

# BOARD OF SCHOOL DIRECTORS

**WORK SESSION**  
**Tuesday, June 11, 2019**  
**7:00 PM**

## *MINUTES*

### **Call to Order**

President Patricia Ann Shaw called the meeting to order at 7:05 p.m.

### **Pledge**

The meeting opened with the pledge to the flag.

### **Attendance**

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

Mr. Michael Brungo, Solicitor entered the meeting at 7:10 p.m.

Ms. Crowell and Ms. Pauchnik were absent.

### **Public Comment**

**PUBLIC COMMENT - None**

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

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

### **BOARD ACTION REQUESTED**

### **Board Minutes**

### **BOARD MINUTES**

It is recommended that the Board approve the Work Session Minutes of May 7, 2019 and the Business/Legislative Minutes of May 14, 2019.

### **Hire Necessary Staff**

### **AUTHORIZATION TO HIRE NECESSARY STAFF FOR 2019/2020**

It is recommended that the Board authorize the Superintendent to hire the necessary staff for the start of the 2019/2020 school year subject to retroactive approval by the Board.

### **Superintendent's Compensation**

### **SUPERINTENDENT'S COMPENSATION 2019/2020**

In compliance with the *Superintendent's Contract*, it is recommended that the Board approve the 2019/2020 salary of \_\_\_\_\_ for **William P. Stropkaj, Ed.D.**, effective July 1, 2019.

**ACT 93**

**ADMINISTRATIVE EMPLOYEE COMPENSATION AND PERFORMANCE PLAN (ACT 93)**

It is recommended that the Board approve the *Administrative Employee Compensation and Performance Plan (ACT 93)*, effective July 1, 2019 through June 30, 2022.

**Title Change**

**TITLE CHANGE – SUPERVISOR TO DIRECTOR**

It is recommended that the Board approve the Title Change for Suzanne Lochie from Supervisor of Pupil Services to Director of Pupil Services, effective July 1, 2019.

**Title Change**

**TITLE CHANGE – SUPERVISOR TO DIRECTOR**

It is recommended that the Board approve the Title Change for Desiree Burns from Supervisor of Special Education to Director of Special Education, effective July 1, 2019.

**Settlement Agreement**

**SETTLEMENT AGREEMENT**

It is recommended that the Board approve the Settlement Agreement between Employee 4510 and the Keystone Oaks School District.

**For Information Only**

**FOR INFORMATION ONLY**

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

**Executive Session**

**EXECUTIVE SESSION**

Executive Session was held prior to the Work Session to discuss Personnel including severance agreements, various negotiations and a tax appeal matter.

**Superintendent’s Report**

**SUPERINTEDENT’S REPORT – Dr. William P. Stropkaj**

**BOARD ACTION REQUESTED**

**Police MOU**

**POLICE MEMORANDUMS OF UNDERSTANDING**

In compliance with the School Code, the Administration recommends the renewal of the *Police Memorandums of Understanding with School Entities* with the following boroughs: Castle Shannon, Dormont, Green Tree and Mt. Lebanon.

For Information Only

The MOUs are the same verbiage as in the previous years, no changes.

**Coordinator of  
Communications &  
Public Relations**

**COORDINATOR OF COMMUNICATIONS AND PUBLIC RELATIONS –  
CONTRACT**

It is recommended that the Board approve the renewed contract for **Sarah Welch**, Coordinator of Communications and Public Relations, for a term effective July 1, 2019 through June 30, 2022. Mrs. Welch’s salary for the 2019/2020 school year will be \_\_\_\_\_.

**Technology Integrations  
Specialist**

**TECHNOLOGY INTEGRATIONS SPECIALIST – CONTRACT**

It is recommended that the Board approve the renewed contract for **Anna Benvenuti**, Technology Integration Specialist, for a term effective July 1, 2019 through June 30, 2022. Mrs. Benvenuti’s salary for the 2019/2020 school year will be \_\_\_\_\_.

**Technology Integrations  
Specialist**

**TECHNOLOGY INTEGRATIONS SPECIALIST – CONTRACT**

It is recommended that the Board approve the renewed contract for **Carol Persin**, Technology Integration Specialist, for a term effective July 1, 2019 through June 30, 2022. Mrs. Persin’s salary for the 2019/2020 school year will be \_\_\_\_\_.

**School Security Guard**

**SCHOOL SECURITY GUARD – CONTRACT**

It is recommended that the Board approve the renewed contract for **Beth Ann Padden**, School Security Guard, for a term effective July 1, 2019 through June 30, 2022. Ms. Padden’s salary for the 2019/2020 school year will be \_\_\_\_\_.

**PIMS Coordinator/Child  
Accounting Clerk**

**PIMS COORDINATOR / CHILD ACCOUNT CLERK – CONTRACT**

It is recommended that the Board approve the renewed contract for **Rebecca Kaminsky**, PIMS Coordinator / Child Accounting Clerk, for a term effective July 1, 2019 through June 30, 2020. Mrs. Kaminsky’s salary for the 2019/2020 school year will be \_\_\_\_\_ per hour, not to exceed 1,200 hours.

**Project Succeed Contract**

**PROJECT SUCCEED CONTRACT – PROGRAM DIRECTOR 2019/2020**

It is recommended that the Board approve the *Project Succeed Contract for Employment* of Joel Vanucci as Program Director for the 2019/2020 school year.

**Compensations 2019/2020**

**COMPENASTIONS 2019/2020**

**Administrative Team  
Compensation**

**1. ADMINISTRATIVE TEAM COMPENSATION 2019/2020**

In compliance with each of the Administrative Team’s Act 93 or individual contracts, it is recommended that the Board approve the following compensations for the 2019/2020 school year, effective July 1, 2019:

<u>Name</u>	<u>Position</u>	<u>2019/2020 Salary</u>
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<b>John Bruner</b>	School Resource Officer
<b>Desiree Burns</b>	Director of Special Education
<b>Jeff Kattan</b>	Principal – Keystone Oaks Middle School
<b>Joseph Kubiak</b>	Business Manager
<b>Jason Kushak</b>	Principal – Keystone Oaks High School
<b>Mike Linnert</b>	Assistant Principal – Keystone Oaks High School
<b>Kevin Lloyd</b>	Food Service Director
<b>Suzanne Lochie</b>	Director of Pupil Services
<b>John Lyon</b>	Director of Buildings, Grounds & Transportation
<b>Scott Mizikar</b>	Principal – Myrtle Avenue Elementary
<b>Aaron Smith</b>	Director of Technology
<b>Dave Thomas</b>	Principal – Fred L. Aiken Elementary
<b>Dr. Shannon Varley</b>	Director of Curriculum, Instruction, Assessment and Staff Development
<b>Brian Werner</b>	Principal – Dormont Elementary

**Custodian Supervisors  
Compensation**

**2. CUSTODIAL SUPERVISORS COMPENSATION 2019/2020**

In compliance with each of the following Custodial Supervisors individual contracts, it is recommended that the Board approve the following compensations for the 2019/2020 school year, effective July 1, 2019:

<b>Michael Hurley</b>	Second Shift Supervisor
<b>Jesse Jeznis</b>	First Shift Supervisor
<b>John Priore</b>	Head Custodian/Myrtle

**3. INFORMATION TECHNOLOGY COMPENSATION 2019/2020**

In compliance with Mr. Justin Talbert’s contract, it is recommended that the Board approve the following compensation for the 2019/2020 school year, effective July 1, 2019:

**IT Compensation**

**Confidential Admin.  
Assistant Compensation**

**4. CONFIDENTIAL ADMINISTRATIVE ASSISTANTS' COMPENSATION  
2019/2020**

In compliance with Confidential Employee Compensation Plan, it is recommended that the Board approve the following compensations for the 2019/2020 school year, effective July 1, 2019:

**Maureen Myers** Confidential Administrative Assistant

**Karen Wong** Confidential Administrative Assistant

**First Reading Po. 121**

**FIRST READING POLICY 121: FIELD TRIPS**

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

**First Reading Po. 127**

**FIRST READING POLICY 127: ASSESSMENT SYSTEM**

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

**First Reading Po. 214**

**FIRST READING POLICY 214: CLASS RANK**

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

**First Reading Po. 625**

**FIRST READING POLICY 625: PROCUREMENT CARDS**

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

**First Reading Po. 260**

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

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

**PaEducator.net**

**PENNSYLVANIA EDUCATOR.NET**

The Administration recommends the re-implementation of the PAEducator.net for the 2019/2020 school year at an anticipated cost of \$1,750.00.

**Professional Development**

**PROFESSIONAL DEVELOPMENT**

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

<b>Mr. Joseph Kubiak</b>	PASA-PSBA School Leadership Conference Hershey Lodge & Convention Center Hershey, Pennsylvania October 15 – 18, 2019	\$1,850.00
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**Ms. Emily Brill** Temple University FCS Academy \$545.35  
Temple University  
Ambler, PA  
July 29 – 30, 2019

**Education Report**

**EDUCATION REPORT – Mrs. Theresa Lydon**

**BOARD ACTION REQUESTED**

**Adoption of Textbooks**

**ADOPTION OF TEXTBOOKS FOR THE 2019/2020 SCHOOL YEAR**

The Administration recommends the adoption and purchase (approximate cost listed below) of the following textbooks for the 2019/2020 school year:

<b><u>Textbook</u></b>	<b><u>Publisher</u></b>	<b><u>Price</u></b>
<i>Discovering Our Past: A History of the World</i> (6 <sup>th</sup> Grade)	McGraw Hill, 2018	\$19,026.90 (145 copies @ \$131.22 – includes text and student license)
<i>Discovering Our Past: A History of the United States</i> (7 <sup>th</sup> and 8 <sup>th</sup> Grade)	McGraw Hill, 2018	\$44,742.75 (325 copies @ 137.67 – includes text and student license)

**District Cyber Program**

**DISTRICT CYBER PROGRAM**

The Administration recommends that the Board approve the agreement with Waterfront Learning to utilize Edgenuity as the District’s Cyber program for the 2019/2020 school year at a cost not to exceed \$20,000.00, plus \$900.00 for professional development.

- A discussion was had regarding the District Cyber Program.

**Communications Report**

**COMMUNICATIONS REPORT – Ms. Neely Crowell**

**BOARD ACTION REQUESTED**

**Redford Photography**

**REDFORD PHOTOGRAPHY – DISTRICT PHOTOGRAPHY**

It is recommended that the Board approve Redford Photography as the District photographer for the 2019/2020 and 2020/2021 school years.

- A discussion was had regarding Redford Photography.

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

**BOARD ACTION REQUESTED**

**APPROVAL OF INTERSCHOLASTIC ATHLETICS 2019/2020 SCHOOL YEAR**

It is recommended that the Board approve the following Interscholastic Athletics for the 2019/2020 school year.

<b><u>Fall</u></b>	<b><u>Winter</u></b>	<b><u>Spring</u></b>
Boys Soccer (MS & HS)	Boys Basketball (MS & HS)	Baseball (HS)
Cheerleading (MS & HS)	Girls Basketball (MS & HS)	Softball (MS & HS)
Cross Country (MS & HS)	Girls Volleyball (MS)	Track and Field (MS & HS)
Dance Team (HS)	Swimming and Diving (HS)	Boys Tennis (HS)
Girls Soccer (MS & HS)	Wrestling (MS & HS)	Boys Volleyball (HS)
Girls Tennis (HS)		
Girls Volleyball (HS)		
Golf (HS)		
Football (MS & HS)		
Swimming (MS)		

**For Information Only**

In compliance with Board Policy 123: Interscholastic Athletics, by June 30, a program of interscholastic athletics shall be approved for the new school year.

**WINTER ATHLETIC BIDS – 2019/2020 SCHOOL YEAR**

It is recommended that the Board approve the Winter Athletic Bids for the 2019/2020 school year in the amount of \$17,970.04 to the following company:

Century Sports	\$17,970.04
Grand Total	\$17,970.04

**SPRING ATHLETIC BIDS – 2019/2020 SCHOOL YEAR**

It is recommended that the Board approve the Spring Athletic Bids for the 2019/2020 school year in the amount of \$27,577.59 to the following companies:

Century Sports	\$18,393.62
MF Athletics	\$ 9,183.97
Grand Total	\$27,577.59

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

It is recommended that the Board approve the following extra athletic workers' positions for the 2019/2020 school year:

<u>Sport</u>	<u>Title</u>	<u>Amount per Game</u>
<b>V- Varsity; JV – Junior Varsity; MS – Middle School</b>		
<b>Baseball/Softball</b>	Game Manager (V)	\$65
	Book/Pitch Counter (V)	\$50
<b>Boys/Girls Soccer</b>	Game Manager (V, JV)	\$65
	Game Manager (MS)	\$50
	Clock (V, JV)	\$60
	Ticket Takers (V, JV)	\$38
<b>Boys/Girls Volleyball</b>	Game Manager (V, JV)	\$65
	Game Manager (MS)	\$50
	Clock (V, JV)	\$60
	Crowd Control (V, JV)	\$50
	Scoreboard (Girls V, JV)	\$60
	Scoreboard (MS)	\$50
<b>Boys/Girls Basketball</b>	Book (V, JV)	\$50
	Scoreboard (V, JV)	\$65
	Scoreboard (MS)	\$50
	Clock (V, JV)	\$65
	Game Manager (V, JV)	\$65
	Game Manager (MS)	\$50
	Crowd Control (V, JV)	\$50
	Ticket Takers (V, JV)	\$38
	Announcer (V, JV)	\$50
<b>Football</b>	Sticks (V)	\$50
	Clock (V, JV)	\$60
	Announcer (V)	\$50
	Scoreboard (V, JV, MS)	\$60
	Stats (V)	\$50
	Video (V)	\$30
	Parking/Security (V)	\$50
	Ticket Takers (V)	\$38
	25 Second Clock (V)	\$65
	Game Manager (V, JV)	\$65
	Game Manager (MS)	\$50
<b>Swimming</b>	Game Manager (V)	\$65
	Game Manager (MS)	\$50
	Ticket Taker (V)	\$38
<b>Wrestling</b>	Scoreboard (V)	\$60
	Ticket Taker (V, JV)	\$38



Game Manager (V, JV)	\$65
Crowd Control (V, MS)	\$50

<b>Track</b>	Timer	\$35
	Timer (FAT System)	\$60

**Extra Athletic Workers'**

**EXTRA ATHLETIC WORKERS – 2019/2020 SCHOOL YEAR**

It is recommended that the Board approve the following individuals as extra athletic workers for the 2019/2020 school year:

<b>Roiann Backstrom</b>	<b>Craig Lawhead</b>
<b>Andrew Bell</b>	<b>Louis Lippert</b>
<b>James Bolt</b>	<b>Amy Longo</b>
<b>Trista Boyes</b>	<b>John McCarthy</b>
<b>Keith Buckley</b>	<b>Steve McCormick</b>
<b>John Buffington</b>	<b>Clare Moore</b>
<b>Patti Constantini</b>	<b>Madeline Morris</b>
<b>John Cerminara</b>	<b>Ron Muszynski</b>
<b>Kelly Connolly</b>	<b>Ed Nock</b>
<b>Allyson Culp</b>	<b>Meghan O'Brien</b>
<b>Christina DeAngelis</b>	<b>TJ O'Farrel</b>
<b>Jeremy Diven</b>	<b>Mike Orsi</b>
<b>Kelly Diven</b>	<b>Beth Padden</b>
<b>Paul Elphinstone</b>	<b>Beth Papotnik</b>
<b>Diane Ferguson</b>	<b>Tyler Pajak</b>
<b>Jennifer Freese</b>	<b>Greg Perry</b>
<b>Judith Fritz</b>	<b>Pat Reilly</b>
<b>Sue Grand</b>	<b>Lainey Resetar</b>
<b>John Hoffman</b>	<b>Dean Sandonas</b>
<b>Caitlin Hogel</b>	<b>Jeff Sieg</b>
<b>Ken Hustava</b>	<b>Bill Simon</b>
<b>Bill Irvine</b>	<b>Sam Simon</b>
<b>Nick Kamberis</b>	<b>Kim Smykal</b>
<b>Rick Keebler</b>	<b>Donda Snell</b>
<b>Bill Ketrow</b>	<b>Amy Torcaso</b>
<b>Josh Kirchner</b>	<b>CJ Thomas</b>
<b>Jonathan Kovac</b>	<b>Jerry Tuite</b>
<b>Nancy Kramer</b>	<b>Judy Wareham</b>
<b>Hope Harris</b>	<b>Ryan Warner</b>
	<b>Jordan Zange</b>

**Recreational Swim Rates**

**RECREATIONAL SWIM RATES FOR 2019/2020**

The Administration recommends that the Board approve the following recreational swim rates for the 2019/2020 school year:

- **Pool Rentals**

- 1-30 people: \$70/hour for residents
- 1-30 people: \$95/hour for nonresidents
- 31-60 people: \$75/hour for residents
- 31-60 people: \$100/hour for nonresidents
- **Recreational Swim Fees will remain the same**
- Resident Family Pass (2 Adults and up to 3 children) \$60.00
- Resident Adult Pass (18 or older) \$30.00
- Resident Children’s Pass (17 and under) \$15.00
- Nonresident Family Pass (2 Adults and up to 3 children) \$65.00
- Nonresident Adult Pass (18 or older) \$35.00
- Nonresident Children’s Pass (17 and under) \$20.00
- Daily Admission Fee for Residents \$2.00
- Daily Admission Fee for Nonresidents \$4.00
- Senior Citizen Free with Golden Eagle Card
- Children’s Swim Lessons \$35.00/6 lessons
- Loved One and Me Classes \$25.00/5 lessons
- Red Cross Life Guard Training \$200.00
- Water Aerobics Exercise Class \$60.00/16 sessions or \$7.00/per class

**Personnel Report**

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

**Retirement**

**RETIREMENT**

The Administration recommends that the Board accept the following retirement effective June 7, 2019:

<u>Name</u>	<u>Position</u>	<u>Years of Service</u>
Lynn Mathews	Food Service Worker – Myrtle Elementary	5

For Information Only

Ms. Mathews was employed with the prior food service contractor with whom the District contracted. She has been a face around the District for 22 years.

**Resignations**

**RESIGNATIONS**

The Administration recommends that the Board approve the following resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Melissa Baang	Food Service Worker	May 23, 2019
Julie Karabinos	Secretary – Special Education	May 31, 2019

**APPOINTMENTS**

**1. Custodian**

In compliance with the Keystone Oaks School District Service International Union Local 32BJ Agreement, the Administration recommends the employment of:

**Julia Beadle**  
 Custodian  
 Effective – July 1, 2019  
 Salary - \$28,462.22

**2. Food Service Personnel**

It is recommended that the Board approve, **Mary Bush**, as a Food Service Worker Middle/High School at a rate of \$10.00/hour, retroactive to May 1, 2019

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

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

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
<b>Cheerleading</b>	Varsity	<b>Jessica Eberlien</b>	\$3,850.00
	Junior Varsity	<b>Christina Monroe</b>	\$2,300.00
	Middle School	<b>Morgan Leckie</b>	\$2,075.00
<b>Cross Country</b>	Head Coach	<b>Sarah Hardner</b>	\$4,250.00
	Assistant	<b>Lainey Resatar</b>	\$2,000.00
	Assistant	<b>Judith Fritz</b>	\$2,000.00
<b>Dance Team</b>	Head Coach	<b>OPEN</b>	\$2,075.00
<b>Football</b>	Head Coach	<b>Greg Perry</b>	\$8,350.00
	Assistant	<b>Steve McCormick</b>	\$5,000.00
	Assistant	<b>Russ Klein</b>	\$5,000.00
	Assistant	<b>Jim Feeney</b>	\$5,000.00
	Assistant	<b>Jeff Sieg</b>	\$5,000.00
	Assistant	<b>Dale Klobuchir</b>	\$3,000.00
	Assistant	<b>Kobe Phillippi</b>	\$2,552.50
	Assistant	<b>Joe Kazalas</b>	\$2,552.00
	Middle School	<b>Andrew Bell</b>	\$3,375.00
	Middle School	<b>John Cermnara</b>	\$3,275.00
Middle School	<b>Jimmy Canello</b>	\$3,275.00	
Middle School	<b>Paul Jankowiak</b>	\$1,808.50	

	Middle School	<b>Mike Orosz</b>	\$1,937.00
<b>Golf</b>	Head Coach	<b>Dennis Sarchet</b>	\$4,250.00
	Assistant	<b>OPEN</b>	\$2,800.00
<b>Soccer (Boys)</b>	Head Coach	<b>Sotiri Tsourekis</b>	\$4,750.00
	Assistant	<b>John McCarthy</b>	\$3,300.00
	Assistant	<b>Andy Hornak</b>	\$3,300.00
	Middle School	<b>Keith Buckley</b>	\$3,300.00
	Middle School	<b>Jeremy Diven</b>	\$2,000.00
<b>Soccer (Girls)</b>	Head Coach	<b>Roman Nardozi</b>	\$4,750.00
	Assistant	<b>Bryan Taylor</b>	\$3,370.00
	Assistant	<b>Hayley Frederick</b>	\$3,370.00
	Middle School	<b>OPEN</b>	\$3,045.00
	Middle School	<b>Matt Paradise</b>	\$2,815.00
<b>Swimming (MS)</b>	Assistant	<b>Jeff DiGiacomo</b>	\$3,400.00
	Assistant	<b>Madeline Morris</b>	\$1,000.00
<b>Tennis (Girls)</b>	Head Coach	<b>Leslie Leopold</b>	\$4,200.00
	Assistant	<b>James Svidron</b>	\$2,800.00
<b>Volleyball (Girls)</b>	Head Coach	<b>Michael O’Leary</b>	\$4,250.00
	Assistant	<b>Dave Harouse</b>	\$2,855.00

**Club Sponsors  
and Stipends**

**4. Club Sponsors and Stipends– 2019/2020 School Year**

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

<b><u>Club</u></b>	<b><u>Name</u></b>	<b><u>Stipend</u></b>
Academic Club	<b>Michelle McSwigan</b>	\$1,200.00
Aiken Art Club	<b>Rebecca Hersan</b>	\$1,200.00
Aiken Mileage Club	<b>Jennifer Watenpool-Taylor</b>	\$1,200.00
Allies	<b>Rebekah Brooks</b>	\$1,200.00
Art	<b>Heather Hakos-Hruby</b>	\$1,200.00
Best Friends (HS)	<b>Joyelle Galiszewski</b>	\$ 600.00 (split)
Best Friends (HS)	<b>Kim Smykal</b>	\$ 600.00 (split)
Best Friends (MS)	<b>OPEN</b>	\$1,200.00
Caring Team	<b>Jennifer Tom</b>	\$1,200.00
Environmental (HS)	<b>Jen Bogdanski</b>	\$1,200.00
Environmental (MS)	<b>Lisa McMahan</b>	\$1,200.00
French	<b>Julie O’Mara</b>	\$1,200.00
Math	<b>Josh Kirchner</b>	\$1,200.00
Medical Careers	<b>Judith Fritz</b>	\$1,200.00
Modern Dance	<b>Nancy Kraemer</b>	\$1,200.00

National Honor Society	<b>Beth Smith</b>	\$1,200.00
Pep	<b>Lainey Resetar</b>	\$1,200.00
Robotics	<b>Jeff Ostreich</b>	\$ 600.00 (split)
Robotics	<b>Dennis Sarchet</b>	\$ 600.00 (split)
SADD	<b>Nancy Kraemer</b>	\$1,200.00
Science	<b>Michelle McSwigan</b>	\$1,200.00
Spanish	<b>Lisa Forlini</b>	\$1,200.00
Stage Crew	<b>William Eibeck</b>	\$1,200.00
Student Senate (HS)	<b>Joan Young</b>	\$1,200.00
Student Senate (MS)	<b>Mark Kopper</b>	\$1,200.00
Strength	<b>Nick Kamberis</b>	\$1,200.00
Technology	<b>Dennis Sarchet</b>	\$ 600.00 (split)
Technology	<b>Craig Wetzel</b>	\$ 600.00 (split)

**Specialized & Support Positions**

**5. Specialized and Support Positions Sponsors and Stipends - 2019/2020 School Year**

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

<b><u>Specialized &amp; Support Position</u></b>	<b><u>Name</u></b>	<b><u>Stipend</u></b>
FBLA	<b>Beth Smith</b>	\$1,700.00
Junior/Senior Class Sponsor	<b>Beth Smith</b>	\$3,050.00
Keynote/Literacy Magazine	<b>Kim Smykal</b>	\$1,700.00
Marching Band Director	<b>William Eibeck</b>	\$5,000.00
Marching Band Assistant	<b>Chelsea Fredrickson</b>	\$3,000.00
Marching Band Assistant	<b>Abigail Langhorst</b>	\$2,400.00
Odyssey of the Mind	<b>Jessica Dobson</b>	\$3,050.00
PJAS (HS)	<b>Madeline Morris</b>	\$3,050.00
PJAS (MS)	<b>Ben Stewart</b>	\$3,050.00
Varieties	<b>Nancy Kraemer</b>	\$3,050.00
Yearbook (HS)	<b>Linda Celli</b>	\$3,050.00
Yearbook (MS)	<b>Sarah Hardner</b>	\$1,525.00 (split)
	<b>Amy Torcaso</b>	\$1,525.00 (split)

- A discussion was had regarding Specialized and Support Positions and Stipends.

**Summer Academy Programs**

**SUMMER ACADEMY PROGRAMS**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the following teachers be approved for the 2019 Summer Academy Programs:

Jennifer Taylor	Middle School Math Acceleration
Liz Venturella	Middle School Math Acceleration
Hope Harris	Reading Boot Camp

Caitlin Lucas	Reading Boot Camp
Jennifer Martin	Reading Boot Camp
Ann Pfeufer	Reading Boot Camp
Beth Shepherd	Reading Boot Camp

**Mentor Teachers**

**MENTOR TEACHERS**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the following **mentor teachers** be approved and receive payment for the 2018/2019 school year:

**Year 1 Inductees:**

Jen Bogdanski	\$725.00
Marlo Fyer	\$362.50
Rob Naser	\$725.00
Mary Poe	\$725.00
Kristie Rosgone	\$725.00
Beth Salimbene	\$725.00

**Year 2 Inductee:**

Andy Bell	\$725.00
-----------	----------

**Year 3 Inductees:**

Suzanne Deemer	\$ 725.00
Michelle McSwigan	\$ 725.00
Lori DeMartino	\$ 725.00
Molly Karlovich	\$ 725.00
Elisa DiTullo	\$ 725.00
Matt Passarello	\$ 725.00
Lainey Resetar (2 teachers)	\$1,450.00
Mary Poe	\$ 725.00

**Teaching Load Compensation**

**TEACHING LOAD COMPENSATION – SECOND SEMESTER**

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

**1. Secondary Teacher Stipends for Class Sizes at 30 or Above**

Jennifer Bogdanski	\$1,000
Lori DeMartino	\$ 500
Sarah Hardner	\$1,000
Ken Hustava	\$3,000
Tricia Kreitzer	\$1,200
Michele Lowers	\$1,000



Kelly Seltzer	Teacher
Hope Harris	Teacher
Caitlin Kelly	Teacher
Anthony Sotelo	Teacher
Kristen Kalakos	Teacher
Katelyn Tabone	Paraprofessional
Havilah Vitartas	Paraprofessional
Mary Ranalli	Personal Care Assistant

## POST SEASON COACHING STIPENDS

In compliance with *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve payment of \$50 per week to the following individuals for coaching in the post season:

<u>Sport</u>	<u>Coach</u>	<u>Stipend</u>
Baseball	<b>Nick Kamberis</b>	\$150.00 (3 weeks)
	<b>Ken Hustava</b>	\$150.00 (3 weeks)
	<b>John McCarthy</b>	\$150.00 (3 weeks)
Boys Tennis	<b>Leslie Leopold</b>	\$150.00 (3 weeks)
	<b>James Svidron</b>	\$150.00 (3 weeks)
Boys Volleyball	<b>Mike Mull</b>	\$50.00 (1 week)
	<b>Jordan Zange</b>	\$50.00 (1 week)
Softball	<b>Mark Kaminski</b>	\$200.00 (4 weeks)
	<b>Kristen Kaminski</b>	\$200.00 (4 weeks)
	<b>Jenna Ross</b>	\$200.00 (4 weeks)
Track and Field	<b>Felix Yerace</b>	\$150.00 (3 weeks)
	<b>Marc Canello</b>	\$150.00 (3 weeks)
	<b>Randy McCann</b>	\$150.00 (3 weeks)
	<b>Adam Mitchell</b>	\$100.00 (2 weeks)
	<b>Jeff Sieg</b>	\$150.00 (3 weeks)

## LEAVE OF ABSENCE

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

J.K. – effective May 17, 2019 through July 1, 2019

K.S. – effective May 20, 2019 through June 7, 2019

Post Season Coaching  
Stipends

Leave of Absence



**Sabbatical Leave**

**SABBATICAL LEAVE**

It is recommended that the Board approve, **Brett Musser**, for a sabbatical leave for the 2019/2020 school year.

**Finance Report**

**FINANCE REPORT – Ms. Raeann Lindsey**

**BOARD ACTION REQUESTED**

**Approval of 2019/2020 Final Budget**

**APPROVAL OF THE 2019/2020 FINAL BUDGET**

The Administration recommends the adoption of the 2019/2020 Final Budget in accordance with Section 687 of the School Code of Pennsylvania.

**For Information Only**

The 2019/2020 Final Budget is estimated at Expenditures of \$\_\_\_\_\_. The expected revenues will be \$\_\_\_\_\_ with the levying of \_\_\_\_\_ mills. The approval of the 2019/2020 Final General Budget is scheduled for June 18, 2019.

- A discussion was had regarding the Approval of the 2019/2020 Final Budget.
- A discussion was had regarding the increase in mills for the 2019/2020 school year.

**PA School Board Association**

**PENNSYLVANIA SCHOOL BOARD ASSOCIATION**

It is recommended that the Board approve the annual membership in the *Pennsylvania School Boards Association* for the 2019/2020 school year in the amount of \$13,965.68.

**For Information Only**

This is an increase of \$701.00 from last years membership.

**Accounts Payable**

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

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

- |  |              |
|--|--------------|
| A. General Fund as of May 31, 2019 (Check No. 59491-59702)       | \$996,914.01 |
| B. Risk Management as of May 31, 2019 (None)                     | \$0.00       |
| C. Food Service Fund as of May 31, 2019 (Check No. 9153-9162)    | \$1,496.62   |
| D. Athletics as of May 31, 2019 (Check No. 2135-2137, 3100-3109) | \$8,157.85   |
| E. Capital Reserve as of May 31, 2019 (Check No. 1622)           | \$12,704.80  |
| F. Compensated Absences Fund as of May 31, 2019 (None)           | \$0.00       |

G. OPEB Fund as of May 31, 2019 (None) \$0.00

**TOTAL      \$1,019,273.28**

**Investments**

**INVESTMENTS**

It is recommended that in accordance with **Board Policy No. 005 – Organization**, the Board approve the following as authorized depositories for the purpose of investing School District funds:

- First National Bank
- Bank of New York – Mellon
- Pennsylvania Local Government Investment Trust (PLGIT)
- Pennsylvania School District Liquid Asset Fund (PSDLAF)
- INVEST (Treasurer’s Department)

**Banking**

**BANKING**

It is recommended that in accordance with **Board Policy No. 005 – Organization**, the Board approve the following as designation depositories:

- **First National Bank**      Activities and Athletic Funds  
    Capital Expenditure Fund  
    Compensated Absences Fund  
    Food Service  
    General Fund  
    OPEB Fund  
    Payroll  
    Sinking Fund  
    Tax Appeal Escrow Account  
    *Others as approved by the School Board*

**District Insurance Policies**

**DISTRICT INSURANCE POLICIES 2019/2020**

It is recommended that the Board approve the District’s insurance policies as listed:

- CM Regent (Commercial Property) \$72,552.00
- CM Regent (Commercial General Liability) \$19,667.00
- CM Regent (Commercial Crime) \$760.00
- CM Regent (Commercial Automobile) \$4,513.00
- CM Regent (Educators Legal Liability) \$12,952.00

• CM Regent (Educators Excess Liability)	\$9,835.00
• CM Regent (Equipment)	\$7,406.00
• BCS (Cyber)	\$8,292.00
• UPMC (Workers' Compensation)	\$141,807.00
<b>TOTAL</b>	<b>\$277,784.00</b>

**Current ACT 151 Taxes**

**CURRENT ACT 511 TAXES**

It is recommended that the Board approve the Current Act 511 Taxes including local service tax (\$5.00/per working individual); earned income tax (0.5%); and real estate transfer tax (\$0.5%) for the 2019/2020 school year.

**FOR INFORMATION ONLY**

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

ACCT	DESCRIPTION	2018-2019 BUDGET TOTAL	2018-2019 11 MONTH MAY/ACTUAL	OVER (UNDER) BUDGET
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 30,014,864	\$ 30,457,477	\$ 442,613
7000	State Revenue Sources	\$ 12,065,343	\$ 7,768,248	\$ (4,297,095)
8000	Federal Revenue Sources	\$ 849,422	\$ 604,857	\$ (244,565)
<b>Total Revenue</b>		<b>\$ 42,929,629</b>	<b>\$ 38,830,582</b>	<b>\$ (4,099,047)</b>
<b>Expenditures</b>				
100	Salaries	\$ 16,783,162	\$ 13,052,885	\$ 3,730,277
200	Benefits	\$ 10,702,403	\$ 8,151,269	\$ 2,551,134
300	Professional/Technical Services	\$ 1,574,811	\$ 1,261,861	\$ 312,950
400	Property Services	\$ 1,079,511	\$ 971,964	\$ 107,547
500	Other Services	\$ 5,225,206	\$ 4,636,643	\$ 588,563
600	Supplies/Books	\$ 1,417,523	\$ 1,334,147	\$ 83,376
700	Equipment/Property	\$ 530,282	\$ 465,417	\$ 64,865
800	Other Objects	\$ 641,126	\$ 619,051	\$ 22,075
900	Other Financial Uses	\$ 4,975,605	\$ 4,836,674	\$ 138,931
<b>Total Expenditures</b>		<b>\$ 42,929,629</b>	<b>\$ 35,329,911</b>	<b>\$ 7,599,718</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ -</b>	<b>\$ 3,500,671</b>	<b>\$ 3,500,671</b>
<b>Other Financing Sources/(Uses)</b>				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

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

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance - 5/1/2019	\$ 75,823.08	\$ 35,312.56
Deposits	\$ 9,555.80	\$ 728.50
Subtotal	\$ 85,378.88	\$ 36,041.06
Expenditures	\$ 15,638.44	\$ 14,993.00
Cash Balance - 5/31/2019	\$ 69,740.44	\$ 21,048.06

**III. BANK BALANCES**

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

	<b>BALANCE</b>
<b>GENERAL FUND</b>	
FNB BANK	\$ 1,800,000
PAYROLL (pass-thru account)	\$ 23,617
FNB SWEEP ACCOUNT	\$ 453,221
ATHLETIC ACCOUNT	\$ 21,048
PLGIT	\$ 6,293,846
FNB Money Market	\$ 95,202
PSDLAF	\$ 160,082
INVEST PROGRAM	\$ 177,852
	<u><u>\$ 9,024,868</u></u>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 443,167
PLGIT	\$ 414,751
	<u><u>\$ 857,918</u></u>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 378,948
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 787
	<u><u>\$ 379,735</u></u>
<b>RISK MANAGEMENT / TAX REFUNDS</b>	
FNB BANK	<u><u>\$ 504,416</u></u>
<b>OTHER POST-EMPLOYMENT BENEFITS FUND</b>	
FNB BANK	<u><u>\$ 1,945,358</u></u>
<b>COMPENSATED ABSENCES FUND</b>	
FNB BANK	<u><u>\$ 421,657</u></u>
<b>GRAND TOTAL</b>	<u><u>\$ 13,133,952</u></u>

**Facilities Report**

**FACILITIES REPORT – Mr. Matthew Cesario**

**BOARD ACTION REQUESTED**

**Drainage Interceptor**

**DRAINAGE INTERCEPTOR – MYRTLE AVENUE ELEMENTARY**

It is recommended that the Board approve the Drainage Interceptor and water proofing at Myrtle Avenue Elementary by Baleno Concrete at a cost not to exceed \$18,600.00.

**Wireless Microphones**

**WIRELESS MICROPHONES**

It is recommended that the Board approve the purchase and installation of wireless microphones for the High School Auditorium by Horizon Information Services at a cost not to exceed \$17,840.00.

**Concrete Work**

**CONCRETE WORK**

It is recommended that the Board approve concrete work at Myrtle Avenue Elementary and Keystone Oaks High School by Baleno Concrete at a cost not to exceed \$15,000.00

**Bid Advertisement**

**BID ADVERTISEMENT – WINDOW FILM**

It is recommended that the Board approve the advertisement of bids for the installation of security window film.

For Information Only

Window Film will be installed at all the schools throughout the District and will be paid from a grant that the District received.

**Tempered Glass**

**TEMPERED GLASS**

It is recommended that the Board approve the replacement of the Tempered Glass in the doors at the Middle School and High School by Tri-Lite Windows at a cost not to exceed \$6,364.00.

**High School Air Handling**

**HIGH SCHOOL AIR HANDLING**

It is recommended that the Board approve the replacement of the High School air handling units 2B and 3C by Huckestein Mechanical Services at a cost not to exceed \$45,995.00.

- A discussion was had regarding the High School Air Handling.

**Cafeteria Report**

**CAFETERIA REPORT**

**BOARD ACTION REQUESTED**

**Breakfast and Lunch  
Price Increase**

**BREAKFAST AND LUNCH PRICE INCREASE FOR 2019/2020**

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

	<u>Increase</u>	<u>2019/2020 Cost</u>
Elementary Breakfast	\$0.10	\$1.35
Elementary Lunch	\$0.10	\$2.45
Secondary Breakfast	\$0.10	\$1.45
Secondary Lunch	\$0.10	\$2.45

- A discussion was had regarding the Breakfast and Lunch price increase for the 2019/2020 school year.

**Primeroedge Software**

**PRIMEROEDGE SOFTWARE**

The Administration recommends that that Board approve the implementation of PrimeroEdge Cafeteria Software at a cost not to exceed \$5,480.00 for the 2019/2020 school year.

- A discussion was had regarding absenteeism of professional staff.

**Public Comment**

**PUBLIC COMMENT – None**

**Adjournment**

**ADJOURNMENT**

On the motion of Mrs. Lydon, seconded by Ms. Lindsey, the meeting was adjourned at 8:31 p.m.

*Motion passed 7-0*

Respectfully submitted,

Maureen S. Myers  
Board Secretary  
Board Recording Secretary

# Policy Guide



Policy No. 121

Section PROGRAMS

Title CURRICULAR FIELD TRIPS

Adopted AUGUST 21, 1989

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

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

SC-1361



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

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

~~School Code 517,1361~~

**Section 5**

**Guidelines**

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

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

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

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

Pol. 105

Administration of Medication

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

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

Pol. 103.1, 113

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

Pol. 210, 210.1

References:

PA School Code – 24 P.S. Sec. 517

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

# Policy Guide



Policy No. 127

Section PROGRAMS

Title ASSESSMENT SYSTEM

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 2016;  
MAY 18, 1998

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

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

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

**Section 3**

**Guidelines**

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

*For the Senior Classes of 2020 and 2021:*

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

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

*For the Senior Class of 2022 and beyond:*

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

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

Distinguished Graduate

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

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

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

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

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

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

**Section 4**

**Delegation of Responsibility**

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

22 PA Code 4.24

References:

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

Board Policy – ~~213~~127, 216

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

# Policy Guide



Policy No. 260

Section PUPILS

Title COMPETITIVE/NON-COMPETITIVE EVENTS AND TRIPS

Adopted \_\_\_\_\_

Revised \_\_\_\_\_

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

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

district facilities or on district grounds without Board permission.

**Section 3**

**Definitions**

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

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

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

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

Pol. 121

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

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

Use of District Funds

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

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

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

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

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

Chaperones

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

Pol. 827

Pol. 827

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



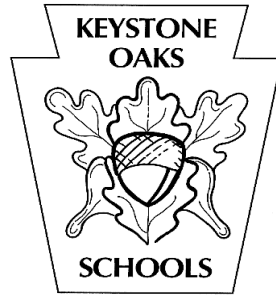
**POLICY NO. 260**  
**COMPETITIVE/NON-COMPETITIVE EVENTS AND TRIPS**

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

References:

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

# Policy Guide



Policy No. 625

Section FINANCES

Title PROCUREMENT CARDS

Adopted NOVEMBER 20, 2014

Revised \_\_\_\_\_

	<p style="text-align: center;"><b>POLICY NO. 625 PROCUREMENT CARDS</b></p> <p><b>Section 1</b>    <b><u>Authority</u></b></p> <p>The Board approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline vendor payment. The Board directs the administration to establish safeguards to prevent misuse of such cards.</p> <p><b>Section 2</b>    <b><u>Definition</u></b></p> <p><b>Procurement card</b> – a corporate charge card designed to reduce the cost of small dollar purchases.</p> <p><b>Section 3</b>    <b><u>Delegation of Responsibility</u></b></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 <del>Business Manager</del> 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 <del>Director of Fiscal Services</del> Business Manager.</p>	
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**POLICY NO. 625  
PROCUREMENT CARDS**

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

**Section 4**

**Guidelines**

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

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

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

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

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

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

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

**POLICY NO. 625  
PROCUREMENT CARDS**

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

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

SC 751, 807.1  
Pol. 610, 611

~~SC 751, 807.1~~

**References:**

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

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