regulations, guidance from the PA Department of Education or Board policy.

SC 520.1

22 PA Code 11.2

Pol. 805

POLICY NO. 804
SCHOOL CALENDAR/DAY

The Superintendent may close ~~the schools~~, delay the opening ~~of schools~~, or dismiss schools early for emergency reasons and ~~to for protection of~~ the health and safety of students and staff ~~members, and~~. The Superintendent or designee shall prepare ~~procedures~~ ~~rules~~ for the proper and timely notification of all concerned, ~~persons~~ in the event of ~~an such~~ emergency closing.

The Superintendent shall develop ~~rules~~ ~~guidelines~~ ~~which~~ that allows students to enter and leave schools, under exceptional conditions so that variances with the normal school schedule may be accommodated. Such ~~rules~~ ~~guidelines~~ shall consider such things as inclement weather, illness, urgent reasons and other circumstances.

22 PA Code 11.25
Pol. 204

Previously Revised: March 19, 2001

References:

School Code – 24 P.S. Sec. 520.1, 1501, 1501.9, 1502, 1503, 1504, 1506

State Board of Education Regulations – 22 PA Code Sec. 4.4, 11.1, 11.2, 11.3

Board Policy – 006, 805

Policy Guide



Policy No. 904

Section COMMUNITY

Title PUBLIC ATTENDANCE AT SCHOOL EVENTS

Adopted AUGUST 21, 1989

Last Revised MARCH 19, 2001

POLICY NO. 904 PUBLIC ATTENDANCE AT SCHOOL EVENTS	
Section 1	<p><u>Purpose</u></p> <p>The Board welcomes the public at activitiesthletic and other events sponsored held by by the School-District, but the Board also acknowledges its duty to maintain order and preserve the facilities and health and safety of the District during such events. This policy establishes conditions, restrictions and procedures to regulate public attendance and conduct at school and school-sponsored activities.</p>
Section 2	<p><u>Definition</u></p> <p>State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including the product marketed as Juul and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with law, shall be defined to include the following:</p> <ol style="list-style-type: none"> 1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus. 2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.

18 Pa. C.S.A. 6305, 6306.1

**POLICY NO. 904
PUBLIC ATTENDANCE AT SCHOOL EVENTS**

3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.

4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term **tobacco product** does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.

2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. Federal law requires the District to maintain a drug-free environment, at which marijuana of any kind is prohibited.

18 Pa. C.S.A. 6305, 6306.1

20 U.S.C. 7118
Pol. 851

Section 32 **Authority**

The Board has the authority to prohibit ~~bar~~ at a school event the attendance of any individual ~~person at a school event~~ whose conduct may constitute a disruption. District personnel who are overseeing a school event have the authority to remove individuals who become disorderly during the event which may include vulgar language, intoxication, and non-cooperation with rules and guidelines. The Superintendent or designee and building principal may limit attendance to designated areas or may limit the number of attendees to school events when necessary to protect the health and safety of students, staff and the public, in accordance with Board-approved health and safety plans and guidance from state and local officials.

~~SC-775~~
~~P.G. 227~~

POLICY NO. 904 PUBLIC ATTENDANCE AT SCHOOL EVENTS		
	<p>The Board also prohibits alcoholic beverages, gambling and the possession and use of controlled substances prohibited by state or federal law, alcoholic beverages and weapons, smoking, the use of tobacco products, and the use of drugs on school premises.</p>	SC 511, 775
	<p>Attendees shall be informed of the District’s health and safety rules through announcements and posting of appropriate signage. Health and safety rules must be followed prior to entry and while attendees are in school buildings and on school property, in accordance with Board policy, district procedures, the Board-approved health and safety plans and guidance from state and local officials.</p>	Pol. 705
	<p><u>Tobacco and Vaping Products</u></p> <p>The Board prohibits use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by any persons at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the District; or on property owned, leased or controlled by the District.</p>	18 Pa. C.S.A. 6306.1 20 U.S.C. 7973
	<p>This policy does not prohibit possession of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by members of the public of legal age at school or school-sponsored activities.</p>	
	<p>The Board deems it to be a violation of this policy for an individual in attendance at school or a school-sponsored activity to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a minor.</p>	18 Pa. C.S.A. 6305
Section 43	<p><u>Delegation of Responsibility</u> Regulations</p> <p>A schedule of fees for all school events shall be prepared by the Superintendent and adopted by the Board.</p> <p>The Superintendent shall ensure that this policy is posted on the District’s publicly accessible website.</p>	SC 510.2

**POLICY NO. 904
PUBLIC ATTENDANCE AT SCHOOL EVENTS**

Reports

Office for Safe Schools Report –

The Superintendent shall annually, by July 31, report all incidents of prohibited possession, use or sale of tobacco and vaping products, including Juuls and other e-cigarettes, by any person on school property to the Office for Safe Schools on the required form.

SC 1303-A
Pol. 805.1

Law Enforcement Incident Report –

In accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies, the Superintendent or designee may report to the local police department that has jurisdiction over the school’s property, the use or sale of tobacco or vaping products, including Juuls and other e-cigarettes, by any person in a school building; on a school bus or other vehicles that are owned, leased or controlled by the District; or on any property owned leased or controlled by the District.

18 Pa. C.S.A. 6305,
6306.1
SC 1303-A
Pol. 805.1
22 PA Code 10.2,
10.22

Section 5

Guidelines

Service Animals

Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public in accordance with Board policy and state and federal laws and regulations.

28 CFR 35.136
43 P.S. 953

Previously Revised : March 19, 2001

References:

School Code – 24 P.S. Sec. 510.2, 511, 775, 1302.1-A, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.22

POLICY NO. 904
PUBLIC ATTENDANCE AT SCHOOL EVENTS

PA Crimes and Offenses – 18 Pa. C.S.A. 6305, 6306.1

Strengthening and Improvement of Elementary and Secondary Schools – 20 U.S.C. Sec. 7118, 7973

Nondiscrimination on the Basis of Disability in State and Local Government – 28 CFR 35.136

PA Human Relations Act – 43 P.S. Sec. 953

Board Policy – 705, 805.1, 851

Policy Guide



Policy No. 907

Section COMMUNITY

Title SCHOOL VISITORS

Adopted AUGUST 21, 1989

Last Revised APRIL 18, 2013;
MARCH 19, 2001

	<p style="text-align: center;">POLICY NO. 907 SCHOOL VISITORS</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICY 907.1.</p> <p>Section 1 <u>Authority</u>Purpose</p> <p>The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by person(s) in parental relationarents/guardians, parent representatives, other adult residents of the community, interested educators and other officialsschool board members. To ensure order in the schools and to protect students and employeessafety of students and staff, it is necessary for the Board to establish policy<u>rocedures</u> governing school visits.</p> <p>There shall exist an orderly process through which visitors who are not school employees or students can enter the schools to further a legitimate purpose to visit or participate in meeting with school personnel.</p> <p>Section 2 <u>Delegation of Responsibility</u></p> <p>The superintendent through the building principal shall implement these procedures to create a safe and orderly environment. The Superintendent or designee and or building principal hases the authority to prohibit the entry of any individualperson to a district school of this district, in accordance with Board guidelines and state and federal law and regulations the following procedures. Any employee has the authority, based upon direction of the building principal, to prohibit the entry of any person to a school of this district.</p>	<p style="text-align: center;">SC 510</p>
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**POLICY NO. 907
SCHOOL VISITORS**

The Superintendent or designee and building principal may limit visitors to designated areas or may limit the number of visitors to a district school when necessary to protect the health and safety of students, staff and the public.

The Superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms.

Section 3

Guidelines

There may be times in which people wishing to visit a school must make arrangements in advance with the school office in that building, in order to protect the health and safety of students and staff.

Upon ~~their~~ arrival at the school, visitors must register at the office where they must provide ~~will receive instructions. All visitors will present an official photo~~ any required information or identification to protect the health and safety of students, staff and the school community, as well as sign in and sign out, receive a badge, be provided a guide and be informed of the school's health and safety rules, which must be followed prior to entry and while the visitor is in the school building and on school property.

~~card (driver's license, state ID card, etc.) that is retained for the duration of the~~

~~visit. Visitors without identification will be prohibited from entering the building beyond the main office.~~

Only one (1) designated entrance that is monitored and capable of controlling visitor entry shall be used by visitors to the school. All other entrances shall be locked. ~~All school doors should be locked during the school day to permit egress but restrict unauthorized entry. One or more doors should be designated as visitor entrances.~~

~~All building doors should be numbered. Instructions should direct visitors to the main office.~~

~~The visitor log will be retained behind the main office desk and entries will be logged by the main office secretary or designee to ensure accuracy. The log will include the address and phone number of the visitor.~~

Pol. 705

**POLICY NO. 907
SCHOOL VISITORS**

~~All visitors, during school hours, must wear a badge identifying them as visitors. No visitor shall walk inside the school without a visitor badge. Unfamiliar visitors, and short-term contractors, will be escorted within the building.~~

All staff members ~~encountering a visitor~~ shall be responsible for requiring ~~that~~ a visitor to demonstrate that the visitor has a badge.

~~has duly registered at the school office and received authorization to be present for the purpose of conducting business.~~

No visitor may confer with a student in school ~~or a teacher~~ without the approval of the building principal.

Should an emergency require that a student be called to the school office to meet a visitor, the building principal or ~~his/her~~ designee shall be present during the meeting.

Failure to comply with this policy shall result in more limited access to the school as determined by the building principal, consistent with Board policies, administrative regulations, school rules and federal and state law and regulations.

Uniformed personnel, who are performing their official duties (police, fire), do not require a school badge.

Classroom Visitations

Person(s) in parental relation may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established administrative regulations.

The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

Person(s) in parental relation shall be limited to one (1) class period per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Participation in classroom activities or programs such as room parents, back-to-

SC 510
22 PA Code 14.108

**POLICY NO. 907
SCHOOL VISITORS**

school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.

The building principal or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.

Under exceptional circumstances and upon request of the building principal, program supervisor, classroom teacher or person in parental relation, the Superintendent may authorize additional or longer classroom visits by a person in parental relation.

Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:

1. Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.
2. Wear official military uniforms while on district property.

Previously Revised: April 18, 2013; March 19, 2001

References:

School Code – 24 P.S. Sec. 510

State Board of Education Regulations – 22 PA Code Sec. 14.108

Act 13 of 2010 Military Uniforms – 24 P.S. Sec. 2402

Board Policy – 249, 705

SC 2402
Pol. 249

Policy Guide



Policy No. 834

Section OPERATIONS

Title SICK LEAVE

Adopted MAY 23, 2017

Last Revised _____

<p>Section 1</p>	<p style="text-align: center;">POLICY NO. 834 SICK LEAVE</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICIES 334, 434, AND 534.</p> <p><u>Authority</u></p> <p>Board policy for certificated administrative and professional employees shall ensure that eligible employees receive paid sick leave annually, in accordance with applicable law, the Administrative Compensation Plans, individual employment contracts, Collective Bargaining Agreements, or Board resolution.</p> <p>Board policy for non-certificated administrative and classified employees shall ensure that eligible employees receive paid sick leave annually, in accordance with applicable law, the Administrative Compensation Plans, individual employment contracts, Collective Bargaining Agreements, or Board resolution.</p> <p>The Board reserves the right to require any employee claiming <u>paid or unpaid</u> sick leave pay to submit sufficient proof, including <u>documentation from a licensed-a-physician's certification, certified registered nurse practitioner or a licensed physician assistant</u>, of the employee's illness or disability or <u>need to quarantine</u>.</p> <p>A <u>licensed physician's, certified registered nurse practitioner or a licensed physician assistant's</u> statement may not be presumed to conclusively establish the employee's disability or inability to work.</p>	<p>SC 1154</p> <p>SC 510, 1154</p>
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<p>Section 2</p>	<p style="text-align: center;">POLICY NO. 834 SICK LEAVE</p> <p>Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.</p> <p>The Board shall consider the written request of any eligible employee for an extension of sick leave, with or without pay, when the employee's own accumulated sick leave or other paid or unpaid leave has been exhausted, pursuant to law or collective bargaining agreement provisions where applicable.</p> <p>The Board approves the use of Sick Leave Banks, and directs the Superintendent or designee to establish administrative regulations or procedures to ensure they are operated in accordance with the provisions of law, Board policy and an applicable compensation plan, collective bargaining agreement, or Board resolution.</p> <p><u>Guidelines</u></p> <p>A sick leave shall commence when the employee, or agent if the employee is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.</p> <p>Paid sick leave shall run concurrent with available unpaid leave under the Family and Medical Leave Act of 1993, as amended, in accordance with law and Board policy implementing the FMLA.</p> <p>Whatever the claims of disability, no day of absence shall be considered a sick leave day if the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.</p> <p><u>Records</u></p> <p>The District's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.</p>	<p>Pol. 817, 417, 517, 623</p> <p>SC 510, 1154</p> <p>Pol. 835</p> <p>SC 510, 1154</p>
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**POLICY NO. 834
SICK LEAVE**

A record shall be made of the unused sick leave days accumulated by each District employee, which shall be reported to the employee.

Section 3

Delegation of Responsibility

The Superintendent or ~~their~~his/her designee shall report to the Board the names of employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified.

References:

School Code – 24 P.S. Sec. 510, 1154

Board Policy – ~~317, 417, 517~~, 623, 817, 835

Policy Guide



Policy No. 854.1

Section OPERATIONS

Title TELEWORK

Adopted _____

Last Revised _____

POLICY NO. 854.1 TELEWORK		
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that in certain limited circumstances it may be necessary to allow or require district employees to work remotely in order to maintain continuity of district educational programs and operations.</p> <p>The Board adopts the following policy to establish district rules for employees who telework from a remote work location.</p>	Pol. 805
Section 2	<p><u>Definitions</u></p> <p>Remote work location – a worksite other than an employee’s regularly assigned place of work, typically the employee’s residence.</p> <p>Telework/Teleworking – the performance of the assigned essential functions of an employee’s job at a remote work location via electronic means in accordance with the employee’s usual expected standards of performance and other approved or agreed-upon terms.</p> <p>Teleworking agreement – a written agreement that details the terms and conditions to permit an employee to engage in teleworking.</p> <p>Teleworking employee – a district employee who can perform all of their assigned essential job duties at a remote work location. The employee must have a suitable designated workspace at the remote work location and access to any</p>	

	<p style="text-align: center;">POLICY NO. 854.1 TELEWORK</p> <p>computer and telecommunications equipment necessary for the completion of tasks.</p> <p>Section 3 <u>Delegation of Responsibility</u></p> <p>The Board directs the Superintendent or designee to develop procedures that outline circumstances under which employees may telework and the expectations for such employees while teleworking.</p> <p>Section 4 <u>Guidelines</u></p> <p>Employees may be required to sign a teleworking agreement, or acknowledge teleworking provisions in an applicable collective bargaining agreement, prior to working in a remote work location, which may be waived under emergency conditions at the Board’s discretion or as specified in this policy.</p> <p>Such an agreement may include, but is not limited to, the following considerations:</p> <ol style="list-style-type: none"> 1. Acknowledgement that the employee’s compensation, benefits, work hours, and performance expectations shall not change while teleworking. 2. The employee shall be subject to and shall comply with the same Board policies, administrative regulations, and standards of conduct as are expected at their regularly assigned place of work. This includes policies/procedures related to storage/maintenance of any confidential records at a remote work site. 3. A teleworking employee’s performance shall be monitored and assessed in the same manner as employees working from their regularly assigned place of work. This shall be consistent with all applicable Compensation Plans, individual employment contracts, Collective Bargaining Agreements, or Board resolution. 4. The employee shall work from a dedicated workspace that is free from health or safety hazards, undue distractions, or undue risk that confidential or private information will be discovered, or that district equipment 	<p>Pol. 113.4, 216, 826</p> <p>Pol. 113.4, 216, 324, 424, 524</p>
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	<p style="text-align: center;">POLICY NO. 854.1 TELEWORK</p> <p>permitted to be brought to the remote work location will be stolen or damaged.</p> <ol style="list-style-type: none"> 5. The employee shall obtain permission from their supervisor before bringing district property to a remote work location and will provide the supervisor with a written list of all such equipment. 6. The employee shall be personally responsible for any district equipment brought to the remote work location, shall be fully liable for any damage or loss occurring to the equipment during the period of use, and shall be responsible for its safe return. 7. The employee does not have a right to telework and the teleworking arrangement may be terminated by the Board or district administration at any time. 8. The employee shall notify their supervisor if the employee is not able to perform all assigned job duties, essential or nonessential, at the remote work location. 9. Reimbursement, if any, for supplies/equipment essential to an employee’s job duties at a remote work location. <p><u>General Conditions</u></p> <p>Employees whose physical presence at their regularly assigned place of work is essential to the performance of their duties may not be permitted to telework.</p> <p>An employee may not telework as a replacement for leave.</p> <p>Attendance at the employee’s regularly assigned place of work for onsite meetings, conferences, training sessions, and other school business activities may be required on scheduled telework days.</p> <p>Nonexempt employees shall not be permitted to work overtime or during non-working hours while teleworking without authorization from the employee’s immediate supervisor, in accordance with law and Board policy.</p>	<p>Pol. 708</p> <p>Pol. 834, 835, 837, 839</p> <p>Pol. 530, 860</p>
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	<p style="text-align: center;">POLICY NO. 854.1 TELEWORK</p> <p>All teleworking employees shall be subject to and shall comply with the same Board policies, administrative regulations, and standards of conduct as are expected under normal working conditions.</p> <p><u>Emergency Conditions</u></p> <p>In the event that local, state or federal officials, or any similar authority with appropriate jurisdiction, declare an emergency condition that prevents or discourages public gatherings due to a public health or safety concern, or closes school buildings, the Board authorizes individual employees or designated classifications of employees to be permitted to telework in accordance with established procedures or as otherwise directed.</p> <p>For district employees unable to perform their assigned essential job duties while teleworking, such employees may be required to take any available accrued leave, whether paid or unpaid, in accordance with applicable Board policies or provisions of an administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.</p> <p>References:</p> <p>Board Policy – 113.4, 216, 324, 424, 524, 530, 708, 805, 826, 834, 835, 837, 839, 860</p>	<p>Pol. 805</p> <p>Pol. 834, 835, 837, 839</p>
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Policy Guide



Policy No. 857

Section OPERATIONS

Title PHYSICAL EXAMINATION

Adopted _____

Last Revised _____

	<p style="text-align: center;">POLICY NO. 857 PHYSICAL EXAMINATION</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICIES 314, 414, 514.</p> <p>Section 1 <u>Purpose</u></p> <p>In order to certify the fitness of administrative, professional and support employees to discharge efficiently the duties they will be performing and to protect the health of students and staff, the Board shall require physical examinations of all district employees prior to beginning employment and may require health monitoring to prevent the transmission of communicable diseases in the school setting.</p> <p>Section 2 <u>Definitions</u></p> <p>A physical examination, for purposes of this policy, shall mean a general examination by a licensed physician, certified registered nurse practitioner or a licensed physician assistant.</p> <p>Health monitoring, for purposes of this policy, shall mean screening or monitoring an employee for specific symptoms that may indicate the presence of a communicable disease, in accordance with guidance from state and local health officials.</p> <p>Section 3 <u>Authority</u></p> <p>After receiving an offer of employment but prior to beginning employment, all candidates shall undergo physical examinations, as required by law and as the Board may require. The expense for which shall be paid by the applicant.</p>	<p>SC 1418 28 PA Code 23.43 42 U.S.C. 12112</p>
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<p>Section 4</p>	<p>POLICY NO. 857 PHYSICAL EXAMINATION</p>	
	<p>The Board requires that all employees undergo a tuberculosis examination provided by the District upon initial employment, in accordance with regulations of the PA Department of Health.</p>	<p>SC 1418 28 PA Code 23.44</p>
	<p>The Board may require an employee to undergo a physical examination at the Board’s request.</p>	<p>SC 1418</p>
	<p>An employee who presents a signed statement that a physical examination is contrary to the employee's religious beliefs shall be examined only when the Secretary of Health determines that facts exist indicating that certain conditions would present a substantial menace to the health of others in contact with the employee if the employee is not examined for those conditions.</p>	<p>SC 1419 28 PA Code 23.45</p>
	<p><u>Guidelines</u></p>	
	<p><u>Health Monitoring and Communicable Diseases</u></p>	
	<p>The District may require employees to participate in health monitoring by designated staff to check for signs and symptoms of communicable diseases in accordance with guidance issued by state and local health officials and the Board-approved health and safety plan. An employee may request an alternative method of monitoring as a religious accommodation, and designated district staff shall assess and respond to such request in accordance with applicable law, regulations and Board policy. A request for an accommodation that would unreasonably impair workplace safety or cause undue hardship will not be granted.</p>	<p>Pol. 104</p>
<p>An employee with a health condition that may render a monitoring method ineffective should notify designated staff so that alternative or supplemental methods may be considered.</p>	<p>Pol. 104</p>	
<p>Employees exhibiting symptoms that indicate health concerns shall be referred to the school nurse or designated staff for further assessment, and may be excluded from school facilities in accordance with regulations of the PA Department of Health or guidance from state or local health officials for specified diseases and infections conditions. Employees may return to school facilities when the criteria for readmission following a communicable disease have been met, in accordance with law, regulations or guidance from state or local health officials.</p>	<p>28 PA Code 27.71, 27.72 Pol. 834, 835</p>	

<p>Section 5</p>	<p style="text-align: center;">POLICY NO. 857 PHYSICAL EXAMINATION</p> <p><u>Delegation of Responsibility</u></p> <p>The results of all required physical examinations shall be made known to the Superintendent on a confidential basis and discussed with the employee.</p> <p>Medical records and other health information of an employee shall be maintained confidentially and kept in a file separate from the employee's personnel file.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1418, 1419</p> <p>Health and Safety – 28 PA Code Sec. 23.43, 23.44, 23.45, 27.71, 27.72</p> <p>Equal Opportunity for Individuals with Disabilities – 42 U.S.C. 12112</p> <p>Prohibiting Employment Discrimination on the Basis of Genetic Information – 42 U.S.C. Sec. 2000ff et seq</p> <p>Board Policy – 104, 834, 835</p>	<p>42 U.S.C. 12112, 2000ff et seq</p>

Policy Guide



Policy No. 858

Section OPERATIONS

Title ATTENDANCE AND TARDINESS

Adopted _____

Last Revised _____

	<p style="text-align: center;">POLICY NO. 858 ATTENDANCE AND TARDINESS</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICIES 418 AND 518.</p> <p>Section 1 <u>Authority</u></p> <p>Punctual and reliable attendance by administrative, professional and support employees is essential for the operation of district schools. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.</p> <p>The District shall establish processes for staff to report unexpected absences, which shall be addressed in accordance with Board policy and an applicable individual contract, collective bargaining agreement or Board resolution.</p> <p>Section 2 <u>Delegation of Responsibility</u></p> <p>It shall be the responsibility of the Director of Finance and Human Resources in collaboration with the Superintendent to assess penalties when a district employee fails to meet attendance requirements.</p> <p>Whether tardiness is excusable shall be determined by the immediate supervisor.</p>	<p>SC 510 Pol. 860</p> <p>Pol. 834, 835, 837, 839</p>
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**POLICY NO. 858
ATTENDANCE AND TARDINESS**

References:

School Code –24 P.S. Sec. 510

Board Policy – 834, 835, 837, 839, 860

**Keystone Oaks School District
 Combined November 2020 Check Register 2020-2021**

Check Dates 11/01/20 - 11/30/20

Check # 00001645 - 99987807

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
10-0101-001-001-00-000-000 Cash -FNB - General Fund						
00063355	11/02/20	644 ALCOSE CREDIT UNION	\$1,597.88	2	Comp	R
00063356	11/02/20	11197 AMERICAN DREAM FUND	\$92.00	2	Comp	R
00063357	11/02/20	575 KEYSTONE OAKS EDUCATION ASSN	\$11,456.80	2	Comp	O
00063358	11/02/20	587 KEYSTONE OAKS ESPA-LOCAL	\$936.49	2	Comp	R
00063359	11/02/20	922 SEIU LOCAL32BJ	\$1,207.50	2	Comp	R
00063360	11/02/20	8186 RONDA J WINNECOUR	\$714.00	2	Comp	R
00063361	11/02/20	11173 EMILY BRILL	\$24.84	11220	Comp	R
00063362	11/02/20	11048 AmCom - Amer. Photocopy Equip Co of PGH COMDOC LEASING	\$10,019.95	11220	Comp	R
00063363	11/02/20	13629 Kaitlyn Caron	\$52.50	11220	Comp	R
00063364	11/02/20	9718 MARK ELPHINSTONE	\$209.65	11220	Comp	R
00063365	11/02/20	13165 FERGUSON ENTERPRISES, INC Ferguson Enterprises INC #1480	\$50.00	11220	Comp	R
00063366	11/02/20	9117 JUNIOR LIBRARY GUILD	\$1,750.77	11220	Comp	R
00063367	11/02/20	5238 KERRY KARAPANDI	\$62.68	11220	Comp	R
00063368	11/02/20	12909 KELLY SERVICES INC KELLY SERVICES INC	\$3,575.00	11220	Comp	R
00063369	11/02/20	10246 CRAIG LAWHEAD	\$38.30	11220	Comp	R
00063370	11/02/20	3322 OFFICE DEPOT INC	\$13.60	11220	Comp	R
00063371	11/02/20	574 PA AMERICAN WATER COMPANY	\$703.23	11220	Comp	R
00063372	11/02/20	6977 SCHOLASTIC	\$327.00	11220	Comp	R
00063373	11/02/20	6977 SCHOLASTIC SCHOLASTIC INC	\$288.90	11220	Comp	R
00063374	11/02/20	11090 TIMOTHY L SHERIDAN	\$45.54	11220	Comp	R
00063375	11/02/20	6618 SHOP 'N SAVE	\$74.80	11220	Comp	R
00063376	11/02/20	12119 UGI ENERGY SERVICES LLC	\$542.22	11220	Comp	R
00063377	11/05/20	13662 AQUA FILTER FRESH, INC.	\$182.31	11520	Comp	R
00063378	11/05/20	1341 AIU Allegheny Intermediate Unit	\$94,342.29	11520	Comp	R
00063379	11/05/20	13050 Arthur J Gallagher Risk Mgmt Svc, Inc	\$8,626.00	11520	Comp	R
00063380	11/05/20	7502 BANKSVILLE EXPRESS Printing, Inc	\$152.14	11520	Comp	R
00063381	11/05/20	299 BOROUGH OF GREEN TREE	\$1,061.99	11520	Comp	R
00063382	11/05/20	208 DORMONT BOROUGH Borough of Dormont	\$499.40	11520	Comp	R
00063383	11/05/20	118 CASTLE SHANNON BOROUGH CASTLE SHANNON BOROUGH GENERAL FUND	\$5,141.32	11520	Comp	R
00063384	11/05/20	13005 Aaron Colf	\$11.56	11520	Comp	R
00063385	11/05/20	208 DORMONT BOROUGH DORMONT BOROUGH	\$13,608.50	11520	Comp	R
00063386	11/05/20	11714 EDUCATION CTR AT THE WATSON INSTITUTE	\$45,908.50	11520	Comp	R
00063387	11/05/20	250 FOLLETT Follett School Solutions Inc	\$312.96	11520	Comp	R
00063388	11/05/20	12628 JESSE JEZNIŠ	\$234.54	11520	Comp	R
00063389	11/05/20	9117 JUNIOR LIBRARY GUILD	\$2,332.80	11520	Comp	R
00063390	11/05/20	13429 Kinetics Audio, LLC KINETICS AV	\$675.00	11520	Comp	R
00063391	11/05/20	12928 Kenneth Monz	\$34.73	11520	Comp	O
00063392	11/05/20	574 PA AMERICAN WATER COMPANY	\$377.19	11520	Comp	R
00063393	11/05/20	13096 PA Distance Learning Charter	\$7,467.69	11520	Comp	R
00063394	11/05/20	511 PAXTON/PATTERSON LLC	\$161.50	11520	Comp	R
00063395	11/05/20	9985 KEVIN PRINCE	\$55.21	11520	Comp	R
00063396	11/05/20	11612 DOUGLAS A DELLA TOFFALO, PhD.	\$2,750.00	11520	Comp	R
00063397	11/05/20	13611 WESTINGHOUSE ARTS ACADEMY CHARTER Westinghouse Arts Academy Charter c	\$5,012.24	11520	Comp	R

**Keystone Oaks School District
 Combined November 2020 Check Register 2020-2021**

Check Dates 11/01/20 - 11/30/20

Check # 00001645 - 99987807

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
10-0101-001-001-00-000-000 Cash -FNB - General Fund						
00063398	11/05/20	12929 Young Scholars of Western PA Charter Sch	\$17,289.48	11520	Comp	R
00063399	11/05/20	574 PA AMERICAN WATER COMPANY	\$992.99	110520	Comp	R
00063400	11/05/20	574 PA AMERICAN WATER COMPANY	\$743.73	1152020	Comp	R
00063401	11/05/20	574 PA AMERICAN WATER COMPANY	\$815.24	11052020	Comp	R
00063402	11/05/20	13950 ADVANCED FITNESS DESIGNS LLC	\$1,250.00	11520	Comp	O
00063403	11/06/20	48 B & R POOLS & SWIM SHOP	\$102.00	11620	Comp	R
00063404	11/06/20	64 D. H. BERTENTHAL & SON	\$561.00	11620	Comp	R
00063405	11/06/20	11535 BIG'S SANITATION	\$2,855.00	11620	Comp	R
00063406	11/06/20	13163 CIT CIT	\$2,965.84	11620	Comp	R
00063407	11/06/20	13972 ESTOCIN TRANSPORTATION SERVICES LLC	\$4,487.00	11620	Comp	R
00063408	11/06/20	7635 FLINN SCIENTIFIC INC	\$508.91	11620	Comp	R
00063409	11/06/20	8620 HOME DEPOT CREDIT SERVICES	\$873.32	11620	Comp	R
00063410	11/06/20	13969 HUNTER SALES CORP	\$20.00	11620	Comp	R
00063411	11/06/20	232 J C EHRlich COMPANY INC J.C. Ehrlich	\$506.00	11620	Comp	R
00063412	11/06/20	9117 JUNIOR LIBRARY GUILD	\$2,521.10	11620	Comp	R
00063413	11/06/20	420 MATTHEWS BUS CO	\$196,646.19	11620	Comp	R
00063414	11/06/20	1926 PAPER PRODUCTS CO INC	\$1,008.80	11620	Comp	R
00063415	11/06/20	2984 PITTSBURGH POST-GAZETTE PITTSBURGH POST-GAZETTE	\$169.00	11620	Comp	R
00063416	11/06/20	13345 Professional Service Industries, Inc. Professional Service Industries	\$2,957.00	11620	Comp	R
00063417	11/06/20	599 ROLLIER HARDWARE INC	\$65.62	11620	Comp	R
00063418	11/06/20	6618 SHOP 'N SAVE	\$386.93	11620	Comp	R
00063419	11/06/20	13965 MIDWEST HALLOWELL DISTRIBUTORS THREE RIVERS WHOLESALE	\$90.25	11620	Comp	R
00063420	11/06/20	647 SHERWIN-WILLIAMS The Sherwin-Williams CO.	\$29.42	11620	Comp	R
00063421	11/06/20	7117 THYSSENKRUPP ELEVATOR thyszenkrupp Elevator Corporation	\$1,825.00	11620	Comp	R
00063422	11/06/20	14143 KELLINGTON PROTECTION SERVICE, LLC	\$7,516.39	11620	Comp	R
00063423	11/10/20	14160 ERICA M LASCHON	\$225.48	11102020	Comp	O
00063424	11/12/20	11774 MAIELLO BRUNGO & MAIELLO LLP	\$2,117.50	111220	Comp	R
00063425	11/12/20	3322 OFFICE DEPOT INC	\$277.92	111220	Comp	R
00063426	11/12/20	574 PA AMERICAN WATER COMPANY	\$740.29	111220	Comp	R
00063427	11/12/20	10935 STAPLES ADVANTAGE STAPLES BUSINESS CREDIT	\$65.99	111220	Comp	R
00063428	11/12/20	4703 WESLEY FAMILY SERVICES	\$1,080.00	111220	Comp	R
00063429	11/12/20	13438 Aramark Uniform & Career Apparel Group,. ARAMARK UNIFORM SERVICES	\$1,554.86	111220	Comp	R
00063430	11/12/20	43 ASCD ASCD	\$89.00	111220	Comp	R
00063431	11/12/20	11443 AV LAUTTAMUS COMMUNICATIONS INC	\$48.00	111220	Comp	R
00063432	11/12/20	13179 Ace fix-it Hardware of Greentree Ace fix-it Hardware	\$272.96	111220	Comp	R
00063433	11/12/20	1341 AIU Allegheny Intermediate Unit	\$932.50	111220	Comp	R
00063434	11/12/20	11747 JORDAN TAX SERVICE/DORMONT BORO OF DORMONT STORMWATER AUTHOR.	\$2,940.00	111220	Comp	R
00063435	11/12/20	13395 Busy Beaver Building Centers, Inc.	\$115.56	111220	Comp	R
00063436	11/12/20	118 CASTLE SHANNON BOROUGH Borough of Castle Shannon	\$436.09	111220	Comp	R

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10-0101-001-001-00-000-000 Cash -FNB - General Fund						
00063437	11/12/20	10188 CDW Government LLC, CDW Government CDW Government	\$4,181.44	111220	Comp	R
00063438	11/12/20	14168 EDUCATION WEEK	\$79.00	111220	Comp	R
00063439	11/12/20	8395 FAGAN'S SANITARY SUPPLY INC	\$3,653.00	111220	Comp	R
00063440	11/12/20	250 FOLLETT Follett School Solutions Inc	\$777.31	111220	Comp	R
00063441	11/12/20	292 GRAINGER	\$60.48	111220	Comp	R
00063442	11/12/20	12008 LOWES BUSINESS ACCT/GECRB LOWES BUSINESS ACCT/SYNCB	\$732.07	111220	Comp	R
00063443	11/12/20	14062 Mark One Manufacturing, Ltd.	\$7,560.00	111220	Comp	R
00063444	11/12/20	420 MATTHEWS BUS CO	\$7,613.46	111220	Comp	O
00063445	11/12/20	13182 MedPro Waste Disposal LLC	\$166.40	111220	Comp	R
00063446	11/12/20	8386 Mount Lebanon, PA Mount Lebanon, PA	\$2,247.97	111220	Comp	R
00063447	11/12/20	1926 PAPER PRODUCTS CO INC	\$4,872.05	111220	Comp	R
00063448	11/12/20	10067 PAPSA	\$170.00	111220	Comp	O
00063449	11/12/20	3630 PITNEY BOWES	\$730.50	111220	Comp	R
00063450	11/12/20	12930 Propel Charter School - Montour	\$2,455.45	111220	Comp	R
00063451	11/12/20	13177 Provident Charter School Provident Charter School	\$18,922.61	111220	Comp	R
00063452	11/12/20	11053 STEWART EQUIPMENT SVC INC	\$619.18	111220	Comp	R
00063453	11/12/20	707 TEACHER'S DISCOVERY	\$246.12	111220	Comp	R
00063454	11/12/20	13184 Harvard Associates, Inc Terrapin	\$8,813.03	111220	Comp	R
00063455	11/12/20	9508 THE LIGHT CO The Light Company, LLC	\$536.25	111220	Comp	R
00063456	11/12/20	7247 ZORESCO STORAGE SOLUTIONS ZORESCO EQUIPMENT COMPANY	\$440.00	111220	Comp	R
00063457	11/13/20	1341 AIU Allegheny Intermediate Unit	\$932.50	111320	Comp	R
00063458	11/13/20	48 B & R POOLS & SWIM SHOP	\$72.36	111320	Comp	R
00063459	11/13/20	13104 Commonwealth Charter Academy	\$5,012.24	111320	Comp	R
00063460	11/13/20	4513 FASTSIGNS	\$210.50	111320	Comp	R
00063461	11/13/20	13165 FERGUSON ENTERPRISES, INC Ferguson Enterprises INC #1480	\$346.67	111320	Comp	R
00063462	11/13/20	4710 GEORGE M KEY ARCO INC	\$620.01	111320	Comp	R
00063463	11/13/20	12810 HUCKESTEIN MECHANICAL SERVICES, Inc.	\$1,001.00	111320	Comp	R
00063464	11/13/20	12910 PA Cyber Charter School Pennsylvania Cyber Charter School	\$29,668.07	111320	Comp	R
00063465	11/13/20	13232 REACH CYBER CHARTER SCHOOL Reach Cyber Charter School	\$1,227.73	111320	Comp	R
00063466	11/13/20	572 DUQUESNE LIGHT COMPANY	\$7,667.75	111320	Comp	R
00063467	11/13/20	14140 SMART FUTURES	\$5,750.00	111320	Comp	R
00063468	11/18/20	1341 AIU Allegheny Intermediate Unit	\$660.00	111820	Comp	R
00063469	11/18/20	299 BOROUGH OF GREEN TREE	\$968.46	111820	Comp	R
00063470	11/18/20	9735 CPI	\$150.00	111820	Comp	R
00063471	11/18/20	1163 GOPHER SPORT	\$128.58	111820	Comp	R
00063472	11/18/20	361 JORDAN TAX SERVICE INC	\$6,554.00	111820	Comp	O
00063473	11/18/20	14143 KELLINGTON PROTECTION SERVICE, LLC	\$3,585.21	111820	Comp	R
00063474	11/18/20	12909 KELLY SERVICES INC KELLY SERVICES INC	\$4,111.25	111820	Comp	R
00063475	11/18/20	12844 PowerSchool Group LLC PowerSchool Group LLC	\$12,583.05	111820	Comp	R

**Keystone Oaks School District
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10-0101-001-001-00-000-000 Cash -FNB - General Fund						
00063476	11/18/20	9508 THE LIGHT CO The Light Company, LLC	\$338.25	111820	Comp	R
00063477	11/18/20	13062 UPMC HLTH Plan Fully Ins Wkrs Comp UPMC Health Benefits, Inc.	\$10,074.00	111820	Comp	R
00063478	11/18/20	6085 Woehler Landscape Supply Yard at 202 LLC Woehler Landscaping Supply Yard	\$497.00	111820	Comp	R
00063479	11/20/20	423 A G MAURO COMPANY	\$34,900.00	112020	Comp	R
00063480	11/20/20	9884 AT&T MOBILITY	\$1,058.29	112020	Comp	R
00063481	11/20/20	11208 SALLY BURGMAN	\$65.00	112020	Comp	O
00063482	11/20/20	109 T.F. CAMPBELL COMPANY	\$976.52	112020	Comp	R
00063483	11/20/20	13165 FERGUSON ENTERPRISES, INC Ferguson Enterprises INC #1480	\$96.77	112020	Comp	R
00063484	11/20/20	14143 KELLINGTON PROTECTION SERVICE, LLC	\$3,418.44	112020	Comp	R
00063485	11/20/20	12909 KELLY SERVICES INC KELLY SERVICES INC	\$2,502.50	112020	Comp	R
00063486	11/20/20	2797 PA DEPT OF LABOR & INDUSTRY PA Dept of Labor & Industry - B	\$2,039.49	112020	Comp	O
00063487	11/20/20	4799 PITSCO EDUCATION	\$375.37	112020	Comp	R
00063488	11/20/20	12910 PA Cyber Charter School Pennsylvania Cyber Charter School	\$7,670.41	112020	Comp	R
00063489	11/20/20	11203 SMARTSOLUTION TECHNOLOGIES LP	\$5,240.00	112020	Comp	R
00063490	11/20/20	13509 Direct Energy DIRECT ENERGY BUSINESS	\$10,231.19	112020	Comp	R
00063491	11/20/20	12631 PEOPLES NATURAL GAS	\$2,206.44	112020	Comp	R
00063492	11/20/20	1341 AIU Allegheny Intermediate Unit	\$21,560.00	112020	Comp	R
00063493	11/20/20	10753 CENGAGE LEARNING CENGAGE LEARNING INC	\$840.00	112020	Comp	R
00063494	11/20/20	13774 GOVCONNECTION, INC. GOVCONNECTION, INC.	\$6,737.12	112020	Comp	R
00063495	11/20/20	9117 JUNIOR LIBRARY GUILD	\$225.00	112020	Comp	R
00063496	11/20/20	10228 PEARSON ASSESSMENTS	\$1,301.46	112020	Comp	R

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

Balance Sheet 739,292.83

Expenditure 0.00

Revenue 0.00

	Total	Count		Total	Count
Outstanding	29,408.96	9	Computer Check	739,292.83	142
Reconciled	709,883.87	133	Hand Check	0.00	0
Stop Payment	0.00	0	Wire Transfer	0.00	0
Voided	0.00	0			
	739,292.83	142		739,292.83	142

Date: 12/03/20
 Time: 14:23:38

Keystone Oaks School District
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Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
29-0101-001-000-00-000-000 CASH - FNB ATHLETICS						
00003238	11/12/20	48 B & R POOLS & SWIM SHOP	\$506.00	111220	Comp	R
00003239	11/18/20	11894 NOVA SPORTS	\$678.20	111820	Comp	R
00003240	11/18/20	13713 VARSITY ATHLETIC APPAREL, INC.	\$474.00	111820	Comp	O

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

Balance Sheet 1,658.20 **Expenditure** 0.00 **Revenue** 0.00

	Total	Count		Total	Count
Outstanding	474.00	1	Computer Check	1,658.20	3
Reconciled	1,184.20	2	Hand Check	0.00	0
Stop Payment	0.00	0	Wire Transfer	0.00	0
Voided	0.00	0			
	1,658.20	3		1,658.20	3

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Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
50-0101-001-000-00-000-000 CASH - FNB Cafeteria						
00009509	11/05/20	13350 TRISTA BOYES	\$13.80	11520	Comp	R
00009510	11/05/20	13513 TINA CONN	\$4.32	11520	Comp	R
00009511	11/06/20	11941 IMLER'S POULTRY	\$227.80	11620	Comp	R
00009512	11/06/20	12137 PARAGON PRODUCE	\$227.25	11620	Comp	R
00009513	11/06/20	11725 US FOODS INC	\$3,234.97	11620	Comp	R
00009514	11/06/20	13408 E-Control Systems, Inc.	\$100.00	11620	Comp	R
00009515	11/06/20	12137 PARAGON PRODUCE	\$1,804.86	11620	Comp	R
00009516	11/12/20	13919 ALFRED NICKLES BAKERY INC. ALFRED NICKLES BAKERY INC.	\$519.32	111220	Comp	R
00009517	11/12/20	11896 SCHNEIDER'S DAIRY INC SCHNEIDER'S DAIRY, INC.-11	\$2,042.43	111220	Comp	R

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

Balance Sheet 8,174.75

Expenditure 0.00

Revenue 0.00

	Total	Count		Total	Count
Outstanding	0.00	0	Computer Check	8,174.75	9
Reconciled	8,174.75	9	Hand Check	0.00	0
Stop Payment	0.00	0	Wire Transfer	0.00	0
Voided	0.00	0			
	8,174.75	9		8,174.75	9