

**EAST ALLEGHENY SCHOOL DISTRICT
MINUTES FOR THE REGULAR SCHOOL BOARD MEETING
MARCH 14, 2016**

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

EXECUTIVE SESSION

The Board went into Executive Session from 6:00 p.m. to 6:50 p.m. for Personnel matters.

- **Presentation at 6:00 p.m. by Ms. Betsy D’Emidio**

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 7:04 p.m.

Pledge of Allegiance

ROLL CALL

Mr. Eichler, Mrs. Gates, Ms. Green (via phone), Mrs. McCullough, Mr. Paradine, Mr. Pearsol (via phone), Ms. Rosenbayger, Mr. Savinda, Mr. Volpe.

ALSO PRESENT:

Mr. Mac Fann, Ms. Valicenti.
Solicitor: Mr. Beisler.

**STUDENT
REPRESENTATIVES**

Chamari Willis, Sunni Coyne.

**MINUTES OF THE
REGULAR MEETING
OF FEBRUARY 8, 2016**

Mr. Volpe moved and Mr. Eichler seconded the motion approving the minutes of the regular school board meeting of February 8, 2016.

The motion was passed, no dissenting votes.

**SUPERINTENDENT’S
REPORT**

Recognition of Timothy Shoben – Forbes NTHS; Timothy and Ashley Shoben for participation in Forbes Recycled Rides Project.

**STUDENT
REPRESENTATIVE**

See attached report.

**HEAR FROM
THE CITIZENS**

Mr. Pearsol moved and Ms. Rosenbayger 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**

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

The motion was passed, no dissenting votes.

COMMUNICATIONS:

None.

**APPROVE AGENDA
IN TOTO**

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

Eichler	<u>B&F, Letter N - No</u>	_____	_____
Gates	<u>None.</u>	_____	_____
Green	<u>None.</u>	_____	_____
McCullough	<u>None.</u>	_____	_____
Paradine	<u>B&F, Letter N - No</u>	<u>Curriculum, Letter C - No</u>	_____
Pearsol	<u>None.</u>	_____	_____
Rosenbayger	<u>B&F, Letter N - No</u>	<u>Curriculum, Letter C - No</u>	<u>Curriculum, Letter K - No</u>
Savinda	<u>B&F, Letter N - No</u>	_____	_____
Volpe	<u>None.</u>	_____	_____

The motion was passed.

BUDGET & FINANCE

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

Mr. Volpe moved and Mrs. Gates seconded the motion to approve the Treasurer’s monthly financial statement.

The motion was passed, no dissenting votes.

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

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

General Fund	-----	\$ 1,011,641.95
GF Batch 9	-----	\$ 405,157.43
GF Batch 98*	-----	\$ 158,710.89

* Batch 98 – Charter Schools

The motion was passed, no dissenting votes.

**PURCHASE ORDERS
APPROVAL (D)**

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

General Fund	-----	\$ 2,229.58
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The motion was passed, no dissenting votes.

BUDGET & FINANCE

**CAFETERIA BILLS
FOR PAYMENT (E)**

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve and ratify Cafeteria bills for payment in the amount of \$67,941.26.

The motion was passed, no dissenting votes.

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

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

Title I 15-16	-----	\$44,449.31
Title II Part A 15-16	-----	\$0.00

The motion was passed, no dissenting votes.

**AUTHORIZE GMAX
TEST ATHLETIC
FOOTBALL FIELD (G)**

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve Thomas Testings, Inc. to conduct the GMAX test on the athletic football field at a cost of \$895.00, which includes expenses.

The motion was passed, no dissenting votes.

**ADVERTISE DISTRICT
SCHOOL BIDS (H)**

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve advertising for the District's 2016-2017 school bids.

The motion was passed, no dissenting votes.

**ALLEGHENY
INTERMEDIATE
UNIT E-SCHOOL
MALL BIDS (I)**

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the purchase of materials bid jointly, to the Allegheny Intermediate Unit for copy paper and selected custodial cleaning supplies for the 2016-2017 school year. (All bids have final approval by the Superintendent and the Director of Fiscal Affairs.

The motion was passed, no dissenting votes.

**APPROVE ALLEGHENY
INTERMEDIATE UNIT
SERVICES AGREEMENT (J)**

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the continuation of special education services to the East Allegheny School District by the Allegheny Intermediate Unit for the 2016-2017 school year.

The motion was passed, no dissenting votes.

**APPROVE 2016-2017
AIU PROGRAM OF
SERVICES BUDGET (K)**

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the proposed 2016-2017 Allegheny Intermediate Unit Program of Services Budget as presented. The Budget totals \$2,021,185. The East Allegheny School District contribution to the Program of Services Budget is estimated to be \$16,724 and will be determined by PDE according to District Aid Ratio and Weighted Average Daily Membership (WADM)

The motion was passed, no dissenting votes.

BUDGET & FINANCE

**WEST WILMERDING
VOLUNTEER FIRE
DEPARTMENT
EXONERATION (L)**

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve Petition to Exonerate Tax Liens filed on behalf of West Wilmerding Volunteer Fire Department in regard to Lot and Block No. 456-L-263-0000-01. The property is held in trust by the North Versailles Township Volunteer Fire Department and is exempt from taxation as it is a fire and rescue station pursuant to 53 Pa. C.S.A. Section 8812(a)(3).

The motion was passed, no dissenting votes.

**ELECTION OF EASTERN
REGION SCHOOL
BOARD DIRECTOR FOR
ACSHIC TRUSTEE
POSITION (M)**

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board cast their vote for Mr. Michael V. Paradine as the School Board Director from the Eastern Region for a Trustee Position with the Allegheny County Schools Health Insurance Consortium for a two (2) year period, effective March 31, 2016.

The motion was passed, no dissenting votes.

**AUTHORIZATION OF
ASSESSMENT APPEALS (N)**

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board authorize Thomas Koenig to submit applications to the Allegheny County Board of Property Assessments to reduce the Assessments on a pre-determined list of properties from the municipalities of the East Allegheny School District that are not able to be sold or returned to the tax rolls. Mr. Koenig would submit the list to the School Board for final approval of the top fifty (50) properties to be submitted at this time.

ROLL CALL

On a roll call vote, the following members voted Yes: Gates, Green, McCullough, Pearsol, Volpe. No: Eichler, Paradine, Rosenbayer, Savinda.

Yes 5

No 4

The motion was passed.

BUILDING & GROUNDS

**USE OF PROPERTY
REQUEST**

Mr. Volpe moved and Mrs. Gates 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:

<u>Group</u>	<u>Building/Grounds</u>	<u>Date Requested</u>	<u>Time</u>	<u>Activity</u>
<u>Junior Class Cabinet (A)</u>	JSHS Cafeteria	F, 3/11/2016	4:00 – 8:00 p.m.	Prom Fashion Show
<u>EAAA Competition Cheer (B)</u>	WEST Gym	M-F, 3/14/16-12/2/2016	5:00 – 9:00 p.m.	Cheerleading
<u>Alleg.Cty.Div.of Elections (C)</u>	DO Board Rm & GV	Tu., 4/26/2016 Tu., 11/8/2016	6:00 a.m. – 8:00 p.m.	Primary & General Election
<u>Dance Studio – G (D)</u>	Logan Auditorium	Su, 6/5/2016* Sa, Su, M, 6/11-13/2016	2:00 – 8:00 p.m. 1:00 – 10:30 p.m.	Rehearsal Dance Recital

**Other rehearsal dates to be determined by the principal.*

The motion was passed, no dissenting votes.

CURRICULUM

**2016-2017
HANDBOOKS (A)**

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the 2016-2017 handbooks for Logan Elementary School, and 7th/8th Grade and East Allegheny Senior High School.

The motion was passed, no dissenting votes.

**2016-2017 JUNIOR/SENIOR
HIGH SCHOOL COURSE
SELECT BOOK (B)**

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the 2016-2017 East Allegheny Junior/Senior High School Course Select Book.

The motion was passed, no dissenting votes.

**PARTICIPATION IN
THE NATIONAL INSTITUTE
FOR SCHOOL LEADERSHIP
PILOT PROGRAM (C)**

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the participation of the East Allegheny School District in the National Institute for School Leadership (NISL) pilot program of an advanced credentialing system for school principals. This pilot program is being funded by a grant from the U.S. Department of Education through the Supporting Effective Educator Development (SEED) program.

ROLL CALL

On a roll call vote, the following members voted Yes: Eichler, Gates, Green, McCullough, Pearsol, Savinda, Volpe. No: Paradine, Rosenbayger.

Yes 7
No 2

The motion was passed.

CURRICULUM

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

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the request from Amanda Rosco, Chorus Teacher, and 34 students participating in the musical to visit Community Life, McKeesport, PA, on Monday, March 28, 2016 to perform highlights from the spring musical.
COST TO THE DISTRICT: Transportation and one (1) substitute for one (1) day.

The motion was passed, no dissenting votes.

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

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the request from Darcy Yeloushan, Junior/Senior High School Nurse, and 7 students to visit CORE, RIDC Park, Pittsburgh, PA on Wednesday, March 30, 2016 to learn about organ donation.
COST TO THE DISTRICT: None, all costs, including transportation and one (1) substitute for one (1) day will be covered by the OTDA (Organ & Tissue Donation Awareness) Education Project.

The motion was passed, no dissenting votes.

**TRAINING REQUEST
MOON TOWNSHIP, PA (F)**

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the request from Mark Pogue, SAP Coordinator, and Darcy Yeloushan, High School Nurse, to attend training for updated SAP information at the Robert Morris University, Moon Township, PA on Friday, April 1, 2016 from 7:45 a.m. to 3:15 p.m. The new updates will be brought back and shared with the entire SAP team.
COST TO THE DISTRICT: Two (2) substitutes for one (1) day.

The motion was passed, no dissenting votes.

**CONFERENCE REQUEST
HARRISBURG AND
WEST CHESTER, PA (G)**

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the attendance of Ryan Encapera at the HECAT Spring Meeting at PaTTAN, Harrisburg, Harrisburg, PA on **Monday, April 4, 2016**. Further approve Mr. Encapera to attend the Building Healthy Schools Institute Grant Conference at West Chester University, West Chester, PA on Tuesday and **Wednesday, May 17-18, 2016**. Mr. Encapera's attendance at these conferences is required for the HECAT grant to maintain funding.
COST TO THE DISTRICT: All costs, hotel, meals, gas and substitute will be paid through the grant.

The motion was passed, no dissenting votes.

**FIELD TRIP REQUEST
MONROEVILLE, PA (H)**

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the request from Amy Davis and Rick Yeager, High School Special Education Teachers, and any interested special education students in grades 9-12, to visit Forbes Road CTC on Wednesday, April 6, 2016, from 9:30 a.m. to 1:30 p.m. The trip is to familiarize special education students with programming options available at Forbes prior to the spring IEP team planning meetings.
COST TO THE DISTRICT: Two (2) substitutes for one (1) day. Teachers and students will depart and return on the PM Forbes bus run.

The motion was passed, no dissenting votes.

CURRICULUM

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

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the request from Christie Bacco, Speech Teacher, to attend the Pennsylvania Speech-Language-Hearing Association (PSHA) Convention at the Sheraton Station Square, Pittsburgh, PA on Thursday and Friday, April 7-8, 2016 from 7:30 a.m. to 3:30 p.m. Mrs. Bacco will learn new resources and ideas to utilize with her students for successful outcomes and continued progress.
COST TO THE DISTRICT: None.

The motion was passed, no dissenting votes.

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

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the request from Kathy Chenot, Newspaper Sponsor, Carl Baumgart, Graphics Instructor, and 20 students to attend Spring Media Day at Point Park University, Pittsburgh, PA on Friday, April 15, 2016, from 7:45 a.m. to 1:00 p.m. Students will participate in various breakout sessions to explore careers in media and participate in hands-on projects.
COST TO THE DISTRICT: None, substitutes (2) and transportation costs covered by the Wildcat Crier Activity Account and the Graphics Department.

The motion was passed, no dissenting votes.

**CONFERENCE REQUEST
CHAMPION, PA (K)**

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the request from the Title I Team (Betsy D'Emidio, Crystal Flebotte, Donna Grzyb, Janine Montgomery, and Angela Turkowski) to attend the PAFPC Conference at Seven Springs Resort, Champion, PA on Monday and Tuesday, May 2-3, 2016 from 7:00 a.m. to 4:00 p.m.
COST TO THE DISTRICT: None, all costs paid by Title I funds.

On a roll call vote, the following members voted Yes: Eichler, Gates, Green, McCullough, Paradine, Pearsol, Savinda, Volpe. No: Rosenbayger.

Yes 8
No 1

The motion was passed.

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

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the request from the Logan Elementary First Grade Teachers, 115 students and 5 additional chaperones to visit Beechwood Farms-Audubon Society, Pittsburgh, PA on Friday, May 6, 2016 from 8:30 a.m. to 1:30 p.m. Students will gain knowledge of the farms, the animals that inhabit them and the ecosystems involved.
COST TO THE DISTRICT: None, all costs covered by Logan PTO.

The motion was passed, no dissenting votes.

CURRICULUM

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

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the request from the Logan Elementary Fifth Grade Teachers, 138 students and 5 additional chaperones to visit PNC Park for a tour of the ballpark on Wednesday, June 8, 2016 from 9:15 a.m. to 1:25 p.m. Students will learn about the history of baseball teams and Pittsburgh. The tour will also be an extension activity for the students after reading the book, "Honus and Me".
COST TO THE DISTRICT: None, all costs paid by the Logan PTO.

The motion was passed, no dissenting votes.

POLICY

**FIRST READING OF
THE REVISIONS TO
POLICY #805**

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the first reading of the revisions to Policy #805, Emergency Preparedness, and #805 Attachment, as per attached.

The motion was passed, no dissenting votes.

STUDENT LIFE

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

Mr. Volpe moved and Mrs. Gates 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.

**VOLUNTEER FOR
APPROVAL (B)**

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve Cecil Howard, Jeannette, as a volunteer for the Varsity Football program. Mr. Howard's clearances are on file.

The motion was passed, no dissenting votes.

**APPROVE ADDITIONAL
MUSIC DEPARTMENT
CONCERT (C)**

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve an additional concert for the combined Logan Elementary School Band and Chorus to be held on Thursday, June 2, 2016 and further request the use of the Logan Elementary School auditorium and surrounding areas.

The motion was passed, no dissenting votes.

PERSONNEL

HIRING OF COACHES (A)

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve hiring the following coaches for the respective positions, and in accordance with the agreement between the East Allegheny School District and the East Allegheny Education Association:

Donald Getsy*	Munhall	Assistant Girls 7 th /8 th Grade Softball Coach
Lance Getsy*	North Versailles	Head Girls 7 th /8 th Grade Softball Coach
Natalie Hilbert**	North Versailles	Assistant Girls Varsity Track Coach
Brian Simonetta**	North Versailles	Assistant Boys Varsity Track Coach

* Pending receipt of all updated clearances

** Clearances are on file.

The motion was passed, no dissenting votes.

SUBSTITUTES FOR APPROVAL (B)

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

Harry Bittner*	North Versailles	Custodian
Heather Heaps	Pitcairn	Custodian
Duy Nguyen*	North Versailles	Custodian

* Pending receipt of updated clearances and other necessary documents.

The motion was passed, no dissenting votes.

FMLA LEAVE REQUEST HIGH SCHOOL CUSTODIAN (C)

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the request from Laura Corbett, High School Custodian, for a Family Medical Leave for her own illness retroactive to January 8, 2016 and concluding Friday, April 1, 2016 upon medical certification.

The motion was passed, no dissenting votes.

HIRING OF SPEECH LONG TERM SUBSTITUTE (D)

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve Mallory Parrish, Pittsburgh, as the long term substitute for the duration of Kaitlyn Schmitt's leave, at Masters, Step 1, commencing Monday, March 21, 2016 and concluding Tuesday, May 31, 2016, 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.

HIRING OF COACH (E)

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board hire Brian Ferek as the Assistant Varsity Baseball Coach and in accordance with the agreement between the East Allegheny School District and the East Allegheny Education Association. Mr. Ferek is on staff.

The motion was passed, no dissenting votes.

PERSONNEL

**MEMORANDUM OF
UNDERSTANDING
GRIEVANCE #006-2014-15
SETTLEMENT (F)**

Mr. Volpe moved and Mrs. Gates seconded the motion as recommended by the Administration the Board approve the Memorandum of Understanding (MOU), as per attached, to settle EAEA Grievance #006-2014-15, Unfair Labor Practice. In so doing, personal days will be restored to the named individuals according to the provisions in the MOU.

The motion was passed, no dissenting votes.

**FEDERAL PROGRAMS
REPORT:**

FEDERAL PROGRAMS REPORT

Submitted by
Betsy D'Emidio
for February 2016

I attended the monthly Federal Programs Role Alike meeting at AIU 3 from 9:00 – 11:30 a.m. on February 17, 2016. The Title I office received the final allocations from PDE for the 15 – 16 school year on February 18th. I met with Mrs. McCoy to go over the final allocations on the increase/decrease that we received for Title I and Title II Part A. I reviewed the information from PDE on the instructions on how to make the corrections/revisions on the e-Grant system for the changes in allocation. Information on the 2014 census data was received from PDE that USDE uses to calculate the 16 – 17 Title I allocation. Mrs. McCoy and I reviewed the information on the census to see if our Title I program would be impacted by this data.

Title I staff's Monthly Summary Reports were reviewed and signed and filed for documentation for the district and the monitoring process. I completed my Split Funding report for February, which will be forwarded to Mr. Mac Fann to sign and return so that it can be kept on file in the Title I office.

Mrs. McCoy and I continued working on the Equity Plan for the 15 – 16 school year.

Mrs. McCoy and I met to put the agenda together for the Title I staff meeting on February 29th. The Title I staff meeting was held on February 29th at 1:00 at Logan Elementary. Items discussed were the Annual Regional Parent Workshop on March 9th. Title I teachers provided us with the number of parents that would be attending the Annual Regional Parent Workshop. We discussed how we could get more parents to attend. Another item discussed was the PAFPC conference at Seven Springs which will be held the first week in May. No decision was made on who would attend as the agenda for the workshop has not been made available on PAFPC website as of yet. The attendance of Title I staff is paid for by Title I for professional development. We discussed the parent/student activity that will be held the last part of April. The theme for this event will be Under the Sea. The activity will consist of a summer cook-out provided by Nutrition Inc., story time, an Under the Sea craft and Sandcastle passes (donated) raffle drawing. I updated the Title I staff on our monitoring scheduled for this year. I told them that I had been contacted by the gentleman that would be doing our monitoring. He will be back in touch with me within the next couple of weeks to set up a date for the monitoring. Mrs. McCoy and I will start to work on the FedMonitor tool which is necessary for the monitoring. It will be sent to the monitor for viewing before he comes to our District to monitor our Federal Programs. I instructed the Title I teachers to look over the FedMonitor, which was provided to them at the last meeting, so they can forward items that are required to the Title I office.

Mrs. McCoy and I met to go over the purchase orders along with reviewing payrolls and benefits for February that would be included on the March bill list that will be forwarded to Mrs. Sedlak to include on the agenda for the School Board.

OLD BUSINESS:

Mr. Eichler reminded the Board that a delinquent tax meeting will be held on Monday, March 21, 2016 from 5:30 – 8:00 p.m.

Mr. Eichler asked what is being done to raise the PSSA and Keystone test scores.

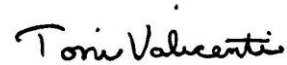
NEW BUSINESS:

None.

ADJOURNMENT

Mrs. Gates moved and Mr. Volpe seconded the motion to adjourn at 7:30 p.m.

Toni Valicenti



Board Secretary

HEAR FROM THE CITIZENS

Adam Homer, North Versailles – End of season, post Basherboards – Thanks
Erik Meredith, North Versailles – Commend on ALICE Drills, budget concerns
Robin Highlands, Irwin - EAEA

February 8, 2016



East Allegheny High School Student Report

1. This year's prom will be held at the Antonelli Event Center in Irwin on May 13.
2. The swim team is doing very well. Senior night will be on Thursday, February 11.
3. This year's musical, *Brigadoon*, will be held April 14, 15 & 16.
4. There will be a Spaghetti Dinner benefiting this year's musical on February 28 at the Broadway Alliance Church.
5. The Prom Fashion show will be held in the high school cafeteria on the evening of March 11. It is always a great time, please plan on attending.
6. The boys and girls basketball teams have made the playoffs!
7. This year's bowling team had a good season and playoffs may be possible.
8. SAT's will be held at East Allegheny High School on March 5.
9. About 90 juniors attended the College Fair on Friday, February 5th at the Convention Center.
10. The National Honor Society participated in the Teens for Jeans campaign that provided jeans to homeless teens. They were able to collect 292 pairs of jeans that will be donated. Students who participated, were entered to win a free Prom ticket. The winners of a single prom ticket are Marc Edwards and Matt Sanchez.



East Allegheny School District
Treasurer's Monthly Financial Statement

2/22/2016

Bank Balance			\$308,552.38
Outstanding Checks			(\$92,700.59)
Book Balance - January 2016			\$215,851.79
January 2016			
Current Real Estate Taxes		\$368,681.97	
Public Utility Tax		\$0.00	
Payments in Lieu of Current		\$0.00	
Local Tax		\$720.61	
Earned Income Tax		\$74,527.87	
Deed Transfer Tax		\$15,453.34	
Business Privilege		\$2,661.32	
Amusement		\$550.29	
Mercantile Tax		\$8,980.76	
Delinquent Real Estate Tax		\$77,243.34	
Delinquent Business Privilege		\$2,273.56	
Delinquent Mercantile Tax		\$0.00	
Interest, Temporary Investments		\$19,537.51	
Bookstore Sales		\$141.33	
State Revenue Received		\$0.00	
Rentals		\$8,245.54	
Contrib & Donations from Prvt.		\$0.00	
Gains/Losses on Sale of Fixed		\$0.00	
Tuition From Patrons		\$0.00	
Miscellaneous Revenue		\$1,090.45	
Tuition for Court Place & Inst		\$0.00	
Energy Efficient Rebates		\$2,901.67	
Refunds		\$0.00	
Basic Instructional Subsidy		\$2,609,052.00	
Tuition for Court Place & Inst		\$0.00	
Special Education Funding		\$535,137.00	
Other Program Subsidies		\$0.00	
Transportation		\$58,775.23	
Transportation - Duquesne		\$640,792.64	
Rentals and Sinking Fund		\$0.00	
Medical and Dental Services		\$30,753.76	
Nurse Services		\$0.00	
Safe Schools		\$0.00	
Extra Grants		\$392,386.00	
Accountability		\$0.00	
State Share of Social Security		\$353,419.37	
Retirement payments		\$860,743.34	
Medical Assistance Reimb		\$0.00	
Ed of Disadvan		\$353,778.67	
Ed of Hand. Child. - Preschl		\$69,782.07	
ARRA - Education Jobs Fund		\$0.00	
Refunds of Prior Years		\$0.00	
Total Budgetary Revenues		\$6,487,629.64	
Disbursements for January 2016			
1100 Regular Programs	\$1,067,308.75		

East Allegheny School District
Treasurer's Monthly Financial Statement

2/22/2016

1200 Special Programs	\$233,565.54		
1300 Vocational Education	\$34,288.91		
1400 Other Instructional Programs	\$26,763.65		
1500 Non-Public School Programs	\$0.00		
1600 Adult Education	\$0.00		
1800 Other Purchased Services	\$0.00		
2100 Pupil Personnel	\$56,453.85		
2200 Instructional Staff	\$40,149.52		
2300 Administration	\$133,298.30		
2400 Pupil Health	\$25,942.09		
2500 Fiscal Services	\$34,933.20		
2600 Operations & Maintenance of Plant	\$216,984.37		
2700 Student Transportation	\$219,796.96		
2800 Central Support Services	\$194.50		
2900 Other Support Services	\$16,095.38		
3200 Student Activities	\$23,909.38		
3300 Community Services	\$1,614.08		
4000 Facil Acq Const & Improv	\$0.00		
5000 Other Financing Uses	\$487.11		
5100 Debt Service	\$45,530.63		
5200 Fund Transfer: Cafeteria	\$33,899.57		
5800 Transmittal Accounts	\$0.00		
Total Budgetary Expenditures	\$2,211,215.79		
Athletic Account			
Fund 11			
Bank Balance - January 2016			\$22,462.13
Outstanding Checks			(\$955.00)
Balance as of 1/31/16			\$21,507.13
Swap Interest			
Bank Balance - January 2016			\$712,210.27

East Allegheny School District
Secretary's Report

2/22/2016

Summary Statement of 2015-2016 General Fund Operations as of January 2016		
Cash Balance - January 2016		
Huntington Bank	\$ 215,851.79	
PSDLAF	\$2,836,724.18	
PLGIT	\$1,762.57	
Energy Sinking Fund	\$40,194.49	
Capital Improvement	\$347,726.61	
Swap	\$712,210.27	
TOTAL	\$4,154,469.91	
Receipts: January 2016		
6000 Local Sources	\$13,957,369.13	
7000 State Sources	\$6,455,205.58	
8000 Federal Sources	\$641,844.79	
9500 Refunds-Prior Year	\$79,315.21	
Total	\$21,133,734.71	
Tax Anticipation Loan	\$1,211,571.24	
Disbursements: January 2016		
1100 Regular Programs	\$6,212,089.02	
1200 Special Programs	\$2,011,575.08	
1300 Vocational Education	\$203,620.74	
1400 Other Instructional Programs	\$118,193.01	
1500 Non-Public School Programs	\$0.00	
2100 Pupil Personnel	\$381,014.13	
2200 Instructional Staff	\$305,241.27	
2300 Administration	\$950,303.91	
2400 Pupil Health	\$167,946.65	
2500 Fiscal Services	(\$52,218.97)	
2600 Operations & Maintenance of Plant	\$1,545,650.21	
2700 Student Transportation	\$1,002,972.86	
2800 Central Support Services	(\$77.00)	
2900 Other Support Svcs	\$16,095.38	
3200 Student Activities	\$219,241.34	
3300 Community Services	\$4,064.26	
4000 Facil Acq Const & Improv	\$0.00	
5000 Other Financing Uses	\$1,107.75	
5100 Debt Service	\$1,747,780.45	
5200 Fund Transfer: Cafeteria	\$224,158.11	
Total Disbursements: January 2016	\$15,058,758.20	
Athletic Account		
Balance	\$22,462.13	
Outstanding Checks	(\$955.00)	
Balance as of 1/31/2016	\$21,507.13	

Bills for Approval and Ratification
 March 2016

Vendor	Description	Code	Amount
Fund 10	Ratification		
PSERS	Employee's Share of Retirement/January	0462-230-000-00	\$ 64,976.99
PSERS	Buyback/Jan 2016	0463-011-000-00	\$ 50.28
Margie Byers	Official/Basketball	3250-490-000-30	\$ 60.00
Dennis Cash	Official/Basketball	3250-490-000-30	\$ 40.00
Charles Czolba	Official/Basketball	3250-490-000-30	\$ 60.00
Pam Edwards	Official/Swimming	3250-490-000-30	\$ 60.00
Jonathan Kopinski	Official/Basketball	3250-490-000-30	\$ 60.00
Ray Milliren	Official/Swimming	3250-490-000-30	\$ 60.00
Alec Pieczynski	Official/Basketball	3250-490-000-30	\$ 60.00
Frank Surano	Official/Basketball	3250-490-000-30	\$ 60.00
Dale Thunhorst	Official/Basketball	3250-490-000-30	\$ 60.00
George Tucker	Official/Basketball	3250-490-000-30	\$ 60.00
Anissa Frey	Official/Swimming	3250-490-000-30	\$ 60.00
AT&T	Business Services	2620-530-000-00	\$ 1,781.82
AIU	Special Ed Payment #4	1224-322-270-10	\$ 150,077.91
American United Life	Income Insurance	1110-214-000-30	\$ 242.76
Daniel Beisler	Retainer/Tax Collector Acct	2350-330-000-00	\$ 6,150.00
Comcast	District Run Charter School	1110-390-000-00	\$ 141.14
Dex Media	Business Services	2620-530-000-00	\$ 132.20
M.A.W.C.	Water/GV, Logan, HS	2620-424-000-00	\$ 1,343.31
Madison National Life	Income Insurance	0493-214-000-00	\$ 1,506.56
Pacific Telemanagement	Pay Phones	2620-530-000-00	\$ 267.18
Pittsburgh Board	Contract Carriers	2720-510-000-00	\$ 320.09
School Claims Svcs	Life Insurance for February 2016	0421-100-000-00	\$ 2,786.97
U.S. Postal Service	Postage	2540-530-000-00	\$ 1,500.00
Verizon	Long Distance	2620-530-000-00	\$ 56.04
Verizon Wireless	Cell Phones	2620-530-000-00	\$ 150.72
W.P.J.W.A.	Water/We	2620-424-000-00	\$ 1,257.18
Milan Drobac	Official/Volleyball	3250-490-000-30	\$ 55.00
Pam Edwards	Official/Swimming	3250-490-000-30	\$ 120.00
David Margliotti	Official/Basketball	3250-490-000-30	\$ 40.00
Ray Milliren	Official/Swimming	3250-490-000-30	\$ 60.00
Michael Steve	Official/Basketball	3250-490-000-30	\$ 40.00
Ken Weber	Official/Swimming	3250-490-000-30	\$ 60.00
Albie J. Antimary	Technical	3250-340-000-30	\$ 680.00
AT&T Mobility	Cell Phones	2620-530-000-00	\$ 101.42
Duquesne Light	Electric/HS	2620-622-000-30	\$ 76.50
Alex Eichler	Reimburse/Cell Phone	2240-530-000-00	\$ 50.00
Grubb Consulting	Contract Services	2260-300-000-30	\$ 253.33
Rashawd Hatten	Technical	3250-340-000-30	\$ 120.00
Angela McEwen	Reimburse/Cell Phone	2380-530-010-10	\$ 150.00
Peoples	Gas/Stadium, GV, HS	2620-621-000-00	\$ 5,443.73
Robert Trautwine	Technical	3250-340-000-30	\$ 920.00
UGI Energy	Gas/We, Logan	2620-621-000-00	\$ 5,608.82
Verizon	Phones	2620-530-000-00	\$ 367.25
William Viola	Medicare Reimbursement	1110-211-000-30	\$ 440.70
Wex Bank	Gas for District Vehicles	2650-620-000-00	\$ 414.31

Bills for Approval and Ratification
 March 2016

William Chruscial	Official/Basketball	3250-490-000-30	\$	180.00
Anissa Frey	Official/Swimming	3250-490-000-30	\$	60.00
Ray Milliren	Official/Swimming	3250-490-000-30	\$	60.00
AT&T	Phones	2620-530-000-00	\$	212.84
AIU	4th Estimated Pymt/Special Ed Services	1211-322-270-00	\$	150,077.91
Duquesne Light	Electric/GV, We, Logan, HS	2620-622-000-00	\$	23,015.81
Rashawd Hatten	Technical	3250-340-000-30	\$	400.00
N.V.T.S.A.	Sewage/GV, Logan, HS	2620-424-000-00	\$	989.00
Kathleen Osieski	Technical	3250-340-000-30	\$	720.00
Linda Osieski	Technical	3250-340-000-30	\$	280.00
Peoples	Gas/We, Logan	2620-621-000-00	\$	1,877.09
PMEA	Region Chorus	3210-580-000-30	\$	294.00
UGI Energy	Gas/HS	2620-621-000-30	\$	6,098.91
Verizon Wireless	Cell Phones	2620-530-000-00	\$	133.25
Wex Bank	Gas for District Vehicles	2650-620-000-00	\$	129.86
Milan Drobac	Official/Volleyball	3250-490-000-30	\$	55.00
First National Bank	Supplies	2360-610-000-00	\$	1,168.58
U.S. Treasury	Science Bowl	3210-619-000-10	\$	200.00
ACSHIC	Healthcare for March 2016	0421-000-000-00	\$	269,300.92
Milan Drobac	Official/Volleyball	3250-490-000-30	\$	55.00
Comdoc	Copiers	1110-442-000-00	\$	15,836.25
Betsy D'Emidio	Reimburse/Cell Phone	2380-530-010-30	\$	50.00
Direct Energy	Gas/GV	2620-621-000-10	\$	1,425.41
Duquesne Light	Electric/Unmetered	2620-622-000-00	\$	295.05
William Fries	Reimburse/Cell Phone	2620-530-000-00	\$	50.00
Rege Giles	Basketball Assignom's Fee	3250-490-000-30	\$	200.00
Guttman Energy	Gas for District Vehicles	2650-620-000-00	\$	12,750.60
Matthew Lorenzo	Reimburse/Fox's Pizza	1225-610-271-30	\$	33.60
Pacific Telemanagement	Pay Phones	2620-530-000-00	\$	89.06
Verizon	Phones	2620-530-000-00	\$	1,009.44
Verizon Wireless	Cell Phones	2620-530-000-00	\$	95.37
David Loya	WPIBL Qualifiers/Lunches	3250-810-000-30	\$	35.00
Joshua Miller	WPIBL Qualifiers/Lunches	3250-810-000-30	\$	49.00
Pinnacle Group, LLC	Bond Renewal/EMcK - Ferrainolo	2330-525-000-00	\$	1,402.00
AFLAC	Employee Deduction	0462-006-000-00	\$	1,206.73
Alcose Credit Union	Employee Deduction	0462-008-000-00	\$	12,418.62
Cal-Ed Credit Union	Employee Deduction	0462-016-000-00	\$	190.00
Consortium for Public Ed	Employee Deduction	0462-019-000-00	\$	65.00
East Allegheny Education	Pace	0462-013-000-00	\$	4,212.00
Pennsylvania SCU	Child Support	0462-014-000-00	\$	471.78
PHEAA	Wage Attachment	0462-015-000-00	\$	226.46
TAP	Employee Deduction	0462-019-000-00	\$	200.00
TSA Consulting	Employee Deduction	0462-003-000-00	\$	9,045.00
Washington National	Employee Deduction	0462-004-000-00	\$	1,793.01
PMEA	Region I Band Festival	3210-580-000-30	\$	240.00
American United Life	Income Insurance	1110-214-000-30	\$	242.76
Madison National Life	Income Insurance	0493-214-000-00	\$	1,489.91
School Claims Svcs	Life Insurance for March 2016	0421-100-000-00	\$	2,786.97
PSERS	Employee 's Share of Retirement	0462-230-000-00	\$	66,329.41
PSERS	Buyback/Feb 2016	0463-011-000-00	\$	50.28
Milan Drobac	Volleyball	3250-490-000-30	\$	55.00

Bills for Approval and Ratification
March 2016

A T & T	Business Services	2620-530-000-00	\$ 2,103.96
AFLAC	Employee Deduction	0462-006-000-00	\$ 138.45
AIU	Special Ed Payment #6	1225-322-270-10	\$ 150,077.91
Dex Media	Advertising Services	2620-530-000-00	\$ 643.01
Mark Draskovich	Reimburse/Alice Training	2380-580-010-30	\$ 74.77
A.J. Gallagher	Worker's Comp	2120-260-060-00	\$ 19,341.75
Donna Jackson	Internet Services for Dec 2015	1110-390-000-00	\$ 79.99
Pacific Telemanagement	Pay Phones	2620-530-000-00	\$ 267.18
Verizon	Long Distance	2620-530-000-00	\$ 56.04
W.P.J.W.A.	Water & Sewage/We	2620-424-000-00	\$ 714.80
PA High School State	Bowling State Championships	3250-810-000-30	\$ 110.00
	Bills for Ratification		\$ 1,011,641.95
	Batch 9		\$ 405,157.43
	Batch 98 (Charter Schools)		\$ 158,710.89
	Total Bills for Approval & Ratification		\$ 1,575,510.27

Allegheny Intermediate Unit

2016/2017 Program of Services Budget

Allegheny Valley • Avonworth • Baldwin-Whitehall • Bethel Park • Brentwood Borough • Carlynton
Chartiers Valley • Clairton City • Cornell • Deer Lakes • Duquesne City • East Allegheny
Elizabeth Forward • Fox Chapel Area • Gateway • Hampton Township • Highlands • Keystone Oaks
McKeesport Area • Montour • Moon Area • Mt. Lebanon • North Allegheny • North Hills • Northgate
Penn Hills • Pine-Richland • Plum Borough • Quaker Valley • Riverview • Shaler Area
South Allegheny • South Fayette Township • South Park • Steel Valley • Sto-Rox • Upper St. Clair Township
West Allegheny • West Jefferson Hills • West Mifflin Area • Wilkinsburg Borough • Woodland Hills



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Program of Services Budget 2016/2017

Introduction

The Program of Services Budget (POS) is mandated by school code and includes the areas of: curriculum development and instructional improvement; educational planning; educational technology; continuing professional education; pupil personnel; state and federal liaison; and leadership support services. For the Allegheny Intermediate Unit (AIU), this budget represents less than 2% of the agency's operation. A chart reflecting an overview of the dollar value of total budgets operated under the auspices of the AIU in 2014/2015 can be found on page 8. More than 112 separate program budgets make up the \$164 million total.

The 2016/2017 POS Budget, sometimes referred to as the General Operating Budget, is developed following a series of discussions among the district superintendents and a number of administrators at the AIU. POS Budget discussions occur with the Superintendents' Finance Committee and also at regularly scheduled regional superintendents' committee meetings. In the process of being formulated, and before each budget is submitted for approval to the respective school boards, the POS Budget undergoes a high level of scrutiny by those individuals in position to comment on it most objectively.

The document also is reviewed by members of the AIU Board of Directors, who are in the unique position of being able to analyze the Budget from the perspective of a local school board member and a member of the AIU Board. After considering the recommendations from all of the participants in the review process, revisions are made and the final POS Budget is drafted, provided for final review by the Superintendents, approved by the AIU Board and submitted to the local school boards for approval.

The school district contribution to the Program of Services Budget remained the same from 2008/2009 through 2015/2016. By recommendation of the Superintendents' Finance Committee, the POS Budget was redesigned in an attempt to make it easier to understand.

The 2016/2017 Program of Services Budget reflects a **6.4% decrease** in contribution by the 42 school districts.

Program of Services District Allocation

Description	2014-2015	2015-2016	Proposed 2016-2017
District Allocation (Withholding from State Subsidy)	1,764,150	1,764,150	1,833,016*
Shared Costs for Instructional Media Services	195,000	195,000	0
Total District Allocation	1,959,150	1,959,150	1,833,016

* \$26,526 is included in the overall district contribution for the contract with Bright Bytes.

Outline of Procedure for Adoption of the Program of Services Budget

- AIU Staff and the Superintendents' Finance Committee began meeting in December 2015 to prepare the 2016/2017 POS Budget.
- The proposed budget was presented to the Superintendents' Advisory Council (42 superintendents) and agreed upon February 19, 2016.
- The AIU Board adopted the budget at their meeting held on February 22, 2016.
- A majority of the boards and a majority of the weighted votes (based upon pupil population) in the 42 districts must approve the POS Budget. This action should be scheduled in March 2016.
- The budget must be submitted to the Pennsylvania Department of Education by May 1, 2016 for approval.

The AIU is a vibrant and evolving organization committed to serving the students and families in your district. Your favorable response to the 2016/2017 Program of Services Budget will enable us to maintain and sustain this commitment. Your vote is appreciated.

If you have any questions, please do not hesitate to contact Dr. Linda Hippert, Executive Director, 412-394-5705, linda.hippert@aiu3.net or Mr. Joseph Lucarelli, Director of Finance and Business Operations, 412-394-5813, joseph.lucarelli@aiu3.net.

Questions and Answers About the Allegheny Intermediate Unit and its Program of Services Budget

1. What are intermediate units?

Intermediate units are regional educational service agencies. Created by the Pennsylvania state legislature in 1970, they represent the middle level of the three-level system in Pennsylvania for the delivery of educational services, between the state Department of Education and the local school districts.

2. How many intermediate units are there in Pennsylvania?

There are 29 intermediate units in Pennsylvania. Together they encompass the 500 public school districts in the Commonwealth.

3. Which school districts are served by the Allegheny Intermediate Unit (AIU)?

The AIU serves all of the school districts in Allegheny County outside of the City of Pittsburgh. The total number of school districts is 42, serving about 112,889 students in public schools. The AIU's service area contains more school districts than any other intermediate unit in the Commonwealth.

4. What is the role of intermediate units in relation to school districts?

Education remains a responsibility of the state. The Pennsylvania state government, through the United States Constitution, originally created school districts to administer, supervise, and operate public schools to educate students on a local level.

In 1970, the state legislature established intermediate units as regional consortia to collaborate with school districts, provide certain vital and specialized support services for students, and make the state system of education more equitable. Intermediate units were created to support and assist local school districts, not to replace or duplicate the basic responsibilities delegated to school districts by the state.

5. Why were intermediate units created?

The state legislature created intermediate units to assist in providing each child with equal access to a quality education. School districts in a region may vary widely in their access to the finances and resources necessary to enable all of their children to receive an appropriate education. Wealth of a district may change over time varying the resources available to meet its needs. Therefore, in the spirit of collaboration, the intermediate unit works to pool the resources of school districts so that all students in the region benefit despite the shifting financial base of the local district. The intermediate unit acts as a catalyst for cooperative ventures.

6. How does the AIU assist in enabling children to have equal access to educational opportunity?

In partnership with member school districts, the AIU helps to ensure an equitable education for all students in three basic ways:

- a. By providing significant economies of scale as a consortium in purchasing essential products and services for individual school districts;
- b. By having the experienced staff to provide expertise and certain vital, specialized support services that school districts may not have or may have difficulty in providing; and
- c. By allowing school districts to use subsequent cost savings realized (including time and effort saved) to stabilize their tax bases and make greater direct investments toward their instructional needs.

7. Why is the AIU considered to be a valuable regional asset?

The AIU has been a partner with local school districts for more than forty years. With over 112 different programs, the AIU has assembled a highly diversified and competent staff to support the wide range of local school districts in Allegheny County. As members of a regional educational service agency, the AIU staff has both a national and state perspective and a well-established network upon which to draw ideas and resources to assist local districts. In addition, its knowledge of this region, its leaders, and the operation of its school districts have made it sensitive to local educational and economic issues in providing valuable assistance and services. *(continued)*

Overall, the AIU represents a form of insurance to any local school district in the event that it has a need that it cannot meet for itself. It is a ready resource that has proven over the years to be reliable and credible in finding ways to meet the wide range of needs of local districts. The agency also serves as a bridge to economic development and other not-for-profit agencies.

8. What direct services does the AIU provide for local school districts from its general operating budget?

Each intermediate unit collaborates with local school districts to provide services at their discretion within a state-mandated framework. The original state-mandated services that each intermediate unit may provide from its general operating budget are:

- curriculum development and instructional improvement;
- educational planning;
- instructional media;
- continuing professional education;
- pupil personnel;
- state and federal liaison; and
- management support.

The Program of Services Budget, outlines the expenditure and revenue plan to support, coordinate, and operate the specific programs and services associated with the above-mentioned framework. The state subsidy allocated to the AIU on behalf of the local school districts enables each district to participate in and access the services within this framework.

A detailed description of these specific programs and services can be found in the AIU's *Services Guide*.

9. What other AIU services are available to the districts?

The administrative section of the Program of Services Budget provides the resources to supervise and direct more than 112 programs overseen by the AIU Board of Directors, funded with any combination of federal, state, local, and private funds, for student and district needs and the various collaborative efforts now in effect.

10. How is the AIU's Program of Services Budget funded?

In 2016/2017, upon recommendation of the Superintendents' Finance Committee, the AIU Program of Services Budget, which is required to be approved by the 42 school districts, was simplified to reflect the portion of programs and staff funded by the districts. Revenue for the mandated Program of Services is generated from district allocations from state revenue and other state subsidies, i.e., social security and retirement reimbursement.

11. How much is allocated for these services?

The Allegheny County School Districts' allocation, once determined through the budget process, is appropriated by the State for each district with the annual amount in direct relation to district wealth (Aid Ratio) and enrollment (WADM).

12. How is the allocation from each district made to the AIU?

Each school district's allocation to support the Program of Services Budget is made through a state system of allocation as described above. The state withholds this allocation from each district's Basic Education Subsidy (BES) and forwards these funds directly to the AIU to support the Program of Services.

13. Are district allocations in the Program of Services Budget used to support other AIU programs?

No. District allocations only support the state-mandated program of services as described in question eight. Other AIU revenues are used to support other AIU programs.

14. Can revenue from the Program of Services Budget be transferred to other programs outside of the program of services and vice versa?

No. Transfers of revenue are not permitted.

15. How is the Program of Services Budget developed?

Each of the program leaders in the AIU associated with the Program of Services Budget develops his/her section of the budget, based on input from each program's particular advisory committee of superintendents. Suggestions from the AIU Executive Director, resulting from the input of various agencies representing the needs of school districts, are also taken into consideration. Then, the composite program budget is discussed and reviewed by the Superintendents' Finance Committee and the 42-member Superintendents' Advisory Council as a whole.

16. Who approves the Program of Services Budget?

Superintendents from the 42 school districts reach concurrence on the budget, at the February superintendents' meeting. Then, the budget is presented to the AIU Board of Directors for its review and approval. Finally, after reviewing the budget, each local school board takes official action by voting on the budget at a public meeting in its district during March or April. The approved budget is then forwarded by May 1, to the Pennsylvania Department of Education for the upcoming fiscal year beginning July 1. The state-approved budget document establishes the revenue to be allocated to the AIU from the state budget.

17. Why is the Program of Services Budget the only AIU budget reviewed and voted on by the local boards?

State legislation requires local school district boards to review and approve the Program of Services Budget. Budgets for other AIU programs are carefully developed and are subject to review and approval by their respective funding sources and the AIU Board. All AIU budgets for programs provided by the Intermediate Unit are reviewed and approved annually by the 13-member Board of Directors, elected by the Boards of Directors of the 42 Allegheny County School Districts.

**District Utilization of AIU
Programs and Services**

Programs and Services Provided to East Allegheny School District

Below is a list of services provided by the Allegheny Intermediate Unit. Many of the listed services are provided at no charge, while others are available for purchase. A check mark indicates your district's participation during the 2014-2015 school year. Please visit our website (www.aiu3.net) for more information about these services.

Administration and Organizational Leadership & Development

- Leadership Services - Emergency Management Role-Alike
- Leadership Services - New Superintendent Support
- Leadership Services - Superintendent Advisory Council
- Leadership Services - Superintendent Commission
- Leadership Services - Superintendent Professional Development
- Leadership Services - SuperSite

Early Childhood, Family, and Community Services

- Alternative Education Program - Community Schools East and West/RESC
- Alternative Education Program - Detention Education System
- Alternative Education Program - Truancy Prevention Program
- DART (Preschool Early Intervention Services)
- Early Behavioral Intensive Intervention (EBII)
- Early Head Start
- Education for Children and Youth Experiencing Homelessness (ECYEH)
- FACES - Family Support Centers
- FACES - First Steps
- FACES - Lincoln Park After-School Program
- FACES - Project ELECT
- FACES - Responsible Fatherhood Program
- Head Start
- Keystones to Opportunity Early Literacy Program
- Pre-K Counts

Finance and Business Operations

- Business Administrator Role-Alike Meetings
- Data Collection and Reporting System for Special Education
- Group Term Life Insurance Consortium
- IDEIA Sub-Recipient Monitoring
- Joint Purchasing Program
- Program of Services Budget
- School-Based ACCESS Program (SBAP)
- Special Education Transportation Services

Human Resources, Strategic Operations and Initiatives

- Communication Services - Act 1 Mailing Coordination
- Communication Services - Graphic Design
- Communication Services - High Speed Copying and Duplication

Human Resources, Strategic Operations and Initiatives

- Communication Services - Public Relations
- Communication Services - Public Relations Role-Alike Meetings
- Human Resources - HR Audit
- Human Resources - HR Director Role-Alike Meetings
- Human Resources - PA-Educator.net
- Human Resources - SmartSTART
- Human Resources - Superintendent Search
- Legislative Policy and Advocacy

Information Technology

- Technology Coordinator Role-Alike Meetings

Special Education and Pupil Services

- Administrative Support - Extended School Year
- Blind and Visually Impaired Support Program
- BrainSTEPS
- Career Development Program - Job Coach
- Career Development Program - Living Independence for Everyone (LIFE)
- Career Development Program - Transition Consultants
- Career Development Program - Transition Services for Youth with Disabilities to Adult Life
- Career Development Program - Travel Services
- Deaf/Hard of Hearing Support Program
- Deaf/Hard of Hearing Support Program - Audiology
- Deaf/Hard of Hearing Support Program - Communication Access Services for Students with Hearing Loss
- Pupil Personnel Services - Adapted Recreational Educational Consultant
- Pupil Personnel Services - Behavior Consultants
- Pupil Personnel Services - Bullying Prevention Program
- Pupil Personnel Services - Occupational Therapy
- Pupil Personnel Services - OT/PT Supervision and Consultation
- Pupil Personnel Services - Physical Therapy
- Pupil Personnel Services - Psychological Services
- Pupil Personnel Services - Social Work Services
- Special Education Liaison Role-Alike Meetings
- Special Education Support Programs - AIU School-Based Autistic Support
- Special Education Support Programs - AIU School-Based Emotional Support
- Special Education Support Programs - AIU School-Based Learning Support

Special Education and Pupil Services

- Special Education Support Programs - AIU School-Based Multi-disabilities Support
- Special Education Support Programs - AIU School-Based Physical Support
- Special Education Support Programs - AIU School-Based Vocational Programs
- Special Education Support Programs - District-Based Learning Support
- Special Education Support Programs - Supervisor Services
- Special Education Support Programs -AIU School-Based Life Skills Support
- Speech/Language Impaired Support Program
- Speech/Language Impaired Support Program - Auditory Processing Disorders (APD) Evaluation Team
- Speech/Language Impaired Support Program - Diagnostic/Consultation
- Speech/Language Impaired Support Program - Supervisory Services/in-service
- Speech/Language Impaired Support Program- Short Term Sub Coverage
- The Mon Valley School
- The Pathfinder School
- The Sunrise School

Teaching and Learning

- Academic Events
- Advanced Placement Summer Institute
- Apple Creative Educator Academy
- Assistive Technology
- Career Awareness - Apprenticeships
- Career Awareness & Workforce Development - Career Symposiums
- Center for Creativity and transformED
- Classroom Diagnostic Tools
- code.org
- Comprehensive Data Analysis (CDA) for School Improvement
- Continuing Professional Education - Act 48
- Continuing Professional Education - In-Service Credit Courses
- Continuing Professional Education - Teacher Induction Program
- Curriculum Director Role-Alike Meetings
- Data Governance
- Federal Programs Coordinator Role Alike Meetings
- Google ConnectED @ AIU
- Grant Development Services
- Grant Network
- Instructional Media Services - IMS Media Library
- Instructional Media Services - Integrating Media Across the Curriculum
- K-12 English as a Second Language - Direct Instruction Model

Teaching and Learning

- K-12 English as a Second Language - Supplemental Services - Supervisor Services
- K-12 English as a Second Language -Title III Professional Development Consortium
- K-12 English as a Second Language -TransPerfect Translation Services
- Math & Science Collaborative - Interpreting the Standards for Math Practice
- Math & Science Collaborative - Assistance in Evaluating Curricular Materials Aligned to Common Core State Standards
- Math & Science Collaborative - Curriculum Writing
- Math & Science Collaborative - Educators & Corporations Collaborating on the Common Core
- Math & Science Collaborative - Math + Science = Success Campaign
- Math & Science Collaborative - Math Coach Network
- Math & Science Collaborative - Math Design Collaborative
- Math & Science Collaborative - Math Seminars* and Networks for K-12 Teachers
- Math & Science Collaborative - MSC Journal
- Math & Science Collaborative - Network Connections
- Math & Science Collaborative - PA Core Standards Sessions for Mathematics and Science
- Math & Science Collaborative - Professional Development for Central Office Administrators and Building Principals
- Math & Science Collaborative - Science Seminars* and Networks for K-12 Teachers
- Math & Science Collaborative: Next Generation Science Standards (NGSS) Overview
- Math & Science Collaborative: Pittsburgh Bridge To College
- Media Coordinator Role-Alike Meetings
- Non-Public Schools Title I Services
- PA Institute for Instructional Coaching
- Performance Based Assessment
- Principal Evaluation
- Professional Development - Autism Support
- Professional Development - Intensive Interagency Coordination
- Professional Development - Mathematics for Struggling Learners
- Professional Development - School Wide Positive Behavior Interventions and Support
- Professional Development - Social Studies Network
- Professional Development - Assessment Literacy
- Professional Development - Comprehensive Planning Process
- Professional Development - Co-Teaching
- Professional Development - Inclusive Practices
- Professional Development - Mental Health in Schools

Teaching and Learning

- Professional Development - Principal's Academy
- Professional Development - Response to Instruction and Intervention - RTII
- Professional Development Consultation and Support Services on Effective Secondary Transition Practices
- Professional Development in transformED
- Professional Development- PA Inspired Leadership Initiative
- Professional Development-PA Value Added Assessment System
- Professional Development-Student Learning Objectives
- Project Based Assessment
- Reading Achievement Center/Reading Services - Adolescent Literacy Institute
- Reading Achievement Center/Reading Services - Cultivating Comprehension in the Classroom I
- Reading Achievement Center/Reading Services - Cultivating Comprehension in the Classroom II
- Reading Achievement Center/Reading Services - Curriculum Mapping/Writing
- Reading Achievement Center/Reading Services - Customized Reading Support
- Reading Achievement Center/Reading Services - K-3 Apprenticeship Model
- Reading Achievement Center/Reading Services - Language Essentials for Teachers of Reading and Spelling (LETRS)
- Reading Achievement Center/Reading Services - Teaching Writing
- Reading Achievement Center/Reading Services - ELA Symposium
- School and Public Library Partnership Summit
- STEAM Grants
- STEAM Lending Library
- Successful Practices on Secondary Transition Continuous Improvement (SPSTCI 2014-2015)
- Tablets in Education (Kindles)
- Teacher Empowerment Grant
- Teacher Evaluation
- Technology Integration - BrightBytes Clarity tool
- Technology Integration - Instructional Coach Workshops
- Technology Integration - Integrating Technology into the Curriculum
- Technology Integration - KtO H.E.A.T. Online Course
- TELL (Technology Enhanced Literacy and Learning) PD series
- Waterfront Learning

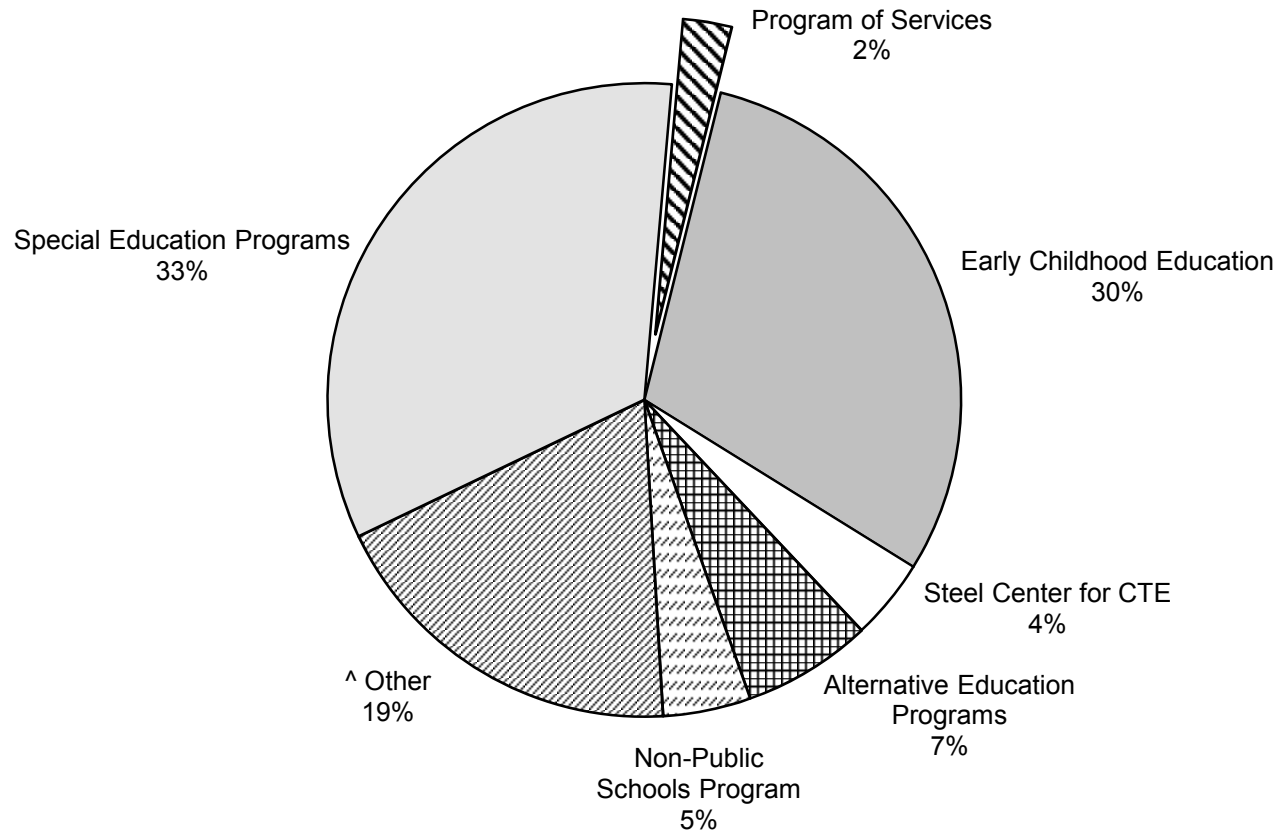
**General Overview of
AIU Budgets**

General Overview of AIU Budgets

2014/2015 Budgets as of June 30, 2015

Comparative Analysis of Program of Services Budget to Total AIU Combined Budgets Including Steel Center for Career & Technical Education *

\$164,062,960



^ English as a Second Language, Adult Basic Education, Math Science Collaborative, Reading Achievement, Center for Creativity, Art and Technology, etc.

* Internal services budgets such as Human Resources and Business Office are not included in this summary, as those costs are allocated to other programs.

Program Descriptions and Staff

Board/Administrative Services/ Organizational Leadership and Development

Executive Director, Linda B. Hippert, Ed.D.....(0.45 FTE) 412-394-5705
Executive Assistant, Patricia Sands(0.75 FTE).....412-394-5707

A major focus of the Intermediate Unit is to assist school districts in improving student achievement and finding ways to engage learners using innovative, high-quality techniques. The AIU supports initiatives on behalf of the public schools in Allegheny County and the region. We foster partnerships and alliances with other agencies and schools beyond Allegheny County to establish and nurture interagency collaboration that results in the sharing of resources and the provision of cost-effective, consortium-based services. AIU consortium activities promote the most effective use of tax dollars through economies of scale. The AIU is recognized as a center for resource sharing and information.

The executive director, as required by legislation, convenes monthly meetings for the 42 Allegheny County school superintendents which serve as a regular forum to discuss current educational topics, share successes, identify best practices, and develop regional solutions through mutual problem solving. These meetings aim to provide regional and state perspectives for improving education across Allegheny County through ongoing communication, sharing of information, and generating ideas.

In addition, this office oversees the administration of all other AIU programs and services offered through the divisions: Early Childhood, Family and Community Services; Finance and Business Operations; Human Resources and Strategic Operations and Initiatives; Special Education and Pupil Services; Teaching and Learning; and Technology. As of January 2016, there were over 112 separate budgets totaling over \$164 million flowing through the AIU for which this office is accountable.

The Board/Administrative Services/Organizational Leadership and Development section of the Program of Services Budget includes salaries and benefits for the executive director and an executive assistant. The budget includes expenses, material and equipment for all AIU Board functions and superintendents' meetings, professional development and other meetings associated with the above-mentioned activities. In addition, districts are provided with a variety of leadership services including conferences and professional development programs for board members, superintendents, aspiring superintendents and those responsible for emergency management services.



Information Technology and Educational Technology Services

Chief Technology Officer, Jon Amelio	(0.10 FTE).....	412-394-5710
Executive Assistant, Janet Galaski	(0.10 FTE).....	412-394-5753
Instructional Technology Coordinator, Jana Baxter	(0.95 FTE).....	412-394-4602
Curriculum Technology Coordinator, Kevin Connor.....	(0.95 FTE).....	412-394-5760

Educational Technology Services is committed to providing districts the tools necessary to incorporate technology effectively into their curriculum. The services provided include:

- Identification of open educational resources;
- Professional development related to the integration of technology;
- Videoconferencing resources;
- Instructional coaching;
- Tablet integration including iPads and Kindles;
- Organization of role-alike meetings for media coordinators, librarians, instructional and technology coaches;
- Learning Management System (LMS) training and support for Moodle, Canvas and Schoology;
- Flipped learning;
- One-to-one and Bring Your Own Device (BYOD) initiative support; and
- Web-based formative assessment tools including Nearpod and Pear Deck.

Educational Technology provides tools, training and support to all districts within the AIU to assist in integrating technology across the curriculum, videoconferencing and providing connected learning opportunities. The AIU facilitates regionally produced programs with educational community partners such as, Google Summits, Microsoft Innovative Educator Academy and the Three Rivers Educational Technology Conference (TRETTC).

The Chief Technology Officer convenes monthly meetings for Allegheny County Schools' Technology Directors. The Educational Technology team convenes meetings with district media coordinators, librarians and instructional coaches to assist schools in integrating technology to improve student learning.



Special Education and Pupil Services

Assistant Executive Director, Nanci Sullivan, Ed.D ... (0.50 FTE)..... 412-394-5956
Executive Assistant, Barbara Ash.....(0.75 FTE)..... 412-394-5817

The AIU Special Education and Pupil Services Division oversees and provides programs and services to the 42 school districts in Allegheny County. These programs and services support districts in meeting the changing needs of their students with disabilities. The special education staff includes special education supervisors, psychologists, social workers, teachers, speech/language pathologists, vision teachers, hearing audiologists, educational interpreters, occupational/physical therapists, transition consultants, travel trainers, job coaches and paraprofessionals.

The Special Education and Pupil Services Division can provide services for students in districts who require autistic support, emotional support, learning support, life skills support, multi-disabilities support and physical support.

For those students whose educational needs require center based services, the AIU offers Mon Valley School, The Pathfinder School and Sunrise School. Our schools are dedicated to providing a safe, secure, yet challenging environment that facilitates the development of the academic, social, emotional and vocational skills that support successful school to adult transition.

The Assistant Executive Director for Special Education and Pupil Services convenes monthly meetings of the District Special Education Liaisons and provides topical pupil services professional development. In addition, advisory meetings are held for new district liaisons. The Assistant Executive Director of Special Education and Pupil Services also attends Local Task Force on the Right to Education meetings and represents the AIU at the state level.

School districts may contact Pupil Services when they need:

- Psychological, educational and behavioral assessments;
- Evaluation and consultation on students with low incidence disabilities;
- Psychological and social work intervention including counseling and family consultations;
- Crisis intervention management;
- Surrogate parent information.

Department staff is committed and dedicated to working with school districts to provide high-quality services that will enhance the school experience for all students, families and staff.

While the Program of Services Budget supports these areas, some services are provided for a fee.



State and Federal Liaison Services/ Communication Services/

Executive Director, Linda B. Hippert, Ed.D.(0.05 FTE)	412-394-5705
Director of Legislative Policy and Advocacy, Jamie Baxter	(0.50 FTE) 412-394-4966
Supervisor of Communication Services, Sarah McCluan	(0.25 FTE) 412-394-3472

Government liaison services are provided on behalf of the Allegheny Intermediate Unit and the 42 school districts it serves. This includes meeting, interacting and developing relationships with PDE personnel and federal and state legislators to communicate, educate and advocate for issues affecting school districts that the Allegheny Intermediate Unit serves. The Executive Director attends meetings with the Department of Education and Communicates information to the Superintendents.

The Director of Legislative Policy and Advocacy convenes meetings of the Superintendents' Legislative Advocacy Team and coordinates advocacy efforts on behalf of the 42 school districts. The director works with superintendents to organize advocacy campaigns around key legislative issues and regularly provides updates and advocacy training to school districts. The Director of Legislative Policy and Advocacy is available to provide expertise to district personnel in the areas of educational funding, legislative processes, building relationships with legislators, reaching external audiences and effectively advocating for public education.

The Communication Services Department assists districts with all aspects related to planning, execution and evaluation of strategic public relations initiatives. In addition, the department provides graphic design and media relations consultation. Annually, the Communication Services Department coordinates the mandated Act 1 mailing for all school districts in Allegheny County. The Supervisor of Communication Services convenes role-alike meetings for Allegheny County school district public relations officers. Members of the Communication Services Department are available to provide expertise to district personnel in the areas of public relations, journalism, navigating the media, customer service and graphic design.



Teaching and Learning (Staff Development Services)

Assistant Executive Director, Rosanne Javorsky	(0.75 FTE).....	412-394-5792
Curriculum & Professional Development		
Coordinators		
Sari Brecosky	(0.75 FTE).....	412-394-1370
Michelle Burgess.....	(0.20 FTE).....	412-394-4639
Paul Cindric.....	(0.50 FTE).....	412-394-4940
Amy Cribbs.....	(0.85 FTE).....	412-394-4193
Michael Fierle	(0.35 FTE).....	412-394-4628
Heather Moschetta.....	(0.50 FTE).....	412-394-4919
Brian Stamford	(0.50 FTE).....	412-394-5923
Executive Assistant, Vacant.....	(0.75 FTE)	
Administrative Support, Denise Pilarski	(0.50 FTE).....	412-394-5845

The Assistant Executive Director for Teaching and Learning convenes monthly meetings with the Curriculum Coordinators throughout Allegheny County and also facilitates the monthly Superintendents' Curriculum, Instruction and Assessment Team. The Director also represents the AIU at the state level.



The Teaching and Learning division is committed to providing districts with the tools necessary to support the achievement of all learners. Services and resources are available to support instructional leadership, curriculum development, utilization of assessment data, implementation of effective instructional practices and educator effectiveness. A continuum of assistance includes consultation, professional development, planning, coaching and facilitation of major initiatives. Activities of the department fall within the following general domains to support sustained professional learning:

- PA Core Standards
- Comprehensive planning process and school improvement
- Analysis of assessment data to inform instruction
- Curriculum alignment and instructional implications
- Principal, teacher, and specialist evaluation
- Liaison for State and Federal initiatives and programs
- Content deepening for teachers and administrators
- Role specific networking for curriculum directors; principals; reading, math and social studies teachers; and instructional coaches
- PSSA, Keystone Exams, Project Based Assessment and Classroom Diagnostic Tools
- School and District Performance Profiles

2016-2017 Program of Services - Budget Details

Object	Object Description	Board Services (2310)	Office of Executive Director (2360)	Organizational Leadership and Development (2680)	Information Technology (2840)	Educational Technology Services (2220)	Special Education and Pupil Services (2140)	State and Federal Agency Liaison Services (2850)	Communication Services (2540)	Teaching and Learning (2260)	Total of All Services
110	Official/Administrative Salaries	\$0	\$88,455	\$0	\$0	\$0	\$0	\$9,828	\$0	\$0	\$98,283
111	Regular Administrative Salaries	0	0	0	13,421	191,450	0	43,123	0	106,176	354,170
121	Professional Education Salary	0	0	0	0	0	0	0	0	330,555	330,555
131	Professional/Other Regular Salaries	0	0	0	0	0	70,779	0	20,367	0	91,146
150	Office/Clerical Salaries	27,192	13,437	0	4,828	0	31,053	0	0	48,109	124,619
211	Medical Insurance	8,458	10,605	0	2,418	33,332	8,060	9,480	4,229	91,602	168,185
213	Life Insurance	597	2,242	0	525	4,171	2,048	827	449	7,368	18,227
220	Social Security Contributions	2,080	7,795	0	1,396	14,646	7,788	4,051	1,558	37,090	76,404
230	Retirement Contributions	8,166	30,598	0	5,480	57,493	30,580	15,901	6,116	145,597	299,931
250	Unemployment Compensation	45	180	0	9	180	45	180	90	900	1,629
260	Workers' Compensation	218	815	0	146	1,532	815	424	163	3,879	7,992
281	Retiree Health Insurance Expense	625	938	0	250	2,375	625	688	313	7,375	13,189
290	Other Employee Benefits	330	3,180	0	300	4,843	300	1,240	500	11,435	22,128
320	Professional Education Services	0	0	34,000	0	0	0	0	0	0	34,000
324	Professional Education Service-Employee Training	5,550	975	0	0	1,850	0	1,000	0	2,500	11,875
330	Other Professional Services	1,500	1,500	0	0	0	0	0	0	0	3,000
390	Other Purchased Professional/Technical Service	3,068	26	17,500	7	3,067	18	19	9	207	23,921
391	Internal Operations	0	2,527	0	0	3,180	865	0	0	7,225	13,797
434	Repairs/Maintenance-Printers	0	500	0	0	1,000	0	500	0	2,500	4,500
490	Other Purchased Property	0	25,949	0	0	31,926	13,133	3,488	0	56,013	130,509
520	Insurance - General	500	300	400	0	1,000	1,000	100	0	400	3,700
530	Communications	0	1,290	750	0	1,975	0	500	0	5,200	9,715
540	Advertising	600	0	0	0	0	0	0	0	0	600
550	Printing and Binding	4,000	16,200	7,750	0	1,000	0	300	0	16,400	45,650
580	Travel	13,500	7,000	0	0	9,000	0	2,000	0	29,700	61,200
610	General Supplies	1,000	1,500	2,400	0	500	0	200	0	4,000	9,600
630	Food	3,900	2,000	4,500	0	1,300	0	0	0	0	11,700
640	Books and Periodicals	0	1,250	600	0	200	0	0	0	6,600	8,650
648	Education Software	0	0	0	0	26,526	0	0	0	0	26,526
768	Replacement Technology/Equipment	0	1,500	0	0	1,500	0	1,500	0	0	4,500
810	Dues and Fees	1,575	6,320	0	0	1,150	0	740	0	1,500	11,285
Total Expenses		\$ 82,904	\$ 227,082	\$ 67,900	\$ 28,780	\$ 395,196	\$ 167,109	\$ 96,089	\$ 33,794	\$ 922,331	\$ 2,021,185

State Social Security Revenue (27810) (38,203)
State Retirement Revenue (27820) (149,966)
2016-2017 Program of Services District Allocation \$ 1,833,016

Calculation of District Allocation by Withholding - Estimated 2016/2017

The Commonwealth has developed a system of financial support for the Program of Services Budget. A portion of this support is provided by the Intermediate Unit's member school districts in the form of a withholding allocation. The amount of each district's withholding allocation is based on a formula developed by the Pennsylvania Department of Education. Use of this formula assures that the comparative wealth and size of the member districts is taken into consideration. Districts having a larger student population and greater ability to pay for services, provide a greater contribution than those districts with a smaller student population or lower wealth.

The schedule below indicates each member school district's 2015/2016 relative wealth (Market Value Aid Ratio) and each district's size (Weighted Average Daily Membership - WADM). These figures were used to estimate districts' 2016/2017 withholding.

District allocations may vary and are dependent upon the individual district's 2016/2017 Market Value Aid Ratio and Weighted Average Daily Membership as determined by the Pennsylvania Department of Education, sometime after July 1, 2016.

School District	Market Value Aid Ratio (MVAR) *	Inverse Aid Ratio (IAR) (1 - MVAR)	WADM *	Weight Factor (WF) (IAR x WADM)	Cost Factor (CF) Total Withholding / Total WF)	2015-2016 Allocation	Estimated 2016-2017 Withholding (WF x CF)
Allegheny Valley	0.3903	0.6097	1,174.0	715.793	30.284	\$23,198	\$21,677
Avonworth	0.4859	0.5141	1,833.1	942.409	30.284	30,501	28,540
Baldwin-Whitehall	0.6616	0.3384	5,005.4	1,693.822	30.284	54,821	51,296
Bethel Park	0.5332	0.4668	5,258.7	2,454.772	30.284	79,451	74,341
Brentwood Borough	0.7724	0.2276	1,537.7	349.981	30.284	11,328	10,599
Carlynton	0.6172	0.3828	1,737.3	665.051	30.284	21,522	20,141
Chartiers Valley	0.4835	0.5165	4,043.2	2,088.297	30.284	67,590	63,243
Clairton City	0.8867	0.1133	1,056.4	119.693	30.284	3,872	3,625
Cornell	0.5685	0.4315	798.2	344.423	30.284	11,145	10,431
Deer Lakes	0.5219	0.4781	2,342.9	1,120.145	30.284	36,258	33,923
Duquesne City	0.8949	0.1051	934.9	98.260	30.284	3,178	2,976
East Allegheny	0.7411	0.2589	2,133.0	552.223	30.284	17,486	16,724
Elizabeth Forward	0.7209	0.2791	2,837.1	791.836	30.284	25,675	23,980
Fox Chapel Area	0.3116	0.6884	5,065.6	3,487.178	30.284	112,907	105,607
Gateway	0.4376	0.5624	4,466.0	2,511.694	30.284	81,363	76,065
Hampton Township	0.5414	0.4586	3,571.5	1,637.880	30.284	53,008	49,602
Highlands	0.7569	0.2431	3,004.8	730.478	30.284	23,657	22,122
Keystone Oaks	0.4595	0.5405	2,352.4	1,271.446	30.284	41,151	38,505
McKeesport Area	0.8199	0.1801	4,590.8	826.807	30.284	26,785	25,039

* Source: PDE Website as of February 2016

School District	Market Value Aid Ratio (MVAR) *	Inverse Aid Ratio (IAR) (1 - MVAR)	WADM *	Weight Factor (WF) (IAR x WADM)	Cost Factor (CF) Total Withholding / Total WF)	2015-2016 Allocation	Estimated 2016-2017 Withholding (WF x CF)
Montour	0.2216	0.7784	3,452.3	2,687.240	30.284	86,975	81,381
Moon Area	0.4878	0.5122	4,504.0	2,306.930	30.284	74,667	69,864
Mt Lebanon	0.5343	0.4657	6,007.8	2,797.812	30.284	90,571	84,730
North Allegheny	0.4575	0.5425	9,618.0	5,217.790	30.284	168,896	158,017
North Hills	0.4607	0.5393	5,109.2	2,755.397	30.284	89,168	83,445
Northgate	0.6956	0.3044	1,454.7	442.820	30.284	14,337	13,411
Penn Hills	0.7178	0.2822	5,602.8	1,581.113	30.284	51,237	47,883
Pine-Richland	0.5516	0.4484	5,394.2	2,418.747	30.284	78,297	73,250
Plum Borough	0.7029	0.2971	4,835.2	1,436.529	30.284	46,538	43,504
Quaker Valley	0.1572	0.8428	2,258.5	1,903.498	30.284	61,607	57,646
Riverview	0.5236	0.4764	1,243.7	592.483	30.284	19,178	17,943
Shaler Area	0.6546	0.3454	5,619.9	1,941.098	30.284	62,837	58,785
South Allegheny	0.8382	0.1618	1,903.4	307.972	30.284	9,956	9,327
South Fayette Township	0.6587	0.3413	3,167.3	1,081.002	30.284	34,988	32,737
South Park	0.7039	0.2961	2,288.7	677.681	30.284	21,937	20,523
Steel Valley	0.6373	0.3627	2,211.2	802.007	30.284	25,958	24,288
Sto-Rox	0.8306	0.1694	2,036.4	344.970	30.284	11,160	10,447
Upper Saint Clair	0.5759	0.4241	4,824.7	2,046.146	30.284	66,223	61,966
West Allegheny	0.4998	0.5002	3,803.6	1,902.550	30.284	61,586	57,617
West Jefferson Hills	0.5904	0.4096	3,286.1	1,345.980	30.284	43,561	40,762
West Mifflin Area	0.6500	0.3500	3,299.2	1,154.707	30.284	37,413	34,970
Wilkesburg Borough	0.7143	0.2857	1,452.3	414.921	30.284	13,429	12,566
Woodland Hills	0.6679	0.3321	5,918.0	1,965.352	30.284	63,733	59,519
Subtotal			143,034.1	60,526.935		\$1,959,150	\$1,833,016

* Source: PDE Website as of February 2016



475 East Waterfront Drive • Homestead, PA 15120

AIU Board of Directors

Officers	School District	Term Expires
Thomas Kelly, President.....	North Hills.....	June 30, 2017
Roger Tachoir, Vice President	Clairton City	June 30, 2018
Debbie Beale, Secretary.....	Highlands.....	June 30, 2017
Daniel McBride, Treasurer.....	South Park.....	June 30, 2018

Members	School District	Term Expires
Leonard Fornella	South Fayette Township.....	June 30, 2018
Daniel O'Keefe	Northgate	March 31, 2016
Larry Pollick.....	Allegheny Valley.....	March 31, 2016
Connie Ruhl.....	Bethel Park.....	June 30, 2018
David Schaap	Brentwood Borough.....	March 31, 2016
Robert Shages.....	Hampton Township.....	March 31, 2016

Executive Director
Dr. Linda B. Hippert

Solicitor
William C. Andrews, Andrews & Price

ALLEGHENY INTERMEDIATE UNIT
2016-17 SERVICES AGREEMENT



ALLEGHENY INTERMEDIATE UNIT SERVICES AGREEMENT

This Agreement is made this ____ day of _____, 2016, by and between the ALLEGHENY INTERMEDIATE UNIT (AIU), and the _____, intending to be legally bound hereby, for the provision of services by the AIU to the _____.

Services Provided by AIU

The AIU provides specialized educational services to Allegheny County's 42 suburban school districts, five vocational/technical schools, and numerous other organizations throughout the area. The AIU offers about 140 programs and services for infants, young children, students, and adults. The AIU is comprised of six divisions each of which provides a wide range of services. The divisions include the following:

1. Division of Early Childhood, Family and Community Services
2. Division of Finance
3. Division of Human Resources, Strategic Operations and Initiatives
4. Division of Teaching and Learning Services
5. Division of Technology
6. Division of Special Education and Pupil Services

It is agreed that services provided by the AIU are rendered throughout the course of the school year and that the AIU will need to periodically invoice for fees for services provided to the District as outlined in the 2016-17 Services Guide. Fees for programs not listed in the 2016-17 Services Guide will be determined on a case-by-case basis and will require approval by the District and the AIU Board of Directors.

It is also agreed that the invoice will be paid no later than sixty (60) days from the invoice date. A late payment charge of 1% per month on any unpaid balance may be applied to any account that is over sixty (60) days past due.

SPECIAL EDUCATION and PUPIL SERVICES

1. Special Education Services Provided by AIU

For the 2016-2017 school year, the AIU shall provide and operate for the benefit of students assigned by the District, the special education service and programs delineated in the Allegheny Intermediate Unit Special Education Plan, submitted to and approved by the Department of Education by furnishing the following:

- Professional, instructional and support staff, as is required to implement the Plan in accordance with all applicable provisions of state and federal law;
- Administrative, supervisory, and clerical staff as is required to effectively and efficiently implement the Plan and this Agreement;
- Such supplies, equipment and other materials, as are necessary, to implement the Plan and as mutually agreed upon by the parties;
- Such classroom space or other facilities as are required to implement the Plan in accordance with state and federal law to the extent the program or service is provided or operated upon premises not owned or leased by the District; and
- Any other personnel, facility, material or service mutually agreed upon by the parties.
- Services provided include but are not limited to those outlined in the 2016-2017 Services Guide. (Blind/Visually Impaired Services, Career Development Services, Deaf/Hard of Hearing Services, Center Based Educational Services at Mon Valley/Pathfinder/Sunrise Educational Centers, District Based Classrooms, Speech/Language Impaired Support, Pupil Personnel Services, Occupational and Physical Therapy.)

2. Programs Provided on District Premises by AIU

For special education programs and services to be provided on premises owned or leased by the District, the District shall provide the following:

- Classroom and other space;
- Assistance, cooperation and participation of District administrative, professional and support staff in the development and implementation of accommodations, supplementary aides and support services necessary to include, to the fullest extent appropriate, students assigned to special education programs in educational and extracurricular activities, regular education support, regular education instruction, and ancillary services, such as nursing, counseling, library, physical education, food, custodial and maintenance services, as is necessary to meet the needs of the students assigned to the program; and
- Any other personnel, facility, material or service mutually agreed upon by the parties.

3. Compliance with Applicable Law

The AIU shall ensure that the special education programs and services it provides comply with all requirements of state and federal law to the extent such compliance does not depend upon the performance or actions of any other individual or entity beyond the control of the AIU. The AIU will provide leadership and encouragement to utilize best practices for assisting teachers, administrators and students in life-long learning. The District shall provide such action, assistance or cooperation as is required to ensure that students assigned to special education programs receive a free appropriate public education (FAPE) in compliance with all applicable provisions of state and federal law.

4. Multidisciplinary Evaluation and IEP Development for Services Provided On District Premises by the AIU

The District, in cooperation with the AIU, shall conduct student Multidisciplinary Evaluations (MDEs) and Reevaluations (RRs) and develop Individualized Education Plans (IEPs) and revise those plans as necessary for exceptional and thought-to-be exceptional students of the District. The District will provide the AIU staff with an opportunity to participate in the development of RR and IEPs. Services, accommodations, supplementary aides and support required by any IEP or any order of a hearing officer, appeals panel, the Secretary of Education, court, which are beyond the scope of the programs and services enumerated in the Plan, shall be provided as mutually agreed upon by the parties.

5. Multidisciplinary Evaluation and IEP Development for Student Placed in AIU Center Based Programs

The AIU, in cooperation with and participation by the District, shall conduct student MDEs and RR and develop IEPs and revision procedures for exceptional and thought to be exceptional students of the District. The District recognizes that it remains the Local Education Agency (LEA) for the student and is responsible for ensuring that the student's IEP provides for a free appropriate public education (FAPE). Therefore, the District will participate in the development of MDEs, RR and IEPs, that outline services, accommodations and supplementary aides and supports for students. Any order of a hearing officer or court, which is beyond the scope of the programs and services enumerated in the Plan, shall be provided as mutually agreed upon by the parties. In such instances, the AIU Administration will work with the Local Education Agency (LEA) in identifying the appropriate service. The district will be billed for all such services.

6. Invoicing and Payment for AIU Special Education Services

- Districts will be invoiced in accordance with the 2016/2017 Services Guide. It is understood that the pricing outlined in the services guide has been developed by the AIU in collaboration with a representative committee that is comprised of district superintendents, business managers, and special education directors. Review of the pricing structure will be on-going with the above-mentioned representative committee. Pricing adjustment will be made annually and in accordance with the recommendations.

Service options outlined and offered will be those services that may be enumerated in a student's Individualized Education Plan and will be as deemed appropriate by the student's (IEP) team.

- It is agreed that districts will be invoiced for all programs and services provided and utilized by each student.
- A late payment charge of 1% per month on any unpaid balance may be applied to any account that is over 60 days past due.
- The District agrees to pay the AIU the sum of the cost of each program or service, with such sum to be paid in installments in accordance with the following schedule:

Invoice Date	Special Education Invoicing for Tuition and Related Services
September 15, 2016	Billing for Special Education Services anticipated for August through October based on student information in the Special Education Database as of September 1, 2016.
November 15, 2016	Billing for Special Education Services anticipated for November through December based on student information in the Special Education Database as of November 1, 2016. ** Billing adjustments resulting from the September 15th billing will be included.
January 15, 2017	Billing for Special Education Services anticipated for January through February based on student information in the Special Education Database as of January 1, 2017. ** Billing adjustments resulting from the November 15th billing will be included.
March 15, 2017	Billing for Special Education Services anticipated for March through April based on student information in the Special Education Database as of March 1, 2017. ** Billing adjustments resulting from the January 15th billing will be included.
May 15, 2017	Billing for Special Education Services anticipated for May through June based on student information in the Special Education Database as of May 1, 2017. ** Billing adjustments resulting from the March 15th billing will be included.
June 15, 2017	A FINAL INVOICE will be issued whereby payments are reconciled with the actual FINAL 2016/2017 Special Education Database (verified in June). This may result in a credit to the District or payment due to the AIU.
NOTE: If additional services are requested by the District after the review of the Special Education Database as of September, they may be billed separately.	

7. Reconciliation for AIU Special Education Centers

Due to the fluctuating nature of student enrollment at the centers, it is agreed that the overall operating cost for each center will be continuously monitored to determine if revenue and expenses are in alignment with budgeted projections. The parties agree that at the conclusion of the 2016-2017 school

year the AIU will perform a reconciliation of its center-based revenues and expenses for the entire school year. If the AIU revenues from the center-based programs provided under this Agreement exceeds the expenses incurred in providing such services, the _____ School District will receive a pro-rata credit. If the AIU expenses incurred in providing services under this Agreement exceeds the revenues received by the AIU, the _____ School District will be responsible for and pay to the AIU a pro-rata share of the excess expenses. This payment will be due in September 2017.

Dates	Special Education Center Review and Reconciliation
February 15, 2017	Mid-year reconciliation (ytd January) of the Special Education Center revenues and expenses (excludes related services) will be completed and communicated to the districts.
August 15, 2017	FINAL RECONCILIATION of its revenues and expenses for the entire school year will be completed and issued to the districts. This may result in a credit to the District or payment due to the AIU.
September 30, 2017	School District payment to the AIU for the pro-rata share of the excess expenses OR an AIU credit will be issued to the School District for the pro-rata share of the excess revenues.

8. Cancellation

This Agreement or any services outlined in this agreement or purchased from the AIU may not be terminated by either party without 30 days written notice unless such termination is mandated by any IEP or any order of a hearing officer, the Secretary of Education or any Court of competent jurisdiction.

9. Liabilities

The parties agree to indemnify, defend and hold harmless each other, their respective directors, officers, employees and agents, against all claims, damages, losses, or penalties that result from the acts or omissions of their own employees or agents, any real property owned or leased by such party, or the operation or maintenance of any equipment or vehicles provided or used by such party. None of the administrative, professional, paraprofessional or support personnel provided by the parties shall be considered employees or agents of the other party hereto for any purpose. The parties agree to indemnify, defend and hold harmless each other against all claims, damages, losses, or penalties resulting from any judicial, administrative or other determination that any staff member of one party hereto is an employee or agent of the other party hereto.

10. Compliance

To ensure that compliance to all laws, particularly those that emerge during the life of the agreement are met, both parties agree to a commitment for continued learning to deliver and coach on best practices. To enable this learning to take place, a mutually agreeable schedule shall be developed and agreed upon.

11. Entire Agreement

This Agreement constitutes the entire agreement and understanding between the AIU and the District concerning the programs and services to which it applies; supersedes all prior or contemporaneous agreements and understandings, written or oral on this subject; and any modification to this agreement shall be in writing and approved by the parties; respective board of directors.

ATTEST:

President, Board of School Directors

Date

Secretary

Date

ATTEST: ALLEGHENY INTERMEDIATE UNIT

President, Board of School Directors

Date

Secretary

Date

Advanced Credentialing System

District Partnership

Memorandum of Understanding

The State of _____ and the National Institute for School Leadership (NISL) are partnering to create, pilot and evaluate an Advanced Credentialing System for school principals. The initiative is being funded by a three-year, \$11 million grant from the U.S. Department of Education through the Supporting Effective Educator Development (SEED) grant program.

The state pilot will also include several school districts that have volunteered to participate. This memorandum of understanding sets forth the expectations for NISL and the pilot districts.

Overview

There is compelling research that suggests that a critical component to a high-performing school is a strong school principal. The ultimate goal of this initiative is to create a system that results in a strong principal in every school by utilizing an Advanced Credentialing System. Specifically, this pilot project sets out to:

1. Design an advanced credentialing system that is supported by a career ladder and aligned professional development system.
2. Pilot the system in partnership with the state and school districts that have volunteered to participate.
3. Conduct a “gold standard” evaluation of the pilot, in partnership with the RAND Corporation, to document the impact of the system on principal leadership, schools and student learning as well as to provide feedback to implement future improvements to the system.
4. Build capacity at the state and district level to fully implement the advanced credentialing system after the grant period is over.

NISL’s Commitments

NISL is the grantee and has overall responsibility to manage the project. NISL commits to deliver the following to the District before the end of this project (9/30/18):

1. District principals who meet the criteria to be distinguished principals will receive intense, high-quality training and support to play their role as facilitator and/or coach on this project.
2. District principals who meet the criteria to participate in this project will be provided the opportunity to complete the Executive Development Program for School Leaders (EDP). To facilitate the completion of the randomized controlled trial, half of these principals will be assigned to the treatment group and receive the EDP during 2016-17 and half will be assigned to the control group and receive the EDP after the research study is over (summer of 2018). NISL will provide facilitation and the EDP curriculum for the treatment group and the EDP curriculum and the training for local facilitators to deliver the EDP to the control group at the end of the evaluation period.
3. District principals in the treatment group or those selected as distinguished principals will have the opportunity to complete up to three leadership institutes during the project - Leadership for Parent and Community Engagement, Leadership for Students with Disabilities, and Leadership for English Language Learners. District principals in the control group will have the opportunity to complete the same institutes after the research study is over. NISL will provide facilitation and materials for the treatment group until local capacity to facilitate these institutes is established (and then materials only) and materials only for the control group so they can be trained at the end of the evaluation period.
4. For each distinguished principal that the District provides to the project, NISL will provide the District with at least three "free seats" for participation in the EDP. These free seats can be provided to new principals in your District, assistant principals, lead teachers or district staff and can be used after the research study is over. NISL will provide the EDP curriculum for these cohorts.
5. NISL will provide the training for and put in place a support system whereby all of the District's "full treatment" principals will receive high quality coaching from NISL-trained district coaches. This will result in about a third or half of your principals receiving coaching for a two-year period.
6. Upon request, NISL will provide the District with technical support on how best to utilize the advanced credentialing system to improve student learning results.

Overall, NISL will provide the District with free materials and services that are valued at \$15,000 to \$30,000 per participating school. The District's participation also provides it with the opportunity to be involved in an important pilot initiative, allowing it to organize itself earlier to take full advantage of the new advanced credentialing system.

District Commitments

The District has agreed to join the advanced credentialing system pilot project. This will entitle the District to receive the benefits of the services provided above. In return, the District commits to the following:

1. Create a plan to implement the advanced credentialing system in your District after the state pilot is completed and proven successful.
2. Fully participate in the RAND evaluation, including the randomized controlled trial. Participation by the District means three things:
 - a. Allow RAND to conduct a lottery of all participating principals to determine principals' assignment to the full treatment, partial treatment, and control groups. Principals selected as part of the control group delay their participation in the EDP until the end of the research study.
 - b. RAND will obtain all data possible from the state Department of Education to reduce burden on districts. But where the state does not have the following data, RAND may request these categories of data from the district:
 - i. Principal contact information to be provided by March 1, 2016
 - ii. School-level characteristics such as school ID, average attendance, and average student demographics by March 1, 2016
 - iii. In summers 2016, 2017 and 2018 student-level achievement and behavioral data for school years 2015-16, 2016-17 and 2017-18.
 - iv. Teacher contact information to be provided by March 1, 2018.
 - c. Allow RAND to contact some participating principals and teachers to voluntarily complete surveys (up to 30 minutes once per year) and/or to participate in interviews (up to 60 minutes once per year). RAND will seek to minimize the burden on participants, will inform them that their participation is voluntary and their answers will not be shared outside the study or have consequences for their employment.
3. Require your principals selected as treatment or distinguished principals to attend all required professional development programs.
4. Require the District principals selected as distinguished principals to perform their coaching of other principals (12-16 hours per month). Every effort will be made to match distinguished principals to other principals within your district. However, in a few cases, we anticipate that they will need to coach principals outside of your District.
5. Require the distinguished principals in your district who are not selected to be coaches to facilitate training programs for cohorts of principals in your region.

6. Exclude principals from the experiment that are likely to leave the District, change schools or be promoted during the project period.

School District Name: _____

Superintendent Name: _____

Superintendent Signature: _____

SEED Grantee: National Institute for School Leadership
(A program of Criterion Education, LLC)

Chief Executive Officer: Jason S. Dougal

CEO Signature: _____

Model Memorandum of Understanding

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**MEMORANDUM OF UNDERSTANDING
BETWEEN**

North Versailles Twp. Police Dept.
& East McKeesport Police Dept.

(Law Enforcement Authority)

and

East Allegheny School District
(School Entity)

March 14, 2016
(Date)

I. Introduction

A. Parties

The following Law Enforcement Authority or Authorities agree to follow the policies and procedures contained in this Memorandum of Understanding (hereinafter “Memorandum”):

North Versailles Twp. Police Department

East McKeesport Police Department

The following School Entity or Entities agree to follow the policies and procedures contained in this Memorandum:

East Allegheny School District

- B. This Memorandum establishes procedures to be followed when certain incidents – described in Section II below – occur on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (such as a school bus) providing transportation to or from a school or school sponsored activity. This Memorandum does not cover incidents that are outside of those school settings and create no substantial disruption to the learning environment.
- C. The parties seek to foster a relationship of cooperation and mutual support and to maintain a safe school environment.

D. Legal Authority

1. The parties make this agreement as required by Article XIII-A of the Public School Code of 1949, popularly known as the “Safe Schools Act,” *as amended*, 24 P.S. §§ 13-1301-A—13-1313-A.
2. In so recognizing this legal authority, the parties acknowledge their respective duties pursuant to the Safe Schools Act and hereby agree to support and cooperate with one another in carrying out their joint and several responsibilities thereunder.
3. Information From Student Records
 - a. The Law Enforcement Authority shall be governed by the following reporting and information exchange guidelines:
 - i. Criminal History Record Information Act, 18 Pa.C.S. § 9101 *et seq.*
 - ii. The prohibition against disclosures, specified in section IV(C)(5) of this Memorandum.
 - b. When sharing information and evidence necessary for the Law Enforcement Authority to complete its investigation, the School Entity shall:
 - i. Comply with the Family Educational Rights and Privacy Act (hereinafter “FERPA”), 20 U.S.C. § 1232g, and its implementing regulations at 34 C.F.R. § 99.1 *et seq.*, and 22 Pa. Code §§ 12.31-12.33, including any amendments thereto.
 - ii. Comply with the requirements of the Safe Schools Act, 24 P.S. §§ 13-1303-A and 13-1313-A, and any amendments thereto.
 - iii. Complete reports as required by section 1303-A of the Safe Schools Act, 24 P.S. § 13-1303-A, and any amendments thereto.
 - c. The School Entity may disclose personally identifiable information from an educational record of a student to the Law Enforcement Authority if a health or safety emergency exists and knowledge of that information is necessary to protect the health or safety of the student or other individuals. In determining whether a health or safety emergency exists, the School Entity may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the School Entity determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to the Law Enforcement Authority, if knowledge of that information is necessary for the Law Enforcement Authority to protect the health or safety of the student or other individuals. The School Entity must record the articulable and significant threat to the health or safety of a student or other individuals so that it can demonstrate –

to parents, students and the Family Policy Compliance Office¹ – what circumstance led it to determine that a health or safety emergency existed and why the disclosure was justified.

E. Priorities of the Law Enforcement Authority

1. Help the School Entity prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Investigate as appropriate all incidents reported to have occurred on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity. The investigation of all reported incidents shall be conducted in the manner that the Law Enforcement Authority, in its sole discretion, deems appropriate; but any investigation shall be conducted so as to involve as little disruption to the school environment as is practicable.
3. Identify those responsible for the commission of the reported incident and, where appropriate, apprehend and prosecute those individuals. Identification and apprehension procedures shall involve as little disruption to the school environment as is practicable.
4. Establish and maintain a cooperative relationship with the School Entity in the reporting and resolution of all incidents described in Section II of this document.

F. Priorities of the School Entity

1. Help law enforcement prevent delinquent acts through preventive measures, including referrals to support services, diversionary programs, restorative practices, school-wide positive behavior supports, education and deterrence.
2. Create a safe learning environment.
3. Establish and maintain a cooperative relationship with the Law Enforcement Authority in the reporting and resolution of all incidents described in Section II of this document.
4. Provide the Law Enforcement Authority with all relevant information and required assistance in the event of a reported incident.
5. The School Entity shall give the Law Enforcement Authority a copy of the School Entity's behavior support services procedures and invite Law Enforcement Authority representatives to behavior support trainings.

¹ Questions related to FERPA should be directed to the Family Policy Compliance Office within the U.S. Department of Education.

II. Notification of Incidents to Law Enforcement

The School Entity is required to notify law enforcement in specific situations listed in subsection A of this section, and has discretion over whether to notify law enforcement about incidents listed in subsection B of this section. Law enforcement's decision to investigate and file charges may be made in consultation with school administrators.

A. Mandatory Notification

1. The School Entity shall immediately notify the Law Enforcement Authority having jurisdiction where the offense occurred by the most expeditious means practicable of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:
 - a. The following offenses under 18 Pa.C.S (relating to crimes and offenses):
 - i. Section 908 (relating to prohibited offensive weapons).
 - a. The term "offensive weapon" is defined by section 908 of the Crimes Code as "[a]ny bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton, taser or other electronic or electric weapon or other implement for the infliction of serious bodily injury which serves no common lawful purpose." See 18 Pa.C.S. § 908(c) (relating to definitions).
 - b. Consistent with section 908(b) of the Crimes Code (relating to exceptions), this reporting requirement does not apply to one who possessed or dealt with an offensive weapon solely as a *curio* or in a dramatic performance, or to one who possessed an offensive weapon briefly in consequence of having found it or taken it from an aggressor, or under circumstances similarly negating any intent or likelihood that the weapon would be used unlawfully.
 - ii. Section 912 (relating to possession of weapon on school property).
 - a. The term "weapon" is defined by section 912 of the Crimes Code to include but is not limited to, a knife, cutting instrument, cutting tool, nunchuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

- b. Consistent with section 912(c) of the Crimes Code (relating to defense), this reporting requirement does not apply to a weapon that is: (a) possessed and used in conjunction with a lawful supervised school activity or course; or (b) is possessed for other lawful purpose.
 - iii. Chapter 25 (relating to criminal homicide).
 - iv. Section 2702 (relating to aggravated assault).
 - v. Section 2709.1 (relating to stalking).
 - vi. Section 2901 (relating to kidnapping).
 - vii. Section 2902 (relating to unlawful restraint).
 - viii. Section 3121 (relating to rape).
 - ix. Section 3122.1 (relating to statutory sexual assault).
 - x. Section 3123 (relating to involuntary deviate sexual intercourse).
 - xi. Section 3124.1 (relating to sexual assault).
 - xii. Section 3124.2 (relating to institutional sexual assault).
 - xiii. Section 3125 (relating to aggravated indecent assault).
 - xiv. Section 3126 (relating to indecent assault).
 - xv. Section 3301 (relating to arson and related offenses).
 - xvi. Section 3307 (relating to institutional vandalism), when the penalty is a felony of the third degree.
 - xvii. Section 3502 (relating to burglary).
 - xviii. Section 3503(a) and (b)(1)(v) (relating to criminal trespass).
 - xix. Section 5501 (relating to riot).
 - xx. Section 6110.1 (relating to possession of firearm by minor).
- b. The possession, use or sale of a controlled substance, designer drug or drug paraphernalia as defined in “The Controlled Substance, Drug, Device and Cosmetic Act,” *as amended*, 35 P.S. §§ 780-101—780-144, popularly known as the “Drug Act.” For purposes of this Memorandum, the terms “controlled substance”, “designer drug” and “drug paraphernalia” shall be defined as they are in Section 102 of the Drug Act.

See 35 P.S. § 780-102 (relating to definitions).

- c. Attempt, solicitation or conspiracy to commit any of the offenses listed in paragraphs 1 and 2 of this subsection.
 - d. An offense for which registration is required under 42 Pa.C.S. § 9795.1 (relating to registration).
2. In responding to students who commit an incident listed under section 1303-A(b)(4.1) of the Safe Schools Act (24 P.S. § 13-1303-A(b)(4.1)), a school entity may consider the propriety of utilizing available school-based programs, such as school-wide positive behavior supports, to address the student's behavior. Nothing in this provision shall be read to limit law enforcement's discretion.

B. Discretionary Notification

1. The School Entity may notify the Law Enforcement Authority having jurisdiction where the incident occurred of any of the following incidents occurring on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (including a school bus) providing transportation to or from a school or school sponsored activity:
 - a. The following offenses under 18 Pa.C.S (relating to crimes and offenses):
 - i. Section 2701 (relating to simple assault).
 - ii. Section 2705 (relating to recklessly endangering another person).
 - iii. Section 2706 (relating to terroristic threats).
 - iv. Section 2709 (relating to harassment).
 - v. Section 3127 (relating to indecent exposure).
 - vi. Section 3307 (relating to institutional vandalism), when the penalty is a misdemeanor of the second degree.
 - vii. Section 3503(b)(1)(i), (ii), (iii) and (iv), (b.1) and (b.2) (relating to criminal trespass).
 - viii. Chapter 39 (relating to theft and related offenses).
 - ix. Section 5502 (relating to failure of disorderly persons to disperse upon official order).
 - x. Section 5503 (relating to disorderly conduct).

- xi. Section 6305 (relating to sale of tobacco).
- xii. Section 6306.1 (relating to use of tobacco in schools prohibited).
- xiii. Section 6308 (relating to purchase, consumption, possession, or transportation of liquor or malt or brewed beverages by a person under 21 years of age).

b. Attempt, solicitation or conspiracy to commit any of the offenses listed in subsection (a).

2. In exercising its discretion to determine whether to notify law enforcement of such incidents, the School Entity may consider the following factors: the seriousness of the situation, the school's ability to defuse or resolve the situation, the child's intent, the child's age, whether the student has a disability and, if so, the type of disability and its impact on the student's behavior, and other factors believed to be relevant.

C. Law Enforcement Response to Notification

- 1. When notified of an incident listed in subsections A or B, law enforcement's decision to investigate and file charges, at the sole discretion of the Law Enforcement Authority, may be made in consultation with school administrators.
- 2. In determining whether to file charges, the Law Enforcement Authority is encouraged to consult with the District Attorney. Where appropriate under the law, part of this consultation may include a discussion about the availability or propriety of utilizing a diversionary program as an alternative to filing charges.

D. Notification of the Law Enforcement Authority when incident involves children with disabilities

- 1. If a child with a disability commits an incident of misconduct, school administrators and the Law Enforcement Authority should take into consideration that the child's behavior may be a manifestation of the disability and there may be no intent to commit an unlawful act. A child with a disability under this subsection shall mean a student with an IEP, a protected handicapped student with a service agreement that includes a behavior support plan, or such student for whom an evaluation is pending under 22 Pa. Code §§ 14.123 (relating to evaluation), 15.5 (relating to school district initiated evaluation and provision of services), 15.6 (relating to parent initiated evaluation and provision of services), or Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities).
- 2. In the event a child with a disability commits a mandatory notification offense under Subsection A, the School Entity must provide immediate notification to the Law Enforcement Authority regardless of the disability. Such notification will state that the child has an IEP or a service agreement that includes a behavior support plan and may include the School Entity's recommendation that police intervention may not be

required and advisement that the School Entity will act to address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133 (relating to positive behavior support), 15.3 (relating to protected handicapped students—general) or 711.46 (relating to positive behavior support). The Law Enforcement Authority may take the recommendation under advisement but reserves the right to investigate and file charges.

3. In the event a child with a disability commits a discretionary offense under Subsection B and the School Entity does not believe that police intervention is necessary, the School Entity will address the student's behavior need as required by applicable federal and state law and regulations, including 22 Pa. Code §§ 14.133, 15.3 or 711.46.
4. In accordance with 34 CFR 300.535 (relating to referral to and action by law enforcement and judicial authorities), nothing will prohibit the School Entity from reporting an offense committed by a child with a disability to the Law Enforcement Authority, and nothing will prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a disability.
5. The School Entity, when reporting an offense committed by a child with a disability, should ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to the Law Enforcement Authority to whom the incident was reported.
6. The School Entity, when reporting an incident under this section, may transmit copies of the child's special education and disciplinary records only to the extent that the transmission is permitted by FERPA.

[Describe any specific procedures to be followed for incidents involving a student with a disability having an IEP as required by 22 Pa. Code § 14.104 (relating to special education plans) or 22 Pa. Code Chapter 711 (relating to charter school and cyber charter school services and programs for children with disabilities)]

- E. Upon notification of the incident to the Law Enforcement Authority, the School Entity shall provide as much of the following information as is available at the time of notification. In no event shall the gathering of information unnecessarily delay notification:
1. Whether the incident is in-progress or has concluded.
 2. Nature of the incident.
 3. Exact location of the incident.
 4. Number of persons involved in the incident.

5. Names and ages of the individuals involved.
 6. Weapons, if any, involved in the incident.
 7. Whether the weapons, if any, have been secured and, if so, the custodian of the weapons.
 8. Injuries involved.
 9. Whether EMS or the Fire Department have been notified.
 10. Identity of the school contact person.
 11. Identity of the witnesses to the incident, if any.
 12. Whether the incident involves a student with a disability and, if so, the type of disability and its impact on the student's behavior.
 13. Other such information as is known to the school entity and believed to be relevant to the incident.
- F. No later than September 30 of each year, the School Entity shall assemble and make ready for immediate deployment to its Incident Command Post the following information for the purpose of assisting the Law Enforcement Authority in responding to an emergency:
1. Blueprints or floor plans of the school buildings.
 2. Aerial photo, map or layout of the school campus, adjacent properties and surrounding streets or roads.
 3. Location(s) of predetermined or prospective command posts.
 4. Current teacher/employee roster.
 5. Current student roster.
 6. Most recent school yearbook.
 7. School fire-alarm shutoff location and procedures.
 8. School sprinkler system shutoff location and procedures.
 9. Gas/utility line layouts and shutoff valve locations.
 10. Cable/satellite television shutoff location and procedures.
 11. Other information the School Entity deems pertinent to assist local police departments in responding to an emergency

III. Law Enforcement Authority Response

- A. Depending on the totality of the circumstances, initial response by the Law Enforcement Authority may include:
1. For incidents in progress:
 - a. Meet with contact person and locate scene of incident.
 - b. Stabilize incident.
 - c. Provide/arrange for emergency medical treatment, if necessary.
 - d. Control the scene of the incident.
 - i. Secure any physical evidence at the scene.
 - ii. Identify involved persons and witnesses.
 - e. Conduct investigation.
 - f. Exchange information.

- g. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
- 2. Incidents not in progress:
 - a. Meet with contact person.
 - b. Recover any physical evidence.
 - c. Conduct investigation.
 - d. Exchange information.
 - e. Confer with school officials to determine the extent of law enforcement involvement required by the situation.
- 3. Incidents initially reported to the Law Enforcement Authority

If any incident described in sections IIA or IIB is initially reported to the Law Enforcement Authority, the Law Enforcement Authority shall proceed directly with its investigation, shall immediately notify the School Entity of the incident, and shall proceed as outlined in sections IIA through IIE.

B. Custody of Actors

- 1. Students identified as actors in reported incidents may be taken into custody at the discretion of the investigating law enforcement officer under any of the following circumstances:
 - a. The student has been placed under arrest.
 - b. The student is being placed under investigative detention.
 - c. The student is being taken into custody for the protection of the student.
 - d. The student's parent or guardian consents to the release of the student to law enforcement custody.
- 2. The investigating law enforcement officer shall take all appropriate steps to protect the legal and constitutional rights of those students being taken into custody.

IV. Assistance of School Entities

A. *In Loco Parentis*

- 1. Teachers, Guidance Counselors, Vice Principals and Principals in the public schools have the right to exercise the same authority as a parent, guardian or person in parental relation to such pupil concerning conduct and behavior over the pupils attending a school during the time they are in attendance, including the time required in going to and from their homes.

2. School authorities' ability to stand *in loco parentis* over children does not extend to matters beyond conduct and discipline during school, school activities, or on a conveyance as described in the Safe Schools Act providing transportation to or from school or a school sponsored activity.
- B. Notification of Parent or Guardian
1. Parents or guardians of all victims and suspects directly involved in an incident listed under Section IIA or IIB shall be immediately notified of the involvement, and they shall be informed about any notification regarding the incident that has been, or may be, made to the Law Enforcement Authority.
 2. The School Entity shall document attempts made to reach the parents or guardians of all victims and suspects directly involved in incident listed under Section IIA or IIB.
- C. Scope of School Entity's Involvement
1. General Principles: Once the Law Enforcement Authority assumes primary responsibility for a matter, the legal conduct of interviews, interrogations, searches, seizures of property, and arrests are within the purview of the Law Enforcement Authority. The School Entity shall defer to the Law Enforcement Authority on matters of criminal and juvenile law procedure, except as is necessary to protect the interests of the School Entity. The Law Enforcement Authority will keep the chief school administrator, or his designees, informed of the status of pending investigations.
 2. Victims
 - a. The School Entity shall promptly notify the parent or guardian of a victim when the Law Enforcement Authority interviews that victim. The Law Enforcement Authority shall follow its policies and procedures when interviewing a victim to ensure the protection of the victim's legal and constitutional rights.
 - b. In the event a victim is interviewed by Law Enforcement Authority on school property, a guidance counselor or similar designated personnel may be present during the interview.
 3. Witnesses
 - a. The School Entity shall promptly notify the parent or guardian of a witness when the Law Enforcement Authority interviews that witness. The Law Enforcement Authority shall follow its policies and procedures when interviewing a witness to ensure the protection of the witness's legal and constitutional rights.

- b. In the event a witness is interviewed by the Law Enforcement Authority on school property, a guidance counselor or similar designated personnel should be present during the interview.

4. Suspects and Custodial Interrogation

- a. The School Entity shall help the Law Enforcement Authority to secure the permission and presence of at least one parent or guardian of a student suspect before that student is interrogated by law enforcement authorities.
- b. When a parent or guardian is not present, school authorities shall not stand *in loco parentis* (in the place of the parent/guardian) during an interview.
- c. If an interested adult cannot be contacted, the School Entity shall defer to the investigating Law Enforcement Authority, which will protect the student suspect's legal and constitutional rights as required by law.

5. Conflicts of Interest

- a. The parties to this Memorandum recognize that if a School Entity employee, contractor, or agent of the School Entity is the subject of an investigation, a conflict of interest may exist between the School Entity and the adult suspect.
- b. Neither the individual that is the subject of the investigation, nor any person acting as his/her subordinate or direct supervisor, shall be present during Law Enforcement Authority's interviews of student co-suspects, victims or witnesses by the Law Enforcement Authority.
- c. Neither the individual who is the subject of the investigation, nor his/her subordinate(s) and/or direct supervisor(s), shall be informed of the contents of the statements made by student co-suspects, victims or witnesses, except at the discretion of the Law Enforcement Authority or as otherwise required by law.

D. Reporting Requirements

All school entities are required to submit an annual report, which will include violence statistics and reports, to the Department of Education's Office for Safe Schools. This annual report must include all new incidents described in Sections IIA and IIB. Before submitting the required annual report, each chief school administrator and each police department having jurisdiction over school property of the School Entity shall do the following:

- a. No later than thirty days prior to the deadline for submitting the annual report, the chief school administrator shall submit the report to the police department with jurisdiction over the relevant school property. The police department

shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine its accuracy.

- b. No later than fifteen days prior to the deadline for submitting the annual report, the police department shall notify the chief school administrator, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department shall indicate any discrepancies between the report and police incident data.
- c. Prior to submitting the annual report, the chief school administrator and the police department shall attempt to resolve discrepancies between the report and police incident data. Where a discrepancy remains unresolved, the police department shall notify the chief school administrator and the office in writing.
- d. Where a police department fails to take action as required under clause a or b, the chief school administrator shall submit the annual report and indicate that the police department failed to take action as required under clause a or b.
- e. Where there are discrepancies between the School Entity's incident data and the police incident data, the following shall occur:

[Describe procedure to be followed for the resolution of school violence data discrepancies prior to filing the annual report] To resolve discrepancies, both the representatives from the police department involved and the administrator(s) from the school district will meet to discuss and resolve any discrepancies that may have occurred. Corrections to the data will be made accordingly.

V. General Provisions

- A. This Memorandum does not create any contractual rights or obligations between the signatory Law Enforcement Authority, the signatory School Entity, any other signatory authorities or entities, or their respective officers, employees, agents or representatives.
- B. This Memorandum may be amended, expanded or modified at any time upon the written consent of the parties. It must be reviewed and re-executed within two years of the date of its original execution and every two years thereafter.

- C. If changes in state or federal law require changes to this Memorandum, the parties shall amend this Memorandum.
- D. All parties to this Memorandum will communicate fully and openly with each other in order to resolve any problems that may arise in the fulfillment of the terms of this Memorandum.

Chief School Administrator

East Allegheny School District

School Entity

Chief Law Enforcement Authority

Law Enforcement Authority

Building Principal

East Allegheny Junior/Senior High School

School Building

EMERGENCY EVACUATION PROCEDURES

BOMB /BOMB THREATS**MULTI-HAZARD THREATS**

A bomb is defined as any device containing combustible material and a fuse. Any credible multi-hazard threat could include a bomb threat, chemical spill, criminal or terrorist attack.

A. Immediate Response

1. Should a bomb credible threat exist, the principal is to be notified immediately . The Superintendent and/or ~~the Director of Secondary Education and/or~~ the Director of Fiscal Affairs must be notified. Local fire and police agencies are to be called by the principal or his/her designee.
2. The building will be evacuated-. The ~~ranking~~ school administrator will determine the evacuation by means of the Incident Command System.
3. All students, faculty, administration and support personnel are to evacuate the building ~~using the fire alarm system, and if appropriate,~~ by directions over the public address system or other appropriate effective means.
4. All persons are to use the ~~standard fire drill~~ exit procedure and go to the following areas:

~~Green Valley — The Naval Reserve Center~~Junior High (7th/8th Grade) – Logan Gymnasium

~~Westinghouse — St. Jude / St. Leo churches in Wilmerding (Father O'Malley)~~Senior High (9th-12th Grades) – Logan Auditorium

~~Junior / Senior High — The Football Stadium~~Logan Elementary – Junior/Senior High School Auditorium

- a. Students will be seated in their assigned sections and rows. Seating will be by homeroom. Teachers will take roll once the students are seated.
- b. ~~An administrator will move to the Press Box. At that time, The~~ Incident Commander will~~it will be determined~~ determine if the buses will be called. _
- c. If ~~the~~ buses are called, all students will be transported to ~~Westinghouse~~the site determined by the Incident Command. If evacuated to ~~At~~ the Westinghouse building, the 10th, 11th and 12th grades will be seated in the gym. The 7th, 8th and 9th grades will be seated in the auditorium.
All teachers will accompany their homerooms ~~to Westinghouse~~. All other faculty will assist in the supervision of the students.
- d. ~~All rooms will be locked. Once the firemen and police have swept the building, the entire building will be locked down.~~
- e. ~~If the students are unable to return to the high school, no one will be allowed to retrieve anything from the building until the next school day.~~

Emergency Evacuation Procedures

~~3/23/00~~ Revised 2/8/2016

~~unless they have secured the permission of the administration.~~

- f. ~~On the next day of school, all students will report to the auditorium. They will sit in their assigned homeroom seats. The homeroom period will be held there. The students will then be dismissed to their class that was interrupted by the evacuation. This will help insure that everyone will have his or her belongings kept safe.~~

5. While awaiting the emergency agencies, account for all students and staff

- a. Staff members must take the grade books and emergency folders out of the building and take attendance.
- b. The principal(s) and secretarial staff will check the attendance of every teacher.
- c. Emergency data forms, for both students and staff, must be taken out of the building by a principal or his/her designee.
- d. Everyone is to remain outside or at the above-mentioned facilities until the appropriate emergency and/or school official approve the re-entry .
- e. If re-entry is not possible, the building administrator will make transportation -arrangements.

6. The teacher's responsibility includes:

- a. Make sure students are aware of exit routes and "safe area".
- ~~b. Leave lights on.~~
- ~~e.b.~~ Leave all room doors closed but unlocked.
- ~~d.c.~~ Do not touch anything suspicious -notify the office.
- ~~e.d.~~ Take attendance at the "safe area". Account for missing students – accounted students are to be reported to the principal and designated staff or Fire Marshal immediately .
- f. Report any possible relevant- student rumors ~~to the office.~~

7. Student's responsibility includes:

- a. Evacuate the buildings as directed as quickly as possible.
- b. ~~—~~Report to the safe area and remain there until released ~~—~~by your instructor.
- c. Identify any missing students.
- d. Contact your teacher if you have any information related to the ~~bomb~~ threat.

B. Prevention Strategies

1. Require that all chemical storage areas be locked and that a careful inventory be maintained .
2. Keep the building(s) as secure as possible and limit access to it.
3. Staff members who answer telephones are to be in-serviced on how to handle threats.

MAJOR DISASTER

We have agreed with South Park School District to serve as a host site to each other in case a major disaster requires evacuation of either school district to a site approximately twenty (20) miles distant.

If South Park School District should need to evacuate, the following East Allegheny schools shall serve as their hosts:

South Park School
District (Risk)

East Allegheny School District
(Host)

~~Library School~~
~~Broughton School~~
~~Stewart School~~
~~Middle~~
~~School~~ South Park
Elementary Grades
5-6
Grades 7 & 8 South
Park Middle
School
South Park High
School ~~St. Jean~~
~~Nativity~~

~~Westinghouse~~
~~Westinghouse~~
~~Westinghouse~~

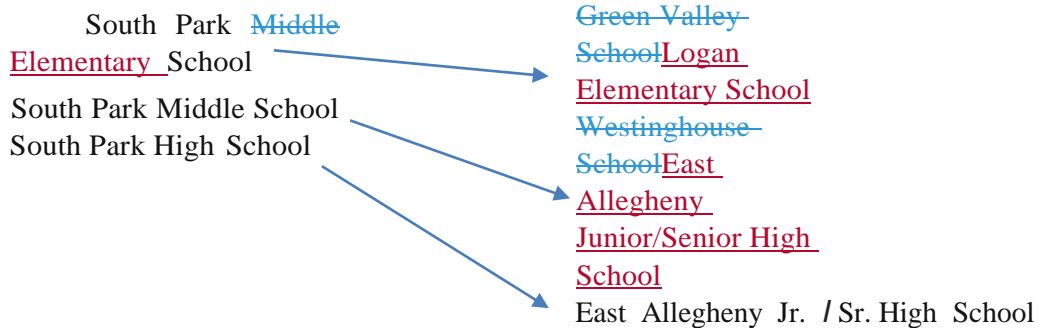
~~Westinghouse~~ Logan Elementary
East Allegheny Jr. / Sr. High School
East Allegheny Jr. / Sr. High School
~~Green Valley~~
~~Green Valley~~

If the Westinghouse Building is deemed suitable, it may be used according to the direction from Incident Command.

- If East Allegheny School District should need to evacuate, the following South Park Schools shall serve as their hosts:

South Park School
District (Host)

East Allegheny School District
(Risk)



Please refer to Annex B for further information on responsibilities should evacuation to the host school district need to occur.

ANNEX B

Host School /District

1. PURPOSE

- a. To designate a host school / district to be used in case of an evacuation.

This might be:

1. To another school within the school district.
11. To another school outside the school district.

2. SITUATION

See basic plan.

3. CONCEPT OF OPERATIONS

- a. General

1. Two scenarios exist under which evacuation to a host school may become necessary. The first scenario involves evacuating to another school or location in close proximity within the school district. An example is evacuating to a neighboring school or location as a result of either a fire or bomb threat.
11. The second scenario involves evacuating to another school district about 20 miles distant. An example is the case of a large-scale disaster in which the entire school district must be evacuated because of a hazardous material or radio-contaminant accident that affects a large land mass area.

- b. Internal School District Host Schools

1. Host sites within East Allegheny School District:

As outlined in "Bomb Threat" procedures .

- c. External Host Schools

As outlined in "Major Disaster" procedures .

4. RESPONSIBILITIES

a. Host School Operations

- i. The staff and faculty of East Allegheny School District (Risk) will be prepared to supervise evacuated students while at the host (South Park) school. The host school will provide support assistance to the extent that is practical.
- ii. The South Park School District (Host) provides to the extent possible, life support, first aid, and social services to evacuees, and provides guides within the school to assist in moving evacuated students to room assignments.
- iii. Assists in movement of evacuated students to temporary quarters.
- iv. School principals will preplan specific classroom assignments at the host school when applicable. When auditoriums and gymnasiums are used, evacuated class integrity will also be maintained.
- v. Room assignments at the host schools should be planned in advance and published in the respective school EOP.

b. Recovery

Host school facilities will be returned to their original condition upon conclusion of operations. Host schools will provide janitorial services.

5. ADMINISTRATION

Vouchers, receipts, purchase orders, etc., will be turned in to the Host School Business Manager so that proper remuneration of emergency expenses can be made from risk school district.

Directory of South Park Schools

Superintendent's Office

~~Dr. Lawrence L. Muir~~ 412-655-311 1

Director of Educational Services

~~Mr. Richard Bucchianeri~~ 412-655-311 1

~~Stewart~~ South Park Elementary

School

3701 Brownsville Road

Library, PA 15129

412-835-8810

Principal: Ms. Holly Miller

~~Broughton School~~

~~935 Schang Road~~

~~Pittsburgh, PA 15236~~

~~412-655-7807~~

~~Principal: Ms. Holly Miller~~

~~Library School~~

~~6450 Pleasant Street~~

~~Library, PA 15129~~

~~412-835-7017~~

~~Principal : Ms. Holly Miller~~

South Park Middle School

2500 Stewart Road

Library, PA 15129

412-831-7200

Principal: Mr. ~~Douglas B.~~ Broglie

South Park High School

2178 Ridge Road

Library, PA 15129

412-655-4900

Principal: Mr. James Homer

Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Number	707
Status	First Reading
Legal	1. 24 P.S. 775 2. 24 P.S. 511
Adopted	June 12, 2000
Last Revised	August 9, 2004

Authority

The Board establishes that school facilities of this district shall be made available for community purposes, provided that purpose does not interfere with the educational program of the schools. [\[1\]](#)

The Board shall provide the use of school facilities when permission has been requested in writing and has been approved by the Superintendent or designee in accordance with the following order of priority:

1. ~~School organizations or school related activity.~~^[2] **EASD sponsored or sanctioned activities including the groups who directly support the activities (i.e. Boosters, PTA, PTO, EAEA)**
2. ~~School district organizations of school age students i.e., Little League Baseball, Football, Girl & Boy Scouts, Soccer, Basketball, Cheerleading.~~ **Local community organizations comprised of school aged children (i.e. EAAA baseball, football, basketball, soccer, softball, cheerleading, local scouts)**
3. ~~*Nonprofit organizations.~~ **Local community organizations comprised of residents and alumni (i.e. NVPD, Men's Volleyball, Alumni Soccer, EA Reunions)**
4. ~~*Other.~~ **Local non-profit organizations (i.e. Golden Triangles, GMK Dance, Tamburitzans, church, Lion's Club)**
5. **Outside organizations (i.e. Forbes Road, Board of Elections)**

~~*These organizations should have school district residents as members in the group.~~ **However, the Board reserves the right to permit or deny any group the right to use any District facilities regardless of membership, at their discretion.**

The Board shall be held harmless by the user for any liability that arises from use of school facilities by any nonschool related organization, individual or activity.

The Board shall establish annually a schedule of fees for the use of school facilities. [\[1\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop procedures for the granting of permission to use school facilities and shall promulgate rules and regulations for such use.

Guidelines

Each user shall present evidence of purchase of organizational liability insurance to the limit prescribed by district rules.

School equipment used in conjunction with requested facilities shall be identified at the time that the request for use is made. Users of school equipment must accept liability for any damage or loss to equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator.

Users shall be financially liable for damage to the facilities and for proper chaperones.

Scheduling

1. A request for use of school facilities shall be submitted at least thirty (30) days prior to desired usage by all organizations.
2. All requests for use of facilities must be made in writing on official permit application forms (waiver/deposit form included).
3. The Superintendent or designee shall have the prerogative to approve the requests for school facilities and school sponsored affiliated groups.

Cafeteria

1. Kitchen facilities may be used with the following conditions:
 - a. A member of the cafeteria staff shall be present and paid one and one-half (1½) times their hourly rate over and above any rental fee.

Swimming Pool

1. Any group using the pool must have school district lifeguards in attendance, and paid their current hourly rate in addition to any rental fees.
2. If a school district lifeguard is unavailable, requesting group must provide lifeguard with current lifesaving certificate. (Proof of certification shall be supplied with request form.)
3. Clean-up fee of pool area and locker rooms shall be at one and one-half (1½) the hourly rate, except if those areas were scheduled for routine custodial maintenance.
4. All safety regulations must be observed.

High School Baseball Field

1. No softball.

High School Athletic Stadium

When outside organizations wish to use our stadium, the East Allegheny School District booster groups will have first choice to operate the concession stand and should none of the district booster groups wish to operate the stand during a particular event, the organization requesting to rent the facility would then have the opportunity to rent the concession stand in accordance with the current ~~concession stand policy~~ **fee schedule**.

Auditorium

When outside organizations wish to use our auditorium, the East Allegheny School District booster groups will have first choice to operate any concessions and should none of the district booster groups wish to operate concessions during a particular event, the organization requesting to rent the facility would then have the opportunity to run the concessions in accordance with the current concession stand policy.

Stage

1. All use of stage equipment is to be under the control and supervision of the building principal and school stage manager.
2. Information concerning stage settings is to be furnished at time of application for use of facilities.

Parking

1. Use only those areas designated for parking.
2. Handicapped parking areas are provided and must be observed.
3. Parking or driving on grass areas is prohibited.

High School Track

1. No vehicles are permitted on track such as cars, trucks, bikes.
2. The use of vehicles with a low displacement weight may be permitted i.e., golf carts.

USE OF HIGH SCHOOL STADIUM/TRACK

Members of the community are prohibited from using the high school track and stadium between the hours of 7:00 a.m. to 3:00 p.m. during regular school days, and during all other school-related activities being conducted on the track or at the stadium. Use of the high school track and stadium by members of the community is limited to such times as it does not interfere with educational programs of the school, including use of the school by gym classes or other school activities.

Supervision

1. There shall be a school custodian or school representative on duty at all times when school facilities are in use.
2. Conduct detrimental to the public interest or abuse of the building is not permitted. It shall be the duty of the school representative and the organization sponsor to enforce this regulation.
3. Sponsoring groups are responsible for the proper use of all school equipment and facilities.
4. Building and equipment must be left in a clean, orderly condition. Failure to do so will result in extra charges as determined by the Board.

Rental Times and Fees

1. Rental fee covers the use of facilities, lighting, heat, and water.
2. Unless specified as "No Operating Personnel Costs," the number and type of operating personnel shall be established by the Superintendent and their cost will be in addition to the rental fee.
3. All facilities except the auditoriums and the high school stadium must be vacated by 10:00 P.M. The auditoriums and the high school stadium must be vacated immediately upon conclusion of the event.
4. The school district shall be reimbursed for any overtime costs incurred or any additional cost, etc.
5. Arrangements for the use of additional facilities must be made at the time of determining the fee to be paid.

6. Payment of rental fees and operating costs are to be made prior to the usage of the facilities.
7. If operating costs cannot be determined prior to the proposed use, those costs will be billed after use has been made.

FEE SCHEDULE

* Outside organizations are those organizations with no ties to the District.

<u>FACILITY</u>	<u>FEE</u>
Auditoriums	Directly School-Sponsored - NC Non-School Affiliation & Outside Organizations* - \$400/day & evenings; \$200/per rehearsal; \$15/hr for locker rooms + Estimated Personnel costs: Custodial - \$200 per employee; Stage Crew - \$50/day or evenings; Lighting - \$50/day; Security - \$100/day or evening.
H.S. Indoor Court	Non-School - \$25 flat fee per event.
All Gymnasiums	Directly School-Sponsored - NC
H.S. Main Gym/West./Green V.	Non-School Affiliation & Outside Organizations* - \$300 Flat fee using weekly for entire school year, but for JSHS - # 2 Small Gym- for \$200 Flat fee using weekly entire school year. In cases of One Time Event usage: JSHS - \$500/day; JSHS - #2 gym \$150/day; Logan - \$250/day. (Westinghouse or Green Valley (until sold/rented) - West - \$250/day; GV - \$250/day; Locker Rms - \$15/hr. + Estimated Personnel Costs: Custodial - \$200 per employee; Security - \$100.
Classrooms-District Wide	Directly School-Sponsored - NC Non-School Affiliation & Outside Organizations* - \$50/day + Estimated Personnel Costs - \$200 per employee each day or evenings if needed or deemed necessary by district.
Cafeteria	Directly School-Sponsored - NC All requests to use the school kitchen facilities must have the approval of the cafeteria supervisor. Non-School Affiliation & Outside Organizations* - Kitchen - \$150/day; Dining Area - \$200/day + Estimated Personnel Costs - \$200 per employee each day or evening. (A cafeteria worker must be present.)
Athletic Fields (Other than H.S. Stadium)	Directly School-Sponsored - NC Local Non-School Affiliation & All Other Outside Organizations* - All fields - \$300 flat fee for a Weekly permit (used each week throughout the school year including spring & summer months); For a One Time Event - \$500/day for all day & evenings. If a Custodian is deemed necessary by the district the cost is \$200 per employee.
H.S. Swimming Pool	Directly School-Sponsored - NC Non-School Affiliation & Outside Organizations* - \$100 every 4 hours + Estimated Personnel Costs: School Supervisor based on teacher hourly rate; Lifeguards - \$7.00/hr; Custodial - \$200 per employee each day or evening; Security - \$100/day or evening; Locker rooms - \$15/hr/day.
H.S. Stadium	Directly School-Sponsored - NC Non-School Affiliation & Outside Organizations* - Daytime - \$700/day; Evening - \$900/evenings; Field house/showers - \$300/day & evenings; Concession Stand - \$350/day + Estimated Personnel Costs: Daytime - Custodial/Maint - \$200/day, Security - \$125/day; Evening - Custodial/Maint - \$350/evenings, Security - \$150/evenings.
Security - Police	North Versailles Police must be contacted to provide coverage, as well. (In some cases the school may not have security available.) The N. Versailles Police is an outside extra cost and is to be handled between the organization and the police department. The school district does not bill for the police coverage.

IMPORTANT NOTE: PLEASE BE ADVISED THAT THE SCHOOL DISTRICT RESERVES THE RIGHT TO CHARGE ADDITIONAL RENTAL FEES IN SOME CASES DUE TO ANY DAMAGES OR EXCESS USE OF THE FACILITIES BEYOND THOSE, WHICH ARE APPROVED UNDER THE USE OF SCHOOL PROPERTY APPLICATION. ALSO, APPLICANTS THAT ARE CONSIDERED DIRECTLY SCHOOL SPONSORED ARE THOSE STUDENT AND ADULT ORGANIZATIONS, WHICH ARE SANCTIONED BY THE SCHOOL DISTRICT. (NOT BOOSTER, ADULT CLUBS, ATHLETIC TEAMS, DANCE ENSEMBLES, CHURCHES, PRIVATELY OWNED GROUPS AND ANY OTHER ORGANIZATIONS DEEMED NON-SCHOOL BY THE EAST ALLEGHENY SCHOOL DISTRICT.)

Last Modified by Lila Sedlak on February 16, 2016

Book	Policy Manual
Section	800 Operations
Title	Emergency Preparedness
Number	805
Status	First Reading
Legal	1. 35 Pa. C.S.A. 7701 2. 24 P.S. 1517 3. 24 P.S. 1518 4. Pol. 810
Adopted	May 8, 2000
Last Revised	June 11, 2007

Purpose

The Board recognizes its responsibility to safeguard the health and welfare of district students and employees. Therefore, the Board shall provide the facilities, equipment and training necessary to minimize the effects of all hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, terrorism, communicable diseases and pandemics. Advance planning and comprehensive implementation are key components in ensuring the protection of the school community.

Authority

The district, in cooperation with the local Emergency Management Agency, ~~and~~ the Pennsylvania Emergency Management Agency (PEMA), ~~and Allegheny County Emergency Management~~ shall develop and implement a comprehensive disaster response and emergency preparedness plan, consistent with the guidelines developed by the Pennsylvania Emergency Management Agency and other applicable state requirements.[\[1\]](#)

The Board shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health and the Pennsylvania Department of Education.

The Board shall ensure that emergency and evacuation drills are conducted at intervals required by state law.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Delegation of Responsibility

The Superintendent or designee shall collaborate with relevant stakeholders, including parents/guardians, staff, community agencies and first responders, during the development and implementation of the emergency preparedness plan.

The Superintendent or designee shall implement a communication system to notify parents/guardians of the evacuation of students and to alert the entire school community when necessary.

Guidelines

The emergency preparedness plan shall be reviewed at least annually and modified as necessary. A copy of the plan shall be provided to the county Emergency Management Agency and communicated to students, parents/guardians, relevant stakeholders, and the community.[\[1\]](#)

Continuity of Student Learning/Core Operations

In the event of an emergency, local, county or state officials may require that schools be closed to serve as mass-care facilities or to mitigate the spread of infection or illness. Local, county or state officials may also utilize district-owned buses and other transportation vehicles.[\[4\]](#)

The district shall make provisions in the emergency preparedness plan for the continuity of student learning during school closings or excessive absences. Such alternatives may include:

1. Web-based district instruction.
2. Telephone trees.
3. Mailed lessons and assignments
4. ~~Instruction via local television or radio stations.~~

The continuity of core operations such as payroll and ongoing communication with students and parents/guardians shall be an essential part of the emergency preparedness plan.

Education

Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.

Effective infection control and prevention procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at district schools.

Required Drills

At least annually, all district schools shall conduct a disaster response or emergency preparedness plan drill.[\[1\]](#)

Fire drills shall be conducted at least once a month or **ten (10) times per** during the school year.[\[2\]](#)[\[3\]](#)

Bus evacuation drills shall be conducted twice a year, in accordance with law.[\[2\]](#)

[805 attachment.docx \(23 KB\)](#)

Last Modified by Lila Sedlak on February 8, 2016