

# BOARD OF SCHOOL DIRECTORS

**WORK SESSION**  
**Tuesday, August 13, 2019**  
**7:00 PM**

## *MINUTES*

### **Call to Order**

President Patricia Ann Shaw called the meeting to order at 7:01 p.m.

### **Pledge**

The meeting opened with the pledge to the flag.

### **Attendance**

Those present included: Mr. Brownlee, Mr. LaPorte, 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; Mr. Michael Brungo, Solicitor; and Mrs. Maureen S. Myers, Board Secretary/Recording Secretary.

Mr. Cesario, Ms. Crowell and Ms. Lindsey were absent.

### **Public Comment**

#### **PUBLIC COMMENT**

**Kimberly Beck**      Re: Lunchtime Supervisors at Elementary Schools

### **Buildings, Grounds & Transportation Report**

Mr. John Lyon, Director of Buildings, Grounds and Transportation gave an update on the projects that have been taking place over the summer in his department throughout the District.

### **Board President's Report**

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

The following action items will be considered at the August 20, 2019 Business/Legislative Meeting:

#### **BOARD ACTION REQUESTED**

### **Board Minutes**

#### **BOARD MINUTES**

It is recommended that the Board approve the Work Session Minutes of June 11, 2019 and the Business/Legislative Minutes of June 18, 2019.

### **Superintendent Goals**

#### **SUPERINTENDENT GOALS**

It is recommended that the Board approve the following goals for William P. Stropkaj, Ed.D., Superintendent as per the Superintendent's Contract 2017/2022:

1. Curriculum leaders and department liaisons will be engaged in a book study of *Inevitable: Mass Customized Learning in the Age of Empowerment* by Charles Schwahn and Beatrice McGarvey. Collaborating with the administrative staff, the curriculum leaders and department liaisons work will support the structure of the new strategic plan process; they will focus on developing vision statements for the new Strategic Plan, with a focus on personalized learning.
2. By March 1, 2020, a new Strategic Plan will be created that is based upon meeting the academic, social and emotional needs of all learners within the District. The foundation of this new Strategic Plan will be rooted in personalized learning.
3. By March 1, 2020, a series of internships will be developed for High School students as part of the Career Awareness/Development and the movement toward personalized learning.
4. By March 1, 2020, a Ninth Grade Academy will be developed that will be implemented during the 2020/2021 school year, the first year of the new Strategic Plan.

For Information Only

**FOR INFORMATION ONLY**

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

Executive Session

**EXECUTIVE SESSION**

Executive Session was held prior to this evenings Work Session meeting to discuss personnel matters.

Superintendent's Report

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

The following action items will be considered at the August 20, 2019 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

Board Secretary

**BOARD SECRETARY**

It is recommended that the Board appoint **Mr. Joseph Kubiak**, Business Manager as Board Secretary effective August 1, 2019.

Assistant Board Secretary

**ASSISTANT BOARD SECRETARY**

It is recommended that the Board appoint **Mrs. Maureen Myers**, Confidential Administrative Assistant to the Superintendent, as Assistant Board Secretary effective August 1, 2019.

**Policy 121**

**SECOND READING POLICY 121: FIELD TRIPS**

It is recommended that the Board approve the SECOND READING of Policy 121: *Field Trips*.

**Policy 127**

**SECOND READING POLICY 127: ASSESSMENT SYSTEM**

It is recommended that the Board approve the SECOND READING of Policy 127: *Assessment System*.

**Policy 214**

**SECOND READING POLICY 214: CLASS RANK**

It is recommended that the Board approve the SECOND READING of Policy 214: *Class Rank*.

**Policy 260**

**SECOND READING POLICY 260: STUDENT EVENTS AND TRIPS**

It is recommended that the Board approve the SECOND READING of Policy 260: *Student Events and Trips*.

**Policy 625**

**SECOND READING POLICY 625: PROCUREMENT CARDS**

It is recommended that the Board approve the SECOND READING of Policy 625: *Procurement Cards*.

**Policy 140**

**FIRST READING POLICY 140: LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM FOR ENGLISH LEARNERS**

It is recommended that the Board approve the FIRST READING of Policy 140: *Language Instruction Educational Program for English Learners*.

**Removal of Policy**

**REMOVAL OF POLICY**

It is recommended that the Board abolish Policy 211: *Student Accident Insurance*.

**2019/2020 Codes of Conduct**

**2019/2020 CODES OF CONDUCT FOR STUDENTS**

The Administration recommends that the Board approve the *2019/2020 Codes of Conduct* for the Elementary Schools, Middle School, and High School.

For Information Only

The Codes of Conduct are guidelines for student rights and responsibilities as addressed in Board Policy No. 235 – *Student Rights and Responsibilities*.

**Professional Development**

**PROFESSIONAL DEVELOPMENT**

It is recommended that the Board approve the following conference requests:

**Dr. William P. Stropkaj**      2019 Global CD Education Conference      *No Cost to the District*  
Sponsored by Code.org  
Las Vegas, Nevada  
September 10 – 13, 2019

**Dr. William P. Stropkaj**      ACSHIC Trustee’s 3 Day Planning      *No Cost to the District*  
Erie, PA  
September 25 – 27, 2019

**Education Report**

**EDUCATION REPORT – Mrs. Theresa Lydon**

The following action items will be considered at the August 20, 2019 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Carlow University**

**CARLOW UNIVERSITY AGREEMENT**

It is recommended that the Board approve the agreement between Carlow University and the Keystone Oaks School District for placement of student teachers and field experience students.

**Robert Morris University**

**ROBERT MORRIS UNIVERSITY AGREEMENT**

It is recommended that the Board approve the agreement between Robert Morris University and the Keystone Oaks School District for placement of Internship/Practicum, Pre-Clinical and Student Teaching students.

**Step by Step**

**STEP BY STEP LEARNING AGREEMENT**

It is recommended that the Board approve the agreement with Step by Step Learning to provide non-public Title I services (instructional and parent involvement) for St. Ann and St. Gabriel Schools in the amount of \$25,860 (\$68.00 per hour for 380 hours), to be paid from non-public share of Title I allocation.

- There will be an Education Committee Meeting on August 27, 2019.

**Communications Report**

**COMMUNICATIONS REPORT – Ms. Neely Crowell**

The following action items will be considered at the August 20, 2019 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Marketvolt LLC**

**MARKETVOLT LLC**

It is recommended that the Board approve the agreement between MarketVolt LLC and the Keystone Oaks School District at a cost not to exceed \$900.00 for the 2019/2020 school year.

For Information Only

MarketVolt LLC is an electronic e-newsletter system that synchronizes with PowerSchool to provide an electronic newsletter.

- A discussion was had regarding the Electronic Newsletter.

**Pupil Personnel Report**

**PUPIL PERSONNEL REPORT – Dr. William P. Stropkaj**

The following action items will be considered at the August 20, 2019 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Peer Jury**

**PEER JURY SCHOOL-BASED DIVERSION PROGRAM**

The Administration recommends that the Board approve the Peer Jury School-Based Diversion Program to continue at the Keystone Oaks Middle School and the Keystone Oaks High School (under the direction of Officer John Bruner) for the 2019/2020 school year.

**UPMC Project Search**

**UPMC PROJECT SEARCH**

The Administration recommends that the Board approve the agreement between Goodwill of Southwestern Pennsylvania, UPMC Project SEARCH, for the 2019/2020 school year at a cost not to exceed \$16,335.00.

- A discussion was had regarding UPMC Project Search.

**Service Agreement  
Watson Institute**

**SERVICE AGREEMENT WITH THE WATSON INSTITUTE**

The Administration recommends that the Board approve the *Service Agreement with The Watson Institute (TWI)* for consultation for autistic support at the elementary and the secondary levels and for community based instruction on an as needed basis for the 2019/2020 school year.

For Information Only:

The fee for consultation services will be:

- \$875.00 for full day (between 4 and 8 consecutive hours)
- \$540.00 per half day (up to 4 consecutive hours)

The fee for community based instruction will be:

\$620.00 per full day  
\$330.00 per half day  
Mileage will be reimbursed at the rate dictated by IRS regulations

**Adelphoi**

**ADELPHOI EDUCATION INC. AGREEMENT**

It is recommend that the Board approve the Agreement between Adelphoi Education, Inc. and the Keystone Oaks School District to provide educational services of behalf of the District.

**Provider-Interim  
Healthcare**

**PROVIDER-INTERIM HEALTHCARE OF PITTSBURGH**

The Administration recommends that the Board approve the Business Associate Agreement between Provider-Interim Healthcare of Pittsburgh and the Keystone Oaks School District.

For Information Only

Provider-Interim Healthcare of Pittsburgh will be providing 1:1 nursing services to a student in the District.

**Learn Well Services**

**EI UA, LLC dba LEARN WELL SERVICES**

The Administration recommends that the Board approve the Agreement between EI UA, LLC dba Learn Well Services and the Keystone Oaks School District for the 2019/2020 school year.

For Information Only

Services are for as needed educational tutoring services in a hospital or behavioral health center setting at a rate of \$39.00 per hour for up to five (5) hours per week for general education students and for up to 10 hours per week for special education students for the 2019/2020 school year.

**Aveanna Healthcare**

**AVEANNA HEALTHCARE**

The Administration recommends that that Board approve the Agreement between AVEANNA Healthcare and the Keystone Oaks School District for the 2019/2020 school year.

For Information Only

AVEANNA Healthcare was previously PSA Healthcare that the District had an agreement with. AVEANNA Healthcare provides 1:1 nursing services to a student in the District.

**WISCA Agreement**

**THE WATSTON INSTITUTE SOCIAL CENTER FOR ACADEMIC  
ACHIEVEMENT (WISCA)**

The Administration recommends that the Board approve the Agreement between Watson Institute Social Center for Academic Achievement (WISCA) and the Keystone Oaks School District for the 2019/2020 school year.

For Information Only:

Tuition for the 2019/2020 school year is billed quarterly. Annual tuition cost is \$45,825.00 per student.

**Watson Institute**

**WATSON INSTITUTE – THE EDUCATION CENTER – SOUTH**

The Administration recommends that the Board approve the Agreement between Watson Institute – Education Center South and the Keystone Oaks School District for the 2019/2020 school year.

**Bradley Center**

**THE BRADLEY CENTER**

The Administration recommends that the Board approve the Agreement for Education Services between The Bradley Center and the Keystone Oaks School District for the 2019/2020 school year.

For Information Only

Tuition for the 2019/2020 school year is \$163.43 per day per enrolled child.

**School Dental Services**

**SCHOOL DENTAL SERVICES – DR. GEORGE ROYER**

The Administration recommends that the Board approve the Agreement for School Dentist Services with George Royer, D.M.D., for the 2019/2020 school year at a cost of \$15.00 per dental exam plus a one time fee of \$600.00 at the beginning of the school year for the necessary cleaning and maintenance of the supplies.

**Personnel Report**

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

The following items will be considered at the June August 20, 2019 Business/Legislative Meeting.

**BOARD ACTION REQUESTED**

**Resignations**

**RESIGNATIONS**

It is recommended that the Board accept the following resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Lisa Pentland	Teacher – Special Education	August 21, 2019
Kelly McGuire	Teacher – Dormont 1 <sup>st</sup> Grade	July 12, 2019

Alyssa Sabo Food Service Worker – High School July 7, 2019

Ellie Tecza Teacher - Special Education July 23, 2019

**Appointments**

**APPOINTMENTS**

**Professional Employee**

**1. Professional Employee**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, the Administration recommends the employment of:

**Adam Brown**

Autistic Support – Middle School  
Salary - \$56,500.00 (M, Step 11)  
Effective – August 26, 2019

**Long Term Substitute**

**2. Long Term Substitutes**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve the following individuals as a Long Term Substitutes:

**Maria Marmion**

2<sup>nd</sup> Grade Dormont Elementary – 1<sup>st</sup> semester  
Salary - \$45,250.00 (B, Step 2)  
Effective – August 26, 2019

**Paige Passatore**

ESL Teacher – Dormont/Myrtle Elementary – 1<sup>st</sup> semester  
Salary - \$46,000.00 (M, Step 2)  
Effective – August 26, 2019

**Allison Reckless**

Music – Keystone Oaks Middle School – 2019/2020 School Year  
Salary - \$49,000.00 (M, Step 5)  
Effective – August 26, 2019

**Approval of Athletic Positions and Stipends**

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

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve the following individuals for the 2018/2019 school year:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Football -Middle School	Assistant	Joseph Klipa	\$2,1210.00



Curriculum Leaders

**4. Curriculum Leaders 2019/2020**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the following teachers be approved as Curriculum Leaders for the 2019/2020 school year:

<u>Employee</u>	<u>Grade/Subject</u>	<u>Compensation</u>
Mary Poe	Kindergarten	\$3,000.00
Kellie Dawson	First Grade	\$3,000.00
Shannan Turner	Second Grade	\$3,000.00
Jamie Barbin	Third Grade	\$3,000.00
Kristie Rosgone	Fourth Grade	\$3,000.00
Jen Harke	Fifth Grade	\$3,000.00
Lisa McMahon	English Language Arts 6-8	\$3,000.00
Jennifer Bogdanski	English Language Arts 9-12	\$3,000.00
Pat Falsetti	Math 6-8	\$3,000.00
Kevin Gallagher	Math 9-12	\$3,000.00
Tricia Kreitzer	Science 6-12	\$3,000.00
Heather Hakos-Hruby	Visual Arts	\$3,000.00
William Eibeck	Music	\$3,000.00

Department Liaisons

**5. Department Liaisons 2019/2020**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the following teachers be approved as Department Liaisons for the 2019/2020 school year:

<u>Employee</u>	<u>Grade/Subject</u>	<u>Compensation</u>
Jennifer Tom	Advanced Placement Coordinator	\$1,000.00
Lisa McMahon	Sixth Grade	\$1,000.00
Sarah Hardner	Seventh Grade	\$1,000.00
Mark Kopper	Eight Grade	\$1,000.00
Lisa Forlini	High School World Languages	\$1,000.00
Joan Young	High School Social Studies	\$1,000.00
Nicole Kochanski	Special Education K – 5	\$1,000.00
Melissa Palmieri	Special Education 6 – 8	\$1,000.00
Michael Orsi	Special Education 9 – 12	\$1,000.00

Food Service Personnel

**6. Food Service Personnel**

It is recommended that the Board approve the following individuals as Food Service employees for the 2019/2020 school year:

<u>Name</u>	<u>Hourly Wage</u>
Annie Amoroso	\$12.59
Christine Anderson	\$10.14

Ryan Briggs	\$20.24
Trista Boyes	\$17.66
Tracee Burrell	\$10.09
Mary Jean Bush	\$10.00
Tina Conn	\$11.87
Donna DiPofi	\$ 9.62
Fran Edwards	\$13.05
Lyssa Glaze	\$10.15
Jamie Goulding Barth	\$ 9.53
Pat Joseph	\$10.34
Sandy Kaminski	\$14.63
Melanie Kessler	\$ 9.53
Jenn Lashley	\$18.48
Barbara Maide	\$ 9.84
Andria Reynolds	\$10.00
Barb Routh	\$10.15
Tracey Slagle	\$14.05
Kim Srubinger	\$11.41

Project Succeed

**7. Project Succeed**

It is recommended that the Board approve the following individuals as Project Succeed instructors for the 2019/2020 school year:

<b>Linda Capozzoli</b>	Career Awareness Assistant
<b>Colleen Heaney Mertz</b>	Science
<b>Lynn Heasley</b>	Career Awareness
<b>Rick Heilmann</b>	English
<b>Danielle Kandrack</b>	Mathematics
<b>John Murphy</b>	Social Studies
<b>Mike Orsi</b>	Special Education (Learning Support)
<b>Beth Smith</b>	Computer Education

Cyber School Program

**8. Cyber School Program**

In compliance with the *Keystone Oaks Education Association Agreement 2017-2020*, it is recommended that the Board approve the following individuals as Cyber School teachers for the 2019/2020 school year:

<u>Name</u>	<u>Position</u>
<b>Jennifer Bogdanski</b>	English
<b>Allyson Culp</b>	Science
<b>Josh Kirchner</b>	Mathematics
<b>Matthew Paradise</b>	Health/Physical Education
<b>Joan Young</b>	Social Studies
<b>Jennifer Watenpool-Taylor</b>	Health/Physical Education

Specialized & Support

**9. Approval of Specialized and Support Positions Sponsor and Stipends –**

**Sponsors & Stipends**

**2019/2020 School Year**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve the following Specialized and Support Position Sponsors and Stipends for the 2019/2020 school year:

<b><u>Sponsor</u></b>	<b><u>Specialized and Support Positions</u></b>	<b><u>Compensation</u></b>
<b>Beth Smith</b>	Activities Coordinator (HS)	\$2,500.00
<b>Pat Falsetti</b>	Activities Coordinator (MS)	\$2,500.00
<b>William Eibeck</b>	Auditorium Coordinator	\$2,500.00 (split)
<b>Shane Hallam</b>	Auditorium Coordinator	\$2,500.00 (split)
<b>Shane Hallam</b>	Bus Duty (HS)	\$1,450.00
<b>Andy Bochicchio</b>	Bus Duty (MS)	\$ 725.00 (split)
<b>Mark Iampietro</b>	Bus Duty (MS)	\$ 725.00 (split)
<b>Steve McCormick</b>	Bus Duty (MS)	\$ 725.00 (split)
<b>Dennis Sarchet</b>	Bus Duty (MS)	\$ 725.00 (split)

**Teaching Load Compensation**

**TEACHING LOAD COMPENSATION – SECOND SEMESTER**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the following individuals be compensated for the second semester of the 2018/2019 school year:

**Secondary Teacher Stipends for Teaching 7 out of 8 Periods**

John McCarthy                      \$1,000

**Tenure**

**TENURE**

It is recommended that the Board recognize the following individuals as having completed the requirements according to the Commonwealth of Pennsylvania and achieving tenure on August 25, 2019 with a Professional Contract:

Culp, Allyson	Keystone Oaks High School
Hast, Rachel	Fred L. Aiken Elementary
Hersan, Rebecca	Fred L. Aiken Elementary
Morris, Madeline	Keystone Oaks High School
Martin, Jennifer	Dormont/Myrtle Avenue Elementary
Moore, Valerie	Myrtle Avenue Elementary
Purkiss, Melissa	Myrtle Avenue Elementary
Todd, Julia	Keystone Oaks High School

**Leave of Absence**

**LEAVE OF ABSENCE**

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

C.U. – Effective August 21, 2019 through November 14, 2019

**Finance Report**

**FINANCE REPORT – Ms. Raeann Lindsey**

The following items will be considered at the June August 20, 2019 Business/Legislative Meeting.

**BOARD ACTION REQUESTED**

**Accounts Payable**

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

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

A. General Fund as of June 30, 2019 (Check No. 59703-59885)	\$632,025.80
B. Risk Management as of June 30, 2019 (None)	\$0.00
C. Food Service Fund as of June 30, 2019 (Check No. 9163-9166)	\$151.20
D. Athletics as of June 30, 2019 (Check No. 3110-3116)	\$6,882.25
E. Capital Reserve as of June 30, 2019 (Check No. 1623)	\$53.92
<b>TOTAL</b>	<b>\$639,113.17</b>

**Accounts Payable**

**ACCOUNTS PAYABLE APPROVAL LISTS THROUGH JULY 31, 2019**

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

A. General Fund as of July 31, 2019 (Check No. 59886-60174)	\$1,089,406.35
B. Risk Management as of July 31, 2019 (None)	\$0.00
C. Food Service Fund as of July 31, 2019 (Check No. 9167-9169)	\$5,522.90
D. Athletics as of July 31, 2019 (Check No. 3117-3125)	\$15,376.27
E. Capital Reserve as of July 31, 2019 (Check No. 1624-1632)	\$15,103.20
<b>TOTAL</b>	<b>\$1,125,408.72</b>

**First National Bank**

**FIRST NATIONAL BANK**

It is recommended that the Board approve the set up on an online credit card payment system between First National Bank and the Keystone Oaks School District.

For Information Only

This credit card payment system is at no cost to the District and it allows the District to accept credit cards as another form of payment for lost books, clubs and activities, etc.

- A discussion was had regarding First National Bank

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2018 – 2019 BUDGET to ACTUAL / PROJECTION**

<b>ACCT</b>	<b>DESCRIPTION</b>	<b>2018-2019 BUDGET TOTAL</b>	<b>2018-2019 12 MONTH JUNE/ACTUAL</b>	<b>MONTH END + ESTIMATE PROJECTION</b>	<b>OVER (UNDER) BUDGET</b>
<b>Revenue</b>					
6000	Local Revenue Sources	\$ 30,014,864	\$ 30,726,847	\$ 30,239,397	\$ 224,533
7000	State Revenue Sources	\$ 12,065,343	\$ 9,341,320	\$ 12,034,407	\$ (30,936)
8000	Federal Revenue Sources	\$ 849,422	\$ 643,698	\$ 697,698	\$ (151,724)
<b>Total Revenue</b>		<b>\$ 42,929,629</b>	<b>\$ 40,711,865</b>	<b>\$ 42,971,502</b>	<b>\$ 41,873</b>
					<b>(OVER) UNDER BUDGET</b>
<b>Expenditures</b>					
100	Salaries	\$ 16,783,162	\$ 14,406,709	\$ 16,761,352	\$ 21,810
200	Benefits	\$ 10,702,403	\$ 9,084,610	\$ 10,686,887	\$ 15,516
300	Professional/Technical Services	\$ 1,574,811	\$ 1,363,312	\$ 1,564,422	\$ 10,389
400	Property Services	\$ 1,079,511	\$ 1,062,199	\$ 1,112,557	\$ (33,046)
500	Other Services	\$ 5,225,206	\$ 4,976,282	\$ 5,211,657	\$ 13,549
600	Supplies/Books	\$ 1,417,523	\$ 1,408,562	\$ 1,448,094	\$ (30,571)
700	Equipment/Property	\$ 530,282	\$ 465,417	\$ 490,417	\$ 39,865
800	Other Objects	\$ 641,126	\$ 621,344	\$ 628,844	\$ 12,282
900	Other Financial Uses	\$ 4,975,605	\$ 4,906,208	\$ 5,025,156	\$ (49,551)
<b>Total Expenditures</b>		<b>\$ 42,929,629</b>	<b>\$ 38,294,643</b>	<b>\$ 42,929,386</b>	<b>\$ 243</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ -</b>	<b>\$ 2,417,222</b>		<b>\$ 42,116</b>
<b>Other Financing Sources/(Uses)</b>					
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -	\$ -

**II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF JULY 31, 2019**

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance - 7/1/2019	\$ 77,806.73	\$ 16,901.87
Deposits	\$ 52.58	\$ 8.63
Subtotal	\$ 77,859.31	\$ 16,910.50
Expenditures	\$ 726.50	\$ 10,288.97
Cash Balance - 7/31/2019	\$ 77,132.81	\$ 6,621.53

**III. BANK BALANCES**

**BANK BALANCES PER STATEMENT AS OF JULY 31, 2019**

	<b>BALANCE</b>
<b>GENERAL FUND</b>	
FNB BANK	\$ 1,812,618
PAYROLL (pass-thru account)	\$ 17,144
FNB SWEEP ACCOUNT	\$ 769,897
ATHLETIC ACCOUNT	\$ 6,622
PLGIT	\$ 3,023,352
FNB Money Market	\$ 1,146,101
PSDLAF	\$ 160,638
INVEST PROGRAM	\$ 178,577
	<u><u>\$ 7,114,949</u></u>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 470,830
PLGIT	\$ 518,076
	<u><u>\$ 988,906</u></u>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 370,834
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 790
	<u><u>\$ 371,624</u></u>
<b>RISK MANAGEMENT / TAX REFUNDS</b>	
FNB BANK	<u><u>\$ 506,230</u></u>
<b>OTHER POST-EMPLOYMENT BENEFITS FUND</b>	
FNB BANK	<u><u>\$ 1,952,355</u></u>
<b>COMPENSATED ABSENCES FUND</b>	
FNB BANK	<u><u>\$ 423,174</u></u>
<b>GRAND TOTAL</b>	<b>15 \$ 11,357,238</b>

**Activities & Athletics  
Report**

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

The following items will be considered at the August 20, 2019 Business/Legislative Meeting.

**BOARD ACTION REQUESTED**

**Extra Athletics Workers’**

**EXTRA ATHLETICS WORKERS’ POSITIONS – 2019/2020 SCHOOL YEAR**

It is recommended that the Board approve the following individuals as extra athletic workers for the 2018/2019 school year:

**Tim Mazzarini**

**Cafeteria Report**

**CAFETERIA REPORT**

The following items will be considered at the August 20, 2019 Business/Legislative Meeting.

**BOARD ACTION REQUESTED**

**Lunch Price Increase**

**LUNCH PRICE INCREASE FOR 2019/2020**

The Administration recommends that the Board approve the following price increase for secondary lunch for the 2019/2020 school year:

	<b>Increase</b>	<b>2019/2020 Cost</b>
Secondary Lunch	\$0.10	\$2.55

**For Information Only**

This motion appeared on the June 18, 2019 Business/Legislative Meeting but did not reflect the price increase from the 2018/2019 school year.

**Public Comment**

**PUBLIC COMMENT – None**

**Adjournment**

**ADJOURNMENT**

On the motion of Mr. Raso, seconded by Mrs. Lydon, the meeting was adjourned at 7:34 p.m.

*Motion passed 6-0*

Respectfully submitted,

Maureen S. Myers  
Board Secretary  
Board Recording Secretary



# Policy Guide



Policy No. 121

Section PROGRAMS

Title CURRICULAR FIELD TRIPS

Adopted AUGUST 21, 1989

Last Revised \_\_\_\_\_

<p><b>POLICY NO. 121</b> <b>CURRICULAR FIELD TRIPS</b></p>		
<p><b>Section 1</b></p>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes that <b>curricular</b> field trips, when used <del>as a device</del> for teaching and learning integral to the curriculum, are an educationally sound and important <del>component</del><b>ingredient</b> in the instructional program of the schools. Properly planned and executed field trips can:</p> <ol style="list-style-type: none"> <li>1. <del>S</del>upplement and enrich classroom <del>learning</del><b>procedures</b> by providing <del>educational</del><b>learning</b> experiences in an environment outside the schools.</li> <li>2. <del>can</del> <b>A</b>rouse new interests among students.</li> <li>3. <del>can</del> <b>H</b>elp students relate <del>academic learning</del><b>school experiences</b> to the reality of the world outside of school.</li> <li>4. Introduce <b>community resources, such as natural, cultural, industrial, commercial, governmental, and educational.</b></li> <li>5. <del>and can</del> <b>A</b>fford students the opportunity to study real things and real processes in their actual environment.</li> </ol>	<p><del>SC-1361</del></p>
<p><b>Section 2</b></p>	<p><b><u>Definition</u></b></p> <p>For purposes of this policy, a <b>“curricular field trip”</b> shall be defined as <b>any trip by students away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the</b></p>	

	<p style="text-align: center;"><b>POLICY NO. 121</b> <b>CURRICULAR FIELD TRIPS</b></p> <p>classroom and is supervised by a teacher or district employee.</p> <p>Policies related to student events/trips, not curricular in nature, shall be covered by Policy 260.</p> <p><del>a journey by pupils away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and is conducted for the purpose of affording a firsthand educational experience not available in the classroom.</del></p> <p><b>Section 3</b>     <b><u>Authority</u></b></p> <p>The Board shall approve only those curricular field trips that take students more than 50 miles from the District. The Superintendent or designee shall approve all others.</p> <p><del>approve any trip that falls outside the school day. All proposed field trips not so listed must be approved separately by the Board.</del></p> <p>Students on field trips remain under the supervision and responsibility of the Board and are subject to its rules and regulations.</p> <p>The Board does not endorse, support, or assume responsibility in any way for any district staff member <del>of this District</del> who takes students on trips not approved by the Board or Superintendent. No staff member may solicit district students <del>of this District</del> for such trips within the district facilities or on <del>district school</del> grounds <del>of the District</del> without Superintendent Board permission.</p> <p><b>Section 4</b>     <b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee shall develop administrative regulations <del>prepare of procedures</del> for the operation of a curricular field trips <del>which shall ensure that:</del></p> <ol style="list-style-type: none"> <li><del>1. the safety and well-being of students shall be protected at all times;</del></li> <li><del>2. a Parental Consent Form is signed and obtained before any student may be removed from school for a field trip;</del></li> </ol>	<p>Pol. 260</p> <p>SC 517</p>
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**POLICY NO. 121**  
**CURRICULAR FIELD TRIPS**

- ~~3. the building administrator approves the purpose, fund-raising, itinerary and duration of each proposed trip;~~
- ~~4. no fund-raising shall occur prior to Board approval of the trip;~~
- ~~5. each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities which enhance its usefulness.~~
- ~~6. the effectiveness of field trip activities is monitored and continually evaluated;~~
- ~~7. teachers, with the approval of the principal, are allowed a considerable degree of flexibility and innovation in planning field trips.~~
- ~~8. teachers, with the approval of the principal, are allowed a considerable degree of flexibility and innovation in planning field trips.~~
- ~~9. adequate chaperones should be provided in relation to the age of students, size of group and nature of activity.~~

~~School Code 517,1361~~

**Section 5**

**Guidelines**

Curricular field trips shall be governed by guidelines which ensure that:

1. The safety and well-being of students will be protected at all times.
2. Permission of the parent/guardian is sought and obtained before any student may participate.
3. The principal approves the purpose, itinerary and duration of each proposed trip.

**POLICY NO. 121**  
**CURRICULAR FIELD TRIPS**

4. Each curricular field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value.
5. The effectiveness of field trip activities is monitored and evaluated continuously.
6. Teachers are allowed flexibility and innovation in planning field trips.
7. No curricular field trip will be approved unless it contributes to the achievement of specified instructional objectives.

Pol. 105

Administration of Medication

The Board directs planning for curricular field trips to start early in the school year and to include collaboration between administrators, teachers, nurses, parents/guardians and other designated health officials.

Decisions regarding administration of medication during curricular field trips and other school-sponsored programs and activities shall be based on the student's individual needs.

Pol. 103.1, 113

Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.

Pol. 210, 210.1

References:

PA School Code – 24 P.S. Sec. 517

Board Policy – Pol. 103, 105, 113, 210, 210.1, 517, 260

# Policy Guide



Policy No.	<u>127</u>
Section	<u>PROGRAMS</u>
Title	<u>ASSESSMENT SYSTEM</u>
Adopted	<u>AUGUST 21, 1989</u>
Revised	<u><del>FEBRUARY 16, 2016;</del></u> <u><del>MAY 18, 1998</del></u>

<p><b>POLICY NO. 127</b> <b>ASSESSMENT SYSTEM</b></p> <p><b>THIS POLICY SHALL SUPERSEDE POLICY 213.</b></p>		
<p><b>Section 1</b></p>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes its responsibility to develop and implement an assessment system that will <del>determine the degree to which students are achieving academic standards</del> evaluate a student's progress toward meeting Pennsylvania Core and Academic Standards and provide information for improving the educational program.</p>	
<p><b>Section 2</b></p>	<p><b><u>Definition</u></b></p> <p><b>Assessment</b> shall be the system of measuring and recording student progress and achievement that enables the student, parents/guardians and teachers to:</p> <ol style="list-style-type: none"> <li>a. Determine a student's attainment of established academic standards.</li> <li>b. Learn the student's strengths and weaknesses.</li> <li>c. Plan <del>an educational or vocational</del> a future career for the student in areas of <del>the</del> greatest potential for success.</li> <li>d. Know where remedial or enrichment work is required.</li> </ol>	<p><del>Title-22 PA</del> <del>Code</del> <b>Sec. 4.11</b></p>

**POLICY NO. 127  
ASSESSMENT SYSTEM**

Such assessment shall measure the student's progress against both his/her own potential for achievement and the achievements of others in the class, as appropriate to the grade level and subject matter.

**Section 32** **Authority**

The Board shall approve an assessment system for use in district schools to assess individual attainment of state and local academic standards, and to identify those students not attaining academic standards and provide assistance. The Board shall approve an assessment system at least once every six (6) years, which shall be implemented no later than one (1) year after the approval date.

~~Title-22 PA Code~~ See. 4.12, 4.51, 4.52  
Pol. 102

The Board reserves the right to review district assessment measures and to approve those ~~that~~ which serve a legitimate purpose without infringing upon the personal rights of the students or parents/guardians.

~~Title-22 PA Code~~ See. 4.52, 12.41

The Board directs the Superintendent or designee to grant requests to review state assessments from parents/guardians to determine whether the state assessments conflict with the parents'/guardians' religious beliefs as per the Keystone/PSSA administration manual. Parent/Guardian requests shall be submitted and a meeting scheduled to review the assessments at least two (2) weeks prior to the administration of state assessments if the assessments are available. The District shall ensure the security of the assessment documents.

~~Title-22 PA Code~~ See. 4.4

If, upon inspection of a state assessment, a parent/guardian finds the assessment to be in conflict with their religious beliefs, the parent/guardian shall have the right to have their child excused from that state assessment, upon written request to the Superintendent stating the objection.

~~Title-22 PA Code~~ See. 4.4

**Section 43** **Delegation of Responsibility**

The Superintendent or designee shall recommend various methods of assessment and evaluation based on his/her professional judgment, generally accepted professional practice, staff input and state regulations.

~~Title-22 PA Code~~ See. 4.12, 4.51, 4.52

**POLICY NO. 127  
ASSESSMENT SYSTEM**

The Superintendent or designee shall provide summary information to the public regarding student achievement, including results of assessments, in accordance with federal and state law and regulations. **Such report will be delivered on an annual basis.**

~~Title-22 PA~~  
~~CodeSee: 4.52~~

The Superintendent or designee shall provide information regarding the achievement of academic standards to the PA Department of Education when requested; such information shall not include student names, identification numbers or individually identifiable information.

~~Title-22 PA~~  
~~CodeSee: 4.52~~

The Superintendent or designee shall recommend improvements in the educational program, curriculum, and instructional practices based upon student assessment results.

~~Title-22 PA~~  
~~CodeSee: 4.52~~

**The Superintendent or designee shall develop assessment procedures which include the following:**

SC 1531, 1532  
~~Title-22 PA~~  
~~CodeSee: 4.11,~~  
~~4.51, 4.52~~

- a. Each student should know the teacher's expectations at the outset of any course of study.
- b. Each student shall be kept informed of his/her progress during the course of a unit of study.
- c. Methods of assessing shall be appropriate to the course of study and the maturity of students.
- d. Assessment should objectively evaluate and reward students for their efforts.
- e. Students should be encouraged to assess their own achievements.
- f. All assessment systems are subject to continual review and revision.
- g. Staff, students, and parents/guardians should be involved in the continuing program of grading review.

**POLICY NO. 127  
ASSESSMENT SYSTEM**

**Section 54** **Guidelines**

Parents/Guardians shall receive information regarding their student's state assessment results from qualified school personnel.

The District shall provide assistance to students in attaining academic standards and personal academic growth. The District shall inform students and parents/guardians about how to access such assistance.

Students with disabilities and ELL (English Language Learner) students shall participate in assessments, with appropriate accommodations when necessary.

The following types of assessments will be utilized to assist in measuring student achievement:

1. Norm and criterion referenced assessments.
2. Formative and summative assessments.
3. Projects and performances.

Each classroom teacher is expected to provide students with a clear understanding of the assessment practices related to their individual course. Grades assigned should reflect the achievement based upon the specific criteria expected in the course and outlined by the teacher.

Extra credit assignments will not be given by teachers so that a student may improve his/her final letter grade, without inclusion in the course syllabus, curriculum, or pre-approval by the Director of Curriculum, Instruction, Assessment, and Staff Development. Points may not be added to the final grade. All students must be provided the same opportunity to earn said extra credit.

At Keystone Oaks High School, quality points are values assigned for the purpose of determining an average letter grade. Honor and AP classes have weighted value for grades of a C or better. The values are as follows:

20 U.S.C. ~~See~~  
6311

Pol. 140, 212

~~Title-22 PA~~

~~CodeSee~~. 4.52,  
12.41

~~Title-22 PA~~

~~CodeSee~~. 4.51

Pol. 103.1, 113, 140



**POLICY NO. 127  
ASSESSMENT SYSTEM**

Regular/CP		Honor		AP	
<u>Grade</u>	<u>Value</u>	<u>Grade</u>	<u>Value</u>	<u>Grade</u>	<u>Value</u>
A	4.0	A	4.5	A	5.0
B	3.0	B	3.5	B	4.0
C	2.0	C	2.5	C	3.0
D	1.0	D	1.0	D	1.0
F	0	F	0	F	0
P		P			

A grade of P is not factored in the determination of QPA.

References:

State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.12, 4.51, 4.52, 12.41

No Child Left Behind Act – 20 U.S.C. Sec. 6311

Board Policy – 102, 103.1, 113, 140, 212

Revision history: February 16, 2016; May 18, 1998

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 214

Section PUPILS

Title CLASS RANK / GRADUATION HONORS

Adopted AUGUST 21, 1989

Revised ~~MARCH 26, 2015;~~  
~~JUNE 28, 1999~~

<b>POLICY NO. 214</b> <b>CLASS RANK/GRADUATION HONORS</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board acknowledges the usefulness <del>for</del>of a system of computing quality point averages <del>and class ranking</del> for secondary school <del>students</del>graduates to inform students, parents/guardians and others of their relative academic placement. <del>among their peers under relatively similar circumstances</del></p>
<b>Section 2</b>	<p><b><u>Authority</u></b></p> <p><i>For the Senior Classes of 2020 and beyond:</i></p> <p>Class rank will be calculated for internal purposes only and will not be placed on student transcripts. Class rank will be made available only for scholarship applications or other entities/institutions that stipulate that class rank is required and will not be accepted without this information. Class rank will be determined using the weighted GPA and by limiting the calculations of grade point averages to two decimal places.</p> <p><del>The Board authorizes a system of class ranking, cumulative from grade level to grade level, to be determined at the end of each year in grades 9, 10 and 11. In grade 12, students are ranked at the end of both semesters.</del></p>

**POLICY NO. 214**  
**CLASS RANK/GRADUATION HONORS**

**Section 3**

**Guidelines**

Quality points shall be awarded for each course according to Board Policy ~~127213~~ – Assessment ~~System of Student Progress~~ based on the student’s final grade, the academic level, and the number of credits of the course.

*For the Senior Classes of 2020 and 2021:*

Students shall be ranked for Commencement proceedings in order from highest to lowest according to quality point averages.

Any two (2) or more students whose computed quality point averages are identical shall be given the same rank. The rank of a student who immediately follows a tied position will be determined by the number of students preceding him or her and not by the rank of the person preceding him or her. For instance, if three students are tied for number one, the next student is ranked number 4.

*For the Senior Class of 2022 and beyond:*

Students shall be ~~categorized~~~~ranked in order from highest to lowest according to quality point averages.~~ according to the following:

Honors            3.50-3.74  
High Honors    3.75+  
Distinguished Graduate 4.01+ other criteria

Distinguished Graduate

Additional criteria to be a Distinguished Graduate include: One-hundred (100) or more hours of community service, according to District guidelines; a leadership position within the school or community; and less than four unexcused tardies and three unexcused absences.

~~One~~ Distinguished graduate(s) will be selected through a Committee to speak at Commencement, along with the class president.

**POLICY NO. 214**  
**CLASS RANK/GRADUATION HONORS**

~~Any two (2) or more students whose computed quality point averages are identical shall be given the same rank. The rank of a student who immediately follows a tied position will be determined by the number of students preceding him or her and not by the rank of the person preceding him or her. For instance, if three students are tied for number one, the next student is ranked number 4.~~

~~A student's quality point average and rank in class shall be entered on his or her record and shall be subject to the Board's policy on release of student records.~~

~~Rank in class shall be entered on students' records and on all transcripts, where they will be available for review by authorized persons or released with permission from parents/guardians and/or eligible student. —~~

**Section 4**

**Delegation of Responsibility**

The Superintendent or designee shall develop procedures for the computation of quality point averages ~~and the assignment of rank in class~~ to implement this policy ~~and~~ procedures for selection of a Distinguished graduate(s) to speak at Commencement.

22 PA Code 4.24

References:

State Board of Education Regulations – 22 PA Code Sec. 4.24

Board Policy – ~~213~~127, 216

Revision History: March 26, 2015; June 28, 1999

# Policy Guide



Policy No. 260

Section PUPILS

Title COMPETITIVE/NON-COMPETITIVE EVENTS AND TRIPS

Adopted \_\_\_\_\_

Revised \_\_\_\_\_

<p><b>Section 1</b></p>	<p style="text-align: center;"><b>POLICY NO. 260</b> <b>COMPETITIVE/NON-COMPETITIVE EVENTS AND TRIPS</b></p> <p style="text-align: center;"><b>THIS POLICY SHALL SUPERSEDE POLICIES 230 AND 231.</b></p> <p><b><u>Purpose</u></b></p> <p>The Board recognizes the value of students sharing their talents and skills through participation in performances and activities outside the academic school day and/or school community. The Board also recognizes the value of students’ participation in school sponsored events and trips, which are to enhance and enrich their school experiences.</p> <p>The Board adopts this policy to outline the guidelines and procedures for school sponsored competitive/non-competitive events and trips and to outline the District resources that shall be allocated to defray the cost for students attending these events.</p>	
<p><b>Section 2</b></p>	<p><b><u>Authority</u></b></p> <p>The Board shall approve any trips that are planned to keep students out of the District overnight or longer and/or trips that require District funds.</p> <p>Students on trips remain under the supervision and responsibility of the Board and are subject to its rules and regulations.</p> <p>The Board does not endorse, support, or assume responsibility in any way for any district staff member who takes students on trips not approved by the Board or Superintendent. No staff member may solicit district students for such trips within the</p>	

**POLICY NO. 260  
COMPETITIVE/NON-COMPETITIVE EVENTS AND  
TRIPS**

district facilities or on district grounds without Board permission.

**Section 3**

**Definitions**

For purposes of this policy, a competitive/non-competitive event or trip shall be considered **school sponsored** when:

1. It takes place during the academic school year.
2. It is sponsored by a District recognized organization and operates under the direction of the District.
3. It benefits a group (club, class, grade level, team) as opposed to individuals, and is planned through and for such group, as opposed to being formed for the purpose of taking a trip or participating in an event. Thus, the group cannot be formed for the sole purpose of making the trip or event possible.
4. Includes athletic teams sanctioned by the Pennsylvania Interscholastic Athletic Association (P.I.A.A.)
5. Does not fall under the definition of a Curricular Field Trip as outlined in Board policy 121.

A **Level 0 Event** is an event that a student, team, or group does not have to place/qualify in order to attend, the group does not compete at, or whose competition is not required in order to qualify for a Level II event. This is generally a local or regional event, but may be statewide or national. This does not include any sanctioned P.I.A.A. regular season events, but includes optional non-P.I.A.A. athletic events such as invitationals.

A **Level I Event** is an event that a student, team, or group does not have to place/qualify in order to attend, but consists of a competition whose winners may qualify to attend Level II events. This is generally a local or regional event, but may be statewide or national. This includes all sanctioned P.I.A.A. regular season events.

Pol. 121

<p><b>Section 4</b></p>	<p style="text-align: center;"><b>POLICY NO. 260</b>  <b>COMPETITIVE/NON-COMPETITIVE EVENTS AND TRIPS</b></p> <p>A <b>Level II Event</b> is an event that a student, team, or group must qualify in order to attend, usually by competing in a Level I event prior to this event.</p> <p>A <b>Level III Event</b> is an event that a student, team, or group must qualify in order to attend, by competing in a Level II event prior to this event.</p> <p>A <b>chaperone</b> is a coach, sponsor, and/or any adult eighteen (18) years of age or older with proper clearances.</p>	
	<p><b><u>Guidelines</u></b></p> <p>As voluntary participants in school events and trips, students shall be held responsible for compliance with District policies and the Student Code of Conduct. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program.</p> <p>Participation in school/athletic events is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the District.</p> <p>Trips are to be planned for weekends, holidays, calendar breaks or summer vacations where possible.</p> <p>If an event or trip requires students to miss classroom time, preferably no more than two school days, the student has sole responsibility to contact his or her teachers and complete all assignments in a timely fashion, in accordance with applicable policies and procedures. Assignments given prior to a scheduled trip will be due on the due date or the date the student comes back to school. Students shall be given a day extension per day out on assignments given during their trip.</p> <p>No student shall be compelled to participate in an event or trip that requires the student to miss class time, nor will any student be penalized in any way for failure to do so.</p> <p>No student, group of students, or district employee may receive compensation for participation in any event or trip.</p>	<p>Pol. 218</p>

**POLICY NO. 260  
COMPETITIVE/NON-COMPETITIVE EVENTS AND  
TRIPS**

Use of District Funds

The maximum District funds requested per student for the purposes of transportation, lodging, meals, and registration fees are as follows:

- Level 0 – \$0
- Level I – \$50 – For non-P.I.A.A. groups, the maximum amount allocated is to be used for registration fees only. The District shall ONLY cover transportation expenses for sanctioned regular schedule P.I.A.A. events.
- Level II – \$250 – Funds allocated shall be used in accordance with District travel expense policy.
- Level III – \$500 – Funds allocated shall be used in accordance with District travel expense policy.

For Level II and Level III events, lodging expenses will only be covered if distance is greater than one-hundred (100) miles. Food expenses will only be covered if distance is greater than fifty (50) miles.

Exceptions may be granted by the Superintendent based on event timing.

In the event that a Booster Group, Parent Organization, or fundraising pays for the student expenses at any Level (I, II, III) of event/trip, any remaining costs not covered by the Booster Group, Parent Organization or fundraising will be covered by the District at the maximum rate listed above.

Chaperones

The District requires one (1) chaperone per twelve (12) students attending an event/trip unless the destination/event requires a lower ratio or the District is not paying for the trip. The District shall pay expenses, according to District policy, for the required number of chaperones for a level II or III event only.

Pol. 827

Pol. 827



<p><b>Section 4</b></p>	<p style="text-align: center;"><b>POLICY NO. 260</b> <b>COMPETITIVE/NON-COMPETITIVE EVENTS AND TRIPS</b></p> <p>If a Level II/III event/trip is overnight and both male and female students are attending, the District shall pay the costs of both a male and female chaperone to attend.</p> <p>Expenses for any chaperones above this requirement shall not be covered by the District unless directed by IEP requirements.</p> <p><u>Administration of Medication</u></p> <p>The Board directs planning for field trips to start early in the school year and to include collaboration between administrators, teachers, nurses, parents/guardians and other designated health officials.</p> <p>Decisions regarding administration of medication during field trips and other school-sponsored programs and activities shall be based on the student’s individual needs.</p> <p>Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.</p>	<p>Pol. 103, 113</p> <p>Pol. 210, 210.1</p>
	<p><b><u>Delegation of Responsibility</u></b></p> <p>The sponsor of the trip/event will collect all necessary information regarding the costs of the event and will submit to the building principal or athletic director in the case of an athletic event. This information will be identified on the District’s approved form.</p> <p>The building principal will submit such documentation to the Superintendent or his/her designee. This documentation must be submitted by the first of the month for the event to be placed on the Board agenda for approve.</p> <p>Consideration for approval of an event or trip, by the Superintendent, may be based on: the appropriateness of the activity, educational time missed, educational benefit, substitute availability, student safety, District funds requested, or any other metric deemed important.</p>	

**POLICY NO. 260**  
**COMPETITIVE/NON-COMPETITIVE EVENTS AND**  
**TRIPS**

The Superintendent or designee shall develop procedures for the conduct of student events and trips.

References:

Board Policy – Pol. 103, 113, 121, 210, 210.1, 827

# Policy Guide



Policy No. 625

Section FINANCES

Title PROCUREMENT CARDS

Adopted NOVEMBER 20, 2014

Revised \_\_\_\_\_

	<p style="text-align: center;"><b>POLICY NO. 625 PROCUREMENT CARDS</b></p> <p><b>Section 1</b>    <u><b>Authority</b></u></p> <p>The Board approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline vendor payment. The Board directs the administration to establish safeguards to prevent misuse of such cards.</p> <p><b>Section 2</b>    <u><b>Definition</b></u></p> <p><b>Procurement card</b> – a corporate charge card designed to reduce the cost of small dollar purchases.</p> <p><b>Section 3</b>    <u><b>Delegation of Responsibility</b></u></p> <p>A list of authorized users of procurement cards shall be maintained by the Business Manager in the business office and shall include employees in designated positions.</p> <p>All use of procurement cards shall be supervised and monitored on a regular basis by the- Business Manager <del>Director of Fiscal Services</del>, who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose.</p> <p>Proper accounting measures for the use of procurement cards shall be developed, distributed, implemented, and monitored by the <del>Director of Fiscal Services</del> Business Manager.</p>	
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**POLICY NO. 625  
PROCUREMENT CARDS**

An employee authorized to use a procurement card shall maintain adequate security of the card while it is in his/her possession. Under no circumstances may the card be used by another individual.

**Section 4**

**Guidelines**

Each employee using a district procurement card shall sign a card usage agreement and receive training on applicable policies and procedures.

Procurement cards shall be used only for authorized district purchases and shall not be used for personal purchases. The District retains the authority to revoke any procurement card used for unauthorized or personal purposes.

Violations of this policy by an employee shall result in disciplinary action, in accordance with Board policy.

The established procedure for processing purchases by employees using procurement cards shall be as follows:

1. Employee receives pre-approval for purchase in accordance with purchasing guidelines.
2. Employee deals directly with the vendor.
3. Business office receives the consolidated invoice for payment.
4. Cardholder verifies receipt of purchased items, reconciles the billing statement with purchases, and attaches receipts.
5. Supervisor reviews statement and signs approval.

Purchases on his/her assigned procurement card by an individual employee shall be made at only vendors listed on Merchant Category Code (MCC) list.

Pol. 817~~317, 417,~~  
517

**POLICY NO. 625  
PROCUREMENT CARDS**

~~Procurement cards shall not be used to circumvent the required bidding process. Purchases over \$5,000.00 shall require the use of a purchase order with three (3) attached quotes, and purchases over \$19,100 shall require a formal bid in accordance with the established Board policy and procedures.~~

Procurement cards shall not be used for purchases that could be anticipated at the beginning of the school year and would circumvent the required bidding process or other District policies.

SC 751, 807.1  
Pol. 610, 611

~~SC 751, 807.1~~

**References:**

School Code – 24 P.S. Sec. -751, 807.1

Board Policy – ~~317, 417, 517~~, 610, 611, 817