

**2016-2017 WATERFRONT LEARNING
SERVICES CONTRACT
ALLEGHENY COUNTY SCHOOLS**

THIS CONTRACT by and between the **ALLEGHENY INTERMEDIATE UNIT d/b/a WATERFRONT LEARNING SERVICES**, having an address of 475 East Waterfront Drive, Homestead, PA 15120 (hereinafter referred to as “Waterfront Learning”)

A

N

D

SHALER AREA SCHOOL DISTRICT, having an address of 1800 Mt. Royal Blvd., Glenshaw, PA 15116 (hereinafter referred to as “School District”)

WITNESSETH:

WHEREAS, WATERFRONT LEARNING, a service of the Allegheny Intermediate Unit, has developed a menu of flexible cyber education program options that incorporate high quality courses, instruction and professional development at reasonable prices; and

WHEREAS, WATERFRONT LEARNING will assist school districts to meet the growing need for cyber education and ensure student achievement; and

WHEREAS, SHALER AREA SCHOOL DISTRICT wishes to contract with WATERFRONT LEARNING to take advantage of certain flexible cyber education program opportunities for students enrolled in the district; and

WHEREAS, the Parties are desirous of setting forth the terms and conditions of such contractual relationship.

NOW THEREFORE, in consideration of the above premises and intending to be legally bound hereby, the Parties agree as follows:

1. **Services Provided.** WATERFRONT LEARNING will provide the following cyber solutions consistent with the pricing options and packages as defined in the pricing document (ADDENDUM).

2. **Independent Contractor.** WATERFRONT LEARNING is an independent contractor and is the sole supervisor for the provision of services set forth in paragraph 1. WATERFRONT LEARNING supervisory personnel shall be available to consult with the SCHOOL DISTRICT regarding program implementation and facilitation.

3. **Service Providers.** The instructional services provided by WATERFRONT LEARNING shall be performed by Pennsylvania certified, highly qualified teachers. The policies and procedures of the SCHOOL DISTRICT regarding grading, attendance, and acceptable use will be followed by WATERFRONT LEARNING, except where noted. Districts shall provide current Acceptable Use Policies and procedures to WATERFRONT LEARNING annually. In the event that a student's actions violate program or district policies, WATERFRONT LEARNING has the sole discretion to modify or remove the student's online course access.

4. **Property Restrictions.** The SCHOOL DISTRICT may not resell, rent or lease the service or licensed material or use it in a service provider capacity; or access the service or use the licensed material to build a competitive service or product, or copy any feature, function or graphic for competitive purposes.

5. **Equipment Transfer and Liability.** Should the SCHOOL DISTRICT choose to utilize hardware support from WATERFRONT LEARNING, the district agrees to all WATERFRONT LEARNING policies and procedures relating to transfer of possession and return of said equipment. Should equipment not be returned or returned in an irreparable condition to WATERFRONT LEARNING, the SCHOOL DISTRICT agrees to accept financial liability for said equipment as defined in the pricing document (ADDENDUM).

6. **Invoices.** WATERFRONT LEARNING shall issue invoices for payment to the SCHOOL DISTRICT on a quarterly basis. Payment shall be made by the SCHOOL DISTRICT not later than sixty (60) days after the invoice date. In the event that the district does not remit payment within 60 days, WATERFRONT LEARNING reserves the right to suspend services until payment in full is received.

7. **Claims or Disputes.** Any claims or other matters in question between the Parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be resolved through legal or equitable proceedings before the Allegheny County Court of Common Pleas and/or the United State District Court for the Western District of Pennsylvania.

8. **Indemnification.** WATERFRONT LEARNING shall protect, defend, indemnify, and hold the SCHOOL DISTRICT harmless from and against any and all costs, expenses (including reasonable attorneys fees), liabilities, losses, damages, suits, actions, fines, penalties, claims or

demands of any kind arising out of or in any way connected with WATERFRONT LEARNING’s negligence or intentional acts under this Agreement. SCHOOL DISTRICT shall likewise, protect, defend, indemnify and hold WATERFRONT LEARNING harmless from and against any and all costs, expenses (including reasonable attorney’s fees) liabilities, losses, damages, suits, actions, fines, penalties, claims or demands of any kind arising out of or in any way connected with the SCHOOL DISTRICT’s negligence or intentional acts under this Agreement.

9. **Governing Law.** The Agreement shall be construed under, and in accordance with the laws of the State of Pennsylvania.

10. **Enforceability of Provisions.** In the case that any one or more of these provisions in this Agreement shall, for any reason, be held invalid, illegal, or unenforceable in any respect, it shall only affect such provision(s) and not affect all other portions of this Agreement. The portions of this Agreement that were unaffected shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

11. **Sole Agreement of Parties.** This Agreement constitutes the sole and only Agreement of the Parties involved and supersedes any prior understanding, or written or oral agreement between the Parties respecting the subject matter contained within.

ATTEST: **WATERFRONT LEARNING SERVICES**

_____ BY _____

Date: _____

ATTEST: **SHALER AREA SCHOOL DISTRICT**

_____ BY _____

Date: _____

2016-2017 AIU3 SCHOOL DISTRICT PRICING ADDENDUM



Full-Time Offerings*: Includes PA highly qualified teacher, technology package**, content, GeniusSIS access, and correlating supports for 10 months. Free grace period of 13 calendar days is available. A \$50 hardware service charge will be applied for grace period returned technology.

OPTIONS:	2016-2017 PRICE:
Edgenuity (Grades 6-12; Up to 7 courses with live, and on-demand support & advising)	\$1,100.00/quarter
EdisonLearning (Grades 6-12; Unlimited courses with synchronous support & coaching)	\$1,100.00/quarter
Odysseyware (Grades 3-6 core courses with live office hours)	\$975.00/quarter
Technology Package Only (Laptop, bag, mouse, headset, and Internet access; grace period does not apply)	\$425.00/quarter
Elementary Elective Package (Grades 3-6: Choice of Art, Music, Health, or Physical Education)	\$110.00/course/quarter

*Students needing to extend studies beyond June 9, 2017 can be extended until August 11, 2017 for an additional quarterly fee.

**Students not needing the Technology Package will be afforded a \$250 quarterly tuition reduction.

Part-Time Offerings: Includes teacher, content, and correlating supports for time period indicated. Full tuition charged at the time of enrollment; 13 calendar day grace period available.

OPTIONS:	2016-2017 PRICE:
Edgenuity+ – Full Year AP (10 month access) ** Additional materials may be required	\$715.00
Edgenuity+ – Semester AP (5 month access) ** Additional materials may be required	\$460.00
Edgenuity – DUAL Enrollment (Semester College level course through Sophia-5 month access) ** No grace period is available; not available for licensing.	\$715.00
Edgenuity+ or Edison – Full Year Core/Elective (10 month access)	\$615.00
Edgenuity+ or Edison – Semester Core/Elective (5 month access)	\$385.00
Edison – Quarter Core/Elective (9 week access)	\$205.00
Odysseyware Singleton – Full year core course (10 month access)	\$725.00
Zulama – Semester Elective (5 month access)	\$460.00
Drivers Theory – Quarter (9 week access)	\$110.00

+Options to use district teacher with this vendor exist.

NOTE: Quarterly grades are not issued for AP courses, world languages, or DUAL enrollment courses taken through Edgenuity.

Twelve Month Licensing Options (Training/PD Required): Includes license/content only.

LICENSING:	2016-2017 PRICE:
Edgenuity – Concurrent; Includes access to Core Content, General Electives, AP, Credit Recovery, Career Electives, Test Prep/Remediation	\$600.00 + PD
Edgenuity – Concurrent; Includes access to all courses above plus Middlebury World Languages	\$675.00 + PD
Edgenuity – Site License (Maximum of 1,000 students district wide)	\$40,000.00 + PD
Edgenuity – Site License (Maximum of 500 students district wide)	\$25,000.00 + PD
Edgenuity – Hybrid Package (Single course purchase for a minimum of 100 students)	\$125/License + PD
On-Demand Tutoring (core courses in four hour bundles) ** Hours are not portable after June **	\$100

Student Remediation Options: Includes license/content only;

STUDENT REMEDIATION SERVICES :	2016-2017 PRICE:
Edgenuity - Keystone Prep and Remediation licenses (content only) 25-200 students	\$100/ 1 course; \$125/ +1 course
Edgenuity – MyPath (math and reading); (single subject) – Training/PD required *** Pricing models differ for small school < 200 total; <100 total.	\$11,000(math and reading); \$6600 (one subject) +PD

Professional Development Services:

OPTIONS:	2016-2017 PRICE:
Half Day Training / PD	\$450.00
Full Day Training / PD	\$900.00
Hybrid – PHASE I: ALIGN	*FREE*
Hybrid – PHASE II (EDUCATE), III (DESIGN), IV (EVALUATE); V (CUSTOMIZE) - VARIES	\$4,200.00

2016-2017 AIU3 SCHOOL DISTRICT PRICING ADDENDUM

GeniusSIS Implementation (Additional PD required): Options to use Genius in coordination with your license purchase(s) exist. Please call for additional information. Costs include \$1,500.00 for the initial set-up, required professional development and training, and a recurring fee of \$5/student/course/quarter.

Other Information

- a) *No minimum purchase required.*
- b) *Costs vary based on vendor licensing, agreements, and option availability with Waterfront Learning.*
- c) *Some courses may require additional material fees; costs shown do not include textbooks, additional software, or testing fees.*
- d) **Free Trial** – *A free, 13 calendar day trial is available at the time of initial enrollment; however, a \$50 hardware service charge will be assessed for equipment delivery & return for students withdrawing during the free trial period. The opportunity for a free trial period applies only to coursework, not the technology package. The Free Trial period does not apply to Sophia.*
- e) **Tuition Charges** – *Tuition is charged as indicated above based on the courses and services requested. If the participation period exceeds the defined length of enrollment, additional tuition will be assessed.*
- f) **Extension Fees** – *In the event that an extension is desired for a student, notification, in writing, must be provided to the program prior to the last week of scheduled enrollment. If notification is received within the last week of the course, a \$50 processing fee will be assessed per student /per quarter.*
- g) **Student Support Services** – *It is expected that the district will monitor and support any identified online learner (special education or ELL). Should the district indicate that assistance from the program is desired for support services, data collection, goal monitoring, or ELL instruction, additional charges would apply.*
 - a. **Special Education Fees for Service:**
 - i. *Full-Time Students: \$1,000/semester*
 - ii. *Single Course Students: \$225/semester*
 - b. **ELL Fees for Service:**
 - i. *\$2,100 / semester (cost includes weekly live support and instruction, materials, supervision, data analysis and communication)*
- h) **Single Section Enrollment** – *Students will not be permitted to enroll in two sections of the same course at the same time (example: Algebra Q1 and Algebra Q2). Students MUST finish one section of a course before beginning another.*
- i) **Internet Access Reimbursement** – *The program will utilize Internet reimbursement at a rate of up to \$35/month as the default for all full-time students requesting equipment. Should a MiFi device be requested and approved, the use will be monitored. All texting and international charges will be billed back to the district. Any device not showing use for two consecutive billing cycles will be deactivated.*
- j) **Curriculum Modifications** – *Student specific course activity adjustments are included in tuition charges. Curriculum alignment, customization, or modification resulting in more than 25% of curriculum modification or removal, or the combining of multiple quarters of content are subject to a \$50 course customization fee. Should assistance with district-wide curriculum alignment and modification be needed, charges of \$900 (full-day) and \$450 (half-day) would apply.*
- k) **Communication Standards and Protocols** - *The Program strives to respond to communications within one business day, and award final course credit within two business days of the identified course end date. Additional, targeted customer service goals include the communication of needs and requests of the participating schools and liaisons to the contracted vendors. Should information, special requests, or modifications be needed, the identified district liaison should communicate those needs, in writing, to WFLHelp@aiu3.net. The Program will then collaborate with contracted parties to achieve the desired request. It is not the expectation of the Program that the required school district identified liaison or other identified representative need to work directly with Waterfront Learning contracted vendors.*
- l) **Hardware Replacement Fees** – *In the event that program provided hardware is not returned or returned in irreparable condition within 30 days of withdrawal from the program, the district will be assessed equipment replacement fees for missing or irreparable equipment at the rates shown below:*
 - i. *Laptop (with Warranty): \$840.00 (total package)*
 - ii. *Bag: \$30.00*
 - iii. *Power Supply: \$75.00*
 - iv. *Headset: \$15.00*
 - v. *Mouse: \$10.00*

SHALER AREA SCHOOL DISTRICT

No: 626.1

SECTION: OPERATIONS

TITLE: TRAVEL REIMBURSEMENT – FEDERAL PROGRAMS

ADOPTED:

626.1. TRAVEL REIMBURSEMENT – FEDERAL PROGRAMS	
1. Authority SC 516.1, 517 2 CFR Sec. 200.474	The Board shall reimburse administrative, professional and support employees, and school officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.
2. Definition 2 CFR. Sec. 200.474	For purposes of this policy, travel costs shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are in travel status on official business as a federal grant recipient.
3. Delegation of Responsibility Pol. 004, 331	School officials and district employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses. The validity of payments for travel costs for all district employees and school officials shall be determined by the Director of Business Affairs. Travel costs shall be reimbursed on a mileage basis for travel using an employee's personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the district's nonfederally funded activities, and in accordance with the district's travel reimbursement policies and administrative regulations.
4. Guidelines 2 CFR Sec. 200.474 Pol. 004, 331	Mileage reimbursements shall be at the rate approved by the Board for other district travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by the Board.
SC 516.1, 517	All travel costs must be presented with an itemized, verified statement prior to reimbursement.
2 CFR Sec. 200.474 Pol. 004, 331	In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that: <ol style="list-style-type: none">1. Participation of the individual is necessary to the federal award.2. The costs are reasonable and consistent with the district's established policy.
	References: School Code – 24 P.S. Sec. 516.1, 517 Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Sec. 200.474 Board Policy – 004, 331

SHALER AREA SCHOOL DISTRICT

No: 827

SECTION: OPERATIONS
TITLE: CONFLICT OF INTEREST
ADOPTED:

827. CONFLICT OF INTEREST	
1. Purpose	This policy shall affirm standards of conduct established to ensure that Board members and employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.
2. Definitions 65 Pa. C.S.A. Sec. 1101 et seq	Confidential information shall mean information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.
65 Pa. C.S.A. Sec. 1101 et seq	Conflict or Conflict of interest shall mean use by a Board member or district employee of the authority of his/her office or employment, or any confidential information received through his/her holding public office or employment, for the private pecuniary benefit of him/herself, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Board member or district employee, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated.
65 Pa. C.S.A. Sec. 1101 et seq	De minimis economic impact shall mean an economic consequence which has an insignificant effect.
65 Pa. C.S.A. Sec. 1101 et seq	Financial interest shall mean any financial interest in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.
65 Pa. C.S.A. Sec. 1101 et seq	Honorarium shall mean payment made in recognition of published works, appearances, speeches and presentations, and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of de minimis economic impact.
65 Pa. C.S.A. Sec. 1101 et seq	Immediate family shall mean a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister. Business partner shall mean a person who, along with another person, plays a significant role in owning, managing, or creating a company in which both individuals have a financial interest in the company.

<p>3. Delegation of Responsibility</p>	<p>Each employee and Board member shall be responsible to maintain standards of conduct that avoid conflicts of interest. The Board prohibits members of the Board and district employees from engaging in conduct that constitutes a conflict of interest as outlined in this policy.</p>
<p>4. Guidelines</p>	<p>All Board members and employees shall be provided with a copy of this policy and acknowledge in writing that they have been made aware of it. Additional training shall be provided to designated individuals.</p> <p><u>Disclosure of Financial Interests</u></p>
<p>Pol. 004</p>	<p>No Board member shall be allowed to take the oath of office or enter or continue upon his/her duties, nor shall s/he receive compensation from public funds, unless s/he has filed a statement of financial interests as required law.</p>
<p>65 Pa. C.S.A. Sec. 1104 Title 51 Sec. 15.2</p>	<p>The district solicitor and designated district employees shall file a statement of financial interests as required by law and regulations.</p> <p><u>Standards of Conduct</u></p>
<p>2 CFR Sec. 200.318</p>	<p>The district maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees and Board members engaged in the selection, award and administration of contracts.</p>
<p>2 CFR Sec. 200.318</p>	<p>No employee or Board member may participate in the selection, award or administration of a contract supported by a federal award if s/he has a real or apparent conflict of interest as defined above, as well as any other circumstance in which the employee, Board member, any member of his/her immediate family, his/her business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.</p>
<p>65 Pa. C.S.A. Sec. 1101 et seq</p>	<p>The district shall not enter into any contract with a Board member or employee, or his/her spouse or child, or any business in which the person or his/her spouse or child is associated valued at \$500 or more, nor in which the person or spouse or child or business with which associated is a subcontractor unless the Board has determined it is in the best interests of the district to do so, and the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the Board member or employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.</p> <p>When advertised formal bidding is not required or used, an open and public process</p>

<p>65 Pa. C.S.A. Sec. 1101 et seq</p>	<p>shall include at a minimum:</p> <ol style="list-style-type: none"> 1. Public notice of the intent to contract for goods or services; 2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and 3. Post-award public disclosure of who made bids or quotes and who was chosen. <p>Any Board member or employee who in the discharge of his/her official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his/her interest as a public record.</p>
<p>65 Pa. C.S.A. Sec. 1101 et seq</p>	<p>No public official or public employee shall accept an honorarium.</p>
<p>2 CFR Sec. 200.318 Pol. 322</p>	<p>Board members and employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Gifts of a nominal value may be accepted in accordance with Board policy.</p>
<p>65 Pa. C.S.A. Sec. 1101 et seq</p>	<p><u>Improper Influence</u></p> <p>No person shall offer or give to a Board member, employee or nominee or candidate for the Board, or a member of his/her immediate family or a business with which s/he is associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the Board member, employee or nominee or candidate for the Board would be influenced thereby.</p>
<p>65 Pa. C.S.A. Sec. 1101 et seq</p>	<p>No Board member, employee or nominee or candidate for the Board shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that Board member, employee or nominee or candidate that the vote, official action or judgment of the Board member, employee or nominee or candidate for the Board would be influenced thereby.</p>
<p>2 CFR Sec. 200.318</p>	<p><u>Organizational Conflicts</u></p> <p>Organizational conflicts of interest may exist when due to the district's relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, the district may be unable or appear to be unable to be impartial in conducting a procurement action involving a</p>

related organization.

In the event of a potential organizational conflict, the potential conflict shall be reviewed by the Superintendent or designee to determine whether it is likely that the district would be unable or appear to be unable to be impartial in making the award. If such a likelihood exists, this shall not disqualify the related organization; however, the following measures shall be applied:

1. The organizational relationship shall be disclosed as part of any notices to potential contractors;
2. Any district employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;
3. A competitive bid, quote or other basis of valuation is considered; and
4. The Board has determined that contracting with the related organization is in the best interests of the program involved.

Reporting

Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Superintendent. If the Superintendent is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Board President.

Any perceived conflict of interest of a Board member that is detected or suspected by any employee or third party shall be reported to the Board President. If the Board President is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Superintendent, who shall report the incident to the solicitor.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest.

Investigation

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the federal awarding agency in accordance with that agency's policies.

<p>Pol. 317</p>	<p><u>Disciplinary Actions</u></p> <p>If an investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.</p> <p>Violations of this policy may result in disciplinary action up to and including discharge, fines and possible imprisonment. Disciplinary actions shall be consistent with Board policies, procedures, applicable collective bargaining agreements and state and federal laws.</p> <p>References:</p> <p>State Ethics Commission Regulations – 51 PA Code Sec. 15.2</p> <p>Public Official and Employee Ethics Act – 65 Pa. C.S.A. Sec. 1101 et seq.</p> <p>Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Sec. 200.318</p> <p>Board Policy – 004, 011, 317, 319, 322, 609, 702</p>
-----------------	--

SHALER AREA SCHOOL DISTRICT

No: 609

SECTION: FINANCES

TITLE: INVESTMENT OF DISTRICT FUNDS

ADOPTED: JUNE 18, 1998

REVISED: REVISED JULY 19, 2006; DECEMBER 9, 2009; JUNE 16, 2010

609. INVESTMENT OF DISTRICT FUNDS	
1. Purpose	<p>It shall be the policy of the Board to optimize its return on funds available for investment through investment of cash balances in such a way as to minimize non-invested balances and to maximize return on investments consistent with the following principles:</p> <p>Legality - All investments shall be made in accordance with applicable laws of Pennsylvania.</p> <p>Safety – Preservation of principal shall be of highest priority. Preservation of principal in the portfolio of investments shall be ensured by diversification and other means of minimizing credit risk, including avoidance of concentration of credit risk, market risk and interest rate risk, and by thoroughly investigating and reviewing the performance of all investment providers and professionals.</p> <p>Liquidity - Investments shall remain sufficiently liquid to meet all operating requirements that are reasonably anticipated. A fiscal year operations anticipated cash flow shall be developed so that investments can be made as early as possible, with maturities consistent with anticipated cash demands.</p> <p>Yield - Investments shall be made with the objective of attaining a market-average rate of return throughout the budgetary and economic cycles, taking into account investment risk constraints and liquidity needs.</p>
2. Authority SC 440.1, 621, 622, 623 53 P.S. Sec. 5406,5410.1	<p>The Investment Officer designated by the Board shall implement the school district's investment program in accordance with this policy, applicable laws and the annual investment plan approved by the Board.</p>
3. Definitions SC 440.1 53 P.S. Sec. 5406,5410.1	<p>Act 10 Permissible Investments – Any type of investment permitted under Act 10 of March 25, 2016, (53 P.S. Sec. 5406, 5410.1) that is not among the types of investments permitted under Section 440.1 of the Public School Code of 1949, Act of March 10, 1949, (P.L. 30, No. 14) as last amended by the Act of June 30, 1995, (P.L. 220, No. 26).</p>
SC 440.1	<p>School Code Permissible Investments – Any investment permitted under Section 440.1 of the Public School Code of 1949, Act of March 10, 1949, (P.L. 30, No. 14) as last amended by the Act of June 30, 1995, (P.L. 220, No. 26).</p>

	<p>Short-term - Any period thirteen (13) months or less.</p> <p>Long-term - Any period exceeding forty-eight (48) months' duration.</p> <p>Mid-range - Any period between short-term and long-term.</p> <p>Bankers' acceptances – Bankers' acceptances generally are created based on a letter of credit issued in a foreign trade transaction. Bankers' acceptances are short-term, non-interest-bearing notes sold at a discount and redeemed by the accepting banks at maturity for face value.</p> <p>Collateral – Security pledged by a financial institution to a governmental entity for its deposit.</p> <p>Commercial paper – An unsecured promissory note issued primarily by corporations for a specific amount and maturing on a specific day. The maximum maturity for commercial paper is 270 days, but most is sold with maturities of up to thirty (30) days. Almost all commercial paper is rated as to credit risk by rating services.</p> <p>Concentration of credit risk – The risk of loss attributed to the magnitude of a government's investment in a single issuer, pool, institution, or instrument.</p> <p>Counterparty – Another party to a transaction. In the case of deposits and investments made by governmental entities, a counterparty could be the issuer of a security, a financial institution holding a deposit, a broker-dealer selling securities, or a third party holding securities or collateral.</p> <p>Credit risk – The risk that a counterparty to an investment transaction will not fulfill its obligations. Overall credit risk can be associated with the issuer of a security, with a financial institution holding deposits, or with a party holding securities or collateral. Credit risk exposure can be affected by a concentration of deposits or investments in any one (1) investment type or with any one (1) counterparty.</p> <p>Custodial credit risk – The custodial credit risk for <i>deposits</i> is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for <i>investments</i> is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party.</p> <p>Foreign currency risk – The risk that changes in exchange rates will adversely</p>
--	---

<p>SC 521 53 Pa. C.S.A. Sec. 2301 et seq</p>	<p>affect the fair value of an investment or a deposit. Investments depending on substantial overseas activities or markets may present related foreign currency risk.</p> <p>Interest rate risk - The risk that the market value of securities will fall due to changes in general interest rates.</p> <p>Issuer – The entity that has the authority to distribute a security or other investment. A bond issuer is the entity that is legally obligated to make principal and interest payments to bond holders. In the case of mutual funds, external investment pools, and other pooled investments, issuer refers to the entity invested in, not the investment company-manager or pool sponsor.</p> <p>Investment plan – The school district’s specifically enumerated investment strategy approved annually by the Board.</p> <p>Local Government Investment Pool (LGIP) – An investment trust or pool organized by groups of political subdivisions or municipal authorities pursuant to Section 521 of the Public School Code of 1949, or pursuant to the Intergovernmental Cooperation Law, 53 Pa. C.S.A. Sec. 2301 et seq., for the purpose of investing funds of such political subdivisions or municipal authorities for their exclusive benefit and in accordance with the laws governing their permissible investments. LGIPs include, but are not limited to, the Pennsylvania School District Liquid Asset Fund (PSDLAF), the Pennsylvania Local Government Investment Trust (PLGIT), and for purposes of this policy, the PA INVEST program operated by the Pennsylvania Treasury Department.</p> <p>Market risk – The risk that the market value of an investment, collateral protecting a deposit, or securities underlying a repurchase agreement will decline. Market risk is affected by the length to maturity of a security, the need to liquidate a security before maturity, the extent that collateral exceeds the amount invested, and the frequency at which the amount of collateral is adjusted for changing market values.</p> <p>Repurchase agreement –</p> <ol style="list-style-type: none"> a. An agreement in which a governmental entity (buyer-lender) transfers cash to a broker-dealer or financial institution (seller-borrower); the broker-dealer or financial institution transfers securities to the entity and promises to repay the cash plus interest in exchange for the same securities. b. A generic term for an agreement in which a governmental entity (buyer-lender) transfers cash to a broker-dealer or financial institution (seller-borrower); the broker-dealer or financial institution transfers securities to
---	---

<p>SC 440.1 15 U.S.C. Sec. 77a et seq. 80a-1 et seq.</p> <p>4. Delegation of Responsibility SC 440.1</p> <p>SC 511 Pol. 618</p>	<p>the entity and promises to repay the cash plus interest in exchange for the same securities (as in definition (a) above) or for different securities.</p> <p>Shares of an investment company – For purposes of School Code Permissible Investments, shares of an investment company registered under the Investment Company Act of 1940 (54 Stat. 789, 15 U.S.C. Sec. 80a-1 et seq.), and whose shares are registered under the Securities Act of 1933 (48 Stat. 74, 15 U.S.C. Sec. 77a et seq.) and which satisfies the further conditions set forth in Section 440.1 of the School Code, subsection (b), clause (v).</p> <p>Weighted average maturity – A weighted average maturity measure expresses investment time horizons—the time when investments become due and payable—in years or months, weighted to reflect the dollar size of individual investments within an investment type.</p> <p>The Board shall designate an Investment Officer, who will work in concert with the District’s investment advisors and banking institutions. The School District’s investment program will be implemented in accordance with this policy, related procedures, applicable laws and the annual investment plan approved by the board.</p> <p>The Investment Officer shall prepare, for approval of the Board, an annual investment plan for all general and segregated/designated funds of the district (i.e., general, capital reserve, bond, etc.), including bond proceeds, taking into account the anticipated liquidity needs of each fund.</p> <p>The plan may provide for moneys from more than one (1) fund under school district control for the purchase of any single investment, provided that each of the funds combined for the purpose shall be accounted for separately in all respects and that the earnings from the investment are separately and individually computed and recorded, and credited to the accounts from which the investment was purchased.</p> <p>The plan shall not encompass the investment of any student activity or class-related funds separately managed pursuant to School Code Section 511.</p> <p>The annual investment plan shall be submitted to the Board for review and approval no later than sixty (60) days after adoption of the annual budget.</p> <p>The Investment Officer shall report quarterly to the Board on the following:</p> <ul style="list-style-type: none">1. Amount of funds invested.2. Interest earned and received to date.3. Types and amounts of each investment and the interest rate on each.4. Names of the institutions where investments are placed.5. The means by which any deposits exceeding insurance limits are
---	---

<p>SC 624 Pol. 608</p>	<p>collateralized.</p> <p>This report may, but is not required to, include the information regarding depository balances, earnings and transactions required by the School Code to be reported to the Board monthly as set forth in Policy 608.</p> <p>The Board directs the Superintendent and Investment Officer to develop, for approval by the Board as an appendix to this policy, specific due diligence and risk mitigation measures for:</p> <ol style="list-style-type: none"> 1. Evaluating and mitigating the risks associated with each investment; 2. Investigating, selecting and evaluating the performance of investment advisors and investment professionals; 3. Specifying standards for audits of investment transactions; and 4. Determining the qualifications, training, standards and disclosures required for district employees performing functions relating to the district’s investment program.
<p>5. Guidelines SC 440.1</p>	<p>Investments permitted by this policy are those defined in law and enumerated in this policy that are appropriately collateralized in accordance with this policy and applicable laws.</p> <p><u>School Code Permissible Investments</u></p> <ol style="list-style-type: none"> 1. United States Treasury bills. 2. Short-term obligations of the United States Government or its agencies or instrumentalities. 3. Deposits in savings accounts or time deposits or share accounts of institutions insured by the Federal Deposit Insurance Corporation (FDIC) or the Federal Savings and Loan Insurance Corporation (FSLIC) or the National Credit Union Share Insurance Fund (NCUSIF) to the extent that such accounts are so insured, and, for any amounts above the insured maximum, provided that approved collateral as provided by law therefore shall be pledged by the depository. 4. Obligations of the United States of America or any of its agencies or instrumentalities backed by the full faith and credit of the United States of America, the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of the Commonwealth,

<p>17 CFR</p>	<p>or of any political subdivision of the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of the political subdivision.</p> <p>5. Shares of an investment company registered under the Investment Company Act of 1940 (54 Stat. 789, 15 U.S.C. Sec. 80a-1 et seq.), whose shares are registered under the Securities Act of 1933 (48 Stat. 74, 15 U.S.C. Sec. 77a et seq.). Provided, that the following are met:</p> <p>a. The only investments of that company are in the authorized investments for school district funds listed in items 1 through 4 above and repurchase agreements fully collateralized by such investments.</p> <p>b. The investment company is managed so as to maintain its shares at a constant net asset value in accordance with 17 CFR Sec. 270 2a-7 (relating to money market funds).</p> <p>c. The investment company is rated in the highest category by a nationally recognized statistical rating organization.</p> <p>6. Local Government Investment Pools (LGIPs) as defined in this policy.</p> <p>7. Repurchase agreements with respect to U.S. Treasury bills or obligations, participations or other instruments of or guaranteed by the U.S. or any federal agency, instrumentality or U.S. government-sponsored.</p> <p><u>Act 10 Permissible Investments</u></p> <p>1. Obligations, participations or other instruments of any federal agency, instrumentality or U.S. government-sponsored enterprise if the debt obligations are rated at least “A” or its equivalent by at least two (2) nationally recognized statistical ratings organizations.</p> <p>2. Commercial paper issued by corporations or other business entities organized in accordance with federal or state law, with a maturity not to exceed 270 days, if the issuing corporation or business entity is rated in the top short-term category by at least two (2) nationally recognized statistical ratings organizations.</p> <p>3. Bills of exchange or time drafts drawn on and accepted by a commercial bank, otherwise known as bankers’ acceptances, if the bankers’ acceptances do not exceed 180 days maturity and the accepting bank is rated in the top short-term category by at least two (2) nationally recognized statistical ratings organizations.</p> <p>4. Negotiable certificates of deposit or other evidences of deposit, with a</p>
----------------------	---

<p>SC 440.1</p>	<p>remaining maturity of three (3) years or less, issued by a nationally or state-chartered bank, a federal or state savings and loan association or a state-licensed branch of a foreign bank.</p> <p>a. For obligations with a maturity of one (1) year or less, the debt obligations of the issuing institution or its parent must be rated in the top short-term rating category by at least two (2) nationally recognized statistical ratings organizations.</p> <p>b. For obligations with a maturity in excess of one (1) year, the senior debt obligations of the issuing institution or its parent must be rated at least “A” or its equivalent by at least two (2) nationally recognized statistical ratings organizations.</p> <p>5. Shares of an investment company registered under the Investment Company Act of 1940 (54 Stat. 789, 15 U.S.C. Sec. 80a-1et seq.) whose shares are registered under the Securities Act of 1933 (48 Stat. 74, 15 U.S.C. Sec. 77a et seq.), if all of the following conditions are met:</p> <p>a. The investments of the company are the authorized investments under 53 P.S. §5410.1, subsection (a) (Act 10, Section 1.1(a)).</p> <p>b. The investment company is managed in accordance with 17 CFR Sec. 270.2a-7 (relating to money market funds).</p> <p>c. The investment company is rated in the highest category by a nationally recognized rating agency.</p> <p><u>Management of Investments and Collateral</u></p> <p>All securities or other investments in which the school district invests or that collateralize school district investments shall be managed as provided in this policy and in the school district’s investment plan annually approved by the Board.</p> <p>The plan shall require that securities purchased as investments be purchased in the name of the school district and held in custody for the benefit of the school district as provided in the investment plan and authorized custodian agreements. The plan may make exceptions to such requirements for investments in LGIPs as defined in this policy, or for the purchase of shares of an investment company as defined in this policy.</p> <p>If, after purchase, the rating of any instrument is reduced and no longer in compliance with Board policy, the individual responsible for district investments shall advise the Board at the earliest opportunity of such action and make recommendations for altering the investments.</p>
-----------------	---

	<p>being “marked to market.” This valuation shall occur at least annually.</p> <p>Following a review of valuation, the Investment Officer may request an additional review by the district’s investment advisors or financial consultant, and shall require additional collateral if the existing collateral has declined in value and exposes the district to potential loss of principal. The status of the valuation review and any additional collateral shall be included in an annual report to the Board regarding the investment program.</p> <p><u>Reporting Requirement for Local Government Investment Pools (LGIPs)</u></p> <p>Local Government Investment Pools (LGIPs) pool the resources of participating government entities and invest in various securities as permitted under state law, so that participating governments can benefit from economies of scale, professional fund management and other advantages.</p> <p>Recognizing that LGIPs invest directly in permissible securities on behalf of the participating government entities, which in turn have proportional ownership rights in those securities, district investments in a LGIP shall not be subject to the collateral requirements of this policy, provided that the LGIP:</p> <ol style="list-style-type: none"> 1. Makes available to participants daily and monthly statements, and other information from which the status of the investments can be verified; and 2. Provides an audited annual financial report to each participating government entity. <p><u>Further Risk Mitigation for Act 10 Permissible Investments</u></p> <p>Recognizing that Act 10 of 2016 expanded the range of permissible investments to include investments with the potential to expose the school district to elevated levels of credit risk and other investment risks, the Board directs that any investment plan or investment recommendations proposed by the Investment Officer take into account, implement and highlight the following factors and precautions with respect to Act 10 Permissible Investments:</p> <ol style="list-style-type: none"> 1. It cannot be assumed that negotiable certificates of deposit are collateralized. 2. A significantly more thorough level of due diligence is required. 3. Any investment in the fourth category of Act 10 Permissible Investments listed above (negotiable certificates of deposit or other evidences of deposit) must have a maturity not exceeding one (1) year in duration.
--	--

	<p>All depository institutions, repurchase agreement providers, brokers, and investment advisors and managers shall disclose in writing to the district: (1) any fees or other compensation paid to or received from a third party with respect to any district investment; and (2) any ownership of or by a parent corporation which owns any other depository institution, broker, dealer, investment advisor, or other investment provider or professional which does business with the district.</p> <p>All investment advisors shall verify in writing that they have received and reviewed a copy of this Board policy and agree to comply with this policy and all applicable laws related to school district investments.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 218, 440.1, 511, 521, 621, 622, 623, 624</p> <p>Intergovernmental Cooperation Law – 53 Pa. C.S.A. Sec. 2301 et seq</p> <p>Local Government Unit Debt Act – 53 Pa. C.S.A. Sec. 8001 et seq</p> <p>Public Officials and Employee Ethics Act – 65 Pa. C.S.A. Sec. 1101 et seq</p> <p>Security of Public Deposits – 72 P.S. Sec. 3836-1 et seq (Act 72 of 1971)</p> <p>Act 10 of 2016 – Investment of Public Corporation or Authority Funds – Act of Mar. 25, 2016, P.L. 72, No. 10, 53 P.S. Sec. 5406, 5410.1</p> <p>Securities and Trust Indentures – 15 U.S.C. Sec. 77a et seq</p> <p>Investment Companies – 15 U.S.C. Sec. 80a-1 et seq</p> <p>Investment Companies, Title 17, Code of Federal Regulations – 17 CFR Part 270</p> <p>Governmental Accounting Standards Board, Statement No. 3, as amended by Statement 40</p> <p>Governmental Accounting Standards Board, Statement 40</p> <p>Board Policy – 608, 618, 619</p>
--	--

SHALER AREA SCHOOL DISTRICT

No: 626

SECTION: FINANCES

TITLE: FEDERAL FISCAL COMPLIANCE

ADOPTED: MARCH 19, 2008

REVISED:

626. FEDERAL FISCAL COMPLIANCE	
1. Authority 2 CFR Part 200	<p>The Board shall ensure federal funds received by the district are administered in accordance with federal requirements, including but not limited to the federal Uniform Grant Guidance.</p> <p>The Board shall review and approve all applications for federal funds submitted by the district.</p>
2. Delegation of Responsibility 2 CFR Part 200	<p>The Board designates the Business Manager as the district contact for all federal programs and funding.</p> <p>The Superintendent or designee, in collaboration with the Federal Programs Coordinator and Business Manager, shall establish and maintain a sound financial management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants, and to track costs and expenditures of funds associated with grant awards.</p> <p>The Superintendent, to assist in the proper administration of federal funds and implementation of this policy, may approve additional procedures as attachments to this policy.</p>
3. Guidelines	<p>The district's financial management system shall be designed with strong internal controls, a high level of transparency and accountability, and documented procedures to ensure that all financial management system requirements are met.</p> <p>Financial management standards and procedures shall assure that the following responsibilities are fulfilled:</p> <ol style="list-style-type: none">1. Identification – the district must identify, in its accounts, all federal awards received and expended, and the federal programs under which they were received.2. Financial Reporting – Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in accordance with the financial reporting requirements of the Education Department General Administrative Regulations (EDGAR).

	<ol style="list-style-type: none"> 3. Accounting Records – the district must maintain records which adequately identify the source and application of funds provided for federally-assisted activities. 4. Internal Controls – Effective control and accountability must be maintained for all funds, real and personal property and other assets. The district must adequately safeguard all such property and must assure that it is used solely for authorized purposes. 5. Budget Control – Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds. 6. Cash Management – The district shall maintain written procedures to implement the cash management requirements found in EDGAR. 7. Allowability of Costs – The district shall ensure that allowability of all costs charged to each federal award is accurately determined and documented.
Pol. 827	<p><u>Standards of Conduct</u></p> <p>The district shall maintain standards of conduct covering conflicts of interest and the actions of employees and school officials engaged in the selection, award and administration of contracts.</p>
Pol. 317	<p>All employees shall be informed of conduct that is required for federal fiscal compliance and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.</p> <p><u>Employees - Time and Effort Reporting</u></p>
2 CFR Sec. 200.430	<p>All district employees paid with federal funds shall document the time they expend in work performed in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals.</p>
Pol. 626.1	<p>District employees shall be reimbursed for travel costs incurred in the course of performing services related to official business as a federal grant recipient.</p>
Pol. 304, 319, 336, 337 624, 813	<p>The district shall establish and maintain employee policies on hiring, benefits and leave and outside activities, as approved by the Board.</p> <p><u>Record Keeping</u></p>
2 CFR Sec. 200.333- 200.337 Pol. 800	<p>The district shall develop and maintain a Records Management Plan and related Board policy and administrative regulations for the retention, retrieval and disposition of manual and electronic records, including emails.</p>

<p>34 CFR Sec. 75.730- 75.732, 76.730- 76.731 Pol. 800</p>	<p>The district shall ensure the proper maintenance of federal fiscal records documenting:</p> <ol style="list-style-type: none"> 1. Amount of federal funds. 2. How funds are used. 3. Total cost of each project. 4. Share of total cost of each project provided from other sources. 5. Other records to facilitate an effective audit. 6. Other records to show compliance with federal program requirements. 7. Significant project experiences and results. <p>All records must be retrievable and available for programmatic or financial audit.</p>
<p>2 CFR Sec. 200.336</p>	<p>The district shall provide the federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other district records which are pertinent to the federal award. The district shall also permit timely and reasonable access to the district's personnel for the purpose of interview and discussion related to such documents.</p>
<p>2 CFR Sec. 200.333</p>	<p>Records shall be retained for a minimum of five (5) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit or cognizant agency for indirect costs.</p>
<p>2 CFR Sec. 200.333</p>	<p>If any litigation, claim or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved and final action taken.</p>
<p>Pol. 800</p>	<p>As part of the Records Management Plan, the district shall develop and maintain a records retention schedule, which shall delineate the record retention format, retention period and method of disposal.</p>
<p>Pol. 800</p>	<p>The Records Management Plan shall include identification of staff authorized to access records, appropriate training, and preservation measures to protect the integrity of records and data.</p>
<p>Pol. 113.4, 216, 324</p>	<p>The district shall ensure that all personally identifiable data protected by law or regulations is handled in accordance with the requirements of applicable law,</p>

<p>2 CFR Sec. 200.330- 200.331</p> <p>Pol. 800</p> <p>2 CFR Sec. 200.338, 200.339</p>	<p>regulations, Board policy and administrative regulations.</p> <p><u>Subrecipient Monitoring</u></p> <p>In the event that the district awards subgrants, the district shall establish procedures to:</p> <ol style="list-style-type: none"> 1. Assess the risk of noncompliance. 2. Monitor grant subrecipients to ensure compliance with federal, state, and local laws and Board policy and procedures. 3. Ensure the district’s record retention schedule addresses document retention on assessment and monitoring. <p><u>Compliance Violations</u></p> <p>Employees and contractors involved in federally funded programs and subrecipients shall be made aware that failure to comply with federal law, regulations or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.</p> <p>References:</p> <p>Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Part 200</p> <p>Department of Education Direct Grant and State-Administered Programs, Title 34, Code of Federal Regulations – 34 CFR Part 75, Part 76</p> <p>Board Policy – 113.4, 216, 304, 317, 319, 324, 336, 337, 331, 610, 611, 612, 613, 624, 625, 626.1, 800, 813, 827</p>
---	--

SHALER AREA SCHOOL DISTRICT

No: 808

SECTION: OPERATIONS

TITLE: FOOD SERVICES

ADOPTED: AUGUST 19, 1998

REVISED: APRIL 16, 2003; DECEMBER 10, 2008; MAY 12, 2010

808. FOOD SERVICES	
1. Purpose	The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.
2. Authority SC 504, 807.1 , 1335, 1337 42 U.S.C. Sec. 1751 et seq, 1773 2 CFR Part 200 7 CFR Parts 210, 215, 220 FNS Instruction 113-1	<p>The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).</p> <p>The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex, or disability.</p>
SC 504 42 U.S.C. Sec. 1760 42 U.S.C. Sec. 1760	<p>Food sold by the school may be purchased by students and district employees but only for consumption on school premises or at school-sponsored events. The price charged to students shall be established annually by the district in compliance with state and federal laws.</p> <p>Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A nonprogram food shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. Nonprogram foods include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.</p>
3. Delegation of Responsibility SC 504	<p>Operation and supervision of the food service program shall be the responsibility of the Director of Business Affairs.</p> <p>The individual, in conjunction with the food service provider responsible for the operation and supervision of the food service program, shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.</p>

<p>SC 504, 1337</p> <p>SC 504, 1335, 1337 42 U.S.C. Sec. 1751 et seq, 1773 7 CFR Parts 210, 215, 220</p>	<p>Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Director of Business Affairs.</p> <p>The contracted food service provider responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.</p>
<p>3 Pa. C.S.A. Sec. 5713 42 U.S.C. Sec. 1758(h) 7 CFR Sec. 210.13, 210.30</p>	<p>The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.</p>
<p>FNS Instruction 113-1</p>	<p>The Superintendent or designee shall post this policy on the District website for students, parents/guardians, and employees concerning the contents of this policy and applicable administrative regulations.</p>
<p>4. Guidelines Pol. 246</p>	<p>To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:</p> <ol style="list-style-type: none"> 1. Be carefully selected to contribute to students' nutritional well-being and health. 2. Meet the nutrition standards specified in law and regulations and approved by the Board. 3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits. 4. Be served in age-appropriate quantities, at reasonable prices.
<p>SC 504</p>	<p>All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board. District advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.</p> <p><u>Procurement</u></p>
<p>Pol. 610, 626</p>	<p>Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.</p>

<p>42 U.S.C. Sec. 1758 7 CFR Part 245</p>	<p><u>Free/Reduced-Price Meals And Free Milk</u></p> <p>The district shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program.</p>
<p>7 CFR Sec. 15b.40 Pol. 103.1, 113, 209.1</p>	<p><u>Accommodating Students With Special Dietary Needs</u></p> <p>The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.</p>
<p>42 U.S.C. Sec. 1758(h) 7 CFR Sec. 210.13, 220.7</p>	<p><u>School Food Safety Inspections</u></p> <p>The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.</p> <p>The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.</p>
<p>42 U.S.C. Sec. 1758(h) 7 CFR Part 210, Part 220</p>	<p><u>School Food Safety Program</u></p> <p>The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.</p>
<p>7 CFR Sec. 210.9, 210.13, 220.7</p>	<p>The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.</p>
<p>42 U.S.C. Sec. 1751 et seq, 1773 7 CFR Sec. 210.30</p>	<p><u>Professional Standards For Food Service Personnel</u></p> <p>The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, professional standards include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.</p>
	<p><u>School Meal Accounts</u></p> <p>Individual accounts shall be assigned to each student for accounting purposes for the purchase of meals served in school cafeterias.</p>

The Superintendent or designee shall develop and disseminate administrative regulations that establish procedures to control school meal accounts. Administrative regulations should include the following:

1. Procedures for collecting money for individual student accounts which ensure that the identity of each student is protected.
2. Method in which students and parents/guardians are notified when the student's account reaches a specified level. At least one (1) advance written warning shall be given to the student and parent/guardian.
3. Procedures for providing students with meals when the student forgets or loses his/her money or when his/her account has insufficient funds.

References:

School Code – 24 P.S. Sec. 504, **807.1**, 1335, 1337

Food Protection – 3 Pa. C.S.A. Sec. 5713

National School Lunch Program – 42 U.S.C. Sec. 1751 et seq.

School Breakfast Program – 42 U.S.C. Sec. 1773

Healthy, Hunger-Free Kids Act of 2010 – P.L. 111-296

Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Part 200

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, Title 7, Code of Federal Regulations – 7 CFR Part 15

National Food Service Programs, Title 7, Code of Federal Regulations – 7 CFR Part 210, Part 215, Part 220, Part 245

U.S. Department of Agriculture Food and Nutrition Service (FNS) Instruction 113-1

Board Policy – 000, 103, 103.1, 113, 209.1, 246, **610, 626**

SHALER AREA SCHOOL DISTRICT

SECTION: OPERATIONS
 TITLE: ADMINISTERING NALOXONE
 ADOPTED: PENDING
 REVISED:

<p>1. Purpose</p> <p>2. Definitions</p> <p>3. 35 P.S. §780-113.7(e)</p>	<p style="text-align: center;">823. ADMINISTERING NALOXONE</p> <p><u>Purpose</u> The School District wishes to prevent opiate-related overdose deaths by making Naloxone available in its schools. Naloxone is a medication found to reverse the effects of an opiate-related drug overdose. Consistent with Pennsylvania law, the School District wishes to obtain authorization for school personnel to administer Naloxone in order to respond to suspected drug overdose occurring in schools.</p> <p><u>Definitions</u> For purpose of this policy, these terms shall be defined as follows:</p> <p><i>Drug overdose</i> – an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of a consumption or use of one or more opiate-related controlled substances causing an adverse reaction. An individual condition’s shall be deemed a suspected drug overdose if a prudent person, possessing an average knowledge of medicine and health, would reasonably believe that the condition is a drug overdose and requires immediate medical attention</p> <p><i>Emergency medical services personnel</i> - individuals whose official or assigned responsibilities include performing or directly supporting the performance of emergency medical and rescue services or firefighting.</p> <p><i>Naloxone</i> – a medication that can reverse a drug overdose caused by an opiate-related controlled substance. Naloxone, commonly known by the brand-name Narcan®, is an opioid antagonist which means it displaces the opioid from receptors in the brain and can therefore reverse an opiate overdose. It is a scheduled drug, but has no euphoric properties and minimal side effects. If it is administered to a person who is not suffering an opiate overdose, it will do no harm.</p> <p><i>Student</i> – a student enrolled in the School District’s elementary, middle, or high schools.</p>
---	--

<p>4. Authority Act 139 of 2014</p>	<p>Medical Control Physician - The Medical Control Physician, herein referred to as “MCP,” shall be a designated Medical Doctor who is licensed to practice medicine in Pennsylvania. Shaler Area School District shall either maintain an affiliation with the MCP through the local EMS or shall designate the School District’s Physician as the MCP.</p> <p>Senate Bill 1164 was signed into law as Act 139 in September of 2014. This legislation allows first responders including law enforcement, fire fighters, EMS or other organizations the ability to administer naloxone to individuals experiencing an opioid overdose. Additionally, Act 139 provides immunity from prosecution for those responding to and reporting overdoses.</p> <p>The Good Samaritan provision of Act 139, the provision offers certain criminal and civil protections and provides reassurances to the caller that they cannot be held liable for being present, witnessing, and reporting an overdose.</p>
<p>5. 35 P.S. §780-113.8(c)</p>	<p><u>School Physician’s Standing Order</u></p> <p>The School District’s Superintendent or designee shall obtain standing medical order from the School District’s Physician, who shall serve as the Medical Control Physician (MCP), pursuant to Act 139 of 2014, that prescribes Naloxone for use by authorized school personnel to assist any individuals suspected of experiencing a drug overdose in the School District’s schools.</p> <p>The standing order shall authorize the School District to obtain, store and administer naloxone in compliance with this policy, and impose any other conditions that the School District’s Physician believes is appropriate to ensure the safety and well-being of an individual experiencing a drug overdose. The original standing order shall be maintained in the Superintendent’s office, and copies of the standing order shall be kept in the nurse’s offices of each school.</p>
<p>6. 35 P.S. §780-113.8(a)(3)</p>	<p><u>Training</u></p> <p>Before any School District employee may administer Naloxone under this policy, the employee must successfully complete a Pennsylvania Department of Health training program about recognizing opioid-related overdoses, administering Naloxone and promptly seeking medical attention for drug overdoses. Evidence that such training has been completed shall be placed in the employee’s personnel file.</p> <p>The School District shall provide its school nurses, and other relevant school personnel, with the opportunity to complete such training during their regular work schedule.</p> <p>Shaler Area School District shall provide refresher training every two years, in conjunction with AED/First Aid/CPR certifications.</p>

A list of School District employees who successfully completed such training shall be maintained, updated and kept in the school nurse's office and the School District administration.

Storage of Naloxone

Naloxone shall be safely stored in the school nurses' office at each school in compliance with drug manufacturer's instructions. School Nurses are responsible for inspecting naloxone kits each month in order to insure that the kits are intact, and will maintain a written inventory, documenting the quantities and expirations of naloxone replacement supplies, and a log documenting the issuance of replacement units.

Naloxone shall be made readily accessible to those employees who have completed the required training to administer it in the event of suspected drug overdose. All properly trained employees shall be made aware exactly where Naloxone is being stored within the school nurses' office.

Administration of Naloxone

These protocols shall be followed when administering Naloxone to respond to a suspected drug overdose:

1. The school's Emergency Response Team shall immediately ensure that someone calls 9-1-1 for emergency medical service personnel to be dispatched to respond to a suspected drug overdose. The School nurse or other authorized individual shall communicate with the parent/guardian as soon as feasible.
2. The school's Emergency Response Team shall access the individual to determine, if: (i) the person is without a pulse or suffering a cardiac arrest; (ii) the person is not breathing or suffering respiratory arrest; and/or (iii) the person is exhibiting signs or symptoms of a drug overdose.
3. Consistent with the employee's observations and training, administer Naloxone to the individual suffering the suspected drug overdose and administer CPR, as needed. When a school nurse or other authorized individual suspects that a student is suffering from an opiate overdose, the nurse or other authorized individual should administer the Naloxolone as prescribed.
4. Continue to observe the individual suffering the suspected drug overdose until emergency medical service personnel arrives on scene.
5. Fully cooperate with emergency medical service personnel

7. 35 P.S.
§780-113.8(f)

responding to the scene, and do not interfere with or impede the administration of emergency medical services to the individual suffering the suspected drug overdose.

6. Afterwards notify the building administrator or designee of the facts and circumstances surrounding the drug overdose incident.
7. The school nurse shall submit a Naloxone Administration form which shall be utilized and submitted to the Principal of the school where the overdose occurred.

Indemnification

The School District shall indemnify and hold harmless any employee who administers Naloxone in good faith to another individual experiencing a suspected drug overdose, if all of these conditions apply: (i) the employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering Naloxone to that individual; (ii) the employee successfully completed the training contemplated by this policy; (iii) the employee promptly sought additional medical assistance before or immediately after administering Naloxone; and (iv) the employee is administer Naloxone in the performance of his or her duties as either an employee or approved volunteer for the School District. Additionally, the Good Samaritan provisions of Act 139 provide immunity to those individuals who acting in good faith and with reasonable care administer Naloxone to someone they believe is experiencing an opioid overdose.

8. Act 139 of 2014

Parental Notification

The School District administration shall take reasonable steps to notify students and their parents/guardians of this policy once each school year. Such notification shall encourage students to immediately report suspected drug overdoses to school officials to ensure medical assistance can be immediately provided.

Reasonable means to notify students, parents and guardians of this policy shall include, but not be limited to, electronic communications, publication through student handbooks, school newsletters, the School District's official website and other similar paper or electronic means of communication.

Non-employee administration of naloxone

Nothing in this policy is intended to regulate, restrict or otherwise deter a law enforcement officer, emergency medical technician, volunteer fire company member, licensed medical professional or other authorized individual from administering his or her own supply of Naloxone when responding in good faith to a suspected drug overdose occurring on School District property.

	<p>References</p> <p>School Code – 35 P.S. § 780-113.7(e), 35 P.S. § 780-113.8(c), 35 P.S. § 780-113.8(a)(3), 35 P.S. § 780-113.8(f)</p> <p>State Board of Education Regulations</p> <p>– Child Protective Services Law –</p>
--	---

OUT OF STATE / OVERNIGHT TRIPS

RECEIVED
SHALER AREA SCHOOL DISTRICT
MAY 17 2016
DR. BRYAN O'BLACK

SHALER AREA HIGH SCHOOL

Group Shaler Area High School Music Dept. Date Submitted 5/9/16

Sponsor(s) George Tepshich / Kristin Tepshich / Shirley Rankin Phone Ext. x1710

Destination Myrtle Beach, SC - Festivals of Music Adjudication

Date(s) of Trip THURS. April 6 - Mon. April 10, 2017

- Purpose of Trip:
- Represent our school and community in a National competition
 - Band, choir, orchestra will compete in festivals of music competition and adjudicated by professionals in their respective fields.

- Costs:
- substitute cost

- Method of Fundraising:
- students will fundraise individually through booster sponsored fundraisers

Number of Teacher Substitutes Needed G. Tepshich, K. Tepshich, S. Rankin, E. Spondike assistant band director,

Number of Days for Each Substitute 3 days dance team sponsor, silk line sponsor, majorette sponsor

APPROVAL

<u>YES</u>	<u>NO</u>		<u>Signature</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Activities / Athletic Director	<u>[Signature]</u>	<u>5/16/16</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Principal	<u>[Signature]</u>	<u>5-16-16</u>
<input type="checkbox"/>	<input type="checkbox"/>	Superintendent	_____	_____