

# BOARD OF SCHOOL DIRECTORS

## BUSINESS/LEGISLATIVE SESSION

Tuesday, October 22, 2019

7:00 PM

### *MINUTES*

**Call to Order**

President Patricia Ann Shaw called the meeting to order at 7:03 p.m.

**Pledge**

The meeting opened with the pledge to the flag.

**Attendance**

Those present included: Mr. Brownlee, Mr. Cesario, Ms. Crowell, Mr. LaPorte, Ms. Lindsey, Mrs. Lydon, Ms. Pauchnik, Mr. Raso and Ms. Shaw. Also present were Dr. William P. Stropkaj, Superintendent; Dr. Shannon Varley, Director of Curriculum, Instruction, Assessment and Staff Development; Mr. Joseph Kubiak, Business Manager/Board Secretary; Mr. Michael Brungo, Solicitor; and Mrs. Maureen S. Myers, Assistant Board Secretary/Recording Secretary.

**Public Comment**

**PUBLIC COMMENT**

**Christopher Caito** Re: Safety of Students after School Hours  
**Christine Caito**  
**Castle Shannon**

**Board President's Report**

**BOARD PRESIDENT'S REPORT – Ms. Patricia Ann Shaw**

**BOARD MINUTES**

On the motion of Ms. Pauchnik, seconded by Mrs. Lydon, the Board approved the Work Session Minutes of September 10, 2019 and the Business/Legislative Minutes of September 17, 2019.

*Motion carried 9-0*

**For Information Only**

**FOR INFORMATION ONLY**

- I. Parkway West Career and Technology Center Report *Ms. Annie Shaw*
  - Ms. Shaw reported on the enrollment increase at Parkway. Also, the NOCTI pass rate for last school year was 96.2% making Parkway the 4<sup>th</sup> in the state.
- II. SHASDA Report *Mr. Santo Raso*
  - Mr. Raso reported on different items from the SHASDA meeting in October.
- III. PSBA/Legislative Report *Mrs. Theresa Lydon*

- Mrs. Lydon reported on different items from the 2019 PASA/PSBA Conference.

IV. News from the Boroughs

Executive Session

**EXECUTIVE SESSION**

Executive Session was held prior to this evening's Work Session to discuss personnel matters and litigations

Superintendent's Report

**SUPERINTENDENT'S REPORT – Dr. William P. Stropkaj**

Policy 810

**SECOND READING POLICY 810: TRANSPORTATION**

On the motion of Mr. Cesario, seconded by Ms. Crowell, the Board approved the SECOND READING of Policy 810: *Transportation*.

*Motion carried 9-0*

Policy 810.1

**SECOND READING POLICY 810.1: SCHOOL BUS DRIVERS**

On the motion of Mr. Cesario, seconded by Ms. Crowell, the Board approved the SECOND READING of Policy 810.1: *School Bus Drivers*.

*Motion carried 9-0*

Policy 810.2

**SECOND READING POLICY 810.2: TRANSPORTATION – VIDEO/AUDIO RECORDING**

On the motion of Mr. Cesario, seconded by Ms. Crowell, the Board approved the SECOND READING of Policy 810.2: *Transportation – Video/Audio Recording*.

*Motion carried 9-0*

Policy 810.3

**SECOND READING POLICY 810.3: SCHOOL VEHICLE DRIVERS**

On the motion of Mr. Cesario, seconded by Ms. Crowell, the Board approved the SECOND READING of Policy 810.3: *School Vehicle Drivers*.

*Motion carried 9-0*

Policy 818

**SECOND READING POLICY 818: CONTRACTED SERVICE PERSONNEL**

On the motion of Mr. Cesario, seconded by Ms. Crowell, the Board approved the SECOND READING of Policy 818: *Contracted Service Personnel*.

*Motion carried 9-0*

Kennywood Picnic

**2020 KENNYWOOD PICNIC**

On the motion of Mr. Cesario, seconded by Mrs. Lydon, the Board approved the contract between the Keystone Oaks School District and Kennywood establishing **Wednesday, June 17, 2020** as the Kennywood Picnic Day for the 2019/2020 school year.

*Motion carried 9-0*

Professional Development

**PROFESSIONAL DEVELOPMENT**

On the motion of Ms. Crowell, seconded by Ms. Lindsey, the Board approved the following conference request:

**Dr. William P. Stropkaj** The Forum for Western PA School Superintendents *No cost to the District*  
Fall Retreat – Bedford Springs  
November 13 – 15, 2019

**Dr. William P. Stropkaj** 2020 PDE Data Summit Conference \$1,730.00  
Hershey Lodge  
Hershey, PA  
March 15, 2020 – March 19, 2020

**Ms. Ramona Klein** ISTE Certification \$699.00  
Montour High School  
Pittsburgh, PA  
November 7 – 8, 2019

For Information Only

Ms. Klein’s Professional Development will be paid from Title IV Funds.

*Motion carried 9-0*

Personnel Report

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

Resignation

**RESIGNATION**

It is recommended that the Board accept the following resignation:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Danielle Kandrack	Project Succeed Instructor (Mathematics)	October 25, 2019
Cari Worley	Teacher – ESL	TBD

- A discussion was had regarding the resignations

*Motion carried 9-0*

Appointments

APPOINTMENTS

Professional Employee

1. Professional Employee

On the motion of Mr. Cesario, seconded by Mrs. Lydon, in compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, the Board approved the employment of:

**Paige Passatore**  
ESL Teacher – Districtwide  
Salary - \$46,000.00 (M, Step 2)  
Effective – October 1, 2019

*Motion carried 9-0*

After School Tutoring

2. After-School Tutoring Program

On the motion of Mr. Cesario, seconded by Ms. Crowell, the Board approved the following individuals to participate in the After-School Tutoring Program for the 2019/2020 school year:

<u>Employee</u>	<u>School</u>
<b>Dana Goimarac</b>	Fred L. Aiken Elementary School
<b>Kaitlin Hensel</b>	Fred L. Aiken Elementary School
<b>Cailin Irvine</b>	Fred L. Aiken Elementary School
<b>Meghan O’Brien</b>	Fred L. Aiken Elementary School
<b>William Opperman</b>	Fred L. Aiken Elementary School
<b>Beth Shephard</b>	Fred L. Aiken Elementary School
<b>Kate Sobocinski</b>	Fred L. Aiken Elementary School
<b>Andrew Bell</b>	Dormont Elementary School
<b>Katie Boris</b>	Dormont Elementary School
<b>Elisa DiTullio</b>	Dormont Elementary School
<b>Kristen Leitch</b>	Dormont Elementary School
<b>Matthew Sartore</b>	Dormont Elementary School
<b>Judy Tredway</b>	Dormont Elementary School
<b>Abigail Wagner</b>	Dormont Elementary School
<b>Lisa Waskiewicz</b>	Dormont Elementary School
<b>Angela Conklin</b>	Myrtle Avenue Elementary School
<b>Valerie Moore</b>	Myrtle Avenue Elementary School
<b>Nicole Niccolai</b>	Myrtle Avenue Elementary School
<b>Matt Paradise</b>	Myrtle Avenue Elementary School
<b>Melissa Purkiss</b>	Myrtle Avenue Elementary School
<b>Zachary Whitfield</b>	Myrtle Avenue Elementary School
<b>Debra Dietrich</b>	Keystone Oaks Middle School

<b>Teresa Limerick</b>	Keystone Oaks Middle School
<b>Carolyn Manko</b>	Keystone Oaks Middle School
<b>Lisa McMahon</b>	Keystone Oaks Middle School
<b>Matt Passarello</b>	Keystone Oaks Middle School
<b>Elizabeth Venturella</b>	Keystone Oaks Middle School
<b>Ryan Warner</b>	Keystone Oaks Middle School

<b>Rebekah Brooks</b>	Keystone Oaks High School
<b>Allyson Culp</b>	Keystone Oaks High School
<b>Dena DeChellis</b>	Keystone Oaks High School
<b>Danielle Kandrack</b>	Keystone Oaks High School
<b>Joshua Kirchner</b>	Keystone Oaks High School
<b>Jeff Kelly</b>	Keystone Oaks High School
<b>Madeline Morris</b>	Keystone Oaks High School

For Information Only

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

*Motion carried 9-0*

**Athletic Positions & Stipends**

**3. Approval of Athletic Positions and Stipends**

On the motion of Mr. Cesario, seconded by Mr. LaPorte, in compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017 - 2020*, the Board approved the following individuals for the 2019/2020 school year:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Basketball (Boys)	Head Coach	Phil McGivney	\$6,300.00
	Assistant	Jason Overand	\$4,090.00
	Assistant	Corey Belovich	\$3,470.00
	Middle School	Keith Buckley	\$3,070.00
	Middle School	Jim Feeney	\$3,070.00
	Middle School	Mike Orosz	\$2,000.00
Basketball (Girls)	Head Coach	Ron Muszynski	\$6,300.00
	Assistant	Richard Barrett	\$4,300.00
	Assistant	Belma Nurkic	\$4,300.00
Swimming	Head Coach	Jeff DiGiacomo	\$5,800.00
	Assistant	Madeline Morris	\$3,000.00
Volleyball (MS Girls)	Coach	Hope Muno	\$2,475 .00
	Assistant	Donda Snell	\$2,270.00
Wrestling	Head Coach	Andrew Bell	\$6,300.00
	Assistant	John Cerminra	\$3,100.00

Assistant	Al Harris	\$4,100.00
Assistant	Joe Kazalas	\$3,000.00
Assistant	Mike Kazalas	\$3,000.00
Volunteer	John Kazalas	

*Motion carried 8-1*

**Volunteer Gymnastic Coach**

**4. Volunteer Gymnastic Coach**

On the motion of Mr. Cesario, seconded by Ms. Lindsey, the Board approved Lauren Bradford as a Volunteer Gymnastic Coach for Emily Schoedel (Freshman) for the 2019/2020 school year.

*Motion carried 9-0*

**Recreational Swim Program Staff**

**5. Recreational Swim Program Staff**

It is recommended that the Board approve the following individuals for the Recreational Swim Program Staff at the rates listed below for the 2019/2020 school year:

Instructor (I), Supervisor (S), Guard (G)

Emily Brill	(I, S, G)
Dom Costantini	(I, G)
Rachel Constantini	(I, G)
Ryan Costantini	(I, G)
Joanne Dressler	(I)
Kaitlin Flaherty	(I, G)
Maria Lydon	(I, G)
Austin Oleksak	(I, G)
Lori Oleksak	(I, S, G)
Tom McMullen	(I, G)
Jana Pahler	(I, S, G)
Sarah Reilly	(I, G)
Janet Russo	(I, S, G)
Evan Serakowski	(I, G)
Amy Torcaso	(I, S, G)
Gabrielle Wockenfuss	(I, G)

**Pay Rates**

Water Aerobics Instructors	\$20.00/hour
Adult Supervising Instructors	\$14.00/hour
Instructors with Water Safety Training	\$10.00/hour
Student Instructors without Water	\$7.25/hour
Safety Instruction Adult Program Supervisor	\$10.00/hour
Lifeguards	\$7.25/hour

**For Information Only**

The hiring of **Maria Lydon, Austin Oleksak and Lori Oleksak** requires the waiver of Board Policy No. 803: Nepotism by six (6) disinterested Board Members considering the staffing need of the position. The minutes of this meeting will reflect that this is a vote to over-ride the Nepotism Policy, and also that there were no other qualified/experienced candidates for the position in question.

*Motion carried 8-0-1*

**Project Succeed**

**6. Project Succeed**

On the motion of Mr. Cesario, seconded by Mr. Raso, the Board approved the following individual as a Project Succeed instructor effective October 28, 2019 for the 2019/2020 school year:

**Elizabeth Venturella**                      Mathematics

*Motion carried 9-0*

**Activities Sponsors  
and Stipends**

**7. Approval of Activities – Sponsors and Stipends**

On the motion of Mr. Cesario, seconded by Ms. Lindsey, in compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, the Board approved the following individuals be approved as sponsors for the 2019/2020 school year:

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Compensation</u></b>
<b>Jennifer Harke</b>	Musical Director (Elementary)	\$2,000.00
<b>Kaitlyn Caron</b>	Musical Assistant (Elementary)	\$ 750.00
<b>Rob Naser</b>	Musical Assistant (Elementary)	\$ 750.00
<b>Nicole Zalak</b>	Musical Director (Middle School)	\$2,500.00
<b>Greg Pegher</b>	Musical Assistant (Middle School)	\$2,000.00
<b>Laura Hucik-Blough</b>	Musical Assistant (Middle School)	\$1,000.00
<b>Mallory Walsh</b>	Musical Assistant (Middle School)	\$1,000.00
<b>Nicole Zeak</b>	Musical Assistant (Middle School)	\$1,000.00

*Motion carried 9-0*

**Tenure**

**TENURE**

On the motion of Mr. Cesario, seconded by Ms. Lindsey, the Board recognized the following individual as having completed the requirements according to the Commonwealth of Pennsylvania and achieving tenure on October 3, 2019.

**Allyson Hepler**                      Keystone Oaks Middle School Librarian

*Motion carried 9-0*

Leave of Absence

**LEAVE OF ABSENCE**

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

M.A. – Effective September 20, 2019 through October 21, 2019

C.M. – Effective October 1, 2019

*Motion carried 9-0*

Finance Report

**FINANCE REPORT – Ms. Raeann Lindsey**

Accounts Payable

**ACCOUNTS PAYABLE APPROVAL LISTS THROUGH SEPTEMBER 30, 2019**

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

- A. General Fund as of September 30, 2019 (Check No. 60421-60674)\$951,468.64
- B. Food Service Fund as of September 30, 2019 (Check No. 9173) \$24.90
- C. Athletics as of September 30, 2019 (Check No. 3132-3141) \$11,925.06
- D. Capital Reserve as of September 30, 2019 (Check No. 1637) \$47,814.00
- E. Compensated Absences Fund as of September 30, 2019 (None) \$0.00
- F. OPEB Fund as of September 30, 2019 (None) \$0.00

**TOTAL \$1,011,232.60**

*Motion carried 9-0*

Addendum – Myers,  
Patsy & Associates

**ADDENDUM – MYERS, PATSY & ASSOCIATES, LLC**

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, the Board approved the Addendum to Engagement Letter from Myers, Patsy & Associations, LLC dated October 7, 2019 for other nonattest services to finalize the annual independent audit report for the 2018/2019 school year.

*Motion carried 9-0*

- There will be a Finance Committee Meeting on October 25, 2109 at 5:00 p.m.



**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2019 – 2020 BUDGET to ACTUAL / PROJECTION**

ACCT	DESCRIPTION	2019-2020 BUDGET TOTAL	2019-2020 3 MONTH SEPTEMBER/ACTUAL	OVER (UNDER) BUDGET
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 30,223,490	\$ 23,882,865	\$ (6,340,625)
7000	State Revenue Sources	\$ 12,272,835	\$ 920,887	\$ (11,351,948)
8000	Federal Revenue Sources	\$ 666,330	\$ 54,176	\$ (612,154)
<b>Total Revenue</b>		<b>\$ 43,162,655</b>	<b>\$ 24,857,928</b>	<b>\$ (18,304,727)</b>
				<b>(OVER)</b>
				<b>UNDER</b>
				<b>BUDGET</b>
<b>Expenditures</b>				
100	Salaries	\$ 17,552,090	\$ 2,049,227	\$ 15,502,863
200	Benefits	\$ 11,027,539	\$ 1,327,932	\$ 9,699,607
300	Professional/Technical Services	\$ 1,558,997	\$ 310,413	\$ 1,248,584
400	Property Services	\$ 1,122,100	\$ 214,677	\$ 907,423
500	Other Services	\$ 5,399,722	\$ 748,591	\$ 4,651,131
600	Supplies/Books	\$ 1,444,142	\$ 817,463	\$ 626,679
700	Equipment/Property	\$ 635,152	\$ 451,621	\$ 183,531
800	Other Objects	\$ 566,455	\$ 127,585	\$ 438,870
900	Other Financial Uses	\$ 4,645,250	\$ 50,875	\$ 4,594,375
<b>Total Expenditures</b>		<b>\$ 43,951,447</b>	<b>\$ 6,098,384</b>	<b>\$ 37,853,063</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ (788,792)</b>	<b>\$ 18,759,544</b>	<b>\$ 19,548,336</b>
<b>Other Financing Sources/(Uses)</b>				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

**II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF SEPTEMBER 30, 2019**

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance - 9/1/2019	\$ 77,180.36	\$ 1,433.12
Deposits	\$ 47.93	\$ 22,071.90
Subtotal	\$ 77,228.29	\$ 23,505.02
Expenditures	\$ 7,035.36	\$ 14,490.46
Cash Balance - 9/30/2019	\$ 70,192.93	\$ 9,014.56

**III. BANK BALANCES**

**BANK BALANCES PER STATEMENT AS OF SEPTEMBER 30, 2019**

	<b>BALANCE</b>
<b>GENERAL FUND</b>	
FNB BANK	\$ 1,875,474
PAYROLL (pass-thru account)	\$ 437,450
FNB SWEEP ACCOUNT	\$ 265,248
ATHLETIC ACCOUNT	\$ 9,015
PLGIT	\$ 5,655,879
FNB Money Market	\$ 15,173,902
PSDLAF	\$ 161,140
INVEST PROGRAM	\$ 179,277
	<u><u>\$ 23,757,385</u></u>
 <b>CAFETERIA FUND</b>	
FNB BANK	\$ 516,212
PLGIT	\$ 576,454
	<u><u>\$ 576,454</u></u>
 <b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 227,325
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 793
	<u><u>\$ 228,118</u></u>
 <b>OTHER POST-EMPLOYMENT BENEFITS FUND</b>	
FNB BANK	<u><u>\$ 1,959,293</u></u>
 <b>COMPENSATED ABSENCES FUND</b>	
FNB BANK	<u><u>\$ 424,678</u></u>
 <b>GRAND TOTAL</b>	 <u><u>\$ 26,945,928</u></u>

**Activities & Athletics  
Report**

**ACTIVITIES & ATHLETICS REPORT – Ms. Kristen Pauchnik**

**Competitive Event**

**COMPETITIVE EVENT**

On the motion of Ms. Pauchnik, seconded by Ms. Crowell, the Board approved the following competitive event:

**Dance Team**

JAMfest – Excite JAM

November 10, 2019

Number of Students – 17

District Funds Requested - \$850 (\$50 per student) (Level I)

*Motion carried 8-0-1*

**Overnight Trips**

**OVERNIGHT TRIPS**

On the motion of Ms. Pauchnik, seconded by Ms. Lindsey, the Board approved the following overnight trips:

**Girls Softball – Myrtle Beach, South Carolina**

Thursday, March 26, 2020 – Sunday, March 29, 2020

Coaches – **Mark Kaminski, Kristin Kaminski and Jenna Ross**

Approximate number of students participating: 20

No District funds requested

*Motion carried 9-0*

**Public Comment**

**PUBLIC COMMENT**

**Christopher Caito**  
**Castle Shannon**

Re: Community Service  
Mentoring Program for New Students

- There will be a Policy Committee Meeting on October 23, 2019.
- There will be a Communications Committee Meeting on November 6, 2019/

**Adjournment**

**ADJOURNMENT**

On the motion of Mr. Cesario, seconded by Ms. Lindsey, the meeting was adjourned at 7:34 p.m.

*Motion passed 9-0*

Respectfully submitted,

Joseph A. Kubiak  
Board Secretary

Maureen S. Myers  
Assistant Board Secretary  
Board Recording Secretary

# Policy Guide



Policy No. 810  
 Section OPERATIONS  
 Title TRANSPORTATION  
 Adopted AUGUST 21, 1989  
 Revised ~~JULY 12, 2014;~~  
~~JANUARY 17, 2013;—~~  
~~MARCH 19, 2001—~~

<b>POLICY NO. 810 TRANSPORTATION</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>Transportation for students shall be provided in accordance with law and Board policy.</p>
<b>Section 2</b>	<p><b><u>Definitions</u></b></p> <p><b>School bus</b> means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities. <span style="float: right;">75 Pa. C.S.A. 102</span></p> <p><b>School-related vehicle</b> means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district or any other vehicle owned/leased by the District. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children. <span style="float: right;">75 Pa. C.S.A. 102</span></p>
<b>Section <del>3</del>2</b>	<p><b><u>Authority</u></b></p> <p>The Board <del>Transportation</del> shall <del>be provided</del> transportation for <del>qualified students residing in the boroughs of Green Tree, Dormont, and Castle Shannon, in accordance with the law and</del> <span style="float: right;">SC 1361, 1362, 1726-A <del>22 PA Code Sec.</del></span></p>

<b>POLICY NO. 810 TRANSPORTATION</b>	
<p><del>Board policy.</del> resident students in grades kindergarten through 12 to the district’s public schools and charter, regional charter and nonpublic schools located in the District or within the district’s transportation boundary or other placements as required by law or agreements. The district’s transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district’s border.</p>	<p><del>23.1, 23.2, 23.4</del></p>
<p>The Board shall purchase, lease, equip, and maintain school buses/vehicles and/or contract for school bus/vehicle services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.</p>	<p>SC 1361, 1362 22 PA Code 23.1, 23.2, 23.4 Pol. 610, 611, 818</p>
<p>The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.</p>	<p>SC 1362 67 PA Code 447.1 et seq</p>
<p>The Board shall provide transportation for eligible resident students who are enrolled in nonpublic schools or charter schools as required by law.</p>	<p>SC 1361, 1726-A Pol. 139</p>
<p>The Board shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan.</p>	<p>20 U.S.C. 6312</p>
<p>The Board shall provide transportation for homeless children and youths in accordance with federal and state laws and regulations.</p>	<p>42 U.S.C. 11432 Pol. 240</p>
<p>The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.</p>	<p>35 P.S. 4601 et seq</p>
<p>The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles.</p>	<p>35 P.S. 4608 67 PA Code 212.101</p>
<p><del>Such transportation will be provided from a designated school bus stop near the student’s permanent residence, to school and</del></p>	

**POLICY NO. 810  
TRANSPORTATION**

~~return to the same designated school bus stop. Parents who desire to have their child(ren) picked up from or transported to an alternate bus stop, shall make special written application to the District Transportation Office. The District shall honor such requests provided the alternate stop currently exists, and the existing bus serving that stop is not filled to capacity, without regard to whether student requesting such special service is designated a walker or rider. Any special transportation arrangements granted are valid for the current school year only, with requests to be made and considered each succeeding year. Any student having special transportation arrangements shall be denied such special arrangements in the event the particular bus becomes filled with regular use riders. Nothing in this policy shall be interpreted to cause the District to provide transportation for any purpose other than those specifically identified in this policy.~~

~~Transportation schedules shall be established by the Superintendent or designee so that all pupils are returned to their designated school bus stop no later than one (1) hour after the end of the school day.~~

~~The School District reserves the further right, in its sole discretion, to transport any student during the school day, i.e., after the student has arrived at school, regardless of whether the student has otherwise been designated as a walker for purposes of this policy, in emergency situations or where the School District deems such transportation necessary to the student's participation in his/her normal program(s). Nothing set forth herein shall obligate the School District to provide such transportation at the request of a parent.~~

~~The Board shall transport eligible resident students who are enrolled in non-district schools within the distance prescribed by law.~~

SC-1361

**Section 4**

**Delegation of Responsibility**

The school bus/vehicle driver shall be responsible to maintain order while students are being transported.

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical

<p><b>Section 53</b></p>	<p><b>POLICY NO. 810 TRANSPORTATION</b></p>	
	<p>problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania’s School Bus Stopping Law to the Superintendent or designee as soon as practicable.</p>	
	<p>The building principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.</p>	<p>22 PA Code 23.4</p>
	<p>The Superintendent or designee shall be responsible to:</p>	
	<p>1. Maintain records and make required reports regarding school transportation.</p>	<p>22 PA Code 23.1, 23.4</p>
	<p>2. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the District.</p>	<p>22 PA Code 23.4</p>
	<p>3. Provide each school bus/school vehicle driver with:</p> <ul style="list-style-type: none"> <li>a. The Pennsylvania School Bus Driver’s Manual.</li> <li>b. The written rules for student conduct on buses/vehicles.</li> <li>c. The procedures for evacuation drills.</li> <li>d. Any additional laws and applicable Board policies and administrative regulations which apply to school bus/vehicle drivers.</li> </ul>	
	<p>4. Prepare a district map or schedule indicating each bus stop and bus route.</p>	<p>22 PA Code 23.4</p>
	<p><b><u>Guidelines</u></b></p>	
	<p><u>Student Health Information</u></p>	
	<p>When necessary for student safety, or when required by a student’s IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information.</p>	<p>Pol 113, 209.1, 209.2, 210, 210.1</p>
	<p>School bus/vehicle drivers shall maintain the confidentiality of</p>	<p>Pol. 113.4, 216</p>



	<p style="text-align: center;"><b>POLICY NO. 810 TRANSPORTATION</b></p> <p>student health/medical information in accordance with district policies and procedures and applicable law.</p> <p><u>Evacuation Drills</u></p> <p>Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy.</p> <p>Transportation services for preschool children will not be provided by the District.</p> <p><b><u>Bus Stop Locations</u></b></p> <p><del>a. Stops will generally be located no closer than 0.3 miles apart; however, on routes designated hazardous by the Pennsylvania Department of Transportation, stops may be scheduled according to the law.</del></p> <p><del>b. Stops will generally be located at intersections, and not at a student's home. Exceptions may be made for special education students and for students living on designated hazardous routes.</del></p> <p><b><u>Walkers and Walking Distances</u></b></p> <p><del>a. Students will generally walk 0.3 miles to a bus stop. Elementary students may be required to walk up to 1.5 miles and secondary students may be required to walk up to 2.0 miles to a bus stop.</del></p> <p><del>b. Elementary students (grades K-5) whose permanent residence is less than or equal to 1.5 miles to the school grounds as measured along a public roadway or roadways, shall be designated as walkers. The distance for secondary students (grades 6-12) shall be 2.0 miles.</del></p> <p><del>c. Exceptions may be made for students living on designated hazardous routes.</del></p> <p><b><u>Bus Conduct</u></b></p> <p><del>Proper behavior on a school bus is essential for the safety of all</del></p>	<p>SC 1517 75 Pa. C.S.A. 4552 Pol. 805</p> <p>SC 2541</p> <p>SC 1362 67 PA Code Sec. 447.1 <i>et seq.</i></p> <p>18 PA C.S.A. Sec. 5704</p>
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**POLICY NO. 810  
TRANSPORTATION**

~~passengers.~~

~~School buses and vehicles may be equipped with audio and/or video recording equipment. The Board authorizes use of such equipment for school discipline and security purposes. Each school year, the Superintendent or designee shall notify students and their parents or guardians of this policy by letter mailed to the students' home addresses. Notice that students may be audio recorded must be posted clearly visible on each school bus or school vehicle that is furnished with audio recording equipment.~~

~~22 PA Code Sec.  
23.4~~

~~It shall be the responsibility of the building principal and/or designee, to ensure that students are appropriately supervised when riding District buses.~~

~~To assure the safety of all passengers, the Board has adopted the following Rules of Conduct:~~

- ~~a. Each student shall be seated immediately upon entering the bus.~~
- ~~b. No student shall stand or move from place to place during the trip. Students must keep their feet out of the aisle once seated.~~
- ~~c. Loud, boisterous, profane language, or indecent conduct, shall not be tolerated.~~
- ~~d. Smoking is prohibited on the bus.~~
- ~~e. No items of any kind shall be thrown in or from the bus.~~
- ~~f. The bus driver has the same authority over a student as does a teacher in the classroom.~~
- ~~g. Students must board and leave the bus only at their assigned stop.~~
- ~~h. Bus passes will be issued to all students and must be shown to the driver or school personnel upon request.~~
- ~~i. Vandalism to the bus will not be tolerated.~~

**POLICY NO. 810  
TRANSPORTATION**

~~Violations of the above rules will be handled as outlined below:~~

**FIRST OFFENSE**

~~A warning will be given to the student. The Principal will consult with the student and notify the parent. The Principal will work with the driver to assign the student a seat on the bus for the remainder of the semester.~~

**SECOND OFFENSE**

~~Transportation privileges will be suspended for a specific period of time, or the student will be suspended from school. A parent conference will be held.~~

**THIRD OFFENSE**

~~Transportation privileges will be suspended for the remainder of the semester, or the student will be suspended from school. A conference will be held with the parents to discuss the conduct of the student.~~

~~A student that is removed from the bus for the remainder of the semester for disciplinary reasons shall observe the following procedure to request a reinstatement of his/her bus riding privileges:~~

- ~~a.—Student and parent/guardian must submit written request to building principal requesting reinstatement of riding privileges.~~
- ~~b.—Student and parent/guardian must participate in a conference with the Principal and student transportation personnel to review student conduct and evaluate request.~~
- ~~c.—At the completion of the conference, the District will decide the student's bus riding status.~~
- ~~d.—If the District reinstates the student's riding privileges, the student will be placed on probationary status for the remainder of the school year.~~

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~~e. An infraction of the rules of bus conduct committed by a student on probationary status will result in suspension of bus riding privileges for the remainder of the school year. Should this occur, the student and his/her parent/guardian must again apply for restoration of riding privileges.~~

~~Third offenses committed during the last thirty (30) days of the school year will result in suspension of transportation privileges for the first semester of the following year.~~

**SERIOUS OFFENSE**

~~(Including, but not limited to smoking and vandalism)~~

~~Offenses of a serious nature that affect the health or safety of bus occupants or damage the bus will result in suspension from school even though the offense is a first infraction of the rules. Parents/guardians of students guilty of vandalizing a bus will be responsible for the cost of repairs to the bus.~~

~~Nothing set forth in the policy will be applied in violation of the rights of students as provided under the Individuals with Disabilities Education Act, as Reauthorized.~~

**Review of Employees Personnel Files**

~~The District shall review the application materials and complete background checks for all bus drivers employed by the transportation companies providing transportation services to the District, pursuant to the School Code and the contracts with each transportation company at the beginning of each school year. The District retains the discretion to request that an operator not be used to transport District students, upon proper notice to the transportation company.~~

~~This responsibility is in addition to the requirement for clearances that must be presented to the District when an individual is initially hired by the District or the contract carriers.~~

**Reports of Employee Crimes/Child Abuse**

22 PA Code Sec  
23.1

**POLICY NO. 810  
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~~District bus drivers and/or the District's transportation contract carriers shall be responsible to inform the District in writing at the beginning of each school year whether or not they or any of their employees:~~

- ~~1. Have been charged, subsequent to approval as a District bus driver, with a criminal offense that would bar their employment as bus drivers or contracted service providers.~~
- ~~2. Were charged with a crime deemed serious under the criteria established by law.~~
- ~~3. Have been charged with or convicted of crimes that affect their suitability to have direct contact with students.~~

SC 111

~~This responsibility is in addition to the requirement for clearances that must be presented to the District when an individual is initially hired by the District or the contract carriers.~~

~~The District and contract carriers shall have procedures in place to ensure they are notified by their employees when the employees are charged with crimes or child abuse. The procedures shall also include provision that the failure on the part of employees to make such a timely notification shall subject them to disciplinary action, including termination.~~

~~If any bus drivers have been charged as stated in the policy, the transportation contract carriers shall, in their written, yearly notification, include the name of the employee, nature(s) of the offense(s), and the status of the disposition. The District will review this information to determine if the employee shall continue to transport District students.~~

**POLICY NO. 810  
TRANSPORTATION**

References:

PA School Code – 24 P.S. Sec. ~~111~~, 1361, 1362, ~~2541~~ 1374,  
1517, 1726-A,

State Board of Education Regulations – 22 PA Code Sec. 23.1,  
23.2, 23.3, 23.4

Every Student Succeeds Act – 20 U.S.C. Sec. 6312

Education for Homeless Children and Youths – 42 U.S.C. Sec.  
11432

State Department of Transportation Regulations – 67 PA Code  
Sec. 212.101, 447.1 et seq.

Pennsylvania Vehicle Code – 75 Pa. C.S.A. Sec. 102, 4552

Diesel-Powered Motor Vehicle Idling Act – 35 P.S. Sec. 4601 et  
seq., 4608

~~PA Crimes Code – 18 PA C.S.A. Sec. 5704~~

Board Policy – 103, 103.1, 113, 113.4, 139, 209.1, 209.1, 210,  
210.1, 216, 240, 610, 611, 805, 818

Revision History: July 12, 2014; January 17, 2013; March 19,  
2001

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 810.1

Section OPERATIONS

Title SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS

Adopted \_\_\_\_\_

Revised \_\_\_\_\_

	<p style="text-align: center;"><b>POLICY NO. 810.1</b> <b>SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</b></p> <p><b>Section 1</b>    <u><b>Purpose</b></u></p> <p>The Board recognizes that an employee must be fit to operate a school bus and commercial motor vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.</p> <p><b>Section 2</b>    <u><b>Definitions</b></u></p> <p>The following words and phrases, when used in this policy, shall have the meaning given to them in this section:</p> <p>A <b>covered driver</b> shall include any district employee who drives, operates or is in the actual physical control or movement of a school bus or a commercial motor vehicle owned, leased or operated by the School District. The term includes drivers and mechanics who operate such vehicles, including full-time, regularly employed individuals; leased drivers; and independent owner-operator contractors who are directly employed by or under lease to the district or who operate a bus or commercial motor vehicle owned or leased by the District.</p>	<p style="text-align: center;">49 CFR 382.107</p>
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<b>POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</b>	
<p><b>Commercial motor vehicle</b> - a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:</p> <ol style="list-style-type: none"> <li>1. Has a gross combination weight rating or gross combination weight of 26,001 or more pounds, whichever is greater, inclusive of towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater;</li> <li>2. Has a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds, whichever is greater;</li> <li>3. Is designed to transport sixteen (16) or more passengers, including the driver; or</li> <li>4. Is transporting hazardous materials and is required to be placarded.</li> </ol>	<p>49 CFR 382.107</p>
<p><b>Driving</b> – operating a commercial motor vehicle or motor carrier vehicle on a highway, with the motor running, including while the commercial motor vehicle or motor carrier vehicle is temporarily stationary because of traffic, a traffic control device or other momentary delay. The term does not include operating a commercial motor vehicle or motor carrier vehicle with or without the motor running if the driver moved the vehicle to the side of or off of a highway and halted in a location where the vehicle can safely remain stationary.</p>	<p>49 CFR 392.80 75 Pa. C.S.A. 1621, 1622</p>
<p><b>Electronic device</b> – an electronic device includes, but is not limited to, a cellular telephone, personal digital assistant, pager, computer or any other device used to input, write, send, receive or read text.</p>	<p>75 Pa. C.S.A. 1621</p>
<p><b>Mobile telephone</b> – a mobile communication device which uses a commercial mobile radio service.</p>	<p>75 Pa. C.S.A. 1622</p>
<p><b>Safety-sensitive functions</b> include all on-duty functions performed from the time a driver begins work or is required to be ready to work until s/he is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment;</p>	<p>49 CFR 382.107</p>



	<p style="text-align: center;"><b>POLICY NO. 810.1</b> <b>SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</b></p> <p>supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; and performing other requirements related to accidents.</p> <p><b>School bus</b> means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.</p> <p><b>Texting</b> - manually entering alphanumeric text into or reading text from an electronic device. The following shall apply:</p> <ol style="list-style-type: none"> <li>1. The term includes, but is not limited to, short message service, emailing, instant messaging, a command or request to access an Internet web page, pressing more than a single button to initiate or terminate a voice communication using a mobile telephone or engaging in any other form of electronic text retrieval or entry, for present or future communication.</li> <li>2. The term does <u>not</u> include: <ol style="list-style-type: none"> <li>a) Inputting, selecting or reading information on a global positioning system or navigation system.</li> <li>b) Pressing a single button to initiate or terminate a voice communication using a mobile telephone.</li> <li>c) Using a device capable of performing multiple functions, including, but not limited to, fleet management systems, dispatching devices, citizens band radios and music players, for a purpose that is not prohibited by law.</li> </ol> </li> </ol>	<p>75 Pa. C.S.A. 102</p> <p>75 Pa. C.S.A. 1621</p>
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	<p><b>POLICY NO. 810.1</b>  <b>SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</b></p>	
	<p><b>Use a handheld mobile telephone or other electronic device –</b></p> <ol style="list-style-type: none"> <li>1. Using at least one (1) hand to hold a mobile telephone to conduct a voice communication.</li> <li>2. Dialing or answering a mobile telephone by pressing more than a single button.</li> <li>3. Reaching for a mobile telephone in a manner that requires a driver to maneuver so that the driver is no longer in a seated driving position, restrained by a seat belt.</li> </ol>	<p>75 Pa C.S.A. 1622</p>
<p><b>Section 3</b></p>	<p><b><u>Authority</u></b></p> <p>The Board shall implement a drug use and alcohol misuse prevention program for employees who are required to hold a commercial driver’s license and who perform safety-sensitive functions in accordance with federal and state laws and regulations.</p> <p>All contracted transportation providers shall implement a drug use and alcohol misuse prevention program in accordance with federal law and regulations.</p> <p>Covered drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school bus and commercial motor vehicle operation.</p> <p>The Board prohibits covered drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school bus or commercial motor vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.</p>	<p>49 CFR Part 40, 382  49 U.S.C. 31306  67 PA Code 229.14</p> <p>Pol. 818</p>
<p><b>Section 4</b></p>	<p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which include the following components:</p>	<p>49 CFR 392.80  75 Pa. C.S.A. 1621, 3316  49 CFR 392.82</p>

<b>POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</b>		
	1. Selecting and contracting with a qualified medical review officer, substance abuse professional, a certified laboratory and other service agents as necessary.	49 CFR 40.15
	2. Establishment of procedures for required testing of covered drivers.	49 CFR 382.105
	3. Maintenance of the confidentiality of all aspects of the testing process.	49 U.S.C. 31306
	4. Delegation of responsibility for monitoring employee compliance with the provisions of Board policy and administrative regulations.	
	5. Designation of an employee responsible for receiving and handling results of drug and alcohol tests.	49 CFR 40.3
	6. Implementation of procedures for the preparation, maintenance, retention and disclosure of records, as required by law.	49 CFR 382.401
	7. Distribution to affected employees of information and materials relevant to Board policies and administrative regulations regarding drug and alcohol testing.	49 CFR 382.601
	8. Distribution to affected employees of information and materials relevant to individuals or organizations that can provide counseling and treatment for drug and/or alcohol problems.	
	The Superintendent or designee shall provide each driver, upon hire or transfer, with:	
	1. This policy and its accompanying administrative regulations; and	49 CFR 382.601
	2. Educational materials that explain the state and federal requirements related to misuse of alcohol and use of controlled substances.	49 CFR 382.601

<p><b>Section 5</b></p>	<p><b>POLICY NO. 810.1</b>  <b>SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL</b>  <b>VEHICLE DRIVERS</b></p>	
	<p>The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.</p>	<p>49 CFR 382.601</p>
	<p>The Board designates the Superintendent or Business Manager to be the contact person for questions about the drug use and alcohol misuse program.</p>	<p>49 CFR 382.601</p>
	<p><b><u>Guidelines</u></b></p>	
	<p><b><u>Employment Requirements</u></b></p>	
<p>All covered drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 850 for drivers employed by the District and Board policy 818 for drivers employed by an independent contractor.</p>	<p>Pol. 818, 850  23 Pa. C.S.A. 6344,  6344.3  SC 111, 111.1</p>	
<p>Prior to employment by the District as a covered driver or transfer to a covered driver position, the District shall obtain the following information in accordance with federal and state laws and regulations:</p>		
<p>1. Alcohol and drug testing information from previous U.S. Department of Transportation-regulated employers during the past three (3) years with the covered driver’s written consent.</p>	<p>49 CFR 382.413,  40.25</p>	
<p>2. Commercial motor vehicle employment information for the past ten (10) years.</p>	<p>49 U.S.C. 31303  75 Pa. C.S.A. 1604</p>	
<p><i>Additional Documentation -</i></p>		
<p>Prior to employment by the District as a covered driver or transfer to a covered driver position, and at least once each school year, the Superintendent or designee shall:</p>		
<p>1. Obtain a copy of a valid commercial driver’s license indicating the appropriate endorsements from the covered driver;</p>	<p>75 Pa. C.S.A. 1606</p>	

<b>POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</b>	
<p>2. Obtain a copy of a Commonwealth of Pennsylvania School Bus Driver’s Physical Examination Form from the covered school bus driver;</p>	67 PA Code 71.3
<p>3. Obtain a copy of a current Pennsylvania School Bus Endorsement card from the covered school bus driver;</p>	67 PA Code 71.3
<p>4. Review each covered driver’s driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a commercial motor vehicle.</p>	49 CFR 391.25 49 U.S.C. 31304
<p>Prior to employment by the District as a covered driver or transfer to a covered driver position, and every two (2) years, the Superintendent or designee shall obtain a valid Medical Examiner’s Certificate, if applicable.</p>	49 CFR 391.41
<p><i>Reporting Requirements –</i></p> <p>Covered drivers shall report misconduct in accordance with Board policy 817 for drivers employed by the District and Board policy 818 for drivers employed by an independent contractor.</p>	Pol. 818, 817 23 Pa. C.S.A. 6344.3 SC 111
<p>Covered drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner’s written statement that the prescribed substance will not adversely affect the employee’s ability to safely operate a school bus or commercial motor vehicle.</p>	49 CFR 382.213
<p>Covered drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, “marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery.”</p>	49 CFR 382.213
<p>A covered driver charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing before the end of the business day following the day the covered driver is charged or</p>	

	<p style="text-align: center;"><b>POLICY NO. 810.1</b> <b>SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</b></p> <p>cited. Notice is required no matter what type of vehicle the driver was driving.</p> <p>A covered driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing of the conviction within thirty (30) days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.</p> <p>Any covered driver whose operating privilege is suspended, revoked or canceled by any state, who loses the privilege to drive a school bus or commercial motor vehicle in any state for any period, or who is disqualified from driving a school bus or commercial motor vehicle for any period, shall notify the Superintendent or designee immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.</p> <p>Failure to comply with the reporting requirements may result in disciplinary action, up to and including termination.</p> <p><b><u>Controlled Substances and Alcohol</u></b></p> <p><i>Drug and Alcohol Testing -</i></p> <p>The District shall require covered drivers to submit to the following drug and alcohol tests in accordance with state and federal laws and regulations: pre-employment, random, post-accident, reasonable suspicion, return-to-work and follow-up.</p> <p><i>Prohibited Conduct -</i></p> <p>Covered drivers shall not use medical marijuana products.</p> <p>Covered drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.</p>	<p>49 U.S.C. 31303 75 Pa. C.S.A. 1604</p> <p>49 U.S.C. 31303 75 Pa. C.S.A. 1604</p> <p>49 CFR Part 40, 382, 382.105 49 U.S.C. 31306 75 Pa. C.S.A. 1613, 3756</p>
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<b>POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</b>	
<p>A covered driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school bus or commercial motor vehicle under the following circumstances:</p> <ol style="list-style-type: none"> <li>1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.</li> <li>2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.</li> <li>3. After consuming alcohol or a controlled substance within the previous eight (8) hours for school bus drivers and within the previous four (4) hours for commercial motor vehicle drivers.</li> </ol> <p>An exception shall be made for therapeutic use of prescribed controlled substances used by a covered driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school bus or commercial motor vehicle.</p> <p>A covered driver required to take a post-accident test shall not use alcohol for eight (8) hours following the accident, or until s/he undergoes a post-accident test, whichever occurs first.</p> <p>A covered driver shall not refuse to submit to a required test for drugs or alcohol.</p> <p><i>Consequences/Discipline -</i></p> <p>The District shall remove a covered driver from performing safety-sensitive functions under the following circumstances:</p> <ol style="list-style-type: none"> <li>1. A verified positive drug test result;</li> <li>2. A verified adulterated or substituted drug test result;</li> </ol>	<p>67 PA Code 71.3 49 CFR 382.205 75 Pa. C.S.A. 1612</p> <p>49 CFR 382.213 74 Pa. C.S.A. 1603, 3802</p> <p>67 PA Code 71.3 49 CFR 382.207</p> <p>49 CFR 382.213</p> <p>49 CFR 382.209</p> <p>49 CFR 40.191, 382.107, 382.211 75 Pa. C.S.A. 1613</p> <p>49 CFR 40.23, 382.215</p> <p>49 CFR 40.23, 382.215</p>

<b>POLICY NO. 810.1 SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</b>	
<p>3. An alcohol test result of 0.04 or higher; or</p>	<p>49 CFR 40.23. 382.201</p>
<p>4. A refusal to submit to a post-accident, random, reasonable suspicion, return-to-duty or follow-up test.</p>	<p>49 CFR 382.211</p>
<p>The District shall place a school bus driver who drives, operates or is in physical control of a school bus out of service for thirty (30) days if the school bus driver has any detectable amount of alcohol in his/her system.</p>	<p>75 Pa. C.S.A. 1612, 1613</p>
<p>The District shall remove a commercial motor vehicle driver who is tested and is found to have an alcohol concentration of 0.02 or greater but less than 0.04 until the start of the driver's next regularly scheduled duty period that is at least twenty-four (24) hours following administration of the test.</p>	<p>49 CFR 382.505</p>
<p>A covered driver employed by the District who violates Board policy or administrative regulations and tests positive for drugs or alcohol shall be subject to disciplinary action, up to and including termination, and shall be provided with a list of qualified substance abuse professionals.</p>	
<p>Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a covered driver who violates Board policy or administrative regulations. Nothing in this policy shall limit the Board's authority to impose discipline, including discharge.</p>	
<p>If the District permits a covered driver who has been removed from performing safety-sensitive functions to return to a safety-sensitive function, the District shall ensure that the covered driver has been evaluated by a qualified substance abuse professional and has successfully completed the return-to-duty process before returning to a safety-sensitive function.</p>	<p>49 CFR 40.23, 40.289</p>
<p><b><u>Maintenance of Records</u></b></p>	
<p>The District shall maintain records of its drug use and alcohol misuse prevention program in compliance with federal regulations, and in accordance with the district's records retention schedule.</p>	<p>49 CFR 40.333, 382.401</p>



	<p style="text-align: center;"><b>POLICY NO. 810.1</b> <b>SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL VEHICLE DRIVERS</b></p> <p>Drug and alcohol records shall be confidential, and shall only be released in accordance with applicable law.</p> <p>Statistical records and reports shall be maintained and made available to the Federal Highway Administration for inspection or audit in accordance with federal regulations.</p> <p><b><u>Acknowledgment of Receipt</u></b></p> <p>Each covered driver shall sign a statement certifying that s/he has received a copy of this policy and its accompanying administrative regulations.</p> <p>The District shall keep the original signed statement in the personnel file of the covered driver employed by the district and provide a copy to the driver.</p> <p><b><u>Training</u></b></p> <p>Covered drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which covered drivers should also receive that training.</p> <p>The District shall ensure that employees who supervise covered drivers receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. Such training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and drug use.</p> <p>References:</p> <p>PA School Code – 24 P.S. Sec. 111, 111.1, 1517</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6344, 6344.3</p>	<p>49 CFR 40.321, 382.405</p> <p>49 CFR 382.403, 382.405</p> <p>49 CFR 382.601</p> <p>49 CFR 382.601</p> <p>SC 1517</p> <p>49 CFR 382.603</p>
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**POLICY NO. 810.1**  
**SCHOOL BUS DRIVERS AND SCHOOL COMMERCIAL**  
**VEHICLE DRIVERS**

State Department of Transportation Regulations – 67 PA Code  
Sec. 71.3, 229.14

Pennsylvania Vehicle Code – 75 Pa. C.S.A. Sec. 102, 1603,  
1604, 1606, 1612, 1613, 1621, 1622, 3316, 3756, 3802

Notification Requirements – 49 U.S.C. Sec. 31303

Employer Responsibilities – 49 U.S.C. Sec. 31304

Alcohol and Controlled Substances Testing – 49 U.S.C. Sec.  
31306

Procedures for Transportation Workplace Drug and Alcohol  
Testing Programs – 49 CFR Part 40, 40.3, 40.15, 40.23, 40.25,  
40.191, 40.289, 40.321, 40.333

Controlled Substance and Alcohol Testing – 49 CFR Part 382,  
382.105, 382.107, 382.201, 382.205, 382.207, 382.209, 382.211,  
382.215, 382.213, 382.401, 382.403, 382.405, 382.413, 382.505,  
382.601, 382.603

Limiting the Use of Electronic Devices – 49 CFR 392.80,  
392.82

Qualifications of Drivers – 49 CFR 391.25, 391.41

Board Policy – 817, 818, 850

# Policy Guide



Policy No. 810.3  
 Section OPERATIONS  
 Title SCHOOL VEHICLE DRIVERS  
 Adopted \_\_\_\_\_  
 Revised \_\_\_\_\_

<b>POLICY NO. 810.3 SCHOOL VEHICLE DRIVERS</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes that an employee must be fit to operate a school related vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.</p>
<b>Section 2</b>	<p><b><u>Definition</u></b></p> <p><b>School-related vehicle</b> means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district or any other vehicle owned/leased by the District. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children. The term does not include a “school bus” or “commercial motor vehicle.”</p>
<b>Section 3</b>	<p><b><u>Authority</u></b></p> <p>The Board shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school-related vehicles.</p> <p>All contracted transportation providers shall implement a drug use and alcohol misuse prevention program for non-CDL drivers</p>

75 Pa. C.S.A. 102

Pol. 818

<p><b>Section 4</b></p>	<p style="text-align: center;"><b>POLICY NO. 810.3 SCHOOL VEHICLE DRIVERS</b></p> <p>who operate school related vehicles.</p> <p>School-related vehicle drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school vehicle operation.</p> <p>The Board prohibits school-related vehicle drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school related vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.</p> <p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which may include the following components:</p> <ol style="list-style-type: none"> <li>1. Establishment of procedures for drug and alcohol testing of school-related vehicle drivers.</li> <li>2. Establishment of procedures for obtaining and reviewing each school-related vehicle driver’s driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a vehicle.</li> </ol> <p>The Superintendent or designee shall provide each driver, upon hire or transfer, with:</p> <ol style="list-style-type: none"> <li>1. This policy and any accompanying administrative regulations; and</li> <li>2. Educational materials related to misuse of alcohol and use of controlled substances.</li> </ol> <p>The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.</p>	<p>75 Pa. C.S.A. 3316</p> <p>75 Pa. C.S.A. 1606</p>
<p><b>Section 5</b></p>	<p><b><u>Guidelines</u></b></p>	

**POLICY NO. 810.3  
SCHOOL VEHICLE DRIVERS**

School-related vehicle drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 850 for drivers employed by the District and Board policy 818 for drivers employed by an independent contractor.

Pol. 818, 850  
23 Pa. C.S.A. 6344,  
6344.3  
SC 111, 111.1

Prior to employment and at least once each school year, school-related vehicle drivers shall submit a copy of a valid driver's license to the Superintendent or designee.

75 Pa. C.S.A. 1606

School-related vehicle drivers shall report misconduct in accordance with Board policy 817 for drivers employed by the District and Board policy 818 for drivers employed by an independent contractor.

Pol. 818, 817

**Reporting Requirements**

School-related vehicle drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school-related vehicle.

School-related vehicle drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery."

A school-related vehicle driver charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing before the end of the business day following the day the school related vehicle driver is charged or cited. Notice is required no matter what type of vehicle the driver was driving.

A school-related vehicle driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle

**POLICY NO. 810.3  
SCHOOL VEHICLE DRIVERS**

traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing of the conviction within thirty (30) days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.

Any school-related vehicle driver whose operating privilege is suspended, revoked, canceled or recalled by any state, shall notify the Superintendent or designee immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.

75 Pa. C.S.A. 1606

**Controlled Substances and Alcohol**

**Drug and Alcohol Testing -**

The District may require school related vehicle drivers to submit to the following drug and alcohol tests: pre-employment, random, post-accident, reasonable suspicion, return-to-work and follow-up.

*Prohibited Conduct –*

School-related vehicle drivers shall not use medical marijuana products.

School-related vehicle drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.

A school-related vehicle driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school-related vehicle under the following circumstances:

1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.
  
2. While under the influence of a controlled substance or combination of controlled substances, or the combined

75 Pa. C.S.A. 1612

75 Pa. C.S.A. 3802

**POLICY NO. 810.3  
SCHOOL VEHICLE DRIVERS**

influence of alcohol and a controlled substance or substances.

3. After consuming alcohol or a controlled substance within the previous eight (8) hours.

An exception shall be made for therapeutic use of prescribed controlled substances used by a school vehicle driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school-related vehicle.

*Consequences/Discipline –*

The District shall place a school-related vehicle driver who drives, operates or is in physical control of a school-related vehicle out of service for thirty (30) days if the school-related vehicle driver:

1. Has any detectable amount of alcohol in his/her system; or
2. Refuses to take a test to determine his/her alcohol content.

A school-related vehicle driver who refuses to take a drug or alcohol test required pursuant to Board policy and administrative regulations has not refused to take a Department of Transportation (DOT)-test.

Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a school-related vehicle driver who violates Board policy or administrative regulations. Nothing in this policy shall limit the Board's authority to impose discipline, including discharge.

**Maintenance of Records**

Drug and alcohol test information for school-related vehicle drivers shall be maintained separate from test information for covered drivers, such information shall be treated as confidential

75 Pa. C.S.A. 1606, 1612

49 CFR 40.191, 40.261

49 CFR 40.13

**POLICY NO. 810.3  
SCHOOL VEHICLE DRIVERS**

and shall only be released in accordance with law.

Drug and alcohol test information for school-related vehicle drivers shall not be included on the U.S. Department of Transportation Drug and Alcohol Testing MIS Data Collection Form.

**Acknowledgment of Receipt**

Each school-related vehicle driver shall sign a statement certifying that s/he has received a copy of this policy and its accompanying administrative regulations.

The District shall keep the original signed statement in the school-related vehicle driver's personnel file and provide a copy to the driver.

**Training**

School-related vehicle drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which school related vehicle drivers should also receive that training.

References:

PA School Code – 24 P.S. Sec. 111, 111.1

Child Protective Services Law – 23 Pa. C.S.A. 6344, 6344.3

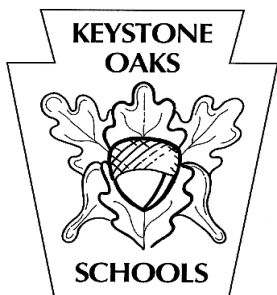
PA Vehicle Code – 75 Pa. C.S.A. Sec. 102, 1606, 1612, 3316, 3802

Procedures for Transportation Workplace Drug and Alcohol Testing Programs – 49 CFR Part 40.13, 40.191, 40.261

Board Policy – 817, 818, 850



# Policy Guide



Policy No. 810.2

Section OPERATIONS

Title TRANSPORTATION-VIDEO/AUDIO RECORDING

Adopted \_\_\_\_\_

Revised \_\_\_\_\_

<b>POLICY NO. 810.2</b>		
<b>TRANSPORTATION-VIDEO/AUDIO RECORDING</b>		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.</p>	
<b>Section 2</b>	<p><b><u>Definitions</u></b></p> <p><b>School bus</b> means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.</p> <p><b>School-related vehicle</b> means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district or any other vehicle owned/leased by the District. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.</p>	<p>75 Pa. C.S.A. 102</p> <p>75 Pa. C.S.A. 102</p>

<b>POLICY NO. 810.2 TRANSPORTATION-VIDEO/AUDIO RECORDING</b>		
<b>Section 3</b>	<p><b><u>Authority</u></b></p> <p>The Board authorizes the use of video and audio recording on school buses and school-related vehicles for disciplinary and security purposes.</p> <p>The Board prohibits the use of audio recording on any school bus or school-related vehicle that is not being used for a school-related purpose.</p>	<p>18 Pa. C.S.A. 5704</p> <p>18 Pa. C.S.A. 5704</p>
<b>Section 4</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p>The Board directs the Superintendent or designee to ensure that:</p> <ol style="list-style-type: none"> <li>1. Each school bus and school-related vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.</li> <li>2. This policy is posted on the District's publicly accessible website.</li> <li>3. Each school year, this policy is included in the student handbook and in any other district publication that sets forth the comprehensive rules, procedures and standards of conduct.</li> </ol>	<p>18 Pa. C.S.A. 5704</p> <p>18 Pa. C.S.A. 5704 SC 510.2</p> <p>18 Pa. C.S.A. 5704</p>
<b>Section 5</b>	<p><b><u>Guidelines</u></b></p> <p>The District shall comply with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the District's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records.</p>	<p>Pol. 113.4, 216</p>

**POLICY NO. 810.2**  
**TRANSPORTATION-VIDEO/AUDIO RECORDING**

References:

PA School Code – 24 P.S. Sec. 510.2

Pennsylvania Vehicle Code – 75 Pa. C.S.A. Sec. 102

Pennsylvania Crimes Code – 18 Pa. C.S.A. Sec. 5704

Board Policy – 113.4, 216

# Policy Guide



Policy No. 818

Section OPERATIONS

Title CONTRACTED SERVICES

Adopted AUGUST 21, 1989

Revised \_\_\_\_\_

POLICY NO. 818 CONTRACTED SERVICES		
Section 1	<p><b><u>Purpose</u></b></p> <p><del>The Board, in its effort to provide cost effective programs, the Board uses outside independent contractors for a variety of purposes. The District is required to ensure that such contractors comply with certain legal requirements regarding contractor employees involved in the delivery of services to the District. This policy is adopted to outline those requirements and the manner in which the District shall direct and monitor contractor compliance. may need to utilize contracted services. The Board will continue to supervise and evaluate such services to assure their effectiveness. This policy is to assist the Board in maintaining qualified and legally certified services.</del></p> <p><del>The Board is required by law to ensure that independent contractors and their employees submit a report of criminal history record from the Pennsylvania State Police. Such reporting form shall be provided from the Pennsylvania State Police for in-state residents and from the Federal Bureau of Investigation for out-of-state residents.</del></p> <p><del>Improper performance of the contract, as determined by the District specifications, will result in legal action against the Contractor and/or the surety which provided the performance bond, if any.</del></p>	SC-111
Section 2	<p><b><u>Definitions</u></b></p> <p>For purposes of this policy, contractor employee shall include an individual who:</p>	

	<b>POLICY NO. 818 CONTRACTED SERVICES</b>	
	<p>1. Is employed or offered employment by an independent contractor or a subcontractor of an independent contractor, or is an individual independent contractor; and</p> <p>2. Has or will have direct contact with children.</p> <p><b>Direct Contact with Children</b> – the possibility of care, supervision, guidance or control of children or routine interaction with children.</p> <p>For purposes of this policy, <b>independent contractor</b> shall mean an individual or entity that contracts with the District to provide services.</p>	SC 1205.6
<b>Section 32</b>	<p><b><u>Authority</u></b></p> <p>The District is required by law to ensure that independent contractors and contractor employees comply with the mandatory background check requirements for criminal history and child abuse certifications, the employment history review requirement, and the arrest and conviction reporting requirements.</p> <p><del>All independent contractors and their employees who contract with the District or are hired by the independent contractor shall not do any work for, at or on behalf of the District until such independent contractor or is employees have complied with the mandatory background check requirements for criminal history and the District has evaluated the results of that screening process.</del></p>	23 Pa. C.S.A. 6344 SC 111, 111.1
<b>Section 4</b>	<p><b><u>Guidelines</u></b></p> <p>Prior to using contracted services, a written contractual agreement shall be entered into between the District and the independent contractor and maintained centrally by the District in a manner similar to that for other contracts. Requests for proposals, bid specifications for proposals and resulting contracts shall specify the following:</p> <p>1. Mandatory requirements for criminal history background checks, child abuse certifications, employment history</p>	55 PA Code 3490.132

	<b>POLICY NO. 818 CONTRACTED SERVICES</b>	
	<p>reviews, and arrest and conviction reporting for contracted services involving direct contact with children, as mandated by law and set forth in this policy.</p> <p>2. A requirement that all contracted transportation providers provide a program of drug and alcohol testing for covered drivers. A covered driver shall include any contractor employee who drives, operates or is in the actual physical control or movement of a school bus or a commercial vehicle owned, leased or operated by the independent contractor in connection with school district services.</p> <p>3. That failure to comply with this policy and the requirements for criminal history background checks and child abuse certifications, employment history reviews, and required reporting of employee arrests, convictions or other misconduct by an independent contractor or contractor employee shall be grounds for termination of the contract.</p> <p>The Superintendent or designee shall review all information provided pursuant to this policy and determine if information is disclosed that precludes employment or continued service of an independent contractor or contractor employee.</p> <p>Information submitted by an independent contractor or contractor employee in accordance with this policy shall be maintained centrally in a manner similar to that for school employees.</p> <p><u>Pre-Employment Requirements</u></p> <p><i>Employment History Review –</i></p> <p>Independent contractors shall conduct an employment history review, in compliance with state law, prior to assignment of a contractor employee to perform work for the District in a position or assignment involving direct contact with children. The independent contractor may use the information for the purpose of evaluating an applicant’s fitness to be hired or for continued employment of a current contractor employee and may report the information as permitted by law.</p>	<p>49 CFR Part 382 67 PA Code 71.3 75 Pa. C.S.A. 1612, 3802 Pol. 810.1</p> <p>23 Pa. C.S.A. 6344 SC 111, 111.1 55 PA Code 3490.132 23 Pa. C.S.A. 6344.3</p> <p>SC 111.1</p>

	<b>POLICY NO. 818 CONTRACTED SERVICES</b>	
	<p>Independent contractors shall inform the District, in writing, upon receipt of an affirmative response to any of the abuse and sexual misconduct background questions for a contractor employee. If the District objects to the assignment, the independent contractor may not assign the contractor employee to the District.</p> <p>Independent contractors shall, upon request, provide the District to which a contractor employee is assigned access to the employee’s employment history review records.</p> <p><i>Criminal History -</i></p> <p>Prior to assignment of contractor employees to perform work for the District in a position or assignment involving direct contact with children, contractor employees shall submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.</p> <p>Contractor employees shall report, on the designated form, all arrests and convictions as specified on the form. Contractor employees shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment/contract, termination if already hired/contracted, and/or criminal prosecution.</p> <p><i>Tuberculosis Test -</i></p> <p>Contractor employees providing services for students shall undergo a test for tuberculosis in accordance with the regulations and guidance of the Pennsylvania Department of Health.</p> <p><u>Arrest and Conviction Reporting Requirements</u></p> <p>All independent contractors shall adopt policies and procedures that require their employees, who are providing services to the District and who have direct contact with children, to notify the independent contractor, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law. Contractor employees shall also be required to</p>	<p>SC 111.1</p> <p>23 Pa. C.S.A. 6344 SC 111</p> <p>SC 111</p> <p>SC 1418 28 PA Code 23.44</p> <p>SC 111 23 Pa. C.S.A. 6344.3</p>

	<b>POLICY NO. 818 CONTRACTED SERVICES</b>	
	<p>report to the independent contractor, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law. The policies and procedures shall also include the provision that the failure on the part of contractor employees to make such a timely notification shall subject them to disciplinary action, including termination.</p> <p>If the independent contractor receives notice of such arrest or conviction or that the contractor employee has been named as a perpetrator in a founded or indicated report, from either the contractor employee or a third party, the independent contractor shall immediately report, in writing, that information to the Superintendent or designee.</p> <p>The independent contractor shall immediately require a contractor employee to submit new certifications when there is a reasonable belief that the employee was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.</p> <p>Contractor employees who provide transportation services shall immediately notify the independent contractor, who will then notify the District’s transportation supervisor of any traffic citations or the suspension, revocation or cancellation of operating privileges.</p> <p><u>Educator Misconduct</u></p> <p>If the Superintendent reasonably suspects that conduct being reported involves an incident required to be reported under the Educator Discipline Act, the Superintendent or designee shall notify the Pennsylvania Department of Education, in accordance with applicable law, regulations and Board policy.</p> <p><u>Training</u></p> <p>Independent contractors shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:</p>	<p>SC 111 23 Pa. C.S.A. 6344.3</p> <p>75 Pa. C.S.A. 1606</p> <p>SC 2070.9a Pol 817.1</p> <p>SC 1205.6</p>



	<b>POLICY NO. 818 CONTRACTED SERVICES</b>	
	<ol style="list-style-type: none"> <li>1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.</li> <li>2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.</li> <li>3. District policy related to reporting of suspected abuse and sexual misconduct.</li> <li>4. Maintenance of professional and appropriate relationships with students.</li> </ol> <p>Employees of independent contractors who have direct contact with children are required to complete a minimum of three (3) hours of training every five (5) years.</p> <p>Contractor employees shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which contractor employees should also receive that training.</p> <p><u>Child Abuse Reporting</u></p> <p>All contractor employees who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.</p> <p><u>Confidentiality</u></p> <p>No contractor employee shall be permitted access to confidential student information unless the District has determined that such access is necessary for the contractor employee to fulfill his/her responsibilities. Contractor employees with access to confidential student information shall maintain the confidentiality of that information in accordance with Board policies and procedures and applicable law. If a contractor employee has questions about the confidentiality of student information, the contractor employee should consult with the building principal.</p>	<p>SC 2070.1 et seq</p> <p>Pol. 806</p> <p>Pol. 847</p> <p>SC 1205.6</p> <p>Pol. 806 23 Pa. C.S.A. 6311</p> <p>Pol. 113.4, 216</p>

	<b>POLICY NO. 818 CONTRACTED SERVICES</b>	
<b>Section 3</b>	<p><b><u>Delegation of Responsibility</u></b></p> <p><del>The Superintendent shall prepare rules and procedures to assure that the legal requirements for contracted services are complied with.</del></p> <p><del>Failure to comply with this policy and the requirements of Act 34 of 1985 by an independent contractor may lead to a cancellation of the contract.</del></p> <p><del>Mandatory background check requirements Policy 610 will be included in all bidding specifications for contracted services.</del></p> <p><del>School Code</del>  <del>Board Policy</del></p> <p>References:</p> <p>PA School Code – 24 P.S. Sec. 111, 111.1, 1418</p> <p>Child Abuse Recognition and Reporting Training – 24 P.S. Sec. 1205.6, 2070.9a et seq</p> <p>Educator Discipline Act – 24 P.S. Sec. 2070.1a et seq</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6311, 6344, 6344.3</p> <p>Pennsylvania Vehicle Code – 75 Pa. C.S.A. Sec. 1606, 1612, 3802</p> <p>State Department of Transportation Regulations – 67 PA Code Sec. 71.3</p> <p>Controlled Substance and Alcohol Testing – 49 CFR Part 382</p> <p>Department of Human Services Regulations – 55 PA Code 3490.132</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23.44</p> <p>Board Policy – 113.4, 216, 806, 810.1, 817.1, 847</p>	<p><del>SC-111</del>  <del>No. 610</del></p>

**Keystone Oaks School District**  
**September 2019 Combined Check Register 2019-2020**

Check Dates 09/01/19 - 09/30/19

Check # 00001624 - 99989463

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
<b>10-0101-001-001-00-000-000 Cash -FNB - General Fund</b>						
00060421	09/04/19	644 ALCOSE CREDIT UNION	\$2,318.88	2	Comp	R
00060422	09/04/19	11197 AMERICAN DREAM FUND	\$30.00	2	Comp	R
00060423	09/04/19	575 KEYSTONE OAKS EDUCATION ASSN	\$419.06	2	Comp	R
00060424	09/04/19	587 KEYSTONE OAKS ESPA-LOCAL	\$29.00	2	Comp	O
00060425	09/04/19	922 SEIU LOCAL32BJ	\$1,260.00	2	Comp	R
00060426	09/04/19	11807 TRANSAMERICA PREMIER LIFE INS CO	\$67.62	2	Comp	R
00060427	09/04/19	8186 RONDA J WINNECOUR	\$714.00	2	Comp	R
00060428	09/04/19	11023 APPERSON	\$875.73	9419	Comp	R
00060429	09/04/19	13662 AQUA FILTER FRESH, INC.	\$179.81	9419	Comp	R
00060430	09/04/19	13776 AED Superstore DBA Allied 100	\$160.60	9419	Comp	R
00060431	09/04/19	6352 BAND SHOPPE	\$3,967.60	9419	Comp	R
00060432	09/04/19	115 CAROLINA BIOLOGICAL SUPPLY	\$672.75	9419	Comp	R
00060433	09/04/19	135 CARSON-DELLOSA PUBLISHING CO LLC Carson Dellosa Publishing LLC	\$548.25	9419	Comp	R
00060434	09/04/19	11048 ComDoc ComDoc, Inc.	\$819.88	9419	Comp	R
00060435	09/04/19	9718 MARK ELPHINSTONE	\$37.70	9419	Comp	R
00060436	09/04/19	12714 FIRST NATIONAL BANK	\$49,013.02	9419	Comp	R
00060437	09/04/19	7627 FISHER SCIENCE EDUCATION	\$131.02	9419	Comp	R
00060438	09/04/19	13790 GOODHEART-WILLCOX CO., INC.	\$4,103.69	9419	Comp	R
00060439	09/04/19	11528 HARCOURT OUTLINERS INC	\$1,687.32	9419	Comp	R
00060440	09/04/19	12909 KELLY SERVICES INC KELLY SERVICES INC	\$429.00	9419	Comp	R
00060441	09/04/19	3506 LAKESHORE LEARNING MATERIALS (dba)	\$103.49	9419	Comp	R
00060442	09/04/19	11495 MCGRAW-HILL SCHOOL EDUC HOLDINGS, INC.	\$7,709.70	9419	Comp	R
00060443	09/04/19	12928 Kenneth Monz	\$71.05	9419	Comp	O
00060444	09/04/19	10754 PEARSON NCS Pearson, Inc.	\$1,496.27	9419	Comp	R
00060445	09/04/19	13876 THOMAS NOVAK	\$21.92	9419	Comp	R
00060446	09/04/19	3322 OFFICE DEPOT INC	\$2,739.40	9419	Comp	R
00060447	09/04/19	3695 ORIENTAL TRADING	\$112.03	9419	Comp	R
00060448	09/04/19	11367 PENN STATE INDUSTRIES	\$914.95	9419	Comp	R
00060449	09/04/19	6270 PRUFROCK PRESS	\$286.00	9419	Comp	R
00060450	09/04/19	6983 REALLY GOOD STUFF INC.	\$130.35	9419	Comp	R
00060451	09/04/19	9837 WILLIAM H SADLIER INC	\$673.19	9419	Comp	R
00060452	09/04/19	8290 SCHOOL SPECIALTY	\$1,804.74	9419	Comp	R
00060453	09/04/19	1895 STINEMAN RIBBON CO.	\$219.61	9419	Comp	R
00060454	09/04/19	9754 TEACHER DIRECT	\$30.08	9419	Comp	R
00060455	09/04/19	13787 TEACHERS PAY TEACHERS	\$222.03	9419	Comp	R
00060456	09/04/19	774 VOLKWEIN BROTHERS INC	\$387.54	9419	Comp	R
00060457	09/04/19	13461 Elizabeth Venturella	\$1,470.00	9419	Comp	R
00060458	09/04/19	9553 W.E.L. INSTRUMENT CO LLC	\$4,329.49	9419	Comp	R
00060459	09/04/19	2894 WEST MUSIC COMPANY	\$152.80	9419	Comp	R
00060460	09/05/19	13877 PA DEPARTMENT OF EDUCATION	\$176.00	9519	Comp	V
00060461	09/05/19	13877 PA DEPARTMENT OF EDUCATION	\$176.00	9519	Comp	O
00060462	09/06/19	1341 AIU	\$125.00	9619	Comp	R
00060463	09/09/19	13504 BALENO CONCRETE LLC	\$34,300.00	9919	Comp	R
00060464	09/11/19	574 PA AMERICAN WATER COMPANY	\$753.80	91119	Comp	R
00060465	09/11/19	574 PA AMERICAN WATER COMPANY	\$466.52	91119	Comp	R
00060466	09/11/19	574 PA AMERICAN WATER COMPANY	\$745.98	91119	Comp	R
00060467	09/11/19	574 PA AMERICAN WATER COMPANY	\$2,725.60	91119	Comp	R
00060468	09/11/19	574 PA AMERICAN WATER COMPANY	\$514.87	91119	Comp	R

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<b>10-0101-001-001-00-000-000 Cash -FNB - General Fund</b>						
00060469	09/11/19	6475 SCHOLASTIC CLASSRM MAGS/WKLY READER SCHOLASTIC	\$1,148.69	91119	Comp	R
00060470	09/12/19	11569 SUZANNE LOCHIE	\$14.15	9122019	Comp	R
00060471	09/12/19	13892 MELANIE STREITMATTER	\$12.30	9122019	Comp	R
00060472	09/12/19	13882 954 GREENTREE ROAD LLC 954 GREENTREE ROAD LLC	\$45.00	91219	Comp	O
00060473	09/12/19	13883 VINCENT OR TOMASINE ABBATO ABBATO, VINCENT OR TOMASINE	\$78.95	91219	Comp	R
00060474	09/12/19	13885 ASSURED SETTLEMENT SOLUTIONS	\$442.58	91219	Comp	O
00060475	09/12/19	9884 AT&T MOBILITY	\$912.71	91219	Comp	R
00060476	09/12/19	12801 BRENTWOOD BANK	\$716.58	91219	Comp	R
00060477	09/12/19	118 CASTLE SHANNON BOROUGH Borough of Castle Shannon	\$80.56	91219	Comp	R
00060478	09/12/19	208 DORMONT BOROUGH Borough of Dormont	\$230.06	91219	Comp	R
00060479	09/12/19	13163 CIT CIT	\$2,965.84	91219	Comp	R
00060480	09/12/19	13104 Commonwealth Charter Academy	\$7,358.86	91219	Comp	R
00060481	09/12/19	13629 Kaitlyn Caron	\$12.70	91219	Comp	R
00060482	09/12/19	118 CASTLE SHANNON BOROUGH Castle Shannon Boro General Fund	\$1,400.43	91219	Comp	O
00060483	09/12/19	11048 ComDoc	\$10,019.95	91219	Comp	R
00060484	09/12/19	13509 Direct Energy DIRECT ENERGY BUSINESS	\$2,270.47	91219	Comp	R
00060485	09/12/19	13889 ESTATE OF WILLIAM SEARIGHT	\$180.84	91219	Comp	O
00060486	09/12/19	13890 RACHEL HAST	\$1,396.50	91219	Comp	R
00060487	09/12/19	361 JORDAN TAX SERVICE INC	\$351.52	91219	Comp	O
00060488	09/12/19	5238 KERRY KARAPANDI	\$140.00	91219	Comp	R
00060489	09/12/19	12909 KELLY SERVICES INC KELLY SERVICES INC	\$2,272.55	91219	Comp	R
00060490	09/12/19	12894 Lincoln Park Performing Arts Charter Sch	\$8,465.88	91219	Comp	R
00060491	09/12/19	13194 JENNIFER MARTIN	\$2,760.00	91219	Comp	R
00060492	09/12/19	11081 JASON W NEUMAN	\$13.46	91219	Comp	R
00060493	09/12/19	13884 JOHN NOVAK	\$61.79	91219	Comp	R
00060494	09/12/19	13886 PV SETTLEMENT LLC	\$359.79	91219	Comp	O
00060495	09/12/19	12910 PA Cyber Charter School Pennsylvania Cyber Charter School	\$40,217.74	91219	Comp	R
00060496	09/12/19	13177 Provident Charter School Provident Charter School	\$51,307.23	91219	Comp	R
00060497	09/12/19	13881 REVERSE MTGESERVICING DEPT REVERSE MTGE SERVICING DEPT	\$2,905.02	91219	Comp	O
00060498	09/12/19	13891 ROBOTICS EDUCATION & COMPETITION FOUNDN	\$1,740.00	91219	Comp	R
00060499	09/12/19	13888 SELECT PORTFOLIO SERVICE INC	\$490.00	91219	Comp	O
00060500	09/12/19	10175 STEP BY STEP LEARNING INC	\$9,190.59	91219	Comp	R
00060501	09/12/19	13062 UPMC HLTH Plan Fully Ins Wkrs Comp UPMC Health Benefits, Inc.	\$11,802.00	91219	Comp	R
00060502	09/12/19	13887 WELLS FARGO HOME MTGE	\$2,199.44	91219	Comp	R
00060503	09/12/19	13611 WESTINGHOUSE ARTS ACADEMY CHARTER WESTINGHOUSE ARTS ACADEMY CHARTER	\$14,615.33	91219	Comp	R
00060504	09/12/19	12929 Young Scholars of Western PA Charter Sch	\$21,837.66	91219	Comp	R
00060505	09/13/19	1341 AIU	\$7,500.00	91319	Comp	R
00060506	09/13/19	10213 AMAZON.COM CORPORATE CREDIT	\$598.87	91319	Comp	O

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00060507	09/13/19	6600 APPLE INC	\$2,597.00	91319	Comp	R
00060508	09/13/19	7502 BANKSVILLE EXPRESS Printing, Inc	\$1,258.88	91319	Comp	R
00060509	09/13/19	70 DICK BLICK	\$70.50	91319	Comp	R
00060510	09/13/19	115 CAROLINA BIOLOGICAL SUPPLY	\$230.33	91319	Comp	R
00060511	09/13/19	6979 CLASSROOM DIRECT	\$1,523.82	91319	Comp	R
00060512	09/13/19	13847 TechMart Computer Products DBA Copco COPCO INC.	\$4,016.05	91319	Comp	R
00060513	09/13/19	7308 DISCOUNT SCHOOL SUPPLY	\$111.28	91319	Comp	R
00060514	09/13/19	7627 FISHER SCIENCE EDUCATION	\$112.00	91319	Comp	R
00060515	09/13/19	12441 SAMUEL FRENCH	\$350.00	91319	Comp	R
00060516	09/13/19	1163 GOPHER SPORT	\$2,904.17	91319	Comp	R
00060517	09/13/19	10614 HARBOR FREIGHT TOOLS	\$332.55	91319	Comp	R
00060518	09/13/19	13854 DAVID HENNING	\$150.00	91319	Comp	R
00060519	09/13/19	11324 HUMAN RELATIONS MEDIA	\$164.95	91319	Comp	R
00060520	09/13/19	13853 IXL LEARNING, INC.	\$5,425.00	91319	Comp	R
00060521	09/13/19	11972 JOHNSTONBAUGH'S MUSIC CENTER	\$4,549.39	91319	Comp	R
00060522	09/13/19	11495 MCGRAW-HILL SCHOOL EDUC HOLDINGS, INC.	\$2,453.75	91319	Comp	R
00060523	09/13/19	13845 MUSICIAN'S FRIEND, INC.	\$384.30	91319	Comp	R
00060524	09/13/19	3322 OFFICE DEPOT INC	\$13.78	91319	Comp	R
00060525	09/13/19	3695 ORIENTAL TRADING	\$43.34	91319	Comp	R
00060526	09/13/19	4799 PITSCO EDUCATION	\$834.45	91319	Comp	R
00060527	09/13/19	6983 REALLY GOOD STUFF INC.	\$243.83	91319	Comp	R
00060528	09/13/19	8290 SCHOOL SPECIALTY	\$570.33	91319	Comp	R
00060529	09/13/19	13535 SHAR PRODUCTS COMPANY	\$743.98	91319	Comp	R
00060530	09/13/19	11745 SOUTHWEST PASBO	\$35.00	91319	Comp	O
00060531	09/13/19	13787 TEACHERS PAY TEACHERS	\$252.99	91319	Comp	R
00060532	09/13/19	7424 UNIVERSITY OF PITTSBURGH University of Pittsburgh	\$1,600.00	91319	Comp	R
00060533	09/13/19	777 WARD'S NATURAL SCIENCE	\$621.90	91319	Comp	R
00060534	09/13/19	7492 WATSON INSTITUTE	\$11,201.52	91319	Comp	R
00060535	09/17/19	13859 ACLD, inc.	\$2,000.00	91719	Comp	R
00060536	09/17/19	1341 AIU	\$522.01	91719	Comp	R
00060537	09/17/19	9205 ARBOR SCIENTIFIC	\$492.42	91719	Comp	R
00060538	09/17/19	47 BMI EDUCATIONAL SERVICES	\$507.26	91719	Comp	R
00060539	09/17/19	13858 CENTER FOR PEDIATRIC NEURO, PLLC	\$1,800.00	91719	Comp	R
00060540	09/17/19	181 CURRICULUM ASSOCIATES INC	\$16,715.00	91719	Comp	R
00060541	09/17/19	11048 ComDoc ComDoc, Inc.	\$170.00	91719	Comp	R
00060542	09/17/19	7635 FLINN SCIENTIFIC INC	\$1,061.12	91719	Comp	R
00060543	09/17/19	11042 HOUGHTON MIFFLIN HARCOURT Houghton Mifflin Harcourt Pub. Co	\$560.00	91719	Comp	R
00060544	09/17/19	11495 MCGRAW-HILL SCHOOL EDUC HOLDINGS, INC.	\$10,587.35	91719	Comp	R
00060545	09/17/19	8386 Mount Lebanon, PA Mount Lebanon, PA	\$2,663.31	91719	Comp	R
00060546	09/17/19	3322 OFFICE DEPOT INC	\$835.52	91719	Comp	R
00060547	09/17/19	574 PA AMERICAN WATER COMPANY	\$691.25	91719	Comp	R
00060548	09/17/19	13878 Robotics Educ&Competition Foundation	\$450.00	91719	Comp	R
00060549	09/17/19	10935 STAPLES ADVANTAGE STAPLES BUSINESS CREDIT	\$263.28	91719	Comp	R
00060550	09/17/19	13893 JULIA TODD	\$3,096.00	91719	Comp	R
00060551	09/19/19	13857 MHY FAMILY SERVICES	\$1,430.00	9192019	Comp	R
00060552	09/19/19	13044 21st Century Cyber Charter School	\$4,837.64	91919	Comp	R

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00060553	09/19/19	12900 Agora Cyber Charter School	\$10,987.09	91919	Comp	O
00060554	09/19/19	6600 APPLE INC	\$357.00	91919	Comp	R
00060555	09/19/19	70 DICK BLICK	\$3.19	91919	Comp	R
00060556	09/19/19	10188 CDW Government LLC, CDW Government CDW Government	\$2,160.00	91919	Comp	R
00060557	09/19/19	571 COLUMBIA GAS OF PA	\$265.19	91919	Comp	R
00060558	09/19/19	3573 COMCAST	\$6,631.40	91919	Comp	R
00060559	09/19/19	12015 CYPHER & CYPHER	\$26,701.25	91919	Comp	R
00060560	09/19/19	572 DUQUESNE LIGHT COMPANY	\$14,990.86	91919	Comp	O
00060561	09/19/19	250 FOLLETT Follett School Solutions Inc	\$439.45	91919	Comp	R
00060562	09/19/19	377 KURTZ BROTHERS	\$2,046.06	91919	Comp	R
00060563	09/19/19	9567 WILLIAM V MACGILL & CO	\$3,741.20	91919	Comp	O
00060564	09/19/19	12828 MUSIC THEATRE INTERNATIONAL	\$1,541.00	91919	Comp	R
00060565	09/19/19	461 NASCO ARTS & CRAFTS Nasco	\$450.84	91919	Comp	R
00060566	09/19/19	3322 OFFICE DEPOT INC	\$141.19	91919	Comp	R
00060567	09/19/19	13096 PA Distance Learning Charter	\$10,987.09	91919	Comp	R
00060568	09/19/19	6561 PERIPOLE INC	\$2,276.80	91919	Comp	R
00060569	09/19/19	12532 THERESA M PLUMB	\$454.87	91919	Comp	O
00060570	09/19/19	13536 RESONANCE VIOLINS, INC.	\$7,060.00	91919	Comp	O
00060571	09/19/19	13232 REACH CYBER CHARTER SCHOOL Reach Cyber Charter School	\$7,256.47	91919	Comp	R
00060572	09/19/19	6977 SCHOLASTIC	\$381.50	91919	Comp	R
00060573	09/19/19	627 SCHOOL HEALTH CORPORATION	\$519.70	91919	Comp	R
00060574	09/19/19	10821 SCHOOL NURSE SUPPLY INC	\$214.21	91919	Comp	R
00060575	09/19/19	6979 CLASSROOM DIRECT SCHOOL SPECIALTY	\$56.65	91919	Comp	R
00060576	09/19/19	10935 STAPLES ADVANTAGE STAPLES BUSINESS CREDIT	\$4,554.01	91919	Comp	R
00060577	09/19/19	9822 SUNTEX INTERNATIONAL INC	\$8,080.00	91919	Comp	O
00060578	09/19/19	7313 UPS	\$44.64	91919	Comp	O
00060579	09/19/19	774 VOLKWEIN BROTHERS INC	\$5,674.31	91919	Comp	R
00060580	09/19/19	777 WARD'S NATURAL SCIENCE	\$224.55	91919	Comp	R
00060581	09/19/19	7492 WATSON INSTITUTE	\$70,133.04	91919	Comp	R
00060582	09/19/19	803 THE WOODWIND & BRASSWIND	\$9.99	91919	Comp	O
00060583	09/24/19	12421 IMAGE 360 GRAPHICS SIGNAGE DISPLAYS	\$589.23	92419	Comp	R
00060584	09/26/19	1341 AIU	\$83,047.72	92619	Comp	O
00060585	09/26/19	13452 Allegheny Installations Company, Inc.	\$7,750.00	92619	Comp	O
00060586	09/26/19	10213 AMAZON.COM CORPORATE CREDIT AMAZON CAPITAL SERVICES	\$1,147.94	92619	Comp	O
00060587	09/26/19	299 BOROUGH OF GREEN TREE	\$865.51	92619	Comp	O
00060588	09/26/19	11761 BOROUGH OF GREENTREE	\$103.90	92619	Comp	R
00060589	09/26/19	10753 CENGAGE LEARNING	\$1,037.50	92619	Comp	O
00060590	09/26/19	9298 CONSOLIDATED COMMUNICATIONS	\$1,177.98	92619	Comp	O
00060591	09/26/19	11048 ComDoc ComDoc, Inc.	\$346.88	92619	Comp	R
00060592	09/26/19	197 DEMCO, INC.	\$654.41	92619	Comp	O
00060593	09/26/19	13509 Direct Energy DIRECT ENERGY BUSINESS	\$23,327.95	92619	Comp	O
00060594	09/26/19	13511 DIRECT ENERGY BUSINESS - GAS DIRECT ENERGY BUSINESS	\$53.03	92619	Comp	O

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00060595	09/26/19	572 DUQUESNE LIGHT COMPANY	\$15,472.64	92619	Comp	O
00060596	09/26/19	13094 E-Safe Technologies, LLC	\$5,739.61	92619	Comp	O
00060597	09/26/19	7627 FISHER SCIENCE EDUCATION	\$112.00	92619	Comp	R
00060598	09/26/19	250 FOLLETT Follett School Solutions Inc	\$4,087.04	92619	Comp	R
00060599	09/26/19	13275 GameSalad, Inc.	\$1,350.00	92619	Comp	O
00060600	09/26/19	10941 HOLLIS & GERMANN MUSIC INC	\$1,045.09	92619	Comp	R
00060601	09/26/19	7777 HSLC HSLC	\$590.00	92619	Comp	O
00060602	09/26/19	12810 HUCKESTEIN MECHANICAL SERVICES, Inc.	\$45,995.00	92619	Comp	O
00060603	09/26/19	11042 HOUGHTON MIFFLIN HARCOURT Houghton Mifflin Harcourt Pub. Co	\$2,055.18	92619	Comp	R
00060604	09/26/19	342 INDUSTRIAL APPRAISAL CO.	\$920.00	92619	Comp	O
00060605	09/26/19	7261 INTERIM HEALTHCARE of PGH INC	\$202.50	92619	Comp	R
00060606	09/26/19	13429 Kinetics Audio, LLC KINETICS AV	\$33,730.00	92619	Comp	O
00060607	09/26/19	377 KURTZ BROTHERS	\$48.69	92619	Comp	O
00060608	09/26/19	3264 THE LIBRARY STORE	\$576.64	92619	Comp	O
00060609	09/26/19	12894 Lincoln Park Performing Arts Charter Sch	\$36,282.33	92619	Comp	O
00060610	09/26/19	11495 MCGRAW-HILL SCHOOL EDUC HOLDINGS, INC.	\$1,907.88	92619	Comp	O
00060611	09/26/19	465 NASSP	\$385.00	92619	Comp	O
00060612	09/26/19	10754 PEARSON NCS Pearson, Inc.	\$299.72	92619	Comp	R
00060613	09/26/19	3695 ORIENTAL TRADING	\$29.44	92619	Comp	O
00060614	09/26/19	13508 NAESP PA PRINCIPALS ASSOCIATION	\$595.00	92619	Comp	O
00060615	09/26/19	12631 PEOPLES NATURAL GAS	\$578.68	92619	Comp	O
00060616	09/26/19	2984 PITTSBURGH POST-GAZETTE PITTSBURGH POST-GAZETTE	\$169.00	92619	Comp	O
00060617	09/26/19	13612 POWER TOOL & SUPPLY CO., INC	\$1,087.86	92619	Comp	O
00060618	09/26/19	12907 PA Virtual Charter School Pennsylvania Virtual Charter School	\$10,987.09	92619	Comp	O
00060619	09/26/19	13897 CARLA SCHAAP	\$1,392.50	92619	Comp	R
00060620	09/26/19	6475 SCHOLASTIC CLASSRM MAGS/WKLY READER SCHOLASTIC	\$594.55	92619	Comp	R
00060621	09/26/19	6977 SCHOLASTIC	\$407.77	92619	Comp	R
00060622	09/26/19	8290 SCHOOL SPECIALTY	\$999.47	92619	Comp	R
00060623	09/26/19	9754 TEACHER DIRECT	\$551.16	92619	Comp	O
00060624	09/26/19	13787 TEACHERS PAY TEACHERS	\$175.02	92619	Comp	O
00060625	09/26/19	6961 TIME FOR KIDS	\$247.50	92619	Comp	O
00060626	09/26/19	11612 DOUGLAS A DELLA TOFFALO, PhD.	\$1,250.00	92619	Comp	O
00060627	09/26/19	9508 THE LIGHT CO The Light Company, LLC	\$937.42	92619	Comp	R
00060628	09/26/19	13741 URBAN ACADEMY OF GREATER PGH CS URBAN ACADEMY OF GREATER PGH CS	\$7,256.47	92619	Comp	O
00060629	09/26/19	1791 JOEL VANUCCI	\$92.58	92619	Comp	O
00060630	09/26/19	777 WARD'S NATURAL SCIENCE	\$39.31	92619	Comp	R
00060631	09/27/19	13447 3 Brothers Plumbing Supplies	\$173.52	92719	Comp	O
00060632	09/27/19	1224 ABCO FIRE PROTECTION INC	\$192.24	92719	Comp	O
00060633	09/27/19	1341 AIU	\$60.00	92719	Comp	O
00060634	09/27/19	13852 AMERICAN OUTLETS INC	\$1,201.48	92719	Comp	O
00060635	09/27/19	13438 Aramark Uniform & Career Apparel Group,. ARAMARK UNIFORM SERVICES	\$1,380.32	92719	Comp	O

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00060636	09/27/19	9657 AUTOMATED CARD SYSTEMS INC	\$638.00	92719	Comp	O
00060637	09/27/19	11443 AV LAUTTAMUS COMMUNICATIONS INC	\$2,448.00	92719	Comp	O
00060638	09/27/19	13179 Ace fix-it Hardware of Greentree Ace fix-it Hardware	\$360.74	92719	Comp	O
00060639	09/27/19	48 B & R POOLS & SWIM SHOP	\$49.00	92719	Comp	O
00060640	09/27/19	4434 BFMC INC	\$449.90	92719	Comp	O
00060641	09/27/19	11535 BIG'S SANITATION	\$3,162.46	92719	Comp	O
00060642	09/27/19	13395 Busy Beaver Building Centers, Inc.	\$347.62	92719	Comp	O
00060643	09/27/19	7578 BATTERIES PLUS BULBS-#191 Batteries Plus	\$777.45	92719	Comp	O
00060644	09/27/19	7272 CITY LIGHTING PRODUCTS CO.	\$9.60	92719	Comp	O
00060645	09/27/19	13006 Corcoran Sheet Metal & Fabrication, Inc CSM and Fabrication, Inc	\$102.00	92719	Comp	O
00060646	09/27/19	12656 CUSTOM TURF INC	\$215.00	92719	Comp	O
00060647	09/27/19	13864 Decker Inc.	\$44.95	92719	Comp	O
00060648	09/27/19	4657 ECOLAB	\$402.47	92719	Comp	O
00060649	09/27/19	6085 FEDEROUCH LANDSCAPE SUPPLY	\$119.78	92719	Comp	O
00060650	09/27/19	13165 FERGUSON ENTERPRISES, INC Ferguson Enterprises INC #1480	\$1,819.28	92719	Comp	O
00060651	09/27/19	292 GRAINGER	\$46.72	92719	Comp	O
00060652	09/27/19	4647 GUARDIAN PROTECTION SERVICES	\$457.35	92719	Comp	O
00060653	09/27/19	4710 GEORGE M KEY ARCO INC	\$738.47	92719	Comp	O
00060654	09/27/19	8620 HOME DEPOT CREDIT SERVICES	\$102.59	92719	Comp	O
00060655	09/27/19	12810 HUCKESTEIN MECHANICAL SERVICES, Inc.	\$3,824.00	92719	Comp	O
00060656	09/27/19	232 J C EHRlich COMPANY INC J.C. Ehrlich	\$482.00	92719	Comp	O
00060657	09/27/19	9805 JOHN R MEYERS PLUMBING/HEATING INC	\$143.00	92719	Comp	O
00060658	09/27/19	12008 LOWES BUSINESS ACCT/GECRB	\$670.38	92719	Comp	O
00060659	09/27/19	13239 The Hite Co. MAYER ELECTRIC SUPPLY CO, INC	\$244.50	92719	Comp	O
00060660	09/27/19	13673 Montour Group	\$78.32	92719	Comp	O
00060661	09/27/19	4919 MR JOHN	\$357.00	92719	Comp	O
00060662	09/27/19	1926 PAPER PRODUCTS CO INC	\$239.01	92719	Comp	O
00060663	09/27/19	7810 PITTSBURGH WATER COOLER	\$1,019.90	92719	Comp	O
00060664	09/27/19	551 PORT AUTHORITY OF ALLY COUNTY	\$293.50	92719	Comp	O
00060665	09/27/19	12321 RONNIE'S TIRE SERVC INC	\$759.60	92719	Comp	O
00060666	09/27/19	8773 STEEL CITY MOWER & PLOW	\$336.98	92719	Comp	O
00060667	09/27/19	11053 STEWART EQUIPMENT SVC INC	\$100.91	92719	Comp	O
00060668	09/27/19	9649 SUNBURST SPORTSWEAR	\$2,100.25	92719	Comp	O
00060669	09/27/19	636 SCOTT ELECTRIC Scott Electric	\$250.79	92719	Comp	O
00060670	09/27/19	13735 TRI-STATE CONTRACTING/DEVELOPMENT TRI-STATE CONTRACTING & DEVELOPMENT	\$390.00	92719	Comp	O
00060671	09/27/19	13446 Triangle Roofing Corporation	\$2,750.00	92719	Comp	O
00060672	09/27/19	9508 THE LIGHT CO The Light Company, LLC	\$1,776.94	92719	Comp	O
00060673	09/27/19	10076 UNIPAK CORPORATION	\$3,600.00	92719	Comp	O
00060674	09/27/19	10615 UNITED REFRIGERATION INC	\$336.25	92719	Comp	O



**Keystone Oaks School District**  
**September 2019 Combined Check Register 2019-2020**

Check Dates 09/01/19 - 09/30/19

Check # 00001624 - 99989463

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
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29-0101-001-000-00-000-000 CASH - FNB ATHLETICS

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

<b>Balance Sheet</b> 951,644.64	<b>Expenditure</b> 0.00	<b>Revenue</b> 0.00
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	Total	Count		Total	Count
<b>Outstanding</b>	372,585.65	98	<b>Computer Check</b>	951,644.64	254
<b>Reconciled</b>	578,882.99	155	<b>Hand Check</b>	0.00	0
<b>Stop Payment</b>	0.00	0	<b>Wire Transfer</b>	0.00	0
<b>Voided</b>	176.00	1			
	951,644.64	254		951,644.64	254

**Keystone Oaks School District**  
**September 2019 Combined Check Register 2019-2020**

Check Dates 09/01/19 - 09/30/19

Check # 00001624 - 99989463

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
<b>29-0101-001-000-00-000-000 CASH - FNB ATHLETICS</b>						
00003132	09/13/19	12052 KRANOS CORPORATION Kranos Corporation	\$93.90	91319	Comp	R
00003133	09/13/19	12278 MASTRO ICE INC	\$560.00	91319	Comp	R
00003134	09/13/19	8524 Performance Health Supply, Inc Medco Supply Company	\$7,997.69	91319	Comp	R
00003135	09/13/19	2562 PIONEER MANUFACTURING CO	\$1,307.40	91319	Comp	R
00003136	09/13/19	13713 VARSITY ATHLETIC APPAREL, INC.	\$166.25	91319	Comp	R
00003137	09/17/19	12432 BALLOONS INSTEAD	\$300.00	91719	Comp	R
00003138	09/19/19	11939 BITRONICS	\$297.50	91919	Comp	R
00003139	09/19/19	13880 NEVCO SPORTS, LLC	\$1,120.17	91919	Comp	R
00003140	09/19/19	12355 NWCA	\$60.00	91919	Comp	R
00003141	09/19/19	8524 Performance Health Supply, Inc Performance Health Supply, Inc.	\$22.15	91919	Comp	R

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

**Balance Sheet** 11,925.06

**Expenditure** 0.00

**Revenue** 0.00

	Total	Count		Total	Count
<b>Outstanding</b>	0.00	0	<b>Computer Check</b>	11,925.06	10
<b>Reconciled</b>	11,925.06	10	<b>Hand Check</b>	0.00	0
<b>Stop Payment</b>	0.00	0	<b>Wire Transfer</b>	0.00	0
<b>Voided</b>	0.00	0			
	<b>11,925.06</b>	<b>10</b>		<b>11,925.06</b>	<b>10</b>

Date: 10/02/19  
 Time: 12:54:47

**Keystone Oaks School District**  
**September 2019 Combined Check Register 2019-2020**

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Check Dates 09/01/19 - 09/30/19

Check # 00001624 - 99989463

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
		<b>32-0101-001-000-00-000-000 CASH - FNB CAPITAL RESERVE FUND</b>				
00001637	09/18/19	12569 SPORT FLOORS INC	\$47,814.00	91719	Comp	R

**Totals For Bank Account 32-0101-001-000-00-000-000 CASH - FNB CAPITAL RESERVE FUND**

**Balance Sheet** 47,814.00

**Expenditure** 0.00

**Revenue** 0.00

	Total	Count		Total	Count
<b>Outstanding</b>	0.00	0	<b>Computer Check</b>	47,814.00	1
<b>Reconciled</b>	47,814.00	1	<b>Hand Check</b>	0.00	0
<b>Stop Payment</b>	0.00	0	<b>Wire Transfer</b>	0.00	0
<b>Voided</b>	0.00	0			
	<b>47,814.00</b>	<b>1</b>		<b>47,814.00</b>	<b>1</b>

Date: 10/02/19  
 Time: 12:54:47

**Keystone Oaks School District**  
**September 2019 Combined Check Register 2019-2020**

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Check Dates 09/01/19 - 09/30/19

Check # 00001624 - 99989463

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
		<b>50-0101-001-000-00-000-000 CASH - FNB Cafeteria</b>				
00009173	09/17/19	13894 JENNIFER MCCAFFREY	\$24.90	91719	Comp	R

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

**Balance Sheet** 24.90

**Expenditure** 0.00

**Revenue** 0.00

	Total	Count		Total	Count
<b>Outstanding</b>	0.00	0	<b>Computer Check</b>	24.90	1
<b>Reconciled</b>	24.90	1	<b>Hand Check</b>	0.00	0
<b>Stop Payment</b>	0.00	0	<b>Wire Transfer</b>	0.00	0
<b>Voided</b>	0.00	0			
	<b>24.90</b>	<b>1</b>		<b>24.90</b>	<b>1</b>