

BOARD OF SCHOOL DIRECTORS

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

MINUTES

Call to Order	President Theresa Lydon called the meeting to order at 7:03 p.m.
Pledge	The meeting opened with the pledge to the flag.
Attendance	Those present included: Mrs. Donahue, Ms. Evans, Mr. Hill, Mr. LaPorte, Ms. Lindsey, Mrs. Lydon, Mr. Raso, Mrs. Shaw and Ms. Snyder. Also present were Dr. William P. Stropkaj, Superintendent; Mr. Joseph A. Kubiak, Director of Finance and Human Resources/Board Secretary; Mr. Michael Brungo, Solicitor and Mrs. Maureen S. Myers, Assistant Board Secretary/Recording Secretary were present.
Proposed Final Budget Presentation	Mr. Kubiak gave a PowerPoint presentation about the Proposed Final Budget for the 2022/2023 school year.
Public Comment	Public Comment Nicole Boback Dormont Re: Read letter from Jessica Dobson (Dormont) Concerns about the Middle School Christopher Caito Castle Shannon Re: Concerns about the Middle School
Board President's Report	BOARD PRESIDENT'S REPORT – Mrs. Theresa Lydon The following action items will be considered at the May 17, 2022 Business/Legislative Meeting: <u>BOARD ACTION REQUESTED</u>
Board Minutes	BOARD MINUTES It is recommended that the Board approve the Work Session Minutes of April 12, 2022 and the Business/Legislative Minutes of April 19, 2022.
Nomination for Office of Treasurer	NOMINATION FOR OFFICE OF TREASURER It is recommended that the Board accept the nominations for Office of Treasurer to serve for a one-year term beginning July 1, 2022.
For Information Only	<u>FOR INFORMATION ONLY</u>

- Parkway West Career and Technology Center Report *Mrs. Annie Shaw*
- SHASDA Report *Mr. Santo Raso*
- PSBA/Legislative Report *Mrs. Theresa Lydon*
 - Mr. Raso reported on various items in regard to PSBA from attending the Spring Advocacy Day in Harrisburg
- News from the Boroughs

Executive Session

EXECUTIVE SESSION – There will be an Executive Session held after the Work Session to discuss personnel and a confidential student matter.

Superintendent’s Report

SUPERINTENDENT REPORT – Dr. William P. Stropkaj

The following action items will be considered at the May 17, 2022 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Policy 000

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

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

Policy 002

SECOND READING POLICY 002: AUTHORITY AND POWER

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

Policy 004

SECOND READING POLICY 004: MEMBERSHIP

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

Policy 007

SECOND READING POLICY 007: POLICY MANUAL ACCESS

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

PD

PROFESSIONAL DEVELOPMENT

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

Dr. Shannon Varley Standards, Assessment, & Grading for School Leaders \$689.00

	Marzano Research Event Virtual June 16 – 17, 2022	
Suzanne Deemer	AP Environmental Science hosted by Allegheny Intermediate Unit South Fayette High School June 27 – July 1, 2022	\$2,837.50
Kevin Gallagher	AP Statistics hosted by Allegheny Intermediate Unit Virtual June 27 – July 1, 2022	\$2,837.50
Kevin Gallagher	AP Computer Science A Allegheny Intermediate Unit through Code.org July 25 – 29, 2022	\$3,037.50
Joshua Kirchner	AP Calc BC through Fordham University Virtual July 5 – 8, 2022	\$2,440.00
Joshua Kirchner	AP Calculus AB through University of Houston Virtual June 20-23, 2022	\$2,020.00
Lainey Resetar	AP Literature hosted by the Allegheny Intermediate Unit Virtual June 27 – July 1, 2022	\$2,837.50

- o A discussion was had regarding Professional Development.

Education Report

EDUCATION REPORT – Mrs. Tamara Donahue

The following action items will be considered at the May 17, 2022 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Adoption of Textbook

ADOPTION OF TEXTBOOK FOR THE 2022/2023 SCHOOL YEAR

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

<u>Textbook</u>	<u>Publisher</u>	<u>Cost</u>
<i>Entre Cultures 1</i>	Wayside Publishing	\$1,532.64 (12 copies @ \$127.72/each)

Textbooks on Display

TEXTBOOKS ON DISPLAY

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

<u>Textbook</u>	<u>Publisher</u>
<i>From Phonics to Reading, Levels K, A, B, and C</i>	Sadlier School
<i>Big Ideas Math, 6</i>	Cengage
<i>Big Ideas Math, 7</i>	Cengage
<i>Big Ideas Math, 8</i>	Cengage
<i>Big Ideas, Advanced Math 6</i>	Cengage
<i>Big Ideas, Advanced Math 7</i>	Cengage

For Information Only

Big Ideas Math and Advanced Math are the 2022 editions, replacing the 2014 edition.

Pupil Personnel Report

PUPIL PERSONNEL REPORT – Dr. William P. Stropkaj

The following action items will be considered at the May 17, 2022 Business/Legislative Meeting:

BOARD ACTION REQUESTED

SRU

SLIPPERY ROCK UNIVERSITY AFFILIATION AGREEMENT

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

DU

DUQUESNE UNIVERSITY SCHOOL OF EDUCATION AFFILIATION AGREEMENT

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

WCU

WEST CHESTER UNIVERSITY AFFILIATION AGREEMENT

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

AIU Services Agreement

ALLEGHENY INTERMEDIATE UNIT – EDUCATIONAL SERVICES AGREEMENT 2022/2023

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

For Information Only

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

AIU Special Ed Addendum

ALLEGHENY INTERMEDIATE UNIT – SPECIAL EDUCATION ADDENDUM 2022/2023

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

For Information Only

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

Title III MOU

TITLE III AIU MEMORANDUM OF UNDERSTANDING

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

Personnel Report

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

The following action items will be considered at the May 17, 2022 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Appointments

APPOINTMENTS

1. Substitute Custodian

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

<u>Name</u>	<u>Effective Date</u>
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Stanley Albright	April 28, 2022
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2. Support Position and Compensation

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

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Nicholas Kamberis	Weight Room Facilitator	\$2,033.33 (pro-rated)

ESY Staff

EXTENDED SCHOOL YEAR STAFF

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

<u>Name</u>	<u>Position</u>
Devan Pappaterra	Teacher
Matthew Richert	Teacher (Weeks 1 & 2 only)
Michelle Baierbach	Paraprofessional (Weeks 2 & 3 only)

Summer Academy

SUMMER ACADEMY PROGRAM

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

Jennifer Taylor Middle School Math Acceleration

Finance Report

FINANCE REPORT – Mrs. Theresa Lydon

The following action items will be considered at the May 17, 2022 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Proposed Final Budget

APPROVAL OF THE 2022/2023 PROPOSED FINAL BUDGET

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

For Information Only

At this time, the 2022/2023 Proposed Final Budget is estimated at expenditures of \$ _____. The expected revenues will be \$ _____ with the levying of _____ mills. The approval of the 2022/2023 Final General Budget is scheduled for June 21, 2022.

Accounts Payable

ACCOUNTS PAYABLE APPROVAL LISTS THROUGH APRIL 30, 2022

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

A. General Fund as of April 30, 2022 (Check No. 66760-66960)	\$723,673.07
B. Food Service Fund as of April 30, 2022 (Check No. 9637-9643)	\$54,889.28
C. Athletics as of April 30, 2022 (Check No. 3340-3353)	\$11,078.90
D. Capital Reserve as of April 30, 2022 (None)	\$0.00
TOTAL	\$789,641.25

**Contract – Purchase
Meals**

CONTRACT TO PURCHASE MEALS FROM SCHOOLS – HEAD START

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

Copier Lease Agreement

COPIER LEASE AGREEMENT

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

For Information Only

The monthly cost is \$5,964.81.

- A discussion was had regarding the Copier Lease Agreement.
- A discussion was had in regard to the proposed final budget.

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2021 – 2022 BUDGET to ACTUAL / PROJECTION

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

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

Revenues exceeding Expenditures	\$ (411,352)	\$ 8,210,251	\$ 8,621,603
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**Other Financing
Sources/(Uses)**

Interfund Transfers In (Out)	\$ -	\$ -	\$ -
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II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF APRIL 30, 2022

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

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF APRIL 30, 2022

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,480,608
PAYROLL (pass-thru account)	\$ 5,529
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 12,139
PLGIT	\$ 9,292,068
FNB MONEY MARKET	\$ 834,109
PSDLAF	\$ 162,321
INVEST PROGRAM	\$ 181,754
OTHER POST-EMPLOYMENT BENEFITS	\$ 1,989,958
COMPENSATED ABSENCES	\$ 431,279
	<u>\$ 14,389,765</u>
 CAFETERIA FUND	
FNB BANK	\$ 111,870
PLGIT	\$ 852,029
	<u>\$ 963,899</u>
 CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 41,377
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 801
	<u>\$ 42,178</u>
 GRAND TOTAL	 <u>\$ 15,395,842</u>

**Activities & Athletics
Report**

ACTIVITIES & ATHLETICS REPORT – Mr. Thomas LaPorte

The following action items will be considered at the May 17, 2022 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Interscholastic Athletics

APPROVAL OF INTERSCHOLASTIC ATHLETICS THE 2022/2023 SCHOOL YEAR

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

Fall

Winter

Spring

Boys Soccer (MS)
Boys Soccer (HS)
Cheerleading (MS)
Cheerleading (HS)
Cross Country (MS)
Cross Country (HS)
Dance Team
Girls Soccer (MS)
Girls Soccer (HS)
Girls Tennis (HS)
Girls Volleyball (HS)
Golf (HS)
Football (MS)
Football (HS)
Swimming (MS)

Boys Basketball (MS)
Boys Basketball (HS)
Girls Basketball (MS)
Girls Basketball (MS)
Girls Basketball (HS)
Girls Volleyball (MS)
Swimming & Diving (HS)
Wrestling (MS)
Wrestling (HS)

Baseball (HS)
Boys Tennis (HS)
Boys Volleyball (HS)
Softball (MS)
Softball (HS)
Track & Field (MS)
Track & Field (HS)

Competitive Event

COMPETITIVE EVENT

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

FBLA – National Leadership Conference (Level III)

Chicago, Illinois

June 27 – July 3, 2022

Number of Students – 2

Activity Sponsor – Joshua Kirchner

District Funds Requested for Students - \$1,000.00

District Funds Requested for Sponsor - \$2,530.20

Total Maximum District Funds Requested - \$3,530.20

**Buildings, Grounds &
Transportation Report**

BUILDINGS, GROUNDS & TRANSPORTATION REPORT – Mr. Thomas LaPorte

The following action items will be considered at the May 17, 2022 Business/Legislative Meeting:

BOARD ACTION REQUESTED

**Specialized
Transportation**

SPECIALIZED TRANSPORTATION

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

For Information Only

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

- There will be a Finance Committee Meeting on Wednesday, May 25 at 6:00 p.m.

Adjournment

ADJOURNMENT

On the motion of Mrs. Shaw, seconded by Mr. LaPorte, the meeting was adjourned at 7:51 p.m.

Motion passed 9-0

Respectfully submitted,

Joseph A. Kubiak
Board Secretary

Maureen S. Myers
Assistant Board Secretary

KEYSTONE OAKS SCHOOL DISTRICT

Policy

Guide



Policy No. 000

Section LOCAL BOARD PROCEDURES

Title BOARD POLICY/
PROCEDURE/
ADMINISTRATIVE
REGULATIONS

Adopted APRIL 24, 2014

Last Revised _____

	<p style="text-align: center;">POLICY NO. 000 BOARD POLICY / PROCEDURE/ ADMINISTRATIVE REGULATIONS</p> <p>Section 1 <u>Authority</u></p> <p>The policies and procedures adopted by the Board establish the general parameters within which the daily operations of the school district are to be governed. Administrative regulations for carrying out and implementing Board policies are developed and implemented by the administration, under the direction of the Superintendent. As applicable, all members of the school community are expected to comply with both Board policy and administrative regulations, subject to stated limitations and exceptions. However, failure of the Board or the administration to comply with policy or procedure shall not invalidate any lawful action taken.</p> <p>The Board of School Directors of the Keystone Oaks School District, in accordance with applicable state and federal laws and regulations, establishes policies and procedures for the governance of the Board and for the safe and orderly operation of the School District.</p> <p>Section 21 <u>Contents</u><u>Purpose of Policy / Local Board Procedure</u></p> <p>The policies of the Board shall consist of the policies and procedures adopted by the Board and contained in the Policy Manual, and such other separate documents approved by the Board that are expressly incorporated by reference in particular</p>	<p>SC 407, 510</p>
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**POLICY NO. 000
BOARD POLICY / PROCEDURE/
ADMINISTRATIVE REGULATIONS**

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

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

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

Section 2

Contents of Policy Manual

~~a. Local Board Procedures~~

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

~~b. Policies~~

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

Section 3

Limitations

All Board policies and administrative regulations shall be interpreted and administered in a lawful manner. The Board shall make the final interpretation of its policies, and the administration shall make the final interpretation of its regulations.

**POLICY NO. 000
BOARD POLICY / PROCEDURE/
ADMINISTRATIVE REGULATIONS**

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

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

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

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

Section 4

Rules of Construction ~~Administrative Regulations~~

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

1. That neither the Board nor the administration intends a result that is absurd, impossible of execution, or unreasonable.

**POLICY NO. 000
BOARD POLICY / PROCEDURE/
ADMINISTRATIVE REGULATIONS**

2. That neither the Board nor the administration intends to violate federal or state Constitutions or any other applicable law.

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

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

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

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

Previously Revised:

References:

School Code – 24 P.S. Sec. 407, 510

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 002

Section LOCAL BOARD PROCEDURES

Title AUTHORITY AND POWERS

Adopted AUGUST 21, 1989

Last Revised ~~FEBRUARY 16, 1998~~
APRIL 24, 2014

POLICY NO. 002 AUTHORITY AND POWERS		
Section 1	<p><u>Authority</u></p> <p>The authority to establish, equip, furnish, operate, and maintain the public schools of the School District of Keystone Oaks School District is vested in the Board of School Directors, which is a body corporate and which is constituted and governed by Title 24, the "Public School Code of 1949," of the Pennsylvania Statutes, the Public School Code of 1949 as amended, and Article III of the Pennsylvania Constitution and applicable federal and state laws and regulations.</p>	PA Const. Art. III Sec. 14 SC 211, 301, 501, 502, 503, 507, 510
Section 2	<p><u>Powers</u></p> <p>The Board shall establish such schools as are required for the education of every student residing in the School District of Keystone Oaks School District between the ages of six (6) and twenty-one (21) years (by Sept 1 of the applicable academic year) who may attend such schools; It shall equip, furnish, operate, and maintain thesuch schools; It shall adopt and enforce rules and regulation for the management of school affairs and the conduct and deportment of employees and students; It and shall levy and collect such taxes as may be necessary, in addition to the annual sState appropriation, for the exercise of aforesaid powers.</p> <p>The Board, in accordance with it's statutory mandate, shall adopt Board procedures for its own operation, and policies for the guidance of the Superintendent in the operation of the school district. Board procedures and policies shall be</p>	SC 211, 406 , 407, 501, 502, 503, 507, 510, 511, 801, 803, 1301, 1302 , 1411
		SC 407 Pol. 000

**POLICY NO. 002
AUTHORITY AND POWERS**

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

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

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

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

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

References:

Pennsylvania Constitution – PA Const. Art. III Sec. 14

School Code – 24 P.S. Sec 211, 301, ~~406, 426, 427,~~ 407, 501, 502, 503, 507, 510, 511, 801, 803, ~~1301, 1302,~~ 1411

Board Policy – Pol. 000, 100, 102

~~State Board of Education Regulations – 22 PA Code Sec. 4.13~~

Title 22
Sec. 4.13
SC 301
Pol. 100, 102

SC 301, ~~426, 427,~~
508

Policy Guide



Policy No. 004

Section LOCAL BOARD PROCEDURES

Title MEMBERSHIP

Adopted AUGUST 21, 1989

Last Revised ~~OCTOBER 10, 2006;~~
~~FEBRUARY 16, 1998;~~
~~APRIL 24, 2014~~

POLICY NO. 004 MEMBERSHIP		
Section 1	<u>Number</u> The Board of School Directors shall consist of nine (9) members. The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.	SC 303 SC 1081
Section 2	<u>Qualifications</u> Each school director member of the Board shall meet the following qualifications: 1. Be of good moral character, be at least eighteen (18) years of age, shall have been a resident of the District for at least one (1) year prior to the date of election or appointment, and shall not be a holder of any office or position as specified in Section 322 of the S chool C ode; nor shall be a member of the municipal council. 2. Shall not have been removed from any office of trust under federal, state, or local laws for any malfeasance in such office. 3. Except as provided by law, each member S hall not be engaged in a business transaction	SC 322 SC 323 SC 324 <u>65 Pa. C.S.A. 1101</u>

POLICY NO. 004 MEMBERSHIP		
	<p>with the sSchool district, be employed by the sSchool dDistrict, or receive pay for services from the School District, except as provided by law.</p>	et seq
	<p>4. Shall, before entering the duties of the office, take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.</p>	SC 321
	<p>5. Shall file a statement of financial interests with the Board Secretary State Ethics Commission or designee before taking the oath of office or entering upon his/her duties and annually by May 1. at the following times:</p> <ul style="list-style-type: none"> a. Before taking the oath of office or entering upon duties. b. Annually by May 1 while serving on the Board. c. By May 1 of the year after leaving the Board. <p>5.</p>	65 Pa. C.S.A. Sec. 1102, 1104, 1105 Title-51 PA Code See: 15.2, 15.3
Section 3	<p><u>Election</u></p> <p>Election of members of the Board of School Directors shall be in accordance with law.</p> <p>The Board shall include three (3) members from each of the three communities comprising the District; namely, the Boroughs of Castle Shannon, Dormont, and Green Tree. In November of each odd-numbered year, each community will elect one or more members from its citizenry to serve for a four (4) year term.</p>	SC 301 et seq. SC 303
Section 4	<p><u>Vacancies</u></p> <p>A vacancy shall occur by reason of death, resignation, removal from a district or region, or otherwise. Such vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board</p>	SC 315, 316, 317, 318, 319 65 Pa. C.S.A. See: 701 et seq.

	<p style="text-align: center;">POLICY NO. 004 MEMBERSHIP</p> <p>within thirty (30) days of the occurrence of the vacancy.</p> <p>If a vacancy occurs during the last two (2) years of the former school director’s term, the individual appointed to fill that vacancy shall serve for the remainder of the term. If a vacancy occurs during the first two (2) years of the term, the new appointee shall serve only until the first Monday in December following the first municipal election that is scheduled for more than sixty (60) days after the vacancy occurred.</p> <p>The Board member so appointed shall serve until the first Monday in December after the first municipal election occurring more than sixty (60) days following his/her appointment. When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Allegheny County.</p> <p>The Board recognizes that community involvement is crucial to fill the vacancy with the most qualified candidate. The Board will advertise the vacancy through multiple medias to the community as well as advertise the process the Board will follow to fill that vacancy. Vacancies may only be filled by a resident of the borough where that vacancy occurred.</p> <p><i>Temporary Vacancy – Active Military Service</i></p> <p>A temporary vacancy shall be declared when a school director is ordered to active duty in the military forces of the United States for a period of more than thirty (30) days. The temporary vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the temporary vacancy. The school director so appointed shall serve either until the school director returns from active duty or until expiration of the term for which s/he was elected, whichever occurs first.</p>	<p>SC 315</p> <p>SC 316, 317</p> <p>SC 315, 407 65 Pa. C.S.A. 701 et seq</p>
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POLICY NO. 004 MEMBERSHIP		
Section 5	<p><u>Term</u></p> <p>In election years, the term of office for all newly elected and re-elected school directors shall begin on the first Monday in December. The term of office of each sSchool dDirector shall be four (4) years, and shall expiringe on the first Monday of December of the fourth year of service.</p> <p>The term of office each School Director for an individual appointed or elected to fill a Board vacancy shall be determined by the number of years remaining on the term the school director was appointed or elected to fill, as stated above under Vacancies. expire on the first Monday of December after the municipal election occurring more than sixty (60) days after the appointment. The term of each School Director elected to an unexpired term shall expire at the termination of that term.</p>	<p>SC 303, 315</p> <p>SC 315</p>
Section 6	<p><u>Removal</u></p> <p>Whenever a School Director is no longer shall cease to be a resident of the borough they he/she wereas elected to represent, their his/her eligibility to serve on the Board shall cease forthwith.</p> <p>The removal of a School Director who resigns shall become effective upon the presentation of the resignation to the Board President and upon such date specified therein.</p> <p>If a A s School dDirector shall who neglects or refuses to attend two (2) successive rRegular meetings of the Board, unless detained by sickness or prevented by necessary absence from the District, or if in attendance at any meeting they neglects or refused to act in an official capacity as a sSchool dDirector, the remaining members of the Board may declare such office vacant; may be removed from office on the affirmative vote of a majority of the remaining members of the Board.</p> <p>If a person elected or appointed as a sSchool dDirector,</p>	<p>SC 315 65 P.S. 91</p> <p>SC 319 Pol. 006</p> <p>SC 319</p>

	<p align="center">POLICY NO. 004</p> <p align="center">MEMBERSHIP</p>	
<p>Section 7</p>	<p>having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of <u>the school director'shis/her</u> term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.</p> <p><u>Orientation</u></p> <p>The Board believes that the preparation of each school director for the performance of duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new school director to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies.</p> <p>Each new school director shall be invited to meet with the Board President and/or Superintendent to discuss Board functions, procedures and policy.</p>	<p>Pol. 006</p>
<p>Section 87</p>	<p><u>Expenses</u></p> <p>Funds for school director education and training may be budgeted on an annual basis.</p> <p>Each school director shall receive Board approval prior to attending a conference, workshop or convention at Board expense.</p> <p>When attendance has been authorized by the Board, school directors, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for actual and necessary expenses incurred as delegates to any state convention or association of school directors' convention held within the state, or for attendance at any other meeting held within the state or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting. Expenses shall be reimbursed by the Treasurer in the usual manner, upon presentation of an itemized, verified statement.</p>	<p>SC 321</p> <p>SC 516.1</p>

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

SC 516.1

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

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

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

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

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

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Section 98

Inservice Educational Self-Development Opportunities and Required Training Programs

**POLICY NO. 004
MEMBERSHIP**

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

Inservice Education –

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

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

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

1. Participation in School Board conferences, workshops and conventions.
 - a. The Board shall identify annually the issues, objectives, and cost benefits that can be ascribed to participation by school directors in conferences, workshops and conventions. ~~An orientation program shall be conducted for each new Board member~~
 - b. ~~The District shall subscribe to publications addressed to the concerns of Board~~

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~~members~~

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

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

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

2. District-sponsored inservice education and training programs designed to meet Board needs.
3. Subscriptions to publications addressing school directors' concerns.
4. Maintenance of current resources and reference materials accessible to school directors.

Required Training Program: Newly Elected or Appointed School Directors -

Each newly elected or appointed school director shall complete a training program consisting of at least five (5) hours of instruction, including, at a minimum,

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information regarding:

1. Instruction and academic programs, to include, but not be limited to, a minimum of one (1) hour of instruction on best practices related to trauma-informed approaches.
2. Personnel.
3. Fiscal management.
4. Operations.
5. Governance.
6. Ethics and open meetings, to include accountability requirements.

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

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

1. Information on relevant changes to federal and state public school law and regulations.
2. Fiscal management.
3. Trauma-informed approaches.
4. Other information deemed appropriate by the PA Department of Education to enable school directors to serve effectively.

~~The Budget will include funds to finance participation of Board members in the activities described above. In making expenditure from this budget category, School Directors shall exercise discretion in choosing among the available options for travel, lodging and meals and~~

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~~shall provide a written or oral conference report at the next regular meeting of the Board. The Board as a whole, following the procedure outlined in the School Code, shall approve or disapprove the participation of members planned activities. The public shall be kept informed through reports at Board meetings about the Board's continuing self-development program and the expected short and long range benefits to the School District.~~

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

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

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

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

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

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

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~~Board expense.~~

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

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

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

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

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

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

~~l. Reimbursement shall not include or be construed to include compensation to individual Board members.~~

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~~m. Board members who attend such meetings are encouraged to report to the total Board at the next meeting following their return.~~

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

References:

School Code – 24 P.S. Sec. 301, 303, 315, 316, 317,
318, 319, 321, 322, 323, 324, 328, 407, 516, 516.1,
519, 1081, ~~1102, 1104, 1105~~

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.

Public Officials and Employee Ethics Act – 65 Pa.
C.S.A Sec 1101 et seq., 1102, 1104, 1105

State Ethics Commission Regulations – 51 PA Code
Sec. 15.2, 15.3

Title 65 P.S. Public Officers – 65 P.S. Sec. 91

Board Policy – 006, 011, 901

Policy No. 007

Section LOCAL BOARD PROCEDURES

Policy Guide



Title POLICY MANUAL ACCESS DISTRIBUTION

Adopted AUGUST 21, 1989

Last Revised APRIL 19, 1995
APRIL 24, 2014

POLICY NO. 007— DISTRIBUTION		
Section 1	<p><u>Authority</u></p> <p>The Board adopts the procedures and policies contained in the Policy Manual as a governance tool for the Board and as a resource for district administrators and employees, students, parents/guardians, residents and community members.</p> <p>The Board Policy Manual shall be published and maintained on the district’s publicly accessible website.</p> <p>The Board Policy Manual shall be considered a public record. A copy of the Policy Manual shall be available in the administration office during regular office hours.</p>	<p>SC 407, 510 Pol. 003</p> <p>65 P.S. 67.701 Pol. 801</p>
Section 2	<p><u>Delegation of Responsibility Guidelines</u></p> <p>The Board Policy Manual shall be published and maintained on the district’s website.</p> <p>The Board Policy Manual shall be considered a public record and shall be available for inspection in the District Business Office during regular office hours.</p> <p>The Superintendent or designee shall maintain an orderly plan for the promulgation of policies are provided to students, parents/guardians and staff who are affected by them and shall provide easy accessibility to an up-to-date Policy manual. as required by law and Board</p>	<p>65 P.S. Sec. 67.701</p>

**POLICY NO. 007—
DISTRIBUTION**

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

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

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

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

References:

School Code – 24 P.S. Sec. 407, 510

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

Board Policy – 003, 801

Pol. 003