



**KEYSTONE OAKS SCHOOL DISTRICT  
1000 KELTON AVENUE  
PITTSBURGH, PA 15216**

**BOARD OF SCHOOL DIRECTORS**

**WORK SESSION  
TUESDAY, JANUARY 12, 2021  
7:00 PM**

**BUSINESS/LEGISLATIVE SESSION  
TUESDAY, JANUARY 19, 2021  
7:00 PM**

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

**January 12, 2021 – Work Session**

**7:00 PM Meeting**

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

**January 19, 2021 – 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

January 19, 2021

Mrs. Theresa Lydon

## BOARD ACTION REQUESTED

### I. BOARD MINUTES

It is recommended that the Board approve the Reorganization/Work Session Minutes of December 8, 2020 and the Business/Legislative Minutes of December 15, 2020.

### II. CHANGE TO 2020/2021 EDUCATION PLAN – SECOND GRADING PERIOD

It is recommended that the following changes be made to the Education Plan for the remainder of the second grading period:

- Week of January 11, 2021 through January 15, 2021
  - **Cohort Golden (A-L):** In-Person Instruction Thursday and Friday  
Online Instruction: Monday, Tuesday, and Wednesday
  - **Cohort Eagle (M-Z):** In-Person Instruction: Monday and Tuesday  
Online Instruction: Wednesday, Thursday, and Friday
  
- Week of January 18, 2021 through January 22, 2021
  - **No School Monday, January 18, 2021 - Professional Development Day**
  - **Cohort Golden (A-L):** In-Person Instruction Thursday and Friday  
Online Instruction: Tuesday and Wednesday
  - **Cohort Eagle (M-Z):** In-Person Instruction Tuesday and Wednesday  
Online Instruction: Thursday and Friday
  
- Week of January 25, 2021 through January 29, 2021
  - **Cohort Golden (A-L):** In-Person Instruction Wednesday and Thursday  
Online Instruction: Monday and Tuesday
  - **Cohort Eagle (M-Z):** In-Person Instruction Monday and Tuesday  
Online Instruction: Wednesday and Thursday
  - **No School on Friday, January 29, 2021 - Clerical Day**

### III. FOR DISCUSSION ONLY - 2020/2021 EDUCATION PLAN – THIRD GRADING PERIOD

Below is what Dr. Stropkaj is presenting to the Board of School Directors as Education Plan for the Third Grading Period:

#### **Plan for Instruction: February 1, 2021 through April 2, 2021**

- **Week of February 1, 2021 through February 5, 2021**
  - Students (A-L): Face-to-Face instruction Monday and Tuesday

- Students (M-Z): Face-to Face instruction Thursday and Friday  
Online instruction: Wednesday, Thursday and Friday
  - Students (M-Z): Face-to Face instruction Thursday and Friday  
Online instruction: Monday, Tuesday and Wednesday
- **Week of February 8, 2021 through February 12, 2021**
  - Students (A-L): Face-to-Face instruction Monday and Tuesday  
Online instruction: Wednesday, Thursday and Friday
  - Students (M-Z): Face-to Face instruction Thursday and Friday  
Online instruction: Monday, Tuesday and Wednesday
- **Week of February 15, 2021 through February 19, 2021**
  - **No School on Monday, February 15, 2021 – Presidents’ Day**
  - Students (A-L): Face-to-Face instruction Tuesday and Wednesday  
Online instruction: Thursday and Friday
  - Students (M-Z): Face-to Face instruction Thursday and Friday  
Online instruction: Tuesday and Wednesday
- **Week of February 22, 2021 through February 26, 2021**
  - Students (A-L): Face-to-Face instruction Monday and Tuesday  
Online instruction: Wednesday, Thursday and Friday
  - Students (M-Z): Face-to Face instruction Thursday and Friday  
Online instruction: Monday, Tuesday and Wednesday
- **Week of March 1, 2021 through March 5, 2021**
  - Students (A-L): Face-to-Face instruction Monday and Tuesday  
Online instruction: Wednesday, Thursday and Friday
  - Students (M-Z): Face-to Face instruction Thursday and Friday  
Online instruction: Monday, Tuesday and Wednesday
- **Week of March 8, 2021 through March 12, 2021**
  - Students (A-L): Face-to-Face instruction Monday and Tuesday  
Online instruction: Wednesday, Thursday and Friday
  - Students (M-Z): Face-to Face instruction Thursday and Friday  
Online instruction: Monday, Tuesday and Wednesday
- **Week of March 15, 2021 through March 19, 2021**
  - Students (A-L): Face-to-Face instruction Monday and Tuesday  
Online instruction: Wednesday, Thursday and Friday
  - Students (M-Z): Face-to Face instruction Thursday and Friday  
Online instruction: Monday, Tuesday and Wednesday
- **Week of March 22, 2021 through March 26, 2021**
  - Students (A-L): Face-to-Face instruction Monday and Tuesday  
Online instruction: Wednesday, Thursday and Friday
  - Students (M-Z): Face-to Face instruction Thursday and Friday  
Online instruction: Monday, Tuesday and Wednesday

- **Week of March 29, 2021 through April 2, 2021**
  - Students (A-L): Face-to-Face instruction Monday and Tuesday  
Online instruction: Wednesday and Thursday
  - Students (M-Z): Face-to Face instruction Wednesday and Thursday  
Online instruction: Monday and Tuesday
  - **Early Dismissal on Thursday, April 1, 2021**
  - **No School on Friday, April 2, 2021 – Spring Break**

**FOR INFORMATION ONLY**

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

**V. EXECUTIVE SESSION**

**VI. BOARD COMMITTEES 2021**

- Activities and Athletics \*Mr. LaPorte, Mrs. Donahue,  
Ms. Lindsey, Mrs. Lydon
- Budget and Finance \*Ms. Lindsey, Mrs. Lydon,  
Mr. Raso, Mrs. Shaw
- Buildings, Grounds & Transportation \*Mr. Raso, Mr. Cesario,  
Mr. LaPorte, Mrs. Shaw
- Communications \*Ms. Crowell, Ms. Evans,  
Mr. LaPorte, Mr. Raso
- Education \*Mrs. Lydon, Ms. Crowell,  
Mrs. Donahue, Ms. Lindsey
- Personnel \*Mr. Cesario, Ms. Crowell,  
Mrs. Lydon, Mrs. Shaw
- Policy & Planning \*Mrs. Shaw, Mr. Cesario,  
Mrs. Donahue, Ms. Evans

# **SUPERINTENDENT'S REPORT**

**January 19, 2021**

**Dr. William P. Stropkaj**

## **BOARD ACTION REQUESTED**

### **I. SECOND READING POLICY 834: SICK LEAVE**

It is recommended that the Board approve the SECOND READING of Policy 834: *Sick Leave*.

### **II. SECOND READING POLICY 854.1: TELEWORK**

It is recommended that the Board approve the SECOND READING of Policy 854.1: *Telework*.

### **III. SECOND READING POLICY 857: PHYSICAL EXAMINATION**

It is recommended that the Board approve the SECOND READING of Policy 857: *Physical Examination*.

### **IV. SECOND READING POLICY 858: ATTENDANCE AND TARDINESS**

It is recommended that the Board approve the SECOND READING of Policy 858: *Attendance and Tardiness*.

# PERSONNEL REPORT

January 19, 2021

Mr. Matthew Cesario, Chairperson

## BOARD ACTION REQUESTED

### 1. APPOINTMENTS

#### 1. Change in Stipend Amounts

It is recommended that the Board approve the following change in stipend amounts for the below stipends:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Basketball (Boys)	Assistant	Clyde Manns	\$500.00
	Assistant	Corey Belovich	\$4,242.50
	Assistant	Jonathan Kovac	\$2,817.50

### II. TEACHING LOAD COMPENSATION

In compliance with the *Keystone Oaks Education Association Agreement 2017/2020*, it is recommended that the following individuals be compensated for the first semester of the 2020/2021 school year:

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

Linda Celli	\$1,000.00
Teresa Davidson	\$1,000.00
Kenneth Hustava	\$1,000.00
Nicholas Kamberis	\$1,000.00
Michelle Lowers	\$1,000.00
Steve McCormick	\$1,000.00
John Murphy	\$1,000.00

#### 2. Stipends for Teaching Two Preparations in One Period

Rebecca Hersan	\$ 261.00
William Opperman	\$ 109.00
Michael Shuck	\$ 109.00

#### 3. Elementary Teacher Stipends for First Semester

Andrew Bell	\$4,000.00
Katie Boris	\$4,000.00
Jessica Clegg	\$4,000.00
Angela Conklin	\$4,000.00
Marlo Fryer	\$4,000.00

Daniel Galentine	\$1,000.00
Nikki McKernan	\$4,000.00
Shannan Turner	\$4,000.00



# FINANCE REPORT

January 19, 2021

Ms. Raeann Lindsey, Chairperson

## BOARD ACTION REQUESTED

### I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH DECEMBER 31, 2020

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

A. General Fund as of December 31, 2020 (Check No. 63497-63642)	\$625,484.34
B. Food Service Fund as of December 31, 2020 (Check No. 9518-9526)	\$7,228.09
C. Athletics as of December 31, 2020 (Check No. 3241)	\$205.25
D. Capital Reserve as of December 31, 2020 (Check No. 1648-1649)	\$150,031.00
<b>TOTAL</b>	<b>\$782,948.68</b>

### II. RESOLUTION 01-21 TAX INDEX

It is recommended that the Board adopt Resolution 01-21 certifying to the PA Department of Education that the Keystone Oaks Board of School Directors **will not raise the tax rate** of any tax for the 2021/2022 fiscal year by more than its 3.0% index.

## KEYSTONE OAKS SCHOOL DISTRICT BOARD OF DIRECTORS RESOLUTION 01-21

**WHEREAS**, on June 27, 2006, the Pennsylvania legislature passed Act 1 of Special Session 2006, entitled the “Taxpayer Relief Act” (hereinafter Act 1”);

**WHEREAS**, Act 1 requires school districts to limit tax increases to the level set by an inflation index unless the tax increase is approved by voters in a referendum or the school district obtains from the Department of Education or a court of common pleas certain referendum exceptions:

**WHEREAS**, Act 1 does, however, allow a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than its index, provided this resolution must be adopted no later than 110 days prior to the date of the election immediately preceding the upcoming fiscal year;

**WHEREAS**, the Keystone Oaks School District index for the 2021/2022 fiscal year is 3.0%;

**WHEREAS**, the Keystone Oaks School District Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the Keystone Oaks School District for the 2021/2022 fiscal year by more than its index.

**AND NOW**, on this 19th day of January 2021, it is hereby **RESOLVED** by the Keystone Oaks School District (hereinafter “District”) Board of Directors (hereinafter “Board”) the following:

1. The Board certifies that it will not increase any school district tax for the 2021/2022 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code (hereinafter “School Code”), 24 P.S. §6-687, for the adoption of its proposed and final budget.
3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2021/2022 fiscal year.
4. The Administration of the District will submit the District’s information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five days after the Board’s adoption of this Resolution.
5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board’s adoption of this Resolution.
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2021/2022 fiscal year.
7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided however:
  - (a) The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 5 and 6 above, the Pennsylvania Department of Education shall compare the District’s proposed percentage increase in the rate of the tax with the index.
  - (b) Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
  - (c) If the Pennsylvania Department of Education determines that the District’s proposed increase in the rate of the District’s tax exceeds the index, the District is subject to

the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

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**MRS. THERESA LYDON, BOARD PRESIDENT**

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**MR. JOSEPH A. KUBIAK, BOARD SECRETARY**

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2020 – 2021 BUDGET to ACTUAL / PROJECTION**

<b>ACCT</b>	<b>DESCRIPTION</b>	<b>2020-2021 BUDGET TOTAL</b>	<b>2020-2021 6 MONTH DECEMBER/ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 29,055,241	\$ 27,204,507	\$ (1,850,734)
7000	State Revenue Sources	\$ 12,349,006	\$ 3,762,738	\$ (8,586,268)
8000	Federal Revenue Sources	\$ 946,330	\$ 425,907	\$ (520,423)
<b>Total Revenue</b>		<b>\$ 42,350,577</b>	<b>\$ 31,393,152</b>	<b>\$ (10,957,425)</b>
				<b>(OVER) UNDER BUDGET</b>
<b>Expenditures</b>				
100	Salaries	\$ 17,502,435	\$ 5,705,433	\$ 11,797,002
200	Benefits	\$ 10,794,110	\$ 4,248,333	\$ 6,545,777
300	Professional/Technical Services	\$ 1,863,096	\$ 616,993	\$ 1,246,103
400	Property Services	\$ 1,124,200	\$ 438,300	\$ 685,900
500	Other Services	\$ 5,242,271	\$ 2,066,141	\$ 3,176,130
600	Supplies/Books	\$ 1,334,927	\$ 953,257	\$ 381,670
700	Equipment/Property	\$ 328,850	\$ 909,990	\$ (581,140)
800	Other Objects	\$ 490,420	\$ 21,731	\$ 468,689
900	Other Financial Uses	\$ 4,500,000	\$ 209,750	\$ 4,290,250
<b>Total Expenditures</b>		<b>\$ 43,180,309</b>	<b>\$ 15,169,928</b>	<b>\$ 28,010,381</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ (829,732)</b>	<b>\$ 16,223,224</b>	<b>\$ 17,052,956</b>
<b>Other Financing Sources/(Uses)</b>				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

**II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF DECEMBER 31, 2020**

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance - 12/1/2020	\$ 74,438.75	\$ 17,712.58
Deposits	\$ 639.49	\$ 71.60
Subtotal	\$ 75,078.24	\$ 17,784.18
Expenditures	\$ 2,197.95	\$ 754.25
Cash Balance - 12/31/2020	\$ 72,880.29	\$ 17,029.93

**III. BANK BALANCES**

**BANK BALANCES PER STATEMENT AS OF DECEMBER 31, 2020**

	<b>BALANCE</b>
<b>GENERAL FUND</b>	
FNB BANK	
PAYROLL (pass-thru account)	\$ 18,470
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 17,030
PLGIT	\$ 9,530,505
FNB MONEY MARKET	\$ 11,085,712
PSDLAF	\$ 162,290
INVEST PROGRAM	\$ 181,691
OTHER POST-EMPLOYMENT BENEFITS	\$ 1,985,046
COMPENSATED ABSENCES	\$ 430,236
	<u><u>\$ 23,410,980</u></u>
 <b>CAFETERIA FUND</b>	
FNB BANK	\$ 189,648
PLGIT	\$ 420,114
	<u><u>\$ 609,762</u></u>
 <b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 111,563
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 801
	<u><u>\$ 112,364</u></u>
 <b>GRAND TOTAL</b>	 <u><u>\$ 24,133,106</u></u>

# **ACTIVITIES & ATHLETICS REPORT**

**January 19, 2021**

**Mr. Thomas LaPorte, Chairperson**

## **I. ADVERTISE FOR ATHLETIC BIDS**

It is recommended that the Board approve the advertisement of athletic bids for the fall of the 2021/2022 school year.

# Policy Guide



Policy No. 834

Section OPERATIONS

Title SICK LEAVE

Adopted MAY 23, 2017

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

<p><b>Section 1</b></p>	<p style="text-align: center;"><b>POLICY NO. 834 SICK LEAVE</b></p> <p style="text-align: center;"><del><b>THIS POLICY SHALL SUPERSEDE POLICIES 334, 434, AND 534.</b></del></p> <p><b><u>Authority</u></b></p> <p>Board policy for certificated administrative and professional employees shall ensure that eligible employees receive paid sick leave annually, in accordance with applicable law, the <del>Administrative</del> Compensation Plans, individual employment contracts, Collective Bargaining Agreements, or Board resolution.</p> <p>Board policy for non-certificated administrative and classified employees shall ensure that eligible employees receive paid sick leave annually, in accordance with applicable law, <del>the Administrative</del> Compensation Plans, individual employment contracts, Collective Bargaining Agreements, or Board resolution.</p> <p>The Board reserves the right to require any employee claiming <u>paid or unpaid</u> sick leave pay to submit sufficient proof, including <u>documentation from a licensed-a-physician's certification, certified registered nurse practitioner or a licensed physician assistant</u>, of the employee's illness or disability or <u>need to quarantine</u>.</p> <p>A <u>licensed physician's, certified registered nurse practitioner or a licensed physician assistant's</u> statement may not be presumed to conclusively establish the employee's disability or inability to work.</p>	<p>SC 1154</p> <p>SC 510, 1154</p>
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<p><b>Section 2</b></p>	<p style="text-align: center;"><b>POLICY NO. 834 SICK LEAVE</b></p> <p>Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.</p> <p>The Board shall consider the written request of any eligible employee for an extension of sick leave, with or without pay, when the employee's own accumulated sick leave or other paid or unpaid leave has been exhausted, pursuant to law or collective bargaining agreement provisions where applicable.</p> <p>The Board approves the use of Sick Leave Banks, and directs the Superintendent or designee to establish administrative regulations or procedures to ensure they are operated in accordance with the provisions of law, Board policy and an applicable compensation plan, collective bargaining agreement, or Board resolution.</p> <p><b><u>Guidelines</u></b></p> <p>A sick leave shall commence when the employee, or agent if the employee is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.</p> <p>Paid sick leave shall run concurrent with available unpaid leave under the Family and Medical Leave Act of 1993, as amended, in accordance with law and Board policy implementing the FMLA.</p> <p>Whatever the claims of disability, no day of absence shall be considered a sick leave day if the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.</p> <p><b><u>Records</u></b></p> <p>The District's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.</p>	<p>Pol. <del>817, 417, 517</del>, 623</p> <p>SC 510, 1154</p> <p>Pol. 835</p> <p>SC 510, 1154</p>
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**POLICY NO. 834  
SICK LEAVE**

A record shall be made of the unused sick leave days accumulated by each District employee, which shall be reported to the employee.

**Section 3**

**Delegation of Responsibility**

The Superintendent or ~~their~~his/her designee shall report to the Board the names of employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified.

References:

School Code – 24 P.S. Sec. 510, 1154

Board Policy – ~~317, 417, 517~~, 623, 817, 835

# Policy Guide



Policy No. 854.1

Section OPERATIONS

Title TELEWORK

Adopted \_\_\_\_\_

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

<b>POLICY NO. 854.1 TELEWORK</b>		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes that in certain limited circumstances it may be necessary to allow or require district employees to work remotely in order to maintain continuity of district educational programs and operations.</p> <p>The Board adopts the following policy to establish district rules for employees who telework from a remote work location.</p>	Pol. 805
<b>Section 2</b>	<p><b><u>Definitions</u></b></p> <p><b>Remote work location</b> – a worksite other than an employee’s regularly assigned place of work, typically the employee’s residence.</p> <p><b>Telework/Teleworking</b> – the performance of the assigned essential functions of an employee’s job at a remote work location via electronic means in accordance with the employee’s usual expected standards of performance and other approved or agreed-upon terms.</p> <p><b>Teleworking agreement</b> – a written agreement that details the terms and conditions to permit an employee to engage in teleworking.</p> <p><b>Teleworking employee</b> – a district employee who can perform all of their assigned essential job duties at a remote work location. The employee must have a suitable designated workspace at the remote work location and access to any</p>	

	<p style="text-align: center;"><b>POLICY NO. 854.1 TELEWORK</b></p> <p>computer and telecommunications equipment necessary for the completion of tasks.</p> <p><b>Section 3</b>     <b><u>Delegation of Responsibility</u></b></p> <p>The Board directs the Superintendent or designee to develop procedures that outline circumstances under which employees may telework and the expectations for such employees while teleworking.</p> <p><b>Section 4</b>     <b><u>Guidelines</u></b></p> <p>Employees may be required to sign a teleworking agreement, or acknowledge teleworking provisions in an applicable collective bargaining agreement, prior to working in a remote work location, which may be waived under emergency conditions at the Board’s discretion or as specified in this policy.</p> <p>Such an agreement may include, but is not limited to, the following considerations:</p> <ol style="list-style-type: none"> <li>1. Acknowledgement that the employee’s compensation, benefits, work hours, and performance expectations shall not change while teleworking.</li> <li>2. The employee shall be subject to and shall comply with the same Board policies, administrative regulations, and standards of conduct as are expected at their regularly assigned place of work. This includes policies/procedures related to storage/maintenance of any confidential records at a remote work site.</li> <li>3. A teleworking employee’s performance shall be monitored and assessed in the same manner as employees working from their regularly assigned place of work. This shall be consistent with all applicable Compensation Plans, individual employment contracts, Collective Bargaining Agreements, or Board resolution.</li> <li>4. The employee shall work from a dedicated workspace that is free from health or safety hazards, undue distractions, or undue risk that confidential or private information will be discovered, or that district equipment</li> </ol>	<p>Pol. 113.4, 216, 826</p> <p>Pol. 113.4, 216, 324, 424, 524</p>
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	<p style="text-align: center;"><b>POLICY NO. 854.1 TELEWORK</b></p> <p>permitted to be brought to the remote work location will be stolen or damaged.</p> <ol style="list-style-type: none"> <li>5. The employee shall obtain permission from their supervisor before bringing district property to a remote work location and will provide the supervisor with a written list of all such equipment.</li> <li>6. The employee shall be personally responsible for any district equipment brought to the remote work location, shall be fully liable for any damage or loss occurring to the equipment during the period of use, and shall be responsible for its safe return.</li> <li>7. The employee does not have a right to telework and the teleworking arrangement may be terminated by the Board or district administration at any time.</li> <li>8. The employee shall notify their supervisor if the employee is not able to perform all assigned job duties, essential or nonessential, at the remote work location.</li> <li>9. Reimbursement, if any, for supplies/equipment essential to an employee’s job duties at a remote work location.</li> </ol> <p><u>General Conditions</u></p> <p>Employees whose physical presence at their regularly assigned place of work is essential to the performance of their duties may not be permitted to telework.</p> <p>An employee may not telework as a replacement for leave.</p> <p>Attendance at the employee’s regularly assigned place of work for onsite meetings, conferences, training sessions, and other school business activities may be required on scheduled telework days.</p> <p>Nonexempt employees shall not be permitted to work overtime or during non-working hours while teleworking without authorization from the employee’s immediate supervisor, in accordance with law and Board policy.</p>	<p>Pol. 708</p> <p>Pol. 834, 835, 837, 839</p> <p>Pol. 530, 860</p>
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	<p style="text-align: center;"><b>POLICY NO. 854.1 TELEWORK</b></p> <p>All teleworking employees shall be subject to and shall comply with the same Board policies, administrative regulations, and standards of conduct as are expected under normal working conditions.</p> <p><u>Emergency Conditions</u></p> <p>In the event that local, state or federal officials, or any similar authority with appropriate jurisdiction, declare an emergency condition that prevents or discourages public gatherings due to a public health or safety concern, or closes school buildings, the Board authorizes individual employees or designated classifications of employees to be permitted to telework in accordance with established procedures or as otherwise directed.</p> <p>For district employees unable to perform their assigned essential job duties while teleworking, such employees may be required to take any available accrued leave, whether paid or unpaid, in accordance with applicable Board policies or provisions of an administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.</p> <p>References:</p> <p>Board Policy – 113.4, 216, 324, 424, 524, 530, 708, 805, 826, 834, 835, 837, 839, 860</p>	<p>Pol. 805</p> <p>Pol. 834, 835, 837, 839</p>
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# Policy Guide



Policy No. 857

Section OPERATIONS

Title PHYSICAL EXAMINATION

Adopted \_\_\_\_\_

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

	<p style="text-align: center;"><b>POLICY NO. 857</b> <b>PHYSICAL EXAMINATION</b></p> <p style="text-align: center;"><b>THIS POLICY SHALL SUPERSEDE POLICIES 314, 414, 514.</b></p> <p><b>Section 1</b>     <u><b>Purpose</b></u></p> <p>In order to certify the fitness of administrative, professional and support employees to discharge efficiently the duties they will be performing and to protect the health of students and staff, the Board shall require physical examinations of all district employees prior to beginning employment and may require health monitoring to prevent the transmission of communicable diseases in the school setting.</p> <p><b>Section 2</b>     <u><b>Definitions</b></u></p> <p>A <b>physical examination</b>, for purposes of this policy, shall mean a general examination by a licensed physician, certified registered nurse practitioner or a licensed physician assistant.</p> <p><b>Health monitoring</b>, for purposes of this policy, shall mean screening or monitoring an employee for specific symptoms that may indicate the presence of a communicable disease, in accordance with guidance from state and local health officials.</p> <p><b>Section 3</b>     <u><b>Authority</b></u></p> <p>After receiving an offer of employment but prior to beginning employment, all candidates shall undergo physical examinations, as required by law and as the Board may require. The expense for which shall be paid by the applicant.</p>	<p>SC 1418 28 PA Code 23.43 42 U.S.C. 12112</p>
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<p><b>Section 4</b></p>	<p><b>POLICY NO. 857</b> <b>PHYSICAL EXAMINATION</b></p>	
	<p>The Board requires that all employees undergo a tuberculosis examination provided by the District upon initial employment, in accordance with regulations of the PA Department of Health.</p>	<p>SC 1418 28 PA Code 23.44</p>
	<p>The Board may require an employee to undergo a physical examination at the Board’s request.</p>	<p>SC 1418</p>
	<p>An employee who presents a signed statement that a physical examination is contrary to the employee's religious beliefs shall be examined only when the Secretary of Health determines that facts exist indicating that certain conditions would present a substantial menace to the health of others in contact with the employee if the employee is not examined for those conditions.</p>	<p>SC 1419 28 PA Code 23.45</p>
	<p><b><u>Guidelines</u></b></p>	
	<p><u>Health Monitoring and Communicable Diseases</u></p>	
	<p>The District may require employees to participate in health monitoring by designated staff to check for signs and symptoms of communicable diseases in accordance with guidance issued by state and local health officials and the Board-approved health and safety plan. An employee may request an alternative method of monitoring as a religious accommodation, and designated district staff shall assess and respond to such request in accordance with applicable law, regulations and Board policy. A request for an accommodation that would unreasonably impair workplace safety or cause undue hardship will not be granted.</p>	<p>Pol. 104</p>
<p>An employee with a health condition that may render a monitoring method ineffective should notify designated staff so that alternative or supplemental methods may be considered.</p>	<p>Pol. 104</p>	
<p>Employees exhibiting symptoms that indicate health concerns shall be referred to the school nurse or designated staff for further assessment, and may be excluded from school facilities in accordance with regulations of the PA Department of Health or guidance from state or local health officials for specified diseases and infections conditions. Employees may return to school facilities when the criteria for readmission following a communicable disease have been met, in accordance with law, regulations or guidance from state or local health officials.</p>	<p>28 PA Code 27.71, 27.72 Pol. 834, 835</p>	

<p><b>Section 5</b></p>	<p style="text-align: center;"><b>POLICY NO. 857 PHYSICAL EXAMINATION</b></p> <p><b><u>Delegation of Responsibility</u></b></p> <p>The results of all required physical examinations shall be made known to the Superintendent on a confidential basis and discussed with the employee.</p> <p>Medical records and other health information of an employee shall be maintained confidentially and kept in a file separate from the employee's personnel file.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1418, 1419</p> <p>Health and Safety – 28 PA Code Sec. 23.43, 23.44, 23.45, 27.71, 27.72</p> <p>Equal Opportunity for Individuals with Disabilities – 42 U.S.C. 12112</p> <p>Prohibiting Employment Discrimination on the Basis of Genetic Information – 42 U.S.C. Sec. 2000ff et seq</p> <p>Board Policy – 104, 834, 835</p>	<p>42 U.S.C. 12112, 2000ff et seq</p>



# Policy Guide



Policy No. 858

Section OPERATIONS

Title ATTENDANCE AND TARDINESS

Adopted \_\_\_\_\_

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

	<p style="text-align: center;"><b>POLICY NO. 858 ATTENDANCE AND TARDINESS</b></p> <p style="text-align: center;"><b>THIS POLICY SHALL SUPERSEDE POLICIES 418 AND 518.</b></p> <p><b>Section 1</b>     <u><b>Authority</b></u></p> <p>Punctual and reliable attendance by administrative, professional and support employees is essential for the operation of district schools. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.</p> <p>The District shall establish processes for staff to report unexpected absences, which shall be addressed in accordance with Board policy and an applicable individual contract, collective bargaining agreement or Board resolution.</p> <p><b>Section 2</b>     <u><b>Delegation of Responsibility</b></u></p> <p>It shall be the responsibility of the Director of Finance and Human Resources in collaboration with the Superintendent to assess penalties when a district employee fails to meet attendance requirements.</p> <p>Whether tardiness is excusable shall be determined by the immediate supervisor.</p>	<p>SC 510 Pol. 860</p> <p>Pol. 834, 835, 837, 839</p>
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**POLICY NO. 858  
ATTENDANCE AND TARDINESS**

References:

School Code –24 P.S. Sec. 510

Board Policy – 834, 835, 837, 839, 860