



KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

WORK SESSION
TUESDAY, SEPTEMBER 11, 2018
7:00 PM

BUSINESS/LEGISLATIVE MEETING
TUESDAY, SEPTEMBER 18, 2018
7:00 PM

**KEYSTONE OAKS SCHOOL DISTRICT
SCHOOL DIRECTORS' CALENDAR OF COMING EVENTS**

September 11, 2018 –Work Session

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- **My Fitness Journey Winner – Ms. Jayla Hill**
- Public Comment
- Review of Reports
- Public Comment
- Adjournment

September 18, 2018 – Business/Legislative

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

BOARD PRESIDENT'S REPORT

September 18, 2018

Mr. Matthew Cesario

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of August 14, 2018 and the Business/Legislative Minutes of August 21, 2018.

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

V. EXECUTIVE SESSION

SUPERINTENDENT'S REPORT

September 18, 2018

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. ASSISTANT HIGH SCHOOL PRINCIPAL

It is recommended that the Board approve **Mr. Michael Linnert** as Assistant High School Principal at a salary of \$86,000.00, effective October 1, 2018.

II. SECOND READING POLICY 302: EMPLOYMENT OF THE SUPERINTENDENT

It is recommended that that the Board approve the SECOND READING of Policy No. 302: *Employment of the Superintendent.*

III. SECOND READING POLICY 312: ASSESSMENT OF THE SUPERINTENDENT

It is recommended that that the Board approve the SECOND READING of Policy No. 312: *Assessment of the Superintendent.*

IV. SECOND READING ATTACHMENT 312-AR-1: PERFORMANCE ASSESSMENT OF SUPERINTENDENT/ASSISTANT SUPERINTENDENT

It is recommended that the Board approve the SECOND READING of Attachment 312-AR-1: *Performance Assessment of Superintendent/Assistant Superintendent.*

V. SECOND READING POLICY 854: ASSIGNMENT AND TRANSFER

It is recommended that the Board approve the SECOND READING of Policy 854: *Assignment and Transfer.*

VI. SECOND READING POLICY 855: REDUCTION IN STAFF

It is recommended that the Board approve the SECOND READING of Policy 855: *Reduction in Staff.*

VII. FIRST READING POLICY 005: LOCAL BOARD PROCEDURES

It is recommended that the Board approve the FIRST READING of Policy 005: *Local Board Procedures.*

VIII. FIRST READING POLICY 209.1: FOOD ALLERGY MANAGEMENT

It is recommended that the Board approve the FIRST READING of Policy 209.1: *Food Allergy Management.*

IX. FIRST READING POLICY 864: NALOXONE

It is recommended that the Board approve the FIRST READING of Policy 864: *Naloxone*.

X. PROFESSIONAL DEVELOPMENT

| | | |
|-----------------------|--|----------|
| Suzanne Lochie | Administrative Leadership for English Learners PaTTAN Harrisburg September 25 – 26, 2018 | \$700.00 |
|-----------------------|--|----------|

EDUCATION REPORT

September 18, 2018

Ms. Raeann Lindsey, Chairperson

BOARD ACTION REQUESTED

I. AGREEMENT FOR TITLE I AND TITLE II NON-PUBLIC SERVICES

The Administration recommends that the Board approve the agreements for Title I and Title II Non-Public Services to be provided by the Allegheny Intermediate Unit in the amounts of \$63,323.00 and \$5,745.04, respectively.

For Information Only

Funds will be paid from the District's Federal Programs grant and must be shared equitably with qualifying, non-public students.

PUPIL PERSONNEL REPORT

September 18, 2018

Dr. William Stropkaj

BOARD ACTION REQUESTED

I. AGREEMENT WITH WESLEY FAMILY SERVICES

The Administration recommends that the Board approve the Site-Based Academic Services Agreement between Wesley Family Services and the Keystone Oaks School District for the 2018/2019 school year.

For Information Only

Wesley Family Services offers private academics for students in need of academic, social and therapeutic support provided in small, structured learning environment. They also offer a community-based instruction program for students whose transition needs are beyond those provided in the traditional classroom setting.

II. AGREEMENT WITH PLEA

The Administration recommends that the Board approve the Agreement between PLEA and the Keystone Oaks School District for the 2018/2019 Academic Year.

For Information Only

PLEA (Parent's League for Emotional Adjustment) was incorporated in 1966 as a private, nonprofit agency. Begun as an advocacy and support group, this group sowed the seed for the development of programs for children, families and Adults with developmental and behavioral disabilities.

The school/partial program is a blended service that provides a milieu based center that meets educational as well as behavioral health needs of children experiencing difficulties due to behavioral or developmental challenges. The program is licensed as both a Private academic special education school and a Partial Hospital program.

Tuition is charged monthly with a total cost not to exceed \$30,000.00.

III. AGREEMENT WITH PSA HEALTHCARE

The Administration recommends that the Board approve the Agreement between PSA Healthcare and the Keystone Oaks School District for the 2018/2019 Academic Year.

For Information Only

PSA Healthcare provides 1:1 nursing services to a student in the District.

PERSONNEL REPORT

September 18, 2018

Mr. Matthew Cesario, Chairperson
Ms. Patricia A. Shaw, Co-Chairperson

BOARD ACTION REQUESTED

I. APPOINTMENTS

1. Custodian

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

Marlyn Horstmann
Custodian – Myrtle
Effective - September 28, 2018
Salary - \$27,357.00 (pro-rated)

2. Food Service Workers

The Administration recommends the employment of the following Food Service Workers:

| <u>Name</u> | <u>Hourly Compensation</u> | <u>Effective Date</u> |
|------------------------|----------------------------|-----------------------|
| Melissa Baang | \$9.50 | August 21, 2018 |
| Tracee Burrell | \$9.80 | August 23, 2108 |
| Faith Faletogo | \$9.25 | September 4, 2018 |
| Donna DiPofi | \$9.25 | August 21, 2018 |
| Melanie Kessler | \$9.25 | August 21, 2018 |
| Thomas Lyons | \$9.60 | August 21, 2018 |

3. Lunchtime Supervisor

It is recommended that the Board approve the following individual as a Lunchtime Supervisor at a rate of \$10.00 per hour for two (2) hours per day,

Kimberly Beck Myrtle Avenue Elementary

4. Approval of Club Sponsors and Stipends – 2018/2019 School Year

It is recommended that the Board approve the following Club Sponsors and Stipends for the 2018/2019 school year:

| <u>Sponsor</u> | <u>Club</u> | <u>Compensation</u> |
|----------------------------------|------------------------|----------------------------|
| Michelle McSwigan | Academic Club | \$1,200.00 |
| Rebecca Hersan | Aiken Art Club | \$1,200.00 |
| Jennifer Taylor-Watenpool | Aiken Mileage Club | \$1,200.00 |
| Rebekah Brooks | Allies | \$1,200.00 |
| Heather Hakos-Hruby | Art | \$1,200.00 |
| Kim Smykal | Best Friends (HS) | \$ 600.00 (split) |
| Joy Galiszewski | Best Friends (HS) | \$ 600.00 (split) |
| Andy Bochicchio | Best Friends (MS) | \$ 400.00 (split) |
| Allyson Hepler | Best Friends (MS) | \$ 400.00 (split) |
| Steve McCormick | Best Friends (MS) | \$ 400.00 (split) |
| Jennifer Tom | Caring Team | \$1,200.00 |
| Jen Bogdanski | Environmental (HS) | \$1,200.00 |
| Lisa McMahan | Environmental (MS) | \$1,200.00 |
| Julie O'Mara | French | \$1,200.00 |
| Josh Kirchner | Math | \$1,200.00 |
| Judi Fritz | Medical Careers | \$1,200.00 |
| Nancy Kraemer | Modern Dance | \$1,200.00 |
| Beth Smith | National Honor Society | \$1,200.00 |
| Kelly Connolly | Pep | \$1,200.00 |
| Jeff Oestrich | Robotics | \$1,200.00 |
| Nancy Kraemer | SADD | \$1,200.00 |
| Michelle McSwigan | Science | \$1,200.00 |
| Lisa Forlini | Spanish | \$1,200.00 |
| William Eibeck | Stage Crew | \$1,200.00 |
| Joan Young | Student Senate (HS) | \$1,200.00 |
| Mark Kopper | Student Senate (MS) | \$1,200.00 |
| Nick Kamberis | Strength | \$1,200.00 |

5. Approval of Specialized and Support Positions Sponsor and Stipends – 2018/2019 School Year

It is recommended that the Board approve the following Specialized and Support Position Sponsors and Stipends for the 2018/2019 school year:

| <u>Sponsor</u> | <u>Specialized and Support Position</u> | <u>Compensation</u> |
|------------------------|--|----------------------------|
| 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 (KOHS) | \$1,450.00 |
| Andy Bochicchio | Bus Duty (KOMS) | \$ 725.00 (split) |
| Mark Iampietro | Bus Duty (KOMS) | \$ 725.00 (split) |

| | | |
|------------------------|--------------------------------|-------------------|
| Steve McCormick | Bus Duty (KOMS) | \$ 725.00 (split) |
| Dennis Sarchet | Bus Duty (KOMS) | \$ 725.00 (split) |
| Beth Smith | FBLA | \$1,700.00 |
| Beth Smith | Junior/Senior Class Sponsor | \$3,050.00 |
| Kim Smykal | Keynote/Literary Magazine | \$1,700.00 |
| Rob Naser | Musical Director (Elementary) | \$2,000.00 |
| Kaitlyn Caron | Musical Assistant (Elementary) | \$ 750.00 |
| Jen Harke | Musical Assistant (Elementary) | \$ 750.00 |
| Jessica Dobson | Odyssey of the Mind | \$3,050.00 |
| Maddie Morris | PJAS High School | \$3,050.00 |
| Ben Stewart | PJAS Middle School | \$3,050.00 |
| Nancy Kraemer | Varieties | \$3,050.00 |
| Linda Celli | Yearbook (HS) | \$3,050.00 |
| Amy Torcaso | Yearbook (MS) | \$1,525.00 |
| Sarah Hardner | Yearbook (MS) | \$1,525.00 |

6. Approval of Athletic Positions and Stipends

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

| <u>Sport</u> | <u>Position</u> | <u>Coach</u> | <u>Stipend</u> |
|-----------------------|------------------------|----------------------|-----------------------|
| Girls Basketball – MS | Head Coach | Keith Buckley | \$3,070.00 |
| | Assistant | Taylor Hudson | \$2,800.00 |

II. LEAVE OF ABSENCE

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

A.B. – Effective September 5, 2018 through November 5, 2018

R.B. – Effective August 31, 2018 through November 29, 2018

P.O. – Effective August 14, 2018 through November 6, 2018

L.S. – Effective October 1, 2108 through January 7, 2019

III. SABBATICAL LEAVE

It is recommended that the Board approve **Selena Bixler**, Second Grade teacher, Dormont Elementary School, for a sabbatical leave for the second semester of the 2018/2019 school year.

IV. EXTRA-DUTY INTRAMURALS

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

Building

| | | |
|---------------------------|------------------------|------------|
| Aiken Intramurals | Michael Shuck | \$2,500.00 |
| Dormont Intramurals | Andy Bell | \$2,500.00 |
| | Edward Hanna | \$2,500.00 |
| Myrtle Intramurals | Kelly Diven | \$2,500.00 |
| | Kristie Rosgone | \$2,500.00 |
| Middle School Intramurals | Pat Falsetti | \$2,500.00 |
| | Carolyn Manko | \$2,500.00 |

FINANCE REPORT

September 18, 2018

Mrs. Theresa Lydon, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH AUGUST 31, 2018

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

| | |
|--|-----------------------|
| A. General Fund as of August 31, 2018 (Check No. 57435-57772) | \$1,002,288.62 |
| B. Risk Management as of August 31, 2018 (None) | \$0.00 |
| C. Food Service Fund as of August 31, 2018 (Check No. 9142) | \$515.00 |
| D. Athletics as of August 31, 2018 (Check No. 2057-2059) | \$2,951.00 |
| E. Capital Reserve as of August 31, 2018 (Check No. 1607-1610) | \$471,369.40 |
| TOTAL | \$1,477,124.02 |

II. PITNEY BOWES LEASE

The Administration recommends that the Board approve a 60-month lease with Pitney Bowes for a postage meter at a cost of \$143.50 per month, effective October 1, 2018.

FOR INFORMATION ONLY

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

| ACCT | DESCRIPTION | 2018-2019 BUDGET TOTAL | 2018-2019 2 MONTH AUGUST/ACTUAL | OVER (UNDER) BUDGET |
|--|------------------------------------|------------------------------|---------------------------------------|--|
| Revenue | | | | |
| 6000 | Local Revenue Sources | \$ 30,014,864 | \$ 15,468,118 | \$ (14,546,746) |
| 7000 | State Revenue Sources | \$ 12,065,343 | \$ 1,562,851 | \$ (10,502,492) |
| 8000 | Federal Revenue Sources | \$ 849,422 | \$ 150,069 | \$ (699,353) |
| Total Revenue | | \$ 42,929,629 | \$ 17,181,038 | \$ (25,748,591) |
| | | | | (OVER) UNDER BUDGET |
| Expenditures | | | | |
| 100 | Salaries | \$ 16,783,162 | \$ 736,920 | \$ 16,046,242 |
| 200 | Benefits | \$ 10,702,403 | \$ 767,553 | \$ 9,934,850 |
| 300 | Professional/Technical Services | \$ 1,574,811 | \$ 202,597 | \$ 1,372,214 |
| 400 | Property Services | \$ 1,079,511 | \$ 102,778 | \$ 976,733 |
| 500 | Other Services | \$ 5,225,206 | \$ 483,171 | \$ 4,742,035 |
| 600 | Supplies/Books | \$ 1,417,523 | \$ 770,135 | \$ 647,388 |
| 700 | Equipment/Property | \$ 530,282 | \$ 298,412 | \$ 231,870 |
| 800 | Other Objects | \$ 641,126 | \$ 131,802 | \$ 509,324 |
| 900 | Other Financial Uses | \$ 4,975,605 | \$ 51,730 | \$ 4,923,875 |
| Total Expenditures | | \$ 42,929,629 | \$ 3,545,098 | \$ 39,384,531 |
| Revenues exceeding Expenditures | | \$ - | \$ 13,635,940 | \$ 13,635,940 |
| Other Financing Sources/(Uses) | | | | |
| Interfund Transfers In (Out) | | \$ - | \$ - | \$ - |

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF AUGUST 31, 2018

| Bank Account - Status | Middle / High School | Athletics |
|------------------------------|-----------------------------|------------------|
| Cash Balance - 8/1/2018 | \$ 81,628.15 | \$ 65,679.44 |
| Deposits | \$ 38.12 | \$ 5,965.11 |
| Subtotal | \$ 81,666.27 | \$ 71,644.55 |
| Expenditures | \$ 36.00 | \$ 2,951.00 |
| Cash Balance - 8/31/2018 | \$ 81,630.27 | \$ 68,693.55 |

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF AUGUST 31, 2018

| | BALANCE | |
|---|----------------|-------------------|
| GENERAL FUND | | |
| FNB BANK | \$ | 2,641,050 |
| PAYROLL (pass-thru account) | \$ | 6,150 |
| FNB SWEEP ACCOUNT | \$ | 5,842,172 |
| ATHLETIC ACCOUNT | \$ | 68,694 |
| PLGIT | \$ | 7,152,689 |
| FNB Money Market | \$ | 4,167,494 |
| PSDLAF | \$ | 157,602 |
| INVEST PROGRAM | \$ | 174,827 |
| | \$ | 20,210,678 |
| | | |
| CAFETERIA FUND | | |
| FNB BANK | \$ | 84,594 |
| PLGIT | \$ | 44,021 |
| | \$ | 128,615 |
| | | |
| CONSTRUCTION FUND / CAP RESERVE | | |
| FNB BANK | \$ | 802,361 |
| PLGIT - G.O. BOND SERIES C OF 2014/ 12-18 | \$ | 774 |
| | \$ | 803,135 |
| | | |
| RISK MANAGEMENT / TAX REFUNDS | | |
| FNB BANK | \$ | 496,580 |
| | | |
| GRAND TOTAL | \$ | 21,639,008 |

**Please note that included in the General Fund balance is \$415,426.00 designated to a separate fund for compensated absences, as well as \$1,916,610.00 designated to a separate fund for other post employment benefits. These monies are not spendable in the General Fund.

ACTIVITIES & ATHLETICS REPORT

September 18, 2018

Mr. Robert Brownlee, Chairperson

BOARD ACTION REQUESTED

I. WRESTLING PRACTICE MATS

It is recommended that the Board approve the purchase of new wrestling practice room mats at the High School from Resilite Sports Products in the amount of \$15,623.12.

For Information Only

The funds for the mats will be purchased through the Athletic Fund.

II. EXTRA ATHLETIC WORKERS' – 2018/2019 SCHOOL YEAR

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

Kaitlin Hogel
Bill Ketrow

III. TRIPS

It is recommended that the Board approve the following trips:

Dance Team – JAMfest Excite JAM Regional (State) Competition

Pittsburgh, PA

November 10, 2018

Coaches – **Katie Boyle**

Chaperones – None

Approximate number of students participating: 16

Approximate cost per student - \$68.00

District funds requested - \$1,088.00

Dance Team – JAMfest JAM Bash Regional (State) Competition

California, PA

February 10, 2019

Coaches – **Katie Boyle**

Chaperones – None

Approximate number of students participating: 16

Approximate cost per student - \$87.00

District funds requested - \$1,392.00

FOR DISCUSSION ONLY

I. High School Technology Club

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 302

Section ADMINISTRATIVE EMPLOYEES

Title EMPLOYMENT OF SUPERINTENDENT/ASSISTANT SUPERINTENDENT

Adopted AUGUST 21, 1989

Revised OCTOBER 18, 1999

| POLICY NO. 302 EMPLOYMENT OF SUPERINTENDENT/ASSISTANT SUPERINTENDENT | |
|---|--|
| Section 1 | <p><u>Purpose</u></p> <p>The Board places primary responsibility and authority for the administration of the District in the Superintendent and Assistant Superintendent. Therefore, selection of a Superintendent or Assistant Superintendent is therefore critical to the effective management of the District. However, it is at the Board's discretion to appoint an Assistant Superintendent.</p> |
| Section 2 | <p><u>Authority</u></p> <p>During the last year of the Superintendent's term or any other time the position of Superintendent becomes vacant, the Board shall meet to appoint, by a majority vote of all members of the Board, a properly qualified district Superintendent. The appointed Superintendent shall enter into a written contract with the Board for a term of three (3) to five (5) years.</p> <p>An Assistant Superintendent may be appointed by a majority vote of all members of the Board upon nomination of the Superintendent. An Assistant Superintendent may serve through the term of the Superintendent or enter into a contract for a term of three (3) to five (5) years.</p> <p>When the position of Superintendent or Assistant Superintendent shall be vacant, the Board shall elect a District Superintendent or Assistant Superintendent by a majority vote of all members of the Board and shall fix the beginning salary and the term of</p> |

SC 1001

SC 508, 1071, 1073

SC 508, 1071, 1076, 1077

**POLICY NO. 302
EMPLOYMENT OF SUPERINTENDENT/ASSISTANT
SUPERINTENDENT**

~~office. Such term may be three, four or five years beginning with the effective date of the appointment to office.~~

At a public Board meeting occurring at least ninety (90) days prior to the expiration date of the Superintendent's or an Assistant Superintendent's term of office, the Board meeting agenda shall include an item requiring affirmative action by five (5) or more Board members to notify the Superintendent or Assistant Superintendent that the Board intends to retain him/her or that other candidates will be considered for the office. If the Board fails to take such action, the term of office which the Superintendent or Assistant Superintendent is serving shall be extended one (1) time for a one-year period. Prior to the end of the one-year extension, the Board shall take action necessary to retain the Superintendent or Assistant Superintendent. If no action is taken prior to the conclusion of the one-year extension, the term of office for the current Superintendent or Assistant Superintendent shall terminate.

SC 1073, 1077

Anytime the Board votes to retain a Superintendent or Assistant Superintendent, the Superintendent may be retained for a term of three (3) to five (5) years, and the Assistant Superintendent may be retained for a term of three (3) to five (5) years or for a term extending through the term of the Superintendent.

SC 1073, 1077

~~During the final year of the term of office, the Board may notify the Superintendent or Assistant Superintendent that it plans to seek applications from other qualified candidates for the position. Such notification shall be given 150 days prior to the end of the term.~~

Whenever the Board finds it impossible or impractical to immediately fill a vacancy in the office of Superintendent or Assistant Superintendent, the Board may appoint an acting Superintendent or Assistant Superintendent to serve not longer than one (1) year from the time of appointment.

SC 1079

In the event the Board appoints an acting Superintendent or Assistant Superintendent, the Board shall approve and document the recruitment and assessment procedures to be used to permanently fill such vacancy in accordance with Board policy.

**POLICY NO. 302
EMPLOYMENT OF SUPERINTENDENT/ASSISTANT
SUPERINTENDENT**

Section 3

Guidelines

Recruitment and Assessment of Candidates

The Board shall will actively seek ~~the best qualified and most capable~~ candidates who meet the qualifications and requirements for the position of Superintendent. It may will be aided in this task by a committee of Board members and, if needed, the services of professional consultants, input of community members and/or staff, and/or the counsel of the retiring Superintendent.

The Superintendent shall lead the search for an Assistant Superintendent.

When undertaking a search to fill the position of Superintendent or Assistant Superintendent, Recruitment procedures shall be prepared in advance of the search and may shall include the following:

1. Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations.
2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants.
3. Preparation of informative materials describing the school district, the Superintendent/Assistant Superintendent position, and the district's educational goals.
4. Opportunity for selected applicants to visit the district schools, meet with internal staff and external stakeholders at the Board's invitation.

- ~~1. S/he shall recruit and recommend applicants in accordance with Board policy and state and federal law.~~
- ~~2. S/he shall seek candidates of good moral character for employment that possess the following attributes:~~

Pol. 104

SC 1002, 1003,
1078
22 PA Code Sec.
49.41, 49.42

**POLICY NO. 302
EMPLOYMENT OF SUPERINTENDENT/ASSISTANT
SUPERINTENDENT**

- ~~a. Successful educational training and experience;~~
- ~~b. Scholarship and intellectual vigor;~~
- ~~c. Appreciation of children;~~
- ~~d. Good physical health;~~
- ~~e. Emotional and mental maturity and stability.~~
- ~~3. S/he may, in the conduct of recruiting activities:~~
 - ~~a. Seek candidates throughout the county;~~
 - ~~b. Seek candidates from this state and surrounding states;~~
 - ~~c. Limit the search to residents of this state.~~
- ~~4. Staff vacancies which represent opportunities for professional advancement or diversification shall be made known to District personnel so that they may apply for such positions.~~
- ~~5. S/he may apply such screening procedures as may be necessary to determine the candidate's ability to perform the tasks for which the candidate is being considered.~~
- ~~6. S/he shall seek such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications.~~
- ~~7. Such records shall be retained confidentially and for official use only.~~
- ~~8. Preparation of a written job description for the position.~~
- ~~9. Preparation of written specification of qualifications, in addition to proper State requirements for all applicants.~~
- ~~10. Preparation of informative material describing the School District and its educational goals.~~
- ~~That a screening process be established that ensures that the Board has an opportunity to interview a sufficient number of finalist candidates so that an adequate range of choices is available for final selection.~~
- ~~12. recruitment and consideration of candidates in accordance with Board policy, state and federal law.~~

Recruitment, screening and evaluation of candidates shall be conducted in accordance with Board policy, Board established leadership criteria and state and federal law.

The Board shall determine prior to interviewing finalists which expenses associated with such interviews will be reimbursed by

Pol. 104

**POLICY NO. 302
EMPLOYMENT OF SUPERINTENDENT/ASSISTANT
SUPERINTENDENT**

the school district.

Any applicant found to have intentionally misrepresented any facts pertinent to their qualifications for employment, physical condition, and drug testing at point of employment will be immediately recommended for dismissal. If any misrepresentation causes the District to incur costs, i.e., salary and/or benefits, those costs will be the responsibility of the employee.

Pre-Employment Requirements

The District shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. The District shall contact all listed references in the candidate’s application. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The District may use the information for the purpose of evaluating an applicant’s fitness to be hired or for continued employment and may report the information as permitted by law.

SC 111.1

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the District has evaluated the results of that screening process.

SC 111
23 Pa. C.S.A. Sec.
6344

Each candidate shall report, on the designated form, all arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.

SC 111

Before entering the duties of the office, the Superintendent or Assistant Superintendent shall take and subscribe to the oath of office prescribed by law.

SC 1004

After receiving a conditional offer of employment but prior to

Pol. 314

**POLICY NO. 302
EMPLOYMENT OF SUPERINTENDENT/ASSISTANT
SUPERINTENDENT**

beginning employment, the candidate shall undergo medical examinations, as required by law and as the Board may require at the District expense.

~~The Board will seek applicants for the position of Assistant Superintendent by nomination of the Superintendent, in conjunction with the process described above.~~

Employment Contracts

An individual shall not be employed as Superintendent or Assistant Superintendent unless s/he has signed an employment contract expressly stating the terms and conditions of employment. The written contract shall:

~~No person may be employed as Superintendent or Assistant Superintendent of this District unless s/he has signed an employment contract with the Board or has been employed by Board resolution, either of which shall include:~~

- ~~a. the term for which employment is contracted, including beginning and ending dates;~~
- ~~b. the salary which the Superintendent/Assistant Superintendent shall be paid and the intervals at which it shall be paid;~~
- ~~the benefits to which the Superintendent/Assistant Superintendent is entitled;~~
- ~~c. a statement of the procedure to be followed and the consequences of termination or modification;~~
- ~~d. provision for extending the term of the agreement; and~~
- ~~e. a statement of agreed upon evaluation procedures.~~

1. Contain the mutual and complete agreement between the Superintendent or Assistant Superintendent and the Board with respect to the terms and conditions of employment.
2. Be consistent with state certification requirements, specify the duties, responsibilities, job description and performance expectations, including performance standards and assessments as required by law.

SC 1073

SC 1073.1, 1081,
1082
Pol. 003, 312

**POLICY NO. 302
EMPLOYMENT OF SUPERINTENDENT/ASSISTANT
SUPERINTENDENT**

3. Incorporate all provisions relating to compensation and benefits to be paid to or on behalf of the Superintendent or Assistant Superintendent.

SC 1075, 1077

4. Specify the term of employment and state that the contract shall terminate immediately, except as otherwise provided by law, upon the expiration of the term unless the contract is allowed to renew automatically as required by law.

SC 1073

5. Specify the termination and severance provisions, including all postemployment compensation associated with such severance and the period of time in which the compensation shall be provided. Termination and severance provisions may not be modified during the course of the contract or in the event a contract is terminated prematurely. Buyout provisions shall not be included in any contract.

6. Contain provisions relating to outside work that may be performed, if any.

SC 1007, 1008

7. State that any modification to the contract must be in writing.

8. State that the contract shall be governed by the laws of the Commonwealth.

9. Limit compensation for unused sick leave in employment contracts for Superintendents and/or Assistant Superintendents ~~who have no prior experience as a district superintendent or assistant superintendent~~ to the maximum compensation for unused sick leave under the school district's administrative compensation plan in effect at the time of the contract.

10. Limit transferred sick leave from previous employment to not more than thirty (30) days for Superintendents and/or Assistant Superintendents ~~who have no prior experience as a district superintendent or assistant superintendent~~.

**POLICY NO. 302
EMPLOYMENT OF SUPERINTENDENT/ASSISTANT
SUPERINTENDENT**

11. Specify postretirement benefits and the period of time in which the benefits shall be provided.

Removal/Severance

A Superintendent or Assistant Superintendent may be removed from office and have their contracts terminated, after a hearing, by a majority vote of all members of the Board and in accordance with law. The Board shall publicly disclose at the next regularly scheduled meeting the removal from office of a Superintendent or Assistant Superintendent.

SC 1080
2 Pa. C.S.A. Sec.
551 et seq.

Any negotiated severance of employment prior to the end of the term of the Superintendent's or Assistant Superintendent's specified contract term shall be limited to either:

SC 1073

1. The equivalent of one (1) year's compensation and benefits due under the contract, if the severance agreement takes effect two (2) or more years prior to the end of the contract term; or
2. The equivalent of one-half (1/2) of the total compensation and benefits due under the contract for the remainder of the term, if the severance agreement takes effect less than two (2) years prior to the end of the contract term.

This does not obligate the Board to offer any kind of severance package.

References:

School Code – 24 P.S. Sec. 108, 111, 111.1, 508, 1001, 1002, 1003, 1004, 1007, 1008, 1071, 1073, 1073.1, 1075, 1076, 1077, 1078, 1079, 1080, 1081, 1082, 1418

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 49.41, 49.42, 49.171, 49.172

State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45

**POLICY NO. 302
EMPLOYMENT OF SUPERINTENDENT/ASSISTANT
SUPERINTENDENT**

Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.

Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Board Policy – 003, 104, 312, 314

Policy Guide



Policy No. 312

Section ADMINISTRATIVE EMPLOYEES

Title PERFORMANCE ASSESSMENT OF SUPERINTENDENT/ ASSISTANT SUPERINTENDENT

Adopted _____

Revised _____

| POLICY NO. 312 PERFORMANCE ASSESSMENT OF SUPERINTENDENT/ASSISTANT SUPERINTENDENT | | |
|---|---|-----------|
| Section 1 | <p><u>Authority</u></p> <p>The Board shall conduct a formal written performance assessment of the Superintendent annually as required by law. If there is an Assistant Superintendent, the Superintendent shall conduct the assessment of the Assistant Superintendent. A timeframe for the assessment shall be included in the employment contract.</p> | SC 1073.1 |
| Section 3 | <p><u>Guidelines</u></p> <p>The employment contract shall include objective performance standards mutually agreed to in writing by the Board and the Superintendent and by the Superintendent and the Assistant Superintendent. The objective performance standards may be based upon any or all the following:</p> <ol style="list-style-type: none"> 1. Achievement of annual measurable objectives established by the district. 2. Achievement on Pennsylvania System of School Assessment (PSSA) tests. 3. Achievement on Keystone Exams. 4. Student growth as measured by the Pennsylvania Value-Added Assessment System. | SC 1073.1 |

**POLICY NO. 312
PERFORMANCE ASSESSMENT OF
SUPERINTENDENT/ASSISTANT SUPERINTENDENT**

5. Attrition rates or graduation rates.
6. Financial management standards.
7. Standards of operational excellence.
8. Any additional criteria deemed relevant and mutually agreed to by the Board and Superintendent or Assistant Superintendent.

The mutually agreed upon performance standards shall be posted on the district website.

SC 1073.1

Upon completion of the annual performance assessment, the date of the assessment and whether or not the Superintendent and Assistant Superintendent have met the agreed upon objective performance standards shall be posted on the district website (312-AR-1).

SC 1073.1

References:

School Code – 24 P.S. Sec. 1073.1

Superintendent Certification of Evaluation

The Pennsylvania School Code provides as follows: The Superintendent shall be the chief administrative officer and chief instructional officer of the Board of Education and the School District, and shall be responsible for the execution of all actions of the Board, the administration and operation of the public school system subject to the policies of the Board, and the supervision of all matters pertaining to instruction in all the schools under the direction of the Board.

The Keystone Oaks Superintendent will be evaluated on the following seven categories as set forth in the District’s Superintendent Evaluation Tool.

- Data-Driven Focus on Student Achievement
- Continuous Support for Improvement of Instruction
- Continuous Support of a Guaranteed and Viable Curriculum
- Cooperation and Collaboration
- District Climate
- Resource Allocation
- Annual Objectives mutually agreed upon by the Board and the Superintendent

For the _____ school year, the Superintendent, Dr.

William P. Stropkaj, has received a rating of _____ based

upon the District’s Superintendent Evaluation Tool.

Board President’s Signature

Date

Superintendent’s Signature

Date

Policy Guide



Policy No. 854

Section OPERATIONS

Title ASSIGNMENT AND TRANSFER

Adopted _____

Revised _____

| | | |
|--|--|--|
| | <p style="text-align: center;">POLICY NO. 854 ASSIGNMENT AND TRANSFER</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICY 309, 409, AND 509.</p> <p>Section 1 <u>Authority</u></p> <p>The assignment and transfer of administrative, professional and support employees within the District shall be determined by the management, supervisory, instructional and operational needs of the schools and the school district.</p> <p>The Board shall approve the initial assignment of all employees at the time of employment.</p> <p>Section 2 <u>Guidelines</u></p> <p>Each applicant for transfer or reassignment shall be required to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee and the applicant’s official child abuse clearance statement is current.</p> <p>Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit criminal background checks as required by law. Such applicants shall report, on the designated form, arrests and convictions as specified on the form. Failure to accurately report such arrests and convictions may subject the individual to disciplinary action up to and including termination and criminal prosecution.</p> | <p>SC 508, 510</p> <p>23 Pa. C.S.A. Sec. 6344.3, 6344.4</p> <p>SC 111 Pol. 817</p> |
|--|--|--|

**POLICY NO. 854
ASSIGNMENT AND TRANSFER**

Vacancies shall be publicized to all appropriate employees and in accordance with any current collective bargaining agreements.

Employees will be informed of their transfers as early as possible to the effective date of the transfers and in accordance with any current collective bargaining agreements.

This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Superintendent.

Section 3

Delegation of Responsibility

The Superintendent or designee shall provide a system of assignment or reassignment for district employees that includes consideration of requests for voluntary transfers.

The Superintendent, in considering any assignment or transfer, shall assure that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field or inexperienced teachers, as per the District's equity plan.

ESEA Sec. 1118

References:

School Code – 24 P.S. Sec. 111, 508, 510

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Elementary and Secondary Education Act – ESEA Sec. 1118

Board Policy – 817

Policy Guide



Policy No. 855

Section OPERATIONS

Title REDUCTION IN STAFF

Adopted _____

Revised _____

| | | |
|--|---|---|
| | <p style="text-align: center;">POLICY NO. 856 REDUCTION OF STAFF</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICIES 310, 311, 410, 411, AND 511.</p> <p>Section 1 <u>Authority</u></p> <p>The Board is responsible for maintaining appropriate numbers of administrative, professional and support employees to effectively manage and operate the District and its schools. This policy establishes the manner in which necessary reductions of staff shall be accomplished.</p> <p>In the exercise of its authority to reduce staff through suspensions (furloughs) and elimination of positions, the Board shall give primary consideration to the staffing needs of the District, the effect upon the educational program and the financial stability of the District, and shall ensure compliance with law, regulations, collective bargaining agreements, individual contracts and Board resolutions.</p> <p>The Board shall not prevent any professional employee from engaging in another occupation during the period of suspension.</p> <p>Nothing in this policy shall be construed to limit the cause for which a temporary professional employee, or any employee other than a professional employee, may be suspended.</p> <p>Section 2 <u>Delegation of Responsibility</u></p> <p>The Superintendent shall be responsible for the continuous review of the efficiency and effectiveness of district organization and staffing, and shall present recommendations for reduction in staff for Board consideration when such actions are</p> | <p>22 PA Code Sec. 4.4 SC 406, 1106</p> <p>SC 524, 1124, 1125.1</p> <p>SC 1125.1</p> <p>SC 1125.1</p> |
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|-------------------------|---|------------------------|
| <p>Section 3</p> | <p style="text-align: center;">POLICY NO. 856 REDUCTION OF STAFF</p> <p>deemed to be in the best interests of the District.</p> <p>The Superintendent shall consult with the District solicitor as necessary to ensure that reduction of staff is implemented in accordance with applicable laws.</p> <p><u>Guidelines</u></p> <p><u>Employees Other Than Professional Employees and Temporary Professional Employees</u></p> <p>The employment status of employees other than professional employees and temporary professional employees may be terminated or temporarily suspended whenever deemed necessary in the best interests of the District, subject to limitations and procedures provided for in collective bargaining agreements, if any.</p> <p><u>Temporary Professional Employees</u></p> <p>The employment status of a temporary professional employee may be nonrenewed when the employee’s position has been eliminated or when the conditions for which professional employees may be suspended otherwise exist, subject to limitations and procedures provided for in collective bargaining agreements, if any.</p> <p><u>Professional Employees</u></p> | <p>SC 1124, 1125.1</p> |
| | <p>The necessary number of professional employees may be suspended for the following reasons:</p> <ol style="list-style-type: none"> 1. Substantial decrease in student enrollment in the District. 2. Curtailment or alteration of the educational program as a result of substantial decline in class or course enrollments or to conform with standards of organization or educational activities required by law or recommended by the Pennsylvania Department of Education. Such curtailment or alteration must be recommended by the Superintendent, agreed to by the Board, and approved by the Pennsylvania Department of Education. If not prevented by an existing or future | <p>SC 1124</p> |

**POLICY NO. 856
REDUCTION OF STAFF**

provision of a collective bargaining agreement or employment contract, such a suspension may be effectuated without approval of the Pennsylvania Department of Education provided that, where an educational program is altered or curtailed, the District shall notify the Pennsylvania Department of Education of such action.

3. Consolidation of schools, whether within the District, through a merger of districts, or as a result of Joint Board agreements, when such consolidation makes it unnecessary to retain the full staff of professional employees.
4. When new school districts are established as the result of reorganization of school districts and such reorganization makes it unnecessary to retain the full staff of professional employees.
5. Economic reasons that require a reduction in professional employees; however, the District is prohibited from using an employee's compensation in the suspension determination. A Superintendent knowingly in violation of this prohibition shall have a letter from the Secretary of Education placed in his/her permanent employee record.

Economic Suspension Requirements -

The Board may suspend professional employees for economic reasons if all of the following apply:

1. The Board approves the proposed suspensions by a majority vote of all school directors at a public meeting.
2. No later than sixty (60) days prior to the adoption of the final budget, the Board adopts a resolution of intent to suspend professional employees in the following fiscal year, setting forth:
 - a. The economic conditions necessitating the proposed suspensions and how the economic conditions will be alleviated by the proposed

SC 1124

**POLICY NO. 856
REDUCTION OF STAFF**

suspensions, including:

- i. The total cost savings expected from the proposed suspensions.
 - ii. A description of other cost-saving actions taken by the Board, if any.
 - iii. The projected district expenditures for the following fiscal year with and without the proposed suspensions.
 - iv. The projected total district revenues for the following fiscal year.
- b. The number and percentage of employees to be suspended who are:
- i. Professional employees assigned to provide instruction directly to students.
 - ii. Administrative staff.
 - iii. Professional employees who are not assigned to provide instruction directly to students and who are not administrative staff.
- c. The impact of the proposed suspensions on academic programs to be offered to students following the proposed suspensions, as well as the impact on academic programs to be offered to students if the proposed suspensions are not undertaken, compared to the current school year, and the actions if any, that will be taken to minimize the impact on student achievement.

**POLICY NO. 856
REDUCTION OF STAFF**

*Professional Employees Assigned to Provide Instruction
Directly to Students –*

Suspensions, due to economic reasons, of professional employees assigned to provide instruction directly to students may be approved by the Board only if the Board also suspends at least an equal percentage proportion of administrative staff, except when all of the following apply:

1. The Secretary of Education determines that the district's operations are already sufficiently streamlined or that the suspension of administrative staff would cause harm to the school stability and student programs.
2. The Secretary of Education submits the determination to the State Board of Education.
3. The State Board of Education approves the determination by a majority of its members.

The Board may choose to exempt from this requirement any five (5) administrative positions, one of which shall be the Business Manager or another staff member with the primary responsibility of managing the district's business operation.

Order of Suspensions

Data necessary for computation of each professional employee's performance rating and seniority status shall be recorded and maintained to ensure compliance with the required order for suspensions.

Performance Evaluation Rating –

Professional employees shall be suspended, within the area of certification required by law for the professional employee's current position, in the following order based on the two (2) most recent annual performance evaluations:

1. Consecutive unsatisfactory ratings.
2. One (1) unsatisfactory rating and one (1) satisfactory rating.

SC 1124

SC 1124

SC 1123
Pol. 313, 412

SC 1123, 1125.1
Pol. 313, 412

**POLICY NO. 856
REDUCTION OF STAFF**

3. Consecutive satisfactory ratings which are either consecutive ratings of proficient, or a combination of one (1) proficient or distinguished rating and one (1) needs improvement rating.
4. Consecutive satisfactory ratings which are consecutive distinguished, or a combination of one (1) rating of proficient and one (1) rating of distinguished.

Seniority –

When the number of professional employees within each certification area receiving the same performance ratings is greater than the number of suspensions, professional employees with the least seniority within each certification area shall be suspended before employees with greater seniority having the same performance rating.

SC 1125.1

In addition, professional employees shall be realigned to ensure that employees with more seniority have the opportunity to fill other positions within the District for which they are certificated and which are currently filled by less senior employees with the same or lower overall performance rating.

Seniority shall continue to accrue during a suspension and all approved leaves of absence.

SC 1125.1

When there is or has been a consolidation of schools, departments or programs, all professional employees shall retain the seniority rights they had prior to the reorganization or consolidation.

SC 1125.1

Reinstatement

Suspended professional employees, or professional employees demoted for reasons of this policy, shall be reinstated within the area of certification required by law for the vacancy being filled in the District, in the inverse order by which they were suspended and on the basis of their seniority within the District.

SC 1125.1

No new appointment shall be made while there is a suspended or demoted professional employee available who is properly certificated to fill such vacancy.

SC 1125.1

| POLICY NO. 856 REDUCTION OF STAFF | |
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| <p>Positions from which professional employees are on approved leaves of absence shall be considered temporary vacancies.</p> | SC 1125.1 |
| <p>To be considered available, suspended professional employees shall annually report in writing to the Board their current address and intent to accept the same or similar position when offered.</p> | SC 1125.1 |
| <p>A suspended professional employee enrolled in a college program during a period of suspension and who is recalled shall be given the option of delaying a return to service until the end of the current semester.</p> | SC 1125.1 |
| <u>Local Agency Law Hearings</u> | |
| <p>The decision to suspend a professional employee shall be considered an adjudication for the purposes of the Local Agency Law, and a professional employee subject to such a decision shall have the right to a Local Agency Law hearing before the Board, if a hearing is requested within ten (10) days after being notified of suspension.</p> | SC 1125.1 2 Pa. C.S.A. Sec. 551 et seq. |
| <p>A decision to nonrenew the employment of a temporary professional employee whose position has been eliminated or who is being nonrenewed for reasons for which professional employees may be suspended, shall be considered an adjudication for purposes of the Local Agency Law, and the employee shall be entitled to a Local Agency Law hearing, if a hearing is requested within ten (10) days after being notified of the decision to nonrenew.</p> | 2 Pa. C.S.A. Sec. 551 et seq. |
| References: | |
| <p>School Code – 24 P.S. Sec. 406, 524, 1106, 1123, 1124, 1125.1</p> | |
| <p>State Board of Education Regulations – 22 PA Code Sec. 4.4</p> | |
| <p>Title 2 Administrative Law and Procedure – 2 Pa. C.S.A. Sec. 551 et seq.</p> | |
| <p>Board Policy – 313, 412</p> | |

Policy Guide



Policy No. 005

Section LOCAL BOARD PROCEDURES

Title ORGANIZATION

Adopted AUGUST 21, 1989

Revised APRIL 24, 2014;
FEBRUARY 16, 1998

| POLICY NO. 005 ORGANIZATION | |
|--|---|
| Section 1 | <p><u>Organization Meeting</u></p> <p>The School Directors shall meet and organize annually during the first week in December. Notice of the time and place of the organization meeting shall be given to all members of the Board of School Directors by mail at least five (5) days before the proposed meeting by the Secretary of the Board. The organization meeting shall be a Regular meeting.</p> |
| Section 2 | <p><u>Order</u></p> <p>The organization meeting shall be called to order by the Solicitor who shall preside over the election of a President from among the holdover members and any newly elected members of the Board. The Secretary of the Board shall be secretary of the meeting. In an election year, the certificates of election or appointment of all new school directors shall be read, and a list of the legally elected or appointed and qualified school directors prepared. The Solicitor shall present copies of the certificates of election or appointment to the Board Secretary.</p> <p>An authorized person shall administer the oath or affirmation of office to those Board members who have not previously taken and subscribed to the same.</p> |

SC 401, 402, 404, 421

SC 402, 426

SC 321, 402

| POLICY NO. 005 ORGANIZATION | | |
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| Section 3 | <u>Officers</u> | |
| | <p>Election of officers shall be by the majority of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two (2) candidates who received the greatest number of votes.</p> | |
| | <p>a. The school directors shall annually, during the first week of December, elect from their members a President and a Vice-President, who shall serve for one (1) year.</p> | SC 404 |
| | <p>It shall be the duty of the President to preside at all meetings of the Board. The president shall, together with the Secretary, when directed by the Board, execute any and all deeds, contracts, warrants to the tax collector, reports, and other papers pertaining to the business of the Board requiring the signature of the President. In addition, the President shall perform such other duties as the Board may direct and as pertain to the office.</p> | |
| | <p>The Vice-President shall assist the President in carrying out duties and shall preside at Board meetings in the absence of the President.</p> | SC 428 |
| | <p>b. The school directors shall annually, during the month of May, elect a Treasurer who shall serve for one (1) year beginning the first day of July after such election. The Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth and may be a member of the Board.</p> | SC 404 |
| | <p>The Board Treasurer shall receive all funds belonging to the School District, make payments on proper orders approved by the Board and perform such other acts and duties pertaining to the District as may be directed by the Board or by law.</p> | SC 439 |
| | <p>The Board Treasurer shall not enter upon such duties until furnishing bond in accordance with law and with the approval of the Board. The Board Treasurer shall</p> | SC 436, 438 |

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| <p>Section 4</p> | <p>POLICY NO. 005 ORGANIZATION</p> | |
| | <p>be compensated in such a manner and at a rate as the Board shall determine.</p> | |
| | <p>c. The School Directors shall, during the month of May in every fourth year, elect a Secretary who shall serve a term of four (4) years beginning the first day of July following such election.</p> | <p>SC 404</p> |
| | <p>The Secretary shall keep a correct and proper record of all proceedings of the Board; furnish, whenever requested, any and all reports concerning the affairs of the District to the Department of Education; and perform such other duties pertaining to the business of the District as directed by the Board and as covered by Section 433 of the School Code.</p> | <p>SC 433</p> |
| | <p>The Secretary shall not enter upon such duties until furnishing bond in accordance with law and with the approval of the Board. The Secretary shall be compensated in such a manner and at a rate as the Board shall determine.</p> | |
| | <p>Vacancies in any office shall be filled by the School Directors, and such appointed officers shall serve for the remainder of the unexpired term.</p> | |
| <p>The same School Director may not hold more than one (1) office of the Board. No commissioned officer or professional employee of the Board shall serve, temporarily or permanently, as an officer of the Board.</p> | <p>SC 324, 404</p> | |
| <p>Officers of the Board serve at the pleasure of the Board and may be removed from such office by the affirmative vote of a majority of the full number of Board members.</p> | <p>PA. Const. Art. VI Sec. 7 Pol. 006</p> | |
| <p><u>Appointments</u></p> | | |
| <p>The Board shall appoint:</p> | | |
| <p>a. A tax collector, where a collector is not elected to collect taxes, where there is a vacancy or where an elected tax collector refuses to qualify</p> | <p>SC 508, 683</p> | |

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| | <p style="text-align: center;">POLICY NO. 005 ORGANIZATION</p> <p>b. School physician(s)</p> <p>c. School dentist(s)</p> <p>d. School solicitor</p> <p>e. Independent auditor(s)</p> <p>f. Delegates to a State convention or association of School Directors</p> <p>g. Other appointments the Board deems necessary</p> <p>The authority to make assignments to the school Solicitor is restricted to specific School Directors and District personnel as follows:</p> <p>a. The Board President and Superintendent are authorized to make assignments to the Solicitor. Board members who chair committees may also make assignment to the Solicitor, with Board approval, if the assignment is related to that committee’s responsibilities.</p> <p>b. School district personnel below the rank of Superintendent do not have access to the Solicitor unless permitted by the Superintendent, except that the Assistant Superintendent and Director of Fiscal Services may contact the Solicitor in the absence of the Superintendent in the event that the matter cannot be handled in a timely manner by the Superintendent. The Board’s Vice-President, of course, may act in the absence of the President in the event that the matter cannot be handled in a timely manner by the President.</p> <p>The school Solicitor shall not be compensated for time spent on assignments made by persons not specifically authorized by this policy.</p> <p>Appointees of the Board serve at the pleasure of the Board and may be removed from such office by the affirmative vote of a majority of the full number of Board members.</p> | <p>SC 1410</p> <p>SC 1410</p> <p>SC 324,406</p> <p>SC 2401</p> <p>SC 516</p> <p>PA. Const. Art. VI Sec. 7 Pol. 006</p> |
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**POLICY NO. 005
ORGANIZATION**

Section 5

Resolutions

The Board shall, ~~at the organization meeting, but shall~~ no later than July 1 of the following year do the following:

- a. Designate a depository for school funds SC 621
- b. Designate a newspaper of general circulation as defined in accordance with law SC 106
- c. Designate a normal day, place, and time for regular legislative and business meetings SC 421

Section 6

Committees

Committees of School Directors shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board. **Each committee assists in the development and monitoring of the budget in their respective area**

The standing committees are: Athletics and Activities; Budget and Finance; Buildings, Grounds and Transportation; ~~Cafeteria~~; Communications; Education; ~~Technology~~; ~~Insurance and Safety~~; Personnel and Negotiations; ~~and Policy and Planning~~. **At any time, the Board may, by a majority vote, establish an ad hoc committee to focus on a specific matter or explore matters not specifically covered by another committee.**

A Board liaison and one (1) alternates will be appointed to represent the ~~District for: SHASDA, and on the Parkway West CTC Board for a period of three (3) years or until that member's regular term as school director expires, and Golden Wings Foundation~~. Board liaisons may be appointed to represent the District for: PSBA, SHASDA, and KOFEE.

The Board President appoints these committees **and Board liaisons** at the regular January meeting. Members serve for a period of one (1) year, **except where noted**, and may be reappointed at the discretion of the President. The Board President has the right to change the membership of committees. Any change in committee membership shall be

**POLICY NO. 005
ORGANIZATION**

included in the Board President's report as an informational item in the agenda for the next Business/Legislative meeting.

a. ~~Athletics and Activities Committee~~

~~This committee collaborates with the Athletic Director on all activities involved with the athletics programs and related organizations, inclusive of booster clubs and relevant fund-raising initiatives. This committee collaborates with the Budget and Finance Committee regarding the development and monitoring of the athletics, activities, and related budgets. School activities and sponsors so identified in the KOEA Agreement are also governed by this committee.~~

b. ~~Budget and Finance Committee~~

~~This committee collaborates with the Director of Fiscal Services in the development of the Budget and has direct and ongoing involvement with the execution and monitoring of the annual budget.~~

c. ~~Building, Grounds, and Transportation Committee~~

~~This committee has the primary responsibility to overview the maintenance and improvements of the district's physical plant and grounds. Projects, renovations and expansion of facilities represent the focus of this committee. This committee also makes recommendations on the employment of staff necessary for the maintenance and improvement of said facilities. In addition, this committee's responsibilities are to examine the transportation needs of the student population and make recommendations on requirements, purpose and cost of the transportation routes and related budgetary issues. This committee collaborates with the Budget and Finance Committee regarding the development and monitoring of the facilities, transportation and related budgets.~~

d. ~~Cafeteria~~

~~This committee collaborates with the Director of Food~~

**POLICY NO. 005
ORGANIZATION**

~~Services in providing a quality breakfast and lunch program that meets the nutritional needs of all students in promoting a healthy life style of eating. This committee also explores means of improving service and cost controls. This committee collaborates with the Building, Grounds and Transportation Committee to oversee the maintenance and improvement of the district's cafeteria and cooking facilities. This committee also makes recommendations on the employment of staff necessary for the maintenance and improvement of said facilities. This committee collaborates with the Budget and Finance Committee regarding the development and monitoring of the food services and related budgets.~~

~~e. Communications~~

~~This committee advises the administration on school and non-school publications, calendars, websites, social media, radio, television and internet broadcasts and other forms of communication as appropriate to communicate the activities and programs of the District. In addition, this committee's responsibilities are to examine the communication needs of the district and make recommendations on requirements, purpose and costs of communication and related budgetary issues.~~

~~f. Education~~

~~This committee collaborates with the Assistant Superintendent in providing a high quality educational program that meets the needs of all students. The primary focus of this committee is to ensure academic excellence and the delivery of a high quality curriculum to all students. This committee monitors academic program needs to ensure that every student in the district is receiving a high quality education.~~

~~g. Technology~~

~~This committee collaborates with the Director of Technology to provide for the technology that is~~

**POLICY NO. 005
ORGANIZATION**

~~required to deliver a robust and rich curriculum to all students throughout the District and provide seamless communication and infrastructure for the efficient operation of the district. This committee's responsibilities are to examine the technology needs of the district and make recommendations on requirements, purpose and costs of technology and related budgetary issues. At times, this committee also collaborates with the Education and Communication Committees.~~

~~h. Insurance and Safety~~

~~This committee provides recommendations and input in the following areas of district liability: general indemnity insurance, fleet insurance, umbrella liability, boiler and machinery errors and omissions, worker's compensation, unemployment compensation, health/dental, group term life, long term disability, sports accident and travel accident insurance. This committee also collaborates with the District Police Officer/Safety Coordinator in providing for a safe learning environment for students and staff. This committee collaborates with the Budget and Finance Committee regarding the development and monitoring of the insurance, safety, and related budgets.~~

~~i. Personnel and Negotiations~~

~~This committee has the responsibility to recommend participants and/or participate in the collective bargaining procedures with any bargaining unit in the district as well as develop strategy for the collective bargaining process. This committee also oversees all EEOC and Pennsylvania Human Relations committee complaints as contract grievance procedures. This committee collaborates with the Superintendent to identify personnel needs, developing plans to address those needs, and participate in the hiring process as necessary.~~

~~j. Policy and Planning~~

**POLICY NO. 005
ORGANIZATION**

~~This committee makes recommendations on the development of the Strategic Plan, new policies and reviews previous policies in order to address legislation, statutes, case law and legal decisions, as well as social and educational issues.~~

References:

Pennsylvania Constitution – PA Const. Art. VI Sec. 7

School Code – 24 P.S. Sec. 106, 321, 324, 401, 402, 404, 406, 421, 426, 428, 433, 436, 438, 439, 508, 516, 621, 683, 1410, 2401

Board Policy – 006

Policy Guide



Policy No. 209.1

Section PUPILS

Title FOOD ALLERGY MANAGEMENT

Adopted JUNE 26, 2014

Revised _____

| POLICY NO. 209.1 FOOD ALLERGY MANAGEMENT | |
|---|---|
| Section 1 | <p><u>Purpose</u></p> <p>The Board is committed to providing a safe and healthy environment for students with documented food allergies and shall establish policy to address food allergy management in district schools in order to:</p> <ol style="list-style-type: none"> 1. Reduce and/or eliminate the likelihood of allergic reactions. 2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction. 3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips. 4. Ensure a safe environment for any individual inside a District facility. <p>The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response.</p> |
| Section 2 | <p><u>Authority</u></p> <p>The Board adopts this policy in accordance with the applicable state and federal laws and regulations and the guidelines established jointly by the PA Department of Education and PA Department of Health on managing documented food allergies in the schools.</p> |

SC 1422.3

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Section 3

Definitions

Food Allergy – an abnormal, adverse reaction to a food that is triggered by the body’s immune system.

Medical Plans of Care – written documents individualized for a particular student with a documented food allergy to address the student’s needs throughout the day, including:

1. **Emergency Care Plan (ECP)** – a medical plan of care based on the information provided by the student’s personal physician and parents/guardians and distributed to all school personnel who have responsibilities for the student which specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed.
2. **Individualized Healthcare Plan (IHP)** – a medical plan of care that provides written directions for school health personnel to follow in meeting the individual student’s healthcare needs. The plan describes functional problem areas, sets goals for overcoming problems, and lists tasks/interventions to meet the goals.

The IHP shall include a Food Allergy Medical Management Action Plan developed by a student’s personal healthcare team and family, which shall outline the student’s prescribed healthcare regimen and be signed by the student’s board-certified allergist, family physician, physician assistant or certified registered nurse practitioner.

3. **Related Services Component in Individualized Education Program (IEP)** – that part of an IEP for a student receiving special education and related services which includes reference to development and implementation of an IHP and ECP for students with a documented food allergy as well as identifying the medical accommodations, educational aids and services to address the student’s needs.
4. **Section 504 Service Agreement** – a medical plan of care which references development and implementation of an IHP and ECP as well as other accommodations,

Pol. 113

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educational aids and services a student with a documented food allergy requires in order to have equal access to educational programs, non-academic services and extracurricular activities as students without food allergies.

Section 4

Development/Enforcement for Medical Plans of Care

Prior to enrollment in the district or immediately after diagnosis of a food allergy, appropriate medical plans of care such as an ECP, IHP, Section 504 Service Agreement and/or IEP shall be developed for each student identified with a food allergy. Plans shall be developed by the school nurse, in collaboration with the student's healthcare provider, the student's parents/guardians, district or school nutrition staff, the student, if appropriate, and any other appropriate persons. Appropriate medical plans of care, on a case-by-case basis, may supersede Administrative Procedures.

Where a medical plan of care is developed, it should carefully describe the plan for coverage and care of a student during the school day as well as during school sponsored activities which take place while the student is under school jurisdiction during or outside of school hours. Medical plans of care shall include a component from the student's personal physician which provides information to the school nutrition service regarding each student with documented food allergies.

Medical plans of care should include both preventative measures to help avoid accidental exposure to allergens and emergency measures in case of exposure, including administration of emergency medication.

A complete set of a student's current Medical Plans of Care related to food allergies shall be maintained by the school nurse. Information or copies of the different components of a student's medical plans of care shall be provided to appropriate personnel who may be involved in implementation of the Medical Plans of Care.

Disregard of provisions set forth in a student's Medical Plan of Care by faculty or staff of Keystone Oaks will result in disciplinary action.

Pol. 210, 210.1

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identifying the following:

1. The medical or other special dietary condition which restricts the student's diet.
2. The food(s) to be omitted from the student's diet.

Section 6

Confidentiality

The District shall maintain the confidentiality of students with food allergies, to the extent appropriate and as requested by the student's parents/guardians. District staff shall maintain the confidentiality of student records as required by law, regulations and Board policy.

Pol. 113.4, 209, 216

Release of a student's confidential information by faculty or staff is a direct violation of FERPA and/or HIPAA laws and will result in disciplinary action.

FERPA, HIPAA

Section 7

Prevention

In order to reduce and/or eliminate the likelihood of allergic reactions the District shall enact guidelines to limit where food can be served and consumed in school facilities so that appropriate cleanliness standards can be maintained. Food may only be served and/or consumed in designated non-instructional areas, such as the cafeteria and staff lounges, except on a case by case basis where a student has medical or special education needs that must be met.

Food served directly through the USDA Fresh Fruit and Vegetable Program (FFVP) will also be permitted. District Food Service staff shall ensure that there are no documented food allergies to any items served through the FFVP and no violations exist under any student's medical plans of care.

Events which will include food must be held in the cafeteria or another designated area. Faculty, staff, parents/guardians, and students must submit the type of food and complete ingredient list to the main office in each building 72 hours prior to that food being served to allow time for school personnel to review and approve, and provide a reasonable and similar substitution for

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the affected student. Food that is not pre-approved cannot be served and will be sent home.

Section 8

Delegation of Responsibility

The Superintendent or designee, in coordination with the school nurse, school nutrition services, and other pertinent staff, shall develop, maintain, and periodically review administrative procedures to implement this policy or adopt as administrative procedures the suggested guidelines developed by the Pennsylvania Departments of Education and Health and National School Boards Association (NSBA) guidance on managing documented food allergies in district schools, including all classrooms and instructional areas, school cafeterias, outdoor activity areas, on school buses, during field trips, and during any activity occurring in a school facility outside of the school day.

Faculty or staff who become aware of a student’s food allergy and where no Medical Plan of Care is already established must report this to the school nurse so an evaluation can be made if the student has special dietary needs that need to be accommodated.

Administrative procedures will address the following components:

1. Identification of students with food allergies and provision of school health services.
2. Development and implementation of individual written management plans.
3. Medication protocols, including methods of storage, access and administration.
4. Development of a comprehensive and coordinated approach to creating a healthy school environment.
5. Communication and confidentiality.
6. Emergency response.

Pol. 210, 210.1

Pol. 246

Pol. 209, 216

Pol. 805

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7. Professional development and training for school personnel.
8. Awareness education for students.
9. Awareness education and resources for parents/guardians.
10. Monitoring and evaluation.

The Superintendent or designee shall annually notify students, parents/guardians, staff and the public about the district's food allergy management policy by publishing such in handbooks and newsletters, on the district's website, and through posted notices and other efficient methods.

References:

School Code – 24 P.S. Sec. 1422.1, 1422.3

State Board of Education Regulations – 22 PA Code Sec. 12.41

Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

Section 504 of the Rehabilitation Act of 1973 – 29 U.S.C. Sec. 794

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 *et seq.*

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, Title 7, Code of Federal Regulations – 7 CFR Part 15

Nondiscrimination on the Basis of Disability, Title 28, Code of Federal Regulations – 28 CFR Part 35

Family Educational Rights and Privacy, Title 34, Code of Federal Regulations -34 CFR Part 99

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Nondiscrimination on the Basis of Handicap, Title 34, Code of Federal Regulations – 34 CFR Part 104

Individuals With Disabilities Education, Title 34, Code of Federal Regulations – 34 CFR Part 300

Board Policy – 103, 103.1, 113, 113.4, 121, 146, 209, 210, 210.1, 216, 246, 805, 808, 810

Safe at Schools and Ready to Learn: A Comprehensive Policy Guide for Protecting Students with Life-Threatening Food Allergies – National School Boards Association

Pennsylvania Guidelines for Management of Food Allergies in Schools: Recommendations and Resource Guide for School Personnel – Pennsylvania Departments of Education and Health

Policy Guide



Policy No. 864

Section OPERATIONS

Title NALOXONE

Adopted _____

Revised _____

| POLICY NO. 864 NALOXONE | |
|------------------------------------|--|
| Section 1 | <p><u>Authority</u></p> <p>As a means of enhancing the health and safety of its students, staff and visitors, the District may obtain, maintain and administer doses of an opioid antagonist and other facilities, specifically Naloxone, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose.</p> |
| Section 2 | <p><u>Definitions</u></p> <p>Drug overdose - shall mean an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction. An individual's condition may be deemed to be a drug overdose if a prudent person, possessing an average knowledge of medicine and health, would reasonably believe that the condition is in fact a drug overdose and requires immediate medical attention.</p> <p>Naloxone - shall mean a medication that can reverse an overdose caused by an opioid drug. As a narcotic antagonist, Naloxone displaces opiates from receptor sites in the brain and reverses respiratory depression that usually is the cause of overdose deaths.</p> <p>Opioid - shall mean illegal drugs such as heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone, hydrocodone, fentanyl, hydromorphone, and buprenorphine or any derivative thereof.</p> |

35 P.S. Sec. 780-113.7, 113.8

35 P.S. Sec. 780-113.7

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|-------------------------|---|--|
| <p>Section 3</p> | <p style="text-align: center;">POLICY NO. 864 NALOXONE</p> <p><u>Guidelines</u></p> <p>The Superintendent or designee shall develop a plan for annually informing all parents/guardians, students and staff about this policy and specifically:</p> <ol style="list-style-type: none"> 1. The availability of Naloxone to treat opioid drug overdoses and what it does. 2. The symptoms of opioid drug overdoses. 3. How students and staff should report suspected overdoses. 4. The protection from criminal prosecution provided by law for persons who report a suspected overdose using their real name and remain with the overdosing person until emergency medical services (EMS) or law enforcement arrive, as well as for the person whose overdose they report. 5. The protection from civil liability provided by law for persons who report overdoses or administer Naloxone in overdose emergencies. <p><u>Standing Order From the School Physician</u></p> <p>The school physician shall provide and annually renew a standing order for administration of Naloxone to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose.</p> <p>The standing order shall include at least the following information:</p> <ol style="list-style-type: none"> 1. Type of Naloxone (intranasal and auto-injector). 2. Date of issue. 3. Dosage. 4. Signature of the school physician. | <p>35 P.S. Sec. 780-113.7, 113.8</p> <p>35 P.S. 780-113.7, 113.8</p> |
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**POLICY NO. 864
NALOXONE**

The standing order shall be maintained in the Superintendent's office or designee, and copies of the standing order shall be kept in each location where Naloxone is stored.

Training

Before any school district employee may have custody of Naloxone or administer Naloxone under this policy, the employee must successfully complete an online Pennsylvania Department of Health training program about recognizing opioid-related overdoses, administering Naloxone and promptly seeking medical attention for drug overdoses. Evidence that such training has been completed shall be placed in the employee's personnel file.

A list of school district employees who successfully complete such training shall be maintained, updated and kept in the school nurse's office and the school district administration office.

Acquisition, Storage and Disposal

Naloxone shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

Naloxone shall be made readily accessible to those employees who have completed the required training to administer it in the event of a suspected drug overdose. All properly trained employees shall be informed of the exact location where Naloxone is being stored within the school nurse's office or other location.

The school nurse shall obtain sufficient supplies of Naloxone pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh Naloxone stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Department of Health Guidelines.

35 P.S. 780-113.8
Pol. 324, 424, 524

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Administration of Naloxone

When responding to a suspected drug overdose, district employees shall follow the steps outlined below:

1. Call for medical help immediately (Dial 9-1-1).
2. Check for signs of opioid overdose.
3. Perform initial rescue breathing (or CPR if needed), as instructed in training.
4. Administer Naloxone, as instructed in training.
5. Continue rescue breathing (or CPR if needed), as instructed in training.
6. Administer second dose of Naloxone if needed, as instructed in training.
7. Place in recovery position, as instructed in training.
8. Stay with the individual until emergency medical help arrives.
9. Cooperate with EMS personnel responding to the incident.
10. Notify the building administrator or designee of the incident.

Referral to Law Enforcement and Parental/Guardian Notification

The Superintendent or designee shall immediately report incidents involving the use of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

22 PA Code Sec.
10.2, 10.21, 10.22
SC 1302.1-A,
1303-A
Pol. 227, 825

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The school physician shall be the prescribing and supervising medical professional for the district's stocking and use of Naloxone. The Superintendent or designee shall obtain a standing order from the school physician for administration of Naloxone.

The school nurse shall be responsible for building-level administration of Naloxone and management of Naloxone stocks.

References:

School Code – 24 P.S. Sec. 1302.1A, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22, 10.25

PA Controlled Substance, Drug, Device, and Cosmetic Act – 35 P.S. Sec. 780-113.7, 780-113.8

PA Civil Immunity of School Officers/Employees Relating to Drug or Alcohol Abuse – 42 Pa. C.S.A. Sec. 8547, 8548

Board Policy – 227, 324, 424, 524, 825