

KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

WORK SESSION

March 18, 2014

BUSINESS/LEGISLATIVE MEETING

March 27, 2014

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

March 18, 2014 – Work Session

7:00 PM Meeting

- Call To Order
- Pledge Of Allegiance
- Public Comment
- Review of Reports
- Public Comment
- Adjournment

March 27, 2014 – Business/Legislative Meeting

7:00 PM Meeting

- Call To Order
- Pledge Of Allegiance
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

BOARD PRESIDENT'S REPORT

MARCH 27, 2014

Mr. Joseph Finucan

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of February 18, 2014 and the Business/Legislative Minutes of February 27, 2014 as enclosed.

FOR INFORMATION ONLY

- | | |
|---|---|
| I. Parkway West Career and Technology Center Report | <i>Ms. Annie Shaw</i> <i>Mr. Donald Howard - Alternate</i> |
| II. SHASDA Report | <i>Mr. Daniel Domalik</i> |
| III. Golden Wings Foundation, Inc. Report | <i>Mr. Donald Howard</i> |
| IV. PSBA/Legislative Report | <i>Ms. Raeann Lindsey</i> |
| V. Castle Shannon Borough Council Minutes | <i>(Available Online)</i> |
| VI. Dormont Borough Council Minutes | <i>(Available Online)</i> |
| VII. Green Tree Borough Council Minutes | <i>(Available Online)</i> |

SUPERINTENDENT'S REPORT

MARCH 27, 2014

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. ELIMINATION OF BOARD POLICIES

It is recommended that the Board eliminate Policies 357: Unlawful Harassment/Discrimination – Administrative Employees; 457: Harassment by Professional Employees, and 557: Harassment by Classified Employees, which have all been superseded by Policy 848: Unlawful Harassment, adopted on June 20, 2013.

II. FIRST READING OF POLICY NO. 000: BOARD POLICY/PROCEDURES/ADMINISTRATIVE PROCEDURES

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 000: *Board Policy/Procedures/Administrative Procedures*.

III. FIRST READING OF REVISED POLICY NO. 001: NAME AND CLASSIFICATION

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 001: *Name and Classification*.

IV. FIRST READING OF REVISED POLICY NO. 002: AUTHORITY AND POWERS

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 002: *Authority and Powers*.

V. FIRST READING OF REVISED POLICY NO. 003: FUNCTIONS

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 003: *Functions*.

VI. FIRST READING OF REVISED POLICY NO. 004: MEMBERSHIP

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 004: *Membership*.

VII. FIRST READING OF REVISED POLICY NO. 005: ORGANIZATION

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 005: *Organization*.

VIII. FIRST READING OF REVISED POLICY NO. 006: MEETINGS

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 006: *Meetings*.

IX. FIRST READING OF REVISED POLICY NO. 007: DISTRIBUTION

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 007: *Distribution*.

X. FIRST READING OF REVISED POLICY NO. 011: BOARD GOVERNANCE STANDARDS/CODE OF CONDUCT

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 011: *Board Governance Standards/Code of Conduct*.

XI. FIRST READING OF REVISED POLICY NO. 903: PUBLIC PARTICIPATION IN BOARD MEETINGS

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 903: *Public Participation in Board Meetings*.

EDUCATION REPORT

MARCH 27, 2014

Ms. Raeann Lindsey, Chairperson

FOR INFORMATION ONLY

- I. Assessment Updates**
- II. Secondary**
 - Program of Studies
 - AP Classes
 - Graduation Requirements
- III. Teacher Evaluation/Student Learning Objectives**
- IV. Olweus Elementary Bullying Prevention Program**
- V. STEAM Classroom**
 - Robotics Curriculum
 - 3-D Printer
- VI. Kindergarten Orientation Program**
- VII. Extended School Year Program**
- VIII. CPI Training**
- IX. Safe Sports School**
- X. Head Start/Dart Classrooms**
- XI. Health**
 - Epi-Pens
 - AEDs
- XII. Out-of-District Placements & KOSD Cyber**
- XIII. PSBA**

PERSONNEL REPORT
MARCH 27, 2014

Mr. Joseph Finucan, Chairperson

BOARD ACTION REQUESTED

RESIGNATION

I. Food Service Employee

It is recommended the Board accept the resignation of *Rebecca Motus*, Food Service employee at Keystone Oaks High School, effective March 12, 2014.

APPOINTMENTS

I. Athletic Coaches

In compliance with the **Keystone Oaks Education Association Agreement 2011-2016**, it is recommended the Board approve the following individuals as coaches, pending receipt of all legal documents and clearances:

| <u>Name</u> | <u>Sport</u> | <u>Stipend</u> |
|--------------------------|-------------------------------|----------------|
| <i>Danielle Kandrack</i> | Middle School Track Assistant | \$2,560 |
| <i>Michael O'Leary</i> | Boys Volleyball Assistant | \$2,605 |
| <i>Danielle Tate</i> | Middle School Track Assistant | \$2,560 |

FINANCE REPORT

MARCH 27, 2014

Mr. Daniel Domalik, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS

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

| | | |
|----|---|-----------------------|
| A. | Accounts Payable for February 28, 2014 | \$ 813,474.57 |
| | Accounts Payable to March 14, 2014 | \$ 604,692.09 |
| B. | Food Service Accounts Payable for February 28, 2014 | \$ 41,172.84 |
| | Food Service Accounts Payable to March 14, 2014 | \$ 41,173.54 |
| | TOTAL | \$1,500,510.70 |

II. AIU PROGRAM OF SERVICES BUDGET

It is recommended the Board approve the proposed 2014/2015 Allegheny Intermediate Unit Program of Services Budget as presented. The budget totals \$4,088,563. There is no increase in the total district allocation. The Keystone Oaks School District's contribution to the AIU Program of Services Budget is \$37,319.93.

FOR INFORMATION ONLY

This represents an increase of \$865.10 from this school year.

III. HAWLEY CONSULTING GROUP – GASB 45 VALUATION

It is recommended that the Board approve **Hawley Consulting Group** for GASB 45 valuation services at a cost of \$5,800. GASB 45 is a statement recently issued by the Governmental Accounting Standards Board that says that organizations who follow GASB accounting must quantify the long term liability for providing medical benefits to retirees. The liability must then be recorded on the organization's financial statements.

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2013/2014 BUDGET to ACTUAL/PROJECTION

| | | 2013-2014 BUDGET | 2013-2014 8 MONTH | MONTH END + ESTIMATED | OVER (UNDER) |
|--|---------------------------------|----------------------|----------------------|--------------------------|---------------------------|
| ACCT | DESCRIPTION | TOTAL | FEBRUARY/ACTUAL | PROJECTION | BUDGET |
| Revenue | | | | | |
| 6000 | Local Revenue Sources | \$ 25,101,155 | \$ 26,748,215 | \$ 27,521,556 | \$ 2,420,401 |
| 7000 | State Revenue Sources | \$ 9,917,008 | \$ 5,521,880 | \$ 9,840,001 | \$ (77,007) |
| 8000 | Federal Revenue Sources | \$ 446,504 | \$ - | \$ 440,504 | \$ (6,000) |
| Total Revenue | | \$ 35,464,667 | \$ 32,270,095 | \$ 37,802,061 | \$ 2,337,394 |
| | | | | | (OVER) UNDER BUDGET |
| Expenditures | | | | | |
| 100 | Salaries | \$ 14,673,483 | \$ 7,814,856 | \$ 14,634,102 | \$ 39,381 |
| 200 | Benefits | \$ 7,848,904 | \$ 4,400,587 | \$ 7,728,228 | \$ 120,676 |
| 300 | Professional/Technical Services | \$ 1,060,408 | \$ 816,696 | \$ 1,358,826 | \$ (298,418) |
| 400 | Property Services | \$ 1,468,919 | \$ 1,021,265 | \$ 1,421,389 | \$ 47,530 |
| 500 | Other Services | \$ 4,208,192 | \$ 2,673,286 | \$ 4,351,034 | \$ (142,842) |
| 600 | Supplies/Books | \$ 1,419,255 | \$ 1,090,245 | \$ 1,361,496 | \$ 57,759 |
| 700 | Equipment/Property | \$ 111,475 | \$ 66,824 | \$ 86,028 | \$ 25,447 |
| 800 | Other Objects | \$ 1,441,760 | \$ 1,419,656 | \$ 2,236,227 | \$ (794,467) |
| 900 | Other Financial Uses | \$ 3,703,500 | \$ 3,466,566 | \$ 3,703,500 | \$ - |
| Total Expenditures | | \$ 35,935,896 | \$ 22,769,981 | \$ 36,880,830 | \$ (944,934) |
| Expenditures exceeding Revenues | | \$ (471,229) | \$ 9,500,114 | \$ 921,231 | \$ 1,392,460 |

**II. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF
FEBRUARY 28, 2014**

| | 1/31/2014 ENDING BALANCE | DEBIT RECEIVED | CREDIT DISBURSED | INTEREST INCOME | 2/28/2014 ENDING BALANCE |
|--|---|---------------------------|-----------------------------|----------------------------|---|
| GENERAL FUND | | | | | |
| PNC BANK | \$ 7,021,696 | \$655,607 | \$(2,999,719) | \$ - | \$ 4,677,584 |
| PLGIT | \$11,391,221 | \$600,496 | \$ - | \$ 90 | \$11,991,806 |
| PSDLAF - 4/08/2014 Maturity | \$ 153,700 | | \$ - | \$ - | \$ 153,700 |
| INVEST PTOGRAM | \$ 170,677 | | | \$ 7 | \$ 170,684 |
| | <u>\$18,737,294</u> | <u>\$1,256,103</u> | <u>\$(2,999,719)</u> | <u>\$ 97</u> | <u>\$16,993,774</u> |
| CAFETERIA FUND | | | | | |
| PNC BANK | \$100,388 | \$53,512 | \$(73,483) | \$ - | \$ 80,417 |
| PLGIT | \$380,699 | \$29,935 | \$ - | \$ 3 | \$ 410,636 |
| | <u>\$481,087</u> | <u>\$83,447</u> | <u>\$(73,483)</u> | <u>\$ 3</u> | <u>\$ 491,053</u> |
| CONSTRUCTION FUND / CAP RESERVE | | | | | |
| PNC BANK | \$224,450 | \$ - | \$(47,980) | \$ 24 | \$176,494 |
| GRAND TOTAL | <u><u>\$ 19,442,830</u></u> | <u><u>\$1,339,549</u></u> | <u><u>\$(3,121,182)</u></u> | <u><u>\$ 124</u></u> | <u><u>\$17,661,321</u></u> |

III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF FEBRUARY 28, 2014

| Bank Account - Status | Middle / High School | Athletics |
|--------------------------------------|----------------------|-------------|
| Cash Balance as of January 31, 2014 | \$124,803.75 | \$57,977.71 |
| Deposits(General Fund transfer) | \$8,387.95 | \$ 5,008.52 |
| Subtotal | 133,191.70 | \$62,986.23 |
| Expenditures | \$11,410.54 | \$4,216.09 |
| Cash Balance as of February 28, 2014 | \$121,781.16 | \$58,770.14 |

FACILITIES REPORT
MARCH 27, 2014

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. REQUEST FROM GREEN TREE BOROUGH

It is recommended the Board grant permission for the Borough of Green Tree to plant trees on the District property at Aiken Elementary School adjacent to the public right-of-way along Parkway Center Drive, if Green Tree Borough is successful in obtaining a grant to acquire the trees through the *Tree Vitalize Program*.

ACTIVITIES & ATHLETICS REPORT

MARCH 27, 2014

Mr. David Hommrich, Chairperson

BOARD ACTION REQUESTED

I. OVERNIGHT TRIP

The Administration recommends the approval of the following overnight trip:

PJAS State Competition

Penn State University (Main Campus)

May 18-19-20, 2014

Chaperone: Nadine Pisani

Number of students participating: 3

Cost per student: \$155

Total cost to the District - \$290

FOR INFORMATION ONLY

Total cost includes transportation, lodging and meals.

NEW/REVISED POLICIES

Policy No. 000: Board Policy/Procedure/Administrative Procedures

Policy No. 001: Name and Classifications

Policy No. 002: Authority and Powers

Policy No. 003: Functions

Policy No. 004: Membership

Policy No. 005: Organization

Policy No. 006: Meetings

Policy No. 007: Distribution

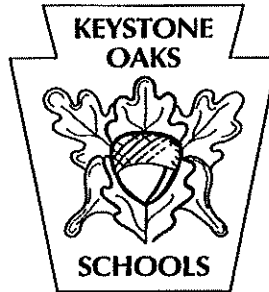
**Policy No. 011: Board Governance Standards/
Codes of Conduct**

Policy No. 903: Public Participation in Board Meetings

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03/14/14

Policy Guide



KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 000

Section LOCAL BOARD PROCEDURES

Title BOARD POLICY / PROCEDURE/
ADMINISTRATIVE PROCEDURES

Adopted _____

Revised _____

| | | |
|-----------|--|--|
| | <p style="text-align: center;">POLICY NO. 000 BOARD POLICY / PROCEDURE/ ADMINISTRATIVE PROCEDURES</p> <p>The Board of School Directors of the Keystone Oaks School District, in accordance with applicable state and federal laws and regulations, establishes policies and procedures for the governance of the Board and for the safe and orderly operation of the School District.</p> <p><u>Purpose of Policy / Local Board Procedure</u></p> <p>The policies and local Board procedures adopted by the Board are intended to establish the general and overall rules within which the day-to-day operations of the School District are to be governed. As applicable, all members of the Keystone Oaks School District community shall be expected to comply with Board policy and procedure, subject to the limitations established in this policy.</p> <p><u>Contents of Policy Manual</u></p> <p>a. Local Board Procedures</p> <p>The bylaws and rules that pertain to Board governance shall hereinafter be referred to as</p> | |
| Section 1 | | |
| Section 2 | | |

| | | |
|------------------|--|--|
| <p>Section 3</p> | <p style="text-align: center;">POLICY NO. 000 BOARD POLICY / PROCEDURE/ ADMINISTRATIVE REGULATIONS</p> <p>Local Board Procedures and shall be policy series 000: Local Board Procedures.</p> <p>b. Policies</p> <p>The rules and guidelines that pertain to the safe and orderly operation of the school district shall hereinafter be referred to as policy and shall be policy series 100: Programs, 200: Pupils, 300: Employees, 600: Finances, 700: Property, 800: Operations, and 900: Community.</p> <p><u>Limitations</u></p> <p>Board policies and procedures are not intended and shall not be construed to supersede or preempt any applicable law, whether constitutional, statutory, regulatory, or common law. Consequently, all Board policies and procedures shall be given both an interpretation and application that is lawful. The Board shall determine the final interpretation of its policies and procedures.</p> <p>As the Board policies and procedures are limited by legal constraints, so too are the rights of those to whom the Board policies and procedures apply. Board policies and procedures are not intended to expand the rights of individuals beyond those established by law or to give to any individual a cause of action not independently established in law. Enforcement of Board policy and procedure rests exclusively with the School Board.</p> <p>Board policy and procedure shall not preempt, create, supplant, expand or restrict the rights or</p> <p style="text-align: center;">Page 2 of 3</p> | |
|------------------|--|--|

| | | |
|--|--|--|
| | | |
|--|--|--|

POLICY NO. 000
BOARD POLICY / PROCEDURE/
ADMINISTRATIVE REGULATIONS

liabilities of students, employees, or other members of the School District community beyond what is contemplated by law and are not intended to restrict or limit students, employees, or others from pursuing any claims or defenses available under law.

Section 4

Administrative Procedures

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

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

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

KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 001

Section LOCAL BOARD PROCEDURES

Policy Guide

Title NAME AND CLASSIFICATION

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

| POLICY NO. 001 NAME AND CLASSIFICATION | | |
|---|---|---|
| Section 1 | <u>Name</u> The Board of School Directors shall be known officially as the Board of School Directors of Keystone Oaks School District, hereinafter sometimes referred to as the "Board." | SC 201, 212 |
| Section 2 | <u>Composition</u> The School District of Keystone Oaks is comprised of all lands that lie within the municipal boundaries of the Boroughs of Castle Shannon (p Portion), Dormont, and Green Tree. | SC 203 |
| Section 3 | <u>Purpose</u> The School District of Keystone Oaks is organized for the purpose of providing a program of public education to serve the needs of the Commonwealth. SC 501 | PA Const. Art. iele III Sec. 14 <u>SC 501, 502, 503</u> |

| | <p>POLICY NO. 001</p> <p>NAME AND CLASSIFICATION</p> | |
|-----------|---|---|
| Section 4 | <p><u>Intermediate Unit</u></p> <p>The School District of Keystone Oaks is assigned to Intermediate Unit No. 3.</p> | SC 951, 952 901-A |
| Section 5 | <p><u>Classification</u></p> <p>The School District of Keystone Oaks is classified as a school district of the third class.</p> | SC 202 |
| Section 6 | <p><u>Address</u></p> <p>The official address of the Board of School Directors of the School District of Keystone Oaks shall be 1000 Kelton Avenue, Pittsburgh, PA 15216-2486.</p> <p><u>References:</u></p> <p><u>Pennsylvania Constitution – PA Const. Art. III Sec. 14</u></p> <p>School Code – <u>24 P.S. Sec. 201, 202, 203, 212, 501, 502, 503, 951, 952</u></p> | <p>SC202</p> <p>201, 202, 203, 212, 501, 910-A</p> <p>Article III Section 14</p> <p>PA Constitution</p> |

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide

Policy No. 002

Section LOCAL BOARD PROCEDURES

Title AUTHORITY AND POWERS

Adopted AUGUST 21, 1989

Revised FEBRUARY 16, 1998

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

POLICY NO. 002
AUTHORITY AND POWERS

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

The Board shall act as the general agent of the residents of this District in matters of public education. It shall establish educational goals and academic standards for District students and govern an educational program designed to meet those goals and standards to support student achievement.

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

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

References:

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

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

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

School Code
PA-Constitution

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

SC 301, 426, 427,
508

SC 426, 427, 508

211, 301, 406, 407,
426, 427, 501, 502,
503, 507, 508, 510,
511, 803, 1411

Article III
Sec. 14

Policy Guide

Title FUNCTIONSAdopted AUGUST 21, 1989Revised FEBRUARY 16, 1998

| POLICY NO. 003- FUNCTIONS | | |
|---------------------------|--|---|
| Section 1 | <p><u>Legislative</u></p> <p>The Board shall exercise its rule-making power by adopting procedures and policies for the organization and operation of the school district. Those procedures and policies which are not dictated by the statutes or rules of the State Board, or ordered by a court of competent authority, may be adopted, amended, or repealed at any meeting of the Board, <u>provided the proposed adoption, amendment, or repeal has been proposed at a previous Board meeting and has remained on the agenda of each succeeding Board meeting until approved or rejected.</u></p> <p><u>Changes in a proposed Board procedure or policy, except for non-substantive editorial revisions, at the second reading shall cause that reading to constitute a first reading.</u></p> <p>Policies introduced and recommended to the Board shall not be adopted until a subsequent meeting. All policies, new, or revised, will require two readings. The Second Reading will occur at the next legislative meeting. Thus, time shall be given to permit further study and also to give opportunity to interested parties to react. However, temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken.</p> | <p>SC 301, 407, 510, 511 <u>Pol. 000</u></p> <p><u>SC 407</u></p> <p><u>SC 407</u> <u>SC 422, 508</u> <u>BP-006</u></p> |

| | | |
|--|--|---|
| | <p style="text-align: center;">POLICY NO. 003- FUNCTIONS</p> <p><u>The Board, upon a majority vote of the full Board, may cause to suspend at any time the operation of Board procedure or policy, provided the suspension does not conflict with legal requirements. Such suspension shall be effective until the next meeting of the Board, unless an earlier time is specified in the motion to suspend.</u></p> <p>Procedures of the Board shall be adopted, amended, or repealed by a two-thirds vote of the full Board.</p> <p>Policies <u>and procedures of the Board</u> shall be adopted, amended, or repealed by a majority vote of the full Board, which will be five (5) votes.</p> <p>The adoption, modification, repeal, or suspension of a Board procedure or policy shall be recorded in the minutes of the Board <u>meeting</u>. All current procedures and policies shall be <u>maintained in the Board Policy Manual and disseminated appropriately.</u> printed in the Board policy manual.</p> <p><u>Executive</u></p> <p>The Board shall exercise its executive power by the appointment of a District Superintendent who shall be the Chief Executive Officer and shall enforce the statutes of the Commonwealth, the Regulations of the State Board of Education and the policies of the Board of School Directors, <u>and all other applicable laws and regulations</u>. The superintendent shall occupy a seat on the Board but shall have no power to vote.</p> <p>The Superintendent shall <u>be responsible for implementing Board policies and establishing rules and regulations</u> prepare administrative guidelines for the operation administration of the sSchool dDistrict which are not inconsistent with state and federal statutes or regulations the statutes or regulation of the State Board,; are dictated by the policies of this Board,; and which shall be and are binding to on the employees of this District and the students in the schools of this District. <u>district employees and students when issued.</u> The Board reserves the right to review any and all</p> | <p><u>Pol. 006</u></p> <p><u>Pol. 007</u></p> <p>SC <u>508, 1001, 1081</u></p> <p><u>SC 510</u> <u>Pol. 000</u></p> |
|--|--|---|

Section 2

POLICY NO. 003- FUNCTIONS

administrative regulations that the Superintendent is required to promulgate pursuant to the requirements of any policy adopted by the Board, and to direct revision of such administrative regulations when it considers the regulation to be inconsistent with Board policy or district practices. However, the Board shall not adopt administrative regulations unless required by law or requested by the Superintendent. Such adoption and/or amendment of administrative regulations shall adhere to the policy for adoption and amendment of Board procedures and policies.

The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board in writing as soon as possible and ratified if necessary at the next Regular Board Meeting. ~~by letter and at the meeting next following such action.~~

Board members seeking information about agenda items and operational issues may contact appropriate school district administrators directly. Such direct contact shall be limited to the Superintendent, Assistant Superintendent, Director of Fiscal Services, Director of Technology, Director of Food Services, Director of Buildings/Grounds/Transportation, District Law Enforcement/Safety Coordinator, Communications Specialist, and principals. – These individuals may refer the Board members to people whom they supervise. If the request of Board members becomes too numerous or burdensome, individual administrators shall advise both the Board member making the request and the Superintendent. All parties shall then establish a priority system by which the requested information will be made available.

The Superintendent or their designee shall implement a procedure to inform Board members and designated employees of their responsibility under the Ethics Law.

Whenever responsibility is delegated to the Superintendent or other administrator, it is understood that such individual may designate a representative to

Pol. 008

65 Pa. C.S.A.
Sec. 1101 et seq.

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| | <p style="text-align: center;">POLICY NO. 003- FUNCTIONS</p> <p><u>act on their behalf.</u></p> <p>Section 3</p> <p><u>Review/Judicial</u></p> <p>The Board of School Directors may assume jurisdiction over controversies or disputes arising within this school district and concerning any matter over which the Board has authority granted by statute or where the Board has retained jurisdiction in contract or policies.</p> <p>In furtherance of its adjudicatory function, the Board may hold hearings in accordance with law which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.</p> <p><u>Beyond the basic requirement of due process, a hearing may vary in form and content in line with the severity of the consequences that may flow from it, the difficulty of establishing findings of fact from conflicting evidence, and the impact of the Board's decision on the school district.</u></p> <p>Section 4</p> <p><u>Contractual</u></p> <p><u>The Board President shall appoint one or more representatives to act as a liaison at each negotiation session. The role of the liaison will be to observe the actual negotiations process at the bargaining table and gather information. The liaison will not participate in the bargaining process. The liaison should report information and impressions to the Board orally or through written communications as often as necessary. Every Board member will be encouraged to attend at least one session.</u></p> <p><u>In addition to the Chair of the Personnel and Negotiations Committee, the Board may elect other members to participate in contract negotiations on behalf of the Board. One Board member is responsible to report back to the Board orally or through written communications as often as necessary as to the status of negotiations. Any Board member is welcome to attend a negotiation session.</u></p> | <p>SC 510, 1126 et seq.</p> <p>2 Pa. A C.S. A. Sec. 551 et seq.</p> <p>2 Pa. C.S.A. Sec. 551 et seq.</p> |
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POLICY NO. 003- FUNCTIONS

The Board's role in the hiring process shall include, but not be limited to the following areas:

a. Members designated by the president will be part of the screening and interview team for Superintendent, Assistant Superintendent, central office directorships, and principals.

b. ~~Board members will not participate in the screening or interview process for any other position, curricular, extracurricular, or support staff positions unless the Board assumes jurisdiction over a current controversy or dispute, under Section 3 of this policy and thereby determines such participation necessary. The Superintendent and/or designee will develop the procedures and rubrics to be used in the hiring of these all personnel positions with the input of the Board.~~

References:

School Code – 24 P.S. Sec. 301, 407, 508, 510, 511, 1001, 1081

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

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

Board Policy – 000, 006, 007, 008

Policy Guide



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| POLICY NO. 004 – MEMBERSHIP | | |
| Section 1 | <p><u>Number</u></p> <p>The Board of School Directors shall consist of nine (9) members.</p> <p><u>The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.</u></p> | <p>SC 302, 303, 304, 305</p> <p><u>SC 1081</u></p> |
| Section 2 | <p><u>Qualifications</u></p> <p>Each member of the Board shall meet the following qualifications:</p> <p>a. Each member shall be of good moral character, at least eighteen (18) years of age, shall have been a resident of the District for at least one (1) year prior to the date of election or appointment, shall not be a holder of any office or position of profit under any government in the School District of Keystone Oaks as specified in Section 322 of the school code, nor shall be a member of the municipal council.</p> <p>b. Each member s Shall not have been removed from any office of trust under federal, state, or local laws for any malfeasance in such office.</p> <p>c. Except as provided by law, each member shall not be engaged in a business transaction with the School district, be employed by the School District, or</p> | <p>SC 322</p> <p>SC 323</p> <p>SC 324</p> |

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| | <p style="text-align: center;">POLICY NO. 004 – MEMBERSHIP</p> <p>receive pay for services from the School District.</p> <p>d. Each member-s Shall, before entering the duties of the office, take and subscribe to the oath or affirmation prescribed by statute.</p> <p>e. Each member-s Shall file a statement of financial interests with the State Ethics Commission before taking the oath of office or entering upon his/her duties <u>and annually by May 1.</u></p> | <p>SC 321</p> <p>65 Pa. C.S.A. Sec. 1102, 1104, 1105 Title 51 Sec. 15.2, 15.3S-404-(d)</p> |
| Section 3 | <p><u>Election</u></p> <p>Election of members of the Board of School Directors shall be in accordance with law.</p> <p>The Board shall include three (3) members from each of the three communities comprising the District; namely, the Boroughs of Castle Shannon, Dormont, and Green Tree. In November of each odd-numbered year, each community will elect one or more members from its citizenry to serve for a four (4) year term.</p> | <p>SC 301 et seq.</p> <p>SC 303</p> |
| Section 4 | <p><u>Vacancies</u></p> <p><u>A vacancy shall occur by reason of death, resignation, removal from a district or region, or otherwise. Such vacancy shall be filled in accordance with the Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the vacancy. The Board member so appointed shall serve until the first Monday in December after the first municipal election occurring more than sixty (60) days following his/her appointment. When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Allegheny County.</u></p> <p><u>The Board recognizes that community involvement is crucial to fill the vacancy with the most qualified candidate. The Board will advertise the vacancy through multiple medias to the community as well as advertise the process the Board will follow to fill that</u></p> | <p>SC 315, 316, 317, 318, 319 65 Pa. C.S.A. Sec. 701 et seq.</p> |

POLICY NO. 004 – MEMBERSHIP

vacancy. Vacancies may only be filled by a resident of the borough where that vacancy occurred.

~~Whenever a vacancy shall occur on the Board because of a member's death, resignation, removal from the District or otherwise, the Board shall elect a successor to fill the vacancy. The communities of the School District are normally notified of the vacancy through the School District newsletter.~~

~~Upon acceptance or recognition of the vacancy, the Board has thirty days to fill the vacancy.~~

~~Depending upon length of the unexpired term to be filled, the availability of qualified candidates identified through prior interviews or other means, or based on additional factors present at the time a vacancy occurs, the Board may select the successor to the unexpired term from known qualified candidates.~~

~~If the Board decided that interviews are necessary, the community in which the vacancy has occurred shall be advised through the School District newsletter or other form of public notice that application for the position of School Director should be submitted to the Board Secretary.~~

~~The Board of School Directors, through a duly authorized committee including representation from the borough where the vacancy exists, shall interview prospective candidates, except that, should the number of interested persons be excessive in the opinion of the committee, the application may be screened to limit the interviews to a more acceptable number.~~

~~The Board Committee, upon completion of the interviews, shall then report its recommendation(s) to the full Board for consideration.~~

~~At an official meeting ordered or summoned by the Board President, the Board of School Directors shall fill the vacancy in accordance with the applicable provisions of the School Code.~~

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| | <p style="text-align: center;">POLICY NO. 004 – MEMBERSHIP</p> <p>Section 5 <u>Term</u></p> <p>The term of office of each School Director shall be four (4) years and shall expire on the first Monday of December. The term of each School Director appointed to fill a vacancy shall expire on the first Monday of December after the municipal election occurring more than sixty (60) days after the appointment. The term of each School Director elected to an unexpired term shall expire at the termination of that term.</p> <p>Section 6 <u>Removal</u></p> <p>Whenever a School Director shall cease to be a resident of the borough he/she was elected to represent, School District of Keystone Oaks, his/her <u>eligibility membership to serve</u> on the Board shall cease forthwith.</p> <p>The removal of a School Director who resigns shall become effective upon the presentation of the resignation to of the Board President and upon such date specified therein.</p> <p>A School Director who neglects or refuses to attend two (2) successive Rregular meetings of the Board, unless detained by sickness or prevented by necessary absence from the District, or if in attendance at any meeting neglects or refused to act in an official capacity as a School Director, may be removed from office on the affirmative vote of a majority of the remaining members of the Board.</p> <p>If a person elected or appointed as a School Director, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of his/her term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.</p> <p>Section 7 <u>Expenses</u></p> | <p>SC 303, 315</p> <p><u>SC 315</u></p> <p>SC 315, 319 <u>Pol. 006</u></p> <p>SC 319 <u>Pol. 006</u></p> |
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POLICY NO. 004 – MEMBERSHIP

SC 516.1

~~Occasionally School Directors may be required by the nature of their responsibilities, to be present at meetings, conferences, hearing, etc., outside of the School District boundaries. Normally there is sufficient notice given so that necessary expenditures for such conferences, as provided under the School code, including travel, meals, and lodging, can be authorized in advance at an official meeting of the Board.~~

~~It shall be the policy of the Keystone Oaks School District to authorize Board members to attend unanticipated conferences, beneficial and necessary to the School District, without an official action of the Board, subject to the following conditions:~~

~~a. Notification of the conference shall have been received after a regular monthly meeting of the Board;~~

~~b. The date of the conference is prior to or identical with the date of the next official Board meeting;~~

~~c. Prior approval for Board member travel in excess of \$200 is required.~~

~~In accordance with School Code, members of the Keystone Oaks School Board may, at his/her discretion, submit a mileage reimbursement request for an average of (not to exceed) four (4) meetings per month per fiscal year. The average of four (4) meetings includes, but is not limited to regularly scheduled committee and Board meetings, conference, seminars and conventions.~~

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

POLICY NO. 004 – MEMBERSHIP

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

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

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

Section 8

Self-Development Opportunities

The Board of School Directors places a high priority on the importance of a planned and continuing program of self-development for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The Board, in conjunction with the Superintendent, may shall plan specific in-service education programs and activities designed to assist Board members in efforts to improve their skills as members of a policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership, governance, and community engagement in a modern democratic society.

The Board regards the following activities and services as appropriate:

- a. An orientation program shall be conducted for each new Board member;
- b. The District shall subscribe to publications

POLICY NO. 004 – MEMBERSHIP

addressed to the concerns of Board members;

c. Curriculum reports shall be presented at public meetings;

d. Board members shall be encouraged to participate in School Board conferences, conventions, and workshops;

e. Joint meetings with neighboring School Boards or a consortium of School Boards shall be pursued for an exchange of ideas on various facets of School District operations;

The Budget will include funds to finance participation of Board members in the activities described above. In making expenditure from this budget category, School Directors shall exercise discretion in choosing among the available options for travel, lodging and meals and shall provide a written or oral conference report at the next regular meeting of the Board. The Board as a whole, following the procedure outlined in the School Code, shall approve or disapprove the participation of members planned activities. The public shall be kept informed through ~~the news media and~~ reports at Board meetings about the Board's continuing self-development program and the expected short and long range benefits to the School District.

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

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

POLICY NO. 004 – MEMBERSHIP

conferences, workshops, and conventions.

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

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

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

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

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

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

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

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

j. To receive reimbursement, expense reports must

POLICY NO. 004 – MEMBERSHIP

be submitted to the Business Office within thirty (30) days after the conclusion of the meeting.

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

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

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

Section 9

Board Self-Evaluation

The President shall be responsible for conducting a yearly Board self-evaluation. The results will be compiled and discussed by the Board.

The following form shall be used as the self-evaluation instrument:

References:

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

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

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

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

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| | POLICY NO. 004 – MEMBERSHIP | |
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**POLICY NO. 004--MEMBERSHIP
KEYSTONE OAKS SCHOOL DISTRICT**

BOARD SELF-EVALUATION FORM

I. Please evaluate the Board's performance to the best of your ability. A score of (1) one is the lowest possible score and connotes failure. A score of (4) four is the highest score and indicates excellence.

| | RATING | | | | COMMENT |
|--|--------|---|---|---|---------|
| | 1 | 2 | 3 | 4 | |
| A. Relationship with Superintendent | | | | | |
| 1. Establishes written policies for the guidance of the Superintendent in the operation of the schools. | | | | | |
| 2. Provides the Superintendent with a clear statement of the expectation of performance and personal qualities against which he/she will be measured periodically. | | | | | |
| 3. Reaches decisions only on the basis of study of all available background data and consideration of the recommendation of the Superintendent. | | | | | |
| 4. Requests information through the Superintendent and from staff members with the knowledge of the Superintendent. | | | | | |
| 5. Matters tending to alienate either Board members or the Superintendent are discussed immediately rather than being permitted to fester and deteriorate. | | | | | |
| 6. Encourages the opportunity for professional growth of the Superintendent. | | | | | |
| 7. Provides a climate of mutual respect and trust; offering commendation whenever earned and constructive criticism when necessary. | | | | | |
| 8. Takes the initiative in maintaining a professional salary for the Superintendent comparable with salaries paid for similar responsibility in the profession. | | | | | |

| | | RATING | | | | COMMENT |
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| | | 1 | 2 | 3 | 4 | |
| B. Community Relationships | | | | | | |
| 9. Encourages attendance of citizens at Board meetings and participation in advisory capacity where deemed possible. | | | | | | |
| 10. Cooperates with various news media. | | | | | | |
| 11. Channels all concerns, complaints, and criticisms of the school system through the Superintendent for study with expectation that he/she will report back to the Board if action is required. | | | | | | |
| 12. Provides a forum for the Superintendent to respond to criticism and the efforts of special interest groups. | | | | | | |
| 13. As an individual, a Board member does not commit to a position in answer to a private inquiry or to public statements unless Board policy is already established and clear. The Board member is merely reciting facts about the school system. | | | | | | |
| 14. Is aware of community attitudes and the special interest groups which seek to influence the District's program. | | | | | | |
| C. Board Meetings | | | | | | |
| 15. Has established written procedures for conducting meetings which include ample provision for the public to be heard, but prevents a single individual from dominating discussions. | | | | | | |
| 16. Conducts its meetings in facilities that allow the District's business affairs to be conducted by the Board and its administrative staff effectively. | | | | | | |
| 17. Selects a chairperson on the basis of ability to properly conduct a meeting rather than on seniority or rotation. | | | | | | |
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| | RATING | | | | COMMENT |
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| | 1 | 2 | 3 | 4 | |
| 18. The Board chairperson and the Superintendent plan the agenda together. | | | | | |
| 19. A professional attitude is maintained in conducting Board business. | | | | | |
| 20. The privilege of holding over matters for further study is not abused. | | | | | |
| 21. Each member makes a sincere effort to be informed on all agenda items listed prior to the Board meeting and takes into consideration all staff recommendations before taking action. | | | | | |
| 22. Board members receive agenda information in adequate time before meetings. | | | | | |
| 23. As a Board member confidentiality of Board business shall be maintained. | | | | | |
| D. Staff and Personnel Relationships | | | | | |
| 24. Develops and maintains written personnel policies. | | | | | |
| 25. Authorizes the employment or dismissal of staff members after consideration of the recommendation of the Superintendent. | | | | | |
| 26. Is receptive to suggestions for improvement of the school system. | | | | | |
| 27. Encourages staff professional growth. | | | | | |
| 28. Recognizes staff competencies and contributions to the School District. | | | | | |
| 29. Understands the instructional program and the general restrictions imposed upon it by the legislature and the State Board of Education | | | | | |
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| | RATING | | | | COMMENT |
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| | 1 | 2 | 3 | 4 | |
| 30. Resists the efforts of special interest groups to influence the instructional program if the effect would be detrimental to the students. | | | | | |
| 31. Encourages the participation of the professional staff and, in certain instances, the public in the development of the curricula. | | | | | |
| 32. Weighs all decisions in terms of what is best for the students. | | | | | |
| 33. Provides a policy outlining the District's educational objectives against which the instructional program can be evaluated. | | | | | |
| 34. Keeps abreast of new developments in course content and teaching techniques through attendance and participation in School Board association conferences, meetings of other educational groups and by reading of selected books and periodicals. | | | | | |
| F. Relationship to Financial Management of the Schools | | | | | |
| 35. Equates the income and expenditures of the District in terms of the quality of education that should be provided and the ability of the community to support such a program. | | | | | |
| 36. Suggests and secures community support for additional financing when necessary. | | | | | |
| 37. Establishes written policies which will insure efficient and effective business operations. | | | | | |
| 38. Authorizes individual budgetary allotments and special nonbudgeted expenditures only after considering the total needs of the District. | | | | | |
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| | | RATING | | | | COMMENT |
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| | | 1 | 2 | 3 | 4 | |
| G. | Personal Qualities | | | | | |
| | 39. A sincere and unselfish interest in public education and in the contribution it makes to the development of children. | | | | | |
| | 40. A knowledge of the community which the school system is designed to serve. | | | | | |
| | 41. An ability to think independently; to grow in knowledge, to rely on fact rather than prejudice and a willingness to hear and consider all sides of a controversial question. | | | | | |
| | 42. Loyalty to other Board members and group decisions cooperatively reached. | | | | | |
| | 43. A respect for, and interest in, people and the ability to get along with them. | | | | | |
| | 44. A desire to work through defined channels of authority and responsibility. | | | | | |
| | 45. A willingness to devote the necessary time to become an effective Board member. | | | | | |

ADDITIONAL COMMENTS

Please review last year's Board Goals for Keystone Oaks School District and comment on the Superintendent's achievement of those goals.

KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 005
Section LOCAL BOARD PROCEDURES
Title ORGANIZATIONS
Adopted AUGUST 21, 1989
Revised FEBRUARY 16, 1998

Policy Guide

| POLICY NO. 005- ORGANIZATION | | |
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| 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 <u>R</u>regular meeting.</p> | SC 401, <u>402, 404, 421</u> |
| Section 2 | <p><u>Order</u></p> <p>The organization meeting shall be called to order by the past President- Solicitor who shall preside over the election of a temporary President from among the holdover members <u>and any newly elected members</u> of the Board. The Secretary of the Board shall be secretary of the meeting. <u>In an election year,</u> 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 by the Secretary of the Board. 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 The temporary President or notarized officer shall administer the oath of affirmation of office to such school directors as have not previously taken and subscribed <u>to</u> the same.</p> | SC <u>402, 426</u> 401 SC <u>321, 402</u> |

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| <p>Section 3</p> | <p style="text-align: center;">POLICY NO. 005- ORGANIZATION</p> <p><u>Officers</u></p> <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 <u>(2)</u> candidates who received the greatest number of votes.</p> <p>a. The school directors shall annually, during the first week of in December, elect from their members a President and a Vice-President, who shall serve for one (1) year.</p> <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> <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> <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> <p>The Board school Treasurer shall not enter upon such duties until furnishing bond in accordance with law and with the approval of the Board. The Board school Treasurer shall be compensated in such a manner and at a rate as the Board shall determine.</p> | <p>SC 404427</p> <p>SC-427</p> <p>SC 428</p> <p>SC 404</p> <p>SC 439</p> <p>SC 436, 438</p> |
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| | <p style="text-align: center;">POLICY NO. 005- ORGANIZATION</p> <p>c. The <u>S</u>chool <u>D</u>irectors 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>The <u>S</u>ecretary 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><u>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.</u></p> <p>Vacancies in any office shall be filled by the <u>S</u>chool <u>D</u>irectors, and such appointed officers shall serve for the remainder of the unexpired term.</p> <p>The same <u>S</u>chool <u>D</u>irector 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. No superintendent, assistant superintendent, supervising principal, or teacher shall serve, either temporarily or permanently, as an officer of the school board where he/she is employed.</p> <p>Officers of the Board may be removed from office for incompetence, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided that the officer charged shall have been given due notice of the reasons therefore and an opportunity for a hearing, and provided that said removal has been approved by the affirmative vote of a majority of the full number of school directors.</p> <p><u>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.</u></p> | <p>SC 404</p> <p>SC 433</p> <p>SC 324, 404, 405, 514</p> <p>PA. Const. Art. VI Sec. 7 Pol. 006</p> |
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| <p>Section 4</p> | <p style="text-align: center;">POLICY NO. 005- ORGANIZATION</p> <p><u>Appointments</u></p> <p>The Board shall appoint:</p> <ul style="list-style-type: none"> 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; b. School physician(s); c. School dentist(s); d. <u>School solicitor</u> e. An Independent auditor(s); f. Delegates to a State convention or association of Sschool Directors; and g. <u>Other appointments the Board deems necessary</u> Up to two (2) members and the Superintendent to attend faculty/staff retirement dinners, when appropriate. <p>The Board may appoint a Solicitor and such other appointees, clerks, or employees as it may deem proper and shall define their duties and fix their salaries.</p> <p>The authority to make assignments to the school Solicitor is restricted to specific Sschool Directors and District personnel as follows:</p> <ul style="list-style-type: none"> 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. b. School district personnel below the rank of Superintendent do not have access to the Solicitor, except that the Assistant Superintendent and Director of Fiscal Services may contact the Solicitor in the absence of the Superintendent or Board Secretary, respectively <u>in the event that the matter cannot be</u> | <p>SC 508, 683</p> <p>SC 1410</p> <p>SC 1410</p> <p><u>SC 324,406</u></p> <p>SC 2401</p> <p>SC 516</p> <p> </p> <p>SC 406, 324</p> |
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| | <p style="text-align: center;">POLICY NO. 005- ORGANIZATION</p> <p><u>handled in a timely manner by the Superintendent.</u> The Board's Vice-President, of course, may act in the absence of the President <u>in the event that the matter cannot be handled in a timely manner by the President.</u></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 may be removed from office for incompetence, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided the appointee so charged shall have been given due notice of the reasons therefore and an opportunity for a hearing and provided said removal has been approved by the affirmative vote of a majority of the full number of school directors.</p> <p><u>Appointees</u> 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>Section 5 <u>Resolutions</u></p> <p>The Board shall, at the organization meeting, but shall no later than July 1 of the following year do the following:</p> <ul style="list-style-type: none"> a. Designate a depository for school funds; b. Designate a newspaper of general circulation as defined in accordance with law; c. Designate a normal day, place, and time for regular legislative and business meetings; d. Designate a normal day, place, and time for open committee meetings; e. Adopt a School Board action calendar. <p>The action calendar shows the necessary items which must be considered by the Board of School Directors during the period indicated below. This calendar is tentative and may be altered</p> | <p>SC 514</p> <p>PA. Const. Art. VI Sec. 7 Pol. 006</p> <p>SC 621</p> <p>SC 106</p> <p>SC 421</p> |
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POLICY NO. 005- ORGANIZATION

at any time unless the action is mandated.

July

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| 1. Audit begun | 1. Auditors begin duties July |
| | 1. (SC 2401 and 2431) |
| 2. Appointment of medical and dental examiners. | 2. (SC 1410) |
| 3. Appoint auditor for earned income tax in accordance with the agreement with the Boroughs of Castle Shannon, Dormont, and Greentree | |

November

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| 1. Election of Board members | 1. Term of office to begin first week of December following election. Term of office is four years. |
| 2. Mid-year Evaluation of Superintendent | |

December

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| 1. Organization Meeting (first week of December). | 1. Election of President and Vice-President to serve one year term. |
| 2. Presentation of certificates of election. | 2. (SC 320) |
| 3. Administration of oath of office to newly-elected members. | 3. (SC 321) |
| 4. Appointment of Solicitor. | 4. (SC 406) |
| 5. Appointment of Legislative Council. | 5. Representatives to PSB Legislative Council shall be appointed in December of each year. |
| 6. Board self-evaluation as per policy. | 6. Board Policy 004 |

January

POLICY NO. 005- ORGANIZATION

1. Appointment of chairpersons of standing committees on Athletics and Activities; Budget and Finance; Buildings, Grounds and Transportation; Cafeteria; Communications; Education and Technology; Insurance; Personnel and Negotiations; Policy and Planning; and representatives to Parkway West and Pathfinder Boards; and SHASDA.

March

1. Inspection of buildings and property in preparation for summer maintenance program.
2. Study of Proposed budget by Finance Committee.

April

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| 1. Authorization for school census | 1. Census required every three (3) years between March 1 and September 1. (SC 1351) |
| 2. Election of tax collectors. | 2. Election must be made prior to June 1 (See Act 511 of 1965 Legislation.) |
| 3. Fixing tax rate and levy of wage tax, and advertising short notice of the Resolutions. | 3. May be levied in April or May. (See Act 511 of 1965 Legislation.) |
| 4. Proposal of budget. | 4. Thirty (30) days must elapse before final adoption. Ten (10) days public notice required and must be open for at least twenty (20) days. (SC 687) |
| 5. Adoption of school calendar. | 6. Fix times of vacations. Minimum of 180 school days. |

POLICY NO. 005- ORGANIZATION

May

1. Election of Treasurer:

1. To serve for one (1) year beginning July 1.

2. Election of Secretary:

2. Beginning with 1953, must be elected every four (4) years. To take office July 1.

June

1. Evaluation of performance of members of the administration team in cooperation with the Superintendent.

2. Assigning administrative salaries.

3. Evaluation of the Superintendent and assigning of salary.

4. Final adoption of budget.

(SC 508, 1164)

(SC 687)

Section 6

Committees

Committees of ~~S~~school ~~D~~irectors 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.

The ~~nine~~ standing committees ~~of the Board of Education~~ are: Athletics and Activities; Budget and Finance; Buildings, Grounds and Transportation; Cafeteria; Communications; Education; ~~and~~ Technology; Insurance ~~and~~ Safety; Personnel and Negotiations; Policy and Planning. Board liaisons will be appointed to represent the district ~~for~~: SHASDA, ~~Pathfinder~~, and Parkway ~~West~~ Boards, ~~and~~ Golden Wings Foundation. The Board ~~P~~resident appoints these committees at the regular January meeting. Members serve for a period of one (1) year 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 included in the Board President's report as an informational item in the agenda for the next Business/Legislative meeting.

POLICY NO. 005- ORGANIZATION

a. Athletics and Activities Committee

This committee collaborates with the Athletic Director ~~onf~~oversees 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. ~~The employment of coaches, assistant coaches and supportive staff also fall under this committee's purview. Knowledge of PIAA/WPIAL rules, district policies and procedures is beneficial.~~ 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 on~~ ongoing involvement with the execution and monitoring of the annual budget, the development of the district's entire annual budget. ~~Involvement in year-round calendar of meetings begin in earnest February of each fiscal year and progress until final adoption in June. Knowledge of finance and accounting is beneficial.~~

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. ~~Employment of service support staff would have this committee's recommendations. Knowledge of the construction trades, bid processes, and material and structural elements is beneficial.~~ In addition, this committee's responsibilities are to examine the

POLICY NO. 005- ORGANIZATION

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. Knowledge of the community and demographics is beneficial.

d. Cafeteria

This committee collaborates with the Director of Food 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. Knowledge of funding sources, food supplies and nutrition is beneficial.

e. Communications

This committee advises the administration on serves as the liaison between the school and communities, school and non-school publications, calendars, websites, social media, radio, television and internet broadcasts Facebook page 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. audiovisual production falls within the governance of this committee. Knowledge of journalism and media is beneficial.

POLICY NO. 005- ORGANIZATION

f. Education and

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. has a fundamental responsibility to monitor and review the educations programs, initiatives and progress, of the entire school district inclusive of regular, vocational and special education. Employment of all professional staff, fall within this committee's recommendations.

g. Technology

This committee has a fundamental responsibility to monitor and review the educations programs and technological support systems, initiatives and progress, of the entire school district inclusive of regular, vocational and special education. Employment of all professional staff, fall within this committee's recommendations. Knowledge of educational research, trends and delivery of service models is beneficial. This committee collaborates with the Director of Technology to provide for the technology that is 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

POLICY NO. 005- ORGANIZATION

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. Safety subcommittee meetings are required. Knowledge of providers and cost containment is beneficial.

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. the Keystone-oaks Education Association. 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. Knowledge of personnel law and collective bargaining procedures is beneficial.

j. Policy and Planning

This committee makes recommendations on the development of the Strategic Plan, new policies and reviewing previous policies in order to as they address legislation, statutes, case law and legal decisions, as well as social and educational issues. As the primary role of the School Board, promulgation of policy requires constant and ongoing review and updates. Knowledge of School Code and legal decision is beneficial.

POLICY NO. 005- ORGANIZATION

The Board as a whole or a standing committee of the Board may establish an ad hoc committee to make recommendations to the Board on special matters. Such ad hoc committees may include non-Board members.

School Code 106, 324, 401, 404, 404, 405, 406, 421, 434, 436, 438, 514, 516, 621, 638, 1401, 2401

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

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 006

Section LOCAL BOARD PROCEDURES

Title MEETINGS

Adopted AUGUST 21, 1989

Revised OCTOBER 18, 2012
SEPTEMBER 16, 2010
NOVEMBER 15, 2007
FEBRUARY 16, 1998

| POLICY NO. 006- MEETINGS | | |
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| <u>Section 1</u> <u>4.</u> <u>Authority</u> | <p><u>Parliamentary Authority</u></p> <p>All Board meetings where official votes will be taken shall be conducted in an orderly and business-like manner. Robert's Rules of Order, Newly Revised, including group rules, shall govern the Board in its deliberations in all cases in which it is not inconsistent with law, state regulations or Board procedures.</p> <p>The Public School Code of 1949, as amended, obligates the Keystone Oaks School District to regularly meet and to conduct business in accordance with the Code and the Policies of the Board of School Directors</p> | <p>SC 407 65 Pa. C.S.A. Sec. 701 et seq.</p> |
| <u>Section 2</u> <u>2.</u> <u>Definitions</u> | <p><u>Meeting</u>—A meeting is any regular or special meeting of the Board at which a quorum is physically present and at which deliberation and official actions may take place:</p> <p>The meetings for organization, and meetings provided for by any board of school directors at stated times at which such board is required to meet, or any adjournment thereof, shall be called "regular meetings," and all other meetings shall be called "special meetings."</p> <p><u>Quorum</u></p> <p>—A quorum shall be five (5) Board membersSchool Directors physically present at a meeting. No business shall be transacted at a meeting without a quorum, but the Board</p> | <p>SC 421</p> <p>SC 422</p> |

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| | <p style="text-align: center;">POLICY NO. 006- MEETINGS</p> <p><u>members present at such a meeting may adjourn to another time.</u></p> <p><u>Present means either physically at the meeting or attending through other media.</u></p> | |
| <p><u>Section 3</u> 3. <u>Guidelines</u></p> | <p><u>Presiding Officer</u></p> <p>A. The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead his/her stead. If neither person is present, a School Director shall be elected President Pro Tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.</p> <p><u>The presiding officer shall, along with all other Board members, have the ability to vote on all issues brought before the Board.</u></p> | <p><u>SC 405, 426, 427, 428</u></p> |
| <p><u>Section 4</u></p> | <p><u>B. Notice</u></p> <p>—Notice of all open public <u>Board meetings, meetings of the Board</u> including committee meetings, <u>and work sessions, Discussion Sessions, Business/Legislative meetings, and special meetings</u> shall be given by the publication of the date, time and place of such meetings in the newspaper(s) of general circulation in the School District, as designated by the Board, and the posting of such notice at the District's Business Office, <u>as well as the District's official website.</u></p> <p>a. 1. Notice of <u>Regular meetings Discussion Sessions and Business/Legislative meetings</u> shall be given by the publication and posting of a schedule showing the date, place, and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first Rregular meeting.</p> <p>b. 2. Notice of all <u>S</u>pecial meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall not be waived <u>required</u> when a special meeting is called to deal with an actual emergency involving a clear</p> | <p><u>65 Pa. C.S.A. Sec. 703, 709</u></p> <p><u>65 Pa. C.S.A. Sec. 703, 709</u></p> <p><u>65 Pa. C.S.A. Sec. 703, 709</u></p> |

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| | <p style="text-align: center;">POLICY NO. 006- MEETINGS</p> <p>and present danger to life or property.</p> <p>c3. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meetings.</p> <p>d4. Notice of all recessed and reconvened meetings shall be given at the time the meeting is recessed and reconvened, and by posting a notice of the place, date and time of the meeting and sending copies of such notice to all interested parties.</p> <p>e5. Notice of all public meetings shall be given to any newspaper(s) circulating in Allegheny County and any or to a radio or television station which so requests. Notice of all public meetings shall be given to any individual who requests and provides a stamped, self-addressed envelope for such notification, <u>or provides an email address to the Board Secretary.</u></p> <p><u>Written notice of all Regular and Special Board meetings shall be given to Board members, by United States mail or e-mail, at least twenty-four (24) hours prior to the time of the meeting.</u></p> <p>6. Notice of executive sessions, if not previously announced, shall be provided in writing to members of the Board of School Directors at least twenty-four hours prior to the executive session. Notice of executive sessions to the public shall be given prior to the conduct of the executive session; if time permits, or at the next public meeting or as an announcement at the public meeting next succeeding the date and time of the executive session.</p> | <p><u>65 Pa. C.S.A</u> <u>Sec. 703, 709</u></p> <p><u>65 Pa. C.S.A</u> <u>Sec. 703</u></p> <p><u>65 Pa. C.S.A</u> <u>Sec. 709</u></p> <p><u>SC 423</u></p> |
| <u>Section 5</u> | <p>C. <u>Regular Meetings</u></p> <p><u>Regular Board meetings shall be public and shall be held at specified places at least once every two (2) months. —</u> Discussion Sessions and Business/Legislative meetings of the Board of School Directors shall be public and shall be held on such date(s) as shall be established by the Board of School Directors in accordance with applicable provisions of the Public School Code of 1949, as amended.</p> | <p><u>SC 421</u> <u>64 Pa. C.S.A.</u> <u>Sec. 701 et Seq.</u></p> |

POLICY NO. 006- MEETINGS

Regular meetings shall be defined as Business/Legislative meetings.

It shall be the responsibility of the Superintendent, in cooperation with ~~with the aid and advice of~~ the Board President and Board Secretary, to prepare an agenda of the items of business to come before the Board at each Regular meeting. ~~Discussion Session, Business/Legislative Meeting and special meetings.~~

The agenda for each Regular meeting, together with all such reports as can be completed at that time, shall be provided to each Board member at least three (3) days before the meeting ~~school director~~ and made available to the public at designated locations, ~~by 4:00 o'clock p.m.~~ at least twenty-four (24) hours prior to the meeting date.

Agenda items that are not available at the twenty-four (24) hour posting period may appear on an addendum on an as needed basis. The addendum will be available at the scheduled meeting.

Section 6

~~D.~~ Special Meetings

— Special meetings shall be public and may be called for special or general purposes.

The president may call a special meeting at any time and shall call a special meeting upon presentation of a request in writing of three (3) School Directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the School Directors.

65 Pa. C.S.A
Sec. 701 et seq.

SC 426

Section 7

~~E.~~ Reorganization Meeting

—An annual Reorganization meeting of the Board of School Directors shall be held during the first week of December at a date, time, and location established by the Board of School Directors.

SC 401

Section 8

~~F.~~ Hearing of Citizens

POLICY NO. 006- MEETINGS

—A member of the public present at a meeting of the Board, ~~who is a District employee or resident~~, may address the Board in accordance with the Board's rules and Board Policy 903. ~~The Board President at Board meetings or committee Chairperson at a committee meeting shall provide time at the beginning of the meeting to hear resident or employee comments on agenda items, and at the end of the meeting to hear resident or employee comments of a general nature.~~

65 Pa. C.S.A.
Sec. 701 et seq.
Pol. 903

~~At the discretion of the President or committee Chairperson, public comments shall be limited to three (3) minutes per person.~~

~~The Board Secretary or committee Chairperson shall record the name and address of the person recognized and the subject of the comments in the official meeting minutes.~~

Section 9

G. Voting

—All motions shall require for adoption ~~the affirmative vote of the~~ a majority vote of ~~those~~ Board ~~of School Directors members present and voting~~, except as provided by statute or ~~this Board~~ policies:

All motions and resolutions under 9a, 9b, and 9c below shall be by oral roll call vote. Other motions may be by voice vote at the discretion of the President, or presiding officer, unless a Board member requests the vote to be by roll call.

a. The following actions required the unanimous consent of all the remaining members of the Board:

- ~~1. The following action requires the unanimous consent of all remaining members of the Board:~~ Appoint as attorney or solicitor for the Board of School Directors an individual who has served for two (2) consecutive terms of four (4) years each, after resigning from office.

SC 324

b. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:
~~2. The following actions require the recorded affirmative votes of two-thirds of the full number of school directors:~~

| POLICY NO. 006- MEETINGS | | |
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| | a. Transfer of budget funds; | |
| | <u>1b.</u> Transfer of any unencumbered balance or portion thereof from one appropriation to another or from one spending agency to another during the last nine (9) months of the fiscal year. ; | <u>SC 609, 687</u> |
| | e. Incurrence of temporary debt or the borrowing of money upon an obligation; | |
| | <u>2d.</u> Incurrence of temporary debt to meet an emergency or catastrophe.; | <u>SC 687</u> |
| | <u>3e.</u> Election to a teaching position of a person who has served as a School Director in District, following his/her resignation as a School Director.; | <u>SC 324</u> |
| | <u>4f.</u> The conveyance of land or building to the municipality coterminous with the School District.; | <u>SC 707</u> |
| | <u>5g.</u> The adoption or change in approved textbooks without the recommendation of the Superintendent.; | <u>SC 803</u> |
| | and | |
| | <u>6h.</u> The dismissal, after hearing, of a tenured professional employee. | <u>SC 1129</u> |
| | <u>c. 2.</u> The following actions require the recorded affirmative votes of a majority of the full Board of Directors: | |
| | <u>1a.</u> Fixing the length of school term.; | <u>SC 508</u> |
| | <u>2b.</u> Adopting textbooks recommended by the Superintendent.; | <u>SC 508</u> |
| | <u>3e.</u> Appointing the District Superintendent and Assistant Superintendent(s).; | <u>SC 508, 1071, 1076</u> |
| | <u>4d.</u> Appointing teacher and principals.; | <u>SC 508</u> |
| | <u>5e.</u> Adopting the annual budget.; | <u>SC 508</u> |
| | <u>6f.</u> Appointing tax collectors and other appointees.; | <u>SC 508, Pol. 005</u> |

POLICY NO. 006- MEETINGS

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| <u>7g.</u> The levying and assessing taxes.; | <u>SC 508</u> |
| <u>8h.</u> The purchase, sale, or condemnation of land property.; | <u>SC 508</u> |
| <u>9i.</u> The determination of the location and amount of any real estate required by the School District for school purposes.; | <u>SC 702</u> |
| <u>10j.</u> The vacating and/or abandoning of property to which the Board has title.; | <u>SC 708</u> |
| <u>11.k.</u> The removal of a School Director.; | <u>Pol. 004</u> |
| <u>12l.</u> The determination of holidays other than those provided by statute which shall be observed by special exercises, and those on which schools shall be closed for the whole day.; | <u>SC 1503</u> |
| <u>13m.</u> The declaration that a vacancy exists on the Board by reason of failure or neglect of School Director to qualify.; | <u>Pol. 004</u> |
| <u>14n.</u> The removal of an officer of the Board.; | <u>Pol. 005</u> |
| <u>15o.</u> The removal of an appointee of the Board.; | <u>Pol. 005</u> |
| p. The adoption, amendment or repeal of a Board | |
| <u>16.</u> Locating new buildings or changing the location of old ones. | <u>SC 508</u> |
| <u>17.</u> Adopting planned instruction. | <u>SC 508</u> |
| <u>18.</u> Establishing additional schools or departments. | <u>SC 508</u> |
| <u>19.</u> Designating depositories for school funds. | <u>SC 508, 621</u> |
| <u>20.</u> Expending district funds. | |
| <u>21.</u> Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where | <u>SC 508</u> |

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| | <p style="text-align: center;">POLICY NO. 006- MEETINGS</p> <p><u>the amount involved exceeds \$100 (including items subject to \$10,000 bid requirements).</u></p> <p><u>22. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.</u></p> <p><u>23. Combining or reorganizing into a larger school district.</u></p> <p><u>24. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.</u></p> <p><u>25. Dismissing, after a hearing, a non-tenured employee.</u></p> <p><u>26. Adopting a corporate seal for the district.</u></p> | <p>SC 508</p> <p>SC 224</p> <p>SC 508</p> <p>SC 508, 514, 1080</p> <p>SC 212</p> |
| <u>Section 10</u> | <p><u>H. Teleconferencing/Videoconferencing</u></p> <p>—The Board recognizes that certain situations may prevent a Board member from attending a scheduled Board meeting, i.e., a <u>R</u>regular meeting, a <u>S</u>special meeting, and/or the annual <u>R</u>eorganization meeting. In such cases, the Board authorizes the use of teleconferencing/<u>videoconferencing</u> by the absent Board member subject to the following conditions:</p> <p><u>1. A Board member may participate by teleconference only if five (5) or more of the remaining School Directors are physically present at the meeting.</u></p> <p><u>a2. Each Board member participating through teleconferencing/<u>videoconferencing</u> must be able to hear the comments of, and to speak to, all those present at the meeting, and all those present at the meeting must be able to hear the comments of, and speak to, the Board member participating by teleconference/<u>videoconference</u>.</u></p> <p><u>b3. The physically absent Board member(/s) may participate in all discussion, deliberations and votes of the Board as if physically present at the meeting. However, if the President</u></p> | <p>SC 407</p> |

POLICY NO. 006- MEETINGS

or Chair of the meeting determines that the absent Board member cannot be heard by all those present or those present cannot be heard by the absent member, the teleconference/videoconference shall be terminated as to that member, and that Board member shall not be permitted to cast any further votes.

c4. If, for any reason, the telephone conference with the Board member(s) is terminated before the adjournment of the meeting, the meeting shall only continue after reasonable measures have been taken to attempt to reconnect with the Board member(s) and a majority vote to proceed by the remaining present Board members. ~~and~~ Aan annotation shall be made in the official minutes of the meeting to the effect that the absent Board member(s)/s was/were no longer participating in the meeting.

d5. Each Board member who anticipates the necessity of participating in a meeting by teleconferencing shall provide notice to the Superintendent or his designee as early as possible prior to commencement of the meeting from which he/she will be absent. At that time, the District Superintendent or his designee shall provide each such Board member with the number for the Board member to call in order to participate in the meeting by teleconference, if the appropriate number had not already been provided, or if the number has changed. At that time, the Superintendent or his designee shall also make the necessary arrangements of provision of telephone equipment to be used by those members present, to call in the telephone conference center and to communicate with all absent Board members who choose to participate in the meeting in that manner.

e6. ~~_~~-A member of the Board who is present at the meeting through teleconferencing shall be permitted to vote only by roll call.

f7. Teleconferencing/videoconferencing will be permitted during executive session in accordance with the aforementioned guidelines. In addition, the Board member who is teleconferencing/videoconferencing into executive session must maintain confidentiality and assure that no other individual can hear the information being discussed.

POLICY NO. 006- MEETINGS

Section 11

I. Minutes

—The Board shall cause to be made and retain as a permanent record of the District, minutes of all open meetings of the Board attended by a quorum with the purpose of deliberating business or taking official action. Said minutes shall indicate:

a1. The dDate, time and place of the meeting.;

b2. The nNames of Board members present.;

c. The presiding officer.

d3. The substance subject of all official actions and deliberations. -taken and the record by individual member of the roll call votes taken; and

e. Actions taken.

f. Recorded votes and a record by individual members of all roll call votes taken.

g4. The names of all citizens who appeared officially and the general substance of their testimonyeomments.

The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting via electronic distribution no later than three (3) days before the next Regular meeting.

The official minutes of such meetings will be presented to the Board of School Directors at a subsequent meeting at which time they shall be approved by the Board. The minutes shall then be signed by the Secretary of the Board. Minutes of a Board meeting shall not be released as the official record of a meeting until such time as they have been officially approved by the Board of School Directors.

Notations and any tape or audiovisual recordings shall not be the official record of an open public Board meeting.

SC 518
65 Pa. C.S.A.
Sec. 706

65 Pa. C.S.A.
Sec. 705

SC 407

SC 433

SC 407

POLICY NO. 006- MEETINGS

Section 12

J. Executive Session

—The Board may ~~hold~~ ~~conduct~~ an executive session, which is not an open meeting, before, during, and/or at the conclusion of an open meeting, or at some other time.

Notice of any executive session must be given to all Board members at least twenty-four (24) hours in advance of the time of the meeting specifying the date, time, location, and purpose if not announced for a future specific time. Notice must be given to the public. The presiding officer shall announce of the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session.

65 Pa. C.S.A.
Sec 707, 708

An executive session may be held to:

1. Review and discuss matters that involve lawful privilege or confidentiality.;
2. Discuss any matter involving the employment of an individual.;
3. ~~C~~onsider matters related to negotiations or administration of a collective bargaining agreement.;
4. Consider the purchase or lease of real estate, up to such time as an option to purchase or lease the property is obtained, or up to the time an agreement to purchase or lease the property is obtained (if the agreement is obtained directly without an option). ~~and/or, to~~
5. Consult with an attorney or other professional advisor regarding information or strategy in connection with litigation or with respect to issues on which identifiable complaints are expected to be filed.;

There shall be no time limit imposed on executive sessions and official actions based on discussions on executive sessions shall be taken at a public meeting.

Section 13

K. WorkDiscussion Sessions

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| | <p style="text-align: center;">POLICY NO. 006- MEETINGS</p> <p>—The Board may meet as a Committee of the Whole in an open meeting to discuss issues to be acted upon at a subsequent Business/Legislative meeting. During these sessions, the Board may also engage in committee discussions. No official action may be taken at the discussion session.</p> <p><u>The Board Secretary shall provide notice of a meeting of the Committee of the Whole as per the notice provisions of Board procedures. Public notice of such meeting shall be made.</u></p> | <p><u>65 Pa. C.S.A. Sec 701 et seq. Pol. 006</u></p> |
| <p><u>Section 14</u></p> <p>Statutory References</p> | <p><u>1. Committee Meetings</u></p> <p>— Committee meetings may be called at any time by the committee chairperson with proper public notice, <u>or when requested to do so by members of the committee.</u></p> <p><u>A majority of the total membership of a committee shall constitute a quorum.</u></p> <p><u>Unless held as an Executive session, committee meetings shall be open to the public, other Board members, and the Superintendent.</u></p> <p><u>A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of the area under investigation.</u></p> <p><u>Open Meeting Law, 65 P.S. 271, et seq; Sections 212, 224, 324, 405, 422, 426, 428, 508, 514, 609, 621, 634, 687, 707, 803, 1071, 1073, 1076, 1077, 1080, 1111, 1129 and 1503 of the Public School Code of 1949, as amended 24 P.S. 1-101 et seq.</u></p> <p><u>References:</u></p> <p><u>School Code – 24 P.S. Sec. 212, 224, 324, 401, 405, 407, 421, 422, 423, 426, 427, 428, 433, 508, 514, 518, 609, 621, 687, 702, 707, 708, 803, 1071, 1076, 1080, 1129, 1503</u></p> <p><u>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</u></p> | <p><u>65 Pa. C.S.A. Sec. 703, 709</u></p> <p><u>65. Pa. C.S.A. Sec. 701 et seq.</u></p> |

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| | POLICY NO. 006- MEETINGS | |
| | <u>Board Policy – 004, 005, 006, 903</u> | |

Policy Guide

Revised APRIL 19, 1995Page 1 of 3

POLICY NO. 007 – DISTRIBUTION

governing document for all directors of the Board, the administrators of this District, all personnel employed by the Board, students of the District and all members of the community.

Therefore, copies of this manual shall be given to the following:

School Directors
Superintendent
Secretary to the Board
Assistant Superintendent, Curriculum and Instruction;
Director of Pupil Personnel & Special Education
Director of Fiscal Services
Building Principals, Assistant Principals
Supervisor of Buildings and Grounds
KOEI President
Board Solicitor.

Copies of this manual shall be numbered and a record maintained by the Superintendent as to the placement of each copy. Copies of revised pages will be furnished to the holders of copies as changes are made.

The Manual of Policies shall be considered a public record and shall be open for inspection in the office of the Board Secretary and in each school building during regular office hours.

The Superintendent shall maintain an orderly plan for the promulgation of policies to staff members who are affected by them and shall provide easy accessibility to an up-to-date collection of policies for all employees of the school system.

The Superintendent or designee as well as the Policy and Planning Committee shall be responsible ~~is designated~~ to review existing policy ~~monthly~~ in light of Board actions and ~~in light of~~ revisions to ~~s~~State and federal statutes and ~~regulations~~procedures, and to recommend to the Board such changes necessary ~~as may be desired~~ to maintain the Board Policy Manual ~~Manual of Policies~~ in a current status.

Pol. 003

POLICY NO. 007 – DISTRIBUTION

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

References:

School Code – 24 P.S. Sect 407, 510

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

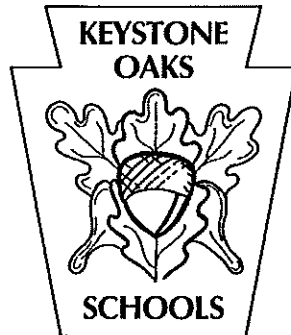
Board Policy - 003

School-Code

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KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 011

Section PROCEDURES

Title BOARD GOVERNANCE
STANDARDS/CODE OF CONDUCT

Adopted FEBRUARY 8, 2006

Revised _____

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| Section 1 | <p style="text-align: center;">POLICY NO. 011 – BOARD GOVERNANCE STANDARDS/CODE OF CONDUCT</p> <p><u>Standards for Effective School Governance</u></p> <p>To promote student growth and achievement, an effective School Board ...</p> <p>a. Advocates for a thorough and efficient system of public education by:</p> <ol style="list-style-type: none">1. Promoting public education as a keystone of democracy.2. Engaging and promoting community support by seeking input, building support networks and generating action.3. Allocating resources in a manner designed to facilitate student achievement consistent with school district goals and plans.4. Maintaining legislative awareness and communicating with members of local, state and federal legislative bodies.5. Ensuring strong management of the school system by hiring, setting goals with and evaluating the Superintendent.6. Employing qualified staff to meet student and program needs. | |
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**POLICY NO. 011 – BOARD GOVERNANCE
STANDARDS/CODE OF CONDUCT**

b. Models responsible governance and leadership by:

1. Staying current with changing needs and requirements by reviewing educational literature, attending professional development opportunities prior to Board service and continuously during Board service, and preparing to make informed decisions.
2. Interacting with school officials in other districts and using resources provided by organizations and agencies committed to effective governance and management of public schools.
3. Leading with respect and taking full responsibility for Board activity and behavior.
4. Adopting and acting in accordance with the *PSBA Code of Conduct for Members of Pennsylvania School Boards*.
5. Engaging all community stakeholders.
6. Complying with Board policy and all applicable local, state and federal laws and regulations.
7. Operating as a collective Board in making decisions.
8. Participating in annual Board retreats.

c. Governs through policy by:

1. Seeking input from stakeholders and following an established procedure for consideration.
2. Regularly reviewing and, as necessary, revising and adopting Board policy.
3. Delegating to the Superintendent responsibility for implementation of Board policy.
4. Ensuring public access to adopted Board policy.

**POLICY NO. 011 – BOARD GOVERNANCE
STANDARDS/CODE OF CONDUCT**

5. Purposefully linking its actions to applicable Board policies.

d. Ensures that effective planning occurs by:

1. Adopting and implementing a collaborative strategic planning process, including regular reviews.

2. Setting annual goals that are aligned with the Strategic Plan.

3. Linking Board actions to the Strategic Plan.

4. Adopting a financial plan that considers short-term and long-term needs.

5. Adopting professional development plans for Board and staff.

6. Adopting a plan to ensure evaluation of student growth and achievement using relevant data.

7. Adopting a master facilities plan conducive to teaching and learning.

8. Adopting a plan for curriculum review and development.

e. Monitors results by:

1. Using data appropriately to make informed decisions.

2. Ensuring effective practices for evaluation of staff, programs, plans and services.

3. Evaluating its own performance.

4. Assessing student growth and achievement.

5. Evaluating the effectiveness of the Strategic Plan.

f. Communicates with and engages the community by:

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| | <p style="text-align: center;">POLICY NO. 011 – BOARD GOVERNANCE STANDARDS/CODE OF CONDUCT</p> <ol style="list-style-type: none"> 1. Distributing relevant information about the district. 2. Providing methods of communication to the Board and appropriate staff. 3. Seeking input through a variety of methods. 4. Including stakeholders in all communications. | |
| Section 2 | <p><u>Code of Conduct for School Board Members</u></p> <p>a. We, as members of the Keystone Oaks Board of School Directorsour local Board of Education, representing all the residents of our school district, believe that:</p> <ol style="list-style-type: none"> 1. Striving toward ideal conditions for effective School Board service to our community, in a spirit of teamwork and devotion to public education, is the greatest instrument for preserving and perpetuating our representative democracy. 2. The future welfare of this community, commonwealth and nation depends upon the quality of education we provide in the public schools. 3. In order to maintain a free and strong country, our civic obligation to the community, commonwealth and nation is to maintain free and strong public schools in the United States of America, without surrendering our responsibilities to any other person, group or organization. 4. Boards of School Directors shareing responsibility for ensuring a “thorough and efficient system of public education” as required by the Pennsylvania Constitution. 5. Our fellow residents have entrusted us with the advocacy for and stewardship of the education of the youth of this community. 6. The public expects that our first and greatest priority | |

**POLICY NO. 011 – BOARD GOVERNANCE
STANDARDS/CODE OF CONDUCT**

is to provide equitable educational opportunities for all youth.

b. Accordingly:

1. The community should be provided with information about its schools and be engaged by the Board and staff to encourage input and support for the school system.
2. Devoting time, thought and study to our duties and responsibilities as School Board members is critical for rendering effective and credible service.
3. Board members should work together in a spirit of harmony, respect and cooperation, despite differences of opinion.
4. Personal decisions should be based upon all sufficient facts, we should vote our honest conviction without partisan bias, and we will abide by and uphold the majority [decision](#) of the Board.
5. Individuals have no legal authority outside the meetings of the Board, and should conduct their relationships with all stakeholders and media on this basis.
6. We will not use our positions as School Directors to benefit ourselves or any individual or agency.
7. School Boards must balance their responsibility to provide educational programs with the need to be effective stewards of public resources.
8. We should recognize that the primary responsibility of the Board is to adopt policies by which the schools are to be administered.
9. We should respect that the Superintendent of Schools and his/her staff are responsible and accountable for the delivery of the educational programs and the conduct of school operations.

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| | <p>POLICY NO. 011 – BOARD GOVERNANCE STANDARDS/CODE OF CONDUCT</p> <p>10. Communication with all stakeholders and the media should be conducted in accordance with Board policy.</p> | |
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KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 903

Section COMMUNITY

Title PUBLIC PARTICIPATION IN
BOARD MEETINGS

Adopted AUGUST 21, 1989

Revised AUGUST 19, 2010; AUGUST 18, 2005;
MARCH 19, 2001

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| | <p>POLICY NO. 903 – PUBLIC PARTICIPATION IN BOARD MEETINGS</p> <p><u>Policy 903 will supersede policies 009 and 903.1</u></p> | |
| <p><u>Section 1+</u> Introduction</p> | <p><u>Purpose</u></p> <p><u>The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings. The Board also recognizes its responsibility for proper governance of the district and the need to conduct its business in an orderly and efficient manner.</u></p> <p><u>The Keystone Oaks School District is committed to the right of the taxpayers of the School District to make public comment consistent with the provisions of the Sunshine Act. In order to facilitate the opportunity for as many citizens as possible to address the Board and enable the Board to responsibly conduct the necessary business of the District, the following procedures shall be observed.</u></p> | <p><u>65 Pa. C.S.A. Sec. 701 et seq.</u></p> |
| <p><u>Section 2</u></p> | <p><u>Authority</u></p> <p><u>The Board shall establish guidelines to govern public participation in Board meetings necessary to conduct its meeting and maintain order.</u></p> <p><u>In order to permit fair and orderly expression of public comment, the Board shall provide an opportunity at each open meeting of the Board for citizens to comment on</u></p> | <p><u>65 Pa. C.S.A. Sec. 710</u></p> <p><u>65 Pa. C.S.A. Sec. 710.1</u></p> |

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| | <p>POLICY NO. 903 – PUBLIC PARTICIPATION IN BOARD MEETINGS</p> <p><u>Policy 903 will supersede policies 009 and 903.1</u></p> <p><u>matters of concern, official action or deliberation before the Board prior to official action by the Board.</u></p> <p><u>If the Board determines there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting or to a special meeting occurring before the next regular meeting.</u></p> <p><u>If the public comment period is deferred, voting on items related to those comments must also be deferred till after the public has been given an opportunity to comment on that matter.</u></p> | |
| <u>Section 3</u> | <p><u>Delegation of Responsibility</u></p> <p><u>The presiding officer at each public Board meeting shall follow Board policy for the conduct of public meetings. Where his/her ruling is disputed, it may be overruled by a majority of those Board members present and voting.</u></p> <p><u>The presiding officer shall allow for public comment on any topic of concern before any Board business takes place at a public Board meeting and at the conclusion of all Board business at all public Board meetings.</u></p> | <p><u>65 Pa. C.S.A. Sec. 710.1</u></p> |
| <u>Section 42: Procedures</u> | <p><u>Guidelines</u></p> <p><u>Any member of the public present at an open meeting of the Board may address the Board in accordance with the Board rules as follows:</u></p> <ol style="list-style-type: none"> <u>1. A member of the public may address the Board during the Public Comment time on the agenda.</u> <u>2. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, borough of residence, and group affiliation, if applicable.</u> <u>3. No participant may speak more than once on the same</u> | <p><u>SC 407 Pol. 006</u></p> |

**POLICY NO. 903 – PUBLIC PARTICIPATION IN
BOARD MEETINGS**

Policy 903 will supersede policies 009 and 903.1

topic, unless all others who wish to speak on that topic
have been heard.

The presiding officer may:

1. Interrupt or terminate a participant's statement when the
statement is too lengthy, personally directed, abusive, or
obscene.

2. Request any individual to leave the meeting when that
person does not observe reasonable decorum.

3. Request the assistance of law enforcement officers in the
removal of a disorderly person when that person's conduct
interferes with the orderly progress of the meeting.

4. Call a recess or an adjournment to another time when the
lack of public decorum so interferes with the orderly
conduct of the meeting as to warrant such action.

The Board Secretary, as well as any member of the public,
may record a Board meeting as long as the individuals
involved in recording do not disrupt the orderly processes
of the Board meeting.

A. Those wishing to speak shall register by contacting the
Board Secretary by noon on the day of the meeting.

B. Individuals shall indicate the topic of their comments. If
the topic concerns an agenda item, the item shall be
designated.

C. The Board will take public comment on matters
appearing on the agenda before the commencement of the
business portion of the meeting. Each person will have
three (3) minutes to speak and shall state their name and
address. Anyone appearing on behalf of a group will be
given five (5) minutes. No person may yield their allotted
speaking time to another speaker.

**POLICY NO. 903 – PUBLIC PARTICIPATION IN
BOARD MEETINGS**

Policy 903 will supersede policies 009 and 903.1

~~D. Those wishing to comment on matters of public concern shall be heard at the conclusion of the agenda prior to adjournment. Each person shall be given three (3) minutes to speak. Those speaking on behalf of a group will be given five (5) minutes. No person may yield their allotted speaking time to another speaker.~~

~~E. The public comment period on matters appearing on the agenda shall be limited to twenty (20) minutes. The public comment period at the conclusion of the meeting shall be limited to thirty (30) minutes.~~

The School District emphasizes that public comment period is provided to enable individuals to express comments and opinions on matters that are on the agenda and of public concern. Further, the Board of School Directors expects that those attending the public meetings of the Keystone Oaks School District will conduct themselves in an appropriate fashion permitting the responsible conducting of business. Those speaking out during the meeting or disrupting the meeting may be removed from the meeting in order to assure continuation thereof.

References:

School Code – 24 P.S. Sec. 407

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

Board Policy – 006