

BOARD OF SCHOOL DIRECTORS

WORK SESSION
Tuesday, February 12, 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. Cesario, Ms. Crowell, Mr. Hommrich, Ms. Lindsey, Ms. Pauchnik, Mr. Raso and Ms. Shaw. Also present were Dr. William Stropkaj, Superintendent; Dr. Shannon Varley, Director of Curriculum, Instruction, Assessment and Staff Development; Mr. Joseph Kubiak, Business Manager; and Mr. Michael Brungo, Solicitor.

Mr. Brownlee, Mrs. Lydon and Mrs. Myers (Board Secretary/Recording Secretary) were absent.

Ms. Pauchnik entered the meeting at 7:28 p.m.

Public Comment

PUBLIC COMMENT – None

Proposed Preliminary Budget Presentation

Dr. Stropkaj and Mr. Kubiak presented a PowerPoint presentation in regard to the Proposed Preliminary Budget.

Board President's Report

BOARD PRESIDENT'S REPORT – Ms. Patricia Ann Shaw

The following action items will be considered at the February 19, 2019 Business/Legislative Meeting:

Board Minutes

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of January 8, 2019 and the Business/Legislative Minutes of January 15, 2019.

For Information Only

FOR INFORMATION ONLY

I. Parkway West Career and Technology Center Report *Ms. Annie Shaw*

II. SHASDA Report *Mr. Santo Raso*

- Mr. Raso reported that there was a Title IX discussion held at Upper St. Clair on January 17, 2019

III. PSBA/Legislative Report

Mrs. Theresa Lydon

IV. News from the Boroughs

Executive Session

EXECUTIVE SESSION

Executive Session was held prior to tonight's meeting to discuss collective bargaining.

Superintendent's Report

SUPERINTENDENT'S REPORT – Dr. William P. Stropkaj

The following action items will be considered at the February 19, 2019 Business/Legislative Meeting:

Chatham University

I. CHATHAM UNIVERSITY

It is recommended that the Board approve the Agreement between Chatham University and the Keystone Oaks School District in providing clinical experiences for university students.

Administrative Workshop

II. ADMINISTRATIVE WORKSHOP

It is recommended that the Board approve Thomas C. Murray, LLC to provide a full day workshop at the administrative retreat in July 2019, at a cost of \$5,500.00.

Visual Notes Session

III. VISUAL NOTES SESSION

It is recommended that the Board approve the agreement with Emily Marko, in the amount of \$497.00, to provide a visual notes session on April 8, 2019, as part of the Strategic Planning process.

First Reading Policy 217: Graduation Requirements

IV. FIRST READING POLICY 217: GRADUATION REQUIREMENTS

It is recommended that the Board approve the FIRST READING of Policy 217: *Graduation Requirements*.

First Reading Policy 217: Graduation Requirements

V. FIRST READING POLICY 233: SUSPENSION AND EXPULSION

It is recommended that the Board approve the FIRST READING of Policy 233: *Suspension and Expulsion*.

Professional Development

VI. PROFESSIONAL DEVELOPMENT

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

Mr. Kevin Gallagher	Advanced Placement Institute: Computer Science A South Fayette High School McDonald, PA 15057 June 24-27, 2019	\$975.00
Mr. John Lyon	LIGHTFAIR International Pennsylvania Convention Center Philadelphia, PA 19107 May 21-23, 2019	\$1,220.00
Mrs. Beth Smith	FBLA State Leadership Conference Hershey Lodge and Convention Center Hershey, PA 17033 April 7-10, 2019	\$908.00
Mrs. Sarah Welch	NSPRA National Seminar Omni Shoreham Hotel Washington, DC 20008 July 14-17, 2019	\$1,800.00

Education Report

EDUCATION REPORT – Mrs. Theresa Lydon

The following action items will be considered at the February 19, 2019 Business/Legislative Meeting:

Technology Training

I. TECHNOLOGY TRAINING

It is recommended that the Board approve Eric Curts to provide technology training on March 29, 2019 to K-12 staff at a cost of \$1,300.00.

For Information Only

This cost is to be paid from Title IV funds.

Personnel Report

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

The following action items will be considered at the February 19, 2019 Business/Legislative Meeting:

Appointments

I. APPOINTMENTS

Classified Employee-Custodian

2. Classified Employee – Paraprofessional

In compliance with *the Keystone Oaks Educational Support Personnel Associate/PSEA/NEA 2014-2017*, the Administration recommends the retroactive employment of the following individual:

Theresa Nones

Paraprofessional – Personal Care Assistant - Myrtle Avenue Elementary
Effective – January 28, 2019
Salary - \$12.72 per hour

Professional Employee

2. Professional Employee

It is recommended that the Board retroactively approve the status of **Carla Schaap**, from a Full-Time Speech and Language Therapist to a Part-Time Speech and Language Therapist, effective January 21, 2019.

Substitute Custodian

3. Substitute Custodian

It is recommended that the Board retroactively approve the following individuals as a Substitute Custodians:

Keith Bush

Effective: January 23, 2019
Rate: \$10.50 per hour

Walter Brunson

Effective: January 28, 2019
Rate: \$10.50 per hour

Teaching Load
Compensation

II. TEACHING LOAD COMPENSATION

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

2. Secondary Teacher Stipends for Teaching 7 out of 8 Periods

Candy Bush	\$1,000.00
Hope Harris	\$ 666.67
Mark Iampietro	\$1,000.00
Lisa Pentland	\$1,000.00
Beth Papotnik	\$1,000.00

Total: \$4,666.67

Approval of Athletic
Positions and Stipends

III. APPROVAL OF ATHLETIC POSITIONS AND STIPENDS

In compliance with the *Keystone Oaks Education Association Agreement 2017/2020*, it is recommended that the Board approve the following spring sports, coaches, and stipends for the 2018/2019 school year:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Baseball	Head Coach	Nicholas Kamberis	\$4,750.00
	Asst. Varsity	Kenneth Hustava	\$4,000.00
	JV	William Franciscus	\$3,200.00
	JV	TBD	\$2,700.00
Softball	Head Coach	Mark Kaminski	\$4,750.00
	Assistant	Kristin Kaminski	\$3,450.00
	JV/Assistant	Jenna Ross	\$3,450.00
	Middle School	Keith Buckley	\$3,000.00
	MS Assistant	Taylor Brownlee	\$2,700.00
Tennis (Boys)	Head Coach	Leslie Leopold	\$4,200.00
	Assistant	James Svidron	\$2,800.00
Track	Head Coach	Felix Yerace	\$6,300.00
	Assistant	Adam Mitchell	\$4,080.00
	Assistant	Randy McCann	\$4,080.00
	Assistant	Marco Canello	\$4,080.00
	Assistant	Jeffrey Sieg	\$4,080.00
	Middle School	Dennis Sarchet	\$3,380.00
	MS Assistant	Russell Klein	\$2,700.00
	MS Assistant	Sarah Hardner	\$2,700.00
	MS Assistant	Judi Fritz	\$2,700.00
Volunteer	Tyler Pajak	\$ 0.00	
Volleyball (Boys)	Head Coach	Lloyd Michael Mull	\$4,250.00
	Assistant	Jordan Zange	\$2,800.00
	Volunteer	Pat Morrow	\$ 0.00

For Information Only

The hiring of Taylor Brownlee 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.

- A discussion was had regarding Board Policy No. 803: *Nepotism*.

IV. PROJECT SUCCEED

It is recommended that the Board approve the following individual as a Project Succeed instructor for the fourth quarter of the 2018/2019 school year:

John McCarthy Mathematics

Project Succeed

Sabbatical Leave

V. SABBATICAL LEAVE

It is recommended that the Board approve **Sally Burgman**, Librarian, Dormont/Myrtle Elementary School, for a sabbatical leave for the first semester of the 2019/2020 school year.

Leave of Absence

VI. LEAVE OF ABSENCE

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

K.B. – Effective January 23, 2019 until April 17, 2019

P.P. – Effective February 6, 2019 until May 3, 2019

C.S. – Effective February 26, 2019 until May 23, 2019

J.S. – Effective January 30, 2019 until February 27, 2019

Finance Report

FINANCE REPORT – Ms. Raeann Lindsey

The following action items will be considered at the February 19, 2019 Business/Legislative Meeting:

Accounts Payable List Through Jan 31.

I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH JANUARY 31, 2019

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

A. General Fund as of January 31, 2019 (Check No. 58687-58890)	\$926,333.07
B. Risk Management as of January 31, 2019 (None)	\$0.00
C. Food Service Fund as of January 31, 2019 (Check No. 9146-9147)	\$258.00
D. Athletics as of January 31, 2019 (Check No. 2098-2102)	\$1,933.95
E. Capital Reserve as of January 31, 2019 (Check No. 1618)	\$4,996.90
F. Compensated Absences Fund as of January 31, 2019 (None)	\$0.00
G. OPEB Fund as of January 31, 2018 (None)	\$0.00
TOTAL	\$933,521.92

2019/2020 Preliminary Budget

II. 2019/2020 PRELIMINARY BUDGET

The Administration recommends that the Board approve the 2019/2020 Preliminary Budget.

III. EXONERATION OF TAX COLLECTORS

It is recommended that the Board approve the exoneration of the real estate tax collectors as outlined below:

**KEYSTONE OAKS SCHOOL DISTRICT – CASTLE SHANNON
RESOLUTION NO. 01-19**

THE RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF THE KEYSTONE OAKS SCHOOL DISTRICT EXONERATING THE TAX COLLECTOR OF THE **BOROUGH OF CASTLE SHANNON**, NAMELY **EILEEN O’MALLEY** FOR THE TAXABLE YEAR OF 2018 IN ACCORDANCE WITH THE TAX COLLECTOR’S REPORT DATED JANUARY 16, 2019.

WHEREAS, the Keystone Oaks School District is a corporation located at 1000 Kelton Avenue, Pittsburgh, PA 15216; and

WHEREAS, the Borough of Castle Shannon comprises one geographical area of the said Keystone Oaks School District; and

WHEREAS, *Eileen O’Malley* is the elected Tax Collector for the Borough of Castle Shannon and has collected taxes for the year of 2018 at a rate of 19.306 mills at face; and

WHEREAS, on January 16, 2019, the said elected Tax Collector of the Borough of Castle Shannon, *Eileen O’Malley*, as filed with the Board of School Directors of the Keystone Oaks School District an accounting showing all taxes collected with the exception of **\$295,490.16**, the said taxes being delinquent and subject to lien and have been transferred to the delinquent and lien tax collection, **MBM Collection Services, LLC**.

NOW THEREFORE, be it resolved by the Board of School Directors of the Keystone Oaks School District that the Board hereby exonerates *Eileen O’Malley* for taxes found to be delinquent and lien in the amount of **\$295,490.16** arising out of the collection of the 2018 tax duplicate in the amount of 19.306 mills at the face on behalf of the Keystone Oaks School District, and the said Borough of Castle Shannon Tax Collector, *Eileen O’Malley*, is therefore, exonerated from the aforementioned delinquent and liened taxes on the day and date below mentioned.

ADOPTED this 19th day of February 2019.

ATTEST: Keystone Oaks School District
BY: _____ BY: _____
William P. Stropkaj, Superintendent Patricia A. Shaw, President

APPROVE as to legal form this 19th day of February 2019.

BY: _____
Maiello, Brungo & Maiello, LLP

**KEYSTONE OAKS SCHOOL DISTRICT – DORMONT
RESOLUTION NO. 02-19**

THE RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF THE KEYSTONE OAKS SCHOOL DISTRICT EXONERATING THE TAX COLLECTOR OF THE **BOROUGH OF DORMONT**, NAMELY **HARVEY LEIBERMAN** FOR THE TAXABLE YEAR OF 2018 IN ACCORDANCE WITH THE TAX COLLECTOR’S REPORT DATED JANUARY 4, 2019.

WHEREAS, the Keystone Oaks School District is a corporation located at 1000 Kelton Avenue, Pittsburgh, PA 15216; and

WHEREAS, the Borough of Dormont comprises one geographical area of the said Keystone Oaks School District; and

WHEREAS, *Harvey Leiberman* is the elected Tax Collector for the Borough of Dormont and has collected taxes for the year of 2018 at a rate of 19.306 mills at face; and

WHEREAS, on January 4, 2019, the said elected Tax Collector of the Borough of Dormont, *Harvey Leiberman*, as filed with the Board of School Directors of the Keystone Oaks School District an accounting showing all taxes collected with the exception of **\$305,501.15**, the said taxes being delinquent and subject to lien and have been transferred to the delinquent and lien tax collection, **MBM Collection Services, LLC**.

NOW THEREFORE, be it resolved by the Board of School Directors of the Keystone Oaks School District that the Board hereby exonerates *Harvey Leiberman* for taxes found to be delinquent and lien in the amount of **\$305,501.15** arising out of the collection of the 2018 tax duplicate in the amount of 19.306 mills at the face on behalf of the Keystone Oaks School District, and the said Borough of Dormont Tax Collector, *Harvey Leiberman*, is therefore, exonerated from the aforementioned delinquent and liened taxes on the day and date below mentioned.

ADOPTED this 19th day of February 2019.

ATTEST:

Keystone Oaks School District

BY: _____
William P. Stropkaj, Superintendent

BY: _____
Patricia A. Shaw, President

APPROVE as to legal form this 19th day of February 2019.

BY: _____
Maiello, Brungo & Maiello, LLP

**KEYSTONE OAKS SCHOOL DISTRICT – GREEN TREE
RESOLUTION NO. 03-19**

THE RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF THE KEYSTONE OAKS SCHOOL DISTRICT EXONERATING THE TAX COLLECTOR OF THE **BOROUGH OF GREEN TREE**, NAMELY **BOROUGH OF GREEN TREE** FOR THE TAXABLE YEAR OF 2018 IN ACCORDANCE WITH THE TAX COLLECTOR’S REPORT DATED JANUARY 16, 2019.

WHEREAS, the Keystone Oaks School District is a corporation located at 1000 Kelton Avenue, Pittsburgh, PA 15216; and

WHEREAS, the Borough of Green Tree comprises one geographical area of the said Keystone Oaks School District; and

WHEREAS, *the Borough of Green Tree* is the elected Tax Collector for the Borough of Green Tree and has collected taxes for the year of 2018 at a rate of 19.306 mills at face; and

WHEREAS, on January 16, 2019, the said elected Tax Collector of the Borough of Green Tree, *the Borough of Green Tree*, as filed with the Board of School Directors of the Keystone Oaks School District an accounting showing all taxes collected with the exception of **\$408,867.18**, the said taxes being delinquent and subject to lien and have been transferred to the delinquent and lien tax collection, **MBM Collection Services, LLC**.

NOW THEREFORE, be it resolved by the Board of School Directors of the Keystone Oaks School District that the Board hereby exonerates *the Borough of Green Tree* for taxes found to be delinquent and lien in the amount of **\$408,867.18** arising out of the collection of the 2018 tax duplicate in the amount of 19.306 mills at the face on behalf of the Keystone Oaks School District, and the said Borough of Green Tree Collector, *the Borough of Green Tree*, is therefore, exonerated from the aforementioned delinquent and lien taxes on the day and date below mentioned.

ADOPTED this 19th day of February 2019.

ATTEST:

Keystone Oaks School District

BY: _____
William P. Stropkaj, Superintendent

BY: _____
Patricia A. Shaw, President

APPROVE as to legal form this 19th day of February 2019.

BY: _____
Maiello, Brungo & Maiello, LLP

IV. PARKWAY WEST CAREER & TECHNOLOGY CENTER BUDGET

1. The Administration recommends that the Board approve the Parkway West General Operating and Jointure Budget for the 2019/2020 school year as follows:

2019/2020

- Parkway West General Operating Budget \$ 6,691,838.00
- Parkway West Jointure Budget \$ 707,687.00

2. Keystone Oaks School District’s Estimated Share of Budget

- Parkway West General Operating Budget \$ 401,438.01
- Parkway West Jointure Budget \$ 37,553.07

For Information Only

The District’s estimated share toward the General Operating Budget reflects a decrease of \$37,719.85. The District’s estimated share toward the Jointure Budget is an increase of \$705.69.

V. PARKWAY WEST CAREER & TECHNOLOGY CENTER BUDGET

The Administration recommends that the Board approve the changes to the Parkway West Career and Technology Center Jointure Agreement, which was approved by the Parkway West Career and Technology Center jointure on Tuesday, January 8, 2019.

For Information Only

The changes in the agreement reflect the new average method for billing.

VI. RENEWAL CONTRACT FOR NATURAL GAS WITH DIRECT ENERGY

It is recommended that the Board approve the renewal contract for natural gas with Direct Energy Business Marketing, LLC, through the Allegheny Intermediate Unit #3 Consortium, effective September 1, 2019 through August 31, 2022.

For Information Only

This service is provided to Dormont Memorial Stadium, Aiken Elementary, Dormont Elementary, and Myrtle Elementary.

VII. RENEWAL CONTRACT FOR NATURAL GAS WITH DIRECT ENERGY

It is recommended that the Board approve the renewal contract for natural gas with UGI Energy Services, LLC, through the Allegheny Intermediate Unit #3 Consortium, effective September 1, 2019 through August 31, 2022.

For Information Only

This service is provided to the high school and middle school.

Transfer from Capital Reserve Fund to General Fund

VIII. TRANSFER FROM CAPITAL RESERVE FUND TO GENERAL FUND

It is recommended that the Board approve a transfer of \$119,449.77 from the Capital Reserve Fund to the General Fund, for expenditures relating the capital expenses due to the Myrtle insurance claim.

Discussion on Bond Refinancing

IX. DISCUSSION ON BOND REFINANCING

- A discussion was held in regards to a possible bond refinancing opportunity.

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF JANUARY 31, 2019

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 1/1/2019	\$ 91,588.97	\$ 79,459.35
Deposits	\$ 1,130.58	\$ 7,491.99
Subtotal	\$ 92,719.55	\$ 86,951.34
Expenditures	\$ 7,596.58	\$ 1,725.00
Cash Balance - 1/31/2019	\$ 85,122.97	\$ 85,226.34

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF JANUARY 31, 2019

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,753,423
PAYROLL (pass-thru account)	\$ 10,687
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 85,226
PLGIT	\$ 10,911,150
FNB Money Market	\$ 1,841,517
PSDLAF	\$ 158,925
INVEST PROGRAM	\$ 176,433
	<u><u>\$ 14,937,361</u></u>
CAFETERIA FUND	
FNB BANK	\$ 297,116
PLGIT	\$ 207,407
	<u><u>\$ 504,523</u></u>
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 508,530
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 781
	<u><u>\$ 509,311</u></u>
RISK MANAGEMENT / TAX REFUNDS	
FNB BANK	<u><u>\$ 500,866</u></u>
OTHER POST-EMPLOYMENT BENEFITS FUND	
FNB BANK	<u><u>\$ 1,931,668</u></u>
COMPENSATED ABSENCES FUND	
FNB BANK	<u><u>\$ 418,690</u></u>
GRAND TOTAL	<u><u>\$ 18,802,419</u></u>

Facilities Report

FACILITIES REPORT – Mr. Matthew Cesario

The following action items will be considered at the February 19, 2019 Business/Legislative Meeting:

Advertisement for Bids for VCT Floor Tile at the Middle School

I. ADVERTISEMENT FOR BIDS FOR VCT FLOOR TILE AT THE MIDDLE SCHOOL

It is recommended that the Board approve the advertisement for bids for VCT floor tile replacement at the Middle School.

- A discussion was had in regards to the bids for VCT floor tile replacement at the Middle School.

Sanding and Refinishing - High School Gym Floor

II. SANDING AND REFINISHING – HIGH SCHOOL GYM FLOOR

It is recommended that the Board approve the sanding and refinishing of the High School Gym floor by Sport Floors Inc., at a cost not to exceed \$27,866.00.

For Information Only

Sport Floors Inc. is a COSTARS vendor.

- A discussion was had in regards to the sanding and refinishing of the High School Gym floor.

Sanding and Refinishing - Middle School Gym Floor

III. SANDING AND REFINISHING – MIDDLE SCHOOL GYM FLOOR

It is recommended that the Board approve the sanding and refinishing of the Middle School Gym floor by Sport Floors Inc., at a cost not to exceed \$19,948.00.

For Information Only

Sport Floors Inc. is a COSTARS vendor.

- A discussion was had in regards to the sanding and refinishing of the Middle School Gym floor.

Activities & Athletics Report

ACTIVITIES & ATHLETICS REPORT – Ms. Kristen Pauchnik

The following action items will be considered at the February 19, 2019 Business/Legislative Meeting:

Overnight Trips

I. OVERNIGHT TRIPS

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

Golden Eagles Marching Band – Myrtle Beach, South Carolina

Wednesday – Sunday – April 10 – 14, 2019

Sponsors – **Mr. Eibeck, Ms. Fredrickson, Ms. Grondiowski, Ms. Langhorst**

Chaperones – Parent’s names to be provided closer to trip time

Approximate number of student participating – 60

Approximate cost per student: \$850.00

District funds request: \$300.00 (One (1) substitute teacher for three (3) days)

Dance Team – GLCC – Rockin’ Hall of Fame Nationals

Sandusky, OH

Kalahari Resort

Friday – Sunday – March 1-3, 2019

Sponsor – **Katie Boyle**

Chaperones - None

Approximate number of students participating – 16

Approximate cost per student – \$175.60

District funds requested - \$2,809.65

FBLA – State Leadership Conference

Hershey, PA

Hershey Lodge and Convention Center

Sunday – Wednesday – April 7-10, 2019

Sponsor – **Beth Smith**

Chaperones - None

Approximate number of students participating – 14

Approximate cost per student – \$416.00

District funds requested - \$3,500.00

Public Comment

PUBLIC COMMENT - None

Adjournment

ADJOURNMENT

On the motion of Ms. Shaw, seconded by Mr. Cesario, the meeting was adjourned at 8:31 p.m.

Motion carried 7-0

Respectfully submitted,

Joseph A. Kubiak
Interim Board Secretary

Policy Guide



Policy No. 217

Section PUPILS

Title GRADUATION REQUIREMENTS

Adopted August 21, 1989

Revised ~~MARCH 26, 2015; JUNE 26, 2014; APRIL 18, 2013; FEBRUARY 17, 2011; MARCH 18, 2010; MAY 10, 2006; MARCH 18, 2004; JUNE 28, 1999~~

POLICY NO. 217 GRADUATION REQUIREMENTS	
Section 1	<p><u>Purpose</u></p> <p>It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by the awarding of a diploma or certificate at fitting graduation ceremonies.</p>
Section 2	<p><u>Authority</u></p> <p>The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by Chapter 4 of the Pennsylvania Department of Education Regulations and the Board of School Directors of the Keystone Oaks School District.</p> <p>The Board shall identify the planned courses which are required for graduation. These written plans shall be on file in the District, the District website, and shall be made available upon request for review by the designated representatives of the Pennsylvania Department of Education.</p>

**POLICY NO. 217
GRADUATION REQUIREMENTS**

High School Graduation Requirements for the Graduation Class of 2015:

1. English	6 credits
2. Social Studies	4 credits
3. Mathematics	4 credits
4. Science	3 credits
5. Physical Education	1 credit
6. *S.T.E.A.M.	1 credit
- *S.T.E.A.M. refers to Science, Technology, Engineering, Arts, and Mathematics. The Program of Studies outlines specific courses that meet the S.T.E.A.M. designation.	
7. Electives	6.5 credits
8. Community Service (Equivalent to 120 hours of community service)	1 credit
Total	26.5 credits

**Courses fulfilling this requirement will be listed annually in the Program of Studies.*

Students must take a minimum of seven (7) credits per year.

**POLICY NO. 217
GRADUATION REQUIREMENTS**

~~High School Graduation Requirements for the Graduation Class of 2016:~~

1. English _____ 5.5 credits

2. Social Studies _____ 4 credits

3. Mathematics _____ 4 credits

4. Science _____ 3 credits

5. Physical Education _____ 1 credit

6. *S.T.E.A.M. _____ 1 credit

-

~~*S.T.E.A.M. refers to Science, Technology, Engineering, Arts, and Mathematics. The Program of Studies outlines specific courses that meet the S.T.E.A.M. designation.~~

7. Electives _____ 7 credits

8. Community Service _____ 1 credit
(Equivalent to 120 hours of community service)

Total _____ 26.5 credits

~~**Courses fulfilling this requirement will be listed annually in the Program of Studies.*~~

~~Students must take a minimum of seven (7) credits per year.~~

**POLICY NO. 217
GRADUATION REQUIREMENTS**

Students are required to take courses fulfilling the following credit requirements in order to graduate ~~High School~~ **High School Graduation Requirements for the Graduation Classes of 2017 and beyond:**

- | | |
|---|-------------|
| 1. English * | 4 credits |
| 2. Social Studies * | 4 credits |
| 3. Mathematics | 4 credits |
| 4. Science * | 4 credits |
| (Must include biology, chemistry, and physics) | |
| 5. Physical Education | 1 credit |
| 6. *S.T.E.A.M. | 1 credit |
| *S.T.E.A.M. refers to Science, Technology, Engineering, Arts, and Mathematics. The Program of Studies outlines specific courses that meet the S.T.E.A.M. designation. | |
| 7. Health Online | 0.5 credit |
| 8. Electives | 7.5 credits |
| 9. Community Service | 0.5+ credit |
| (Equivalent to 60 120 hours of community service – details are described in the Community Service Handbook) | |
| 10. Career Readiness/Job Shadowing | 0.5 credit |
| (Details are described in the Career Readiness Handbook) | |

~~Total~~ _____ ~~27 credits~~

****Courses fulfilling this requirement will be listed annually in the Program of Studies.***

Students must take a minimum of seven (7) credits per year.

~~Non-Proficient Students — Keystone Exams~~

**POLICY NO. 217
GRADUATION REQUIREMENTS**

~~Beginning with the Class of 2017, students who have not demonstrated proficiency on the Keystone Exams for Algebra I, Biology, and Literature will be required to schedule and attend supplemental instruction classes.~~

~~Non-proficient students with Individualized Education Program (IEP) may meet this requirement through attending classes determined by the IEP team.~~

~~Students will be required to remain in the resource class or class determined by the IEP team until they demonstrate proficiency on the relevant Keystone Exam.~~

~~In order to be eligible for graduation, a student must demonstrate mastery on the Algebra I, Biology and Literature Keystone Exams or local assessment aligned to the PA Academic Standards in these areas as designed or selected by the District, or through progress monitoring of a student's Individualized Education Program (IEP). Mastery shall be deemed as attaining a score of Proficient or higher on the Keystone Exams Retest, attaining passing grades on a local assessment aligned to the PA Academic Standards in these areas as designed or selected by the District, or fulfilling requirements of a graduation plan on a student's IEP.~~

~~All citations to General Curriculum Regulations, Department of Education, Chapter 4, approved by the State Board of Education, March 1, 2014, as amended.~~

~~For students in the graduation classes of 2017 and beyond, the following graduation requirements must be met:~~

- ~~1. Course completion and passing grades.~~
- ~~2. Demonstration of proficiency in each of the state academic standards not assessed by a state assessment.~~
- ~~3. Attain proficiency in Algebra I, Biology, and Literature Keystone Exams or project based assessments in this area.~~

**POLICY NO. 217
GRADUATION REQUIREMENTS**

~~The Keystone Exams will be stand-alone assessments. Students who do not demonstrate proficiency must participate in supplemental instruction until they demonstrate proficiency on the exam or complete a project-based assessment as prescribed by the Pennsylvania Department of Education.~~

Supplemental Instruction

~~Students who did not score proficient on a Keystone Exam must participate in supplemental instruction prior to re-taking the Keystone module. The supplemental instructional support will be consistent with the student's educational program. The District will continue to provide supplemental instruction either until the student demonstrates proficiency in the subject area or until the student begins participating in a project-based assessment.~~

Re-taking Keystone Exams

~~A student may re-take an exam or exam module in which he/she did not score proficient or above, so long as the student received supplemental instruction. There is no limit on the number of times a student who did not score proficient on a Keystone Exam can retake the test.~~

Alternatives to Satisfaction of Assessment Requirements

~~1. *Advanced Placement or Baccalaureate Programs*~~

~~Upon approval by the Superintendent, advanced placement or international baccalaureate exams that include academic content comparable to the appropriate Keystone Exam at a score established by the Secretary of Education to be comparable to the proficient level on the appropriate Keystone Exam. The Superintendent may permit successful completion of an advanced placement course and test to take the place of one or more of the courses required for graduation without the student being required to take the related Keystone Exam.~~

~~The Superintendent may permit successful completion of an international baccalaureate program and tests to take~~

**POLICY NO. 217
GRADUATION REQUIREMENTS**

~~the place of one or more of the courses required for graduation without the student being required to take the related Keystone Exam.~~

~~2. *Students Eligible for Special Education*~~

~~Special Education students are required to satisfactorily complete the program developed by an Individualized Education Program (IEP) team in order to graduate from the District or CVTS if applicable.~~

~~3. *Project Based Assessment*~~

~~If a student is unable to meet the assessment requirements in this section, the student may supplement a Keystone Exam score through satisfactory completion of a project-based assessment. Points earned through satisfactory performance on one or more project modules related to the Keystone Exam module or modules on which the student scored below proficient shall be added to the student's highest Keystone Exam score. A student may be eligible to complete a project based assessment as developed by the Pennsylvania Department of Education if the following minimum requirements are met:~~

- ~~a. The student has taken the Keystone related course.~~
- ~~b. Was unsuccessful in achieving a score of proficient or advanced on the Keystone Exam after at least two unsuccessful attempts at demonstrating proficiency.~~
- ~~c. Has met the District's attendance requirements for the course.~~
- ~~d. Has satisfactorily participated in a manner of supplemental instructional services.~~
- ~~e. Seniors must also meet these requirements, except that they are eligible for the project based assessment after just one unsuccessful attempt to score proficiency.~~

~~4. *Career and Technical and Vocational Education Students*~~

**POLICY NO. 217
GRADUATION REQUIREMENTS**

~~CTVS students may be eligible to meet the assessment requirements based upon satisfaction of the following:~~

- ~~a. Demonstration of proficiency in each of the State Core Academic Standards not assessed by a State assessment.~~
- ~~b. Demonstration of proficiency in those subjects required for federal accountability purposes.~~
- ~~c. Demonstrate proficiency on the required Keystone Exams or a Pennsylvania Skills Assessment (NOCTI) to meet the requirement for testing in Composition and Civics and Government.~~
- ~~d. Achievement of a score of competent or advanced on a PA State Skill Assessment (such as NOCTI, NIMS or other PDE approved exam).~~
- ~~e. CTVS students who did not demonstrate proficiency on the Biology Keystone Exam may participate in a project based assessment without having to take the Keystone Exam twice.~~

~~The above alternate requirements may be substituted for purposes of meeting graduation assessment requirements. However, CTVS students must still take and complete courses associated with the State Academic Core Standards and take the associated Keystone Exams for State accountability purposes.~~

Additional Learning Opportunities

- ~~1. Students attend approved summer schools, community service, weekend classes, college classes, work experiences and other alternative educational programs, as appropriate for specific outcomes and under procedures and policies established by the administration and School Board. Students must also demonstrate proficiency on the Algebra I, Biology, and Literature Keystone Exams and/or a project determined by the Pennsylvania Department of Education.~~
- ~~2. Upon recommendation of the Superintendent, selected~~

**POLICY NO. 217
GRADUATION REQUIREMENTS**

~~students who have completed the eleventh grade of high school may enroll in an institution of higher learning. It is the responsibility of the student to make the necessary arrangements with the institution. It is further understood that the Keystone Oaks High School diploma shall be granted to the student upon successful completion of the twelfth grade requirements completed in the first semester.~~

- ~~3. Graduation requirements shall be completed in a District approved accredited summer school, upon recommendation of the principal, if attendance is during the summer immediately following the graduation year of the student's class.~~
- ~~4. Evidence of the completion of the necessary requirements shall be an official transcript from the approved summer school attended.~~

Parental Opt-Out

~~Parents/guardians have the right to review a State Assessment to determine whether the assessment conflicts with their religious beliefs. In asserting a religious objection to the assessment, a parent/guardian must explain the objection in their written request for excuse and follow the procedures as developed by the Pennsylvania Department of Education. Students who are not taking Keystone Exams under the parental opt-out provision, must take the project-based assessment for each subject area required for graduation.~~

Waivers for 12th Grade Students

~~The Superintendent may waive the graduation requirements on a case-by-case basis for good cause in two instances:~~

- ~~1. A waiver may be granted for a senior who was not successful in completing a project-based assessment.~~
- ~~2. The Secretary of Education may grant a waiver to accommodate a student who experienced certain extenuating circumstances, which include:~~

**POLICY NO. 217
GRADUATION REQUIREMENTS**

- ~~a. Serious Illness~~
- ~~b. Death in the Immediate Family~~
- ~~c. Family Emergency~~
- ~~d. Frequent Transfers in Schools~~
- ~~e. Transfer from an Out of State School in Grade 12~~

Keystone Exams

The District will follow current guidelines for graduation requirements as they pertain to Keystone Exams or any other state testing requirements, available on the Pennsylvania Department of Education website.

Participation in Graduation Ceremonies

To be eligible to participate in the commencement exercises of his or her class, a senior must have completed all credit requirements for graduation. Those seniors who must attend summer school shall receive diplomas upon presentation of proof of successful completion of the required course or courses. Those students who must attend summer school will not be permitted to participate in graduation ceremonies. A student who participates in the Special Education Program may participate in graduation ceremonies with his/her age appropriate peers even if all IEP goals have not been met. A student may only participate in graduation ceremonies one time. A certificate of attendance will be given at this time. The student will receive a high school diploma upon completion of his/her IEP goals.

No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure, but may be denied participation in the ceremony of graduation when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.

Students with unfulfilled financial obligations will not receive their diplomas, but may be allowed to participate in the ceremony.

Student Transcripts

PSSA scores will be included on student transcripts. Beginning

**POLICY NO. 217
GRADUATION REQUIREMENTS**

with the class of 2017, the performance level for each Keystone Exam will be included.

Section 3

Delegation of Responsibility

The Superintendent shall develop procedures for implementing this policy which ~~include:~~

- a. ~~Careful~~includes careful recording of each student's progress and accumulation of graduation requirements.
- ~~b. Counseling of students to know what is expected of them for completion of their schooling.~~
- ~~c. Issuance of periodic warnings to students in danger of not fulfilling graduation requirements.~~
- ~~d. Preparation of a list of all graduation students for the information of the Board and for release to the public.~~
- ~~e. Preparation of suitable diplomas for graduating students.~~
- ~~f. Planning and execution of graduation ceremonies which fittingly mark this important achievement.~~
- ~~g. Use of appropriate and/or alternative assessment instruments to determine the degree to which a student who has not attended the School District during each of his high school years has demonstrated appropriate achievement in accordance with the District's Strategic Plan, the District's required learning outcomes, and this policy, where demonstrable personal and/or family circumstances preclude the District's receipt and/or review of the student's prior academic records.~~

**POLICY NO. 217
GRADUATION REQUIREMENTS**

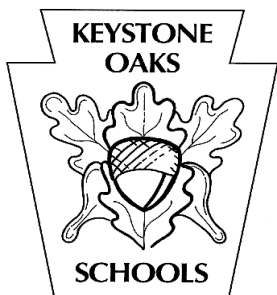
References

School Code – 24 P.S. Sec. 101 et seq., 1611, 1613, 1614

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

Revision History: March 26, 2015; June 26, 2014; April 18, 2013; February 17, 2011; March 18, 2010; May 10, 2006; March 18, 2004; June 28, 1999

Policy Guide



Policy No. 233

Section PUPILS

Title SUSPENSION AND EXPULSION

Adopted AUGUST 21, 1989

Revised NOVEMBER 21, 2013;
OCTOBER 19, 1998

POLICY NO. 233 SUSPENSION AND EXPULSION	
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this District and one that cannot be imposed without due process.</p>
Section 2	<p><u>Authority</u></p> <p>The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.</p> <p>Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.</p> <p>The Board recognizes the rules governing student conduct in school and during the time spent in travel to and from school. Such rules require that students:</p> <ol style="list-style-type: none"> 1. conform to reasonable standards of socially acceptable behavior; 2. respect the rights, person and property of others; 3. preserve the degree of order necessary to the educational program in which they are engaged; and 4.1. obey constituted authority and respond to those who hold that authority.

22 PA Code 12.6
SC 1318

SC-1317

POLICY NO. 233 SUSPENSION AND EXPULSION		
Section 3	<p><u>Guidelines</u></p> <p><u>Exclusion from School – Suspension</u></p> <p>The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.</p> <p>No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.</p> <p>When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Delay of such hearing shall not operate to delay return to school. Such hearing shall take place as soon as possible after the suspension, and the District shall offer to hold it within the first five (5) days of the suspension.</p> <p>Informal hearings under this provision shall be conducted by the building principal. The Board requires that each hearing shall be closed to the public, but should the student and/or his/her parents/guardians likely to be affected by its outcome agree, the hearing may be held publicly.</p> <p><u>Purpose of Informal Hearing</u></p> <p>The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to howshow why the student should not be suspended, and to discuss ways to avoid future offenses.</p> <p><u>Due Process Requirements for Informal Hearing</u></p> <p>1. The student and parent/guardian shall be given written notice, in their native/preferred language, of the reasons</p>	<p>SC 1318 22 PA Code 12.6</p> <p>22 PA Code 12.6</p> <p>22 PA Code 12.6, 12.8</p> <p>22 PA Code 12.8</p> <p>22 PA Code 12.8</p>

**POLICY NO. 233
SUSPENSION AND EXPULSION**

for the suspension.

2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The School District shall offer to hold the informal hearing within five (5) days of the suspension.

Exclusion from Class – In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which he/she is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh (11) day of in-school suspension. The procedure shall be the same as the procedure for informal hearings in connection with out-of-school suspensions.

The District shall provide for the student's education during the period of in-school suspension.

Students are not permitted to participate in any District extra-curricular activities or interscholastic athletics or attend district events while serving an in-school suspension.

Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the District rolls any student whose misconduct or disobedience warrants this sanction. No student

22 PA Code 12.7

SC 1318
22 PA Code 12.6,
12.8

**POLICY NO. 233
SUSPENSION AND EXPULSION**

shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing.

However, a voluntary expulsion may be entered into between the District and the student's parents/[guardian](#) whereby the parties agree to not go through a formal Board expulsion hearing and agree to the terms in a voluntary expulsion agreement. The voluntary expulsion agreement would need to be ratified by the Board as presented by the Superintendent.

Expulsion Hearings

A formal hearing shall be required in all expulsion actions [except in those circumstances where an Expulsion Hearing has been offered and the parent/guardian has chosen to resolve the situation through an Expulsion Agreement](#). The formal hearing shall observe the due process requirements of:

1. Notification of the charges in writing by certified mail to the student's parent/[guardian in their native/preferred language](#).
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/[guardian](#) requests a public hearing.
4. Representation by counsel at the parents'/[guardian's](#) expense and parent/[guardian](#) may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.

22 PA Code 12.8

**POLICY NO. 233
SUSPENSION AND EXPULSION**

7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
 - a. The need for laboratory reports from law enforcement agencies.
 - b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
 - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Adjudication

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.

2 Pa. C.S.A. Sec. 101 et seq

Attendance/School Work During Suspension and Prior to Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.

22 PA Code 12.6

Students serving an out-of-school suspension are not permitted to participate in any district extra-curricular activities,

**POLICY NO. 233
SUSPENSION AND EXPULSION**

interscholastic athletics or attend district events. Students are not permitted on district property without prior permission of the building principal while serving their suspension.

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the ~~School~~District may exclude such a student from class for up to five (5) additional – fifteen (15) total school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

22 PA Code 12.6

Attendance/School Work after Expulsion

Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.

22 PA Code 12.6

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the ~~School~~District shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

Transfer students

It is the policy of the District to give full faith and credit to the decision of another school entity to suspend or expel a student for disciplinary reasons. Therefore, the District will honor and

<p>Section 4</p>	<p style="text-align: center;">POLICY NO. 233 SUSPENSION AND EXPULSION</p> <p>continue to impose all unfinished suspensions and/or expulsions that were imposed on each and every new entrant into the district. Each new entrant, whether by transfer or relocation, will serve the remainder of that discipline prior to physical entrance into any district school. The total number of days assigned by the sending or former school will be used for calculating purposes. Days not belonging to any school district will not be used for calculating purposes.</p> <p><u>Students with Disabilities</u></p> <p>When a student with a disability faces suspension or expulsion, the District shall ensure that it complies with all applicable state and federal laws and regulations and Board policies.</p> <p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall develop procedures to implement this policy, which will include:</p> <ol style="list-style-type: none"> 1. Publication of a Discipline Code, in accordance with Board policy on student discipline. 2. Procedures that ensure due process when a student is being deprived of the right to attend school. 3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records. A summary of these records shall be provided to the Board annually. 4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be referred to by code letter or number. 5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board. 	<p>Pol. 113.2</p> <p>Pol. 218</p> <p>Pol. 216</p>
-------------------------	---	---

**POLICY NO. 233
SUSPENSION AND EXPULSION**

References:

PA School Code – 24 P.S. Sec. 1318

State Board of Education Regulations – 22 PA Code Sec. 12.6,
12.7, 12.8

Local Agency Law – 2 Pa. C.S.A. Sec. 101 et seq

Board Policy – 113.2, 216, 218

Revision History: November 21, 2013; October 19, 1998