KEYSTONE OAKS SCHOOL DISTRICT
1000 KELTON AVENUE
PITTSBURGH, PA 15216

BOARD OF SCHOOL DIRECTORS

WORK SESSION
TUESDAY, MAY 10, 2022
7:00 PM

BUSINESS/LEGISLATIVE SESSION
TUESDAY, MAY 17, 2022
7:00 PM
KEYSTONE OAKS SCHOOL DISTRICT
SCHOOL DIRECTORS’ CALENDAR OF EVENTS

Tuesday, May 10, 2022 – Work Session

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- Proposed Final Budget PowerPoint Presentation – Mr. Kubiak
- Public Comment
- Review of Reports
- Public Comment
- Adjournment

Tuesday, May 17, 2022 – Business/Legislative

7:00 PM Meeting

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

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of April 12, 2022 and the Business/Legislative Minutes of April 19, 2022.

II. NOMINATION FOR OFFICE OF TREASURER

It is recommended that the Board accept the nominations for Office of Treasurer to serve for a one-year term beginning July 1, 2022.

FOR INFORMATION ONLY

I. Parkway West Career and Technology Center Report  
   Mrs. Annie Shaw

II. SHASDA Report  
    Mr. Santo Raso

III. PSBA/Legislative Report  
     Mrs. Theresa Lydon

IV. News from the Boroughs

V. EXECUTIVE SESSION
BOARD ACTION REQUESTED

I. SECOND READING POLICY 000: BOARD POLICY/PROCEDURE/ADMINISTRATIVE REGULATIONS

It is recommended that the Board approve the SECOND READING of Policy 000: Board Policy/Procedure/Administrative Regulations.

II. SECOND READING POLICY 002: AUTHORITY AND POWER

It is recommended that the Board approve the SECOND READING of Policy 002: Authority and Powers.

III. SECOND READING POLICY 004: MEMBERSHIP

It is recommended that the Board approve the SECOND READING of Policy 004: Membership.

IV. SECOND READING POLICY 007: POLICY MANUAL ACCESS

It is recommended that the Board approve the SECOND READING of Policy 007: Policy Manual Access.

V. PROFESSIONAL DEVELOPMENT

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Shannon Varley</td>
<td>Standards, Assessment, &amp; Grading for School Leaders</td>
<td>$689.00</td>
</tr>
<tr>
<td></td>
<td>Marzano Research Event</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Virtual</td>
<td></td>
</tr>
<tr>
<td></td>
<td>June 16 – 17, 2022</td>
<td></td>
</tr>
<tr>
<td>Suzanne Deemer</td>
<td>AP Environmental Science hosted by Allegheny Intermediate Unit</td>
<td>$2,837.50</td>
</tr>
<tr>
<td></td>
<td>South Fayette High School</td>
<td></td>
</tr>
<tr>
<td></td>
<td>June 27 – July 1, 2022</td>
<td></td>
</tr>
<tr>
<td>Kevin Gallagher</td>
<td>AP Statistics hosted by Allegheny Intermediate Unit</td>
<td>$2,837.50</td>
</tr>
<tr>
<td></td>
<td>Virtual</td>
<td></td>
</tr>
<tr>
<td></td>
<td>June 27 – July 1, 2022</td>
<td></td>
</tr>
<tr>
<td>Student Name</td>
<td>Subject/Program</td>
<td>Institution/Provider</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------------------------------------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>Kevin Gallagher</td>
<td>AP Computer Science A</td>
<td>Allegheny Intermediate Unit through Code.org</td>
</tr>
<tr>
<td>Joshua Kirchner</td>
<td>AP Calc BC through Fordham University</td>
<td>Virtual</td>
</tr>
<tr>
<td>Joshua Kirchner</td>
<td>AP Calculus AB through University of Houston</td>
<td>Virtual</td>
</tr>
<tr>
<td>Lainey Resetar</td>
<td>AP Literature hosted by the Allegheny Intermediate Unit</td>
<td>Virtual</td>
</tr>
</tbody>
</table>
BOARD ACTION REQUESTED

I. ADOPTION OF TEXTBOOK FOR THE 2022/2023 SCHOOL YEAR

The Administration recommends the adoption and purchase (approximate cost listed below) of the following textbook:

<table>
<thead>
<tr>
<th>Textbook</th>
<th>Publisher</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entre Cultures 1</td>
<td>Wayside Publishing</td>
<td>$1,532.64</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(12 copies @ $127.72/each)</td>
</tr>
</tbody>
</table>

II. TEXTBOOKS ON DISPLAY

It is recommended that the Board approve the following textbooks to be placed on display for 30 days:

<table>
<thead>
<tr>
<th>Textbook</th>
<th>Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Phonics to Reading, Levels K, A, B, and C</td>
<td>Sadlier School</td>
</tr>
<tr>
<td>Big Ideas Math, 6</td>
<td>Cengage</td>
</tr>
<tr>
<td>Big Ideas Math, 7</td>
<td>Cengage</td>
</tr>
<tr>
<td>Big Ideas Math, 8</td>
<td>Cengage</td>
</tr>
<tr>
<td>Big Ideas, Advanced Math 6</td>
<td>Cengage</td>
</tr>
<tr>
<td>Big Ideas, Advanced Math 7</td>
<td>Cengage</td>
</tr>
</tbody>
</table>

For Information Only

Big Ideas Math and Advanced Math are the 2022 editions, replacing the 2014 edition.
I. SLIPPERY ROCK UNIVERSITY AFFILIATION AGREEMENT

It is recommended that the Board approve the School District Affiliation Agreement between Slippery Rock University and Keystone Oaks School District regarding the placement of student teachers for the school years 2022/2023, 2023/2024, 2024/2025, 2025/2026, and 2026/2027.

II. DUQUESNE UNIVERSITY SCHOOL OF EDUCATION AFFILIATION AGREEMENT

It is recommended that the Board approve the Affiliation Agreement between Duquesne University School of Education and Keystone Oaks School District regarding the placement of student teachers from June 1, 2022 to June 1, 2027.

III. WEST CHESTER UNIVERSITY AFFILIATION AGREEMENT

It is recommended that the Board approve the Affiliation Agreement between West Chester University and Keystone Oaks School District for student participation in field experience during their Food Service Management Nutrition Rotation beginning June 1, 2022 to June 1, 2027.

IV. ALLEGHENY INTERMEDIATE UNIT – EDUCATIONAL SERVICES AGREEMENT 2022/2023

The Administration recommends that the Board approve the Allegheny Intermediate Unit’s Education Services Agreement for the 2022/2023 school year.

For Information Only

This agreement reflects Special Education and Pupil Personnel services if and when these services would be incurred.

V. ALLEGHENY INTERMEDIATE UNIT – SPECIAL EDUCATION ADDENDUM 2022/2023

The Administration recommends that the Board approve the Allegheny Intermediate Unit’s Special Education Addendum 2022/2023.

For Information Only

This agreement reflects Special Education and Pupil Personnel services if and when these services would be incurred.
VI. TITLE III AIU MEMORANDUM OF UNDERSTANDING

The Administration recommends that the Board approve the 2022-2023 AIU Title III Consortium Memorandum of Understanding between the Allegheny Intermediate Unit and the Keystone Oaks School District in regard to EL services.
BOARD ACTION REQUESTED

I. APPOINTMENTS

1. Substitute Custodian

It is recommended that the Board approve the hiring of the following Substitute Custodian at a rate of $11.50/hour:

<table>
<thead>
<tr>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stanley Albright</td>
<td>April 28, 2022</td>
</tr>
</tbody>
</table>

2. Support Position and Compensation

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

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weight Room Facilitator</td>
<td>Nicholas Kamberis</td>
<td>$2,033.33 (pro-rated)</td>
</tr>
</tbody>
</table>

II. EXTENDED SCHOOL YEAR STAFF

It is recommended that the Board approve the following personnel for the Extended School Year Program:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Devan Pappaterra</td>
<td>Teacher</td>
</tr>
<tr>
<td>Matthew Richert</td>
<td>Teacher (Weeks 1 &amp; 2 only)</td>
</tr>
<tr>
<td>Michelle Baierbach</td>
<td>Paraprofessional (Weeks 2 &amp; 3 only)</td>
</tr>
</tbody>
</table>

III. SUMMER ACADEMY PROGRAM

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the following teacher be approved the 2022 Summer Academy Program:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Taylor</td>
<td>Middle School Math Acceleration</td>
</tr>
</tbody>
</table>
BOARD ACTION REQUESTED

I. APPROVAL OF THE 2022/2023 PROPOSED FINAL BUDGET

The Administration recommends the adoption of the 2022/2023 Proposed Final budget in accordance with Section 687 of the School Laws of Pennsylvania and requests authorization for the budget to be made available for public inspection for 20 days beginning no later than May 18, 2022.

For Information Only

At this time, the 2022/2023 Proposed Final Budget is estimated at expenditures of $__________.

The expected revenues will be $__________ with the levying of __________ mills. The approval of the 2022/2023 Final General Budget is scheduled for June 21, 2022.

II. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH APRIL 30, 2022

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

A. General Fund as of April 30, 2022 (Check No. 66760-66960) $723,673.07
B. Food Service Fund as of April 30, 2022 (Check No. 9637-9643) $54,889.28
C. Athletics as of April 30, 2022 (Check No. 3340-3353) $11,078.90
D. Capital Reserve as of April 30, 2022 (None) $0.00

TOTAL $789,641.25

III. CONTRACT TO PURCHASE MEALS FROM SCHOOLS – HEAD START

It is recommended that the Board approve the Contract to Purchase Meals from Schools between the Keystone Oaks School District and the Allegheny Intermediate Unit Head Start Program located in Dormont Elementary School, for the 2022/2023 school year.
IV. COPIER LEASE AGREEMENT

It is recommended that the Board approve the copier lease agreement with The Wilson Group for a term of five years (60 months), effective July 1, 2022.

For Information Only

The monthly cost is $5,964.81.
## I. EXPENDITURE/REVENUE 2021 – 2022 BUDGET to ACTUAL / PROJECTION

<table>
<thead>
<tr>
<th>ACCT</th>
<th>DESCRIPTION</th>
<th>2021-2022 BUDGET TOTAL</th>
<th>2021-2022 10 MONTH APRIL/ACTUAL</th>
<th>OVER (UNDER) BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000</td>
<td>Local Revenue Sources</td>
<td>$31,108,214</td>
<td>$30,684,633</td>
<td>$(423,581)</td>
</tr>
<tr>
<td>7000</td>
<td>State Revenue Sources</td>
<td>$11,886,363</td>
<td>$8,168,571</td>
<td>$(3,717,792)</td>
</tr>
<tr>
<td>8000</td>
<td>Federal Revenue Sources</td>
<td>$691,742</td>
<td>$1,714,271</td>
<td>$1,022,529</td>
</tr>
<tr>
<td></td>
<td>Total Revenue</td>
<td>$43,686,319</td>
<td>$40,567,476</td>
<td>$(3,118,843)</td>
</tr>
</tbody>
</table>

**Revenue**

<table>
<thead>
<tr>
<th>ACCT</th>
<th>DESCRIPTION</th>
<th>2021-2022 BUDGET TOTAL</th>
<th>2021-2022 10 MONTH APRIL/ACTUAL</th>
<th>OVER (UNDER) BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Salaries</td>
<td>$17,908,098</td>
<td>$12,350,130</td>
<td>$5,557,968</td>
</tr>
<tr>
<td>200</td>
<td>Benefits</td>
<td>$11,215,351</td>
<td>$7,623,905</td>
<td>$3,591,446</td>
</tr>
<tr>
<td>300</td>
<td>Professional/Technical Services</td>
<td>$1,805,796</td>
<td>$1,478,652</td>
<td>$327,144</td>
</tr>
<tr>
<td>400</td>
<td>Property Services</td>
<td>$1,117,100</td>
<td>$946,724</td>
<td>$170,376</td>
</tr>
<tr>
<td>500</td>
<td>Other Services</td>
<td>$5,855,294</td>
<td>$4,095,547</td>
<td>$1,759,747</td>
</tr>
<tr>
<td>600</td>
<td>Supplies/Books</td>
<td>$1,469,483</td>
<td>$1,079,206</td>
<td>$390,277</td>
</tr>
<tr>
<td>700</td>
<td>Equipment/Property</td>
<td>$420,929</td>
<td>$453,626</td>
<td>$(32,697)</td>
</tr>
<tr>
<td>800</td>
<td>Other Objects</td>
<td>$347,620</td>
<td>$385,085</td>
<td>$(37,465)</td>
</tr>
<tr>
<td>900</td>
<td>Other Financial Uses</td>
<td>$3,958,000</td>
<td>$3,944,350</td>
<td>$13,650</td>
</tr>
<tr>
<td></td>
<td>Total Expenditures</td>
<td>$44,097,671</td>
<td>$32,357,225</td>
<td>$11,740,446</td>
</tr>
</tbody>
</table>

**Expenditures**

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

Revenues exceeding Expenditures

| Expenditures | $ (411,352) | $ 8,210,251 | $ 8,621,603 |

Other Financing Sources/(Uses)
II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF APRIL 30, 2022

<table>
<thead>
<tr>
<th>Bank Account - Status</th>
<th>Middle / High School</th>
<th>Athletics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Balance - 04/01/2022</td>
<td>$116,720.00</td>
<td>$23,197.91</td>
</tr>
<tr>
<td>Deposits</td>
<td>$8,096.26</td>
<td>$1,610.08</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$124,816.26</td>
<td>$24,807.99</td>
</tr>
<tr>
<td>Expenditures</td>
<td>$127.00</td>
<td>$12,668.79</td>
</tr>
<tr>
<td>Cash Balance - 04/30/2022</td>
<td>$124,689.26</td>
<td>$12,139.20</td>
</tr>
</tbody>
</table>

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF APRIL 30, 2022

<table>
<thead>
<tr>
<th>BALANCE</th>
<th>GENERAL FUND</th>
<th>CAFETERIA FUND</th>
<th>CONSTRUCTION FUND / CAP RESERVE</th>
<th>GRAND TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNB BANK</td>
<td>$1,480,608</td>
<td>$111,870</td>
<td>$41,377</td>
<td>$15,395,842</td>
</tr>
<tr>
<td>PAYROLL (pass-thru account)</td>
<td>$5,529</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FNB SWEEP ACCOUNT</td>
<td>$-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATHLETIC ACCOUNT</td>
<td>$12,139</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLGIT</td>
<td>$9,292,068</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FNB MONEY MARKET</td>
<td>$834,109</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSDLAF</td>
<td>$162,321</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INVEST PROGRAM</td>
<td>$181,754</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER POST-EMPLOYMENT BENEFITS</td>
<td>$1,989,958</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMPENSATED ABSENCES</td>
<td>$431,279</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
BOARD ACTION REQUESTED

I. APPROVAL OF INTERSCHOLASTIC ATHLETICS THE 2022/2023 SCHOOL YEAR

Per Policy 123: Interscholastic Athletics, it is recommended that the Board approve the following Interscholastic Athletics for the 2022/2023 school year:

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys Soccer (MS)</td>
<td>Boys Basketball (MS)</td>
<td>Baseball (HS)</td>
</tr>
<tr>
<td>Boys Soccer (HS)</td>
<td>Boys Basketball (HS)</td>
<td>Boys Tennis (HS)</td>
</tr>
<tr>
<td>Cheerleading (MS)</td>
<td>Girls Basketball (MS)</td>
<td>Boys Volleyball (HS)</td>
</tr>
<tr>
<td>Cheerleading (HS)</td>
<td>Girls Basketball (MS)</td>
<td>Softball (MS)</td>
</tr>
<tr>
<td>Cross Country (MS)</td>
<td>Girls Basketball (HS)</td>
<td>Softball (HS)</td>
</tr>
<tr>
<td>Cross Country (HS)</td>
<td>Girls Volleyball (MS)</td>
<td>Track &amp; Field (MS)</td>
</tr>
<tr>
<td>Dance Team</td>
<td>Swimming &amp; Diving (HS)</td>
<td>Track &amp; Field (HS)</td>
</tr>
<tr>
<td>Girls Soccer (MS)</td>
<td>Wrestling (MS)</td>
<td></td>
</tr>
<tr>
<td>Girls Soccer (HS)</td>
<td>Wrestling (HS)</td>
<td></td>
</tr>
<tr>
<td>Girls Tennis (HS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Girls Volleyball (HS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Golf (HS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Football (MS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Football (HS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Swimming (MS)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

II. COMPETITIVE EVENT

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

FBLA – National Leadership Conference (Level III)
Chicago, Illinois
June 27 – July 3, 2022
Number of Students – 2
Activity Sponsor – Joshua Kirchner
District Funds Requested for Students - $1,000.00
District Funds Requested for Sponsor - $2,530.20
Total Maximum District Funds Requested - $3,530.20
Mr. Santo Raso, Chairperson

BOARD ACTION REQUESTED

1. SPECIALIZED TRANSPORTATION

It is recommended that the Board approve the three (3) year contract beginning July 1, 2022 with Carrier Management Corporation DIB/A Matthews Bus Company for specialized transportation and Act 372.

For Information Only

There is a total cost increase of 3% each year of the contract.
**Authority**

The policies and procedures adopted by the Board establish the general parameters within which the daily operations of the school district are to be governed. Administrative regulations for carrying out and implementing Board policies are developed and implemented by the administration, under the direction of the Superintendent. As applicable, all members of the school community are expected to comply with both Board policy and administrative regulations, subject to stated limitations and exceptions. However, failure of the Board or the administration to comply with policy or procedure shall not invalidate any lawful action taken.

The Board of School Directors of the Keystone Oaks School District, in accordance with applicable state and federal laws and regulations, establishes policies and procedures for the governance of the Board and for the safe and orderly operation of the School District.

**Contents**

Purpose of Policy / Local Board Procedure

The policies of the Board shall consist of the policies and procedures adopted by the Board and contained in the Policy Manual, and such other separate documents approved by the Board that are expressly incorporated by reference in particular
POLICY NO. 000
BOARD POLICY / PROCEDURE/
ADMINISTRATIVE REGULATIONS

policies and declared to constitute Board policy, such as the Code of Student Conduct.

Administrative regulations are not part of Board policy and may be altered by the administration without Board action. Administrative regulations may not conflict with Board policy or with applicable law.

The policies and local Board procedures adopted by the Board are intended to establish the general and overall rules within which the day-to-day operations of the School District are to be governed. As applicable, all members of the Keystone Oaks School District community shall be expected to comply with Board policy and procedure, subject to the limitations established in this policy.

Section 2 Contents of Policy Manual

a. Local Board Procedures

The bylaws and rules that pertain to Board governance shall hereinafter be referred to as Local Board Procedures and shall be policy series 000: Local Board Procedures.

b. Policies

The rules and guidelines that pertain to the safe and orderly operation of the school district shall hereinafter be referred to as policy and shall be policy series 100: Programs, 200: Pupils, 300: Administrative Employees, 400: Professional Employees, 500: Classified Employees, 600: Finances, 700: Property, 800: Operations, and 900: Community.

Section 3 Limitations

All Board policies and administrative regulations shall be interpreted and administered in a lawful manner. The Board shall make the final interpretation of its policies, and the administration shall make the final interpretation of its regulations.
POLICY NO. 000
BOARD POLICY / PROCEDURE/
ADMINISTRATIVE REGULATIONS

Board policies and procedures and administrative regulations are limited by legal constraints, as are the rights of those to whom Board policies and administrative regulations apply, and are not intended to give an individual a cause of action not independently established in law.

Board policies and procedures are not intended and shall not be construed to supersede or preempt any applicable law, whether constitutional, statutory, regulatory, or common law. Consequently, all Board policies and procedures shall be given both an interpretation and application that is lawful. The Board shall determine the final interpretation of its policies and procedures.

As the Board policies and procedures are limited by legal constraints, so too are the rights of those to whom the Board policies and procedures apply. Board policies and procedures are not intended to expand the rights of individuals beyond those established by law or to give to any individual a cause of action not independently established in law. Enforcement of Board policy and procedure rests exclusively with the School Board.

Board policy and procedure shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employees, or other members of the School District community beyond what is contemplated by law and are not intended to restrict or limit students, employees, or others from pursuing any claims or defenses available under law.

Section 4

Rules of Construction

In ascertaining the intent of the Board in adopting a policy or procedure, or of the administration in establishing a regulation, the following presumptions, among other legally applicable presumptions, may be used:

1. That neither the Board nor the administration intends a result that is absurd, impossible of execution, or unreasonable.
2. That neither the Board nor the administration intends to violate federal or state Constitutions or any other applicable law.

If any policy or procedure or administrative regulation can be given multiple interpretations, the Board and the administration intend that only constitutional and lawful interpretations shall be valid, and that neither an unconstitutional nor an unlawful interpretation was intended.

Administrative regulations are not intended and shall not be construed to supersede or preempt any applicable law, whether constitutional, statutory, regulatory, or common law. Consequently, all administrative regulations shall be given both an interpretation and application that is lawful. The administration shall determine the final interpretation of administrative regulations.

As the administrative regulations are limited by legal constraints, so too are the rights of those to whom the administrative regulations apply. Administrative regulations are not intended to expand the rights of individuals beyond those established by law or to give to any individual a cause of action not independently established in law. Enforcement of administrative regulations rests exclusively with the administration.

Administrative regulations shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employees, or other members of the school district community beyond what is contemplated by law and are not intended to restrict or limit students, employees or others from pursuing any claims or defenses available under law.

Previously Revised:

References:

School Code – 24 P.S. Sec. 407, 510
<table>
<thead>
<tr>
<th>Section 1</th>
<th>Authority</th>
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<tbody>
<tr>
<td>The authority to establish, equip, furnish, operate, and maintain the public schools of the School District of Keystone Oaks School District is vested in the Board of School Directors, which is a body corporate and which is constituted and governed by Title 24, the “Public School Code of 1949,” of the Pennsylvania Statutes, the Public School Code of 1949 as amended, and Article III of the Pennsylvania Constitution and applicable federal and state laws and regulations.</td>
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<tr>
<th>Section 2</th>
<th>Powers</th>
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<td>The Board shall establish such schools as are required for the education of every student residing in the School District of Keystone Oaks School District between the ages of six (6) and twenty-one (21) years (by Sept 1 of the applicable academic year) who may attend such schools. It shall equip, furnish, operate, and maintain such schools. It shall adopt and enforce rules and regulation for the management of school affairs and the conduct and deportment of employees and students. It shall levy and collect such taxes as may be necessary, in addition to the annual state appropriation, for the exercise of aforesaid powers.</td>
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The Board, in accordance with its statutory mandate, shall adopt Board procedures for its own operation, and policies for the guidance of the Superintendent in the operation of the school district. Board procedures and policies shall be

Policy No. 002
Section LOCAL BOARD PROCEDURES
Title AUTHORITY AND POWERS
Adopted AUGUST 21, 1989
Last Revised FEBRUARY 16, 1998
APRIL 24, 2014
POLICY NO. 002
AUTHORITY AND POWERS

consistent with law, have a rational and substantial relationship to a legitimate purpose of the Board, and be directed towards the maintenance and support of a thorough and efficient system of public education in this district.

The Board shall act as the general agent of the residents of the District in matters of public education. It shall establish educational goals and academic standards for district schools and govern an educational program designed to meet those goals and standards to support student achievement. The Board shall be responsible for establishing, maintaining and evaluating the educational programs in district schools, and for enforcing mandatory laws and regulations.

The Board shall be responsible for enforcing mandatory laws and regulations. The Board shall be the agent responsible for establishing, maintaining, and evaluating the public education activities of this school district, in accordance with law.

The powers of the Board of School Directors are not vested in an individual Board member. No such individual director is authorized to act on behalf of the Board to carry out any of the Board’s statutorily authorized powers, except for those acts stated in law.

Previously Revised: April 24, 2014; February 16, 1998

References:
Pennsylvania Constitution – PA Const. Art. III Sec. 14
Board Policy – Pol. 000, 100, 102
State Board of Education Regulations — 22 PA Code Sec. 4.13
**POLICY NO. 004**

**MEMBERSHIP**

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<tr>
<td><strong>Section 1</strong></td>
<td>The Board of School Directors shall consist of nine (9) members. The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.</td>
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<th>Section 2</th>
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<td>Each school director, member of the Board, shall meet the following qualifications:</td>
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<td>1. Be of good moral character, <strong>be</strong> at least eighteen (18) years of age, <strong>shall</strong> have been a resident of the District for at least one (1) year prior to the date of election or appointment, <strong>and shall</strong> not be a holder of any office or position as specified in Section 322 of the School Code, nor shall be a member of the municipal council.</td>
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<td>2. Shall not have been removed from any office of trust under federal, state, or local laws for any malfeasance in such office.</td>
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<td>3. Except as provided by law, each member <strong>shall</strong> not be engaged in a business transaction</td>
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### POLICY NO. 004
#### MEMBERSHIP

with the School district, be employed by the School District, or receive pay for services from the School District, except as provided by law.

4. Shall, **before entering the duties of the office**, take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.

5. Shall file a statement of financial interests with the Board Secretary **State Ethics Commission or designee before taking the oath of office or entering upon his/her duties and annually by May 1 at the following times:**

   a. Before taking the oath of office or entering upon duties.
   b. Annually by May 1 while serving on the Board.
   c. By May 1 of the year after leaving the Board.

### Section 3  Election

Election of members of the Board of School Directors shall be in accordance with law.

The Board shall include three (3) members from each of the three communities comprising the District, namely, the Boroughs of Castle Shannon, Dormont, and Green Tree. In November of each odd-numbered year, each community will elect one or more members from its citizenry to serve for a four (4) year term.

### Section 4  Vacancies

A vacancy shall occur by reason of death, resignation, removal from a district or region, or otherwise. Such vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board.
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within thirty (30) days of the occurrence of the vacancy.

If a vacancy occurs during the last two (2) years of the former school director’s term, the individual appointed to fill that vacancy shall serve for the remainder of the term. If a vacancy occurs during the first two (2) years of the term, the new appointee shall serve only until the first Monday in December following the first municipal election that is scheduled for more than sixty (60) days after the vacancy occurred.

The Board member so appointed shall serve until the first Monday in December after the first municipal election occurring more than sixty (60) days following his/her appointment. When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Allegheny County.

The Board recognizes that community involvement is crucial to fill the vacancy with the most qualified candidate. The Board will advertise the vacancy through multiple medias to the community as well as advertise the process the Board will follow to fill that vacancy. Vacancies may only be filled by a resident of the borough where that vacancy occurred.

Temporary Vacancy – Active Military Service

A temporary vacancy shall be declared when a school director is ordered to active duty in the military forces of the United States for a period of more than thirty (30) days. The temporary vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the temporary vacancy. The school director so appointed shall serve either until the school director returns from active duty or until expiration of the term for which s/he was elected, whichever occurs first.

SC 315
SC 316, 317
SC 315, 407
65 Pa. C.S.A. 701 et seq
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Section 5  Term

In election years, the term of office for all newly elected and re-elected school directors shall begin on the first Monday in December. The term of office of each School Director shall be four (4) years, and shall expire on the first Monday of December of the fourth year of service.

The term of office each School Director for an individual appointed or elected to fill a Board vacancy shall be determined by the number of years remaining on the term the school director was appointed or elected to fill, as stated above under Vacancies expire on the first Monday of December after the municipal election occurring more than sixty (60) days after the appointment. The term of each School Director elected to an unexpired term shall expire at the termination of that term.

Section 6  Removal

Whenever a School Director is no longer a resident of the borough they, he/she were elected to represent, their eligibility to serve on the Board shall cease forthwith.

The removal of a School Director who resigns shall become effective upon the presentation of the resignation to the Board President and upon such date specified therein.

If a School Director shall who neglects or refuses to attend two (2) successive Regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the District, or if in attendance at any meeting they neglects or refused to act in an official capacity as a School Director, the remaining members of the Board may declare such office vacant, may be removed from office on the affirmative vote of a majority of the remaining members of the Board.

If a person elected or appointed as a School Director,
### Policy No. 004
#### Membership

having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of the school director's term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.

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#### Section 7 Orientation

The Board believes that the preparation of each school director for the performance of duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new school director to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies.

Each new school director shall be invited to meet with the Board President and/or Superintendent to discuss Board functions, procedures and policy.

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#### Section 8 Expenses

Funds for school director education and training may be budgeted on an annual basis.

Each school director shall receive Board approval prior to attending a conference, workshop or convention at Board expense.

When attendance has been authorized by the Board, school directors, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for actual and necessary expenses incurred as delegates to any state convention or association of school directors' convention held within the state, or for attendance at any other meeting held within the state or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting. Expenses shall be reimbursed by the Treasurer in the usual manner, upon presentation of an itemized, verified statement.
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MEMBERSHIP

Advance payments may be made upon presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred, and a refund shall be made to the district of such funds remaining, or an additional payment shall be made by the district to meet the verified expenses actually incurred.

Board members, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for necessary expenses actually incurred as delegates to any state convention or association of School Directors’ convention held within the state, or for necessary expenses actually incurred in attendance authorized by the Board at any other meeting held within the state or at an educational convention out of state. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting.

No member shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year.

All Board member expense reimbursements must be approved by the Board President, Vice President or Treasurer.

Expenses shall be reimbursed only upon presentation of an itemized, verified statement. Advance payments may be made upon the presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred upon return from such conventions, and a refund to be made to the district of such funds remaining or an additional payment be made to the verified expenses actually incurred.

Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual school directors.

Section 98: Inservice Educational Self-Development Opportunities and Required Training Programs
POLICY NO. 004
MEMBERSHIP

The Board of School Directors places a high priority on the importance of a planned and continuing program of education and training for self-development for its members. The central purpose of the planned program shall be to enhance the quality and effectiveness of the Board’s public school governance and leadership in our community by providing both inservice educational opportunities and required school director training by an approved provider.

Inservice Education –
The Board, in conjunction with the Superintendent, may plan specific in-service education programs and activities designed to assist school directors Board members in efforts to improve their skills as members of a policy-making leaders body; to expand their knowledge about trends, issues, programs, and initiatives new ideas affecting the district’s educational programs and student achievement continued welfare of our local schools; and to deepen their insights into the nature of leadership, governance, and community engagement.

The Board may annually budget funds to support its planned program of inservice education and training.

The Board establishes regards the following activities as the basis for planned program of inservice education and training and services as appropriate:

1. Participation in School Board conferences, workshops and conventions.
   a. The Board shall identify annually the issues, objectives, and cost benefits that can be ascribed to participation by school directors in conferences, workshops and conventions. An orientation program shall be conducted for each new Board member.
   b. The District shall subscribe to publications addressed to the concerns of Board
POLICY NO. 004
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members

e.b. The Superintendent shall inform school directors, in a timely manner, of upcoming conferences, workshops and conventions. Curriculum reports shall be presented at public meetings.

d.c. The Board shall periodically decide which meetings appear to offer the most direct and indirect benefits to the district. Board members shall be encouraged to participate in School Board conferences, conventions, and workshops.

e.d. When a conference, workshop or convention is not attended by the full Board, those who do participate shall share information, recommendations and materials acquired at the meeting that will be beneficial to the district. Joint meetings with neighboring School Boards or a consortium of School Boards shall be pursued for an exchange of ideas on various facets of School District operations.

2. District-sponsored inservice education and training programs designed to meet Board needs.

3. Subscriptions to publications addressing school directors’ concerns.

4. Maintenance of current resources and reference materials accessible to school directors.

Required Training Program: Newly Elected or Appointed School Directors - SC 328

Each newly elected or appointed school director shall complete a training program consisting of at least five (5) hours of instruction, including, at a minimum,
POLICY NO. 004
MEMBERSHIP

information regarding:

1. Instruction and academic programs, to include, but not be limited to, a minimum of one (1) hour of instruction on best practices related to trauma-informed approaches.

2. Personnel.

3. Fiscal management.


5. Governance.

6. Ethics and open meetings, to include accountability requirements.

Required Training Program: Re-elected or Re-appointed School Directors -

Each re-elected or re-appointed school director shall, within one (1) year after such re-election or re-appointment, complete an advanced training program consisting of at least three (3) hours of instruction, including:

1. Information on relevant changes to federal and state public school law and regulations.

2. Fiscal management.

3. Trauma-informed approaches.

4. Other information deemed appropriate by the PA Department of Education to enable school directors to serve effectively.

The Budget will include funds to finance participation of Board members in the activities described above. In making expenditure from this budget category, School Directors shall exercise discretion in choosing among the available options for travel, lodging and meals and...
POLICY NO. 004
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shall provide a written or oral conference report at the next regular meeting of the Board. The Board as a whole, following the procedure outlined in the School Code, shall approve or disapprove the participation of members planned activities. The public shall be kept informed through reports at Board meetings about the Board’s continuing self-development program and the expected short and long-range benefits to the School District.

In keeping with its stated priority on the importance of continuing self-development opportunities for its members, the Board encourages the participation of all members at appropriate School Board conferences, workshops, and conventions. Board members may attend professional conferences such as PSBA, NSBA, and local in-service conferences. In order to control both the investment of time and expenditure of funds necessary to implement such activities, the Board establishes the following guidelines:

a. The Board shall identify annually the issues, objectives, and cost benefits that can be ascribed to participation by Board members in conferences, workshops, and conventions.

b. The Board President, Board Secretary, or Superintendent will notify Board members of available intermediate unit or other meetings.

c. The Board shall periodically decide which meetings appear to offer the most direct and indirect benefits to the District.

d. The Board Secretary will maintain a calendar of such events and will remind the Board of upcoming meetings.

e. Each Board member shall receive Board approval prior to attending an out-of-state conference, workshop, or convention at
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Board expense.

f. The Board will provide properly budgeted funds to cover expenses for those meetings which have received approval.

g. The Board will reimburse Board members who attend such meetings for actual, but reasonable, expenses as are legally permitted. These expenses shall be itemized and will be approved by appropriate Board action.

h. Reimbursement shall be for actual lodging and meal expenses. Board members must provide receipts of such expenses or written explanation, if no receipts are available, in order to be reimbursed. All documentation shall be submitted to the Superintendent for the reimbursement to be processed.

i. Travel, mileage, etc., are also reimbursable expenses.

j. To receive reimbursement, expense reports must be submitted to the Business Office within thirty (30) days after the conclusion of the meeting.

k. The requirements regarding reimbursement for Board members for travel expenses shall be strictly enforced, and no payment shall be made until receipts for reimbursable expenses are submitted to the Director of Fiscal Services or designee.

l. Reimbursement shall not include or be construed to include compensation to individual Board members.
### POLICY NO. 004
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- Board members who attend such meetings are encouraged to report to the total Board at the next meeting following their return.

**Previously Revised:** April 24, 2014; October 10, 2006; February 16, 1998

**References:**

- School Code – 24 P.S. Sec. 301, 303, 315, 316, 317, 318, 319, 321, 322, 323, 324, 328, 407, 516, 516.1, 519, 1081, 1102, 1104, 1105
- Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.
- Public Officials and Employee Ethics Act – 65 Pa. C.S.A Sec 1101 et seq. 1102, 1104, 1105
- State Ethics Commission Regulations – 51 PA Code Sec. 15.2, 15.3
- Title 65 P.S. Public Officers – 65 P.S. Sec. 91
- Board Policy – 006, 011, 901
**Policy Manual Access Distribution**

**Section 1**  
**Authority**

The Board adopts the procedures and policies contained in the Policy Manual as a governance tool for the Board and as a resource for district administrators and employees, students, parents/guardians, residents and community members.

The Board Policy Manual shall be published and maintained on the district’s publicly accessible website.

The Board Policy Manual shall be considered a public record. A copy of the Policy Manual shall be available in the administration office during regular office hours.

| SC 407, 510 Pol. 003 | 65 P.S. 67.701 Pol. 801 |

**Section 2**  
**Delegation of Responsibility Guidelines**

The Superintendent or designee shall maintain an orderly plan for the promulgation of policies and shall provide easy accessibility to an up-to-date Policy manual, as required by law and Board.
POLICY NO. 007—DISTRIBUTION

Policies. This will be accomplished through the reference of policies in student handbooks, student/parent handbooks, and staff handbook/publications. It will be the responsibility of the Superintendent or designee to assure that all policies are posted on the District website.

The Superintendent or designee as well as the Policy and Planning Committee shall be responsible to review existing policy in light of Board actions and revisions to state and federal statutes and regulations, and to recommend to the Board the changes necessary to maintain a current and compliant Board Policy Manual in a current status.

The Board Policy Manual is the property of the school district; therefore, any hard copy manuals provided to district employees shall be returned to the Board Secretary upon termination of employment or term of office.

Previously Revised: April 24, 2014; April 19, 1995

References:

School Code – 24 P.S. Sec. 407, 510

Right-to-Know Law – 65 P.S. Sec. 67.701

Board Policy – 003, 801