

BOARD OF SCHOOL DIRECTORS

WORK SESSION
TUESDAY, JANUARY 11, 2022
7:00 PM

MINUTES

Call to Order	President Theresa Lydon called the meeting to order at 7:01 p.m.
Pledge	The meeting opened with the pledge to the flag.
Attendance	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, Director of Finance and Human Resources/Board Secretary; Mr. Michael Brungo, Solicitor and Mrs. Maureen S. Myers, Assistant Board Secretary/Recording Secretary were present.
Public Comment	<p>Public Comment</p> <p>Garrett Klimowicz Re: Masks in Schools Dormont Quarantine Guidelines</p> <p>Elizabeth Buschbacher Re: Masks in Schools Dormont</p> <p>David Rullo Re: Masks in Schools Dormont</p>
Board President's Report	<p>BOARD PRESIDENT'S REPORT – Mrs. Theresa Lydon</p> <p>The following action items will be considered at the January 18,2022 Business/Legislative Meeting:</p> <p><u>BOARD ACTION REQUESTED</u></p>
Board Minutes	<p>BOARD MINUTES</p> <p>It is recommended that the Board approve the Reorganization/Work Session Minutes of December 7, 2021 and the Business/Legislative Minutes of December 14, 2021.</p>
Renewal and Reappointment	<p>RENEWAL AND RE-APPOINTMENT OF SUPERINTENDENT</p> <p>It is recommended that the Board approve the renewal and re-appointment of Dr. William P. Stropkaj as the District Superintendent for a term of five (5) years, effective July 1,</p>

2022 and ending June 30, 2027, in accordance with the requirements of Article X of the Public School Code of 1949, as amended.

MOU Director of Finance and HR

MEMORANDUM OF UNDERSTANDING – DIRECTOR OF FINANCE AND HUMAN RESOURCES

It is recommended that the Board approve the Memorandum of Understanding between **Mr. Joseph A. Kubiak**, Director of Finance and Human Resources and the Keystone Oaks School District.

MOU ACT 93

MEMORANDUM OF UNDERSTANDING – ACT 93

It is recommended that the Board approve the Memorandum of Understanding with the members of the Keystone Oaks Act 93 Compensation Plan and the Keystone Oaks School District.

Blue Collar Scholarship

BLUE COLLAR SCHOLARSHIP

It is recommended that the Board approve the creation of the Blue Collar Scholarship Award, as presented by a community member.

Revised Health & Safety Plan

REVISED HEALTH AND SAFETY PLAN

It is recommended that the Board approve the changes to the Health and Safety Plan as attached.

A discussion was had between Board members in regard to the Revised Health and Safety Plan. Topics discussed included:

- Making masks options
- Following CDC guidelines
- Quarantine guidelines and quarantine flowchart
- Synchronous Learning
- Long term effects from COVID
- Changes to quarantine guidelines

Mrs. Welch addressed the Board in moving daily COVID communications to twice a week instead of daily.

For Information Only

FOR INFORMATION ONLY

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

Executive Session

EXECUTIVE SESSION – There was no Executive Session prior to this evenings Work Session

Board Committees 2022

BOARD COMMITTEES 2022

- Activities and Athletics** *Mr. LaPorte, Mrs. Donahue, Mr. Hill, Ms. Lindsey
- Budget and Finance** *Mrs. Lydon, Mr. Hill, Mr. Raso, Mrs. Shaw
- Buildings, Grounds, & Transportation** *Mr. Raso, Mr. Hill, Mr. LaPorte, Ms. Lindsey
- Communications** *Ms. Lindsey, Mrs. Donahue, Ms. Evans, Ms. Snyder
- Education** *Mrs. Donahue, Ms. Lindsey, Mrs. Lydon, Ms. Snyder
- Personnel** *Mrs. Lydon, *Mrs. Shaw, Mrs. Donahue, Mr. LaPorte
- Policy** *Mrs. Shaw, Ms. Evans, Mrs. Lydon, Ms. Snyder

***Denotes Chairperson**

Committee Chairs were asked to please send meeting dates through June 2022 to Mrs. Myers by next Thursday.

Superintendent’s Report

SUPERINTENDENT’S REPORT – Dr. William P. Stropkaj

The following action items will be considered at the January 18,2022 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Director of Finance & HR Compensation

DIRECTOR OF FINANCE AND HUMAN RESOURCES COMPENSATION

It is recommended that the Board approve a salary of _____ for **Mr. Joseph A. Kubiak**, Director of Finance and Human Resources, for January 1, 2022 through December 31, 2022.

ACT 93 Compensation

ACT 93 COMPENSATION

In compliance with the *Act 93 Administrative Employee Compensation Plan July 1, 2019 – June 30 2022*, it is recommended that the Board approve the Administrators salaries for January 1, 2022 through December 31, 2022:

<u>Name</u>	<u>Salary</u>	<u>Position</u>
Desiree Burns		Director of Special Education
Jeffrey Kattan, Ed.D.		Principal, Keystone Oaks Middle School
Kevin Lloyd		Director of Food Service
Michael Linnert		Principal, Keystone Oaks High School
Suzanne Lochie		Director of Pupil Services
John Lyon		Director of Buildings, Grounds & Transportation

Scott Mizikar Principal, Myrtle Avenue Elementary School
Aaron Smith Director of Technology
Dave Thomas Principal, Fred L. Aiken Elementary School
Shannon Varley, Ed.D. Director of Curriculum, Instruction, Assessment
and Staff Development
Brian Werner Principal, Dormont Elementary School

Policy 919

SECOND READING POLICY 919: TITLE I PARENT AND FAMILY ENGAGEMENT

It is recommended that the Board approve the SECOND READING of Policy 919: *Title I Parent and Family Engagement*.

2022/2023 Calendar

ADOPTION OF THE 2022/2023 SCHOOL YEAR CALENDAR

It is recommended that the Board approve the adoption of the 2022/2023 school year calendar as presented by the Superintendent. (*Pages 6-7*)

**KEYSTONE OAKS SCHOOL DISTRICT
2022-2023 SCHOOL CALENDAR**

August 2022				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September 2022				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2022				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 2022				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 2022				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 2023				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February 2023				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March 2023				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 2023				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May 2023				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 2023				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

July 2023				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

First & Last Student Day

Early Dismissal(s) for Students

Professional Development and/or Clerical

Holiday Dates – No School

Kennywood Picnic

**KEYSTONE OAKS SCHOOL DISTRICT
2022-2023 SCHOOL CALENDAR**

STUDENT / TEACHER DAYS		<u>Month</u>	<u>Student</u>	<u>Teacher</u>
August 24, 25	Professional Development			
August 26	Clerical			
August 29	First Day for Students	August	3	6
September 5	Labor Day (No School)	September	21	21
		October	21	21
November 7	Parent Teacher Conferences			
November 8	Professional Development/Clerical			
November 24 - 28	Thanksgiving Vacation (No School)	November	17	19
December 26-31	Winter Recess (No School)	December	17	17
January 2	Winter Recess (No School)			
January 16	No School			
January 23	Clerical	January	19	20
February 20	Presidents' Day (No School)	February	19	19
March 31	Professional Development/Clerical	March	22	23
April 6-10	Spring Break	April	17	17
May 16	Professional Development			
May 29	Memorial Day (No School)	May	21	22
June 8	Graduation			
June 9	Last Day for Students			
June 12	Last Day for Teachers; Clerical	June	<u>7</u>	<u>8</u>
			184	193

FACULTY DAYS

August 24, 25	Professional Development
August 26	Clerical
November 7	Parent Conferences
November 8	Professional Development/Clerical
January 23	Clerical
March 31	Professional Development/Clerical
May 16	Professional Development
June 12	Clerical

PARAPROFESSIONAL DAYS

August 24	Professional Development
August 25	Professional Development
November 8	Training

KENNYWOOD PICNIC

To Be Determined

END OF GRADING PERIODS

November 1, 2022	End of First Grading Period
January 20, 2023	End of Second Grading Period
March 29, 2023	End of Third Grading Period
June 9, 2023	End of Fourth Grading Period

MAKE-UP DAYS

Monday, November 28, 2022
 Monday, February 20, 2023
 Thursday, April 6, 2023
 Monday, April 10, 2023
 Tuesday, May 16, 2023

Education Report

EDUCATION REPORT – Mrs. Tamara Donahue

The following action items will be considered at the January 18, 2022 Business/Legislative Meeting:

BOARD ACTION REQUESTED

KOMS Program of Studies

KEYSTONE OAKS MIDDLE SCHOOL: PROGRAM OF STUDIES

The Administration recommends the approval of the Keystone Oaks Middle School Program of Studies for the 2022/2023 school year.

KOHS Program of Studies

KEYSTONE OAKS HIGH SCHOOL: PROGRAM OF STUDIES

The Administration recommends the approval of the Keystone Oaks High School Program of Studies for the 2022/2023 school year.

Personnel Report

PERSONNEL REPORT – Mrs. Theresa Lydon & Mrs. Annie Shaw

The following action items will be considered at the January 18, 2022 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Resignation

RESIGNATION

It is recommended that the Board accept the following resignation:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Julia Beadle	Custodian	December 16, 2021

Appointment

APPOINTMENT

1. Food Service Personnel

It is recommended that the Board approve the employment of the following individual at a rate of \$10.28/hour:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Rebecca Hruch	Food Service Worker – Myrtle	December 20, 2021

2. Food Service Personnel – Change in Position

It is recommended that the Board approve the change in position from Food Service Worker to Cafeteria Manager for the following individual at a rate of \$11.78/per hour:

<u>Name</u>	<u>Effective Date</u>
-------------	-----------------------

3. Custodian

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

Judith Nagy
Custodian
Effective – January 19, 2022
Salary – \$29,459.00 (pro-rated)

4. Change in Activity Stipends and Positions

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the following change in activity stipends and positions for the following individuals for the 2021/2022 school year:

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
Wrestling (V)	Assistant	Steve McCormick	\$2,500.00
Wrestling (MS)	Head Coach	Joseph Kazalas	\$3,000.00

5. Approval of Activity Stipends

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

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
Baseball (V)	Head Coach	Eric Fairman	\$5,000.00
	Assistant	Nick Riggle	\$2,500.00
Baseball (JV)	Head Coach	Jordan Campano	\$2,500.00
	Volunteer	Greg Schneider	
Softball (V)	Head Coach	Mark Kaminski	\$4,750.00
	Assistant	Melissa Benincasa	\$2,500.00
	Assistant	OPEN	\$2,500.00
Softball (MS)	Head Coach	Keith Buckley	\$3,000.00
	Assistant	Steve McCormick	\$1,500.00
	Volunteer	Jenna Ross	
	Volunteer	Sophia Piatt	

Tennis (Boys)	Head Coach	Leslie Leopold	\$5,000.00
	Assistant	James Svidron	\$2,500.00
Track (V)	Head Coach	Felix Yerace	\$5,000.00
	Assistant	Donnie Burns	\$3,333.00
	Assistant	Christian Friday	\$3,333.00
	Assistant	Erica Regan	\$3,333.00
Track (MS)	Head Coach	James Feeney	\$3,000.00
	Assistant	Kobe Phillippi	\$2,500.00
	Assistant	Jimmy Canello	\$2,500.00
	Assistant	Mike Orosz	\$2,500.00
	Volunteer	Marco Canello	
	Volunteer	Lauryn Greggs	
Volleyball (Boys)	Head Coach	Jordan Zange	\$6,500.00
	Assistant	Pat Morrow	\$3,250.00
	Volunteer	Pat Simmons	

FMLA

FAMILY AND MEDICAL LEAVE

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

Employee #3519 – December 2, 2021 – February 15, 2022

Finance Report

FINANCE REPORT – Mrs. Theresa Lydon

The following action items will be considered at the January 18, 2022 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Accounts Payable

ACCOUNTS PAYABLE APPROVAL LISTS THROUGH DECEMBER 31, 2021

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

A. General Fund as of December 31, 2021 (Check No. 65988-66172)	\$1,213,558.51
B. Food Service Fund as of December 31, 2021 (Check No. 9613-9615)	\$19,155.30
C. Athletics as of December 31, 2021 (Check No. 3309-3318)	\$12,560.63
D. Capital Reserve as of December 31, 2021 (None)	\$0.00
TOTAL	\$1,245,274.44

Resolution 01-22

RESOLUTION 01-22 TAX INDEX

It is recommended that the Board adopt Resolution 01-22 certifying to the PA Department of Education that the Keystone Oaks Board of School Directors **will not raise the tax rate** of any tax for the 2022/2023 fiscal year by more than the allowable index of 3.4%.

**KEYSTONE OAKS SCHOOL DISTRICT
BOARD OF DIRECTORS
RESOLUTION 01-22**

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

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

WHEREAS, Act 1 does, however, allow a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than its index, provided this resolution mustbe adopted no later than 110 days prior to the date of the election immediately precedingthe upcoming fiscal year;

WHEREAS, the Keystone Oaks School District index for the 2022/2023 fiscal year is 3.4%;

WHEREAS, the Keystone Oaks School District Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the Keystone Oaks School District forthe 2022/2023 fiscal year by more than its index.

AND NOW, on this 18th day of January 2022, it is hereby RESOLVED by the KeystoneOaks School District (hereinafter “District”) Board of Directors (hereinafter “Board”) the following:

1. The Board certifies that it will not increase any school district tax for the 2022/2023 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687,of the Pennsylvania Public School Code (hereinafter “School Code”), 24 P.S.§6-687, for the adoption of its proposed and final budget.
3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2022/2023 fiscal year.
4. The Administration of the District will submit the District’s information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five days after the Board’s adoption of this Resolution.

5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2022/2023 fiscal year.
7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided however:
 - (a) The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 5 and 6 above, the Pennsylvania Department of Education shall compare the District's proposed percentage increase in the rate of the tax with the index.
 - (b) Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
 - (c) If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

Mrs. Theresa Lydon, Board President

Mr. Joseph A. Kubiak, Board Secretary

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2021 – 2022 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2021-2022 BUDGET TOTAL	2021-2022 6 MONTH DECEMBER/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 31,108,214	\$ 27,287,087	\$ (3,821,127)
7000	State Revenue Sources	\$ 11,886,363	\$ 5,988,206	\$ (5,898,157)
8000	Federal Revenue Sources	\$ 691,742	\$ 958,138	\$ 266,396
Total Revenue		\$ 43,686,319	\$ 34,233,431	\$ (9,452,888)

				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 17,908,098	\$ 6,812,721	\$ 11,095,377
200	Benefits	\$ 11,215,351	\$ 4,281,028	\$ 6,934,323
300	Professional/Technical Services	\$ 1,805,796	\$ 675,506	\$ 1,130,290
400	Property Services	\$ 1,117,100	\$ 466,133	\$ 650,967
500	Other Services	\$ 5,855,294	\$ 2,300,546	\$ 3,554,748
600	Supplies/Books	\$ 1,469,483	\$ 801,644	\$ 667,839
700	Equipment/Property	\$ 420,929	\$ 447,464	\$ (26,535)
800	Other Objects	\$ 347,620	\$ 240,141	\$ 107,479
900	Other Financial Uses	\$ 3,958,000	\$ 26,000	\$ 3,932,000
Total Expenditures		\$ 44,097,671	\$ 16,051,183	\$ 28,046,488

Revenues exceeding Expenditures \$ (411,352) \$ 18,182,248 \$ 18,593,600

Other Financing Sources/(Uses)

Interfund Transfers In (Out) \$ - \$ - \$ -

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF DECEMBER 31, 2021

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 12/1/2021	\$ 105,641.44	\$ 38,038.03
Deposits	\$ 3,945.08	\$ 7,317.68
Subtotal	\$ 109,586.52	\$ 45,355.71
Expenditures	\$ -	\$ 19,073.49
Cash Balance - 12/31/2021	\$ 109,586.52	\$ 26,282.22

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF DECEMBER 31, 2021

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,319,986
PAYROLL (pass-thru account)	\$ 5,036
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 26,282
PLGIT	\$ 8,814,340
FNB MONEY MARKET	\$ 9,657,359
PSDLAF	\$ 162,302
INVEST PROGRAM	\$ 181,730
OTHER POST-EMPLOYMENT BENEFITS	\$ 1,988,767
COMPENSATED ABSENCES	\$ 431,021
	<u><u>\$ 22,586,823</u></u>
 CAFETERIA FUND	
FNB BANK	\$ 240,875
PLGIT	\$ 414,163
	<u><u>\$ 655,038</u></u>
 CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 44,702
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 801
	<u><u>\$ 45,503</u></u>
 GRAND TOTAL	 <u><u>\$ 23,287,364</u></u>

**Activities & Athletics
Report**

ACTIVITIES & ATHLETICS REPORT – Mr. Thomas LaPorte

The following action items will be considered at the January 18, 2022 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Extra Athletic Worker

EXTRA ATHLETIC WORKER – 2021/2022 SCHOOL YEAR

It is recommended that the Board approve the following individual as an extra athletic worker for the 2021/2022 school year:

Matt Buckley

Fall Athletic Bids

ADVERTISE FOR ATHLETIC BIDS

It is recommended that the Board approve the advertisement of athletic bids for the fall of the 2022/2023 school year.

Competitive Event

COMPETITIVE EVENT

It is recommended that the Board approve the following competitive event:

PJAS – Regional Competition (Level I)

February 5, 2022

Number of Students – 11 (\$55 Total for Registration Fee)

Activity Sponsor – Rebecca Hritz

Total District Funds Requested - \$55.00

Odyssey of the Mind (Level I)

March 5, 2022

Number of Students – 91

Activity Sponsor – Jessica Dobson

Total District Funds Requested - \$1,500.00 (Registration Fee)

Contract for Prom

PITTSBURGH ZOO AND PPG AQUARIUM FACILITY RENTAL CONTRACT FOR HIGH SCHOOL PROM

It is recommended that the Board approve the agreement between the Pittsburgh Zoo and PPG Aquarium Rental and the Keystone Oaks School District.

For Information Only

The 2022 Prom will be held at the Pittsburgh Zoo and PPG Aquarium. Funds for the event will be paid through the Junior/Senior Class Sponsor Club.

**Buildings & Grounds
Report**

BUILDINGS & GROUNDS REPORT – Mr. Santo Raso

The following action items will be considered at the January 18, 2022

Business/Legislative Meeting:

BOARD ACTION REQUESTED

Advertisement of Quotes

ADVERTISEMENT OF QUOTES

It is recommended that the Board approve the advertisement of quotes on the District website for the purchase of a Kubota Tractor Model LX2610.

Adjournment

ADJOURNMENT

On the motion of Ms. Lindsey, seconded by Mr. LaPorte, the meeting was adjourned at 8:04 p.m.

Motion passed 9-0

Respectfully submitted,

Joseph A. Kubiak
Board Secretary

Maureen S. Myers
Assistant Board Secretary

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 919
 Section COMMUNITY
 Title TITLE I PARENT AND FAMILY ENGAGEMENT
 Adopted DECEMBER 2, 2014
 Last Revised DECEMBER 4, 2018
 Reviewed JANUARY 19, 2021

POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT		
Section 1	<p><u>Purpose</u></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>	20 U.S.C. Sec. 6318 Pol. 102
Section 2	<p><u>Definition</u></p> <p>Parent and Family (Family Member) - 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>	
Section 3	<p><u>Authority</u></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"> 1. Conduct outreach to all parents and family members. 	20 U.S.C. Sec. 6318

	<p style="text-align: center;">POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT</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"> a. Incorporated into the district's Title I plan. b. Posted to the district's publicly accessible website and be available in writing upon request. c. Evaluated annually with parent and family engagement. <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>	
Section 4	<p><u>Guidelines</u></p> <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>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. Sec. 6312 SC 510.2</p> <p>20 U.S.C. Sec. 6318</p> <p>20 U.S.C. Sec. 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.

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5. Post school performance data on the district's website.
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

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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:

20 U.S.C. Sec. 6318

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

Pol. 102, 127

Pol. 814

Pol. 833

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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.

9-10. Implement an effective means of outreach to the families of English learners.

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

20 U.S.C. Sec. 6318, 7845

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	<p style="text-align: center;">POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT</p> <p>engagement strategies required by federal, state, and local laws by:</p> <ol style="list-style-type: none"> 1. Involving district and program representatives to assist in identifying specific parent and family member needs. 2. Sharing data from other programs to assist in developing initiatives to advance academic achievement and school improvement. <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"> 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. 2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers. 3. Strategies to support successful school and parent and family interactions. <p>The evaluation shall be conducted through:</p> <ol style="list-style-type: none"> 1. Establishment of a schedule and process for the policy review and revision by parents and family members. 2. An evaluation of the effectiveness of the content and communication methods through a variety of methods. 3. A parent and family member and teacher survey designed to collect data on school level and district-wide 	<p>Pol. 140, 212 29 U.S.C. Sec. 3271 et seq., 701 et seq 42 U.S.C. Sec. 11301 et seq., 9831 et seq.</p> <p>20 U.S.C. Sec. 6318</p> <p>20 U.S.C. Sec. 6318</p>
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	<p style="text-align: center;">POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT</p> <p>parent and family engagement outcomes.</p> <ol style="list-style-type: none"> 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. <p>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.</p> <p><u>School-Parental Compact</u></p> <p>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:</p> <ol style="list-style-type: none"> 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 	<p>20 U.S.C. Sec. 6318</p> <p>20 U.S.C. Sec. 6318</p> <p>Pol. 916</p>
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	<p style="text-align: center;">POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT</p> <p>appropriate, in decisions related to their child's education 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"> 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. 2. Supporting programs that reach parents and family members at home, in the community, and at school. 3. Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically 	<p>Pol. 916</p> <p>20 U.S.C. Sec. 6318</p> <p>20 U.S.C. Sec. 6318</p>
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<p>Section 5</p>	<p style="text-align: center;">POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT</p> <p>disadvantaged parents and family members.</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><u>Delegation of Responsibility</u></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> <p>1. An explanation of the reasons supporting their child's selection for the program.</p>	<p>20 U.S.C. Sec. 6318 Pol. 140</p> <p>20 U.S.C. Sec. 6318, 6312</p>
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	<p style="text-align: center;">POLICY NO. 919 TITLE I PARENT AND FAMILY ENGAGEMENT</p> <p>2. A set of goals and expectations to be addressed.</p> <p>3. A description of the services to be provided.</p> <p>4. A copy of this policy and the School-Parent and Family Compact.</p> <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"> 1. Support their child’s learning. 2. Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time. <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"> 1. Providing communications in clear and simple language. 2. Posting information for parents and family members on the district's website. 3. Including a telephone number for parents and family members to call with questions. 4. Partnering with community agencies which may include libraries, recreation centers, community-based organizations and faith-based organizations to assist in sharing information. 5. Provide language access services to families with limited English proficiency through on-site or telephonic translation and interpretation services, as appropriate. 	<p>20 U.S.C. Sec. 6318</p> <p>Pol. 140</p>
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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