

BOARD OF SCHOOL DIRECTORS

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

MINUTES

Call to Order

President Theresa Lydon called the meeting to order at 7:22 p.m.

Pledge

The meeting opened with the pledge to the flag.

Attendance

Those present included: Mrs. Donahue, Ms. Evans, Mr. LaPorte, Ms. Lindsey, Mrs. Lydon, Mr. Raso, Mrs. Shaw and Ms. Snyder. Also present were Dr. William P. Stropkaj, Superintendent; Mr. Joseph A. Kubiak, Assistant to the Superintendent for Operations/Board Secretary; Mr. Michael Brungo, Solicitor; Dr. Shannon Varley, Assistant to the Superintendent for Student Achievement and Mrs. Maureen S. Myers, Assistant Board Secretary/Recording Secretary were present.

Mr. Hill was absent.

Public Comment

Public Comment - None

Board President's Report

BOARD PRESIDENT'S REPORT – Mrs. Theresa Lydon

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

BOARD ACTION REQUESTED

Board Minutes

BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of September 13, 2022 and the Business/Legislative Minutes of September 20, 2022.

For Information Only

FOR INFORMATION ONLY

- Parkway West Career and Technology Center Report *Mrs. Annie Shaw*
 - Mrs. Shaw thanked everyone who made trip out to Parkway to tour and have this evenings Work Session.
- SHASDA Report *Mr. Santo Raso*
- PSBA/Legislative Report *Mrs. Theresa Lydon*
- News from the Boroughs

Executive Session

EXECUTIVE SESSION

Executive Session was held trip to this evening’s Work Session to discuss personnel matters.

Superintendent’s Report

SUPERINTENDENT REPORT – Dr. William P. Stropkaj

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

BOARD ACTION REQUESTED

Policy 006

FIRST READING POLICY 006: MEETINGS

It is recommended that the Board approve the FIRST READING of Policy 006: *Meetings*.

Policy 006.1

FIRST READING POLICY 006.1: ATTENDANCE AT MEETINGS VIA ELECTRONIC COMMUNICATIONS

It is recommended that the Board approve the FIRST READING of Policy 006.1: *Attendance at Meetings via Electronic Communications*.

Policy 146.1

FIRST READING POLICY 146.1: TRAUMA INFORMED APPROACH

It is recommended that the Board approve the FIRST READING of Policy 146.1: *Trauma Informed Approach*.

Policy 226

FIRST READING POLICY 226: SEARCHES

It is recommended that the Board approve the FIRST READING of Policy 226: *Searches*.

Policy 236

FIRST READING POLICY 236: STUDENT ASSISTANCE PROGRAM

It is recommended that the Board approve the FIRST READING of Policy 236: *Student Assistance Program*.

PD

PROFESSIONAL DEVELOPMENT

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

Dr. William P. Stropkaj	ASU + GSV Summit	\$13,116.80
Mr. Joseph A. Kubiak	San Diego, California April 17 – 19, 2023	(total for both)
Mr. Mark Elphinstone	PA State Athletic Directors Association (PSADA) Hershey, PA March 21 – 24, 2023	\$1,600.00
Mr. Ronald Porupsky	Inaugural NTER Master Trainer Summit	\$1,070.00

Washington, DC
November 3 – 4, 2022

For Information Only

Dr. Stropkaj and Mr. Kubiak have applied for a scholarship through AASA to help cover the registration cost of the ASU + GSV Summit. Also, the Grable Foundation will be giving the District \$2,200.00 to attend the Summit.

- A discussion was had regarding Professional Development.

Education Report

EDUCATION REPORT – Mrs. Tamara Donahue

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

BOARD ACTION REQUESTED

EdInsight Agreement

EdINSIGHT AGREEMENT

It is recommended that the Board approve the Agreement with EdInsight to provide ten hours of coaching to District administrators and teachers on data analysis at a cost not to exceed \$2,000.00 to be paid from Professional Development funds.

BizTown

BIZTOWN CURRICULUM AND FIELD TRIP

It is recommended that the Board approve the District’s participation in the BizTown Curriculum and Field Trip for Fifth and Sixth grade students. The cost is \$17.00 per student for Fifth Grade students to attend in the Fall. The cost is \$25.00 per student for Sixth Grade students to attend in the Spring.

Personnel Report

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

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

BOARD ACTION REQUESTED

Resignations

RESIGNATIONS

It is recommended that the Board accept the following resignations:

<u>Name</u>	<u>Position</u>	<u>Date</u>
Nicole Talbert	Secretary to the Director of Special Education	September 27, 2022
Courtney Welch	Food Service Worker – Dormont	October 5, 2022

Appointments

APPOINTMENTS

1. Long Term Substitute

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

Victoria Stevens
Kindergarten – Aiken
Effective – September 29, 2022
Salary – \$45,000.00 (B, Step 1) (pro-rated)

2. Secretary

In compliance with the *Keystone Oaks Educational Support Personnel Association 2018- 2022*, it is recommended that the Board approve the employment of the following individual:

Bonnie Lawrence
Secretary – Middle School
Effective – October 10, 2022
Salary - \$35,287.82 (pro-rated)

3. Paraprofessional

In compliance with the *Keystone Oaks Educational Support Personnel Association 2018- 2022*, it is recommended that the Board approve the employment of the following individual:

Tabitha Warman
Paraprofessional
Effective – October 10, 2022
Salary - \$13.84/hour (pro-rated)

4. Volunteer Gymnastic Coaches

It is recommended that the Board approve Lauren Bradford and Danielle Cain as Volunteer Gymnastic Coaches for Emily Schoedel (Senior) for the 2022/2023 school year.

5. After-School Tutoring Program

It is recommended that the Board approve the following individuals to participate in the After-School Tutoring Program for the 2022/2023 school year:

<u>Employee</u>	<u>School</u>
Kelly Connolly	Keystone Oaks Middle School
Elizabeth Ruse	Keystone Oaks Middle School

Rebekah Brooks	Keystone Oaks High School
Allyson Culp	Keystone Oaks High School
Rebecca Hritz	Keystone Oaks High School
Jeff Kelly	Keystone Oaks High School
Nancy Kraemer	Keystone Oaks High School
Paige Petroval	Keystone Oaks High School

For Information Only

Teachers' compensations for After-School Tutoring are paid from the Ready to Learn Block Grant.

6. Homebound Instructors

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the following individuals as Homebound Instructors for the 2022/2023 school year:

William Opperman
Rebekah Brooks
Kimberly Smykal

7. Approval of Activity Stipends

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the following individuals for the 2022/2023 school year:

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
Basketball (Boys, Varsity)	Head Coach	Gary Goga	\$6,500.00
	Assistant	Johnny Lee	\$3,250.00
Basketball (Boys, MS)	Head Coach	Keith Buckley	\$3,000.00
	Assistant	Richard Barrett	\$2,500.00
	Assistant	Mike Orosz	\$2,000.00
Basketball (Girls, Varsity)	Head Coach	Ron Muszynski	\$6,500.00
	Assistant	Belma Nurkic	\$3,250.00
Basketball (Girls, MS)	Head Coach	Keith Buckley	\$3,000.00
	Assistant	Amy Torcaso	\$1,200.00
Intramurals (Dormont)	Assistant	Kelly Seltzer	\$1,500.00
Swimming	Head Coach	Jeff DiGiacomo	\$5,000.00
	Assistant	Rachel Regan	\$2,500.00

Volleyball (Girls, MS)	Head Coach	Hope Harris	\$3,000.00
	Assistant	Gina Huss	\$1,500.00
Wrestling (Varsity)	Head Coach	Brian Hutchin	\$5,000.00
	Assistant	Joseph Kazalas	\$2,500.00
Wrestling (MS)	Head Coach	Steve McCormick	\$3,000.00

Tenure

TENURE

It is recommended that the Board recognize the following individual as having completed the requirements according to the Commonwealth of Pennsylvania and achieving tenure on October 23, 2022 with a Professional Contract:

Paige Funk

Sabbatical Leave

SABBATICAL LEAVE

It is recommended that the Board approve the following individuals for a Sabbatical Leave for the second semester of the 2022/2023 school year:

Name

Position

Andrew Bochicchio

MS/HS Teacher

Melissa Palmieri

Special Education Teacher - Middle School

Elizabeth Salimbene

Speech Therapist – Districtwide

FMLA

FAMILY AND MEDICAL LEAVE

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

Employee #176 – September 8, 2022 – November 30, 2022

Employee #4090 – September 6, 2022 - December 1, 2022

Employee #4638 – September 21, 2022 – November 16, 2022

Unpaid Leave

UNPAID LEAVE

It is recommended that the Board approve the following individual for unpaid personal leave:

Employee #4090 – December 2, 2022 – December 23, 2022

Finance Report

FINANCE REPORT – Mrs. Theresa Lydon

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

Accounts Payable

BOARD ACTION REQUESTED

ACCOUNTS PAYABLE APPROVAL LISTS THROUGH SEPTEMBER 30, 2022

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

A. General Fund as of September 30, 2022 (Check No. 67806-67805)	\$988,687.36
B. Food Service Fund as of September 30, 2022 (Check No. 9673)	\$28,090.29
C. Athletics as of September 30, 2022 (Check No. 3373-3372)	\$6,743.36
D. Capital Reserve as of September 30, 2022 (None)	\$0.00
TOTAL	\$1,023,521.01

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2022 – 2023 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2022-2023 BUDGET TOTAL	2022-2023 3 MONTH SEPTEMBER/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 32,605,235	\$ 26,307,843	\$ (6,297,392)
7000	State Revenue Sources	\$ 12,384,162	\$ 3,013,164	\$ (9,370,998)
8000	Federal Revenue Sources	\$ 3,179,907	\$ 247,459	\$ (2,932,448)
Total Revenue		\$ 48,169,304	\$ 29,568,466	\$ (18,600,838)
				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 18,900,284	\$ 2,051,496	\$ 16,848,788
200	Benefits	\$ 12,181,398	\$ 1,758,473	\$ 10,422,925
300	Professional/Technical Services	\$ 2,074,087	\$ 126,909	\$ 1,947,178
400	Property Services	\$ 1,303,987	\$ 269,160	\$ 1,034,827
500	Other Services	\$ 5,494,138	\$ 765,403	\$ 4,728,735
600	Supplies/Books	\$ 1,664,642	\$ 631,415	\$ 1,033,227
700	Equipment/Property	\$ 463,355	\$ 424,462	\$ 38,893
800	Other Objects	\$ 225,450	\$ 94,731	\$ 130,719
900	Other Financial Uses	\$ 6,155,158	\$ -	\$ 6,155,158
Total Expenditures		\$ 48,462,499	\$ 6,122,048	\$ 42,340,451
Revenues exceeding Expenditures		\$ (293,195)	\$ 23,446,417	\$ 23,739,612
Other Financing Sources/(Uses)				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF SEPTEMBER 30, 2022

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 09/01/2022	\$ 130,003.88	\$ 9,263.91
Deposits	\$ 9,098.01	\$ 14,921.11
Subtotal	\$ 139,101.89	\$ 24,185.02
Expenditures	\$ -	\$ 8,668.46
Cash Balance - 09/30/2022	\$ 139,101.89	\$ 15,516.56

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF SEPTEMBER 30, 2022

	BALANCE
GENERAL FUND	
FNB BANK	\$ 5,899,755
PAYROLL (pass-thru account)	\$ 5,529
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 15,517
PLGIT	\$ 6,573,658
FNB MONEY MARKET	\$ 16,113,017
PSDLAF	\$ 163,162
INVEST PROGRAM	\$ 182,588
OTHER POST-EMPLOYMENT BENEFITS	\$ 2,001,408
COMPENSATED ABSENCES	\$ 433,761
	\$ 31,388,394
CAFETERIA FUND	
FNB BANK	\$ 23,507
PLGIT	\$ 1,350,714
	\$ 1,374,221
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 41,615
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 806
	\$ 42,421
GRAND TOTAL	\$ 32,805,036

**Activities & Athletics
Report**

ACTIVITIES & ATHLETICS REPORT – Mr. Thomas LaPorte

The following action items will be considered at the September 20, 2022
Business/Legislative Meeting:

BOARD ACTION REQUESTED

Overnight Trip

OVERNIGHT TRIP

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

Golden Eagles Marching Band

Washington, DC

April 13 – 16, 2023

Sponsors – **Mr. Eibeck, Ms. Langhorst, Ms. Schmid, Ms. Bonenberger**

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

Approximate number of students participating – 65 – 70

No District Funds requested

Unified Bocce Program

UNIFIED BOCCE PROGRAM

It is recommended that the Board approve the District participation in the Interscholastic
Unified Sports Program for Bocce through June 2025.

For Information Only

Bocce will offer students with different types and levels of disabilities, as well as those
without disabilities, opportunities to participate together meaningfully and safely.

- A discussion was had regarding the Unified Bocce Program.

Competitive Event

COMPETITIVE EVENT

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

Cross Country (Level II)

California University of Pennsylvania

October 27, 2022

Approximate number of students – 12

Activity Sponsor – Lauryn Greggs

Maximum Total District Funds Requested - \$700.00

**Blds, Grds. & Transpor.
Report**

BUILDINGS, GROUNDS & TRANSPORTATION REPORT – Mr. Santo Raso

The following action items will be considered at the September 20, 2022
Business/Legislative Meeting:

BOARD ACTION REQUESTED

Tractor Purchase

TRACTOR PURCHASE

It is recommended that the Board approve the purchase of a Toro Z-Master 6000 Tractor (with 60” Deck) from E.H. Griffith Inc., at a cost not to exceed \$14,711.05.

For Information Only

E.H. Griffith Inc. is a COSTARS Vendor.

Replacement – Bleachers

REPLACEMENT OF BLEACHERS – MYRTLE AVENUE ELEMENTARY

It is recommended that the Board approve the demolition and replacement of the bleachers at Myrtle Avenue Elementary from Sports Floors Inc., at a cost not to exceed \$28,150.00.

For Information Only

Sports Floors Inc. is a COSTARS Vendor.

- A discussion was had regarding the replacement of the Bleachers at Myrtle Avenue Elementary.
- A discussion was had regarding the progress of the gym floor at Myrtle Avenue Elementary.

Adjournment

ADJOURNMENT

On the motion of Mr. Raso, seconded by Mrs. Shaw, the meeting was adjourned at 7:42 p.m.

Motion passed 8-0

Respectfully submitted,

Joseph A. Kubiak
Board Secretary

Maureen S. Myers
Assistant Board Secretary

Policy Guide



Policy No. 006
 Section LOCAL BOARD PROCEDURES
 Title MEETINGS
 Adopted AUGUST 21, 1989
 Last Revised ~~OCTOBER 18, 2012~~
~~SEPTEMBER 16, 2010~~
~~NOVEMBER 15, 2007~~
~~FEBRUARY 16, 1998~~
APRIL 24, 2014

POLICY NO. 006 MEETINGS	
Section 1	<p><u>Parliamentary Authority</u></p> <p>All Board meetings where official votes will be taken shall be conducted in an orderly and business-like manner. Robert’s Rules of Order, Newly Revised, including group rules, shall govern the Board in its deliberations in all cases in which it is not inconsistent with law, state regulations or Board procedures.</p>
Section 2	<p><u>Meeting</u></p> <p>The meetings for organization, and meetings provided for by any board of school directors at stated times at which such board is required to meet, or any adjournment thereof, shall be called “regular meetings,” and all other meetings shall be called “special meetings.”</p> <p><u>Quorum</u></p> <p>A quorum shall be five (5) Board members present at a meeting. No business shall be transacted at a meeting without a quorum, but the Board members present at such a meeting may adjourn to another time.</p> <p>Present means either physically at the meeting or attending through other media.</p>

SC 407
 65 Pa. C.S.A.
~~See~~-701 et seq.

SC 421

SC 422

POLICY NO. 006 MEETINGS		
Section 3	<p><u>Presiding Officer</u></p> <p>The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead. If neither person is present, a sSchool dDirector shall be elected President Pro Tempore by a majority plurality of those present and voting to preside at that meeting only. The act of any person so designated shall be legal and binding. Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.</p> <p>The presiding officer shall, along with all other Board members, have the ability to vote on all issues brought before the Board.</p>	SC 405, 426, 427, 428
Section 4	<p><u>Meeting Notification</u>see</p> <p>Notice of all open public Board meetings, including committee meetings and work sessions, shall be given by publication of the date, time and place of such meetings in the newspaper(s) of general circulation in the School District, as designated by the Board, and the posting of such notice at the administrative offices of the Board District's Business Office, as well as the District's official website.</p> <ol style="list-style-type: none"> 1. Notice of rRegular meetings shall be given by publication and posting of a schedule showing the date, place, and time of all regular meetings for the calendar fiscal year at least three (3) days prior to the time of the first rRegular meeting. 2. Notice of all sSpecial meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property. 3. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four 	<p>65 Pa. C.S.A. See-703, 709</p> <p>65 Pa. C.S.A. See-703, 709</p> <p>65 Pa. C.S.A. See-703, 709</p>

<p>Section 5</p>	<p style="text-align: center;">POLICY NO. 006 MEETINGS</p> <p>(24) hours prior to the time of the meetings.</p> <p>4. Notice of all recessed and reconvened meetings shall be given at the time the meeting is recessed and reconvened, and by posting a notice of the place, date and time of the meeting and sending copies of such notice to all interested parties.</p> <p>5. Notice of all openpublic meetings shall be given to any newspaper(s) circulating in Allegheny County and any radio or television station which so requests. Notice of all openpublic meetings shall be given to any individual who so requests and provides a stamped, self-addressed envelope for such notification, or provides an email address to the Board Secretary.</p> <p>Notice of all rescheduled meetings and special meetings shall be given to each school director no later than twenty-four (24) hours prior to the time of the meeting.</p> <p>Written notice of all Regular and Special Board meetings shall be given to Board members, by United States mail or e-mail, prior to the time of the meeting.</p> <p><u>Agendas</u></p> <p><u>Agenda Notifications</u></p> <p>The agenda, together with all relevant reports, shall be provided to each school director at least three (3) days before the meeting.</p> <p>The District shall publicly post the agenda for all open meetings of the Board or Board committees at which deliberation or official action may take place no later than twenty-four (24) hours prior to the time of the meeting, as follows:</p> <ol style="list-style-type: none"> 1. On the district’s website. 2. At the location of the meeting. 	<p>65 Pa. C.S.A See-703</p> <p>65 Pa. C.S.A See-709</p> <p>65 Pa. C.S.A. 709 SC 423</p> <p>65 Pa. C.S.A. 709</p>

	<p style="text-align: center;">POLICY NO. 006 MEETINGS</p> <p>3. At the district’s administrative office.</p> <p>The posted agenda shall list each matter of agency business that will or may be the subject of deliberation or official action at the meeting.</p> <p><u>Agenda Preparation</u></p> <p>It shall be the responsibility of the Superintendent, in cooperation with the, Board Secretary, and Board President to prepare an agenda of the items of business anticipated to come before the Board at each open meeting.</p> <p><u>Additions to the Agenda</u></p> <p>The Board may deliberate or take official action on matters not included in a posted agenda only under the following circumstances:</p> <p><i>Emergencies</i> – The matter of business relates to a real or potential emergency involving a clear and present danger to life or property.</p> <p><i>Business Arising Within Twenty-Four (24) Hours Prior to the Meeting</i> – The matter of business has arisen within twenty-four (24) hours prior to the meeting, is de minimis (minor) in nature, and does not involve the expenditure of funds or entering into a contract or agreement.</p> <p><i>Business Raised by Residents or Taxpayers During the Meeting</i> – When a matter of Board business is raised by a resident or taxpayer during a meeting:</p> <ol style="list-style-type: none"> 1. The Board may take official action to refer the matter to staff, if applicable, to conduct research and include on a future Board meeting agenda; or 2. If the matter is de minimis (minor) in nature and does not involve the expenditure of funds or entering into a contract or agreement, the Board may take official action on the matter. <p><i>Majority Vote</i> – During a meeting, the Board may add a</p>	<p>65 Pa. C.S.A. 709</p> <p>65 Pa. C.S.A. 712.1</p> <p>65 Pa. C.S.A. 703, 712.1</p> <p>65 Pa. C.S.A. 712.1</p> <p>65 Pa. C.S.A. 712.1 Pol. 903</p> <p>65 Pa. C.S.A. 712.1</p>
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**POLICY NO. 006
MEETINGS**

matter of business to the posted agenda by a majority vote of the school directors present and voting. The reason for adding an item to the posted agenda must be announced at the meeting before conducting the vote. Once announced and approved by majority vote, the Board may take official action on the item of business. The agenda shall be amended to reflect the new item of business and the amended agenda shall be posted to the district's website and at the administrative office no later than the first business day following the meeting at which the agenda was amended. The unanimous consent procedure may not be used in place of majority vote for this purpose.

The public posting of agenda requirements and rules for adding items to a posted agenda apply to both regular and special open meetings of the Board. These requirements and rules do not apply to:

1. Conference sessions.
2. Executive sessions.

65 Pa. C.S.A. 707, 709, 712.1

Section 65 Regular Meetings

Regular Board meetings shall be ~~open~~public and shall be held at specified places at least once every two (2) months.

~~Regular meetings shall be defined as Business/Legislative meetings.~~

~~It shall be the responsibility of the Superintendent, in cooperation with the Board President and Board Secretary, to prepare an agenda of the items of business to come before the Board at each Regular meeting.~~

~~The agenda for each Regular meeting, together with all such reports as can be completed at that time, shall be provided to each Board member at least three (3) days before the meeting and made available to the public at designated locations at least twenty four (24) hours prior to the meeting date.~~

~~Agenda items that are not available at the twenty four (24)~~

SC 421
65 Pa. C.S.A.
~~Sec.~~701 et seq.

POLICY NO. 006 MEETINGS		
	<p>hour posting period may appear on an addendum on an as needed basis. The addendum will be available at the scheduled meeting.</p>	
Section 76	<p><u>Special Meetings</u></p> <p>Special meetings shall be public and may be called for special or general purposes and shall be open except when conducted as an executive session for purposes authorized by law.</p> <p>The President may call a special meeting at any time and shall call a special meeting upon presentation of a request in writing of three (3) sSchool directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the sSchool directors.</p> <p>No business shall be transacted at any special meeting except that named in the call sent to school directors for such special meeting.</p>	<p>65 Pa. C.S.A Sec.701 et seq. SC 423, 425, 426</p> <p>SC 426</p> <p>SC 423</p>
Section 7	<p><u>Reorganization Meeting</u></p> <p>An annual Reorganization meeting of the Board of School Directors shall be held during the first week of December at a date, time, and location established by the Board of School Directors.</p>	<p>SC 401</p>
Section 8	<p><u>Conferences/Training Meetings</u></p> <p>Conferences require no public notice. Conferences are defined as "Any training program or seminar, or any session arranged by State or Federal agencies for local agencies, organized and conducted for the sole purpose of providing information to agency members on matters directly related to their official responsibilities." The Board President may call such a meeting.</p>	<p>65 Pa. C.S.A Sec. 703</p>
Section 89	<p><u>Public ParticipationHearing of Citizens</u></p> <p>At each open Board meeting, prior to official action by the Board, an opportunity shall be provided for public comment</p>	<p>65 Pa. C.S.A. Sec. 701 et seq.</p>

POLICY NO. 006 MEETINGS		
	of the fiscal year, budgeted funds set apart any unencumbered balance or portion thereof from one or appropriated ion to a particular item or expenditure another or from one spending agency to another during the last nine (9) months of the fiscal year.*	
	b. 2- Adding or increasing appropriations Inurrence of temporary debt to meet an emergency or catastrophe.*	SC 508, 687
	c. 3- Hiring as Election to a teaching position of a former person who has served as a School Director who has resigned, before the expiration of the term for the director was elected in District, following his/her resignation as a School Director.*	SC 324, 508
	d. 4- The Conveying ance of land or buildings to certain charities or other public agencies without following prescribed valuation procedures or more favorable financing the municipality coterminous with the School District.*	SC 508, 707
	e. 5- Incurring temporary debt (non-emergency) The adoption or change in approved textbooks without the recommendation of the Superintendent.*	SC 634, 687 803
	f. 6- The Dismissing al, after hearing, of a tenured professional employee after a hearing*.	SC 508, 1129
	g. Borrowing in anticipation of current revenue.*	SC 508, 640
	3. Actions requiring the affirmative votes of two-thirds of those voting in the presence of a quorum:	
	a. Incurring temporary debt to meet an emergency or catastrophe.*	SC 508, 687
	b. Adopting or changing textbooks without the recommendation of the Superintendent.*	SC 508, 803
	3.4. The	

**POLICY NO. 006
MEETINGS**

~~following~~ Actions requiring the ~~recorded~~ affirmative votes of a majority of the full ~~membership of the Board of Directors~~:

- | | |
|---|--------------------------|
| a. 1- Fixing the length of school term.* | SC 508 |
| b. 2- Adopting textbooks recommended by the Superintendent.* | SC 508
Pol. 108 |
| c. 3- Appointing the District Superintendent and Assistant Superintendent(s).* | SC 508, 1071, 1076 |
| d. 4- Appointing teachers and principals.* | SC 508 |
| e. 5- Adopting the annual budget.* | SC 508, 604 |
| f. 6- Appointing tax collectors and other appointees.* | SC 508,
Pol. 005, 606 |
| g. 7-The Levying and assessing taxes.* | SC 508
Pol. 605 |
| h. 8-The Purchasing, selling, or condemning nation of land.* | SC 508 |
| i. 9-The determination of the Locating on and amount of any real estate required by the School District for school purposes new buildings or changing the location of old ones.* | SC 508702 |
| j. 10-Creating or increasing any indebtedness The vacating and/or abandoning of property to which the Board has title.* | SC 508708 |
| k. 11-Adopting planned instruction The removal of a School Director. | SC 508
Pol. 107004 |
| l. 12-Establishing additional schools or departments The determination of holidays other than those provided by statute which shall be observed by special exercises, and those on which schools shall be closed for the whole day.* | SC 5081503 |

POLICY NO. 006 MEETINGS		
m. 13. Designating depositories for school funds. * The declaration that a vacancy exists on the Board by reason of failure or neglect of School Director to qualify.		SC 508, 621 Pol. 608004
n. 14. Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year. * The removal of an officer of the Board.		SC 508, 687
o. 15. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to bid requirements). * The removal of an appointee of the Board.		SC 508 Pol. 610
p. 16. Fixing salaries or compensation of officers, teachers, or other appointees of the Board. * Locating new buildings or changing the location of old ones.		SC 508
q. 17. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit. * Adopting planned instruction.		SC 508
r. 18. Dismissing, after a hearing, a Superintendent, Assistant Superintendent or non-tenured teacher. * Establishing additional schools or departments.		SC 508, 514, 1080
s. 19. Determining the location and amount of any real estate required by the school district for school purposes. * Designating depositories for school funds.		SC 508, 702
t. 20. Vacating and abandoning property to which the Board has title. * Expending district funds.		SC 508, 708

POLICY NO. 006 MEETINGS	
<p>u. 21. Appointing a school director to fill a vacancy on the Board. *Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to \$10,000 bid requirements).</p>	<p>SC 315, 508</p>
<p>v. 22. Fixing salaries or compensation of officers, teachers, or other appointees of the Board. Calling a special meeting when the President has failed to do so after written request of three (3) members of the Board.</p>	<p>SC 426</p>
<p>w. 23. Combining or reorganizing into a larger school district. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.</p>	<p>Pol. 0045</p>
<p>x. 24. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit. Adopting, amending or repealing Board procedures and policy.[43]</p>	<p>Pol. 0035</p>
<p>y. 25. Dismissing, after a hearing, a non-tenured employee. Combining or reorganizing into a larger school district.</p>	<p>SC 224508</p>
<p>z. 26. Adopting a corporate seal for the district.</p>	<p>SC 212508</p>
<p>SC 508 SC 508, 621 SC 508 SC 508 SC 224 SC 508 SC 508, 514, 1080 SC 212</p>	
<p><u>Abstention from Voting</u></p>	
<p>A school director shall be required to abstain from voting</p>	

**POLICY NO. 006
MEETINGS**

when the issue involves either one of the following:

1. Conflict of interest under the Ethics Act.

Prior to the vote being taken, the school director shall verbally disclose the nature of the conflict in public, and shall also provide the Board Secretary with a written memorandum stating the nature of the conflict, which shall be attached to the Board minutes as a public record.

65 Pa. C.S.A. 1102,
1103
Pol. 828

Conflict of interest - use by a public official of the authority of their office or any confidential information received through holding public office for the private pecuniary benefit of the public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated. The term does not include an action having a de minimis economic impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated.

65 Pa. C.S.A. 1102

De minimis economic impact – an economic consequence which has an insignificant effect.

65 Pa. C.S.A. 1102

Immediate family – parent, spouse, child, brother or sister.

65 Pa. C.S.A. 1102

Business with which associated – any business in which the person or a member of the person's immediate family is a director, officer, owner, employee or has a financial interest.

65 Pa. C.S.A. 1102

2. Relative recommended for appointment to or dismissal from a teaching position.

SC 1111, 1129

Relative – father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter,

	<p style="text-align: center;">POLICY NO. 006 MEETINGS</p> <p style="text-align: center;">grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.</p> <p>The Board is encouraged to seek the guidance of the district solicitor or the State Ethics Commission for questions related to conflict of interest.</p> <p>Section 11 <u>Teleconferencing/Videoconferencing</u></p> <p>The Board recognizes that certain situations may prevent a Board member from attending a scheduled Board meeting, i.e., a Regular meeting, a Special meeting, and/or the annual Reorganization meeting. In such cases, the Board authorizes the use of teleconferencing/videoconferencing by the absent Board member subject to the following conditions:</p> <p style="padding-left: 40px;">a. Each Board member participating through teleconferencing/videoconferencing must be able to hear the comments of, and to speak to, all those present at the meeting, and all those present at the meeting must be able to hear the comments of, and speak to, the Board member participating by teleconference/videoconference.</p> <p style="padding-left: 40px;">b. The physically absent Board member(s) may participate in all discussion, deliberations and votes of the Board as if physically present at the meeting. However, if the President or Chair of the meeting determines that the absent Board member cannot be heard by all those present or those present cannot be heard by the absent member, the teleconference/videoconference shall be terminated as to that member, and that Board member shall not be permitted to cast any further votes.</p> <p style="padding-left: 40px;">c. If, for any reason, the telephone conference with the Board member(s) is terminated before the adjournment of the meeting, the meeting shall only continue after reasonable measures have been taken to attempt to reconnect with the Board member(s) and a majority vote to proceed by the remaining present Board members. An annotation shall be made</p>	<p>65 Pa. C.S.A. 1103 Pol. 828</p> <p>SC-407</p>
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**POLICY NO. 006
MEETINGS**

~~in the official minutes of the meeting to the effect that the absent Board member(s) was/were no longer participating in the meeting.~~

~~d.—Each Board member who anticipates the necessity of participating in a meeting by teleconferencing shall provide notice to the Superintendent or his designee as early as possible prior to commencement of the meeting from which he/she will be absent. At that time, the District Superintendent or his designee shall provide each such Board member with the number for the Board member to call in order to participate in the meeting by teleconference, if the appropriate number had not already been provided, or if the number has changed. At that time, the Superintendent or his designee shall also make the necessary arrangements of provision of telephone equipment to be used by those members present, to call in the telephone conference center and to communicate with all absent Board members who choose to participate in the meeting in that manner.~~

~~e.—A member of the Board who is present at the meeting through teleconferencing shall be permitted to vote only by roll call.~~

~~f.—Teleconferencing/videoconferencing will be permitted during executive session in accordance with the aforementioned guidelines. In addition, the Board member who is teleconferencing/videoconferencing into executive session must maintain confidentiality and assure that no other individual can hear the information being discussed.~~

**Section
102**

Minutes

The Board shall cause to be made, and shall retain as a permanent record of the District, minutes of all open Board meetings ~~of the Board attended by a quorum with the purpose of deliberating business or taking official action.~~ Said minutes shall be comprehensible and complete and shall show indicate:

SC 518
65 Pa. C.S.A.
~~Sec.~~706

POLICY NO. 006 MEETINGS		
<ol style="list-style-type: none"> 1. The dDate, time and place of the meeting. 2. The Nnames of school directorsBoard members present. 3. The pPresiding officer. 4. The Substance of all official actionsand deliberations. 5. Actions taken. 6. Recorded votes and a record by individual members of all roll call votes taken. 7. The names of all citizens who appeared officially and the general substance of their testimony. 	<p>65 Pa. C.S.A. Sec. 705</p>	
<p>7.8. Any matter added to a posted agenda, including the substance of the matter, the announced reason and the recorded vote, where applicable.</p>	<p>65 Pa. C.S.A. 709, 712.1</p>	
<p>The Board Secretary shall provide each school directorBoard member with a copy of the minutes of the last meeting, via electronic distribution, no later than three (3) days before the next Regular prior to the next regular meeting.</p>	<p>SC 407</p>	
<p>The official minutes of Board such meetings will be presented to the Board of School Directors at a subsequent meeting at which time they shall be approved at the next succeeding meeting and by the Board. The minutes shall then be signed by the Board Secretary of the Board. Minutes of a Board meeting shall not be released as the official record of a meeting until such time as they have been officially approved by the Board of School Directors.</p>	<p>SC 433</p>	
<p>Notations and any tape or audiovisual recordings shall not be the official record of an open public Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the district's records retention</p>	<p>SC 407 Pol. 801</p>	

POLICY NO. 006 MEETINGS		
Section 11	<p>schedule.</p> <p><u>Recess/Reconvene</u></p> <p>The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy.</p>	65 Pa. C.S.A. 703, 709 Pol. 006
Section 123	<p><u>Executive Session</u></p> <p>The Board may at any time hold an executive session, which is not an open meeting, before; during; and/or at the conclusion of an open meeting; or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session. Where possible, nNotice of any executive session shouldmust be given to all Board members at least twenty-four (24) hours in advance of the time of the meeting specifying the date, time, location, and purpose if not announced for a future specific time. Notice must be given to the public of the reason for holding the executive session at the open meeting prior to or after the executive session.</p> <p>An executive session may be held toThe Board may discuss the following matters in executive session:</p> <ol style="list-style-type: none"> 1. Review and discuss Mmatters that must be conducted in private to protect a involve lawful privilege or confidentiality. 2. Employment issuesDiscuss any matter involving the employment of an individual. 3. Labor relationsConsider matters related to negotiations or administration of a collective bargaining agreement. 4. Consider the Purchase or lease of real estate, up to 	65 Pa. C.S.A. Sec 707, 708 SC 425

<p>Section 134</p>	<p style="text-align: center;">POLICY NO. 006 MEETINGS</p> <p>such time as an option to purchase or lease the property is obtained, or up to the time an agreement to purchase or lease the property is obtained (if the agreement is obtained directly without an option).</p> <p>5. Consultation with an attorney or other professional advisor regarding information or strategy in connection with potential litigation or with respect to issues on which identifiable complaints that may lead to litigation are expected to be filed.</p> <p>6. School safety and security, of a nature that if conducted in public would:</p> <ul style="list-style-type: none"> a. Be reasonably likely to impair the effectiveness of school safety measures. b. Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility or information storage system. <p>5. There shall be no time limit imposed on executive sessions and Official actions based on discussions in executive sessions shall be taken at an open public meeting.</p> <p><u>Work Sessions</u></p> <p>The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. to be acted upon at a subsequent Business/Legislative meeting. During these sessions, the Board may also engage in committee discussions. No official action may be taken at the discussion session. Public notice shall be made in accordance with Board procedures.</p> <p>A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by school directors. Public notice of the meeting shall be made in accordance with Board procedures.</p>	<p>SC 425</p> <p>65 Pa. C.S.A. See-701 et seq. Pol. 006</p>
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<p>Section 145</p>	<p style="text-align: center;">POLICY NO. 006 MEETINGS</p> <p>The Board Secretary shall provide notice of a meeting of the Committee of the Whole as per the notice provisions of in accordance with Board procedures.</p> <p><u>Committee Meetings</u></p> <p>Standing cCommittee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by members of the committee.</p> <p>A majority of the total membership of a committee shall constitute a quorum.</p> <p>Unless held as an eExecutive session, standing committee meetings shall be open to the public, other school directorsBoard members, and the Superintendent.</p> <p>A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of the area under discussioninvestigation.</p> <p>Previously Revised: April 24, 2014; October 18, 2012; September 16, 2010; November 15, 2007, February 16, 1998</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 212, 224, 315, 324, 405, 407, 421, 422, 423, 425, 426, 427, 428, 433, 508, 514, 518, 609, 621, 634, 640, 671, 687, 702, 707, 708, 803, 1071, 1076, 1080, 1111, 1129,</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq., 703, 705, 706, 707, 708, 709, 712.1, 1102, 1103</p> <p>Board Policy – 003, 004, 005, 006, 107, 108, 604, 605, 606, 608, 610, 801, 828, 903</p>	<p>65 Pa. C.S.A. Sec.703, 709 Pol. 006</p> <p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p> <p>65 Pa. C.S.A. Sec.701 et seq.</p>
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**POLICY NO. 006.1
ATTENDANCE AT MEETINGS VIA ELECTRONIC
COMMUNICATIONS**

To attend a Board meeting through electronic communications, a school director shall comply with the following:

1. Notify the Board President, Superintendent, and/or the Board Secretary prior to the meeting. If this is a committee meeting, the committee chair should be notified prior to the meeting.
2. Ensure that the remote location is quiet and free from background noise and interruptions.
3. Participate in the entire Board meeting unless an emergency arises.

Emergency Conditions

In the event that the county, state or federal public health authorities, the Governor, or any similar authority with appropriate jurisdiction declares an emergency condition that prevents or discourages public gatherings due to a public health or safety concern, the Board shall be authorized to conduct meetings primarily or entirely via electronic communications to enable all school directors and other necessary participants to fully participate in the conduct of official Board business through electronic communications.

Meetings held primarily or entirely via electronic communications shall be conducted in a manner that assures compliance with the public access and public comment requirements of the Sunshine Act. All rules normally applicable to in-person meetings of the Board shall be observed in meetings held primarily or entirely via electronic means to the extent practicable and appropriate to the nature and features of the technology used.

The requirement for school directors to submit a request to participate in meetings through electronic communications shall be waived during such emergency conditions.

The Board authorizes the administration to utilize available technical resources to permit the public to attend and submit

Pol. 805

65 Pa. C.S.A. 701
et seq.
Pol. 903

65 Pa. C.S.A. 701
et seq

	<p style="text-align: center;">POLICY NO. 006.1 ATTENDANCE AT MEETINGS VIA ELECTRONIC COMMUNICATIONS</p> <p>public comment during open meetings via electronic communications, in accordance with law and Board procedures and policy.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 407</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p> <p>Board Policy – 805, 903</p>	<p>Pol. 903</p>
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	POLICY NO. 146.1 TRAUMA INFORMED APPROACH	
	Secondary trauma – the impact of working with students experiencing trauma on a regular basis, which may cause traumatic responses and/or burnout on the individual providing support and care.	
Section 3	<p><u>Authority</u></p> <p>The Board directs district staff to develop and implement a trauma-informed approach plan that uses evidence-based practices and reflects the needs and resources of the District and school community.</p> <p>The Board shall review current district resources, programs, school climate measures, partnerships with outside agencies, procedures and Board policies through a trauma-informed lens, and shall make revisions or determinations as necessary to facilitate implementation of the district’s trauma-informed approach plan.</p> <p>This shall include, but not be limited to:</p> <ol style="list-style-type: none"> 1. Student attendance policy and practices that focus on reasons for absence and school attendance improvement. 2. Student disciplinary policies, practices and a Code of Student Conduct that incorporate restorative practices. 3. School wellness policy, instruction and practices that promote healthy behaviors. 4. Threat assessment policy and practices that focus on understanding a student's background in order to appropriately assess behavior and address the student's needs. 5. Review of the annual budget to ensure fiscal resources for training and programs related to the trauma-informed approach plan. 6. Review of the facilities and future facilities planning to provide environments that are attentive to the needs of students and staff with transition and sensory sensitivities. 	<p>SC 1311-B</p> <p>Pol. 204</p> <p>Pol. 113.1, 113.2, 218, 233</p> <p>Pol. 246</p> <p>Pol. 236.1</p> <p>Pol. 602</p> <p>Pol. 701</p>

	POLICY NO. 146.1 TRAUMA INFORMED APPROACH	
	<p>7. Culturally responsive practices that focus on identifying, valuing and integrating the cultures, languages, heritage and experiences of all students and staff to ensure a supportive school climate and community.</p>	<p>Pol. 832</p>
Section 4	<p><u>Delegation of Responsibility</u></p> <p>The Board designates the Superintendent or designee to oversee the implementation of the District’s trauma-informed approach plan and integrate the coordination of services and professional development into the district’s comprehensive plan. The Director of Pupil Services shall serve as a member of the District’s Student Assistance Program team.</p> <p>The Board directs the Superintendent or designee to research and apply for available funding opportunities for implementation of the District’s trauma-informed approach plan aligned with the provisions of law.</p> <p>The Board directs the School Safety and Security Coordinator to include information regarding the District’s implementation of the trauma-informed approach plan into the annual report to the Board on school safety and security practices.</p>	<p>SC 1311-B Pol. 100, 146, 236, 833, 805</p> <p>SC 1311-B</p> <p>Pol. 805.2</p>
Section 5	<p><u>Guidelines</u></p> <p><u>Training</u></p> <p>The District’s trauma-informed approach plan shall include provisions for evidence-based training and professional development, based on assigned roles and responsibilities, including but not limited to:</p> <ol style="list-style-type: none"> 1. Required training for newly elected/appointed or re-elected/appointed school directors on best practices related to trauma-informed approach, in accordance with applicable law and Board policy. 2. Required training on trauma-informed approach for certificated administrative and professional employees as part of the professional education plan, in accordance with applicable law and Board policy. 	<p>SC 1311-B</p> <p>SC 328 Pol. 004</p> <p>SC 1205.7 Pol. 833</p>

	POLICY NO. 146.1 TRAUMA INFORMED APPROACH	
	<p>3. Training on trauma-informed approach and trauma-related topics for all district staff and contracted service personnel to increase knowledge and understanding of trauma’s impact on students and staff.</p> <p>4. Training on trauma-informed approach for all school security personnel employed or contracted by the District, as well as invitation to training for local law enforcement agencies with which the district maintains a Memorandum of Understanding to increase knowledge and awareness in interacting with students who may have experienced trauma.</p> <p>5. Opportunities for volunteers, persons in parental relation and other community members to obtain resources or attend training or information sessions on trauma-related approach and trauma-related topics impacting the school community.</p> <p><u>Screening</u></p> <p>The Board directs district staff to identify and implement evidence-based screening tools for students and the school community based on the trauma-informed approach plan, and in accordance with applicable law and regulations, including obtaining parental consent where appropriate or required. Screening tools may include, but are not limited to, those identifying the prevalence of Adverse Childhood Experiences (ACEs), social-emotional needs, and school climate indicators. Screening shall be conducted by qualified district staff or community agencies with which the District has a contract or other agreement.</p> <p>The trauma-informed approach plan shall require that screening results are reviewed by appropriate district staff or other contracted providers, and referrals for individual educational and behavioral services or evaluation for such services are made when indicated by individual or universal screening. Identification and referrals for special education and related services evaluations shall comply with applicable state and federal laws and regulations, and Board policy.</p>	<p>Pol. 818, 833</p> <p>Pol. 805.1, 805.2</p> <p>Pol. 916, 917, 918</p> <p>Pol. 146, 235.1, 236, 236.1</p> <p>Pol. 103.1, 113, 113.3, 114</p>

	POLICY NO. 146.1 TRAUMA INFORMED APPROACH	
	<p><u>Services</u></p> <p>The District’s trauma-informed approach plan shall include provisions for identification of student needs, a referral system for individual assessments and coordination of services among the student and student’s family, the school, and county-based services, community care organizations, public health entities, nonprofit youth service providers, community-based organizations, before-school or after-school care providers, or other similar community groups.</p> <p>Coordinated student services shall be based on the district’s approved trauma-informed approach plan, which shall address recognition and response to the effects of trauma on education and instruction, absenteeism and school completion, and the secondary impact of trauma on school employees.</p> <p>The District’s trauma-informed approach plan shall be implemented within the current framework for Multi-Tiered Systems of Support (MTSS) and Positive Behavioral Interventions and Support (PBIS).</p> <p>The trauma-informed approach plan shall address coordination with designated district staff and teams responsible for implementing the district’s approved plan for K-12 student services and other district programs including, but not limited to, special education and related services, gifted education, guidance counseling, Student Assistance Program, threat assessment team, health services, and home and school visitor services.</p> <p>Person in parental relation notification and consent may be required prior to referral for or implementation of student services, in accordance with applicable law and regulations.</p> <p>The District shall develop partnerships with community-based services and organizations, public health entities, nonprofit youth service providers and other community groups to implement the trauma-informed approach plan and provide referrals and/or services to address and mitigate the impact of trauma for students and staff in accordance with the district’s approved plan and framework for support.</p>	<p>SC 1311-B</p> <p>SC 1311-B</p> <p>Pol. 100, 103.1, 112, 113, 114, 146, 209, 236, 236.1</p> <p>Pol. 146, 209, 236</p>

	POLICY NO. 146.1 TRAUMA INFORMED APPROACH	
	<p>The Board shall, where appropriate, review and approve a Memorandum of Understanding or other agreement with each partnering organization or entity for the provision of services, in accordance with the resources of the district and the approved trauma-informed approach plan.</p> <p><u>Education</u></p> <p>The District’s trauma-informed approach plan shall integrate age-appropriate instruction for students related to trauma-informed topics and social-emotional learning as part of the district’s approved curriculum. Instructional topics may include, but not be limited to resilience; self-awareness, self-management, responsible decision-making, relationship skills and social awareness; safe and healthy choices and behaviors; coping strategies; and seeking help for self or others.</p> <p><u>Staff Wellness and Support</u></p> <p>The District shall monitor and address the impact of trauma, including secondary trauma, on school employees as part of the trauma-informed approach plan. The plan shall include training and resources to identify the warning signs of trauma and provide confidential support and services to promote staff wellness, including but not limited to the Employee Assistance Program, a work environment that provides space for separation and self-regulation, and training on development of self-care plans and peer support.</p> <p><u>Data Collection and Plan Review</u></p> <p>The District shall review and revise the trauma-informed approach plan as part of the District’s K-12 student services plan, based on a review of relevant data, district resources and programs, and the needs of students and staff. Such data may include, but not be limited to:</p> <ol style="list-style-type: none"> 1. Feedback from persons in parental relation and the community on the district’s implementation of trauma-informed approach to education. 2. Results of school climate surveys and other student or staff surveys on school environment. 	<p>Pol. 105, 819</p>

	POLICY NO. 146.1 TRAUMA INFORMED APPROACH	
	<p>3. Aggregate data on student absences, Student Assistance Program referrals, health and school nurse services, student removal discipline and graduation rates.</p> <p>4. Aggregate data on Employee Assistance Program use and staff feedback on training related to trauma-informed approach.</p> <p>5. Office for Safe Schools reports.</p> <p>6. Safe2Say Something aggregate data.</p> <p>7. PBIS inventories and surveys.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 102, 328, 1205.7, 1311-B</p> <p>Board Policy – 004, 100, 103.1, 105, 112, 113, 113.1, 113.2, 113.3, 114, 146, 204, 209, 218, 233, 235.1, 236, 236.1, 246, 602, 701, 805.1, 805.2, 818, 819, 832, 833, 916, 917, 918</p>	

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 226

Section PUPILS

Title SEARCHES

Adopted AUGUST 21, 1989

Last Revised ~~AUGUST 16, 2016;~~
~~OCTOBER 19, 1998~~

POLICY NO. 226 SEARCHES	
Section 1	<p><u>Purpose</u></p> <p>The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the District’s interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.</p>
Section 2	<p><u>Authority</u></p> <p>School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.</p> <p>The District has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant</p>
	<p>PA Const. Article I Sec. 8 SC 510 22 PA Code 12.14 U.S. Const. Amend. IV</p> <p>Pol. 218.1, 223, 227, 250</p>

	<p style="text-align: center;">POLICY NO. 226 SEARCHES</p> <p>general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials. The reasonableness of the search shall be determined by balancing the nature of the students' privacy interest; the character of the search to be conducted; the nature and immediacy of the suspected threat to the health, safety or welfare of the student population; and the efficacy of the search for addressing the suspected threat. The Superintendent and/or designee shall consult with legal counsel before the District conducts any search.</p>	
<p>Section 3</p>	<p><u>Delegation of Responsibility</u></p> <p>The Board authorizes the administrationDistrict administrators, with the authorization of the Superintendent, to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy. The Superintendent must authorize a search prior to it taking place. Under no circumstances are District employees, other than administrators, allowed to conduct a student search unless a waiver has been given by the Superintendent.</p>	
	<p>The Superintendent or designee, in consultation with the dDistrict solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that <u>building administrators and designees</u> who are involved in carrying out searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards.</p> <p><u>Students, persons in parental relation and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.</u></p>	<p>22 PA Code 12.14</p>
<p>Section 4</p>	<p><u>Guidelines</u></p> <p>Searches Based Upon Individualized Suspicion <u>Searches</u></p> <p><u>Individual s</u>Students or their belongings, including lockers,</p>	<p>22 PA Code 12.14</p>

**POLICY NO. 226
SEARCHES**

automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

~~In determining whether reasonable suspicion exists, the District administrator must be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search shall be limited to the place or places the item sought is believed to be.~~

Building administrators or designees may search electronic device cases. Building administrators or designees may search for and seize electronic devices, but shall not examine ~~ation by a District administrator of~~ electronic content such as text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device unless given permission to search. Searches of a device case and a consent-based search of the actual device content should be conducted by an administrator or in the presence of an administrator. Permission to search may be secured from a student or person in parental relation, and a record maintained of the how consent was secured. If consent is not forthcoming, the device may be retained by the District pending review with the Superintendent, Superintendent's designee, or with the Solicitor or law enforcement as the Superintendent deems advisable. Any such device must be properly inventoried and secured prior to being turned over to law enforcement or a person in parental relation. ~~, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, District policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device. All such examinations must be authorized by the Superintendent in collaboration with the District Solicitor.~~

22 PA Code 12.14

**POLICY NO. 226
SEARCHES**

In determining whether reasonable suspicion exists, the building administrator or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

If based on the individual student's behavior, medical symptoms, vital signs or other observable factors, a building~~District~~ administrator has reasonable suspicion that the~~a~~ student is under the influence of controlled substance, alcohol or other mood altering chemicals~~a controlled substance, the a~~ student may, in consultation with the students person in parental relation, be referred to an appropriate agency~~required~~ to submit to a drug or alcohol testing~~Breathalyzer/Portable Breath test and/or be required to obtain a blood test or urinalysis before returning to school.~~ The testing may include but is not limited to the analysis of blood, urine, or saliva.^[5]

~~Except under exigent circumstances or when it is impractical to do so, students shall be notified before a search of student property or of a student's assigned school district locker. The reasons for and the results of all searches based on reasonable suspicion must be documented by the District administrator conducting the search.~~

Consent and Communication

When the threshold of reasonable suspicion is met, school officials do not need consent from the student and/or a person in parental relation to conduct a search. School officials have the responsibility to share the reasons for the search and give the student an opportunity to be heard. School officials must also ensure that the scope of the search is reasonable based on the suspected violation. School officials will encourage cooperation from students.

School officials shall make a reasonable effort to contact person(s) in parental relation prior to a search. School officials will also contact person(s) in parental relation after a search is conducted.

Pol. 227

**POLICY NO. 226
SEARCHES**

If a student refuses to cooperate with the search process, school officials will attempt to secure cooperation and support from the person(s) in parental relation.

When the suspected item may constitute contraband of any kind or potential evidence of a crime (e.g., controlled substances, weapons or look-alike weapons, and stolen property), refusal to cooperate with school officials may result in immediate referral to local law enforcement and may also result in separate and additional disciplinary consequences under the Code of Conduct.

If the suspected item does not constitute contraband of any kind or potential evidence of a crime (e.g., tobacco products, lighter, and cheat sheet), refusal to cooperate with school officials may result in separate and additional disciplinary consequences under the Code of Conduct.

Locker Inspections and Searches

Lockers are assigned to or otherwise made available to students ~~for the as a convenient~~ ~~ce for the safe~~ storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities ~~and to and from~~ ~~school~~. Such lockers are and shall remain the property of the District, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and

**POLICY NO. 226
SEARCHES**

school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the District. ~~Any contraband found in a locker will be considered to be in the possession of the student to whom the locker is assigned.~~

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

A District administrator shall be present whenever a student locker is inspected for cleanliness or is searched. The administrator shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

Vehicle Inspections and Searches

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent ~~to random searches or inspections~~ a condition of access to the privilege.

Pol. 223

Handling and Disposal of Items Found in the Course of Searches

Any items or material found during a search or inspection, the student's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The ~~building administrator~~ principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not

**POLICY NO. 226
SEARCHES**

appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

Searches by or at the Request of Law Enforcement Officials

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff shall not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

[Pol. 805.1](#)

~~Random or~~ General Searches With No Individualized Suspicion

~~When~~ Under certain [criteria are present](#) ~~circumstances, random or~~ general searches of [school premises](#), students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, ~~in the absence of individualized suspicion focused on a particular student or students~~, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials ~~and to advance the District's compelling interest in preserving the health, safety, and welfare of the school population, enforcing rules of conduct and maintaining an appropriate atmosphere conducive to learning~~. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. [School staff, designated by the Superintendent, may also assist in searching student bags and materials in response to a threat \(e.g., a bomb threat\)](#). When such

**POLICY NO. 226
SEARCHES**

screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, ~~contraband materials that would pose a threat to the health, safety, or welfare of the school population, or evidence that there has been a violation of the law, District policy or school rules~~ screening may be followed by physical searches of those particular students, items or places on an individualized basis.

General searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school sponsored activity, or into other times and places that students are under school supervision.

General searches for controlled substances may be conducted when a credible source indicate a use, possession or trafficking of controlled substances among students in school. For example, the building administrator may receive information from a student and/or staff member involving controlled substances that does not include a specific name of an alleged person or persons.

~~General or random searches must apply to all students or a randomized selection, such as every student in a building or a particular grade level of students in a building.~~

General ~~or random~~ searches not based on individualized suspicion must be approved in advance by the Superintendent or designee, ~~in consultation with the District Solicitor~~. For example, a general search of student bags and equipment may occur before overnight or out-of-state trips. For student trips, building administrators must communicate the search process to students and persons in parental relation in advance of that trip. Coordination with law enforcement officials will be accomplished ~~followed~~ as provided in the mMemorandum of uUnderstanding with the applicable law enforcement agency.

In a timely manner, the administration will inform the board that a general search was conducted and provide basic information of any prohibited items.

Pol. 805.1

**POLICY NO. 226
SEARCHES**

Student Rights During Questioning

Pol. 825

~~School officials and administrators, other than School Police or School Resource Officers, are authorized to question students when necessary and without the presence of legal counsel, notwithstanding any request by the student or the student's parent/guardian(s) to have legal representation. School Police, Police, and School Resource Officers shall abide by any such request in accordance with the student's Miranda Rights, if applicable.~~

Searches Upon Consent

~~Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place or item to be searched.~~

Pol. 223

Searches Involving Removal of Clothing or Examination Beneath Clothing

~~Under no circumstances shall a school district employee conduct a search that requires a student to remove primary clothing or undergarments. If a reasonable suspicion exists that could warrant a search involving the removal of a student's primary clothing or undergarments, the building administrator shall immediately contact the Superintendent who will collaborate with the District Solicitor; in addition, the appropriate law enforcement agency will be contacted to determine whether or not to conduct such a search. This policy does not prevent the school district from requiring students to remove coats, jackets, sweatshirts or sweaters, other outerwear, belts, hats, shoes, socks or similar items.~~

Pol. 825

Handling and Disposal of Items Found in the Course of Searches

Disciplinary Response

~~Failure to comply with authorized school search procedures~~

**POLICY NO. 226
SEARCHES**

~~outlined in this policy may result in disciplinary action pursuant to the Code of Student Conduct and/or local, state, and/or federal laws.~~

[Previously Revised: August 16, 2016; October 19, 1998](#)

References:

PA Constitution – Article I Sec. 8

U.S. Constitution – Amendment IV

School Code – 24 P.S. Sec. 510

State Board of Education Regulations – 22 PA Code Sec. 12.14

Board Policy – [218.1](#), 223, 227, ~~250, 825~~[805.1](#)

Policy Guide



Policy No. 236

Section PUPILS

Title STUDENT ASSISTANCE PROGRAM

Adopted _____

Last Revised _____

POLICY NO. 236 STUDENT ASSISTANCE PROGRAM		
Section 1	<p><u>Purpose</u></p> <p>The Board is committed to assisting all students to achieve to their fullest potential.</p>	
Section 2	<p><u>Definitions</u></p> <p>Student Assistance Program (SAP) – a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the person in parental relation and student with information so they may access services within the community.</p>	22 PA Code 12.16
Section 3	<p><u>Authority</u></p> <p>The Board shall provide a Student Assistance Program (SAP) that assists district employees in identifying issues and providing assistance to students experiencing difficulties in learning and academic achievement.</p>	SC 1547 22 PA Code 12.42
Section 4	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall develop, implement and monitor a Student Assistance Program (SAP) that complies with state regulations.</p>	

**POLICY NO. 236
STUDENT ASSISTANCE PROGRAM**

Section 5

Guidelines

The Student Assistance Program (SAP) shall provide assistance in:

1. Identifying issues that pose a barrier to a student's learning and/or academic achievement.
2. Determining whether or not the identified problem lies within the responsibility of the school.
3. Informing the person in parental relation of a problem affecting the student's learning and/or academic achievement.
4. Making recommendations to assist the student and the person in parental relation.
5. Providing information on community resources and options to deal with the problem.
6. Establishing links with resources to help resolve the problem.
7. Collaborating with the person in parental relation and agency when students are involved in treatment through a community agency.
8. Providing a plan for in-school support services for the student during and after treatment.

References:

School Code – 24 P.S. Sec. 1547

State Board of Education Regulations – 22 PA Code Sec. 12.16, 12.42