

**EAST ALLEGHENY SCHOOL DISTRICT  
MINUTES FOR THE REGULAR SCHOOL BOARD MEETING  
JANUARY 14, 2013**

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

**CALL TO ORDER**

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

Pledge of Allegiance

**ROLL CALL**

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

ABSENT: Mr. Gates.

**ALSO PRESENT:**

Mr. D’Emidio, Ms. Valicenti.

Solicitor: Mr. Beisler.

**STUDENT  
REPRESENTATIVES**

Ali Stewart (Arrived, had to leave prior to start of meeting).

ABSENT: Jessica Berger.

**MINUTES OF THE  
REORGANIZATION AND  
REGULAR MEETING  
OF DECEMBER 3, 2012**

Mrs. Eichler moved and Mr. Pearsol seconded the motion approving the minutes of the reorganization meeting and the regular school board meeting of December 3, 2012.

The motion was passed, no dissenting votes.

**SUPERINTENDENT’S  
REPORT**

January is School Board Recognition Month.

Rolizia Cruz – District 2012 Christmas Card Artist will be recognized.

Security matters – We at EASD have been proactive in what is in place and adding more security, locks, camera system, metal detectors and door jams.

**STUDENT  
REPRESENTATIVE**

See Report. (Mrs. Eichler read the report after the agenda was approved)

**HEAR FROM  
THE CITIZENS**

There were no requests to speak.

**COMMUNICATIONS:**

None.

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**APPROVE AGENDA  
IN TOTO**

Mr. Volpe 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>Personnel, Letter F- No</u>
Koch	<u>None.</u>
McCullough	<u>None.</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. Volpe 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. Volpe 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. Volpe 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	-----	\$938,909.29
GF-Batch 7	-----	\$632,864.94

The motion was passed, no dissenting votes.

**PURCHASE ORDERS  
APPROVAL (D)**

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

General Fund	-----	\$2,914.89
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The motion was passed, no dissenting votes.

**BUDGET & FINANCE**

**CAFETERIA BILLS  
FOR PAYMENT (E)**

Mr. Volpe 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 \$49,951.95.

The motion was passed, no dissenting votes.

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

Mr. Volpe 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 11-12	-----	\$225.99
Title I 12-13	-----	\$61,447.80
Acc. Bl. Grant 12-13	-----	\$0.00
Title II Part A 12-13	-----	\$0.00

The motion was passed, no dissenting votes.

**ADOPT 2013-2014  
BUDGET  
RESOLUTION (G)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board adopt a resolution, as per attached, indicating that the Board will not raise the rate of any tax for the support of the public schools for the 2013-2014 fiscal year by more than its index of 0.6885. However, this language is what is recommended by the State and is just a formality. It is understood that there will be no tax increase to balance the budget.

The motion was passed, no dissenting votes.

**ADVERTISE DISTRICT  
SCHOOL BIDS (H)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve advertising for the District's 2013-2014 school bids.

The motion was passed, no dissenting votes.

**APPROVE AGREEMENT  
GRUBB CONSULTING  
SERVICES (I)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the renewal of the agreement with Grubb Consulting Services, Inc. to provide on-site consultation services in the area of special education in the amount not to exceed \$37,256.00 from July 1, 2013 to June 30, 2015, thirty (30) days per year, for a total of sixty (60) days and will be paid with ACCESS funds.

The motion was passed, no dissenting votes.

**APPROVAL OF IGA (J)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the Guaranteed Energy Savings Project Investment Grade Audit, including any amendments, prepared by Constellation New Energy, 2090 Greentree Road, Pittsburgh, PA 15220.

The motion was passed, no dissenting votes.

**BUDGET & FINANCE**

**APPROVE AIU BOARD  
PRESIDENTS' DINNER (K)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the attendance of Mrs. McCullough, President, Ms. Hensler, Vice President, Mr. D'Emidio, Superintendent and Mr. Pearsol, Forbes Road Representative, the annual AIU Board Presidents' Dinner on Thursday, January 31, 2013 at the Rivers Club-Oxford Centre, Pittsburgh, PA.

COST TO THE DISTRICT: \$50.00 per person. (Once reservations are made, the District is required to cover this cost, even if someone is unable to attend.)

The motion was passed, no dissenting votes.

**APPROVE COSTARS BID  
A.G. MAURO CO.  
HIGH SCHOOL  
CLASSROOM DOOR LOCKS (L)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the Costars bid for the high school classroom door intruder function locksets from the A.G. Mauro Co. in an amount not to exceed \$24,000.

The motion was passed, no dissenting votes.

**APPROVE PARTICIPATION  
FIRST ENERGY SOLUTIONS  
FRIENDS & FAMILY  
DISCOUNT (M)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the participation of the East Allegheny School District in the First Energy Solutions Friends & Family Discount Program. The program gives \$10 to the District for every District employee, faculty or community member who enrolls in the First Energy Solutions Program to lower their electric bill.

The motion was passed, no dissenting votes.

**APPROVE PARTICIPATION  
IN THE AFTERSCHOOL  
NUTRITION PROGRAM (N)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the participation of the East Allegheny School District in the Afterschool Nutrition Program, which provides meals to any school-age child (pre-K through 12<sup>th</sup> grade) after dismissal time and run through Nutrition Inc. Further authorize the posting for a maximum of 2 cafeteria workers for this program.

The motion was passed, no dissenting votes.

**ALLEGHENY  
INTERMEDIATE UNIT  
ANNUAL CONVENTION (O)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve attendance by any interested Board member at the Allegheny Intermediate Unit Annual Convention of School Directors to be held Wednesday, April 3, 2013 at the Rivers Club-Oxford Centre, Pittsburgh, PA.

The motion was passed, no dissenting votes.

**NOMINATION TO  
ALLEGHENY  
INTERMEDIATE UNIT  
BOARD OF DIRECTORS (P)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the nomination of Mrs. Roxanne Eichler to be elected to a three-year term on the Allegheny Intermediate Unit Board of Directors, term to run from July 1, 2013 through June 30, 2016.

The motion was passed, no dissenting votes.

**CURRICULUM**

**2013-2014 SCHOOL  
CALENDAR/RESOLUTION (A)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the 2013-2014 school calendar, as per attached. Further adopt Resolution 0114-2013B, as per attached, designating the five local school district holidays for 2013-2014.

The motion was passed, no dissenting votes.

**CONFERENCE REQUEST  
PITTSBURGH, PA (B)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the request from Raymond Morton, Federal Programs Director, and Title I teachers, Crystal Flebotte, Donna Grzyb, Janine Montgomery, and Angela Turkowski, to attend the Title I Improving School Performance Conference at the Sheraton Station Square, Pittsburgh, PA on Tuesday and Wednesday, January 29 and 30, 2013 from 7:30 a.m. to 4:30 p.m.  
COST TO THE DISTRICT: None, all costs paid by Title I funds and no substitutes are needed.

The motion was passed, no dissenting votes.

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

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the request from Alice Flores, High School English Teacher, Emilia Peiffer, High School Guidance Counselor, and 30 students to visit Kaplan Career Institute, Pittsburgh PA on Tuesday, February 5, 2013 from 8:00 a.m. to 2:00 p.m. The purpose of the visit is to provide students with a college visit as well as a job shadowing experience for students interested in various career fields offered by Kaplan Career Institute.  
COST TO THE DISTRICT: One (1) substitute. Transportation is paid for by Kaplan.

The motion was passed, no dissenting votes.

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

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the request from Emilia Peiffer, Guidance Counselor, 3 additional teachers and 140 students to attend the Pittsburgh National College Fair at the David L. Lawrence Convention Center, Pittsburgh, PA on Thursday, February 7, 2013 from 8:00 a.m. to 2:00 p.m.  
COST TO THE DISTRICT: Transportation, which was already approved and will be taken from the guidance budget.

The motion was passed, no dissenting votes.

**FIELD TRIP REQUEST  
SLIPPERY ROCK, PA (E)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the request from Darcy Yeloushan, High School Nurse, and 8-9 students from the Future Nurses of America Club, to visit Slippery Rock University, Slippery Rock, PA, on Monday, April 29, 2013 from 7:30 a.m. to 3:30 p.m. Students will learn about how handicap students adapt in physical education and adapt to exercise.  
COST TO THE DISTRICT: None, all costs will be covered by the Future Nurses of America club.

The motion was passed, no dissenting votes.

**CURRICULUM**

**FIELD TRIP REQUESTS  
7<sup>TH</sup> GRADE & 8<sup>TH</sup> GRADE (F)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the request from Stephanie Lyman, and Jim Kulha, 7<sup>th</sup>/8<sup>th</sup> Grade Sponsors, for the seventh grade (approximately 60 students and 6 teachers) to travel to Canton and Cleveland, OH on Friday, May 31, 2013 to visit the Pro Football Hall of Fame and the Cleveland Zoo and Rainforest. Request further approval for the eighth grade (approximately 40 students and 4 teachers) to travel to Gettysburg and Hershey, PA on Thursday and Friday, May 2-3, 2013 to visit the Civil War sites and monuments and Hershey Park. The students will be fundraising to offset the cost. COST TO THE DISTRICT: Substitute costs would be reimbursed; number to be determined depended upon the number of parent chaperones.

The motion was passed, no dissenting votes.

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**POLICY**

**REAFFIRMATION OF  
POLICY #011,  
BOARD GOVERNANCE  
STANDARDS/CODE OF  
CONDUCT**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board reaffirm Policy #011, Board Governance Standards/Code of Conduct, as per attached. PSBA that Policy #011 be reaffirmed in January of each year.

The motion was passed, no dissenting votes.

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**STUDENT LIFE**

**APPROVE  
MEMORANDUM  
OF UNDERSTANDING  
DISTRICT & POLICE  
DEPARTMENTS (A)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the Memorandum of Understanding between the East Allegheny School District and the police departments of North Versailles Township and East McKeesport Borough, as per attached. This MOU must be approved each year.

The motion was passed, no dissenting votes.

**STUDENT LIFE**

**PMEA FESTIVAL  
DATES (B)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the participation of selected students, along with one staff member, in the following PMEA District and Regional Orchestra, Band and Chorus Festivals. According to PMEA bylaws, directors are required to accompany their students and assist in the audition process. Transportation will be needed, however, in most circumstances, the school van will suffice and can be driven by the director involved. There is adequate money already budgeted to cover the Festivals listed below.

<b><u>Festival</u></b>	<b><u>Date(s)</u></b>	<b><u>Location</u></b>
PMEA District Orchestra	January 10-12, 2013	Pine-Richland HS
PMEA District Band East	January 23-25, 2013	Deer Lakes HS
PMEA District JH Orchestra	February 15-16, 2013	Bethel Park HS
PMEA Region Orchestra	February 21-23, 2013	Hollidaysburg HS
PMEA Region Band	March 7-9, 2013	Mercer HS
PMEA Jr. District Chorus	April 26, 2013	Elizabeth Forward HS

COST TO THE DISTRICT: Registration, transportation (school van - \$177.33), and one (1) substitute for the number of days listed for each festival (\$95.00/day).

The motion was passed, no dissenting votes.

**COMMUNITY ON  
THE MOVE PROGRAM (C)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration provides the following information to the Board for the “Community on the Move” events submitted by Bryan Dull:

January 15, 2013	Bowling - North Versailles Bowl	5:30 – 8:00 p.m.
February 27, 2013	Roller Skating - Eden Park Skate Rink	Times TBA

The motion was passed, no dissenting votes.

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**PERSONNEL**

**HIRING OF HIGH  
SCHOOL DATA  
SECRETARY(A)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board hire Andrea Rzepniak as the High School Data Secretary, and in accordance with the Agreement between the East Allegheny School District and the East Allegheny Educational Support Professionals and further authorize the posting of Mrs. Rzepniak’s Green Valley Aide position.

The motion was passed, no dissenting votes.

**CHANGE IN RETIREMENT  
DATE OF LOGAN MIDDLE  
SCHOOL CUSTODIAN (B)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the request from Charles Dilmore, Logan Middle School Custodian, to change his date of retirement date from December 13, 2012 to January 3, 2013.

The motion was passed, no dissenting votes.

**PERSONNEL**

**RETIREMENT OF  
ART TEACHER(C)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the disability retirement of Patricia Sebes, High School Art Teacher, effective immediately, and in accordance with the agreement between the East Allegheny Board of School Directors and the East Allegheny Education Association.

The Administration further requests the Board adopt the following resolution:

*The Board of School Directors for the East Allegheny School District hereby acknowledges the sincere and dedicated service that Patricia Sebes, Art Teacher, gave to the school district and that such recognition and appreciation on behalf of the Board be made known to Ms. Sebes and filed as a matter of public record.*

The motion was passed, no dissenting votes.

**UNPAID LEAVE  
REQUEST (D)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board approve the request from Cathy Maloney, Green Valley Teacher, for an unpaid leave of absence commencing Wednesday, May 15, 2013 through Friday, May 17, 2013.

The motion was passed, no dissenting votes.

**RESIGNATION OF  
HEAD BOYS' VARSITY  
SOCCER COACH (E)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board accept the resignation of Brendan Walk from the position of Head Boys Varsity Soccer Coach and further authorize the posting of this position.

The motion was passed, no dissenting votes.

**RESIGNATION OF  
HEAD VARSITY  
FOOTBALL COACH (F)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board accept the resignation of Jason Ruscitto, from the position of Head Varsity Football Coach, effective immediately, and further authorize the posting and/or advertising of this position.

**ROLL CALL**

On a roll call vote, the following members voted Yes: Dandar, Eichler, Koch, McCullough, Miller, Pearsol, Volpe. No: Hensler.

Yes 7

No 1

The motion was passed.

**RESIGNATION AND  
REASSIGNMENT OF  
7<sup>TH</sup>/8<sup>TH</sup> GRADE  
VOLLEYBALL COACHES (G)**

Mr. Volpe moved and Mrs. Koch seconded the motion as recommended by the Administration the Board accept the resignation of Tressa Snoke from the position of 7<sup>th</sup>/8<sup>th</sup> Grade Head Girls Volleyball Coach. Further approve the reassignment of Alan Mathieu from his position of 7<sup>th</sup>/8<sup>th</sup> Grade Assistant Girls Volleyball Coach to Head Coach and ratify the posting of the 7<sup>th</sup>/8<sup>th</sup> Grade Assistant Girls Volleyball Coach.

The motion was passed, no dissenting votes.



MINUTES FOR THE REGULAR SCHOOL BOARD MEETING  
JANUARY 14, 2013

**PERSONNEL**

**SUBSTITUTES FOR  
APPROVAL(H)**

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

Kristin Carlson	East McKeesport	Secretary/Aide
Heather Hutchison	Monroeville	Elementary
Harriet Samakow	Pittsburgh	Elementary, Early Childhood, Mentally and Physically Handicapped, Reading Specialist

The motion was passed, no dissenting votes.

**FEDERAL PROGRAMS  
REPORT:**

**December 7, 2012**

Mr. Morton attended the Federal Programs Academy meeting at the AIU. 8:30-12:30 (4.0)

**December 11, 2012**

Mr. Morton held a meeting with Title 1 teachers Topics: Review of fall Title 1 parent meeting, population lists, equipment inventories, attending the January and April conferences, and the Scholastic Book Fair (1.0)

**December 13, 2012**

Mr. Morton worked on the Title 1 newsletter. (1.5)

**December 20, 2012**

Analyzed the population list for students from Duquesne who qualify for Title 1 services. Emails sent to Mrs. Montgomery and Mrs. Flebotte (1.0)

**December 21, 2012**

Mr. Morton met with Mrs. McCoy to review audit items that need to be completed. (1.0)

**OLD BUSINESS:**

Dr. Miller provided an update on the status of teacher negotiations. Since September 2012, two meetings were held and it was decided that side bar meetings between Mr. Gerbi and Dr. Miller would be held. Side bar meetings were held on November 28, 2012 and December 11, 2012 with another scheduled for January 16, 2013.

**NEW BUSINESS:**

Ms. Hensler would like to set a date for a Curriculum Committee meeting to discuss the CDT testing program.

**EAST ALLEGHENY**

Mrs. Eichler thanked the Board for their support of her nomination to the AIU board.

**BOARD OF**

**ADJOURNMENT**

Mr. Pearsol moved and Mrs. Volpe seconded the motion to adjourn at 7:16 p.m.

**RESOLUTION NO.**

**0114-2013A**

WHEREAS, on June  
27, 2006, the

Toni Valicenti

*Toni Valicenti*

Board Secretary

**HEAR FROM THE CITIZENS**

None.

**EAST ALLEGHENY SCHOOL DISTRICT  
BOARD OF DIRECTORS**

**RESOLUTION NO. 0114-2013A**

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

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

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

WHEREAS, the East Allegheny School District index for the 2013-2014 fiscal year is .6885;

WHEREAS, the East Allegheny School District Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the East Allegheny School District for the 2013-2014 fiscal year by more than its index.

AND NOW, on this 14<sup>th</sup> day of January, 2013, it is hereby RESOLVED by the East Allegheny School District (hereinafter "District") Board of Directors (hereinafter "Board") the following:

1. The Board certifies that it will not increase any school district tax for the 2013-2014 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code (hereinafter "School Code"), 24 P.S. §6-687, for the adoption of its proposed and final budget.
3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2013-2014 fiscal year.
4. The Administration of the District will submit the District's information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.

5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2013-2014 fiscal year.
7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided, however:
  - (a) The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 4 and 5 above, the Pennsylvania Department of Education shall compare the District's proposed percentage increase in the rate of the tax with the index.
  - (b) Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
  - (c) If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

ADOPTED THIS 14<sup>TH</sup> DAY OF JANUARY, 2013.

ATTEST

EAST ALLEGHENY SCHOOL DISTRICT

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Karen Hensler, Vice President

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Gerri McCullough, President

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Toni Valicenti, Board Secretary

(SEAL)

**Notes**

8/15/13-8/28/13 Flex Clerical Days

8/29/13-8/30/13 - In-service Days

9/2/13 - Labor Day Holiday

**9/3/2013 - FIRST DAY OF SCHOOL**

10/25/2013 - In-service Day

11/5/13 - Act 80 Day - K-12 Parent Conferences

11/11/13 - Veterans' Day Holiday

11/28/13 - 12/2/13 - Thanksgiving Break

12/23-31/13 - Christmas Break

1/1/14 - Christmas Break

**1/2/14 - SCHOOL RESUMES**

1/20/14 - Martin Luther King Day Holiday

2/14/14 - Act 80 Day - K-12 Parent Conferences

2/17/14 - Presidents' Day Holiday

**3/17/14-3/28/14 - 3-8 PSSA Testing Window**

3/31/14-4/11/14 - PSSA Test Make-Up Window

4/18/14-4/21/14 - Spring Break

4/28/14 - 5/2/14 - PSSA Science Testing Window

5/5 - 9/14 - PSSA Science Test Make-Up Window

5/9/14 - Act 80 Day

5/20/14 - In-service Day

5/24/14 - Kennywood Picnic Day

5/26/14 - Memorial Day Holiday

5/30/14 - Baccalaureate Ceremony

**6/6/14 - LAST STUDENT DAY/GRADUATION**

6/9 - 11/14 - In-service Days

**SNOW MAKE-UP DAYS IN ORDER OF USE**

12/2/13, 2/17/14, 4/21/14, 5/20/14

**PLEASE NOTE:** If additional snow days are needed they will be added to the end of the school year and graduation may be changed.

**PSSA TEST ADMINISTRATION DATES****3/17/14-3/28/14 - 3-8 PSSA Testing Window**

3/31/14-4/11/14 - PSSA Test Make-Up Window

4/28/14 - 5/2/14 - PSSA Science Testing Window

5/5/14 - 5/9/14 - PSSA Science Test Make-Up Window

August 2013						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2013						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2013						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2014						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2014						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2014						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2014						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2014						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2014						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2014						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

	HOLIDAY
	LOCAL SCHOOL DISTRICT HOLIDAYS
	FLEX IN-SERVICE DAY TO BE TAKEN BETWEEN 8/15/13 & 8/28/13
	IN-SERVICE DAY (No school for students)
	FIRST DAY OF SCHOOL
	ACT 80 DAYS (No school for students)
	LAST DAY OF SCHOOL
	IN-SERVICE DAY/GRADUATION
	BACCALAUREATE CEREMONY
	KENNYWOOD SCHOOL PICNIC

**INTERIM MARKING PERIODS**

1ST PERIOD

2nd PERIOD

3rd PERIOD

4th PERIOD

**MARKING PERIODS**

END OF 1ST PD

GRADE SHEETS DUE

REPORT CARDS ISSUED

END OF 2ND PD

GRADE SHEETS DUE

REPORT CARDS ISSUED

END OF 3RD PD

GRADE SHEETS DUE

REPORT CARDS ISSUED

END OF 4TH PD

GRADUATION

**ACT 80 DAYS**

11/5/13 - K-12 Parent Conf.

2/14/14 - K-12 Parent Conf.

5/9/2014

**LOCAL SCHOOL DISTRICT HOLIDAYS**

**Notes**

8/15/13-8/28/13 Flex Clerical Days

8/29/13-8/30/13 - In-service Days

9/2/13 - Labor Day Holiday

**9/3/2013 - FIRST DAY OF SCHOOL**

9/27/13 - In-service Day

10/25/2013 - In-service Day

11/5/13 - Act 80 Day - K-12 Parent Conferences

11/11/13 - Veterans' Day Holiday

11/27/13 - 12/2/13 - Thanksgiving Break

12/23-31/13 - Christmas Break

1/1/14 - Christmas Break

**1/2/14 - SCHOOL RESUMES**

1/20/14 - Martin Luther King Day Holiday

2/14/14 - Act 80 Day - K-12 Parent Conferences

2/17/14 - Presidents' Day Holiday

**3/17/14-3/28/14 - 3-8 PSSA Testing Window**

3/31/14-4/11/14 - PSSA Test Make-Up Window

4/18/14-4/21/14 - Spring Break

4/28/14 - 5/2/14 - PSSA Science Testing Window

5/5 - 9/14 - PSSA Science Test Make-Up Window

5/9/14 - Act 80 Day

5/20/14 - In-service Day

5/24/14 - Kennywood Picnic Day

5/26/14 - Memorial Day Holiday

5/30/14 - Baccalaureate Ceremony

6/10/14 - **LAST STUDENT DAY**6/11/14 - **GRADUATION**

6/11-12/14 - In-service Days

**SNOW MAKE-UP DAYS IN ORDER OF USE**




12/2/13, 2/17/14, 4/21/14, 5/20/14, 6/11/14

**PLEASE NOTE:** If additional snow days are needed they will be added to the end of the school year and graduation may be changed.**PSSA TEST ADMINISTRATION DATES****3/17/14-3/28/14 - 3-8 PSSA Testing Window**

3/31/14-4/11/14 - PSSA Test Make-Up Window

4/28/14 - 5/2/14 - PSSA Science Testing Window

5/5/14 - 5/9/14 - PSSA Science Test Make-Up Window

 HOLIDAY LOCAL SCHOOL DISTRICT HOLIDAYS FLEX IN-SERVICE DAY TO BE TAKEN BETWEEN 8/15/13 & 8/28/13 IN-SERVICE DAY (No school for students) FIRST DAY OF SCHOOL ACT 80 DAYS (No school for students) LAST DAY OF SCHOOL IN-SERVICE DAY/GRADUATION BACCALAUREATE CEREMONY KENNYWOOD SCHOOL PICNIC**INTERIM MARKING PERIODS**

1ST PERIOD

2nd PERIOD

3rd PERIOD

4th PERIOD

**MARKING PERIODS**

END OF 1ST PD

GRADE SHEETS DUE

REPORT CARDS ISSUED

END OF 2ND PD

GRADE SHEETS DUE

REPORT CARDS ISSUED

END OF 3RD PD

GRADE SHEETS DUE

REPORT CARDS ISSUED

END OF 4TH PD

GRADUATION

**ACT 80 DAYS**

11/5/13 - K-12 Parent Conf.

2/14/14 - K-12 Parent Conf.

5/9/2014

**LOCAL SCHOOL DISTRICT HOLIDAYS**

August 2013						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2013						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2013						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2014						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2014						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2014						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2014						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2014						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2014						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2014						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**RESOLUTION NO. 0114-2013B**

A RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF THE EAST ALLEGHENY SCHOOL DISTRICT DESIGNATING THE LOCAL HOLIDAYS IN THE ADOPTED SCHOOL CALENDAR OF THE EAST ALLEGHENY SCHOOL DISTRICT FOR SCHOOL YEAR 2013-2014.

WHEREAS, pursuant to Section 24 PS 5-508 of the Pennsylvania School Code of 1949, the Board of School Directors of the East Allegheny School District fixes the length of the school term for the East Allegheny School District; and,

WHEREAS, pursuant to Section 24 PS 15-1502 of the Pennsylvania School Code of 1949, the School Board can designate up to five (5) additional days as local holidays in the adopted school calendar of the East Allegheny School District; and,

NOW, the East Allegheny Board of School Directors of the East Allegheny School District, by majority vote, does hereby designate as local holidays in the adopted school calendar of the East Allegheny School District the following days:

November 11, 2013  
November 29, 2013  
December 24, 2013  
December 26, 2013  
January 20, 2014

The Board directs that no school in the East Allegheny School District shall be kept open on any of the above dates. However, the East Allegheny Board of School Directors may cancel any day designated as a local holiday above in the event of a weather emergency or natural disaster.

Resolved by majority vote this 14<sup>th</sup> day of January, 2013.

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Roger D'Emidio, Superintendent  
East Allegheny School District

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Gerri McCullough, President  
East Allegheny Board of School Directors

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Toni Valicenti, Secretary  
East Allegheny Board of School Directors

# EAST ALLEGHENY SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: BOARD GOVERNANCE  
STANDARDS/CODE OF  
CONDUCT

ADOPTED: December 5, 2005

REVISED:

## 011. BOARD GOVERNANCE STANDARDS/CODE OF CONDUCT

### Section 1. Standards For Effective School Governance

To promote student growth and achievement, an effective School Board...

a. Advocates for a thorough and efficient system of public education by:

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.

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.

	<ol style="list-style-type: none"><li>3. Leading with respect and taking full responsibility for Board activity and behavior.</li><li>4. Adopting and acting in accordance with the <i>PSBA Code of Conduct for Members of Pennsylvania School Boards</i>.</li><li>5. Engaging all community stakeholders.</li><li>6. Complying with Board policy and all applicable local, state and federal laws and regulations.</li><li>7. Operating as a collective Board in making decisions.</li><li>8. Participating in annual Board retreats.</li></ol> <p>c. Governs through policy by:</p> <ol style="list-style-type: none"><li>1. Seeking input from stakeholders and following an established procedure for consideration.</li><li>2. Regularly reviewing and, as necessary, revising and adopting Board policy.</li><li>3. Delegating to the Superintendent responsibility for implementation of Board policy.</li><li>4. Ensuring public access to adopted Board policy.</li><li>5. Purposefully linking its actions to applicable Board policies.</li></ol> <p>d. Ensures that effective planning occurs by:</p> <ol style="list-style-type: none"><li>1. Adopting and implementing a collaborative strategic planning process, including regular reviews.</li><li>2. Setting annual goals that are aligned with the Strategic Plan.</li><li>3. Linking Board actions to the Strategic Plan.</li><li>4. Adopting a financial plan that considers short-term and long-term needs.</li><li>5. Adopting professional development plans for Board and staff.</li></ol>
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	<ol style="list-style-type: none"><li>6. Adopting a plan to ensure evaluation of student growth and achievement using relevant data.</li><li>7. Adopting a master facilities plan conducive to teaching and learning.</li><li>8. Adopting a plan for curriculum review and development.</li></ol> <p>e. Monitors results by:</p> <ol style="list-style-type: none"><li>1. Using data appropriately to make informed decisions.</li><li>2. Ensuring effective practices for evaluation of staff, programs, plans and services.</li><li>3. Evaluating its own performance.</li><li>4. Assessing student growth and achievement.</li><li>5. Evaluating the effectiveness of the Strategic Plan.</li></ol> <p>f. Communicates with and engages the community by:</p> <ol style="list-style-type: none"><li>1. Distributing relevant information about the district.</li><li>2. Providing methods of communication to the Board and appropriate staff.</li><li>3. Seeking input through a variety of methods.</li><li>4. Including stakeholders in all communications.</li></ol> <p>Section 2. <u>Code Of Conduct For School Board Members</u></p> <p>a. We, as members of our local Board of Education, representing all the residents of our school district, believe that:</p> <ol style="list-style-type: none"><li>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.</li><li>2. The future welfare of this community, commonwealth and nation depends upon the quality of education we provide in the public schools.</li></ol>
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	<ol style="list-style-type: none"><li>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.</li><li>4. Boards of School Directors share responsibility for ensuring a “thorough and efficient system of public education” as required by the Pennsylvania Constitution.</li><li>5. Our fellow residents have entrusted us with the advocacy for and stewardship of the education of the youth of this community.</li><li>6. The public expects that our first and greatest priority is to provide equitable educational opportunities for all youth.</li></ol> <p>b. Accordingly:</p> <ol style="list-style-type: none"><li>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.</li><li>2. Devoting time, thought and study to our duties and responsibilities as School Board members is critical for rendering effective and credible service.</li><li>3. Board members should work together in a spirit of harmony, respect and cooperation, despite differences of opinion.</li><li>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.</li><li>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.</li><li>6. We will not use our positions as School Directors to benefit ourselves or any individual or agency.</li><li>7. School Boards must balance their responsibility to provide educational programs with the need to be effective stewards of public resources.</li><li>8. We should recognize that the primary responsibility of the Board is to adopt policies by which the schools are to be administered.</li></ol>
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	<ol style="list-style-type: none"><li>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.</li><li>10. Communication with all stakeholders and the media should be conducted in accordance with Board policy.</li></ol>
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## **Memorandum of Understanding (MOU)**

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This memorandum of Understanding (MOU) is being executed by the below listed entities:

- North Versailles Township Police Department
- East McKeesport Police Department
- East Allegheny School District

*Nothing in this MOU should be construed as limiting or impeding the basic spirit of cooperation which exists between the parties listed above.*

### **Purpose**

This MOU establishes and delineates the mission of the School Resource Officer Program, herein referred to as the SRO/POA program, or in the event an SRO is not designated, Police Officers Assigned to the East Allegheny School District (POA), as a joint cooperative effort. Additionally, the MOU formalizes relationships between the participating entities in order to foster an efficient and cohesive program that will build a positive relationship between Police Officers and the youth of our community in addition to reducing crime committed by juveniles and young adults.

### **Mission**

The mission of the SRO/POA Program is the reduction and prevention of school-related violence and crime committed by juveniles and young adults. This is accomplished by assigning a police officer to the East Allegheny Junior/Senior High School on a permanent basis. The SRO/POA Program accomplishes this mission by creating and maintaining safe, secure and orderly learning environments for students, teachers and staff. The SRO/POA will establish a trusting channel of communication with students, parents and teachers. SRO/POA's will serve as a positive role model to instill in students good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community. SRO/POA's will promote citizen awareness of the law to enable students to become better informed and effective citizens, while empowering students with the knowledge of law enforcement efforts and obligations regarding enforcement as well as consequences for violations of the law. SRO/POA's will serve as a confidential advisor for students and parents concerning problems they face as well as providing information on community resources available to them. Goals and objectives are designed to develop and enhance rapport between youth, police officers, school administrators and parents.

Goals of the SRO/POA Program are:

1. Reduce incidents of school violence.
2. Reduction of criminal offenses committed by juveniles and young adults.
3. Establish rapport with the students.
4. Establish rapport with parents, faculty, staff, administrators and other adults.
5. Create, start and expand programs with vision and creativity to increase student participation.
6. Provide safety for students, faculty, staff and all persons within the school setting.

## **Organized Structure**

### **Composition**

The SRO/POA Program will consist of an assigned North Versailles Police Officer certified under Pennsylvania Act 120 and an approved 40-hour SRO/POA training course.

### **Supervision**

The North Versailles Township Police Department shall provide for the employment, supervision, and evaluation of the school resource officer.

The day-to-day operation and administrative control of the SRO/POA Program will be the responsibility of the North Versailles Township Police Department. Responsibility for the conduct of the SRO/POA's, both personally and professionally, shall remain with the North Versailles Township Police Department. The North Versailles Township Chief of Police shall oversee the program.

## **Procedures**

### **Concept**

The SRO/POA Program shall utilize the SRO/POA Triad concept as set forth by NASRO/POA (National Association of School Resource Officers), which is attached hereto and incorporated herein by reference. The SRO/POA Triad concept generally means that the officer assigned to the program assumes the role of law enforcement officer, advisor and teacher. The SRO/POA shall be responsible for carrying out all duties and responsibilities of a police officer and shall remain at all times under the control, through the chain of command, of the North Versailles Township Police Department. The SRO/POA is an enforcement officer into CRIMINAL matters only. The SRO/POA shall report violations of any "school or district policy". The SRO/POA is not a

disciplinarian and should not assume this role. The SRO/POA should report directly to the Chief of Police in connection with teaching assignments and normal law enforcement duties. The SRO/POA will not involve himself with administrative matters of the East Allegheny School District, which are not criminal offenses. The SRO/POA is not a formal advisor, and will not act as such. However, they are to be used as a law enforcement resource to assist students, faculty and staff. The SRO/POA, by invitation from a teacher or by request of the principal, may be used as a teacher. The SRO/POA should be able to teach on a variety of law and safety related subjects. The SRO/POA may use teaching to build a rapport between the students and staff.

### **Duties and Responsibility**

The responsibilities of the North Versailles Police Department SRO/POA will include but will not be limited to:

1. Enforcement of criminal law and the protection of students, staff and public from criminal activity.
2. Providing information concerning questions about law enforcement topics to students and staff.
3. Provide classroom instruction on a variety of law, health and safety related topics.
4. Coordinate investigative procedures between police and school administrators.
5. Forward all school-related reports of school concerns to appropriate school personnel immediately.
6. Provide advisory services on a limited basis to students, staff and faculty.
7. Handle reports of crimes committed on campus, and if possible, forward a formal report of such to administration.
8. Take enforcement action on criminal matters when appropriate.
9. Wear an approved police uniform at all times or other apparel approved by the Chief of Police.
10. Attend school events as requested and needed.
11. Prepare necessary lesson plans for classroom visits.
12. Advise where appropriate.

The SRO/POA assumes primary responsibility for handling all calls for service from the school. The SRO/POA shall also coordinate the response of other law-enforcement resources to the school with the principal.

As coordinated by the school administration, the SRO/POA may become involved in the academic curriculum and provide instruction that will enhance the students' understanding of law-enforcement and the law. The SRO/POA shall be responsible for providing training to the administrators, teachers, and school staff in law-enforcement and related topics. In order to provide a safe learning environment, the SRO/POA shall provide information to school staff on crime

trends, crime prevention principles, strategies and tactics, and changes to the law as it relates to students and the school environment.

The SRO/POA shall be responsible for monitoring cultural and social influences and activities to ensure prevention or early intervention with developing gangs or other forms of juvenile delinquency. The SRO/POA shall provide all relevant information to appropriate personnel in charge of tracking gangs or other similar groups.

The relationship between the school principal and the school resource/police officer is critical. The SRO/POA shall meet weekly with the school principal to exchange information on current crime trends, problems, cultural conflicts, or any other area of concern that may cause disruption at the school or in the community.

In order to ensure that open communication exists between the school and the law-enforcement agency, the supervisor of the SRO/POA shall meet with the principal on a bi-monthly basis to discuss the SRO/POA program and policy.

In order to remain in compliance with existing laws and guidelines, the SRO/POA shall be advised whenever other agency units are providing services to the school. In order to prevent duplication of services, and to ensure proper coordination of law-enforcement services the guidance department or proper school administrator shall give the SRO/POA advance notification of all services such as traffic safety classes, peer mediation, and other youth services.

The SRO/POA shall provide information to the appropriate investigators about any crimes or information that comes to his or her attention. The SRO/POA shall be advised of all investigations that involve students from his/her assigned school.

The SRO/POA shall wear a uniform during the assignment unless otherwise authorized for a specific purpose. The goal of the program is to provide a visible deterrence of crime and to provide a positive impression of law-enforcement in a non-confrontational setting.

SRO/POA shall be visible in schools and patrol the exterior and interior grounds. Their appearance in and around schools is particularly important during the opening and closing of school and during lunch hour.

## **Enforcement**

Although the SRO/POA has been placed in a formal education environment, they are not relieved of the official duties as a law enforcement officer. Decisions to intervene normally will be made when it is necessary to prevent any criminal act. Citations should be issued and arrests should be made when appropriate and in accordance with law.

### Search and Seizure

There is an important difference in the rights of school officials and those of law enforcement officers to conduct searches and seize property of students. These differences are reflected in the standard used to justify such searches and or seizures.

School officials may search a student's property and person under their jurisdiction when reasonable suspicion indicates that the search will reveal evidence that the student has violated or is violating the law or the rules of the school. The standard for initiating the search is **"reasonable suspicion."**

The SRO/POA shall not become involved in administrative (school related) searches unless specifically requested by the school to provide security, protection, or the handling of contraband. Administrative searches must be at the direction and control of the school official.

At no time shall the SRO/POA require that an administrative search be conducted for law-enforcement purposes or have the administrator act as his agent. Any search by an officer shall be based upon **"probable cause"** and, when required, a search warrant shall be obtained. Investigative detention remains an option when reasonable suspicion exists that a criminal offense has been committed or may be committed and that the suspect may be armed.

### Police Investigation and Questioning

The SRO/POA is given the authority to stop, question, interview, and take enforcement action without prior authorization of the principal. The investigation and questioning of students during school hours or at school events should be limited to situations where the investigation is related to school. Investigations and questioning of students for offenses not occurring at the school, or related to school operations, should ordinarily be limited to instances where a delay in questioning may result in danger to any person, flight from the jurisdiction by a person suspected of a crime, or destruction of evidence.

As soon as practical, the principal shall be notified of any significant enforcement event. The SRO/POA should coordinate their activities so that all agencies cooperate in the best interest of the school and the law-enforcement agency.

### Arrest Procedures

The SRO/POA is expected to be familiar with school rules and their application within the school system. Rule infractions will not be handled as violations of the law, but rather referred to the principal or designated official for action. Any questions related to the enforcement of rules *versus* the enforcement of laws



within the school shall be discussed with the principal. This provision specifically applies to underage smoking and general standards of conduct.

When the arrest of students (or staff) becomes necessary, the SRO/POA will observe the following procedures:

1. The arrest shall be coordinated through the principal whenever practicable.
2. Arrests during school hours shall be reported to the principal as soon as practicable.
3. Arrests should be made with minimal disruption of normal school activities as a primary objective in most cases.

### **School District Responsibilities**

The East Allegheny School District shall provide the SRO/POA the following materials and facilities, which are deemed necessary to the performance of the SRO/POA's Duties:

1. Access to and air-conditioned and properly lighted private office, which shall contain a telephone which may be used for general business purposes.
2. A location for files and records, which can be properly locked and secured.
3. A desk with drawers, chairs, worktable, filing cabinet and office supplies.
4. Access to a computer and secretarial assistance.
5. Access to and encouragement of classroom participation by the SRO/POA.
6. The opportunity for the SRO/POA to address teachers and school administrators about the SRO/POA program, goals and objectives.
7. Seek input from the SRO/POA regarding criminal justice problems relating to students.
8. Provide the SRO/POA an opportunity to address teachers and school administrators about criminal justice problems relating to students during in-service workdays.

The principal shall immediately report all criminal activities to the SRO/POA when the officer is on duty. If an emergency exists and the SRO/POA is not available, the principal shall notify the North Versailles Township Police Department through the standard crime/incident reporting procedures.

Information that is not of an emergency or urgent nature may be held for the SRO/POA upon his or her return to the school grounds.

The SRO/POA shall be responsible for arranging for the destruction of any illegal substances that will not be used for prosecution per agency policy.

Memorandum of Understanding  
December 2012

The school system shall provide in-service training, when available, to the SRO/POA in subjects that will increase his or her effectiveness and their ability to accomplish their respective duties and responsibilities. The school administrators and the SRO/POA's law-enforcement supervisor shall meet regularly

School Principal

The principal of the school shall meet with the SRO/POA at least weekly. This meeting shall not be delegated to other administrative staff on a *regular* basis.

The principal shall provide the structure and environment for the SRO/POA to engage in activities that promote effective communication between the SRO/POA and the school.

The principal shall meet bi-monthly with the SRO/POA's supervisor. Upon request, the school shall provide information to the law-enforcement agency in evaluating the assigned SRO/POA. The principal shall address any concerns regarding the performance of the SRO/POA to the supervisor of the SRO/POA.

**Cost Considerations**

The North Versailles Township Police Department and the East Allegheny School District shall equally share expenses that are not grant related for the SRO/POA salary, and necessary training requirements. The police department will pay any expenses that are strictly police related; in turn the school district will pay any expenses that are strictly school related.

As agreed to and in partnership with

Vincent DiCenzo  
Chief of Police  
North Versailles Township Police Department

Russell A. Stroschein, Jr.  
Chief of Police  
East McKeesport Police Department

Roger D'Emidio  
Superintendent of Schools  
East Allegheny School District

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made and entered into as of the 7<sup>th</sup> day of January, 2013, by and between the EAST ALLEGHENY SCHOOL DISTRICT, (hereinafter referred to as "District")

AND

the POLICE DEPARTMENTS (hereinafter collectively referred to as "Department") of the municipalities of NORTH VERSAILLES TOWNSHIP and the BOROUGH OF EAST MCKEESPORT.

WHEREAS, the Department is the local law enforcement agency with jurisdiction over the several schools and the geographic limits of the EAST ALLEGHENY SCHOOL DISTRICT; and

WHEREAS, pursuant to the Pennsylvania School Code, Act 26 of 1995, the District is charged with establishing in conjunction with local law enforcement authorities procedures to be followed when an incident involving the Crimes Code, an act of violence or possession of a weapon, drugs, controlled substance or alcohol by any person occurs on school property; and

WHEREAS, the District and Department desire to clarify the obligations of the respective parties as to such procedures.

NOW, THEREFORE, the parties agree as per attached.

WITNESS, the hand and seals of the parties as of the day and year aforementioned.

ATTEST:

EAST ALLEGHENY SCHOOL DISTRICT

by \_\_\_\_\_  
Secretary

by \_\_\_\_\_  
President

WITNESS:

NORTH VERSAILLES TOWNSHIP

by \_\_\_\_\_

by \_\_\_\_\_  
Chief of Police

WITNESS:

EAST MCKEESPORT BOROUGH

by \_\_\_\_\_

by \_\_\_\_\_  
Chief of Police