

**EAST ALLEGHENY SCHOOL DISTRICT  
MINUTES FOR THE REGULAR SCHOOL BOARD MEETING  
APRIL 8, 2013**

**Committee Meeting 6:00 p.m. – Public Session 7:00 p.m.**

**EXECUTIVE SESSION**

The Board went into Executive Session from 6:00 – 6:45 p.m. for Personnel and Legal Confidential Matters.

**CALL TO ORDER**

The regular meeting of the School Board of the East Allegheny School District is called to order by Mrs. Eichler, the treasurer, at 7:00 p.m.

Pledge of Allegiance

**ROLL CALL**

Mr. Dandar, Mrs. Eichler, Mrs. Koch, Dr. Miller, Mr. Pearsol, Mr. Volpe.  
ABSENT: Mr. Gates, Ms. Hensler, Mrs. McCullough

**ALSO PRESENT:**

Mr. D’Emidio, Ms. Valicenti.  
Solicitor: Mr. Beisler.

**STUDENT  
REPRESENTATIVES**

Jessica Berger.  
ABSENT: Ali Stewart.

**MINUTES OF THE  
REGULAR MEETING  
OF MARCH 11, 2013**

Mr. Pearsol moved and Dr. Miller seconded the motion approving the minutes of the regular school board meeting of March 11, 2013.

The motion was passed, no dissenting votes.

**SUPERINTENDENT’S  
REPORT**

Recognition of the Forbes Road National Technical Honor Society, Skills USA and Future Business Leaders of America (FBLA) Competition students; Green Valley First Place Science Fair Winners.

**STUDENT  
REPRESENTATIVE**

See report.

**HEAR FROM  
THE CITIZENS**

Mr. Pearsol moved and Dr. Miller seconded the motion to dispense with the regular order of business to hear from the citizens.

The motion was passed, no dissenting votes.

**RESUME THE  
REGULAR ORDER  
OF BUSINESS**

Mr. Pearsol moved and Mr. Volpe seconded the motion to resume the regular order of business.

The motion was passed, no dissenting votes.

**COMMUNICATIONS:**

None.

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**APPROVE AGENDA  
IN TOTO**

Mr. Pearsol moved and Mrs. Koch seconded the motion to approve the agenda as a whole, with exceptions as noted.

Dandar	<u>None.</u>
Eichler	<u>None.</u>
Gates	<u>Absent.</u>
Hensler	<u>Absent.</u>
Koch	<u>None.</u>
McCullough	<u>Absent.</u>
Miller	<u>None.</u>
Pearsol	<u>None.</u>
Volpe	<u>None.</u>

The motion was passed, no dissenting votes.

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**BUDGET & FINANCE**

**TREASURER'S MONTHLY  
FINANCIAL STATEMENT  
FOR APPROVAL (A)**

Mr. Pearsol moved and Mrs. Koch seconded the motion to approve the Treasurer's monthly statement.

The motion was passed, no dissenting votes.

**SECRETARY'S REPORT  
FOR APPROVAL (B)**

Mr. Pearsol moved and Mrs. Koch seconded the motion to approve the Secretary's report.

The motion was passed, no dissenting votes.

**COMMITTEE REPORTS:**

**BUDGET & FINANCE**

**BILLS FOR PAYMENT  
APPROVAL AND  
RATIFICATION (C)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve and ratify the payment of bills as follows:

General Fund	-----	\$1,648,274.48
GF Batch 10	-----	\$ 74,791.94
GF Batch 10B	-----	\$ 42,883.46

The motion was passed, no dissenting votes.

**PURCHASE ORDERS  
APPROVAL (D)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve purchase orders as follows:

General Fund	-----	\$182.40
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The motion was passed, no dissenting votes.

**BUDGET & FINANCE**

**CAFETERIA BILLS  
FOR PAYMENT (E)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve and ratify Cafeteria bills for payment in the amount of \$58,211.01.

The motion was passed, no dissenting votes.

**FEDERAL PROGRAM  
BILLS FOR  
PAYMENT (F)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve and ratify the Federal Program bills as follows:

Title I 12-13	-----	\$38,530.27
Acc. Bl. Grant 12-13	-----	\$0.00
Title II Part A 12-13	-----	\$37,864.25

The motion was passed, no dissenting votes.

**APPROVE 2013-2014  
AIU PROGRAM OF  
SERVICES BUDGET (G)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the proposed 2013-2014 Allegheny Intermediate Unit Program of Services Budget as presented. The Budget totals \$3,809,028.00 and reflects no increase in total district allocation. East Allegheny's 2013-2014 expected contribution to the AIU Program of Services budget is \$16,527.45 which is an increase of \$434.98 from the \$16,092.47 for 2012-2013.

The motion was passed, no dissenting votes.

**ASCC PROPOSAL  
DISTRICT INTERCOM  
UPGRADE (H)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the proposal from ASCC, Inc., 130 Wisconsin Avenue, Cranberry Township, PA 16066 for the East Allegheny School District Intercom Upgrade, as submitted, in an amount of \$52,500.00, for the 2013-2014 fiscal year, subject to funding being available.

The motion was passed, no dissenting votes.

**ADOPT E-SIGNATURE  
RESOLUTION 0408-2013  
PENNSYLVANIA  
DEPARTMENT OF  
EDUCATION (I)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board adopt Resolution #0408-2013, E-Signature Resolution for e-Grants, as per attached, which will permit the Superintendent and Director of Fiscal Affairs of the East Allegheny School District to sign off on any and all contracts, agreements, grants and/or licenses with the Pennsylvania Department of Education using electronic signatures.

The motion was passed, no dissenting votes.

**GESA – CONSTELLATION/  
FINANCING-AAIG (J)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board rescind the approval for the tentative financing agreement with PNC Bank for the contract with Constellation New Energy, 2090 Greentree Road, Pittsburgh, PA 15220, and approve a tentative financing agreement with All American Investment Group (AAIG), the second lowest bidder, which is subject to final review of terms and approval by the school solicitor.

The motion was passed, no dissenting votes.

**BUDGET & FINANCE**

**ECS INVOICE #1  
FOR CURRICULUM  
CONSULTANT (K)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve payment for Invoice #1-2013to Educational Consulting Services, Inc. in the amount of \$737.50 for the curriculum consultant.

The motion was passed, no dissenting votes.

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**BUILDING & GROUNDS**

**USE OF PROPERTY  
REQUEST**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve and ratify the following requests for the use of the district facilities at a cost to the organization according to board policy:

<b><u>Group</u></b>	<b><u>Building/Grounds</u></b>	<b><u>Date Requested</u></b>	<b><u>Time</u></b>	<b><u>Activity</u></b>
<b><u>EASD PTO's (A)</u></b>	LMS Auditorium	Th, 5/9/13	6:00 – 9:00 p.m.	Creative Arts Award Ceremony
<b><u>GV PTO (B)</u></b>	GV Gym	F, 5/17/13 <i>or</i> Su, 5/19/13	12:00 a.m. – 9:00 p.m.	Spring Carnival
<b><u>EA SOCCER ASSOC. (C)</u></b>	GV Field	M,W,F, 4/1/13-7/1/13	6:00 p.m. – Dusk	Soccer Practice

The motion was passed, no dissenting votes.

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**CURRICULUM**

**FIELD TRIP REQUEST  
PITTSBURGH, PA (A)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the request from Emilia Peiffer, High School Guidance Counselor, Lori Steiner, High School Science Teacher, and 6students who are members of the Grief Group to visit the Caring Place, Pittsburgh, PA on Thursday, May 2, 2013 from 7:30 a.m. to 2:00 p.m. Students will tour the facility, learn about their services and perform an activity centering around grief and closure. The Caring Place is a center that deals specifically with children's grief.

COST TO THE DISTRICT: One (1) substitute for one (1) day (\$95/day) and transportation (school van).

The motion was passed, no dissenting votes.

**FIELD TRIP REQUEST  
PITTSBURGH, PA (B)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the request from Carl Baumgart and Heather Hallick, High School Art Teachers, and 25 students, to visit the Art Institute of Pittsburgh, Pittsburgh, PA on Friday, May 3, 2013 from 9:00 a.m. to 1:45 p.m. This visit will allow students to see the daily life of an Art Institute student, showing the educational value of a post-secondary education and careers in the graphics and art fields.

COST TO THE DISTRICT: None, all costs covered by the Graphics Club.

The motion was passed, no dissenting votes.

**CURRICULUM**

**CONFERENCE REQUESTS  
PITTSBURGH, PA (C)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the request from Darcy Yeloushan, High School Nurse, to attend the ACSHIC Wellness College at Southpointe, Pittsburgh, PA on Friday, May 3, 2013 7:30 a.m. – 3:00 p.m. and the “Where to Turn Resource Fair” at the David L. Lawrence Convention Center, Pittsburgh, PA on Thursday, May 23, 2013 from 8:00 a.m. to 1:00 p.m., both are part of the Wellness Program.  
COST TO THE DISTRICT: One (1) substitute for two (2) days (\$95/day), but costs will be paid from the Wellness Fund.

The motion was passed, no dissenting votes.

**FIELD TRIP REQUEST  
PITTSBURGH, PA (D)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the request from the Green Valley Third Grade Teachers, 125 students, 2 additional teachers/substitutes/aide/school nurse and one security guard to visit Highmark SportsWorks at the Carnegie Science Center on Friday, May 24, 2013 from 9:30 a.m. to 1:15 p.m. Students will engage in STEM learning by participating in unique hands-on activities related to science and math education. Exhibits reinforce content taught in the classroom.  
COST TO THE DISTRICT: All transportation costs and entrance fees covered by Green Valley PTO. The 2 additional staff members and/or security guard costs are not covered by the PTO.

The motion was passed, no dissenting votes.

**FIELD TRIP REQUEST  
PITTSBURGH, PA (E)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the request from the Logan Middle School Fifth Grade Teachers, 145 students and 6 additional parent chaperones to visit and tour Heinz Field and PNC Park, Pittsburgh, PA on Wednesday, June 5, 2013. Students will learn information about the history of Pittsburgh; Trip will be an extension activity of the book “Honus and Me” read in 5<sup>th</sup> grade; Language Arts and Math activities involving the history of the NFL, and football in general.  
COST TO THE DISTRICT: None, all costs paid by Logan PTO and students.

The motion was passed, no dissenting votes.

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**POLICY**

**APPROVE FIRST READING  
OF NEW POLICY  
#616.1 ELECTRONIC  
RECORDS/SIGNATURES**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the first reading of new policy #616.1, Electronic Records/Signatures, as per attached, and as required by law for schools that use electronic signatures. Electronic signatures are used on the School- Based ACCESS program provider logs.

The motion was passed, no dissenting votes.

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**STUDENT LIFE**

**APPROVE SUMMER  
MUSIC PROGRAM**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the summer music program for beginners, to be held, at the Logan Middle School Music Suite and Auditorium commencing, tentatively, Wednesday, August 7, 2013 through Tuesday, August 27, 2013 (Instructors will choose one day out of this time period as their flex clerical day and will not teach) with the following instructors:

Stephen Ehrlich	\$32.00/hour	22.5 hours
Fred Moyes	\$32.00/hour	22.5 hours
Justin Rosco	\$32.00/hour	22.5 hours

COST TO THE DISTRICT: \$2,160.00.

The motion was passed, no dissenting votes.

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**PERSONNEL**

**REINSTATE  
ELEMENTARY ART  
GREEN VALLEY  
PRIMARY SCHOOL (A)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board reinstate the position of Elementary Art Teacher at the Green Valley Primary School for the 2013-2014 school year and ratify the posting of this position.

The motion was passed, no dissenting votes.

**CREATE POSITION  
HALF-TIME  
MATHEMATICS  
TEACHER (B)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board create the position of Half-Time Mathematics for the current school year and ratify the posting of this position.

The motion was passed, no dissenting votes.

**HIRE HALF-TIME  
MATHEMATICS  
TEACHER (C)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board hire Christopher Morrone, North Huntingdon, as a Half-Time Mathematics Teacher, at Bachelor, Step 1, and in accordance with the Agreement between the East Allegheny School District and the East Allegheny Education Association.

The motion was passed, no dissenting votes.

**LEAVE REQUEST  
SECOND GRADE  
TEACHER (D)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the request from Susan Hensley, Second Grade Teacher at Green Valley School, to use thirty-eight (38) days of her available sick leave for the birth of her child commencing Tuesday, August 27, 2013 and concluding Friday, October 18, 2013, pending receipt of a doctor's excuse. Mrs. Hensley plans to return to her position on Monday, October 21, 2013.

The motion was passed, no dissenting votes.

**PERSONNEL**

**LEAVE REQUEST  
HIGH SCHOOL  
MATH TEACHER (E)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the request from Jennifer Smith, High School Math Teacher, for an unpaid leave commencing Wednesday, April 24, 2013 and concluding Friday, April 26, 2013. Mrs. Smith plans to use her two personal days in conjunction with this unpaid leave.

The motion was passed, no dissenting votes.

**FAMILY MEDICAL  
LEAVE REQUEST  
GREEN VALLEY  
TECHNOLOGY TEACHER (F)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the request from Lynne Botti, Green Valley Technology Teacher, for a Family Medical Leave to care for a family member, upon medical certification, commencing Friday, April 26, 2013, for, tentatively, a one (1) to two (2) week period. For the remainder of the year, Mrs. Botti is requesting the FMLA be on a flexible, as-needed basis and will utilize her sick days concurrently with the FMLA.

The motion was passed, no dissenting votes.

**HIRING OF  
MIDDLE SCHOOL  
TRACK COACHES (G)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve and ratify the hiring of Wade Brown, North Versailles, and Joseph DiLucente, Turtle Creek, as the Boys/Girls Middle School Track Head Coach and Assistant Coach, respectively, and in accordance with the Agreement between the East Allegheny School District and the East Allegheny Education Association. Mr. Brown is a floater substitute at Logan Middle School and his clearances are on file; Mr. DiLucente is on staff.

The motion was passed, no dissenting votes.

**RESIGNATION OF  
SOPHOMORE CLASS  
SPONSOR (H)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board accept the resignation from Valerie Ekis as the Sophomore Class Sponsor, effective June 6, 2013, which is the last day of school for the 2012-2013 school year and further approve the posting of this position.

The motion was passed, no dissenting votes.

**RESCIND HIRING OF  
ASSISTANT VARSITY  
FOOTBALL COACH (I)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board rescind the hiring of Mark Adams, Greensburg, as a Varsity Assistant Football Coach. Mr. Adams was hired for a head coach position at another school district.

The motion was passed, no dissenting votes.

**RESIGNATION OF  
ASSISTANT GIRLS  
VARSITY VOLLEYBALL  
COACH (J)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board accept the resignation of Charles Bandurski as the Assistant Girls Varsity Volleyball Coach and further approve the posting of this position.

The motion was passed, no dissenting votes.

**PERSONNEL**

**SUBSTITUTES FOR APPROVAL (K)**

Mr. Pearsol moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the following substitutes in the respective areas:

Amy Daw	North Versailles	Food Service
Betty Lou Stone	McKeesport	Food Service

The motion was passed, no dissenting votes.

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**FEDERAL PROGRAMS REPORT:**

March 1, 2013  
Federal Programs Meeting at the AIU

March 4, 2013  
Federal Programs Non-Public Meeting at the AIU

March 5, 2013  
Walkthrough Flebotte/Montgomery

March 6, 2013  
Attend Title 1 Parent meeting Georgetown Center

March 8, 2103  
Bully Prevention and Suicide webinar

March 11, 2013  
Work on PSSA scheduling review placement of Title 1 students.

March 12, 2013  
Attend PTO meeting  
Attend Internet Safety Night

March 13, 2013  
Attend Common Core Curriculum writing meeting  
Planning for Title 1 monitoring visit calling parents preparing packet for monitoring review

March 15, 2013  
Prepare manual for monitoring session

March 14, 2013  
Title 1 Planning for upcoming monitoring with Mrs. McCoy

March 18, 2013  
Review population reports

March 19, 2013  
Title 1 monitoring session with Mrs. McCoy  
Meeting with parents prepare for monitoring visit

March 20, 2013  
Common Core Curriculum work  
Meeting with Bullying Committee

March 21, 2013  
Meeting with Mrs. McCoy preparing for monitoring

March 22, 2013  
Prepare Title 1 manual review

March 23, 2013  
Call Nancy Olenik, AIU, discuss monitoring questions.  
Final preparations for monitoring review

March 25, 2013  
Monitoring visit with Federal Monitor  
Prepare preliminary monitoring report

March 26, 2013



**FEDERAL PROGRAMS  
REPORT CONTINUED**

Meet with Mrs. McCoy, Title I secretary  
Meeting with Superintendent Roger D'Emidio to discuss preliminary audit results  
March 27, 2013  
Review HQT deficit for Special Education. Meet with Dr. Howell to discuss issues,  
meet with Jim Kulha and Charles Bandurski  
Research PDE BEC circular for HOUSSE qualifications and letter to parents.  
March 28, 2013  
Prepare Federal programs report

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**OLD BUSINESS:**

None.

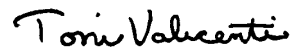
**NEW BUSINESS:**

None.

**ADJOURNMENT**

Mr. Volpe moved and Dr. Miller seconded the motion to adjourn at 7:26 p.m.

Toni Valicenti



Board Secretary

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**HEAR FROM THE CITIZENS**

Tom Barbarino, North Versailles – Letter sent to the house

RESOLUTION 0408-2013

BE IT RESOLVED, by authority of the **Board of School Directors** of the **East Allegheny School District** and it is hereby resolved by authority of the same, that **Roger A. D’Emidio**, who is the **Superintendent** of the above named body, and/or **Toni Valicenti**, who is the **Director of Fiscal Affairs**, are authorized and directed to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s)) with the Pennsylvania Department of Education (Department); and

BE IT FURTHER RESOLVED, that the body consents to the use of electronic signatures by the above named individuals and that no handwritten signature from the above named individuals shall be required in order for any contract with the Department to be legally enforceable and that by affixing his/her electronic signature to an electronic file of the contract via the Department’s e-grants system, the above designated authorized individual shall have effectively executed and delivered the contract, binding the **East Allegheny School District** to comply with the terms of said contract; and

BE IT FURTHER RESOLVED, that no writing shall be required in order to make the contract valid and legally binding, provided that the Department and all other necessary Commonwealth approvers affix their signatures electronically and an electronically-printed copy of the Contract is e-mailed or is otherwise made available to the body by electronic means; and

BE IT FURTHER RESOLVED, that the body will not to contest the due authorization, execution, delivery, validity or enforceability of the electronic Contract under the provisions of a statute of frauds or any other applicable law. The Contract, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form and the admissibility thereof shall not be contested under either the business records exception to the hearsay rule or the best evidence rule; and

BE IT FURTHER RESOLVED, that the body will notify the Department’s Bureau of Management Services promptly in the event that the above named individuals are no longer authorized to execute agreements on behalf of the body electronically and that the Department shall be entitled to rely upon the above named officer’s authority to execute agreements electronically on behalf of the body until such notice is received by the Department’s Office of Chief Counsel.

ATTEST

\_\_\_\_\_  
President/Chair or Vice-President/Chair

\_\_\_\_\_  
Treasurer/Secretary

Gerri McCullough, Board President

Toni Valicenti, Board Secretary

Print/type name and title

Print/type name and title

I, Toni Valicenti, Secretary, of The East Allegheny Board of School Directors, do certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the East Allegheny Board of School Directors, held the 8<sup>th</sup> day of April, 2013.

Dated: \_\_\_\_\_

Signature

Toni Valicenti, Board Secretary

Print/type name and title

TO BE EXECUTED BY AUTHORIZED OFFICER:

As the person authorized to sign on behalf of the above named body, I agree that I shall not provide any other person with my e-grants password or otherwise authorize any other individual to affix my electronic signature to any agreement with the Department.

Dated: \_\_\_\_\_

Signature

Roger A. D'Emidio, Superintendent

Print/type name and title

TO BE EXECUTED BY AUTHORIZED OFFICER:

As the person authorized to sign on behalf of the above named body, I agree that I shall not provide any other person with my e-grants password or otherwise authorize any other individual to affix my electronic signature to any agreement with the Department.

Dated: \_\_\_\_\_

Signature

Toni Valicenti, Director of Fiscal Affairs

Print/type name and title

# EAST ALLEGHENY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: ELECTRONIC RECORDS/  
SIGNATURES

ADOPTED:

REVISED:

<b>616.1. ELECTRONIC RECORDS/SIGNATURES</b>	
1. Purpose	<p>Under certain conditions electronic records and signatures satisfy the requirements of a written signature when transacting business. The East Allegheny School District wishes to promote effective and efficient use of electronic communications to conduct business. Although all electronic signatures are represented digitally, they can take many forms and can be created using many different types of technology. The authenticity and reliability of electronic records and signatures relating to transactions are dependent on the accompanying processes, supplemental records and the overall context in which records are created, transferred, signed and stored. The East Allegheny School District adopts the following policy with respect to the use of electronic records and signatures in connection with the transaction of district business.</p>
2. Definitions	<p><b>Attribution</b> - an electronic record or electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic record or electronic signature was attributable.</p> <p><b>Electronic Signature</b> - an electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.</p> <p><b>Electronic Record</b> - any record created, generated, sent, communicated, received or stored by electronic means.</p>
3. Guidelines	<p><u>Electronic Records</u></p> <p>Electronic records created or received by the district shall be appropriately attributed to the individual(s) responsible for their creation and/or authorization or approval. The district shall utilize available technology to implement reliable methods for generating and managing electronic records. Any electronic record filed</p>

with or issued by the district shall be given full force and effect of a paper communication if the following conditions are satisfied:

1. The communication is an electronic filing or recording and the district agrees to accept or send such communication electronically; and
2. If a signature is required on the record or communication by any statute, law, rule or other applicable district policy, the electronic signature must conform to the requirements set forth in this policy governing the use of electronic signatures.

#### Electronic Signature

An electronic signature may be used if the law requires a signature unless there is a specific statute, regulation, or rule of law that requires records to be signed in nonelectronic form. The issuance and/or acceptance of an electronic signature by the district shall be permitted in accordance with the provisions of this policy and all applicable state and federal laws. Such electronic signature shall have the full force and effect of a manual signature only if the electronic signature satisfies all of the following requirements:

1. The electronic signature identifies the individual signing the document by his/her name and title;
2. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail;
3. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed; and
4. The electronic signature conforms to all other provisions of this policy.

#### Acceptance, Use and Issuance of Electronic Records and Signatures

The district shall develop and maintain an electronic recordkeeping system that can receive, store, and reproduce electronic records and signatures relating to transactions in their original form. Such system shall include security procedures whereby the district can:

1. Verify the attribution of a signature to a specific individual;
2. Detect changes or errors in the information contained in a record submitted electronically;
3. Protect and prevent access, alteration, manipulation or use by an unauthorized

	<p>person; and</p> <p>4. Provide for nonrepudiation through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is not valid.</p> <p>The district shall ensure that all electronic records and signatures are capable of being accurately reproduced for later reference and retained until such time as all legally mandated retention requirements are satisfied.</p> <p>The district shall designate individuals who are authorized to utilize an electronic signature in connection with district business and shall require each designated individual to sign a statement of exclusive use.</p> <p>The district shall maintain a secure hard copy log of the PIN/password or actual signature of any individual authorized to provide an electronic signature in connection with district business.</p> <p>The district will receive and accept as original, electronic records and signatures so long as the communication, on its face, appears to be authentic.</p> <p>The district will retain in its records this policy and all statements of exclusive use, until such time as all legally mandated retention requirements are satisfied.</p> <p>References:</p> <p>Pennsylvania Electronic Transactions Act – 73 P.S. Sec. 2260.101 et seq.</p> <p>U.S. Electronic Signatures in Global and National Commerce Act – 15 U.S.C. Sec. 7001 et seq.</p>
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