

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE SESSION

Tuesday, August 20, 2019

7:00 PM

MINUTES

Call to Order

President Patricia Ann Shaw called the meeting to order at 7:02 p.m.

Pledge

The meeting opened with the pledge to the flag.

Attendance

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

Mr. Cesario, Ms. Crowell, Mr. Raso and Ms. Pauchnik were absent.

Public Comment

PUBLIC COMMENT

Kevin Gallagher Re: Beginning in September 2019, KOEA is available on a
KOEA President regular basis to begin negotiations.

Executive Session

On the motion of Ms. Shaw, seconded by Ms. Lindsey, the Board adjourned to Executive Session at 7:04 p.m.

Motion carried 5-0

Call to Order

President Patricia Ann Shaw called the meeting to order at 7:37 p.m.

Board President's Report

BOARD PRESIDENT'S REPORT – Ms. Patricia Ann Shaw

Board Minutes

BOARD MINUTES

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, the Board approved the Work Session Minutes of June 11, 2019 and the Business/Legislative Minutes of June 18, 2019.

Motion carried 5-0

Superintendent Goals

SUPERINTENDENT GOALS

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, the Board approved the following goals for William P. Stropkaj, Ed.D., Superintendent as per the Superintendent's Contract 2017/2022:

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

Motion carried 5-0

For Information Only

FOR INFORMATION ONLY

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

Executive Session

EXECUTIVE SESSION

Executive Session was held to discuss personnel matters.

Superintendent's Report

SUPERINTENDENT'S REPORT – Dr. William P. Stropkaj

Acting HS Principal

ACTING HIGH SCHOOL PRINCIPAL

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, the Board appointed Mr. Michael Linnert as Acting High School Principal effective August 19, 2019.

Motion carried 5-0

Board Secretary

BOARD SECRETARY

On the motion of Mrs. Lydon, seconded by Mr. LaPorte, the Board appointed **Mr. Joseph Kubiak**, Business Manager as Board Secretary effective August 1, 2019.

Motion carried 5-0

**Assistant Board Secretary/
Recording Secretary**

ASSISTANT BOARD SECRETARY/RECORDING SECRETARY

On the motion of Mrs. Lydon, seconded by Mr. LaPorte, the Board appointed **Mrs. Maureen Myers**, Confidential Administrative Assistant to the Superintendent as Assistant Board Secretary/Recording Secretary effective August 1, 2019.

Motion carried 5-0

Policy 121

SECOND READING POLICY 121: FIELD TRIPS

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, the Board approved the SECOND READING of Policy 121: *Field Trips*.

Motion carried 5-0

Policy 127

SECOND READING POLICY 127: ASSESSMENT SYSTEM

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, the Board approved the SECOND READING of Policy 127: *Assessment System*.

Motion carried 5-0

Policy 214

SECOND READING POLICY 214: CLASS RANK

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, the Board approved the SECOND READING of Policy 214: *Class Rank*.

Motion carried 5-0

Policy 260

SECOND READING POLICY 260: STUDENT EVENTS AND TRIPS

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, the Board approved the SECOND READING of Policy 260: *Student Events and Trips*.

Motion carried 5-0

Policy 625

SECOND READING POLICY 625: PROCUREMENT CARDS

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, the Board approved the SECOND READING of Policy 625: *Procurement Cards*.

Motion carried 5-0

Policy 140

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

On the motion of Mrs. Lydon, seconded by Mr. LaPorte, the Board approved the FIRST READING of Policy 140: *Language Instruction Educational Program for English Learners*.

Motion carried 5-0

Removal of Policy

REMOVAL OF POLICY

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, the Board abolished Policy 211: *Student Accident Insurance*.

Motion carried 5-0

2019/2020 Codes of Conduct

2019/2020 CODES OF CONDUCT FOR STUDENTS

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

For Information Only

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

Motion carried 5-0

Professional Development

PROFESSIONAL DEVELOPMENT

On the motion of Mrs. Lydon, seconded by Mr. LaPorte, the Board approved the following conference requests:

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

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

Motion carried 5-0

Education Report

EDUCATION REPORT – Mrs. Theresa Lydon

Carlow University

CARLOW UNIVERSITY AGREEMENT

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, the Board approved the agreement between Carlow University and the Keystone Oaks School District for placement of student teachers and field experience students.

Motion carried 5-0

Robert Morris University

ROBERT MORRIS UNIVERSITY AGREEMENT

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, the Board approved the agreement between Robert Morris University and the Keystone Oaks School District for placement of Internship/Practicum, Pre-Clinical and Student Teaching students.

Motion carried 5-0

Step by Step

STEP BY STEP LEARNING AGREEMENT

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, the Board approved the agreement with Step by Step Learning to provide non-public Title I services (instructional and parent involvement) for St. Ann and St. Gabriel Schools in the amount of \$25,860 (\$68.00 per hour for 380 hours), to be paid from non-public share of Title I allocation.

Motion carried 5-0

Communications Report

COMMUNICATIONS REPORT – Ms. Neely Crowell

Marketvolt LLC

MARKETVOLT LLC

On the motion of Ms. Lindsey, seconded by Mr. LaPorte, the Board approved the agreement between MarketVolt LLC and the Keystone Oaks School District at a cost not to exceed \$900.00 for the 2019/2020 school year.

For Information Only

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

Motion carried 5-0

Pupil Personnel Report

PUPIL PERSONNEL REPORT – Dr. William P. Stropkaj

Peer Jury

PEER JURY SCHOOL-BASED DIVERSION PROGRAM

On the motion of Mr. LaPorte, seconded by Mrs. Lydon, the Board approved the Peer Jury School-Based Diversion Program to continue at the Keystone Oaks Middle

School and the Keystone Oaks High School (under the direction of Officer John Bruner) for the 2019/2020 school year.

Motion carried 5-0

UPMC Project Search

UPMC PROJECT SEARCH

On the motion of Mr. LaPorte, seconded by Mrs. Lydon, the Board approved the agreement between Goodwill of Southwestern Pennsylvania, UPMC Project SEARCH, for the 2019/2020 school year at a cost not to exceed \$16,335.00.

Motion carried 5-0

**Service Agreement
Watson Institute**

SERVICE AGREEMENT WITH THE WATSON INSTITUTE

On the motion of Mr. LaPorte, seconded by Mrs. Lydon, the Board approved the *Service Agreement with The Watson Institute* (TWI) for consultation for autistic support at the elementary and the secondary levels and for community based instruction on an as needed basis for the 2019/2020 school year.

For Information Only:

The fee for consultation services will be:

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

The fee for community based instruction will be:

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

Motion carried 5-0

Adelphoi

ADELPHOI EDUCATION INC. AGREEMENT

On the motion of Mr. LaPorte, seconded by Mrs. Lydon, the Board approved the Agreement between Adelphoi Education, Inc. and the Keystone Oaks School District to provide educational services of behalf of the District.

Motion carried 5-0

**Provider-Interim
Healthcare**

PROVIDER-INTERIM HEALTHCARE OF PITTSBURGH

On the motion of Mr. LaPorte, seconded by Mrs. Lydon, the Board approved the Business Associate Agreement between Provider-Interim Healthcare of Pittsburgh and the Keystone Oaks School District.

For Information Only

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

Motion carried 5-0

Learn Well Services

EI UA, LLC dba LEARN WELL SERVICES

On the motion of Mr. LaPorte, seconded by Mrs. Lydon, the Board approved the Agreement between EI UA, LLC dba Learn Well Services and the Keystone Oaks School District for the 2019/2020 school year.

For Information Only

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

Motion carried 5-0

Aveanna Healthcare

AVEANNA HEALTHCARE

On the motion of Mr. LaPorte, seconded by Mrs. Lydon, the Board approved the Agreement between AVEANNA Healthcare and the Keystone Oaks School District for the 2019/2020 school year.

For Information Only

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

Motion carried 5-0

WISCA Agreement

THE WATSTON INSTITUTE SOCIAL CENTER FOR ACADEMIC ACHIEVEMENT (WISCA)

On the motion of Mr. LaPorte, seconded by Mrs. Lydon, the Board approved the Agreement between Watson Institute Social Center for Academic Achievement (WISCA) and the Keystone Oaks School District for the 2019/2020 school year.

For Information Only:

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

Motion carried 5-0

Watson Institute

WATSON INSTITUTE – THE EDUCATION CENTER – SOUTH

On the motion of Mr. LaPorte, seconded by Mrs. Lydon, the Board approved the Agreement between Watson Institute – Education Center South and the Keystone Oaks School District for the 2019/2020 school year.

Motion carried 5-0

Bradley Center

THE BRADLEY CENTER

On the motion of Mr. LaPorte, seconded by Mrs. Lydon, the Board approved the Agreement for Education Services between The Bradley Center and the Keystone Oaks School District for the 2019/2020 school year.

For Information Only

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

Motion carried 5-0

School Dental Services

SCHOOL DENTAL SERVICES – DR. GEORGE ROYER

On the motion of Mr. LaPorte, seconded by Mrs. Lydon, the Board approved the Agreement for School Dentist Services with George Royer, D.M.D., for the 2019/2020 school year at a cost of \$15.00 per dental exam plus a one time fee of \$600.00 at the beginning of the school year for the necessary cleaning and maintenance of the supplies.

Motion carried 5-0

Personnel Report

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

Resignations

RESIGNATIONS

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, the Board accepted the following resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Janet Domalik	Paraprofessional	August 16, 2019

Lisa Pentland	Teacher – Special Education	August 21, 2019
Kelly McGuire	Teacher – Dormont 1 st Grade	July 12, 2019
Alyssa Sabo	Food Service Worker – High School	July 7, 2019
Ellie Tecza	Teacher - Special Education	July 23, 2019

Motion carried 5-0

Appointments

APPOINTMENTS

Professional Employee

1. Professional Employee

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

Adam Brown

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

Mykkia Daufen

Learning Support Teacher - Myrtle
 Salary - \$44,250.00 (B, Step 1)
 Effective – August 26, 2019

Rachael Ragen

STEAM Teacher - Dormont/Myrtle
 Salary - \$45,000.00 (M, Step 1)
 Effective – August 26, 2019

Motion carried 5-0

Long Term Substitute

2. Long Term Substitutes

On the motion of Mrs. Lydon, seconded by Mr. LaPorte, in compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, the Board approved the following individuals as Long Term Substitutes:

Maria Marmion

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

Paige Passatore

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

Allison Reckless

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

Motion carried 5-0

**Approval of Athletic
Positions and Stipends**

3. Approval of Athletic Positions and Stipends

On the motion of Mrs. Lydon, seconded by Mr. LaPorte, in compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, the Board approved the following individuals for the 2018/2019 school year:

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

Motion carried 5-0

Curriculum Leaders

4. Curriculum Leaders 2019/2020

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

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

Motion carried 5-0

5. Department Liaisons 2019/2020

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

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

Motion carried 5-0

6. Food Service Personnel

On the motion of Mrs. Lydon, seconded by Mr. LaPorte, the Board approved the following individuals as Food Service employees for the 2019/2020 school year:

<u>Name</u>	<u>Hourly Wage</u>
Annie Amoroso	\$12.59
Christine Anderson	\$10.14
Ryan Briggs	\$20.24
Trista Boyes	\$17.66
Tracee Burrell	\$10.09
Mary Jean Bush	\$10.00
Tina Conn	\$11.87
Donna DiPofi	\$ 9.62
Fran Edwards	\$13.05
Lyssa Glaze	\$10.15
Jamie Goulding Barth	\$ 9.53
Pat Joseph	\$10.34
Sandy Kaminski	\$14.63
Melanie Kessler	\$ 9.53
Jenn Lashley	\$18.48
Barbara Maide	\$ 9.84
Andria Reynolds	\$10.00
Barb Routh	\$10.15
Lori Santelli	\$ 9.50
Tracey Slagle	\$14.05

Kim Srubinger	\$11.41
Sarah Venditti	\$ 9.50

Motion carried 5-0

Project Succeed

7. Project Succeed

On the motion of Mrs. Lydon, seconded by Mr. LaPorte, the Board approved the following individuals as Project Succeed instructors for the 2019/2020 school year:

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

Motion carried 5-0

Cyber School Program

8. Cyber School Program

On the motion of Mrs. Lydon, seconded by Mr. LaPorte, in compliance with the *Keystone Oaks Education Association Agreement 2017-2020*, the Board approved the following individuals as Cyber School teachers for the 2019/2020 school year:

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

Motion carried 5-0

Specialized & Support Sponsors & Stipends

9. Approval of Specialized and Support Positions Sponsor and Stipends – 2019/2020 School Year

On the motion of Mrs. Lydon, seconded by Mr. LaPorte, in compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, the Board approved the following Specialized and Support Position Sponsors and Stipends for the 2019/2020 school year:

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

Motion carried 5-0

Teaching Load Compensation

TEACHING LOAD COMPENSATION – SECOND SEMESTER

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, in compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, the Board approved the following individuals be compensated for the second semester of the 2018/2019 school year:

Secondary Teacher Stipends for Teaching 7 out of 8 Periods

John McCarthy \$1,000

Motion carried 5-0

Tenure

TENURE

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

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

Motion carried 5-0

Leave of Absence

LEAVE OF ABSENCE

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, the Board approved the following individual for Family and Medical Leave:

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

Motion carried 5-0

**Personal Leave of
Absence**

PERSONAL LEAVE OF ABSENCE

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, in compliance with the *Keystone Oaks Educational Support Personnel Association/PSA/NEA 2018-2022*, that the Board approved H.P. for a leave of absence for personal or health reasons for the 2019/2020 school year.

Motion carried 5-0

Mental Health Therapists

MENTAL HEALTH THERAPISTS

The following motion was made off the floor:

On the motion of Mrs. Lydon, seconded by Ms. Lindsey:

It is recommended that the Board approve further services be provided by Sarah Hazlett and Danielle King as Mental Health Therapists effective August 21, 2019, in accordance with the Memorandum of Understanding (MOU) proposed by the District to the KOEA, with the exception that the hourly rate be \$25.00 per hour, pending further negotiations.

Motion carried 5-0

Finance Report

FINANCE REPORT – Ms. Raeann Lindsey

Accounts Payable

ACCOUNTS PAYABLE APPROVAL LISTS THROUGH JUNE 30, 2019

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

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

Motion carried 5-0

Accounts Payable

ACCOUNTS PAYABLE APPROVAL LISTS THROUGH JULY 31, 2019

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

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

TOTAL \$1,125,408.72

Motion carried 5-0

First National Bank

FIRST NATIONAL BANK

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, the Board approved the set up on an online credit card payment system between First National Bank and the Keystone Oaks School District.

For Information Only

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

Motion carried 5-0

Contract to Sell or Purchase Meals

CONTRACT TO SELL OR PURCHASE MEALS –HEAD START

It is recommended the Board approve the Contract to Sell or 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 2019/2020 school year.

Motion carried 5-0

FOR INFORMATION ONLY

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

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

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

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

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF JULY 31, 2019

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

Facilities Report

FACILITIES REPORT – Mr. Matthew Cesario

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, the Board accepted U.S. Film Crew as the successful bidder for security Window Film at a cost not to exceed \$110,521.65.

For Information Only

These funds are part of a grant awarded to the District.

Motion carried 5-0

Activities & Athletics Report

ACTIVITIES & ATHLETICS REPORT – Ms. Kristen Pauchnik

Extra Athletics Workers’

EXTRA ATHLETICS WORKERS’ POSITIONS – 2019/2020 SCHOOL YEAR

On the motion of Mr. Brownlee, seconded by Mr. LaPorte, the Board approved the following individuals as extra athletic workers for the 2019/2020 school year:

**Christian Erny
Tim Mazzarini**

Motion carried 5-0

Cafeteria Report

CAFETERIA REPORT

Lunch Price Increase

LUNCH PRICE INCREASE FOR 2019/2020

On the motion of Ms. Lindsey, seconded by Mrs. Lydon, the Board approved the following price increase for secondary lunch for the 2019/2020 school year:

	Increase	2019/2020 Cost
Secondary Lunch	\$0.10	\$2.55

For Information Only

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

Motion carried 5-0

Adjournment

ADJOURNMENT

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

Motion passed 5-0

Respectfully submitted,

Joseph A. Kubiak
Board Secretary

Maureen S. Myers
Assistant Board Secretary
Board Recording Secretary

Policy Guide



Policy No. 121

Section PROGRAMS

Title CURRICULAR FIELD TRIPS

Adopted AUGUST 21, 1989

Last Revised _____

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

SC-1361

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

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

~~School Code 517,1361~~

Section 5

Guidelines

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

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

POLICY NO. 121
CURRICULAR FIELD TRIPS

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

Pol. 105

Administration of Medication

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

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

Pol. 103.1, 113

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

Pol. 210, 210.1

References:

PA School Code – 24 P.S. Sec. 517

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

Policy Guide



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

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

**POLICY NO. 127
ASSESSMENT SYSTEM**

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

Section 32 **Authority**

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

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

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

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

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

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

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

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

Section 43 **Delegation of Responsibility**

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

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

**POLICY NO. 127
ASSESSMENT SYSTEM**

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

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

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

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

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

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

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

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

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

**POLICY NO. 127
ASSESSMENT SYSTEM**

Section 54 **Guidelines**

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

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

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

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

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

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

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

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

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

Pol. 140, 212

~~Title-22 PA~~

~~CodeSee~~ 4.52, 12.41

~~Title-22 PA~~

~~CodeSee~~ 4.51

Pol. 103.1, 113, 140

**POLICY NO. 127
ASSESSMENT SYSTEM**

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

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

References:

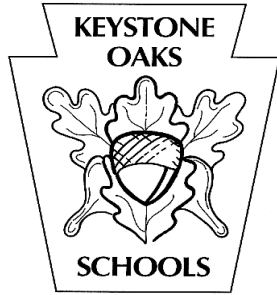
State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.12, 4.51, 4.52, 12.41

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

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

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

Policy Guide



Policy No. 214

Section PUPILS

Title CLASS RANK / GRADUATION HONORS

Adopted AUGUST 21, 1989

Revised MARCH 26, 2015;
JUNE 28, 1999

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

POLICY NO. 214
CLASS RANK/GRADUATION HONORS

Section 3

Guidelines

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

For the Senior Classes of 2020 and 2021:

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

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

For the Senior Class of 2022 and beyond:

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

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

Distinguished Graduate

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

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

POLICY NO. 214
CLASS RANK/GRADUATION HONORS

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

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

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

Section 4

Delegation of Responsibility

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

22 PA Code 4.24

References:

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

Board Policy – ~~213~~127, 216

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

Policy Guide



Policy No. 260

Section PUPILS

Title COMPETITIVE/NON-COMPETITIVE EVENTS AND TRIPS

Adopted _____

Revised _____

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

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

district facilities or on district grounds without Board permission.

Section 3

Definitions

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

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

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

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

Pol. 121

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

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

Use of District Funds

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

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

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

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

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

Chaperones

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

Pol. 827

Pol. 827

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

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

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

References:

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

Policy Guide



Policy No. 625

Section FINANCES

Title PROCUREMENT CARDS

Adopted NOVEMBER 20, 2014

Revised _____

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

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

Section 4

Guidelines

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

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

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

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

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

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

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

**POLICY NO. 625
PROCUREMENT CARDS**

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

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

SC 751, 807.1
Pol. 610, 611

~~SC 751, 807.1~~

References:

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

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

Keystone Oaks School District
July 2019 Combined Check Register 2019-2020

Check Dates 07/01/19 - 07/31/19

Check # 00001624 - 99989463

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
10-0101-001-001-00-000-000 Cash -FNB - General Fund						
00059886	07/10/19	13662 AQUA FILTER FRESH, INC.	\$153.18	71019	Comp	R
00059887	07/10/19	13174 ANNA BENVENUTI Anna Benvenuti	\$11.02	71019	Comp	R
00059888	07/10/19	118 CASTLE SHANNON BOROUGH Borough of Castle Shannon	\$664.06	71019	Comp	R
00059889	07/10/19	208 DORMONT BOROUGH Borough of Dormont	\$960.29	71019	Comp	R
00059890	07/10/19	13509 Direct Energy DIRECT ENERGY BUSINESS	\$2,191.01	71019	Comp	R
00059891	07/10/19	12628 JESSE JEZNIŠ	\$91.64	71019	Comp	O
00059892	07/10/19	8386 Mount Lebanon, PA Mount Lebanon, PA	\$3,080.33	71019	Comp	R
00059893	07/10/19	574 PA AMERICAN WATER COMPANY	\$892.73	71019	Comp	R
00059894	07/10/19	2984 PITTSBURGH POST-GAZETTE PITTSBURGH POST-GAZETTE	\$1,455.00	71019	Comp	R
00059895	07/10/19	10935 STAPLES ADVANTAGE STAPLES BUSINESS CREDIT	\$191.78	71019	Comp	R
00059896	07/10/19	3661 TRIBUNE-REVIEW TRIB TOTAL MEDIA	\$93.20	71019	Comp	R
00059897	07/10/19	752 US POSTAL SERVICE	\$661.05	71019	Comp	R
00059898	07/11/19	13766 CODY ALBRIGHT	\$236.25	7112019	Comp	R
00059899	07/11/19	13768 BRIANA CRAWFORD	\$202.50	7112019	Comp	R
00059900	07/11/19	13765 HUNTER ERNY	\$236.25	7112019	Comp	R
00059901	07/11/19	13767 JESSE GARDNER	\$236.25	7112019	Comp	R
00059902	07/11/19	13522 LIAM HORNER	\$236.25	7112019	Comp	R
00059903	07/11/19	13523 LITA MILLER	\$67.50	7112019	Comp	R
00059904	07/11/19	13274 IYN MURRAY	\$168.75	7112019	Comp	R
00059905	07/11/19	13525 RYAN PATTEN	\$236.25	7112019	Comp	R
00059906	07/11/19	13769 DOMINIC PELLARIN	\$236.25	7112019	Comp	R
00059907	07/11/19	13526 HARLAN SMITH-HOFFMAN	\$202.50	7112019	Comp	O
00059908	07/11/19	13779 JULIA BEADLE	\$65.00	7112019	Comp	R
00059909	07/11/19	11619 JEFFREY BELL	\$65.00	7112019	Comp	O
00059910	07/11/19	11086 GENNARO J BOZZO	\$65.00	7112019	Comp	O
00059911	07/11/19	13760 WALTER BRUNSON	\$65.00	7112019	Comp	R
00059912	07/11/19	13372 Scott Cunningham	\$65.00	7112019	Comp	R
00059913	07/11/19	11088 STEPHEN F DESIMONE	\$65.00	7112019	Comp	R
00059914	07/11/19	13371 Danial Amman Daniel Amman	\$65.00	7112019	Comp	R
00059915	07/11/19	11092 ROBERT C FERGUSON	\$65.00	7112019	Comp	R
00059916	07/11/19	13781 MATTHEW GOFF	\$65.00	7112019	Comp	O
00059917	07/11/19	13782 MARLYN HORSTMANN	\$65.00	7112019	Comp	O
00059918	07/11/19	11093 JEAN A HUGHEY	\$65.00	7112019	Comp	R
00059919	07/11/19	12628 JESSE JEZNIŠ	\$65.00	7112019	Comp	O
00059920	07/11/19	13055 CHRISTOPHER M MASTANDREA	\$65.00	7112019	Comp	R
00059921	07/11/19	11653 MICHAEL HURLEY SR. Michael Hurley	\$65.00	7112019	Comp	R
00059922	07/11/19	12928 Kenneth Monz	\$65.00	7112019	Comp	O
00059923	07/11/19	11081 JASON W NEUMAN	\$65.00	7112019	Comp	R
00059924	07/11/19	11089 ALEXANDER L NICCOLAI	\$65.00	7112019	Comp	R
00059925	07/11/19	11084 THOMAS W NOVAK	\$65.00	7112019	Comp	R
00059926	07/11/19	13544 PAUL WHALEN	\$65.00	7112019	Comp	O
00059927	07/11/19	11102 DAVID T PETERS	\$65.00	7112019	Comp	R

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00059928	07/11/19	13783 DONALD PETRUZZI	\$65.00	7112019	Comp	R
00059929	07/11/19	11080 JOHN J PRIORE	\$65.00	7112019	Comp	R
00059930	07/11/19	11090 TIMOTHY L SHERIDAN	\$65.00	7112019	Comp	R
00059931	07/11/19	11803 BRIAN P SLAGLE	\$65.00	7112019	Comp	R
00059932	07/11/19	13542 NANCY SUTHERIN	\$65.00	7112019	Comp	R
00059933	07/11/19	13784 PATIENCE SUTHERIN	\$65.00	7112019	Comp	R
00059934	07/11/19	11099 DANIEL TRAYNOR	\$65.00	7112019	Comp	R
00059935	07/11/19	13543 BEVERLY WALLACE	\$65.00	7112019	Comp	R
00059936	07/11/19	11101 JOHN J WILHELM	\$65.00	7112019	Comp	R
00059937	07/12/19	13266 AccelaSchool	\$5,958.00	71219	Comp	R
00059938	07/12/19	12914 AED Authority	\$2,400.00	71219	Comp	R
00059939	07/12/19	1341 AIU	\$44,543.51	71219	Comp	R
00059940	07/12/19	13758 AMPLIFIED IT	\$900.00	71219	Comp	R
00059941	07/12/19	11443 AV LAUTTAMUS COMMUNICATIONS INC	\$48.00	71219	Comp	R
00059942	07/12/19	13050 Arthur J Gallagher Risk Mgmt Svc, Inc	\$135,977.00	71219	Comp	R
00059943	07/12/19	13634 BLIND & VISION REHAB SVC OF PITTSBURGH	\$360.00	71219	Comp	R
00059944	07/12/19	299 BOROUGH OF GREEN TREE	\$3,080.96	71219	Comp	O
00059945	07/12/19	9203 THE BRADLEY CENTER	\$10,942.18	71219	Comp	R
00059946	07/12/19	10188 CDW Government LLC, CDW Government CDW Government	\$84.90	71219	Comp	R
00059947	07/12/19	11048 ComDoc	\$10,019.95	71219	Comp	R
00059948	07/12/19	12126 DUDE SOLUTIONS INC. DUDE SOLUTIONS, INC.	\$5,463.70	71219	Comp	R
00059949	07/12/19	11714 EDUCATION CTR AT THE WATSON INSTITUTE	\$15,600.00	71219	Comp	R
00059950	07/12/19	250 FOLLETT Follett School Solutions Inc	\$276.56	71219	Comp	R
00059951	07/12/19	11798 HARRIS SCHOOL SOLUTIONS HARRIS SCHOOL SOLUTIONS	\$60.00	71219	Comp	R
00059952	07/12/19	10961 KSL GROUP	\$2,000.00	71219	Comp	R
00059953	07/12/19	10828 LEADER SERVICES	\$10,230.00	71219	Comp	R
00059954	07/12/19	13653 LEARN WELL SERVICES	\$356.00	71219	Comp	R
00059955	07/12/19	11774 MAIELLO BRUNGO & MAIELLO LLP	\$9,690.07	71219	Comp	R
00059956	07/12/19	3322 OFFICE DEPOT INC	\$891.70	71219	Comp	R
00059957	07/12/19	11798 HARRIS SCHOOL SOLUTIONS OnHand Schools, Inc.	\$16,399.22	71219	Comp	V
00059958	07/12/19	13780 PEAR DECK	\$1,400.00	71219	Comp	R
00059959	07/12/19	12353 CAROL PERSIN	\$554.59	71219	Comp	R
00059960	07/12/19	13627 PLEA	\$3,000.00	71219	Comp	R
00059961	07/12/19	10935 STAPLES ADVANTAGE STAPLES BUSINESS CREDIT	\$355.95	71219	Comp	R
00059962	07/12/19	4722 PENN STATE UNIVERSITY The Pennsylvania State University	\$50.00	71219	Comp	R
00059963	07/12/19	13062 UPMC HLTH Plan Fully Ins Wkrs Comp UPMC Health Benefits, Inc.	\$12,057.00	71219	Comp	R
00059964	07/12/19	13171 Tri-State Area Study Council University of Pittsburgh	\$420.00	71219	Comp	R
00059965	07/12/19	4703 WESLEY FAMILY SERVICES	\$12,000.00	71219	Comp	R
00059966	07/12/19	12695 iBOSS INC	\$9,204.00	71219	Comp	R
00059967	07/12/19	11798 HARRIS SCHOOL SOLUTIONS HARRIS SCHOOL SOLUTIONS	\$16,399.22	71219	Comp	R
00059968	07/16/19	574 PA AMERICAN WATER COMPANY	\$662.66	7162019	Comp	R
00059969	07/16/19	13163 CIT CIT	\$2,965.84	71619	Comp	R

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00059970	07/16/19	13026 National Council of Supervisors of Math NCSM OFFICE	\$85.00	71619	Comp	O
00059971	07/16/19	574 PA AMERICAN WATER COMPANY	\$1,236.37	71619	Comp	R
00059972	07/16/19	13014 The Fitness Doctor	\$3,095.00	71619	Comp	R
00059973	07/18/19	1341 AIU	\$23,412.38	71819	Comp	R
00059974	07/18/19	13438 Aramark Uniform & Career Apparel Group,. ARAMARK UNIFORM SERVICES	\$1,291.13	71819	Comp	R
00059975	07/18/19	13179 Ace fix-it Hardware of Greentree Ace fix-it Hardware	\$90.68	71819	Comp	R
00059976	07/18/19	48 B & R POOLS & SWIM SHOP	\$49.00	71819	Comp	R
00059977	07/18/19	11417 BETHEL PARK SCHOOL DISTRICT	\$833.00	71819	Comp	R
00059978	07/18/19	11761 BOROUGH OF GREENTREE	\$348.47	71819	Comp	R
00059979	07/18/19	571 COLUMBIA GAS OF PA	\$453.02	71819	Comp	R
00059980	07/18/19	3573 COMCAST	\$6,631.40	71819	Comp	R
00059981	07/18/19	13509 Direct Energy DIRECT ENERGY BUSINESS	\$13,785.43	71819	Comp	R
00059982	07/18/19	572 DUQUESNE LIGHT COMPANY	\$12,623.08	71819	Comp	R
00059983	07/18/19	13409 THOMAS DUXBURY	\$547.50	71819	Comp	R
00059984	07/18/19	13267 ELLIE TECZA	\$1,548.00	71819	Comp	R
00059985	07/18/19	8395 FAGAN'S SANITARY SUPPLY INC	\$1,389.82	71819	Comp	R
00059986	07/18/19	5207 FILTECH INC	\$8,617.98	71819	Comp	R
00059987	07/18/19	4847 FIRST STUDENT INC	\$53,227.21	71819	Comp	R
00059988	07/18/19	250 FOLLETT Follett School Solutions Inc	\$852.51	71819	Comp	R
00059989	07/18/19	292 GRAINGER	\$58.86	71819	Comp	O
00059990	07/18/19	4710 GEORGE M KEY ARCO INC	\$1,040.73	71819	Comp	R
00059991	07/18/19	13747 HEMPFIELD AREA SCHOOL DISTRICT	\$8,400.00	71819	Comp	R
00059992	07/18/19	8620 HOME DEPOT CREDIT SERVICES	\$756.19	71819	Comp	R
00059993	07/18/19	00001 Horizon Information Services	\$17,840.00	71819	Comp	R
00059994	07/18/19	12810 HUCKESTEIN MECHANICAL SERVICES, Inc.	\$4,969.43	71819	Comp	R
00059995	07/18/19	232 J C EHRlich COMPANY INC J.C. Ehrlich	\$275.00	71819	Comp	R
00059996	07/18/19	138 CHUJKO BROTHERS J.V Chujko, Inc.	\$547.50	71819	Comp	R
00059997	07/18/19	12909 KELLY SERVICES INC KELLY SERVICES INC	\$729.30	71819	Comp	R
00059998	07/18/19	12008 LOWES BUSINESS ACCT/GECRB	\$284.43	71819	Comp	R
00059999	07/18/19	420 MATTHEWS BUS CO	\$16,432.30	71819	Comp	R
00060000	07/18/19	10837 MONTOUR SCHOOL DISTRICT	\$778.25	71819	Comp	R
00060001	07/18/19	4919 MR JOHN	\$238.00	71819	Comp	R
00060002	07/18/19	574 PA AMERICAN WATER COMPANY	\$402.82	71819	Comp	R
00060003	07/18/19	503 PARKWAY WEST CTC	\$199,219.74	71819	Comp	V
00060004	07/18/19	11639 PETROLEUM TRADERS CORP	\$20,916.17	71819	Comp	R
00060005	07/18/19	9985 KEVIN PRINCE	\$21.92	71819	Comp	R
00060006	07/18/19	9147 PSBA	\$13,965.68	71819	Comp	R
00060007	07/18/19	599 ROLLIER HARDWARE INC	\$73.68	71819	Comp	R
00060008	07/18/19	10199 RONCO COMMUNICATIONS & ELECTRONICS INC	\$2,129.61	71819	Comp	R
00060009	07/18/19	6858 STAPLES CREDIT PLAN	\$55.98	71819	Comp	R
00060010	07/18/19	8773 STEEL CITY MOWER & PLOW	\$735.85	71819	Comp	R
00060011	07/18/19	1043 WEST PENN LACO INC	\$34.58	71819	Comp	R
00060012	07/18/19	12751 WILMAC FLOORING	\$2,464.00	71819	Comp	R
00060013	07/18/19	12929 Young Scholars of Western PA Charter Sch	\$29,810.62	71819	Comp	R

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00060014	07/18/19	7117 THYSSENKRUPP ELEVATOR thyssenkrupp Elevator Corporation	\$860.00	71819	Comp	R
00060015	07/18/19	503 PARKWAY WEST CTC	\$180,443.20	71819	Comp	R
00060016	07/23/19	565 PSERS	\$4,395.19	72319	Comp	R
00060017	07/24/19	13797 JOHN CARROLL UNIVERSITY JOHN CARROLL UNIVERSITY	\$2,000.00	72419	Comp	R
00060018	07/24/19	925 POSTMASTER Postmaster	\$1,779.18	72419	Comp	R
00060019	07/24/19	13447 3 Brothers Plumbing Supplies	\$98.31	72419	Comp	R
00060020	07/24/19	9884 AT&T MOBILITY	\$912.18	72419	Comp	R
00060021	07/24/19	11535 BIG'S SANITATION	\$2,705.00	72419	Comp	R
00060022	07/24/19	9298 CONSOLIDATED COMMUNICATIONS	\$1,170.98	72419	Comp	R
00060023	07/24/19	13509 Direct Energy DIRECT ENERGY BUSINESS	\$3,296.45	72419	Comp	R
00060024	07/24/19	572 DUQUESNE LIGHT COMPANY	\$5,481.80	72419	Comp	O
00060025	07/24/19	4710 GEORGE M KEY ARCO INC	\$75.16	72419	Comp	O
00060026	07/24/19	9805 JOHN R MEYERS PLUMBING/HEATING INC	\$2,776.00	72419	Comp	R
00060027	07/24/19	3322 OFFICE DEPOT INC	\$2,819.41	72419	Comp	R
00060028	07/24/19	1926 PAPER PRODUCTS CO INC	\$6,101.04	72419	Comp	R
00060029	07/24/19	12631 PEOPLES NATURAL GAS	\$462.67	72419	Comp	R
00060030	07/24/19	13442 PIRTEK	\$16.68	72419	Comp	R
00060031	07/24/19	4939 ROSSI FLOOR TECHNOLOGIES	\$730.00	72419	Comp	R
00060032	07/24/19	11655 WILLIAM STROPKAJ	\$386.28	72419	Comp	R
00060033	07/24/19	647 SHERWIN-WILLIAMS The Sherwin-Williams CO.	\$185.96	72419	Comp	R
00060034	07/24/19	10615 UNITED REFRIGERATION INC	\$11.02	72419	Comp	R
00060035	07/24/19	13228 L.L. Terry Kenneweg US Logo Service	\$1,198.50	72419	Comp	R
00060036	07/24/19	6217 VECTOR SECURITY	\$76.11	72419	Comp	R
00060037	07/24/19	12414 SARAH WELCH	\$1,126.62	72419	Comp	R
00060038	07/25/19	13587 CAMERON WILLSON April & Joseph Willson	\$141.00	72519	Comp	O
00060039	07/25/19	13567 ANASTASIA GIAMPA ANASTASIA GIAMPA&SUSAN LYLE	\$141.00	72519	Comp	R
00060040	07/25/19	13815 SIERRA LE DONNE ANGELA & ROBERT LE DONNE	\$47.00	72519	Comp	R
00060041	07/25/19	13832 SOPHIE VAVROCK ANGELA VAVROCK	\$47.00	72519	Comp	R
00060042	07/25/19	13559 DYLAN DEFILIPPI Alexandra Salcido	\$235.00	72519	Comp	R
00060043	07/25/19	13289 Hannah BURKE Brian & Darla Burke	\$20.00	72519	Comp	O
00060044	07/25/19	13824 ALEXIS PALMER CARLTON PALMER	\$94.00	72519	Comp	R
00060045	07/25/19	13809 ROSE HARTNETT CARRIE & JOSEPH HARTNETT	\$70.00	72519	Comp	O
00060046	07/25/19	13839 MARINA WOODS CHAD & NATALIE WOODS	\$47.00	72519	Comp	O
00060047	07/25/19	13554 ZACHARY BRADLEY Christina & Brian Bradley	\$188.00	72519	Comp	R
00060048	07/25/19	13841 CodeHS, INC. CodeHS, Inc.	\$1,500.00	72519	Comp	O
00060049	07/25/19	13799 SEAN BULLISTER DIANE BULLISTER	\$94.00	72519	Comp	O

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00060050	07/25/19	ATH, R SPENCER MCGRATH DONALD & GINA MCGRATH	\$47.00	72519	Comp	R
00060051	07/25/19	13816 ALICIA LEHMAN DREW & COLLEEN LEHMAN	\$94.00	72519	Comp	O
00060052	07/25/19	13563 RYAN DOMALIK Daniel & Janet Domalik	\$282.00	72519	Comp	R
00060053	07/25/19	13822 PAIGE MERIWETHER ELIZABETH MERIWETHER	\$20.00	72519	Comp	O
00060054	07/25/19	13825 KIMBERLY RaMOLT ESTELLA RAMOLT	\$141.00	72519	Comp	O
00060055	07/25/19	13586 LINDA WASHBURN Elaine &Robert Washburn	\$329.00	72519	Comp	R
00060056	07/25/19	13566 LUKE Garda Elizabeth Garda	\$188.00	72519	Comp	O
00060057	07/25/19	13814 BENJAMIN KVEDERIS GWEN & MICHAEL KVEDERIS	\$47.00	72519	Comp	R
00060058	07/25/19	13562 Gabriella DiGiacomo Heather & Jeffrey DiGiacomo	\$141.00	72519	Comp	R
00060059	07/25/19	13837 JERAMIE WELCH JEFFERSON & JENNIFER WELCH	\$282.00	72519	Comp	O
00060060	07/25/19	13798 ISABELLA BOGDAN JENNIFER MENTZ & JAMES BOGDAN	\$47.00	72519	Comp	O
00060061	07/25/19	13827 IAN SPOTTISWOOD JENNIFER SPOTTISWOOD	\$60.00	72519	Comp	R
00060062	07/25/19	13812 VINCENT JACKSON JOAN JACKSON	\$141.00	72519	Comp	O
00060063	07/25/19	13823 JONATHAN MUSSITSCH JONATHAN & tAMMIE MUSSITSCH	\$47.00	72519	Comp	O
00060064	07/25/19	13570 ALEXANDER GRATTAN James&Mary Alice Grattan	\$329.00	72519	Comp	R
00060065	07/25/19	13576 HUNTER MINFORD Joell Minford	\$188.00	72519	Comp	R
00060066	07/25/19	13561 JARED DICKMAN Johanna & Richard Dickman	\$94.00	72519	Comp	O
00060067	07/25/19	13836 JENNA WARREN KAREN WARREN	\$94.00	72519	Comp	O
00060068	07/25/19	13831 ABBY TREHY KATHLEEN & ANTHONY TREHY	\$188.00	72519	Comp	R
00060069	07/25/19	13811 TYLER HRIVNAK KATHY & BRUCE HRIVNAK	\$235.00	72519	Comp	O
00060070	07/25/19	13830 MACKENZIE TOKICH LISA TOKICH	\$47.00	72519	Comp	R
00060071	07/25/19	13590 CAITLIN WORKMASTER Laurel & Jay Workmaster	\$20.00	72519	Comp	R
00060072	07/25/19	13829 ANNA SWINDLE MARK & STEPHANIE SWINDLE	\$47.00	72519	Comp	O
00060073	07/25/19	8 MARK WETMILLER MARK WETMILLER	\$141.00	72519	Comp	R
00060074	07/25/19	13803 SEAN DOBOS MICHAEL & LORI DOBOS	\$10.00	72519	Comp	O
00060075	07/25/19	13833 ALAINA VEASON MICHAEL VEASON	\$188.00	72519	Comp	O
00060076	07/25/19	13834 GABRIELLE VEASON MICHAEL VEASON	\$47.00	72519	Comp	O

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00060077	07/25/19	13810 KAYLEIGH HATHAWAY MICHELE HATHAWAY	\$20.00	72519	Comp	R
00060078	07/25/19	13588 MATTHEW WOCKENFUSS Matthew Wockenfuss	\$329.00	72519	Comp	R
00060079	07/25/19	13589 MICHAEL WOCKENFUSS STEVEN & TARA WOCKENFUSS	\$282.00	72519	Comp	V
00060080	07/25/19	13813 SNEHA KC NABINA ADHIKARI	\$141.00	72519	Comp	O
00060081	07/25/19	13801 AUTUMN CHOMAS NANCY HIRSH	\$10.00	72519	Comp	O
00060082	07/25/19	13808 JACOB HAMILTON PETER & JANICE HAMILTON	\$141.00	72519	Comp	R
00060083	07/25/19	13840 KIARA ZAHARKO RACHEL MUNNELL	\$20.00	72519	Comp	O
00060084	07/25/19	13802 SARAH CHORMANSKI RICHARD & JENNY CHORMANSKI	\$50.00	72519	Comp	O
00060085	07/25/19	13800 TORI CAMPBELL RICHARD & SANDRA CAMPBELL	\$10.00	72519	Comp	O
00060086	07/25/19	13571 JAYLEN HOFFMANN Robert & Jodi Hoffman	\$282.00	72519	Comp	R
00060087	07/25/19	13818 BRYCE MARINO SAMANTHA MARINO	\$20.00	72519	Comp	O
00060088	07/25/19	13826 ZACHARY SMITH SANDRA SMITH	\$94.00	72519	Comp	O
00060089	07/25/19	13806 NOAH GOISSE SCOT & MARSHA GOISSE	\$188.00	72519	Comp	O
00060090	07/25/19	13828 SYDNEY STAHL SHANNON & JOSHUA STAHL	\$47.00	72519	Comp	R
00060091	07/25/19	13807 CONOR HADRICKY STEPHEN M. HADRICKY	\$60.00	72519	Comp	O
00060092	07/25/19	13820 SHAYLIN MCGUIRE SUMERLEA & MATTHEW MCGUIRE	\$282.00	72519	Comp	R
00060093	07/25/19	13835 ETHAN VONHEDEMANN SUSAN ZIRPOLI	\$47.00	72519	Comp	R
00060094	07/25/19	13584 MIRABELLA STUMP Scott Stump	\$94.00	72519	Comp	O
00060095	07/25/19	13577 TAYLOR NIGGEL Stacy & Jeffrey Niggel	\$188.00	72519	Comp	O
00060096	07/25/19	13804 ERIN FEENEY TAMARA FEENEY	\$141.00	72519	Comp	O
00060097	07/25/19	13805 MARISSA FEENEY TAMARA FEENEY	\$47.00	72519	Comp	O
00060098	07/25/19	13821 ERIN MCKAY TIMOTHY & PATRICIA MCKAY	\$94.00	72519	Comp	O
00060099	07/25/19	13817 ASHLEIGH LUGAILA WILLIAM & JILL LUGAILA	\$47.00	72519	Comp	O
00060100	07/25/19	13575 BENJAMIN LUBINA Zlatko&Zdenka Lubina	\$132.50	72519	Comp	R
00060101	07/25/19	13580 SOPHIA PIATT KATHLEEN & RICHARD MCCAFFREY	\$10.00	72519	Comp	O
00060102	07/25/19	13589 MICHAEL WOCKENFUSS STEVEN & TARA WOCKENFUSS	\$282.00	72519	Comp	O
00060103	07/26/19	13844 885 SUPPLY	\$198.93	7262019	Comp	R

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Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
10-0101-001-001-00-000-000 Cash -FNB - General Fund						
00060104	07/26/19	11503 AAA EAST CENTRAL AAA EAST CENTRAL	\$46.00	72619	Comp	O
00060105	07/26/19	1341 AIU	\$1,750.00	72619	Comp	O
00060106	07/26/19	70 DICK BLICK	\$3,375.07	72619	Comp	O
00060107	07/26/19	115 CAROLINA BIOLOGICAL SUPPLY	\$291.23	72619	Comp	O
00060108	07/26/19	10188 CDW Government LLC, CDW Government CDW Government	\$74,056.63	72619	Comp	O
00060109	07/26/19	10753 CENGAGE LEARNING	\$8,961.25	72619	Comp	O
00060110	07/26/19	9987 DELL INC	\$2,057.11	72619	Comp	O
00060111	07/26/19	197 DEMCO, INC.	\$120.18	72619	Comp	O
00060112	07/26/19	13509 Direct Energy DIRECT ENERGY BUSINESS	\$4,925.22	72619	Comp	O
00060113	07/26/19	13773 Hayes Publ. - Flipside Products FLIPSIDE PRODUCTS INC.	\$33.71	72619	Comp	O
00060114	07/26/19	1163 GOPHER SPORT	\$687.90	72619	Comp	O
00060115	07/26/19	10743 Toledo Physical Education Supply GREAT LAKES SPORTS	\$773.43	72619	Comp	O
00060116	07/26/19	13046 Henry Schein, Inc	\$488.47	72619	Comp	O
00060117	07/26/19	11042 HOUGHTON MIFFLIN HARCOURT Houghton Mifflin Harcourt Pub. Co	\$1,045.56	72619	Comp	O
00060118	07/26/19	13541 IPEVO, INC.	\$1,194.00	72619	Comp	O
00060119	07/26/19	12909 KELLY SERVICES INC KELLY SERVICES INC	\$12,237.75	72619	Comp	O
00060120	07/26/19	377 KURTZ BROTHERS	\$104.93	72619	Comp	O
00060121	07/26/19	3506 LAKESHORE LEARNING MATERIALS (dba)	\$2,485.08	72619	Comp	O
00060122	07/26/19	135761 LEXIA LEARNING SYSTEMS LLC	\$7,600.00	72619	Comp	O
00060123	07/26/19	13398 Mathspace, Inc. MATHSPACE INC.	\$1,500.00	72619	Comp	O
00060124	07/26/19	11495 MCGRAW HILL EDUCATION	\$3,318.00	72619	Comp	O
00060125	07/26/19	11492 NODE ZERO LLC	\$1,237.50	72619	Comp	O
00060126	07/26/19	13027 NASCO Math Nasco	\$88.11	72619	Comp	O
00060127	07/26/19	461 NASCO ARTS & CRAFTS Nasco	\$77.60	72619	Comp	O
00060128	07/26/19	3322 OFFICE DEPOT INC	\$742.50	72619	Comp	O
00060129	07/26/19	3695 ORIENTAL TRADING	\$659.24	72619	Comp	O
00060130	07/26/19	11798 HARRIS SCHOOL SOLUTIONS OnHand Schools, Inc.	\$11,520.08	72619	Comp	O
00060131	07/26/19	12844 PowerSchool Group LLC PowerSchool Group LLC	\$3,375.00	72619	Comp	O
00060132	07/26/19	6983 REALLY GOOD STUFF INC.	\$2,825.80	72619	Comp	O
00060133	07/26/19	3368 RENAISSANCE LEARNING INC.	\$12,435.00	72619	Comp	O
00060134	07/26/19	13010 Raptor Raptor Technologies	\$100.00	72619	Comp	O
00060135	07/26/19	7234 S&S S & S Worldwide, Inc.	\$193.11	72619	Comp	O
00060136	07/26/19	8290 SCHOOL SPECIALTY	\$713.43	72619	Comp	O
00060137	07/26/19	13535 SHAR PRODUCTS COMPANY	\$830.33	72619	Comp	O
00060138	07/26/19	7553 SMILE MAKERS	\$42.47	72619	Comp	O
00060139	07/26/19	10935 STAPLES ADVANTAGE STAPLES BUSINESS CREDIT	\$42.31	72619	Comp	O
00060140	07/26/19	636 SCOTT ELECTRIC Scott Electric	\$1,260.00	72619	Comp	O

Keystone Oaks School District
July 2019 Combined Check Register 2019-2020

Check Dates 07/01/19 - 07/31/19

Check # 00001624 - 99989463

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
10-0101-001-001-00-000-000 Cash -FNB - General Fund						
00060141	07/26/19	9754 TEACHER DIRECT	\$90.14	72619	Comp	O
00060142	07/26/19	11724 TREETOP PUBLISHING/BARE BOOKS	\$225.06	72619	Comp	O
00060143	07/26/19	7313 UPS	\$11.40	72619	Comp	O
00060144	07/26/19	8168 WORTHINGTON DIRECT INC	\$274.88	72619	Comp	O
00060145	07/26/19	6979 CLASSROOM DIRECT	\$1,854.64	7262019	Comp	O
00060146	07/26/19	6979 CLASSROOM DIRECT SCHOOL SPECIALTY	\$276.23	7262019	Comp	O
00060147	07/29/19	12551 BRIAN WERNER	\$377.96	7292019	Comp	V
00060148	07/30/19	12551 BRIAN WERNER	\$390.92	7302019	Comp	O
00060149	07/30/19	423 A G MAURO COMPANY	\$16,695.00	73019	Comp	O
00060150	07/30/19	1341 AIU	\$8.10	73019	Comp	O
00060151	07/30/19	11443 AV LAUTTAMUS COMMUNICATIONS INC	\$5,875.00	73019	Comp	O
00060152	07/30/19	5097 CHEM-AQUA	\$1,198.62	73019	Comp	O
00060153	07/30/19	13743 CONTINENTAL FLOORING CO	\$54,697.00	73019	Comp	O
00060154	07/30/19	12140 EASY WAY SAFETY SERVCIES	\$193.00	73019	Comp	O
00060155	07/30/19	980 EDUCATORS PUBLISHING SVC Educators Publishing Service	\$155.74	73019	Comp	O
00060156	07/30/19	12810 HUCKESTEIN MECHANICAL SERVICES, Inc.	\$5,800.00	73019	Comp	O
00060157	07/30/19	3322 OFFICE DEPOT INC	\$186.00	73019	Comp	O
00060158	07/30/19	574 PA AMERICAN WATER COMPANY	\$543.93	73019	Comp	O
00060159	07/30/19	7810 PITTSBURGH WATER COOLER	\$355.92	73019	Comp	O
00060160	07/30/19	6983 REALLY GOOD STUFF INC.	\$1,116.67	73019	Comp	O
00060161	07/30/19	707 TEACHER'S DISCOVERY	\$369.48	73019	Comp	O
00060162	07/30/19	647 SHERWIN-WILLIAMS The Sherwin-Williams CO.	\$120.44	73019	Comp	O
00060163	07/30/19	4703 WESLEY FAMILY SERVICES	\$3,600.00	73019	Comp	O
00060164	07/30/19	13165 FERGUSON ENTERPRISES, INC Ferguson Enterprises INC #1480	\$481.31	73019	Comp	O
00060165	07/30/19	292 GRAINGER	\$45.09	73019	Comp	O
00060166	07/30/19	12794 INTERIOR SUPPLY INC	\$1,547.52	73019	Comp	O
00060167	07/30/19	4919 MR JOHN	\$119.00	73019	Comp	O
00060168	07/30/19	636 SCOTT ELECTRIC Scott Electric	\$288.71	73019	Comp	O
00060169	07/30/19	1341 AIU	\$1,914.00	73019	Comp	O
00060170	07/30/19	12126 DUDE SOLUTIONS INC. DUDE SOLUTIONS, INC.	\$4,330.68	73019	Comp	O
00060171	07/30/19	1163 GOPHER SPORT	\$303.03	73019	Comp	O
00060172	07/30/19	13399 NATIONAL MATH/SCIENCE INITIATIVE National Math/Science Initiative	\$8,049.00	73019	Comp	O
00060173	07/30/19	11650 WIESER EDU RESOURCES FOR STRUGGLING STU	\$1,040.46	73019	Comp	O
00060174	07/30/19	1926 PAPER PRODUCTS CO INC	\$435.50	73019	Comp	O

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

Balance Sheet 1,305,685.27

Expenditure 0.00

Revenue 0.00

	Total	Count		Total	Count
Outstanding	290,360.39	122	Computer Check	1,305,685.27	289
Reconciled	799,045.96	163	Hand Check	0.00	0
Stop Payment	0.00	0	Wire Transfer	0.00	0
Voided	216,278.92	4			
	1,305,685.27	289		1,305,685.27	289

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

Check Dates 07/01/19 - 07/31/19

Check # 00001624 - 99989463

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
29-0101-001-000-00-000-000 CASH - FNB ATHLETICS						
00003117	07/11/19	7420 UPMC	\$7,000.00	71019	Comp	R
00003118	07/11/19	7313 UPS	\$42.27	71019	Comp	R
00003119	07/16/19	12691 Big Teams LLC BigTeams LLC	\$550.00	71619	Comp	R
00003120	07/16/19	8134 NEFF COMPANY Jostens	\$11.70	71619	Comp	R
00003121	07/24/19	9718 MARK ELPHINSTONE	\$2,400.00	7242019	Comp	R
00003122	07/26/19	13592 BILL SACCO	\$75.00	72619	Comp	O
00003123	07/26/19	4065 FLAG FACTORY	\$78.00	72619	Comp	O
00003124	07/26/19	11894 NOVA SPORTS	\$4,394.30	72619	Comp	O
00003125	07/26/19	10193 PIAA	\$825.00	72619	Comp	O

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

Balance Sheet 15,376.27

Expenditure 0.00

Revenue 0.00

	Total	Count		Total	Count
Outstanding	5,372.30	4	Computer Check	15,376.27	9
Reconciled	10,003.97	5	Hand Check	0.00	0
Stop Payment	0.00	0	Wire Transfer	0.00	0
Voided	0.00	0			
	15,376.27	9		15,376.27	9

Keystone Oaks School District
July 2019 Combined Check Register 2019-2020

Check Dates 07/01/19 - 07/31/19

Check # 00001624 - 99989463

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
32-0101-001-000-00-000-000 CASH - FNB CAPITAL RESERVE FUND						
00001624	07/24/19	13377 Tri-Lite Windows, Inc	\$1,600.00	72419	Comp	R
00001625	07/24/19	13735 TRI-STATE CONTRACTING/DEVELOPMENT TRI-STATE CONTRACTING & DEVELOPMENT	\$550.00	72419	Comp	O
00001626	07/24/19	647 SHERWIN-WILLIAMS The Sherwin-Williams CO.	\$3,837.72	72419	Comp	R
00001627	07/24/19	8157 UNITED RENTALS United Rentals (North America) Inc	\$3,983.80	72419	Comp	R
00001628	07/30/19	13743 CONTINENTAL FLOORING CO	\$2,513.70	73019	Comp	O
00001629	07/30/19	13793 SEWICKLEY CONSTRUCTION PRODUCTS	\$352.50	73019	Comp	O
00001630	07/30/19	13006 Corcoran Sheet Metal & Fabrication, Inc CSM and Fabrication, Inc	\$1,060.00	73019	Comp	O
00001631	07/30/19	647 SHERWIN-WILLIAMS The Sherwin-Williams CO.	\$442.48	73019	Comp	O
00001632	07/30/19	8157 UNITED RENTALS United Rentals (North America) Inc	\$763.00	73019	Comp	O

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

Balance Sheet 15,103.20

Expenditure 0.00

Revenue 0.00

	Total	Count		Total	Count
Outstanding	5,681.68	6	Computer Check	15,103.20	9
Reconciled	9,421.52	3	Hand Check	0.00	0
Stop Payment	0.00	0	Wire Transfer	0.00	0
Voided	0.00	0			
	15,103.20	9		15,103.20	9

Keystone Oaks School District
July 2019 Combined Check Register 2019-2020

Check Dates 07/01/19 - 07/31/19

Check # 00001624 - 99989463

Check	Date	Vendor Number & Name\ Remittance Name	Check Amount	Batch	Source	Stat
50-0101-001-000-00-000-000 CASH - FNB Cafeteria						
00009167	07/24/19	4710 GEORGE M KEY ARCO INC	\$18.30	72419	Comp	O
00009168	07/26/19	13842 KAREN CHESLAR	\$24.60	72619	Comp	O
00009169	07/26/19	13796 CYBERSOFT TECHNOLOGIES, INC.	\$5,480.00	72619	Comp	O

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

Balance Sheet 5,522.90

Expenditure 0.00

Revenue 0.00

	Total	Count		Total	Count
Outstanding	5,522.90	3	Computer Check	5,522.90	3
Reconciled	0.00	0	Hand Check	0.00	0
Stop Payment	0.00	0	Wire Transfer	0.00	0
Voided	0.00	0			
	5,522.90	3		5,522.90	3