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COMMITTEE ON EDUCATION
July 17, 2013**

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**AGENDA REVIEW
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DIRECTORS:

The Committee on Education recommends the adoption of the following resolutions, that the proper officers of the Board be authorized to enter into contracts relating to those resolutions and that authority be given to the staff to change account numbers, the periods of performance, and such other details as may be necessary to carry out the intent of the resolution, so long as the total amount of money carried in the resolution is not exceeded. Except that with respect to grants which are received as a direct result of Board action approving the submission of proposals to obtain them, the following procedures shall apply: Where the original grant is \$1,000 or less, the staff is authorized to receive and expend any increase over the original grant. Where the original grant is more than \$1,000, the staff is authorized to receive and expend any increase over the original grant, so long as the increase does not exceed fifteen percent (15%) of the original grant. Increases in excess of fifteen percent (15%) require additional Board authority.

Proposals/Grant Awards

RESOLVED, That the Board authorizes its proper officers to accept funds and/or submit applications for funds to the following granting agencies for funds set forth in items 1 through 3, inclusive.

1. **Accepting Grant Award \$1,082,304 – PA Department of Education and the PA Department of Welfare for the 2013-2014 ELECT Program – Student Services**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to accept \$1,082,304 from the PA Department of Education and the PA Department of Welfare for the 2013-2014 Education Leading to Employment and Career Training (ELECT) Program Grant. These funds will provide year-round comprehensive case management, education and support services for pregnant and parenting students to successfully complete high school and transition to post-secondary training and employment. Services will include home visits, mentoring, structured group activities, after school parenting programs, life skills education, career readiness, and job search assistance, as well as connections to health and child development services within the community. The ELECT grant is a three year grant. This is the second year of the grant. The grant is renewed every year on July 1. The amount of the grant remains the same each year. The funding period shall be from July 1, 2013 through June 30, 2014.

2. **Accepting Grant Award \$143,900 – PA Department of Education and the PA Department of Welfare for the 2013-2014 ELECT Fatherhood Initiative – Student Services**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to accept \$143,900 from the PA Department of Education and the PA Department of Welfare for the 2013-2014 Education Leading to Employment and Career Training (ELECT) Fatherhood Initiative. These funds will provide comprehensive case management, educational, and support services to teen fathers at each high school through the Teen Parenting Program. Services will include home visits, mentoring, structured group activities, after school parenting programs, life skills education, career readiness, and job search assistance. The ELECT Fatherhood Initiative grant is a three year grant.

This is the second year of the grant. The grant is renewed every year on July 1. The amount of the grant remains the same each year. The funding period shall be from July 1, 2013 through June 30, 2014.

3. **Accepting Grant Award \$240,000 – The Three Rivers Workforce Investment Board for the 2013-2015 Workforce Investment Grant – PSE**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize the Program for Exceptionalities Program to accept \$240,000 from the Three Rivers Workforce Investment Board for the 2013-2015 Workforce Investment Grant. The grant is awarded across a two year period (2013-2015) to provide student employment opportunities and placements for up to sixty (60) students annually who are enrolled in the Start on Success (SOS) program. The purpose of this grant is to support Start on Success (SOS) work to place students in internships. Specifically funds will pay for student wages, supplies and recognition for students with cognitive disabilities through community business/organizations. The outcome of the grant will be that participating students will be placed in competitive employment situations and/or are enrolled in post-secondary programs. (NOTE: The Three Rivers Workforce Investment Board previously made these grants annually, but has moved to a semi-annual grant award period.) The grant amount of \$240,000 is a 3.96% increase for each year due to the increase of four (4) students each year. The funding period shall be from July 1, 2013 through June 30, 2015.

Consultants/Contracted Services

RESOLVED, That the Board authorizes its proper officers to enter into contracts with the following individuals for the services and fees set forth in items 4 through 14, inclusive.

4. **College Board – Gifted & Talented**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to renew the contract with the College Board. For the fourth consecutive year, the School District of the City of Pittsburgh will financially support all 10th and 11th grade students' participation in the PSAT. The College Board will provide the exams, district and school level score reports, the student data disk which contains raw exam data, the "AP Potential" tool which allows educators to see which AP courses students are likely to be successful in, as well as the "My College Quick Start" feature which helps guide students through the path to college.

The operating period shall be from June 1, 2013 through June 30, 2014. The total contract shall not exceed \$35,626.50 from account line 4017-010-2360-599.

5. **American Red Cross, Foster Grandparent Program – ECP**

RESOLVED, That the Board authorize the Early Childhood Program to renew the contract with the American Red Cross, Foster Grandparent Program to provide intergenerational experiences to children enrolled in Early Childhood classrooms. The Foster Grandparents will serve all classrooms five (5) days a week, six (6) hours a day for 160 days. The volunteers are paid at a rate of \$2.65 per hour by the Foster Grandparent Program (Our in-kind contribution is .50 cents per hour).

The operating period shall be from September 1, 2013 through June 30, 2014. The total contract amount shall not exceed \$7,650 from account lines 4000-18V-1801-329 (\$918), 4800-19V-1801-329 (\$5,049), and 4805-19V-1806-329 (\$306), 4800-20V-1801-329 (\$612), and 4000-21V-1801-329 (\$765). Collaboration with this agency for the provision of services was proposed in grant applications that were approved by the Board of Directors on May 29, 2013. This partnership has been in existence since 1996.

6. **University of Pittsburgh, Office of Child Development, Early Childhood Partnerships-HealthyCHILD – ECP**

RESOLVED, That the Board authorize the Early Childhood Program to renew the contract with the University of Pittsburgh, Office of Child Development, Early Childhood Partnerships-HealthyCHILD, for the provision of individual consultations to children enrolled in Early Childhood classrooms, training coordination for staff, child assessments and data management and mental health intervention services for children and families.

The operating period shall be from August 1, 2013 through June 30, 2014. The total contract amount shall not exceed \$215,727 from account lines 4800-19V-1802-330 (\$113,557), 4805-19V-1802-330 (\$42,427), 4806-19V-1806-330 (\$16,967), 4800-20V-1802-330 (\$10,210), 4000-18V-1802-330 (\$10,371), and 4000-21V-1802-330 (\$22,195). Collaboration with this agency for the provision of services was proposed in grant applications that were approved by the Board of Directors on May 29, 2013. This partnership has been in existence since 1996.

7. **Daria Segers – ECP**

RESOLVED, That the Board of Directors authorize the Early Childhood Program to renew the contract with Daria Segers to provide physical examinations to children enrolled in Early Childhood classrooms who have not had a physical examination within the mandated 90-day enrollment period. The consultant is a certified Physician Assistant. The consultant will also provide training to staff regarding pediatric obesity prevention methods and technical assistance to the Health Services Coordinator regarding health action plans for children with chronic health conditions.

The operating periods shall be from September 1, 2013 through June 30, 2014. The total contract amount shall not exceed \$5,330 from account lines 4000-18V-1802-330 (\$640), 4800-19V-1802-330 (\$3,251), 4805-19V-1806-330 (\$160), 4800-20V-1802-330 (\$746) and 4000-21V-1802-330 (\$533). Collaboration with this individual for the provision of services was proposed in grant applications that were approved by the Board of Directors on May 29, 2013. This partnership has been in existence since 2004.

8. **FamilyLinks-Pittsburgh Weil K-8 – PSE**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to renew the contract between the Program for Students with Exceptionalities and FamilyLinks. The contractor will provide full-time mental health therapists to be assigned to two Therapeutic Support Classrooms at **Pittsburgh Weil K-8**.

The therapist will: work with the school's emotional support teachers providing individual and group therapy in the classroom; provide classroom training related to social skills development, problem solving, conflict resolution and anger management; and provide teaming strategies for both regular and special education teachers.

The operating period shall be from August 1, 2013 through June 30, 2014. The cost of the two classrooms is \$30,000 each. The total contract amount shall not exceed \$60,000 from account line 5500-13V-1231-330.

9. **FamilyLinks - PSE**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to renew the contract between the Program for Students with Exceptionalities and FamilyLinks. They will provide an emotional support program for up to twenty (20) K-2 students with severe social and emotional disturbances and very critical mental health issues. FamilyLinks provides an educational program and an extensive partial hospital program on site. All placements are recommended by each student's IEP team. Consultation services for students transitioning between programs will also be provided as needed.

The operating period shall be from August 1, 2013 through June 30, 2014. The rate per student is \$20,910. The total contract amount shall not exceed \$418,200 from account line 5500-13V-1231-323.

10. **Glade Run Lutheran Services – PSE**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to renew the contract between the Program for Students with Exceptionalities and Glade Run Lutheran Services. They will provide full-time mental health therapists to be assigned to the Therapeutic Support Classrooms at: **Pittsburgh Morrow PreK-8, Pittsburgh South Hills 6-8, Pittsburgh King K-8, Pittsburgh Manchester K-8** (2 classrooms), **Pittsburgh Mifflin K-8** (2 classrooms), **Pittsburgh Allegheny K-5, Pittsburgh Lincoln K-5, Pittsburgh Faison Primary, and Pittsburgh Miller PreK-5**. The therapist at each school will: work with the schools' emotional support teachers providing individual and group therapy in the classroom; provide classroom training related to social skills development, problem solving, conflict resolution and anger management; and provide teaming strategies for both regular and special education teachers.

The operating periods shall be from August 1, 2013 through June 30, 2014. The total contract amount for eleven classrooms at \$29,000 (11 x \$29,000=\$319,000) shall not exceed \$319,000 from account line 5131-01D-1231-330.

11. **Wesley Spectrum Services – PSE**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to renew the Program for Students with Exceptionalities contract with Wesley Spectrum Services. The contractor will provide full-time mental health therapists to be assigned to the Therapeutic Support Classrooms at: **Pittsburgh Milliones 6-12, Pittsburgh Langley K-8, Pittsburgh Arlington PreK-8, Pittsburgh South Brook 6-8, and Pittsburgh Perry High School**.

The therapist at each school will: work with the schools' emotional support teachers providing individual and group therapy in the classroom; provide classroom training related to social skills development, problem solving, conflict resolution and anger management; and provide teaming strategies for both regular and special education teachers.

The operating period shall be from September 1, 2013 through June 30, 2014. The total contract amount for five regular classrooms at \$2,900 per month per classroom (5 x \$2,900 per month x 10 months= \$145,000) shall not exceed \$145,000 from account lines 4319-624-1100-330 (\$10,000) and 5500-13V-1231-330 (\$135,000).

12. Wilson Language Training Corporation – PSE

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to enter into a contract with Wilson Language Training Corporation. The contractor will continue the partnership between Pittsburgh Public Schools and Wilson Language Systems (WLS) to realize the PPS goal of one Wilson Trained Teacher in each of the District schools. The Wilson Language System is a research based, Tier 3, multisensory approach to reading deficits. Becky Tress will participate in the year-long WLS Trainer Internship. Upon successful completion of the internship, Ms. Tress will become a credentialed WLS Trainer, who will then be able to conduct and/or supervise WLS programs in the District. In addition, teachers will be provided the opportunity to participate in Level 1 Certification and Advanced Strategies for Group Mastery.

The operating period shall be from August 1, 2013 through June 30, 2014. The total contract amount shall not exceed \$23,500 from account line 5500-297-2390-330.

13. Joseph H. Altman, P.C. – PSE

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to renew the contract between the Program for Students with Exceptionalities and Joseph Altman. Mr. Altman will provide support to the Therapeutic Classrooms that are located in middle and high schools in the district, as well as counseling at Pittsburgh Oliver Citywide Academy. Mr. Altman will coordinate, supervise, and provide support to the staff for these classrooms. Mr. Altman is a Behavior Specialist and a Certified School Psychologist with extensive experience in working with students with significant emotional disturbances and with the staff who support these students.

The operating periods shall be from August 1, 2013 through June 30, 2014. Mr. Altman will work at a rate of \$62.00 per hour, including expenses. The total contract amount shall not exceed \$21,880 from account line 5500-13V-1231-330.

14. John Foley – Student Services

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to renew the contract with John Foley. He will continue the effective and efficient management of the concessions stands at Cupples Stadium for the 2013 fall season. John Foley will continue to serve as the concession stand manager. His responsibilities will include: Managing the student staff for the home and away concession stands during all Pittsburgh Public School regular and post season contests in the fall. Ordering and inventory of all items needed for the concession stands.

Staffing and scheduling of the concession stand with students from the Pittsburgh Public School. He will also reconcile all concession receipts, maintaining treasurer's reports and making bank deposits, and ensure that all equipment and the facility meet Allegheny County Health code.

The operating period shall be from August 15, 2013 through December 15, 2013. The total contract amount shall not exceed \$7,000 from account line 4815-010-3210-330.

Payments Authorized

RESOLVED, That the Board authorize payments in the amounts set forth below to the following individuals, groups, and organizations, including School District employees and others who will participate in activities of the School District to provide services, as described in items 15 through 17, inclusive.

15. Camp Guyasuta (9th Grade Nation) – Communications and Marketing

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to make payment to Camp Guyasuta for student attendance and for transportation to and from the Camp. The 9th Grade Nation Transition Program is a key component of the 9th Grade Nation Initiatives. Students will participate in a 9th Grade Nation day of transition activities for a half day on the first day of school, August 23rd, and one full day field trip at Camp Guyasuta between September 9-30, 2013. The program begins the yearlong strategies to include the following not all inclusive list: orientation to a safe and welcoming high school environment, introduction to academic courses, graduation and Pittsburgh Promise requirements, success and time management strategies, conflict resolution, team building, leadership development, extracurricular opportunities, career planning, health and wellness. This will be the sixth year of implementation.

The total payment amount shall not exceed \$66,000 from account lines 4017-010-1100-599 (\$50,000) and 4017-010-1100-519 (\$16,000).

16. Scholastic Inc. – CIPD

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to make payment to Scholastic Inc. They will have trainers provide coaching support to all System 44 teachers in grades 6-9. System 44 is a newly approved Tier 3 reading intervention that will be implemented within the Read 180 classrooms. Intensive teacher support is necessary during year one to ensure effective instruction. This coaching will occur in the classrooms in order to provide teachers with immediate feedback and on-site modeling.

The total payment amount shall not exceed \$22,899 from account line 4002-09T-2271-324. This action is funded as a part of the Keystone to Opportunities Grant (accepted by the Board on May 16, 2012).

17. Write Tools - CIPD

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to make payment to Write Tools.

They will have trainers provide coaching support to Central Office Literacy Team, Principals, KtO Literacy Specialists, and one Literacy teacher from each school (optional). Write Tools is a Board approved program and was adopted in PPS in 2006. The Common Core State Standards requires students to write argumentative essays (6-12) and opinion essays (K-5), therefore additional training is needed for Administrators, KtO Literacy Specialists, and teachers to help students meet the demands of the 21st Century and prepare PPS students to be college and career ready. It will also support core curriculum additions, as well as introduce argumentative and opinion writing to teachers and specialists. Write Tools Trainers will provide intensive support during year one implementation of Write Tools argument/opinion writing to ensure best instructional practices are being utilized with PPS students in grades K through 12. A total of 4 PD days will be used to train teachers and specialists.

The total payment amount shall not exceed \$17,800 from account line 4002-09T-2271-324. This action is funded as a part of the Keystone to Opportunities Grant (accepted by the Board on May 16, 2012).

General Authorization

RESOLVED, That the Board authorizes its proper officers to approve the following actions as set forth in items 18 through 26, inclusive.

18. Adoption of Revisions to Section 700 – Finances

PLACEHOLDER: RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to adopt the revisions to Section 700 - Finances of the Board Policy Manual and recommended revisions to the 700 series of policies to the Board. The revisions were reviewed with the full Board at the Policy Workshop on July 9, 2013. The revisions include legal updates, substantive revisions, revisions to formatting, restructuring of policy content, and combination of two related budget planning policies into one policy.

The Board hereby adopts all of the policies in Section 700 - Finances listed below:

701 Fiscal Objectives, 702 Budget Planning / Preparation, 703 Budget Adoption, 704 Tax Levy, 705 Tax Collection, 705.1 Tax Increment Financing, 706 Tuition Income, 707 Bank Accounts, 708 Investment of District Funds, 709 Purchases Subject to Bid/Quotation, 710 Minority and Women Business Participation, 711 Purchases Budgeted, 712 Purchases Not Budgeted, 713 Cooperative Purchasing, 714 Travel and Professional Leave, 715 Payroll Authorizations, 716 Payroll Deductions, 717 Payment of Bills, 718 Petty Cash, 719 Student Activity Funds, 720 District Audit, 721 Fund Balance and Stabilization Fund, 722 Debt, 723 GASB Statement 34, 724 Procurement Cards, 725 Federal Fiscal Compliance. (See attachment).

19. After School Partnership with Organizations (48) – Student Services

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize the Office of Student Services to enter into partnership with 48 organizations that provide after school services to PPS students in grades PK-12. For the past four years, the Board has approved after school organizations as District partners. All 48 organizations were accepted through an application process open to organizations operating in PPS buildings and at their own sites.

The partnerships will benefit over 4,000 students in PK-12. (See Exhibit A- summary chart of organizations, locations, number of students, primary activity, new or renewal and incorporation status). The partnerships are non-monetary, for a one-year period, and can be renewed after one year. Forty-one are renewal partnerships from School Year 2012-2013. The terms of the partnership will be set forth with each organization in a formal Memorandum of Understanding (MOU) in a form similar to that attached hereto as Exhibit B. The individual partnership MOUs may vary and the finalized MOU for each partner shall include only those terms and conditions reviewed by and approved by the Solicitor. Partnership authorizations for additional organizations may be requested at a later date due to the various funding cycles of organizations.

The purpose of the partnerships is to connect schools and parents to high-quality after school program options; match, monitor and track after school programs; ensure compliance with Board Goals and District protocols; educate after school partners on key PPS goals; and evaluate after school programs for effect on Promise-Readiness. Each organization has agreed to the following performance standards: quarterly reports and meetings, District regulations (clearances, insurance, FERPA and building permits) and an evaluation.

20. **Adoption of the AP Computer Science Textbook – CIPD**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to adopt the AP Computer Science textbook committee's recommendation of Introduction to Programming with Java: A Problem Solving Approach, published by McGraw Hill. The textbook was selected pursuant with the District's textbook policy. One community member, the science curriculum supervisor, and one teacher were involved with the selection of this textbook. The criteria/components used to select these texts were: alignment to the Common Core Standards and AP requirements set forth by the College Board, computer science content, logical development and progression of content within the course, and alignment to the district's philosophy of teaching and learning. Currently AP Computer Science is available at **Pittsburgh Alderdice High School** and **Pittsburgh Brashear High School**; approximately 70 students are enrolled for the 2013-14 school year.

The total cost of this adoption shall not exceed \$12,000 from account line 4600-010-1100-640.

21. **Adoption of the AP Economic Textbook – CIPD**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to adopt the Advanced Placement Economics' textbook committee's recommendation to purchase of Foundations of Economics, 5th Edition. The textbook was selected pursuant with the District's textbook policy. One parent, the mathematics curriculum supervisor, the mathematics curriculum coordinator, two teachers and one special education supervisor were involved with the selection of this textbook. The criteria/components used to select these texts were: alignment to the Common Core Standards and AP requirements set forth by the College Board, alignment to the AP Microeconomics and AP Macroeconomics content, logical development and progression of content within the course, and alignment to the district's philosophy of teaching and learning in mathematics.

AP Economics will be offered at **Pittsburgh Allderdice High School** during the 2013-14 school year and is anticipated to be offered at **Pittsburgh CAPA 6-12** during the 2014-15 school year.

The total cost of this adoption should not exceed \$6,000 from account line 4600-010-1100-640 and is dependent on the number of sections of AP Economics offered at our high schools.

22. **Pittsburgh Student Achievement Center Merger – Superintendent**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to merge the Options Center locally known as **Pittsburgh Student Achievement Center 6-8 (Pittsburgh SAC 6-8)** and **Pittsburgh Student Achievement Center 9-12 (Pittsburgh SAC 9-12)** and that the merged school be known as **Pittsburgh Student Achievement Center 6-12 (Pittsburgh SAC 6-12)**. Both are located in the same building and provide education for students who have received long term suspension as well as students who are completing graduation requirements. The population fluctuates throughout the school year based on need. **Pittsburgh SAC 6-8's** highest population in the 12-13 school year was 99 in January and **Pittsburgh SAC 9-12's** highest population was 199 in February 2013.

23. **Donation from Mike Tomlin and Pastor Ed Glover via the Urban Impact Foundation – Pittsburgh Brashear High School – School Performance**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to accept a \$5,000 donation from Mike Tomlin and Pastor Ed Glover via the Urban Impact Foundation for **Pittsburgh Brashear High School**.

FINALLY RESOLVED, That the Board expresses its appreciation and thanks to Mr. Tomlin and Pastor Glover for this generous donation to the District.

24. **Donation from the Pittsburgh CLO – Charles Gray Award to Pittsburgh Science and Technology Academy 6-12**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to accept \$3,000 for **Pittsburgh Science and Technology Academy 6-12**, who were chosen as the recipient of the Charles Gray Award from the Pittsburgh Civic Light Opera. The funds will be used to support **Pittsburgh Science and Technology Academy 6-12's** art and music program. The Charles Gray Award, sponsored by the Roy A. Hunt Foundation is a special award made annually by the Pittsburgh CLO to an elementary, middle or secondary school in Allegheny County that has demonstrated an enduring commitment to quality arts education in their school.

FINALLY RESOLVED, That the Board expresses its appreciation to the Pittsburgh CLO for their continued support in arts education.

25. **AMENDMENT – Maxim Staffing Solutions – PSE**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to amend Item #19-Maxim Staffing Solutions, Committee on Education, General Authorization, previously amended by the Board on April 24, 2013 and July 25, 2012 (Original Board approval-June 27, 2012).

Reason for Amendment

The purpose of this amendment is to increase the contract amount by \$115,000 from the Health Services account line (4814-010-2420-330) in order to accommodate the increase in students requiring one on one nursing services as per their 504 Plan.

Previously Amended Item (April 2013)

RESOLVED, That the Board of Directors of the Program for Exceptionalities and Early Childhood/Early Intervention program to renew the contract with Maxim Staffing Solutions to provide individual services to students with severe disabilities as required by their IEPs within the Program for Students with Exceptionalities and Early Intervention Program. Services will be provided to students who require one-on-one nursing services, bus aides, personal care assistants, physical therapy, occupational therapy, physical therapy assistant, and occupational therapy assistant services as per their IEPs and/or as substitutes at Pittsburgh Pioneer, Pittsburgh Conroy, Early Intervention Classrooms, and other school and location when the District can provide no appropriate therapeutic substitutes. Maxim will provide personal care assistants (PCA), a licensed practical nurse (LPN), and a full-time nurse to the Early Childhood Program. The full-time nurse will assist the Early Childhood Health Services Coordinator with day-to-day management of the health needs of preschool children. The LPN will conduct lead and hemoglobin tests on preschool children and the PCA will perform growth assessments (height, weight, and vision screenings).

The operating period shall be from July 1, 2012 through June 30, 2013. The rate of payment shall be between \$16.25 - \$65 per hour (depending on service). The total contract amount shall not exceed \$3,606,640 from account lines 5546-28V-2440-330 (\$550,000), 4814-010-2420-330 (\$700,000), 5170-01C-1270-330 (\$2,200,000), and 5181-297-2440-330 (\$70,000) for EI, and 4800-19T-1802-330, (\$85,640) and 4805-19T-1802-330 (\$1,000) for Early Childhood.

Amended Item (July 2013)

RESOLVED, That the Board of Directors of the Program for Exceptionalities and Early Childhood/Early Intervention program to renew the contract with Maxim Staffing Solutions to provide individual services to students with severe disabilities as required by their IEPs within the Program for Students with Exceptionalities and Early Intervention Program. Services will be provided to students who require one-on-one nursing services, bus aides, personal care assistants, physical therapy, occupational therapy, physical therapy assistant, and occupational therapy assistant services as per their IEPs and/or as substitutes at Pittsburgh Pioneer, Pittsburgh Conroy, Early Intervention Classrooms, and other school and location when the District can provide no appropriate therapeutic substitutes. Maxim will provide personal care assistants (PCA), a licensed practical nurse (LPN), and a full-time nurse to the Early Childhood Program. The full-time nurse will assist the Early Childhood Health Services Coordinator with day-to-day management of the health needs of preschool children. The LPN will conduct lead and hemoglobin tests on preschool children and the PCA will perform growth assessments (height, weight, and vision screenings).

The operating period shall be from July 1, 2012 through June 30, 2013. The rate of payment shall be between \$16.25 - \$65 per hour (depending on service). The total contract amount shall not exceed **\$3,721,640** from account lines 5546-28V-2440-330 (\$550,000), **4814-010-2420-330 (\$815,000)**, 5170-01C-1270-330 (\$2,200,000), and 5181-297-2440-330 (\$70,000) for EI, and 4800-19T-1802-330, (\$85,640) and 4805-19T-1802-330 (\$1,000) for Early Childhood.

26. **AMENDMENT – District's Beliefs – Superintendent**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to amend the District's Beliefs originally approved as Exhibit A attached with New Business Item # 1, Committee on Personnel, approved by the Board at its July 26, 2006 Legislative meeting.

Reason for Amendment

To expand the language in the District's Beliefs to be more inclusive of the District's current goals.

Original Item (District's Beliefs)

- All children can learn at high levels;
- Teachers have a profound impact on student development, and should have ample training, support and resources;
- Education begins with a safe and healthy learning environment;
- Families are an essential part of the educational process;
- A commitment from the entire community is necessary to build a culture that encourages student achievement;
- Improvement in education is guided by consistent and effective leadership;
- Central office exists to serve students and schools.

Amended Item (Revised District's Beliefs)

- Education begins with a safe and healthy learning environment;
- All children can learn at high levels;
- **All children deserve equitable access to high-quality schools and programs;**
- Teachers have a profound **influence** on student development, and should have ample training, support and resources;
- Improvement in education is guided by consistent and effective **leadership and teams across the District;**
- Central office exists to serve students and schools;
- Families are an essential part of the educational process;
- A commitment from the entire community is necessary to build a culture that encourages student achievement.

Board Action Information Sheet

1
Action Item #
July 2013
Action Month



Dara Ware Allen
Submitted By
Dara Ware Allen *[Signature]*
Person Accountable

Proposals/Grant Awards

☐ Submitting Proposal/Application

☒ Accepting Grant/Award/Subcontract

Grant Amount: \$ \$1,082,304.00
Federal \$ \$630,784.00
State \$ \$375,360.00
Private \$ _____
Federal/State Pass Thru \$ _____
General Fund \$ \$76,160.00
Value of In Kind \$ _____
Other Sources \$ _____
Total Budget : \$ \$1,082,304.00

Name of Fund
2013-2014 ELECT Program

Name of Granting Agency
PA Department of Education
PA Department of Welfare

Indirect Cost \$ \$37,757.00

If there is no indirect cost to district, explain why:

District Goals: ☒ 1. Maximum academic achievement ☒ 2. Safe and orderly learning environment
☒ 3. Efficient and effective support operations ☒ 4. Efficient & equitable distribution of resources to address the needs of all students ☒ 5. Improved public confidence and strong parent/community engagement

For what will this funding be used? Briefly describe the major action steps that this funding will support. (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to accept \$1,082,304 from the PA Department of Education and the PA Department of Welfare for the 2013-2014 Education Leading to Employment and Career Training (ELECT) Program Grant. These funds will provide year-round comprehensive case management, education and support services for pregnant and parenting students to successfully complete high school and transition to post-secondary training and employment. Services will include home visits, mentoring, structured group activities, after school parenting programs, life skills education, career readiness, and job search assistance, as well as connections to health and child development services within the community. The ELECT grant is a three year grant. This is the second year of the grant. The grant is renewed every year on July 1. The amount of the grant remains the same each year.

Who will this benefit?

Teen Parents, School District and Community.

What is the location of these activities and how was this school/location selected? (if applicable)

All Secondary Schools and any other Pittsburgh Public Schools as needed.

Carolyn Rychcik

Additional person(s) accountable for this tab

Board Action Information Sheet

1
 Action Item #
July 2013
 Action Month

What is the funding period? July 1, 2013 to June 30, 2014

Who will be the Program Manager? Carolyn Rychcik

Estimated Revenue by Funding Source:

Source	Actual Year 1		Est. Yr. 2	Est. Yr. 3	Est. Yr. 4	Est. Year 5
Federal	\$ 630,784.00	58.5 %	\$ _____	\$ _____	\$ _____	\$ _____
State	\$ 375,360.00	34.9 %	\$ _____	\$ _____	\$ _____	\$ _____
Private	\$ _____	%	\$ _____	\$ _____	\$ _____	\$ _____
Federal/State Pass Thru	\$ _____	%	\$ _____	\$ _____	\$ _____	\$ _____
General Fund	\$ 76,160.00	6.6 %	\$ _____	\$ _____	\$ _____	\$ _____
Value of In Kind	\$ _____	%	\$ _____	\$ _____	\$ _____	\$ _____
Other Sources	\$ _____	%	\$ _____	\$ _____	\$ _____	\$ _____
Total	\$ 1,082,304.00	100.0 %	\$ _____	\$ _____	\$ _____	\$ _____

Budget Projections

	Actual Year 1	Actual Year 2	Actual Year 3	Actual Year 4	Actual Year 5
Staffing (including fringe benefits):	936,363.00	_____	_____	_____	_____
<input type="checkbox"/> New Staff					
<input type="checkbox"/> General Fund Offset					
Contracted Services	\$ 48,000.00	\$ _____	\$ _____	\$ _____	\$ _____
Other Costs	\$ 97,941.00	\$ _____	\$ _____	\$ _____	\$ _____
Total	\$ 1,082,304.00	\$ _____	\$ _____	\$ _____	\$ _____

Maintenance of Effort (In Kind)

Explain the commitment of staff time or other District resources and identify the impact on other programs or responsibilities:

Board Action Information Sheet

2
Action Item #
July 2013
Action Month



Dara Ware Allen
Submitted By
Dara Ware Allen *[Signature]*
Person Accountable

Proposals/Grant Awards

☐ Submitting Proposal/Application

☒ Accepting Grant/Award/Subcontract

Grant Amount: \$ \$143,900.00
Federal \$ \$84,785.00
State \$ \$59,115.00
Private \$ _____
Federal/State Pass Thru \$ _____
General Fund \$ _____
Value of In Kind \$ _____
Other Sources \$ _____
Total Budget : \$ \$143,900.00

Name of Fund
2013-2014 ELECT Fatherhood Initiative

Name of Granting Agency
PA Department of Education
PA Department of Welfare

Indirect Cost \$ \$5,054.00

If there is no indirect cost to district, explain why:

District Goals: ☒ 1. Maximum academic achievement ☒ 2. Safe and orderly learning environment
☒ 3. Efficient and effective support operations ☒ 4. Efficient & equitable distribution of resources to
address the needs of all students ☒ 5. Improved public confidence and strong parent/community
engagement

For what will this funding be used? Briefly describe the major action steps that this funding will support. (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to accept \$143,900 from the PA Department of Education and the PA Department of Welfare for the 2013-2014 Education Leading to Employment and Career Training (ELECT) Fatherhood Initiative. These funds will provide comprehensive case management, educational, and support services to teen fathers at each high school through the Teen Parenting Program. Services will include home visits, mentoring, structured group activities, after school parenting programs, life skills education, career readiness, and job search assistance. The ELECT Fatherhood Initiative grant is a three year grant. This is the second year of the grant. The grant is renewed every year on July 1. The amount of the grant remains the same each year.

Who will this benefit?

Teen Parents, School District and Community.

What is the location of these activities and how was this school/location selected? (if applicable)

All Secondary Schools and any other Pittsburgh Public Schools as needed.

Carolyn Rychcik

Additional person(s) accountable for this tab

Board Action Information Sheet

2
 Action Item #
July 2013
 Action Month

What is the funding period? July 01, 2013 to June 30, 2014

Who will be the Program Manager? Carolyn Rychcik

Estimated Revenue by Funding Source:

Source	Actual Year 1		Est. Yr. 2	Est. Yr. 3	Est. Yr. 4	Est. Year 5
Federal	\$ 84,785.00	59.0 %	\$ _____	\$ _____	\$ _____	\$ _____
State	\$ 59,115.00	41.0 %	\$ _____	\$ _____	\$ _____	\$ _____
Private	\$ _____	%	\$ _____	\$ _____	\$ _____	\$ _____
Federal/State Pass Thru	\$ _____	%	\$ _____	\$ _____	\$ _____	\$ _____
General Fund	\$ _____	%	\$ _____	\$ _____	\$ _____	\$ _____
Value of In Kind	\$ _____	%	\$ _____	\$ _____	\$ _____	\$ _____
Other Sources	\$ _____	%	\$ _____	\$ _____	\$ _____	\$ _____
Total	\$ 143,900.00	100.0 %	\$ _____	\$ _____	\$ _____	\$ _____

Budget Projections

	Actual Year 1	Actual Year 2	Actual Year 3	Actual Year 4	Actual Year 5
Staffing (including fringe benefits):	36,140.00	_____	_____	_____	_____
<input type="checkbox"/> New Staff					
<input type="checkbox"/> General Fund					
Offset					
Contracted Services	\$ 14,000.00	\$ _____	\$ _____	\$ _____	\$ _____
Other Costs	\$ 93,760.00	\$ _____	\$ _____	\$ _____	\$ _____
Total	\$ 143,900.00	\$ _____	\$ _____	\$ _____	\$ _____

Maintenance of Effort (In Kind)

Explain the commitment of staff time or other District resources and identify the impact on other programs or responsibilities:

Board Action Information Sheet

3
Action Item #
July 2013
Action Month



Mary Jane Conley *mjc*
Submitted By
Jerri Lynn Lippert *jl*
Person Accountable

Proposals/Grant Awards

☐ Submitting Proposal/Application

☒ Accepting Grant/Award/Subcontract

Grant Amount: \$ \$240,000.00
Federal \$ \$240,000.00
State \$ _____
Private \$ _____
Federal/State Pass Thru \$ _____
General Fund \$ _____
Value of In Kind \$ _____
Other Sources \$ _____
Total Budget : \$ \$240,000.00

Name of Fund
2013-2015 Workforce Investment Grant

Name of Granting Agency
Three Rivers Workforce Investment Board

Indirect Cost \$ \$0.00

If there is no indirect cost to district, explain why: Indirect Costs are not allowable under this program.

District Goals: ☒ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment
☐ 3. Efficient and effective support operations ☐ 4. Efficient & equitable distribution of resources to
address the needs of all students ☐ 5. Improved public confidence and strong parent/community
engagement

For what will this funding be used? Briefly describe the major action steps that this funding will support. (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize the Program for Exceptionalities Program to accept \$240,000 from the Three Rivers Workforce Investment Board for the 2013-2015 Workforce Investment Grant. The grant is awarded across a two year period (2013-2015) to provide student employment opportunities and placements for up to sixty (60) students annually who are enrolled in the Start on Success (SOS) program. The purpose of this grant is to support Start on Success (SOS) work to place students in internships. Specifically funds will pay for student wages, supplies and recognition for students with cognitive disabilities through community business/organizations. The outcome of the grant will be that participating students will be placed in competitive employment situations and/or are enrolled in post-secondary programs. (NOTE: The Three Rivers Workforce Investment Board previously made these grants annually, but has moved to a semi-annual grant award period.) The grant amount of \$240,000 is a 3.96% increase for each year due to the increase of four (4) students each year. The funding period shall be from July 1, 2013 through June 30, 2015.

Who will this benefit?

This will benefit the students enrolled in the "Start on Success" program.

What is the location of these activities and how was this school/location selected? (if applicable)

These activities will be held at various job sites in the City of Pittsburgh. Eligible students in each high school are invited to be part of the program by their teachers.

A. McFall

Additional person(s) accountable for this tab

Board Action Information Sheet

3
 Action Item #
July 2013
 Action Month

What is the funding period? July 1, 2013 to June 30, 2015

Who will be the Program Manager? Mary Jane Conley

Estimated Revenue by Funding Source:

Source	Actual Year 1		Est. Yr. 2	Est. Yr. 3	Est. Yr. 4	Est. Year 5
Federal	\$ <u>120,000.00</u>	<u>50.0</u> %	\$ <u>120,000.00</u>	\$ _____	\$ _____	\$ _____
State	\$ _____	_____ %	\$ _____	\$ _____	\$ _____	\$ _____
Private	\$ _____	_____ %	\$ _____	\$ _____	\$ _____	\$ _____
Federal/State	\$ _____	_____ %	\$ _____	\$ _____	\$ _____	\$ _____
Pass Thru	\$ _____	_____ %	\$ _____	\$ _____	\$ _____	\$ _____
General Fund	\$ _____	_____ %	\$ _____	\$ _____	\$ _____	\$ _____
Value of In Kind	\$ _____	_____ %	\$ _____	\$ _____	\$ _____	\$ _____
Other Sources	\$ _____	_____ %	\$ _____	\$ _____	\$ _____	\$ _____
Total	\$ <u>120,000.00</u>	<u>50.0</u> %	\$ <u>120,000.00</u>	\$ _____	\$ _____	\$ _____

Budget Projections

	Actual Year 1	Actual Year 2	Actual Year 3	Actual Year 4	Actual Year 5
Staffing (including fringe benefits):	_____	_____	_____	_____	_____
<input type="checkbox"/> New Staff					
<input checked="" type="checkbox"/> General Fund					
Offset					
Contracted Services	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Other Costs	\$ <u>120,000.00</u>	\$ <u>120,000.00</u>	\$ _____	\$ _____	\$ _____
Total	\$ <u>120,000.00</u>	\$ <u>120,000.00</u>	\$ _____	\$ _____	\$ _____

Maintenance of Effort (In Kind)

Explain the commitment of staff time or other District resources and identify the impact on other programs or responsibilities:

N/A

Board Action Information Sheet

Additional Information:

Students at the following schools enrolled in the Start on Success Program will benefit from the 2013-2015 Workforce Investment Grant: Pittsburgh Alderdice High School, Pittsburgh Brashear High School, Pittsburgh Carrick High School, Pittsburgh Milliones 6-12, Pittsburgh Oliver Citywide Academy, Pittsburgh Perry High School, and Pittsburgh Westinghouse Academy 6-12.

Among the community business organizations that provide student employment and placement are: Carnegie Mellon University, University of Pittsburgh, UPMC, and Allegheny General Hospital.

Board Action Information Sheet

4
 Action Item #
 July 2013
 Action Month



Allison McCarthy
 Submitted By
 Jerri Lynn Lippert *RL*
 Person Accountable

Consultants/Contracted Services

(not to be used for District employees)

Name of Consultant or Firm:

Address:

College Board

45 Columbus Ave

New York, NY 10023

Indicate the category of this contract:

☐ NEW ☒ RENEWAL

<input type="checkbox"/> Individual	<input type="checkbox"/> Minority <input type="checkbox"/> Non Minority	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> City Resident <input type="checkbox"/> Non-Resident
<input checked="" type="checkbox"/> Company	<input checked="" type="checkbox"/> Profit <input type="checkbox"/> Non-Profit	<input type="checkbox"/> EBE	<input checked="" type="checkbox"/> Pennsylvania <input type="checkbox"/> Pittsburgh <input type="checkbox"/> Allegheny County

- ☐ Security Clearance has been obtained ☐ Resume is attached
☐ Security Clearance will be obtained before contractor begins work
☒ Security Clearance not needed, as contractor will not be working with children

Total Contract Amount: \$ <u>\$35,626.50</u>		Account Number(s)				
		<u>Resp.</u>	<u>Fund</u>	<u>Func.</u>	<u>Obj.</u>	<u>Amount</u>
Rate of Payment _____ per _____						
<input checked="" type="checkbox"/> General Fund:	<u>School Management</u>	<u>4017</u>	<u>010</u>	<u>2360</u>	<u>599</u>	<u>\$35,626.50</u>
	Department	_____	_____	_____	_____	_____
<input type="checkbox"/> Supplemental Fund	_____	_____	_____	_____	_____	_____
	Account Name	_____	_____	_____	_____	_____

District Goals: ☒ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☐ 3. Efficient and effective support operations ☐ 4. Efficient & equitable distribution of resources to address the needs of all students ☐ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this contract and how will it be implemented? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to renew the contract with the College Board. For the fourth consecutive year, the School District of the City of Pittsburgh will financially support all 10th and 11th grade students' participation in the PSAT.

The College Board will provide the exams, district and school level score reports, the student data disk which contains raw exam data, the "AP Potential" tool which allows educators to see which AP courses students are likely to be successful in, as well as the "My College Quick Start" feature which helps guide students through the path to college.

Who will the services benefit?

All students in the 10th and 11th grade.

Where will the services occur? (location)

Each high school will administer the test to students on-site on October 16, 2013

Jaclyn Castma

Additional person(s) accountable for this tab

Board Action Information Sheet

4

Action Item #

July 2013

Action Month

The operating period shall be from June 1, 2013 to June 30, 2014.

Explain why an external contract is necessary to provide these services?

The service is needed to prepare students for the SAT.

Indicate process for making recommendation:

☒ Negotiated

☐ Solicited Proposals

☐ Competitive Bid

Describe the expected results of this activity:

All 10th and 11th grade students will complete the PSAT.

If this is a contract renewal, indicate the original objective of this activity:

Through the PSAT, all 10th and 11th grade students will be exposed to the rigors of the SAT in preparation for their senior year.

Has objective been met? ☒ Yes; ☐ No

Please explain how the objective was met or why the objective was not met:

We have seen an increase in PSAT participation over the past four years. In 2009-2010, 75.4% of 10th and 11th grade students took the PSAT; in 2012-2013 the overall participation rate was 82.3%, representing a 6.9% increase over four years. Additionally, 22.8% of students who took the 2012-2013 PSAT reached the College and Career Readiness benchmark, compared to 16.1% of students who took the PSAT last year. The percent of African-American test takers who reached the College and Career Readiness benchmark more than doubled, increasing to 8.2% from 3.8%.

Data Source utilized, or if a new contract, that will be utilized to evaluate contractor performance:

Score results from the PSAT.

Will evaluation be made on the basis of predetermined written criteria? ☒ Yes ☐ No

Will there be a tangible work product at the completion of the contract? ☒ Yes ☐ No

If there is a tangible work product expected, please describe expectations and name the custodian of the work product:

Counselors, teachers and students will utilize the test scores to make recommendations for Advanced Placement course work as well as college planning. Exposure to the PSAT will enhance students' test taking abilities and understanding of the rigor and demand of the SAT taken their senior year.

Board Action Information Sheet

5

Action Item #
July 2013
Action Month



Carol Barone-Martin *CBM*
Submitted By
Jerri Lynn Lippert *JLL*
Person Accountable

Consultants/Contracted Services

(not to be used for District employees)

Name of Consultant or Firm:

Address:

American Red Cross-Foster Grandparents
P.O. Box 1769, 225 Boulevard of the Allies
Pittsburgh, PA 15230

Indicate the category of this contract:

☐ NEW ☒ RENEWAL

<input type="checkbox"/> Individual	<input type="checkbox"/> Minority <input type="checkbox"/> Non Minority	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> City Resident <input type="checkbox"/> Non-Resident
<input checked="" type="checkbox"/> Company	<input type="checkbox"/> Profit <input checked="" type="checkbox"/> Non-Profit	<input type="checkbox"/> EBE	<input type="checkbox"/> Pennsylvania <input checked="" type="checkbox"/> Pittsburgh <input type="checkbox"/> Allegheny County

- ☒ Security Clearance has been obtained ☐ Resume is attached
☐ Security Clearance will be obtained before contractor begins work
☐ Security Clearance not needed, as contractor will not be working with children

Total Contract Amount: \$ <u>\$7,650.00</u>		Account Number(s)				
		Resp.	Fund	Func.	Obj.	Amount
Rate of Payment <u>.50</u> per <u>hour</u>						
<input type="checkbox"/> General Fund:	<u>Early Childhood</u>	<u> </u>	<u>18V</u>	<u> </u>	<u>329</u>	<u>\$918.00</u>
	<u>Department</u>	<u> </u>	<u>19V</u>	<u> </u>	<u>329</u>	<u>\$5,355.00</u>
<input checked="" type="checkbox"/> Supplemental Fund	<u>HS/EHS, HSSAP, PK</u>	<u> </u>	<u>20V</u>	<u> </u>	<u>329</u>	<u>\$612.00</u>
	<u>Account Name</u>	<u> </u>	<u>21V</u>	<u> </u>	<u>329</u>	<u>\$765.00</u>

District Goals: ☒ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☒ 3. Efficient and effective support operations ☒ 4. Efficient & equitable distribution of resources to address the needs of all students ☐ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this contract and how will it be implemented? (Please write in complete sentences)

RESOLVED, That the Board authorize the Early Childhood Program to renew the contract with the American Red Cross, Foster Grandparent Program to provide intergenerational experiences to children enrolled in Early Childhood classrooms. The Foster Grandparents will serve all classrooms five (5) days a week, six (6) hours a day for 160 days. The volunteers are paid at a rate of \$2.65 per hour by the Foster Grandparent Program (Our in-kind contribution is .50 cents per hour). The operating period shall be from September 1, 2013 through June 30, 2014. The total contract amount shall not exceed \$7,650 from account lines 4000-18V-1801-329 (\$918), 4800-19V-1801-329 (\$5,049), and 4805-19V-1806-329 (\$306), 4800-20V-1801-329 (\$612), and 4000-21V-1801-329 (\$765).

Collaboration with this agency for the provision of services was proposed in grant applications that were approved by the Board of Directors on May 29, 2013. This partnership has been in existence since 1996.

Who will the services benefit?

Children

Where will the services occur? (location)

Various locations

Additional person(s) accountable for this tab

Board Action Information Sheet

5

Action Item #

July 2013

Action Month

The operating period shall be from September 1, 2013 to June 30, 2014.

Explain why an external contract is necessary to provide these services?

The Board does not provide this service.

Indicate process for making recommendation:

☒ Negotiated

☐ Solicited Proposals

☐ Competitive Bid

Describe the expected results of this activity:

The contractor will provide classroom support to all Early Childhood classrooms. This will allow children and foster grandparents the opportunity to engage in intergenerational experiences.

If this is a contract renewal, indicate the original objective of this activity:

Same as above.

Has objective been met? ☒ Yes; ☐ No

Please explain how the objective was met or why the objective was not met:

This contractor offers a value-added service to the Program by providing volunteer support in the classroom to assist teaching staff with daily routine activities, such as family style meal preparation, circle time, bathroom time, field trip activities, etc. The metric used to measure success is the tremendous impact their service has had in forming bonds and stronger relationships between older and younger generations.

Data Source utilized, or if a new contract, that will be utilized to evaluate contractor performance:

Timesheets provided by contractor; daily sign-in sheets provided by the Program.

Will evaluation be made on the basis of predetermined written criteria? ☐ Yes ☒ No

Will there be a tangible work product at the completion of the contract? ☐ Yes ☒ No

If there is a tangible work product expected, please describe expectations and name the custodian of the work product:

Board Action Information Sheet

6
Action Item #
July 2013
Action Month



Carol Barone-Martin *CBM*
Submitted By
Jerri Lynn Lippert *JLL*
Person Accountable

Consultants/Contracted Services

(not to be used for District employees)

Name of Consultant or Firm:

Address: Univ. of Pittsburgh, Office of Child Dev.

Indicate the category of this contract:

Early Childhood Partnerships, HealthyCHILD

☐ NEW ☒ RENEWAL

400 N. Lexington Avenue, Pgh., PA 15208

<input type="checkbox"/> Individual	<input type="checkbox"/> Minority <input type="checkbox"/> Non-Minority	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> City Resident <input type="checkbox"/> Non-Resident
<input checked="" type="checkbox"/> Company	<input type="checkbox"/> Profit <input checked="" type="checkbox"/> Non-Profit	<input type="checkbox"/> EBE	<input type="checkbox"/> Pennsylvania <input checked="" type="checkbox"/> Pittsburgh <input type="checkbox"/> Allegheny County

- ☒ Security Clearance has been obtained ☐ Resume is attached
☐ Security Clearance will be obtained before contractor begins work
☐ Security Clearance not needed, as contractor will not be working with children

Total Contract Amount: \$ \$215,727.00

Account Number(s)

Rate of Payment \$128.64 per child

		Resp.	Fund	Func.	Obj.	Amount
<input type="checkbox"/> General Fund:	Early Childhood		18V		330	\$10,371.00
	Department		19V		330	\$172,951.00
<input checked="" type="checkbox"/> Supplemental Fund	HS/EHS, HSSAP, PKG		20V		330	\$10,210.00
	Account Name		21V		330	\$22,195.00

District Goals: ☒ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☒ 3. Efficient and effective support operations ☒ 4. Efficient & equitable distribution of resources to address the needs of all students ☐ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this contract and how will it be implemented? (Please write in complete sentences)

RESOLVED, That the Board authorize the Early Childhood Program to renew the contract with the University of Pittsburgh, Office of Child Development, Early Childhood Partnerships-HealthyCHILD, for the provision of individual consultations to children enrolled in Early Childhood classrooms, training coordination for staff, child assessments and data management and mental health intervention services for children and families. The operating period shall be from August 1, 2013 through June 30, 2014. The total contract amount shall not exceed \$215,727 from account lines 4800-19V-1802-330 (\$113,557), 4805-19V-1802-330 (\$42,427), 4806-19V-1806-330 (\$16,967), 4800-20V-1802-330 (\$10,210), 4000-18V-1802-330 (\$10,371), and 4000-21V-1802-330 (\$22,195).

Collaboration with this agency for the provision of services was proposed in grant applications that were approved by the Board of Directors on May 29, 2013. This partnership has been in existence since 1996.

Who will the services benefit?

Children

Where will the services occur? (location)

Various locations

Additional person(s) accountable for this tab

Board Action Information Sheet

6

Action Item #

July 2013

Action Month

The operating period shall be from August 1, 2013 to June 30, 2014.

Explain why an external contract is necessary to provide these services?

The Board does not provide this service.

Indicate process for making recommendation:

☒ Negotiated

☐ Solicited Proposals

☐ Competitive Bid

Describe the expected results of this activity:

The contractor will provide comprehensive mental health services to children enrolled in Early Childhood classrooms.

If this is a contract renewal, indicate the original objective of this activity:

Same as above.

Has objective been met? ☒ Yes; ☐ No

Please explain how the objective was met or why the objective was not met:

The contractor collaborates with staff to provide comprehensive support services to children who exhibit challenging behaviors in the classroom as well as provide mental health services (as mandated by the Head Start Performance Standards). These services include classroom observations, providing individual consultations and assessments, counseling around grief and loss for students and their families, mental health support and resources to staff and families, and providing training to the teaching staff to help develop and reinforce best practices in the classroom to promote healthy social/emotional behaviors. The metric used to measure success has been the tremendous impact of their services which has resulted in a decrease in the number of children who exhibit challenging behaviors.

Data Source utilized, or if a new contract, that will be utilized to evaluate contractor performance:

Classroom observation reports, staff feedback.

Will evaluation be made on the basis of predetermined written criteria? ☐ Yes ☒ No

Will there be a tangible work product at the completion of the contract? ☐ Yes ☒ No

If there is a tangible work product expected, please describe expectations and name the custodian of the work product:

Board Action Information Sheet

7
Action Item #
July 2013
Action Month



Carol Barone-Martin
Submitted By
Jerri Lynn Lippert
Person Accountable

Consultants/Contracted Services

(not to be used for District employees)

Name of Consultant or Firm:

Address:

Daria Segers

7006 Churchland Street

Pittsburgh, PA 15206

Indicate the category of this contract:

☐ NEW ☒ RENEWAL

<input checked="" type="checkbox"/> Individual	<input checked="" type="checkbox"/> Minority <input type="checkbox"/> Non-Minority	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	<input checked="" type="checkbox"/> City Resident <input type="checkbox"/> Non-Resident
<input type="checkbox"/> Company	<input type="checkbox"/> Profit <input type="checkbox"/> Non-Profit	<input type="checkbox"/> EBE	<input type="checkbox"/> Pennsylvania <input type="checkbox"/> Pittsburgh <input type="checkbox"/> Allegheny County

- ☒ Security Clearance has been obtained ☐ Resume is attached
☐ Security Clearance will be obtained before contractor begins work
☐ Security Clearance not needed, as contractor will not be working with children

Total Contract Amount: \$ <u>\$5,330.00</u>		Account Number(s)				
Rate of Payment <u>\$45</u> per hour		Resp.	Fund	Func.	Obj.	Amount
<input type="checkbox"/> General Fund:	<u>Early Childhood</u>		18V		330	\$640.00
	Department		19V		330	\$3,411.00
<input checked="" type="checkbox"/> Supplemental Fund	<u>Head Start</u>		20V		330	\$746.00
	Account Name		21V		330	\$533.00

District Goals: ☒ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☒ 3. Efficient and effective support operations ☒ 4. Efficient & equitable distribution of resources to address the needs of all students ☐ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this contract and how will it be implemented? (Please write in complete sentences)

RESOLVED, That the Board of Directors authorize the Early Childhood Program to renew the contract with Daria Segers to provide physical examinations to children enrolled in Early Childhood classrooms who have not had a physical examination within the mandated 90-day enrollment period. The consultant is a certified Physician Assistant. The consultant will also provide training to staff regarding pediatric obesity prevention methods and technical assistance to the Health Services Coordinator regarding health action plans for children with chronic health conditions. The operating periods shall be from September 1, 2013 through June 30, 2014. The total contract amount shall not exceed \$5,330 from account lines 4000-18V-1802-330 (\$640), 4800-19V-1802-330 (\$3,251), 4805-19V-1806-330 (\$160), 4800-20V-1802-330 (\$746) and 4000-21V-1802-330 (\$533).

Collaboration with this individual for the provision of services was proposed in grant applications that were approved by the Board of Directors on May 29, 2013 This partnership has been in existence since 2004.

Who will the services benefit?

Children

Where will the services occur? (location)

Various locations

Additional person(s) accountable for this tab

Board Action Information Sheet

7

Action Item #

July 2013

Action Month

The operating period shall be from September 1, 2013 to June 30, 2014.

Explain why an external contract is necessary to provide these services?

The Board does not provide this service. The consultant is a certified Physician Assistant.

Indicate process for making recommendation:

☒ Negotiated

☐ Solicited Proposals

☐ Competitive Bid

Describe the expected results of this activity:

Contractor will assist in providing mandated physical exams to children who have not had one within the 90-day enrollment period.

If this is a contract renewal, indicate the original objective of this activity:

Same as above.

Has objective been met? ☒ Yes; ☐ No

Please explain how the objective was met or why the objective was not met:

The service provided by this contractor is mandated by Head Start. The contractor collaborates with the Early Childhood health services staff to lend support to keep the Program in compliance with lead and hemoglobin screenings and testing for students. The metric used to measure success has been the tremendous impact of her service which has resulted in better identification of childhood illnesses and possible prevention of long-term health concerns in preschool children.

Data Source utilized, or if a new contract, that will be utilized to evaluate contractor performance:

Evaluation reports by staff.

Will evaluation be made on the basis of predetermined written criteria? ☐ Yes ☒ No

Will there be a tangible work product at the completion of the contract? ☐ Yes ☒ No

If there is a tangible work product expected, please describe expectations and name the custodian of the work product:

Board Action Information Sheet

8
Action Item #
July 2013
Action Month



Mary Jane Conley *mjc*
Submitted By
Jerri Lynn Lippert *jl*
Person Accountable

Consultants/Contracted Services

(not to be used for District employees)

Name of Consultant or Firm:

Address:

FamilyLinks

2644 Banksville Road

Pittsburgh, PA 15216

Indicate the category of this contract:

☒ NEW ☒ RENEWAL

<input type="checkbox"/> Individual	<input type="checkbox"/> Minority <input type="checkbox"/> Non Minority	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> City Resident <input type="checkbox"/> Non-Resident
<input checked="" type="checkbox"/> Company	<input checked="" type="checkbox"/> Profit <input type="checkbox"/> Non-Profit	<input type="checkbox"/> EBE	<input type="checkbox"/> Pennsylvania <input type="checkbox"/> Pittsburgh <input checked="" type="checkbox"/> Allegheny County

- ☐ Security Clearance has been obtained ☐ Resume is attached
☒ Security Clearance will be obtained before contractor begins work
☐ Security Clearance not needed, as contractor will not be working with children

Total Contract Amount: \$ <u>\$60,000.00</u>		Account Number(s)				
Rate of Payment <u>\$30,000</u> per <u>classroom</u>		Resp.	Fund	Func.	Obj.	Amount
<input type="checkbox"/> General Fund:	Department _____	_____	_____	_____	_____	_____
<input checked="" type="checkbox"/> Supplemental Fund	<u>2013-14 IDEA 611</u>	<u>5500</u>	<u>13V</u>	<u>1231</u>	<u>330</u>	<u>\$60,000.00</u>
Account Name _____		_____	_____	_____	_____	_____

District Goals: ☒ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☐ 3. Efficient and effective support operations ☐ 4. Efficient & equitable distribution of resources to address the needs of all students ☐ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this contract and how will it be implemented? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to renew the contract between the Program for Students with Exceptionalities and FamilyLinks. The contractor will provide full-time mental health therapists to be assigned to two Therapeutic Support Classrooms at Pittsburgh Weil K-8. The therapist will: work with the school's emotional support teachers providing individual and group therapy in the classroom; provide classroom training related to social skills development, problem solving, conflict resolution and anger management; and provide teaming strategies for both regular and special education teachers. The operating period shall be from August 1, 2013 through June 30, 2014. The cost of the two classrooms is \$30,000 each. The total contract amount shall not exceed \$60,000.

Who will the services benefit?

This service will benefit students with severe emotional disabilities.

Where will the services occur? (location)

These services will occur at Pittsburgh Weil K-8

Additional person(s) accountable for this tab

Board Action Information Sheet

8

Action Item #

July 2013

Action Month

The operating period shall be from August 1, 2013 to June 30, 2014.

Explain why an external contract is necessary to provide these services?

This service is necessary to provide complete service for students with severe emotional disabilities.

Indicate process for making recommendation:

☒ Negotiated

☐ Solicited Proposals

☐ Competitive Bid

Describe the expected results of this activity:

The therapists will work with the school's ES teachers providing individual and group therapy in the classroom. In addition, the therapists will provide classroom training related to social skills, problem solving, conflict resolution, anger management, and teaming strategies.

If this is a contract renewal, indicate the original objective of this activity:

The therapists will work with the school's ES teachers providing individual and group therapy in the classroom. In addition, the therapists will provide classroom training related to social skills, problem solving, conflict resolution, anger management, and teaming strategies.

Has objective been met? ☒ Yes; ☐ No

Please explain how the objective was met or why the objective was not met:

The therapists worked with the school's ES teachers providing individual and group therapy in the classroom. In addition, the therapists provided classroom training related to social skills, problem solving, conflict resolution, anger management, and teaming strategies.

Data Source utilized, or if a new contract, that will be utilized to evaluate contractor performance:

Data, logs, records and formal reports are maintained and written for each student served.

Will evaluation be made on the basis of predetermined written criteria? ☒ Yes ☐ No

Will there be a tangible work product at the completion of the contract? ☐ Yes ☒ No

If there is a tangible work product expected, please describe expectations and name the custodian of the work product:

Board Action Information Sheet

Additional Information:

The above listed schools are already mental health partners with the contractor for psychological services provided to General Education Students. Thus, the partner organization is the best suited one to provide the therapeutic component of services for Special Education. PSE will also have contracts with Glade Run Lutheran Services, and Wesley Spectrum Services, pending board approval, for similar services at schools in which they are partnered.

EXHIBIT A

**Family Links
2644 Banksville Road
Pittsburgh, PA 15216**

1. The contractor will provide mental health services at the school listed in this item. The services will occur in the Therapeutic Support Classroom at:
Pittsburgh Weil PreK-5.
2. The therapists shall follow the same work schedule (**days and hours**) as the teachers. On days that there are snow delays, the therapist shall report at the same time schedule as the teacher.
3. On clerical/In-service training days, the therapists may attend meetings at their respective agencies. All other days the therapists are expected to be at their assigned schools for the entire day. **If the therapist is absent for more than one day in the course of the school year, the agency agrees to provide another therapist for coverage that day. This requirement to provide a substitute therapist may be waived by PSE at the request of the appropriate school. If Family Links is not able to provide a substitute for the day, they will forfeit the per diem rate of \$161.11.**
4. Daily time sheets are to be completed by each therapist. It will include; a) **the number of days worked each month and the number of hours worked each day; b) the number of individual therapy hours provided per month; and c) the number of group therapy hours provided per month.** One copy from each school is to be submitted to the school principal. **Additional copies are to be submitted to the PSE Therapeutic Classroom Coordinator and the Emotional Support Program Officer.**
5. The contractor agrees to provide social skills groups, individual therapy, and behavior management for the twelve students per Therapeutic Classroom. The cost is \$30,000 per classroom.
6. **This contract is to be initiated August 1, 2013 and will be completed June 30, 2014.**

Board Action Information Sheet

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Action Item #
July 2013
Action Month



Mary Jane Conley *mjc*
Submitted By
Jerri Lynn Lippert *JL*
Person Accountable

Consultants/Contracted Services

(not to be used for District employees)

Name of Consultant or Firm:

Address:

FamilyLinks

2644 Banksville Road

Pittsburgh, PA 15216

Indicate the category of this contract:

☐ NEW ☒ RENEWAL

<input type="checkbox"/> Individual	<input type="checkbox"/> Minority <input type="checkbox"/> Non-Minority	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> City Resident <input type="checkbox"/> Non-Resident
<input checked="" type="checkbox"/> Company	<input checked="" type="checkbox"/> Profit <input type="checkbox"/> Non-Profit	<input type="checkbox"/> EBE	<input type="checkbox"/> Pennsylvania <input checked="" type="checkbox"/> Pittsburgh <input type="checkbox"/> Allegheny County

- ☐ Security Clearance has been obtained ☐ Resume is attached
☒ Security Clearance will be obtained before contractor begins work
☐ Security Clearance not needed, as contractor will not be working with children

Total Contract Amount: \$ <u>\$418,200.00</u>		Account Number(s)				
Rate of Payment <u>\$20,910</u> per <u>studnet per yr</u>		Resp.	Fund	Func.	Obj.	Amount
<input type="checkbox"/> General Fund:	Department	_____	_____	_____	_____	_____
<input checked="" type="checkbox"/> Supplemental Fund	<u>IDEA 611</u>	<u>5500</u>	<u>13V</u>	<u>1231</u>	<u>323</u>	<u>\$418,200.00</u>
Account Name		_____	_____	_____	_____	_____

District Goals: ☒ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☐ 3. Efficient and effective support operations ☐ 4. Efficient & equitable distribution of resources to address the needs of all students ☐ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this contract and how will it be implemented? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to renew the contract between the Program for Students with Exceptionalities and FamilyLinks. They will provide an emotional support program for up to twenty (20) K-2 students with severe social and emotional disturbances and very critical mental health issues. FamilyLinks provides an educational program and an extensive partial hospital program on site. All placements are recommended by each student's IEP team. Consultation services for students transitioning between programs will also be provided as needed.

Who will the services benefit?

This service will benefit students who have significant and complex mental health needs.

Where will the services occur? (location)

These services will occur at the FamilyLinks location.

Additional person(s) accountable for this tab

Board Action Information Sheet

9

Action Item #

July 2013

Action Month

The operating period shall be from August 1, 2013 to June 30, 2014.

Explain why an external contract is necessary to provide these services?

This service is necessary to provide complete service for students with severe emotional disabilities.

Indicate process for making recommendation:

☒ Negotiated

☐ Solicited Proposals

☐ Competitive Bid

Describe the expected results of this activity:

FamilyLinks will provide an intensive program for up to 20 students with severe emotional disturbances and complex mental health needs, transportation aides and consultation services.

If this is a contract renewal, indicate the original objective of this activity:

FamilyLinks will provide an intensive program for up to 20 students with severe emotional disturbances and complex mental health needs, transportation aides and consultation services.

Has objective been met? ☒ Yes; ☐ No

Please explain how the objective was met or why the objective was not met:

FamilyLinks provided an intensive program for up to 20 students with severe emotional disturbances and complex mental health needs, transportation aides and consultation services.

Data Source utilized, or if a new contract, that will be utilized to evaluate contractor performance:

Data, logs, records, and formal reports are maintained and written for each student served.

Will evaluation be made on the basis of predetermined written criteria? ☒ Yes ☐ No

Will there be a tangible work product at the completion of the contract? ☐ Yes ☒ No

If there is a tangible work product expected, please describe expectations and name the custodian of the work product:

Board Action Information Sheet

Additional Information:



PSE will also have contracts with Glade Run Lutheran Services, and Wesley Spectrum (pending Board approval), for similar services at schools which they are partnered with. Placement at FamilyLinks K-2 emotional support educational program is recommended by students IEP teams. FamilyLinks will support students to the additional level required for students with complex emotional needs that are not able to be addressed in a normal school environment.

Board Action Information Sheet

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Action Item #
July 2013
Action Month



Mary Jane Conley 
Submitted By
Jerri Lynn Lippert 
Person Accountable

Consultants/Contracted Services

(not to be used for District employees)

Name of Consultant or Firm:

Address: Glade Run Lutheran Services

P.O. Box 70, Beaver Road

Zelienople PA

Indicate the category of this contract:

☐ NEW ☒ RENEWAL

<input type="checkbox"/> Individual	<input type="checkbox"/> Minority <input type="checkbox"/> Non Minority	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> City Resident <input type="checkbox"/> Non-Resident
<input checked="" type="checkbox"/> Company	<input checked="" type="checkbox"/> Profit <input type="checkbox"/> Non-Profit	<input type="checkbox"/> EBE	<input type="checkbox"/> Pennsylvania <input type="checkbox"/> Pittsburgh <input checked="" type="checkbox"/> Allegheny County

- ☐ Security Clearance has been obtained ☐ Resume is attached
☒ Security Clearance will be obtained before contractor begins work
☐ Security Clearance not needed, as contractor will not be working with children

Total Contract Amount: \$ \$319,000.00

Account Number(s)

Rate of Payment \$29,000 per classroom

☐ General Fund:

Department

☒ Supplemental Fund

2013-14 IDEA 611

Account Name

Resp.	Fund	Func.	Obj.	Amount
5131	01D	1231	330	\$319,000.00

District Goals: ☒ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☐ 3. Efficient and effective support operations ☐ 4. Efficient & equitable distribution of resources to address the needs of all students ☐ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this contract and how will it be implemented? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to renew the contract between the Program for Students with Exceptionalities and Glade Run Lutheran Services. They will provide full-time mental health therapists to be assigned to the Therapeutic Support Classrooms at: Pittsburgh Morrow PreK-8, Pittsburgh South Hills 6-8, Pittsburgh King K-8, Pittsburgh Manchester K-8 (2 classrooms), Pittsburgh Mifflin K-8 (2 classrooms), Pittsburgh Allegheny K-5, Pittsburgh Lincoln K-5, Pittsburgh Faison Primary, and Pittsburgh Miller PreK-5. The therapist at each school will: work with the schools' emotional support teachers providing individual and group therapy in the classroom; provide classroom training related to social skills development, problem solving, conflict resolution and anger management; and provide teaming strategies for both regular and special education teachers. The operating periods shall be from August 1, 2013 through June 30, 2014. The total contract amount for eleven classrooms at \$29,000 (11 x \$29,000=\$319,000) shall not exceed \$319,000.

Who will the services benefit?

This service will benefit students with severe emotional disabilities.

Where will the services occur? (location)

These services will occur at several schools listed above.

Additional person(s) accountable for this tab

Board Action Information Sheet

10

Action Item #

July 2013

Action Month

The operating period shall be from August 1, 2013 to June 30, 2014.

Explain why an external contract is necessary to provide these services?

This service is necessary to provide complete service for students with severe emotional disabilities.

Indicate process for making recommendation:

☒ Negotiated

☐ Solicited Proposals

☐ Competitive Bid

Describe the expected results of this activity:

The therapists will work with the schools' ES teachers providing individual and group therapy in the classroom. In addition, the therapists will provide classroom training related to social skills, problem solving, conflict resolution, anger management, and teaming strategies.

If this is a contract renewal, indicate the original objective of this activity:

The therapists will work with the schools' ES teachers providing individual and group therapy in the classroom. In addition, the therapists will provide classroom training related to social skills, problem solving, conflict resolution, anger management, and teaming strategies.

Has objective been met? ☒ Yes; ☐ No

Please explain how the objective was met or why the objective was not met:

The therapists worked with the schools' ES teachers providing individual and group therapy in the classroom. In addition, the therapists provided classroom training related to social skills, problem solving, conflict resolution, anger management, and teaming strategies.

Data Source utilized, or if a new contract, that will be utilized to evaluate contractor performance:

Data, logs, records and formal reports are maintained and written for each student served.

Will evaluation be made on the basis of predetermined written criteria? ☒ Yes ☐ No

Will there be a tangible work product at the completion of the contract? ☐ Yes ☒ No

If there is a tangible work product expected, please describe expectations and name the custodian of the work product:

Board Action Information Sheet

Additional Information:

The above listed schools are already mental health partners with the contractor for psychological services provided to General Education Students. Thus, the partner organization is the best suited one to provide the therapeutic component of services for Special Education. PSE will also have contracts with Wesley Spectrum Services, and FamilyLinks, pending board approval, for similar services at schools in which they are partnered.

EXHIBIT A

**Glade Run Lutheran Services
5701 Centre Avenue
Suite L12
Pittsburgh, PA 15206-3776**

1. The contractor will provide mental health services at **Pittsburgh Morrow PreK-8, Pittsburgh South Hills 6-8, Pittsburgh King K-8, Pittsburgh Manchester K-8 (2 classrooms), Pittsburgh Mifflin K-8 (2 classrooms), Pittsburgh Allegheny PreK-5, Pittsburgh Lincoln K-5, Pittsburgh Faison Primary, and Pittsburgh Miller PreK-5** are the schools listed in the item. Up to one hour of the school day will be used by the contractor to provide group therapy services and up to one hour of the school week will be used by the contractor to provide individual therapy services which the School District of Pittsburgh expects will be billed to the appropriate insurance provider. The services will be provided in each school.
2. The therapists shall follow the same work schedule (days and hours) as the teachers. On days that there are snow delays, the therapist shall report at the same time schedule as the teacher.
3. On clerical/In-service training days, the therapists may attend meetings at their respective agencies. All other days the therapists are expected to be at their assigned schools for the entire day. If the therapist is absent for more that one day in the course of the school year, the agency agrees to provide another therapist for coverage that day. This requirement to provide a substitute therapist may be waived by PSE at the request of the appropriate school. If Glade Run Lutheran Services is not able to provide a substitute for the day, they will forfeit the per diem rate for regular schools of \$161.11.
4. Daily time sheets are to be completed by each therapist. It will include; a) the number of days worked each month and the number of hours worked each day; b) the number of individual therapy hours provided per month; and c) the number of group therapy hours provided per month. One copy from each school is to be submitted to the school principal. Additional copies are to be submitted to the PSE Therapeutic Classroom Coordinator and the Emotional Support Program Officer.
5. The contractor agrees to provide social skills groups, individual therapy, and behavior management for the twelve students per Therapeutic Classroom. The cost for each therapeutic classroom is \$29,000.
6. This contract is to be initiated August 1, 2013 and will be completed June 30, 2014.

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EXCELLENCE
FOR ALL

Mary Jane Conley
Submitted By
Jerri Lynn Lippert
Person Accountable

(not to be used for District employees)

☐ NEW ☒ RENEWAL

<input type="checkbox"/> Individual	<input type="checkbox"/> Minority <input type="checkbox"/> Non Minority	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> City Resident <input type="checkbox"/> Non-Resident
<input checked="" type="checkbox"/> Company	<input type="checkbox"/> Profit <input checked="" type="checkbox"/> Non-Profit	<input type="checkbox"/> EBE	<input type="checkbox"/> Pennsylvania <input type="checkbox"/> Pittsburgh <input checked="" type="checkbox"/> Allegheny County

- ☐ Security Clearance has been obtained ☐ Resume is attached
☒ Security Clearance will be obtained before contractor begins work
☐ Security Clearance not needed, as contractor will not be working with children

Total Contract Amount: \$ <u>\$145,000.00</u>		Account Number(s)				
Rate of Payment <u>\$14,500</u> per <u>month</u>		Resp.	Fund	Func.	Obj.	Amount
<input checked="" type="checkbox"/> General Fund:	<u>Pittsburgh Perry</u>	<u>4319</u>	<u>624</u>	<u>1100</u>	<u>330</u>	<u>\$10,000.00</u>
	<u>Department</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<input checked="" type="checkbox"/> Supplemental Fund	<u>2013-14 IDEA 611</u>	<u>5500</u>	<u>13V</u>	<u>1231</u>	<u>330</u>	<u>\$135,000.00</u>
	<u>Account Name</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

District Goals: ☒ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☐ 3. Efficient and effective support operations ☐ 4. Efficient & equitable distribution of resources to address the needs of all students ☐ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this contract and how will it be implemented? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to renew the Program for Students with Exceptionalities contract with Wesley Spectrum Services. The contractor will provide full-time mental health therapists to be assigned to the Therapeutic Support Classrooms at: Pittsburgh Milliones 6-12, Pittsburgh Langley K-8, Pittsburgh Arlington PreK-8, Pittsburgh South Brook 6-8, and Pittsburgh Perry High School. The therapist at each school will: work with the schools' emotional support teachers providing individual and group therapy in the classroom; provide classroom training related to social skills development, problem solving, conflict resolution and anger management; and provide teaming strategies for both regular and special education teachers. The operating period shall be from September 1, 2013 through June 30, 2014. The total contract amount for five regular classrooms at \$2,900 per month per classroom (5 x \$2,900 per month x 10 months= \$145,000) shall not exceed \$145,000.

This service will benefit students with severe emotional disabilities.

These services will occur at Pittsburgh Milliones 6-12, Pittsburgh Langley K-8, Pittsburgh Arlington PreK-8, Pittsburgh South Brook 6-8, and Pittsburgh Perry High School.

Additional person(s) accountable for this tab

Board Action Information Sheet

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Action Item #

July 2013

Action Month

The operating period shall be from Sept 1, 2013 to June 30, 2014.

Explain why an external contract is necessary to provide these services?

This service is necessary to provide complete service for students with severe emotional disabilities.

Indicate process for making recommendation:

☒ Negotiated

☐ Solicited Proposals

☐ Competitive Bid

Describe the expected results of this activity:

The therapists will work with the schools' ES teachers providing individual and group therapy in the classroom. In addition, the therapists will provide classroom training related to social skills, problem solving, conflict resolution, anger management, and teaming strategies.

If this is a contract renewal, indicate the original objective of this activity:

The therapists will work with the schools' ES teachers providing individual and group therapy in the classroom. In addition, the therapists will provide classroom training related to social skills, problem solving, conflict resolution, anger management, and teaming strategies.

Has objective been met? ☒ Yes; ☐ No

Please explain how the objective was met or why the objective was not met:

The therapists will work with the schools' ES teachers providing individual and group therapy in the classroom. In addition, the therapists will provide classroom training related to social skills, problem solving, conflict resolution, anger management, and teaming strategies.

Data Source utilized, or if a new contract, that will be utilized to evaluate contractor performance:

Data, logs, records and formal reports are maintained and written for each student served.

Will evaluation be made on the basis of predetermined written criteria? ☒ Yes ☐ No

Will there be a tangible work product at the completion of the contract? ☐ Yes ☒ No

If there is a tangible work product expected, please describe expectations and name the custodian of the work product:

Board Action Information Sheet

Additional Information:

The above listed schools are already mental health partners with the contractor for psychological services provided to General Education Students. Thus, the partner organization is the best suited one to provide the therapeutic component of services for Special Education. PSE will also have contracts with Glade Run Lutheran Services, and FamilyLinks, pending board approval, for similar services at schools in which they are partnered.

EXHIBIT A

**Wesley Spectrum Services
221 Penn Avenue
Wilkinsburg, PA 15221**

1. The contractor will provide mental health services at the school listed in this item. The services will occur in the Therapeutic Support Classroom at:
Pittsburgh Milliones 6-12, Pittsburgh Langley K-8, Pittsburgh South Brook 6-8, Pittsburgh Arlington PreK-8, and Pittsburgh Perry High School.
2. The therapists shall follow the same work schedule (**days and hours**) as the teachers. On days that there are snow delays, the therapist shall report at the same time schedule as the teacher.
3. On clerical/In-service training days, the therapists may attend meetings at their respective agencies. All other days the therapists are expected to be at their assigned schools for the entire day. **If the therapist is absent for more that one day in the course of the school year, the agency agrees to provide another therapist for coverage that day. This requirement to provide a substitute therapist may be waived by PSE at the request of the appropriate school. If Wesley Spectrum Services is not able to provide a substitute for the day, they will forfeit the per diem rate of \$161.11.**
4. Daily time sheets are to be completed by each therapist. It will include; a) the **number of days worked each month and the number of hours worked each day;** b) the **number of individual therapy hours provided per month;** and c) the **number of group therapy hours provided per month.** One copy from each school is to be submitted to the school principal. **Additional copies are to be submitted to the PSE Therapeutic Classroom Coordinator and the Emotional Support Program Officer.**
5. The contractor agrees to provide social skills groups, individual therapy, and behavior management for the twelve students per Therapeutic Classroom. The cost is \$29,000 per classroom.
6. **This contract is to be initiated September 1, 2013 and will be completed June 30, 2014.**

Board Action Information Sheet

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Action Item #
July 2013
Action Month



Mary Jane Conley *mjc*
Submitted By
Jerri Lynn Lippert *jl*
Person Accountable

Consultants/Contracted Services

(not to be used for District employees)

Name of Consultant or Firm:

Address: Wilson Language Training Corporation
47 Old Webster Road
Oxford, MA 01540

Indicate the category of this contract:

☒ NEW ☐ RENEWAL

<input type="checkbox"/> Individual	<input type="checkbox"/> Minority <input type="checkbox"/> Non-Minority	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> City Resident <input checked="" type="checkbox"/> Non-Resident
<input checked="" type="checkbox"/> Company	<input checked="" type="checkbox"/> Profit <input type="checkbox"/> Non-Profit	<input type="checkbox"/> EBE	<input type="checkbox"/> Pennsylvania <input type="checkbox"/> Pittsburgh <input type="checkbox"/> Allegheny County

- ☒ Security Clearance has been obtained ☐ Resume is attached
☐ Security Clearance will be obtained before contractor begins work
☐ Security Clearance not needed, as contractor will not be working with children

Total Contract Amount: \$ <u>\$23,500.00</u>		Account Number(s)				
		<u>Resp.</u>	<u>Fund</u>	<u>Func.</u>	<u>Obj.</u>	<u>Amount</u>
Rate of Payment _____ per _____						
<input type="checkbox"/> General Fund: _____						
Department _____						
<input checked="" type="checkbox"/> Supplemental Fund <u>13-14 Time Study</u>		<u>5500</u>	<u>297</u>	<u>2390</u>	<u>330</u>	<u>\$23,500.00</u>
Account Name _____						

District Goals: ☒ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☐ 3. Efficient and effective support operations ☐ 4. Efficient & equitable distribution of resources to address the needs of all students ☐ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this contract and how will it be implemented? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to enter into a contract with Wilson Language Training Corporation. The contractor will continue the partnership between Pittsburgh Public Schools and Wilson Language Systems (WLS) to realize the PPS goal of one Wilson Trained Teacher in each of the District schools. The Wilson Language System is a research based, Tier 3, multisensory approach to reading deficits. Becky Tress will participate in the year-long WLS Trainer Internship. Upon successful completion of the internship, Ms. Tress will become a credentialed WLS Trainer, who will then be able to conduct and/or supervise WLS programs in the District. In addition, teachers will be provided the opportunity to participate in Level 1 Certification and Advanced Strategies for Group Mastery. The total contract amount shall not exceed \$23,500.

Who will the services benefit?

Pittsburgh Public Schools students with reading deficits

Where will the services occur? (location)

Pittsburgh Greenway Professional Development Center

Additional person(s) accountable for this tab

Board Action Information Sheet

12

Action Item #

July 2013

Action Month

The operating period shall be from August 1, 2013 to June 30, 2014.

Explain why an external contract is necessary to provide these services?

To build capacity in Pittsburgh Public Schools for the implementation of Wilson Language System

Indicate process for making recommendation:

☒ Negotiated

☐ Solicited Proposals

☐ Competitive Bid

Describe the expected results of this activity:

Pittsburgh Public Schools will have a certified Wilson Language Systems trainer to conduct traininer and support district wide Tier 3 Wilson programming

If this is a contract renewal, indicate the original objective of this activity:

Has objective been met? ☐ Yes; ☐ No

Please explain how the objective was met or why the objective was not met:

Data Source utilized, or if a new contract, that will be utilized to evaluate contractor performance:

Will evaluation be made on the basis of predetermined written criteria? ☒ Yes ☐ No

Will there be a tangible work product at the completion of the contract? ☐ Yes ☒ No

If there is a tangible work product expected, please describe expectations and name the custodian of the work product:

Board Action Information Sheet

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Action Item #
July 2013
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Mary Jane Conley *myc*
Submitted By
Jerri Lynn Lippert *JL*
Person Accountable

Consultants/Contracted Services

(not to be used for District employees)

Name of Consultant or Firm:

Address: Joseph H. Altman P.C

503 Camberly Court

Mars, PA 16046

Indicate the category of this contract:

☐ NEW ☒ RENEWAL

<input checked="" type="checkbox"/> Individual	<input type="checkbox"/> Minority <input checked="" type="checkbox"/> Non Minority	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> City Resident <input checked="" type="checkbox"/> Non-Resident
<input type="checkbox"/> Company	<input type="checkbox"/> Profit <input type="checkbox"/> Non-Profit	<input type="checkbox"/> EBE	<input type="checkbox"/> Pennsylvania <input type="checkbox"/> Pittsburgh <input type="checkbox"/> Allegheny County

- ☒ Security Clearance has been obtained ☐ Resume is attached
☐ Security Clearance will be obtained before contractor begins work
☐ Security Clearance not needed, as contractor will not be working with children

Total Contract Amount: \$ <u>\$21,880.00</u>		Account Number(s)				
Rate of Payment <u>\$62.00</u> per hour		Resp.	Fund	Func.	Obj.	Amount
<input type="checkbox"/> General Fund:	Department	---	---	---	---	---
<input checked="" type="checkbox"/> Supplemental Fund	IDEA 611	5500	13V	1231	330	\$21,880.00
Account Name		---	---	---	---	---

District Goals: ☒ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☐ 3. Efficient and effective support operations ☐ 4. Efficient & equitable distribution of resources to address the needs of all students ☐ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this contract and how will it be implemented? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to renew the contract between the Program for Students with Exceptionalities and Joseph Altman. Mr. Altman will provide support to the Therapeutic Classrooms that are located in middle and high schools in the district, as well as counseling at Pittsburgh Oliver Citywide Academy. Mr. Altman will coordinate, supervise, and provide support to the staff for these classrooms. Mr. Altman is a Behavior Specialist and a Certified School Psychologist with extensive experience in working with students with significant emotional disturbances and with the staff who support these students. The operating periods shall be from August 1, 2013 through June 30, 2014. Mr. Altman will work at a rate of \$62.00 per hour, including expenses. The total contract amount shall not exceed \$21,880.

Who will the services benefit?

This service will benefit students in the middle and secondary schools.

Where will the services occur? (location)

These services will occur in the Therapeutic Classrooms that are located in middle grades and high schools in the District.

Additional person(s) accountable for this tab

Board Action Information Sheet

13

Action Item #

July 2013

Action Month

The operating period shall be from August 1, 2013 to June 30, 2014.

Explain why an external contract is necessary to provide these services?

The Therapeutic Classroom Model supports children with significant emotional disturbances in the regular school setting, with staff from Glade Run and Wesley Spectrum. There is a need for an expert in the field.

Indicate process for making recommendation:

☒ Negotiated

☐ Solicited Proposals

☐ Competitive Bid

Describe the expected results of this activity:

Mr. Altman's support of the Therapeutic Classroom Model in the middle and high school settings will provide an increase in the consistency in classroom operations, the implementation of appropriate behavior management strategies and the support to the classroom teacher in each of these settings.

If this is a contract renewal, indicate the original objective of this activity:

Mr. Altman's support of the Therapeutic Classroom Model in the middle grades and high school settings provided an increase in the consistency in classroom operations, the implementation of appropriate behavior management strategies and the support to the classroom teacher in each of these settings.

Has objective been met? ☒ Yes; ☐ No

Please explain how the objective was met or why the objective was not met:

Mr. Altman has provided support for the Therapeutic Classroom Model in the middle and high school settings. His support has led to an increase in the consistency in classroom operations, the implementation of appropriate behavior management strategies and the support to the classroom teacher in each of these settings.

Data Source utilized, or if a new contract, that will be utilized to evaluate contractor performance:

Contractor will keep logs and data on each classroom and complete summative and formative evaluations of the program.

Will evaluation be made on the basis of predetermined written criteria? ☒ Yes ☐ No

Will there be a tangible work product at the completion of the contract? ☐ Yes ☒ No

If there is a tangible work product expected, please describe expectations and name the custodian of the work product:

Board Action Information Sheet

14

Action Item #
July 2013
Action Month



Michael A. Gavlik

Submitted By

Dara Ware Allen *[Signature]*

Person Accountable

Consultants/Contracted Services

(not to be used for District employees)

Name of Consultant or Firm:

Address:

John Foley

1896 Woodward Ave.

Pittsburgh, PA 15226

Indicate the category of this contract:

☐ NEW ☒ RENEWAL

<input checked="" type="checkbox"/> Individual	<input type="checkbox"/> Minority <input checked="" type="checkbox"/> Non Minority	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<input checked="" type="checkbox"/> City Resident <input type="checkbox"/> Non-Resident
<input type="checkbox"/> Company	<input type="checkbox"/> Profit <input type="checkbox"/> Non-Profit	<input type="checkbox"/> EBE	<input checked="" type="checkbox"/> Pennsylvania <input checked="" type="checkbox"/> Pittsburgh <input checked="" type="checkbox"/> Allegheny County

- ☐ Security Clearance has been obtained ☐ Resume is attached
☒ Security Clearance will be obtained before contractor begins work
☐ Security Clearance not needed, as contractor will not be working with children

Total Contract Amount: \$ <u>\$7,000.00</u>		Account Number(s)				
		<u>Resp.</u>	<u>Fund</u>	<u>Func.</u>	<u>Obj.</u>	<u>Amount</u>
Rate of Payment _____ per fall sports season						
<input checked="" type="checkbox"/> General Fund:	<u>Athletics</u>	<u>4815</u>	<u>010</u>	<u>3210</u>	<u>330</u>	<u>\$7,000.00</u>
	Department	_____	_____	_____	_____	_____
<input type="checkbox"/> Supplemental Fund	_____	_____	_____	_____	_____	_____
	Account Name	_____	_____	_____	_____	_____

District Goals: ☐ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☒ 3. Efficient and effective support operations ☐ 4. Efficient & equitable distribution of resources to address the needs of all students ☐ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this contract and how will it be implemented? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to renew the contract with John Foley. He will continue the effective and efficient management of the concessions stands at Cupples Stadium for the 2013 fall season. John Foley will continue to serve as the concession stand manager. His responsibilities will include: Managing the student staff for the home and away concession stands during all Pittsburgh Public School regular and post season contests in the fall. Ordering and inventory of all items needed for the concession stands. Staffing and scheduling of the concession stand with students from the Pittsburgh Public School. He will also reconcile all concession receipts, maintaining treasurer's reports and making bank deposits, and ensure that all equipment and the facility meet Allegheny County Health code.

Who will the services benefit?

The students and spectators of Pittsburgh Public Schools athletic events.

Where will the services occur? (location)

Cupples Stadium.

Additional person(s) accountable for this tab

Board Action Information Sheet

14

Action Item #

July 2013

Action Month

The operating period shall be from August 15, 2013 to December 15, 2013.

Explain why an external contract is necessary to provide these services?

John Foley has the experience required to efficiently and effectively manage the concession stand.

Indicate process for making recommendation:

☒ Negotiated

☐ Solicited Proposals

☐ Competitive Bid

Describe the expected results of this activity:

The expectation is that the concession stand will continue to operate effectively for the 2013 fall season.

If this is a contract renewal, indicate the original objective of this activity:

Same as above.

Has objective been met? ☒ Yes; ☐ No

Please explain how the objective was met or why the objective was not met:

The objective was met in that all responsibilities were maintained throughout the fall season.

Data Source utilized, or if a new contract, that will be utilized to evaluate contractor performance:

I made formal observations of John Foley during the season. I also worked directly with John Foley and evaluated his job performance. It was excellent.

Will evaluation be made on the basis of predetermined written criteria? ☐ Yes ☒ No

Will there be a tangible work product at the completion of the contract? ☐ Yes ☒ No

If there is a tangible work product expected, please describe expectations and name the custodian of the work product:

Board Action Information Sheet

15
 Action Item #
 July 2012
 Action Month



Susan Chersky
 Submitted By
 Susan Chersky
 Person Accountable

PAYMENTS AUTHORIZED

- ☐ Teachers ☐ Students ☒ Outside Firm or Person
☐ Other Staff ☐ Parents

Name: Camp Guyasuta
 Address: Flag Plaza, 125 Bedford Avenue
Pittsburgh PA 15219

- ☐ Security Clearance has been obtained. ☐ Resume is attached.
☒ Security Clearance will be obtained before contractor begins work.
☐ Security Clearance not needed, as contractor will not be working with children.

Payment Data

Total Cost This Action:	<u>\$66,000.00</u>	Account Number(s):				
<input checked="" type="checkbox"/> General Fund	<u>Comm&Marketing -9N</u>	<u>Resp</u>	<u>Fund</u>	<u>Func</u>	<u>Obj</u>	<u>Amount</u>
		<u>4017</u>	<u>010</u>	<u>1100</u>	<u>599</u>	<u>\$50,000.00</u>
	<u>Department</u>	<u>4017</u>	<u>010</u>	<u>1100</u>	<u>519</u>	<u>\$16,000.00</u>
<input type="checkbox"/> Supplemental Fund						
	<u>Name</u>					
	<u>Name</u>					

District Goals: ☒ 1. Maximum academic achievement ☒ 2. Safe and orderly learning environment ☒ 3. Efficient and effective support operations ☒ 4. Efficient & equitable distribution of resources to address the needs of all students ☒ 5. Improved public confidence and strong parent/community engagement

For what purpose are these funds being requested and how will it be implemented? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to make payment to Camp Guyasuta for student attendance and for transportation to and from the Camp. The 9th Grade Nation Transition Program is a key component of the 9th Grade Nation Initiatives.

Students will participate in a 9th Grade Nation day of transition activities for a half day on the first day of school, August 23rd, and one full day field trip at Camp Guyasuta between September 9-30, 2013. The program begins the year long strategies to include the following not all inclusive list: orientation to a safe and welcoming high school environment, introduction to academic courses, graduation and Pittsburgh Promise requirements, success and time management strategies, conflict resolution, team building, leadership development, extracurricular opportunities, career planning, health and wellness. This will be the sixth year of implementation.

Who will this benefit?

All new 9th grade students in the District are a part of the 9th Grade Nation Transition Program.

Where and when will the activities/services occur? (location)

The activities will occur at all PPS 9th grade schools, in school and off site, with one day scheduled at Camp Guyasuta.

 Additional person(s) accountable for this tab

Board Action Information Sheet

Additional Information:

The program will include a one day experience at Camp Guyasuta where students will participate in cooperative team building activities to establish trust and relationships with their peers and staff. In addition, each school will include opportunities for families to learn about their 9th grader's school, graduation requirements, the Pittsburgh Promise, and how they can help students be Promise-Ready.

Board Action Information Sheet

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 Action Item #
 July 2013
 Action Month



Carol Barone-Martin *CBM*
 Submitted By
 Jerri Lynn Lippert *JLL*
 Person Accountable

PAYMENTS AUTHORIZED

- ☐ Teachers ☐ Students ☒ Outside Firm or Person
☐ Other Staff ☐ Parents

Name: Scholastic Inc.
 Address: 2270 Springlake Road, Suite 600
Farmers Branch, TX 75234

- ☐ Security Clearance has been obtained. ☐ Resume is attached.
☒ Security Clearance will be obtained before contractor begins work.
☐ Security Clearance not needed, as contractor will not be working with children.

Payment Data

Total Cost This Action:	<u>\$22,899.00</u>	Account Number(s):				
		<u>Resp</u>	<u>Fund</u>	<u>Func</u>	<u>Obj</u>	<u>Amount</u>
<input checked="" type="checkbox"/> General Fund	<u>CIPD</u>					
	Department					
<input type="checkbox"/> Supplemental Fund	<u>KtO Grant</u>	<u>4002</u>	<u>09T</u>	<u>2271</u>	<u>324</u>	<u>\$22,899.00</u>
	Name					
	Name					

District Goals: ☒ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☒ 3. Efficient and effective support operations ☐ 4. Efficient & equitable distribution of resources to address the needs of all students ☐ 5. Improved public confidence and strong parent/community engagement

For what purpose are these funds being requested and how will it be implemented? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to make payment to Scholastic Inc. They will have trainers provide coaching support to all System 44 teachers in grades 6-9. System 44 is a newly approved Tier 3 reading intervention that will be implemented within the Read 180 classrooms. Intensive teacher support is necessary during year one to ensure effective instruction. This coaching will occur in the classrooms in order to provide teachers with immediate feedback and on-site modeling. This action is funded as a part of the Keystone to Opportunities Grant (accepted by the Board on May 16, 2012).

Who will this benefit?

All PPS Read 180/System 44 Teachers and students who participate in Read 180 classes.

Where and when will the activities/services occur? (location)

This professional development session will occur at the Greenway PD center and will follow-up in the various schools where Read 180/System 44 is offered.

Amy Filipowski
 Additional person(s) accountable for this tab

Board Action Information Sheet

17

 Action Item #
 July 2013

 Action Month



Amy Filipowski

 Submitted By
 Jerri Lynn Lippert *RL*

 Person Accountable

PAYMENTS AUTHORIZED

- ☐ Teachers ☐ Students ☒ Outside Firm or Person
☐ Other Staff ☐ Parents

Name: The Write Tools
 Address: 6590 S Vine St #108
Centennial, CO 80121

- ☐ Security Clearance has been obtained. ☐ Resume is attached.
☐ Security Clearance will be obtained before contractor begins work.
☒ Security Clearance not needed, as contractor will not be working with children.

Payment Data

Total Cost This Action:		<u>\$17,800.00</u>	Account Number(s):			
			<u>Resp</u>	<u>Fund</u>	<u>Func</u>	<u>Obj</u>
<input checked="" type="checkbox"/> General Fund	<u>CIPD</u>					
	Department					
<input type="checkbox"/> Supplemental Fund	<u>KtO Grant</u>	<u>4002</u>	<u>09T</u>	<u>2271</u>	<u>324</u>	<u>\$17,800.00</u>
	Name					
	Name					

District Goals: ☒ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☒ 3. Efficient and effective support operations ☐ 4. Efficient & equitable distribution of resources to address the needs of all students ☐ 5. Improved public confidence and strong parent/community engagement

For what purpose are these funds being requested and how will it be implemented? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to make payment to Write Tools. They will have trainers provide coaching support to Central Office Literacy Team, Principals, KtO Literacy Specialists, and one Literacy teacher from each school (optional). Write Tools is a Board approved program and was adopted in PPS in 2006. The Common Core State Standards requires students to write argumentative essays (6-12) and opinion essays (K-5), therefore additional training is needed for Administrators, KtO Literacy Specialists, and teachers to help students meet the demands of the 21st Century and prepare PPS students to be college and career ready. It will also support core curriculum additions, as well as introduce argumentative and opinion writing to teachers and specialists. Write Tools Trainers will provide intensive support during year one implementation of Write Tools argument/opinion writing to ensure best instructional practices are being utilized with PPS students in grades K through 12. A total of 4 PD days will be used to train teachers and specialists. This action is funded as a part of the Keystone to Opportunities Grant (accepted by the Board on May 16, 2012).

Who will this benefit?

PPS Central Office Administration, KtO Literacy Specialists, teachers, and students

Where and when will the activities/services occur? (location)

This professional development session will occur at the Greenway PD center.

 Carol Barone-Martin
 Additional person(s) accountable for this tab

Board Action Information Sheet

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Action Item #

July 2013

Action Month



Aimee R. Zundel, Esq.

Submitted By

Ira Weiss, Esq.

Person Accountable

GENERAL AUTHORIZATION

Payment Data

Total Cost This Action:	<u>\$0.00</u>	Account Number(s):				
		<u>Resp</u>	<u>Fund</u>	<u>Func</u>	<u>Obj</u>	<u>Amount</u>
<input type="checkbox"/> General Fund						
	Department					
<input type="checkbox"/> Supplemental Fund						
	Name					
	Name					

District Goals: ☐ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☐ 3. Efficient and effective support operations ☐ 4. Efficient & equitable distribution of resources to address the needs of all students ☐ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this authorization? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to adopt the revisions to Section 700 - Finances of the Board Policy Manual and recommended revisions to the 700 series of policies to the Board. The revisions were reviewed with the full Board at the Policy Workshop on July 9, 2013. The revisions include legal updates, substantive revisions, revisions to formatting, restructuring of policy content, and combination of two related budget planning policies into one policy.

The Board hereby adopts all of the policies in Section 700 - Finances listed below:

701 Fiscal Objectives, 702 Budget Planning / Preparation, 703 Budget Adoption, 704 Tax Levy, 705 Tax Collection, 705.1 Tax Increment Financing, 706 Tuition Income, 707 Bank Accounts, 708 Investment of District Funds, 709 Purchases Subject to Bid/Quotation, 710 Minority and Women Business Participation, 711 Purchases Budgeted, 712 Purchases Not Budgeted, 713 Cooperative Purchasing, 714 Travel and Professional Leave, 715 Payroll Authorizations, 716 Payroll Deductions, 717 Payment of Bills, 718 Petty Cash, 719 Student Activity Funds, 720 District Audit, 721 Fund Balance and Stabilization Fund, 722 Debt, 723 GASB Statement 34, 724 Procurement Cards, 725 Federal Fiscal Compliance (See attachment).

Who will this benefit?

Where will the activities/services occur and how was this school/location selected? (if applicable)

Additional person(s) accountable for this tab

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SCHOOL DISTRICT OF PITTSBURGH

SECTION: FINANCES

TITLE: FISCAL OBJECTIVES

ADOPTED: October 21, 2009

REVISED: Proposed July 2013

	701. FISCAL OBJECTIVES
1. Purpose	The Board recognizes its responsibility to District taxpayers to ensure that public monies expended by the School District are utilized for delivery of the educational program in a manner that mandates full value to the taxpayers, and that adequate procedures and records are established to ensure that end.
2. Authority SC 439, 601, 602, 609, 610, 631 634, 652.1, 664, 690, 751 807.1, 1155 53 P.S. Sec. 6926.311 SC 218	<p>The Board has the authority and responsibility to prepare and adopt the budget, approve bids, levy taxes, approve each expenditure of the District, and incur debt in accordance with applicable law.</p> <p>The District shall submit an annual financial report to the Secretary of Education by October 31 of each year, in accordance with applicable law and the reporting standards established by the Pennsylvania Department of Education.</p>
3. Delegation of Responsibility	<p>To meet the goals of this policy, the Board directs the Superintendent or designee to establish sound accounting procedures based upon recommendations of the District auditor, external auditors and state and federal government, institute effective business practices, and recommend appropriate equipment and technology when necessary.</p> <p>The Superintendent or designee shall review monthly the financial operations, report to the Board on effectiveness and recommended improvements, and prepare administrative procedures for sound District and school fiscal operations.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 218, 439, 601, 602, 609, 610, 631, 634, 652.1, 664, 690, 751, 807.1, 1155</p> <p>Taxpayer Relief Act – 53 P.S. Sec. 6926.301 et seq.</p>

SCHOOL DISTRICT OF PITTSBURGH

SECTION: FINANCES

TITLE: BUDGET PLANNING /
PREPARATION

ADOPTED: June 27, 1990

REVISED: Proposed July 2013

702. BUDGET PLANNING / PREPARATION	
1. Purpose	The Board considers preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the District's educational plan.
2. Authority SC 601, 609, 664	The budget shall be designed to reflect the Board's goals and objectives concerning the education of District students. Therefore, the budget shall be organized and planned to ensure adequate understanding of the financial needs associated with program support and development. The financial requirements of District programs shall be reviewed on a continual basis.
SC 601, 664 53 P.S. 6926.301	The Board recognizes its obligation to the taxpayers to approve only those expenses reasonably required to provide an educational program suitable to the needs and goals of this District and its students.
3. Delegation of Responsibility	<p>To meet the objectives of this policy, the Board directs the Superintendent or designee to:</p> <ol style="list-style-type: none"> 1. Prepare an estimated annual cost for implementation of the District's educational program. 2. Prepare an annual capital program and multi-year facilities projection. 3. Establish a projected budget of expenditures and income for the current year and ensuing year. 4. Prepare an annual estimate of anticipated school enrollments. 5. Maintain a plan of anticipated revenues based on changes in local, state and federal funding sources. 6. Prepare a technology plan. 7. Report to the Board any serious financial implications arising from the budget plan.

702. BUDGET PLANNING / PREPARATION - Pg. 2

<p>SC 601, 664 53 P.S. 6926.301 et seq</p>	<p>In order to ensure adequate time for preparation and review of the proposed/ preliminary budget, the Board directs the Superintendent or designee to present to the Board all available information associated with the budget prior to the general election.</p> <p>In preparing the budget, the responsible administrator shall set general priorities for expenditures for:</p> <ol style="list-style-type: none"> 1. Staff necessary to maintain current programs. 2. Technology, equipment and supplies necessary to maintain current programs. 3. Additional staff necessary to improve or expand current programs. 4. New technology, equipment and supplies necessary to improve or expand current programs.
<p>53 P.S. 6926.302</p>	<p>As a component of budget preparation, the Superintendent or designee shall notify the Board of the appropriate Index to be used in limiting tax increases for the budget year.</p> <p>When presented for Board review, the proposed budget shall contain:</p> <ol style="list-style-type: none"> 1. Estimated revenue and expenditures in each financial category for the previous fiscal year. 2. Estimated revenue and expenditures in each financial category for the upcoming fiscal year. 3. Projected student enrollment for the upcoming school year. 4. Amount of surplus anticipated at the end of the current fiscal year. 5. Explanation of each item of expense proposed, upon request. 6. Listing of all exceptions for which the District may be eligible, if needed. 7. Relation of the estimated tax increase to the Index limitation for the District, if applicable. 8. Programs, services or expenditures to be eliminated if referendum is rejected, if applicable. 9. Increase, if any, of tax rate in relation to the Index.

References:

School Code – 24 P.S. Sec. 601, 609, 664

Taxpayer Relief Act – 53 P.S. Sec. 6926.301 et seq.

SCHOOL DISTRICT OF PITTSBURGH

SECTION: FINANCES

TITLE: BUDGET ADOPTION

ADOPTED: October 21, 2009

REVISED: Proposed July 2013

	703. BUDGET ADOPTION
1. Purpose	It is the philosophy of the Board that the annual budget represents the position of the Board, and all reasonable means shall be employed to present and explain the preliminary and final budgets to District residents. Board members and District administrators shall be knowledgeable about, and understand the need for, proposed expenditures.
2. Definition	Index - the tax rate limit that restricts the School District from increasing the rate of any tax for the support of District schools without seeking voter approval through referendum or an exception granted by the Pennsylvania Department of Education (PDE) or the Court of Common Pleas with jurisdiction.
3. Delegation of Responsibility	The Board directs the Superintendent or designee to prepare both the preliminary and final budgets on the required forms; comply with advertising requirements; and make the budget documents and supporting information available in printed form for public inspection in the District administrative offices, in accordance with the timelines specified in law and Board policy.
4. Authority SC 664 53 P.S. 6926.301 et seq.	The Board shall annually, but not later than 10 days prior to preliminary budget adoption deadline in July, decide the budget option to be used for the following fiscal year. The Board shall approve either the Accelerated Budget Process Option or the Board Resolution Option. <u>Accelerated Budget Process Option</u>
53 P.S. 6926.311	At least 90 days prior to the general election, the Board shall prepare and present a preliminary budget on the required form. The preliminary budget shall be made available in printed form for public inspection at least one-hundred and ten (110) days prior to the general election. Public inspection shall be available for at least twenty (20) days prior to planned adoption. The Board shall give public notice of its intent to adopt at least ten (10) days prior to adoption of the preliminary budget. The Board may hold an advertised public hearing prior to adoption of the

53 P.S. 6926.333	<p>preliminary budget.</p> <p>The Board shall annually adopt the preliminary budget at least ninety (90) days prior to the general election.</p> <p>If the preliminary budget exceeds the increase authorized by the Index, an application for an exception may be filed with either a Court of Common Pleas with jurisdiction or PDE and made available for public inspection, consistent with the requirements of law. The application for an exception shall be submitted by the Superintendent or designee.</p> <p>However, the Board may substitute the filing of an application for an exception to the Index limit by submitting a referendum question seeking voter approval for a tax increase, in accordance with law.</p> <p>In the event that a court or PDE denies an application for an exception to the Index limit adopted as part of the preliminary budget, the Board may approve immediate filing of a referendum question, as authorized by law, seeking voter approval for a tax rate that exceeds the Index. This filing shall be performed by the Superintendent or designee.</p> <p>Any referendum question shall include an accompanying non-legal, interpretative statement referencing the expenditure items for which a tax increase is being sought and the consequences that will result if the referendum question fails. Such information shall be made available to the public through the District Internet site and other media resources.</p>
53 P.S. Sec. 6926.311	<p><u>Board Resolution Option</u></p> <p>Pursuant to the Board Resolution Option, the Board shall adopt a resolution that it will not raise the rate of any tax for the following fiscal year by more than the Index. Such resolution shall be adopted no later than one-hundred and ten (110) days prior to the date of the election immediately preceding the upcoming fiscal year and must comply with applicable law.</p>
53 P.S. 6926.312	<p><u>Final Budget</u></p> <p>Prior to adoption, the final budget shall be presented to the Board on the required form and supplemented with information deemed necessary by the Board.</p> <p>The final budget shall be made available in print for public inspection at least twenty (20) days prior to final adoption. The Board shall give notice of its intent to adopt at least ten (10) days prior to adoption of the final budget.</p>

703. BUDGET ADOPTION - Pg. 3

SC 664	The Board shall, at least fifteen (15) days prior to the time final action is taken on any budget, publish, by advertisement at least once in two newspapers of general circulation, notice that a proposed budget has been prepared and is open to public inspection at the office of the Board. Such advertisement shall include a notice of public hearing on the proposed budget, scheduled for at least ten (10) days before final action is taken upon any budget.
SC 508, 664	<p>The Board shall annually adopt the final budget by a majority vote of all members of the Board prior to December 31.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 508, 664</p> <p>Taxpayer Relief Act – 53 P.S. Sec. 6926.301 et seq.</p>

SCHOOL DISTRICT OF PITTSBURGH

SECTION: FINANCES

TITLE: TAX LEVY

ADOPTED: December 22, 1999

REVISED: Proposed July 2013

<p>1. Authority SC 602, 603, 652, 652.1, 653, 654, 655</p> <p>53 P.S. 6924.101 et seq., 6926.301 et seq.</p>	<p style="text-align: center;">704. TAX LEVY</p> <p>The Board of Public Education shall annually determine and establish School District taxes that are authorized by law. The Board shall provide the means to levy and collect such taxes.</p> <p>The following taxes shall be levied:</p> <ol style="list-style-type: none"> 1. Real estate tax. 2. Earned income tax. 3. Public utility realty tax. 4. Realty transfer tax. <p>In establishing tax levies, the Board shall review the Pennsylvania Department of Revenue regulations, the General County Assessment law and the Allegheny County Assessment ordinances.</p> <p>Appeals arising from these tax levies shall be determined by the Superintendent or designee acting with the recommendation of the Solicitor.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 602, 603, 652, 652.1, 653, 654, 655</p> <p>Local Tax Enabling Law – 53 P.S. Sec. 6924.101 et seq.</p> <p>Taxpayer Relief Act – 53 P.S. Sec. 6926.301 et seq.</p>
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SECTION: FINANCES

TITLE: TAX CERTIFICATION AND
COLLECTION

ADOPTED: October 21, 2009

REVISED: Proposed July 2013

SCHOOL DISTRICT OF PITTSBURGH

705. TAX CERTIFICATION AND COLLECTION	
1. Authority SC 656, 657 53 P.S. 6924.101 et seq., 6926.301 et seq.	School taxes being levied by the Board of Education shall be certified by the Board to an authority authorized to prepare tax duplicates and by said authority properly certified to the City Treasurer, which school taxes should then be collected as provided by law, at the same time, in the same manner, and with like authority, and subject to the same discounts and penalties as other taxes collected in the municipality.
2. Delegation of Responsibility SC 658	The City Treasurer shall furnish a joint bond before performing the duties authorized by this policy and the School Code. The cost of such bond shall be paid by the School District.
SC 660	The City Treasurer shall, at the end of each month, report to the Board and to the School Controller, the total amount of school taxes collected during the month, setting forth the years for which collected. The City Treasurer shall pay the same to the School Treasurer, and file with the School Controller a duplicate receipt therefore, and shall at the end of the month report the total amount collected during the current fiscal year, and the unexonerated balance remaining uncollected on the tax duplicate for each year.
SC 661	The City Treasurer shall annually on the first Monday of April of each year, settle the accounts for the school taxes for the preceding fiscal year and furnish the Board with a list of the total amount of school taxes standing unpaid upon tax duplicates.
SC 662	All unpaid school taxes assessed upon any real property shall be liens thereon, in like way and manner, and subject to like provisions and restrictions, as exist in the cases of all other taxes levied in this Commonwealth. Such taxes and liens shall be filed by the City Treasurer or proper authority, in the manner and under and in accordance with the provisions applicable to other taxes assessed in the Commonwealth.

705. TAX CERTIFICATION AND COLLECTION - Pg. 2

References:

School Code – 24 P.S. Sec. 656, 657, 658, 660, 661, 662

Local Tax Enabling Law–53 P.S. Sec. 6924.101 et seq.

Taxpayer Relief Act – 53 P.S. 6926.301 et seq.

SECTION: FINANCES

SCHOOL DISTRICT OF PITTSBURGH

 TITLE: PREFERENTIAL LAND
ASSESSMENT PROGRAMS

ADOPTED: May 26, 1999

REVISED: Proposed July 2013

705.1. PREFERENTIAL LAND ASSESSMENT PROGRAMS	
1. Purpose	The District establishes this policy to provide guidelines for District participation in preferential land assessment programs. Applicants must, at minimum, satisfy the following ten (10) criteria in order for the School District to consider participation in a preferential land assessment including Tax Increment Financing (TIF), Transit Revitalization Investment District Act (TRID) and Local Economic Revitalization Tax Assistance Act 76 (LERTA) programs:
2. Authority	<ol style="list-style-type: none"> 1. The project would not proceed without the additional revenue source generated by the tax increment financing or preferential assessment program. 2. The site either would not be improved without tax increment financing or a preferential assessment program or the site is considered a blighted area, which blight would be reversed by the project funding. 3. The project could generate peripheral improvements not covered under the preferential land assessment program that will generate additional revenue to the taxing bodies. 4. The project will generate economic development that produces increased economic improvements generating other revenues to the taxing bodies (i.e. bringing a new major corporate industry into town or the corollary, preventing a major corporate industrial entity from leaving town). 5. There will be no reduction in the amount of revenue, if any, the taxing bodies currently receive from the site. 6. Any increase in tax millage by the taxing bodies will be applied to the current tax base and immediately increase revenue on the original base. 7. The project will attract or retain jobs in the School District, which encompasses both the City of Pittsburgh and the Borough of Mt. Oliver. 8. The School District of Pittsburgh will provide no more than:

705.1. PREFERENTIAL LAND ASSESSMENT PROGRAMS - Pg. 2

<p>72 P.S. 4722 et seq.</p>	<ol style="list-style-type: none"> a. Sixty percent (60%) of its tax increment for twenty (20) years, not to exceed ten percent (10%) of the development costs for TIF and TRID projects. b. Seventy-five percent (75%) of tax increment for ten (10) years, not to exceed ten percent (10%) of the development costs for TIF and TRID projects. c. Seventy-five percent (75%) of the tax increment for twenty (20) years for projects with significant value added or multiplier effects for TIF and TRID projects. d. LERTA projects are subject to the limitations of Act 76. <p>9. That the City of Pittsburgh pledge, as part of its financing for a project, increments it receives for certain other business taxes that the City of Pittsburgh levies, but which the School District has lost the right to levy, such as parking, amusement, business privilege, occupational privilege, etc. for TIF and TRID projects.</p> <p>10. A one percent (1%) fee of the total development costs will be assessed on each tax increment financing project to be used for school development for preferential land assessment projects.</p> <p>For TIF and TRID projects, the tax increment financing proposal which is submitted to the Board for final approval must contain specific information regarding the parties involved in the preferential land assessment program proposal, specific levels of participation by each taxing body, a detailed description of the financing method in the plan; and it shall contain a verification statement by a duly qualified engineer, accountant or other appropriate professional as to the accuracy of the estimated revenue and projections of the plan.</p> <p>For LERTA projects, applicant must first demonstrate approval by the City and County for their application.</p> <p>The Board reserves the right to conduct a public hearing and hold such other proceedings as it solely shall determine is necessary prior to final approval of tax increment financing plan and agreement.</p> <p>References:</p> <p>Tax Increment Financing Act. 53 P.S. Sec. 6930.1 et seq.</p> <p>Act 76 Local Economic Revitalization Tax Assistance Act, 72 P.S. Sec. 4722 et seq.</p> <p>Transit Revitalization Investment District Act, 73 P.S. Sec. 850.102 et seq.</p>
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SECTION: FINANCES

TITLE: TUITION INCOME

ADOPTED: June 27, 1990

REVISED: Proposed July 2013

SCHOOL DISTRICT OF PITTSBURGH

706. TUITION INCOME FROM NONRESIDENT STUDENTS	
1. Authority SC 1316, 2561 Pol. 202	<p>The Board of School Directors may permit nonresident school-age children to attend District schools upon such terms as the Board may determine, so long as such terms are in compliance with the law.</p> <p>When the District receives students who are residents of another school district, it shall assess tuition charges in accordance with the School Code, unless tuition has been waived or is not applicable to the nonresident student by law or Board Policy 202 – Eligibility of Nonresident Students. Where applicable, tuition shall be assessed for those students whose attendance has been approved by the Board, in accordance with policy.</p>
SC 2561	Tuition rates shall be determined annually, and be in accordance with formula(s) established by law, regulations and administrative procedures developed by the School District.
SC 2561(7)	When the District voluntarily receives nonresident special education children on a tuition basis, it may agree that the district of residence will pay a special education charge in addition to the applicable tuition charge. The additional special education charge shall be an amount as determined by the two school districts. The cost shall represent the adjusted actual expenditures for the special education services received by the nonresident student.
2. Delegation of Responsibility	<p>It shall be the responsibility of the Superintendent or designee to invoice tuition for approved students. The Superintendent or designee shall develop administrative regulations setting forth procedures to ensure prompt payment of applicable tuition charges for nonresident students.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1316, 2561</p>

SCHOOL DISTRICT OF PITTSBURGH

SECTION: FINANCES

TITLE: BANK ACCOUNTS

ADOPTED: June 27, 1990

REVISED: Proposed July 2013

	707. BANK ACCOUNTS
1. Authority SC 508, 621	The Board, by a majority vote of the full Board, shall designate one or more banks or bank and trust companies as depositories for the safeguarding of school funds.
SC 440, 624	Each depository shall be required to report monthly to the Treasurer or Controller and the Board on the status of funds, in the manner required by law.
SC 622	Each designated depository shall furnish proper security for deposits in the amount designated by the Board and in accordance with law.
2. Guidelines	The Board shall, as needed, obtain quotations for specified banking services prior to designating its depositories.
	References:
	School Code – 24 P.S. Sec. 440, 508, 621, 622, 624

SECTION: FINANCES

TITLE: INVESTMENT OF
DISTRICT FUNDS

ADOPTED: October 21, 2009

REVISED: Proposed July 2013

SCHOOL DISTRICT OF PITTSBURGH

	<p style="text-align: center;">708. INVESTMENT OF DISTRICT FUNDS</p>
1. Purpose	<p>It shall be the policy of the Board to optimize its return through investment of cash balances in such a way as to minimize noninvested balances and to maximize return on investments.</p> <p>The primary objectives of investment activities, in priority order, shall be:</p> <p>Legality - All investments shall be made in accordance with applicable laws of Pennsylvania.</p> <p>Safety - Safety of principal shall be of highest priority. Preservation of capital in the portfolio of investments shall be ensured through the mitigation of credit risk and interest rate risk.</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 concurrent 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 the investment risk constraints and liquidity needs.</p>
2. Authority SC 440.1, 621, 622, 623	<p>All investments of the School District made by an officer and/or employee of the District shall be made in accordance with this policy, its corresponding administrative guidelines, and a Board-approved investment program.</p>
3. Definitions	<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>4. Delegation of Responsibility SC 440.1</p> <p>SC 440.1 72 P.S. 3836 et seq.</p>	<p>Concentration of credit risk - the risk associated with the consolidation of investments in a single pool, institution, or instrument.</p> <p>Credit risk - the risk of loss of principal due to the failure of the security issue or backer of the issue.</p> <p>Custodial credit risk - the risk of loss associated with consolidation of investments with a single institution where the District may rely on the institution to hold investments on behalf of the District or through collateral action when the instruments are not in the District name.</p> <p>Foreign currency risk - the risk associated with investment in foreign currency that is subject to market fluctuation and associated currency conversion.</p> <p>Interest rate risk - the risk that the market value of securities will fall due to changes in general interest rates.</p> <p>Investment program - the specifically enumerated and Board-approved investment strategy.</p> <p>The Superintendent or designee shall have the responsibility to manage the District's investment program, in accordance with written, Board-approved procedures for operation of the investment program.</p> <p>The designated individual responsible for investments shall report monthly to the Board the following:</p> <ol style="list-style-type: none"> 1. Amount of funds invested. 2. Interest earned and received to date. 3. Types and amounts of each investment. 4. Names of the institutions where investments are placed, which shall be approved by the Board. 5. Current market value of the funds invested. 6. Other information required by the Board. <p>The Board directs the Superintendent or designee to have developed written procedures that will ensure compliance with this policy. Such procedures shall include a disclosure form for designated individuals involved in the investment process and/or required written statements for advisors and bidders.</p>
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<p>5. Guidelines SC 440.1</p>	<p>Investments permitted by this policy are those defined in Section 440.1 of the School Code, as amended, which are collateralized in accordance with applicable laws.</p>
<p>17 CFR Part 270</p>	<p>All securities shall be purchased in the name of the School District, and custody of the securities shall be specified within the District's investment program guidelines.</p>
<p>SC 440.1</p>	<p>An exception to purchases in the name of the School District is permitted for the purchase of shares of an investment company that is or conducts business voluntarily in compliance with applicable law.</p>
	<p>All investment advisors or bidders shall verify in writing that they have received a copy of this Board policy. Such written statement shall indicate that they have read and understand this policy and all applicable statutes related to School District investments, along with their intent to comply fully with these requirements.</p>
	<p>The District shall require all investment advisors/bidders to submit annually any or all of the following, as appropriate:</p>
	<ol style="list-style-type: none"> 1. Audited financial statements.
	<ol style="list-style-type: none"> 2. Proof of National Association of Securities Dealers (NASD) certification.
	<ol style="list-style-type: none"> 3. Proof of state registration.
	<ol style="list-style-type: none"> 4. Provide annually the rating from a recognized rating agency.
<p>GASB Stmt 40</p>	<ol style="list-style-type: none"> 5. Quarterly collateral reports.
	<p><u>Disclosure</u></p> <p>Designated officers and employees involved in the District's investment process shall disclose any personal business activity that could conflict with the proper execution and management of the investment program or could impair their ability to make impartial decisions.</p> <p><u>Audit</u></p> <p>The Board directs that all investment records be subject to annual audit by the District's independent auditors.</p>

<p>53 Pa. C.S.A. Sec. 8001 et seq</p>	<p>The audit shall include but not be limited to independent verification of amounts and records of all transactions, as deemed necessary by the independent auditors.</p> <p>It shall be the responsibility of the investment advisor and/or bidder to maintain necessary documents to permit independent audit of the District's investments.</p> <p><u>Bond Proceeds</u></p> <p>Bond proceeds shall be invested in accordance with the Local Government Unit Debt Act and applicable federal and state laws, subject to approval by the Solicitor and/or bond counsel and the School Board.</p> <p>Investment transactions arising from bond proceeds shall be reported monthly to the Board, in accordance with this policy.</p>
<p>SC 218, 440.1 GASB Stmt 40</p>	<p><u>Compliance With Generally Accepted Accounting Principles (GAAP)</u></p> <p>The following is intended to guide District investments as limited by law:</p> <ol style="list-style-type: none"> 1. District funds shall not be invested in foreign currency and shall not have any related risk that would require disclosure pursuant to GASB Statement 40. 2. District investments shall limit the exposure to loss of principal due to market changes in interest rates. 3. District investments in authorized instruments that are not backed by the "full faith and credit" of the federal or state government shall be limited to those with the highest credit rating available for such instruments issued by a recognized organization. <p>If, after purchase, the rating of any instrument is reduced and is no longer in compliance with this policy, the individual responsible for District investments shall advise the Board at the earliest opportunity of such action and make recommendations for altering investments.</p> <ol style="list-style-type: none"> 4. When District funds are invested in any one (1) issuer other than designated depository accounts (which includes external investment pools), and securities issued or explicitly guaranteed by the U.S. Government (owned directly by the District), the amount of the investment shall be in accordance with administrative regulation investment guidelines. 5. For purposes of interest rate disclosure in the annual financial report, the method of determining interest rate risk shall be based on weighted average maturity.

References:

School Code – 24 P.S. Sec. 218, 440.1, 621, 622, 623

Local Government Unit Debt Act – 53 Pa.C.S.A. Sec. 8001 et seq.

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

Security of Public Deposits – 72 P.S. Sec. 3836 et seq.

Investment Companies, Title 17, Code of Federal Regulations – 17 CFR Part 270

Governmental Accounting Standards Board, Statement No. 40

SCHOOL DISTRICT OF PITTSBURGH

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO
BID/QUOTATION

ADOPTED: February 23, 2005

REVISED: Proposed July 2013

	709. PURCHASES SUBJECT TO BID/QUOTATION
<p>1. Authority SC 751, 807.1</p> <p>709-AR-2 of 2</p>	<p>It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or where such bids or quotations may result in a cost savings to the School District.</p> <p>The Board recognizes that the base amounts for School District contracts which require competitive sealed bids or quotations have been established by law, but are subject to annual adjustment based upon percentage changes in the Consumer Price Index for all Urban Consumers (CPI-U) for the 12-month period ending September 30th of each year. Changes to the base amounts triggering the requirement for competitive bids and price quotations are published annually by the Pennsylvania Department of Labor and Industry in The Pennsylvania Bulletin. Base bid amounts shall be listed in District administrative regulation 709-AR-2 of 2 – Consumer Price Index Base Bid Amounts, which shall be updated by the Solicitor’s Office on at least an annual basis.</p>
<p>2. Guidelines SC 751, 807.1</p> <p>Pol. 713 53 Pa.C.S.A. 2304 et seq. 62 Pa.C.S.A. 1901 et seq.</p>	<p><u>Competitive Bids</u></p> <p>Materials or supplies to be furnished, sold, or leased to the School District, unless exempt by statute, having an aggregate value which exceeds the relevant annually established base amount shall be subject to competitive bid. All contracts for work to be done, unless exempt by statute, having a value which exceeds the relevant annually established base amount shall also be subject to competitive bid. Joint and cooperative purchasing arrangements, such as those available through COSTARS, PEPPM, and the U.S. General Services Administration (GSA), may be used to comply with this policy, as permitted in applicable laws and regulations. Further information on allowable cooperative purchases is contained in Board Policy 713 – Cooperative Purchasing.</p> <p><u>Written or Telephonic Price Quotations</u></p> <p>Written or telephonic price quotations shall be required from at least three (3) qualified and responsible contractors for all contracts that exceed the relevant annually established base amount but are less than the amount requiring</p>

<p>SC 751</p>	<p>competitive bidding. A written record shall be made of these quotations and shall contain the date of the quotation; name of contractor; contractor's representative; and the construction, reconstruction, repair, maintenance or work of the quotation. The written price quotations, records or telephonic price quotations and memoranda shall be kept on file for a period of three (3) years. Written price quotations shall include those submitted by regular mail or electronically.</p> <p>In lieu of price quotations, the Board shall keep on file a memorandum showing that fewer than three (3) qualified contractors exist in the market area in which it is practicable to obtain quotations.</p> <p><u>Work Performed by Maintenance Personnel</u></p> <p>District maintenance personnel may perform any construction, reconstruction, repairs, or work of any nature where the entire cost or value, including labor and material, is less than the base amount requiring written or telephonic price quotations. The District may also use its own maintenance or other personnel to perform maintenance work irrespective of the entire cost or value of such work.</p> <p><u>Professional Services</u></p> <p>Certain contracts for professional services, including, but not limited to, architectural, engineering and legal services, may be awarded without the need for competitive bidding. Requests for proposals (RFPs) relating to services not subject to competitive bid may be solicited at the discretion of the Board or administration.</p> <p><u>Educational Tools</u></p> <p>The following educational tools are exempt from the competitive bid and price quotation requirements set forth in this policy: maps, music, globes, charts, educational films, filmstrips, prepared transparencies and slides, pre-recorded magnetic tapes and disc recordings, textbooks, games, toys, prepared kits, flannel board materials, flash cards, models, projectuals and teacher demonstration devices necessary for school use.</p> <p><u>Bid Specifications and Bid Opening</u></p> <p>Bid specifications shall be prepared by the Superintendent or designee.</p> <p>The Secretary shall advertise for bids in accordance with statutory procedures without prior approval of the Board but shall inform the Board of such action at the meeting next following. Records shall be kept in sufficient detail to show that a reasonable number of qualified vendors were invited to bid.</p>
<p>SC 807.1(c)</p>	<p>The following educational tools are exempt from the competitive bid and price quotation requirements set forth in this policy: maps, music, globes, charts, educational films, filmstrips, prepared transparencies and slides, pre-recorded magnetic tapes and disc recordings, textbooks, games, toys, prepared kits, flannel board materials, flash cards, models, projectuals and teacher demonstration devices necessary for school use.</p> <p><u>Bid Specifications and Bid Opening</u></p> <p>Bid specifications shall be prepared by the Superintendent or designee.</p> <p>The Secretary shall advertise for bids in accordance with statutory procedures without prior approval of the Board but shall inform the Board of such action at the meeting next following. Records shall be kept in sufficient detail to show that a reasonable number of qualified vendors were invited to bid.</p>

709. PURCHASES SUBJECT TO BID/QUOTATION - Pg. 3

<p>73 P.S. Sec. 1602</p>	<p>Bids shall be opened publicly before one or more witnesses at a previously designated time and place. Contracts shall be awarded to the lowest responsible bidder upon resolution of the Board, unless the Board chooses to reject all bids. It is the policy of the School District that, if an apparent low bidder is disqualified on the basis of the failure to meet the requirements of any District program or statutory requirement such as bonds or statutory clearances, the School District shall reject all bids and re-advertise for bids if the bid of the next lowest bidder meeting all such requirements exceeds the apparent low bidder by an amount specified in a Variable Cap Chart which is set forth in a corresponding administrative regulation to this policy .</p> <p>Whenever a contractor shall submit a bid for the performance of work and the contractor later claims a mistake, error or omission in preparing said bid, the contractor shall, before the bids are open, make known the fact and in such case the bid shall be returned unopened.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 751. 807.1</p> <p>Intergovernmental Cooperation – 53 Pa.C.S.A. Sec. 2301 et seq.</p> <p>Commonwealth Procurement Code, Intergovernmental Relations – 62 Pa.C.S.A. Sec. 1901 et seq.</p> <p>Withdrawal of Bids – 73 P.S. Sec. 1602</p>
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SECTION: FINANCES

TITLE: ELIGIBLE BUSINESS
ENTERPRISES (EBE)

ADOPTED: April 24, 2002

REVISED: April 23, 2008
Proposed July 2013

SCHOOL DISTRICT OF PITTSBURGH

	<p style="text-align: center;">710. ELIGIBLE BUSINESS ENTERPRISES (EBE)</p>
<p>1. Purpose Pol. 709</p>	<p>The Board recognizes that eligible business enterprises (EBEs), which are comprised of businesses owned by ethnic minorities, women, and socially and economically disadvantaged individuals are entitled to equal access to and opportunity for public contracting, specifically construction contracts and contracts for the purchase of goods as provided for in the Public School Code.</p> <p>The School District must do more to build trust among EBEs so that qualified firms believe they have equal opportunity for contracts and submit bids.</p> <p>The School District must follow state law about awarding contracts to the lowest responsible bidder and is not allowed to use race or gender to award contracts.</p> <p>The objective of the Policy is the promotion of sealed bid prime contract and subcontract opportunities (public contracting) for EBEs that are certified by any certifying agency designated by the School District in its discretion.</p> <p>The Board desires to increase EBE access to and participation in public contracting.</p>
<p>2. Delegation of Responsibility</p>	<p>The Superintendent or designee is directed to develop a strategic plan supported by administrative rules and procedures to insure that EBEs have full access to and equal opportunity to participate in the School District's public contracting.</p>
<p>3. Guidelines</p>	<p>The strategic plan shall contain at a minimum: a mission statement, goals, strategies and performance measures.</p> <p>The administrative rules and procedures shall address, but not be limited to:</p> <ol style="list-style-type: none"> 1. Determining which government certifications reliably identify minority, women and socially and economically disadvantaged business ownership and control so participation can be accurately counted.

710. ELIGIBLE BUSINESS ENTERPRISES (EBE) - Pg. 2

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| | <ol style="list-style-type: none">2. Helping EBEs increase capacity by referring them to appropriate resources as needed for technical and financial assistance.3. Conducting outreach to encourage new EBEs to bid on public contracting opportunities.4. Advertising in newspapers to ensure appropriate reach and frequency of potential EBEs per specific public contracting opportunities.5. Designing bid packages in such a way to promote rather than discourage participation.6. Accelerating contract awards, as well as payments, to prime and subcontractors.7. Include language in bid solicitations that clearly sets forth the objective of the Policy and includes the School District's anti-discrimination clause.8. Encouraging mentoring and joint ventures.9. Providing quarterly reports of EBE participation that can be readily accessed on the School District's website.10. Maintain a searchable EBE database than can be readily accessed on the School District's website.11. Establishing an advisory committee to provide feedback and support of the School District's efforts.12. Ensuring that the job descriptions of leadership and managers within the School District include a responsibility for understanding and adhering to the School District's EBE policy.13. Providing a dedicated resource to manage the promotion, development and growth of EBEs for the School District's public contracting opportunities. <p>The administrative rules and procedures shall not include awarding contracts based on the race and gender of business owners or the race and gender of employees of businesses.</p> |
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SCHOOL DISTRICT OF PITTSBURGH

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: February 27, 2002

REVISED: Proposed July 2013

	<p style="text-align: center;">711. PURCHASES BUDGETED</p> <p>1. Authority SC 751, 807.1</p> <p>2. Delegation of Responsibility SC 609, 807.1</p> <p>3. Guidelines SC 511, 751, 807.1</p> <p>It is the policy of the Board that, when funds are available, all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interest of the School District.</p> <p>All purchases that are within budgetary limits may be made upon authorization of the Superintendent or designee, provided, however, that all consultant contracts, regardless of amount, and any purchases in excess of the relevant base amount for competitive bids for non-school-based budgets shall be subject to Board approval.</p> <p>A report shall be generated for all contracts, including consultant contracts or purchases in excess of the relevant base amount for competitive bids for non-school-based budgets, for approval by a majority of the Board at their regularly scheduled monthly legislative meeting. Any emergency purchase may be approved by polling the Board for a majority and subsequently confirmed monthly at the next legislative meeting.</p> <p>References:</p> <p>School Code – 24 P.S. 508, 609, 751, 807.1</p>
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SCHOOL DISTRICT OF PITTSBURGH

SECTION: FINANCES

TITLE: PURCHASES NOT BUDGETED

ADOPTED: October 21, 2009

REVISED: Proposed July 2013

	712. PURCHASES NOT BUDGETED
1. Purpose	The laws of the state and the interests of the community require fiscal responsibility by the Board in the operation of the School District. Appropriate fiscal controls shall be adopted to ensure that public funds are not disbursed in amounts in excess of the appropriations provided to the District.
2. Authority SC 609, 664, 666	When funds are not available for a proposed appropriation, a legal transfer from one class of expenditure to another may be made by the Board in the last nine (9) months of the fiscal year if it is apparent that the necessary surplus funds do exist in another appropriation, the procedures specified in the School Code are followed, and it can be demonstrated that the proposed expenditure would be educationally warranted in the current fiscal year.
3. Guidelines	<p>In the event of emergency, which exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes, a purchase order may be authorized by the Superintendent or designee.</p> <p>When budgeted funds are allocated on a building basis, the total amount budgeted may not be exceeded without prior approval.</p> <p>Any expenditures in excess of appropriation made in conformance with this policy shall be reported to the Board at the next meeting, with a recommendation of funds to be transferred to cover said purchase.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 609, 664, 666</p>

SECTION: FINANCES

TITLE: COOPERATIVE PURCHASING

ADOPTED: October 21, 2009

REVISED: Proposed July 2013

SCHOOL DISTRICT OF PITTSBURGH

	713. COOPERATIVE PURCHASING
1. Authority SC 521, 751, 807.1 53 Pa. C.S.A. 2304 et seq	The Board recognizes the advantages of centralized purchasing. Therefore, the Board encourages the administration to seek the benefits and savings that may accrue through joint agreements with other political subdivisions and the use of cooperative purchasing arrangements for the purchase of supplies, equipment or services.
2. Delegation of Responsibility	The Board authorizes the Superintendent or designee (Purchasing Agent) to negotiate appropriate cooperative purchase agreements with other political subdivisions, in accordance with law and Board policy.
3. Guidelines 53 Pa. C.S.A. 2304 et seq.	Cooperative purchases not accomplished through an established cooperative purchasing arrangement, such as those available through COSTARS, PEPPM, and the U.S. General Services Administration (GSA), require an agreement approved by the Board and the participating contracting body(s).
62 Pa.C.S.A. Sec. 1901 et seq.	<p>All such agreements must conform to relevant provisions of the School Code.</p> <p>The School District may utilize cooperative purchasing arrangements for the purchase or procurement of supplies, services or construction, as authorized by applicable laws and regulations.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 521, 751, 807.1</p> <p>Intergovernmental Cooperation – 53 Pa.C.S.A Sec. 2301 et seq.</p> <p>Commonwealth Procurement Code, Intergovernmental Relations – 62 Pa.C.S.A. Sec. 1901 et seq.</p>

SECTION: FINANCES

TITLE: TRAVEL AND PROFESSIONAL
LEAVE

ADOPTED: June 25, 2003

REVISED: Proposed July 2013

SCHOOL DISTRICT OF PITTSBURGH

	714. TRAVEL AND PROFESSIONAL LEAVE
1. Purpose SC 517	It is the purpose of this policy to delegate to the Superintendent or designee the responsibility and authority to approve employee travel on District business and attendance at professional development conferences and meetings.
2. Delegation of Responsibility	<p>The Superintendent or designee, in consultation with the Board President, may approve professional leave for employees to travel on District business, and for professional development, in order that employees may attend trips, make visits, attend official meetings and represent the School District at conferences held by organizations in which the District is a member, including necessary travel expenses, meals, registration fees, lodging and other accompanying expenses. Payment, including advances where needed, may be made in accordance with procedures approved by the Superintendent or designee.</p> <p>From time to time, the Superintendent shall provide a list of those persons who are the District's official representatives to membership organizations.</p> <p>The Superintendent or designee, in consultation with the Board President, is also authorized to approve professional development leave not at Board expense, for employees to attend conferences and seminars, as requested by employees.</p>
3. Guidelines	<p>Regardless of the reason for an employee's request for professional development leave, the employee shall be limited to six (6) days each academic school year. When an employee desires professional development leave for any purpose after s/he has exhausted the six (6)-day limitation, the employee shall make application under the standard operating procedure that exists at that time, and the decision to approve or disapprove the request shall be made by the employee's immediate supervisor.</p> <p>If the immediate supervisor denies the request, the employee shall not be granted the professional development leave. If the immediate supervisor recommends that the leave be approved, it shall be done so only with the express permission of the Board at a regularly scheduled or special public meeting.</p>

The six (6)-day limitation shall not apply to official representation at meetings with various departments or agencies of the Commonwealth of Pennsylvania or federal government including, but not limited to, Education, Revenue, Treasury, or other similarly situated entities. The phrase "official representation" shall be strictly construed and shall exclude any professional development workshops, seminars, or training sessions, etc. that require payment for registration.

Regardless of the reason for an employee's request for professional development leave at Board expense, professional development leave out of the country and/or trips costing more than \$2,000 shall be granted only with the express permission of the Board at a regularly scheduled or special public meeting.

Contract and/or grant conditions which require employee attendance at conferences and seminars should be outlined when the contract and/or grant acceptance is presented to the Board so that prior approval is obtained at a regularly scheduled or special public meeting.

Within fifteen (15) days from their return, employees utilizing professional leave for professional development shall be required to submit to the Superintendent or designee and the Board of Directors a detailed written report, including the reason for professional development, the value of the program and a summary of the content of the program.

The Board shall receive a monthly report on all authorized travel including professional leave not at Board expense.

References:

School Code – 24 P.S. Sec. 517

SCHOOL DISTRICT OF PITTSBURGH

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED: October 21, 2009

REVISED: Proposed July 2013

	715. PAYROLL AUTHORIZATION
1. Authority SC 508, 1106	<p>Employment of all permanent, temporary and part-time District personnel must be approved by the Board. The Board shall authorize payment of salaries to employees. Actions by the Board to employ staff on a contractual basis may include the name of the individual, position title, salary, period of employment, position classification, method of payment and budget category to which the wages are to be charged.</p> <p>Actions by the Board to employ temporary or part-time personnel may include the name of the individual, position title, rate of pay, position classification, the maximum number of hours or days an employee may work, school or vocation assignment and budget category to which wages are to be charged.</p> <p>The minutes of Board meetings shall record all actions with regard to resignation, retirement, death or discharge of all employees, or non-retention of a temporary professional employee. Each action shall include the name of the employee, date upon which salary or wages will terminate, and position formerly held.</p>
2. Guidelines	<p>Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Board policy may be required of all employees.</p> <p>Salary or wages may be withheld for unapproved time off, in accordance with established procedures, by the Superintendent or designee.</p> <p>Overtime can be scheduled and paid only when authorized in advance by the school principal and immediate supervisor or central office administrator, as applicable.</p> <p>The payroll shall be certified by the designated school official.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 508, 1106</p>

SCHOOL DISTRICT OF PITTSBURGH

SECTION: FINANCES

TITLE: PAYROLL DEDUCTIONS

ADOPTED: June 27, 1990

REVISED: Proposed July 2013

	716. PAYROLL DEDUCTIONS
1. Purpose	<p>The Board may, at its discretion, act on behalf of individual employees to deduct a certain amount from the employee's paycheck and to remit an equal amount to an agent designated by the employee. It is the intent of this policy to designate those purposes not otherwise mandated by law for which the Board is willing to act on behalf of the employee.</p>
2. Authority SC 513	<p>No deduction may be made from the wages of an employee except for federal or state income tax, PA unemployment, county tax, municipal or school taxes, social security and School Employees' Retirement Fund without proper authorization by the employee.</p> <p>The Board shall permit deductions from an employee's paycheck upon proper authorization on the appropriate District form for the following purposes:</p> <ol style="list-style-type: none"> 1. A summer savings plan with the Board's credit union. 2. Repayment of credit union loans. 3. Association membership dues. 4. A tax-deferred annuity to a carrier agreed upon by the Board. 5. Voluntary contributions to the PFT Political Action Fund. 6. Various voluntary employee group insurance programs. 7. Health and pension program employee contributions. 8. Voluntary Board authorized charitable deductions i.e. OFT QuEST Scholarship Program, United Way. 9. Board authorized savings programs i.e. savings bonds.

10. Parking

11. Deductions authorized or ordered by a court.

References:

School Code – 24 P.S. Sec. 513

SCHOOL DISTRICT OF PITTSBURGH

SECTION: FINANCES

TITLE: PAYMENT OF BILLS

ADOPTED: October 21, 2009

REVISED: Proposed July 2013

	717. PAYMENT OF BILLS
1. Purpose	It is the Board's intent to direct prompt payment of bills but at the same time to ensure that due care has been taken in the review of District bills.
2. Authority SC 439, 607, 2125, 2126 SC 427, 439	<p>Each bill or obligation of the District must be fully itemized, verified and approved by the Board before a check can be drawn for its payment except that, upon approval by the School Controller, the Board Secretary is permitted to draw payment orders for:</p> <ol style="list-style-type: none"> 1. Amounts owing under any contracts which shall previously have been approved by the Board where prompt payment results in a discount or other advantage to the District. 2. Progress payments to contractors specified in a contract approved by the Board. 3. Orders to cover approved payrolls and agency account deposits. 4. Utility bills in months the Board does not meet.
3. Delegation of Responsibility SC 607, 609, 664	<p>It shall be the responsibility of the Superintendent or designee upon receipt of an invoice to verify that the purchase invoice is in order, goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the Board had budgeted for the item, and invoice is for the amount contracted.</p> <p>Should the invoice vary from the acknowledged purchase order, the Superintendent or designee shall document on the invoice the reason for such variance.</p> <p>Should funds not be available in the account to which a proposed purchase will be charged, the Superintendent or designee shall determine the overage and request the Board make a legal transfer to cover it.</p> <p>All claims for payment shall be submitted to the Board and recorded in the minutes of the Board meeting.</p>

717. PAYMENT OF BILLS - Pg. 2

	<p>The list of bills shall include for each:</p> <ol style="list-style-type: none"> 1. Check number. 2. Check date. 3. Vendor. 4. Amount of remittance.
SC 439	<p>Upon approval of an order, the Treasurer shall sign a check for payment and cancel the commitment placed against the appropriate account.</p>
SC 427, 433, 439	<p>All checks approved by the Board shall be signed by the Secretary/Assistant Secretary, School Controller/Deputy School Controller and School Treasurer.</p>
4. Guidelines 65 P.S. 302	<p>Signatures of the Secretary/Assistant Secretary, School Controller/Deputy School Controller and School Treasurer may be engraved on a signature plate or stamp.</p> <p>No check shall be made out to cash.</p> <p><u>Sales Tax</u></p>
72 P.S. 7204(12) Title 61 Sec. 32.23	<p>The District is exempt from sales tax on the purchase of tangible, personal property or services that are sold or used by the District. The District shall control use of its sales tax exemption number issued by the Department of Revenue, in compliance with established regulations. The exemption number shall be used only when buying property or services for District use.</p> <p>In order to monitor these activities, the Superintendent or designee shall develop procedures to assure coordination and accumulation of information and proper reporting and remittance to the Department of Revenue.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 427, 433, 439, 607, 609, 664, 2125, 2126</p> <p>Department of Revenue Regulations – 61 Pa. Code Sec. 32.23</p> <p>Uniform Facsimile Signature of Public Officials Act – 65 P.S. Sec. 302</p> <p>Exclusion from Tax – 72 P.S. Sec. 7204, 7208</p>

SCHOOL DISTRICT OF PITTSBURGH

SECTION: FINANCES

TITLE: PETTY CASH

ADOPTED: October 21, 2009

REVISED: Proposed July 2013

	718. PETTY CASH
1. Purpose	Petty cash funds may be used for designated purposes but shall be subject to adequate controls and safeguards.
2. Authority	The Board authorizes the establishment of petty cash funds under the control of designated employees in District buildings.
3. Delegation of Responsibility	<p>Each responsible employee shall ensure that petty cash funds are spent only for designated purposes.</p> <p>The person responsible for each petty cash fund shall, on a regular basis, prepare a total of the disbursement slips for reimbursement.</p>
4. Guidelines	<p>Each request for funds shall be made in writing and signed by the requester, with any confirming receipts attached.</p> <p>Receipts are required for all expenditures.</p> <p>The petty cash checking account shall be secured by the responsible employee.</p> <p>All petty cash funds shall be closed out for audit at the end of the school year.</p> <p>Funds are not to be used to circumvent the regular purchasing procedure.</p> <p>Petty cash funds may not be used to accommodate the cashing of personal checks.</p> <p>The School Controller or his/her designee is responsible for internal auditing of petty cash funds.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p>

SCHOOL DISTRICT OF PITTSBURGH

SECTION: FINANCES

TITLE: STUDENT ACTIVITY FUNDS

ADOPTED: April 23, 2003

REVISED: Proposed July 2013

	719. STUDENT ACTIVITY FUNDS
1. Purpose	<p>Student Activity Funds should be administered in accordance with Board policy and specific written procedures developed by the District's appropriate officers.</p> <p><i>Non-General Fund Use –</i></p> <p>Student Activity Funds should be used to finance a program of activities not part of the regular curriculum. They should not be used to circumvent management or purchasing decisions that were made for the District.</p> <p><i>Student Use –</i></p> <p>Student Activity Funds should be used for student activity purposes and for those students currently in school, particularly when those students have contributed to the accumulation of the funds.</p> <p><i>Shared Decision-Making –</i></p> <p>Student Activity Funds should be collected and disbursed under the general direction of the school principal; however, the principal should involve in the decision-making process those student groups and faculty members who are responsible for generating revenue for approved projects.</p> <p><i>Sound Business Practice –</i></p> <p>Student Activity Funds should be managed in accordance with sound business practices.</p>
2. Authority SC 511	The Board of School Directors is responsible for establishment of policies governing activities related to the school program, in conformance with state laws.
3. Delegation of Responsibility	The Superintendent or designee is responsible for implementation of the guidelines set forth for Student Activity Funds, and for establishing administrative regulations relating to such funds, as needed.

	<p>The principal of each school is responsible for working with students and the professional staff in implementing policies and regulations and administering fiscal procedures. The principal or his/her designee (also known as School Treasurer or Fiscal Officer) shall be responsible for maintaining appropriate fiscal records.</p> <p>The Superintendent or designee is responsible for prescribing appropriate District-wide accounting procedures.</p> <p>The School Controller or designee is responsible for internal auditing of Student Activity Funds.</p> <p>Faculty advisors are responsible for working with students in specific activities and carrying out administrative regulations.</p> <p>Students who choose to participate in various activities should be involved in the fiscal management of those activities. This is a learning opportunity which may benefit interested pupils. Activity groups should have student officers, including a treasurer, who should work with the faculty advisor in carrying out financial procedures that are established.</p>
4. Guidelines	<p><u>General Operating Procedures</u></p> <p>Student Activity Funds will operate with separate ledger accounts for each different activity at the school level.</p> <p>Student Activity Funds will account for the raising and expending of activity funds by various student activities. These funds should include only student funds, are custodial in nature and should be used for one purpose: to promote the general welfare, education and morale of all the students and to finance the normal, legitimate co-curricular activities of the various individual student groups.</p>
SC 511	<p>Decentralized accounting for student activities will involve bookkeeping functions performed at the school level. Double entry accounting procedures will be used, with appropriate books of original entry maintained in accordance with procedures prescribed by the Superintendent or designee.</p> <p><u>Use Of Activity Funds</u></p> <p>Student Activity Funds will not be used to purchase any materials and/or supplies for any other organizations. Student Activity Funds should be used solely for their intended purposes.</p> <p><u>Initiating Accounts/Terminating Accounts</u></p> <p>New programs, clubs, or organizations may be added as new accounts with the</p>

approval of the school principal. New accounts should not be established solely for individual charitable drives. Requests to principals should be in writing and occur only after the need for a new financial account is determined.

Principals shall terminate, at any time, any inactive account that has a zero balance. The appropriate faculty advisor may request the principal to terminate an account. This request, in writing, should also state the planned disposition of any money or materials that remain in the closed account.

Unused Funds

When the interest or membership in a student club or organization declines to the point where organizational activities cease or a senior or similar class nears graduation and a balance is maintained in an account of the Student Activity Fund by the organization or class from revenues of fundraising activities, the graduating class or disbanding organization must use for, or commit to, a proper school-related purpose the unexpended balance of its account prior to graduation or dissolution, or as soon as reasonably possible thereafter.

Since the ownership of money leftover in Student Activity Funds following graduation of each senior high school class is vested in the District, the funds must be used to further a school-related purpose. Maintaining or distributing funds for future class reunions is not a legitimate use of the funds.

Monies left unused or uncommitted for one (1) year or more after graduation of the class or inactivity of a club shall be deemed to have been committed and transferred to the general student body activities account or other designated student-related activity account for any proper school-related purposes. Another designated student-related activity account could include student council, succeeding class or an active club.

Cash Payments

All payments for Student Activity Fund purchases should be made by check. No expenses should be paid in cash directly from dues, collections, sales or other cash receipts.

Signatures On Checks

Two (2) signatures will be required on all checks. The principal should be one (1) of the persons. The persons signing the checks should require invoices or other evidence of obligation, properly approved by the faculty advisor (elementary and designated special schools) or student treasurer of the activity (middle and high schools), before signing the check. These documents should be reviewed prior to making payment and should be initialed to avoid making duplicate payments.

<p>SC 440.1, 623</p>	<p><u>Interest Income</u></p> <p>Activity funds should be deposited in interest-bearing accounts or otherwise invested in interest-earning investments permitted by the School Code. The Board shall permit the organizations to waive prorating of interest and assign their right to interest earnings to the general student body activities account or other proper student activity. A school committee consisting of students (middle and high schools), faculty advisors, and the school principal will determine on a yearly basis whether or not to waive proration of interest. If the waiver is not exercised, the school committee will determine how the interest earned will be distributed. Decisions shall not be made unilaterally. Evidence of this shared decision-making must be available for auditing purposes.</p> <p><u>Internal Controls</u></p> <p>Receipts should be written for the faculty advisor or student treasurer immediately upon receipt of money at the school office so its arrival is established for accounting purposes. A duplicate receipt book will be used so the office retains copies of the receipts.</p> <p>Cash receipts should be deposited daily in a bank.</p> <p>Safes should be used for protecting money during the day. Amounts kept in safes overnight should be minimal.</p> <p><u>Loans And Purchases</u></p> <p>Student Activity Funds shall not be used to make loans for any purpose. Student Activity Funds shall not be used to make purchases for any individual or other organization. It is unlawful to use Student Activity Funds to make privileged or tax-free purchases for any school employee or other person.</p> <p><u>Request For Funds</u></p> <p>All purchases shall be initiated by a request for funds form. The request for funds must be approved by the school principal and shall document shared decision-making. Purchases will not be made or authorized without sufficient funds in that specific account to cover the purchase in full.</p> <p><u>Employees</u></p> <p>All District employees who provide services for Student Activity Funds should be paid through payroll with regular deductions.</p>
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SC 511, 807.1
Pol. 710

Bidding and Price Quotations

Materials and supplies having an aggregate value which exceeds the relevant annually established base amount, respectively, for competitive bids or price quotations shall be subject to bid or price quotation in accordance with Policy 709 – Purchases Subject to Bid/Quotation.

Any purchases of materials and supplies not for the purpose of fundraising that go through the Student Activity Fund are subject to the bidding/quotation requirements. Services such as those of prom hotels, music groups and fundraising companies are not subject to the bidding/quotation requirements.

If purchases of such materials as rings, yearbooks and pictures are made directly by the students and no transactions are recorded in the Student Activity Fund, then bidding/quotation is not required. If rings, yearbooks and pictures are purchased through the Student Activity Fund, bidding/quotation is required if the base amount requiring bids/quotations is met. Long-term contracts may be desirable and service should certainly be considered when reviewing the bids/quotations.

Contracts

Student groups may obligate themselves by contracts for materials, equipment, or services with the approval of the faculty advisor and the school principal, provided that legal requirements for bidding or price quotations and applicable District policies are followed. Contracts presented by vendors such as musical groups and yearbook publishers should be reviewed by the School District Law Department, as well as the school principal.

Sales Tax

The purchase of property or services for use by school organizations in connection with their activities is tax-exempt under the District's tax exemption number. Pennsylvania sales tax must be collected and remitted when applicable.

Nonschool Funds

Student Activity Funds are not to be utilized for such non-school funds as faculty account, booster club accounts, PTA accounts and the like.

Principal's Account

There shall not be an account whereby the principal has unilateral control. Principals, faculty advisors, or other employees shall not maintain a checking account or other cash funds for pupils without the knowledge and permission of the District.

<p>SC 511</p>	<p><u>Limits On Balances</u></p> <p>Limiting the accumulation of funds encourages utilization of money by the students who accumulated the funds or participated in the activity and not by students who may join the club or activity in the future. Fund limitation procedures may be established as are satisfactory to the Superintendent or designee. In no instance should any individual activity fund account end the fiscal year with a negative balance.</p> <p><u>Financial Statements</u></p> <p>Quarterly reports shall be submitted in such form as is satisfactory to the Superintendent or designee and the School Controller or designee.</p> <p><u>Auditing</u></p> <p>Internal audits are performed by the School Controller's Office and are an in-depth examination of the system of internal controls and financial procedures. The system of internal controls should be adequate to safeguard the assets of the Student Activity Funds. Financial transactions should be examined to determine that they are in accordance with Board policy, established procedures, laws and regulations. Internal audits are important to assure that the controls in place are being followed and to provide assurance that the risk of fraud is significantly reduced. Internal audits are also mandated by the School Code.</p> <p>SC 2401</p> <p>External audits must be performed in accordance with the School Code. External audits are an examination of the financial statements and the expression of an opinion as to whether the financial statements present fairly the financial position of the activity fund in accordance with generally accepted accounting principles. The Single Audit must be performed by certified public accountants.</p> <p>Periodically, the Bureau of School Audits, Department of the Auditor General, conducts audits of School District funds including student activity accounts for each school year. These audits are performed to determine compliance with state laws and regulations and with the District's own policies. The Auditor General may cite districts for improper procedures and inform the Board of School Directors and the Pennsylvania Department of Education of appropriate corrective action.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 440.1, 511, 623, 807.1, 2401</p>
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SCHOOL DISTRICT OF PITTSBURGH

SECTION: FINANCES

TITLE: DISTRICT AUDIT

ADOPTED: October 21, 2009

REVISED: Proposed July 2013

	<p style="text-align: center;">720. DISTRICT AUDIT</p> <p>1. Purpose SC 2121, 2401 65 P.S. Sec. 67.701 et seq. 65 Pa. C.S.A. 701 et seq</p> <p>2. Authority SC 2121, 2401</p> <p>3. Delegation of Responsibility</p>
	<p>The public has the right under law to inspect and procure copies of the annual, single audit conducted by external auditors and the periodic audits conducted by the Auditor General's office.</p> <p>The Board shall appoint the elected City Controller to serve as the School Controller of the School District of Pittsburgh by the Board of School Directors. The Controller's office functions as the internal auditor for the School District.</p> <p>The Board recognizes its obligation as an elected body to represent the best interests of all its constituents. Therefore, the Board shall make the results of the external auditors' audit and the Auditor General's audit available to the public at the business office of the District.</p> <p>The Superintendent or designee issues the Comprehensive Annual Financial Report (CAFR) of the School District financial affairs.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511, 2121, 2401</p> <p>Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.</p> <p>Sunshine Act – 65 Pa.C.S.A. Sec. 701 et seq.</p>

SCHOOL DISTRICT OF PITTSBURGH

SECTION: FINANCES

TITLE: FUND BALANCE &
STABILIZATION FUND

ADOPTED: June 27, 1990

REVISED: Proposed July 2013

	721. FUND BALANCE AND STABILIZATION FUND
1. Purpose	<p>Maintaining an operating reserve (or fund balance) by adhering to a fund balance policy is not only a prudent fiscal management tool, but also an important factor in the analysis of financial stability.</p> <p>Maintaining an operating reserve is the most effective practice an issuer can use to maintain a favorable credit rating.</p> <p>Fund balance policy/working capital reserves are the most frequently implemented, best financial management practice for governmental issuers.</p> <p>Governments should maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures.</p> <p>A financial reserve may be used to address unanticipated revenue shortfalls or unforeseen expenditures, providing a first defense against deficit spending and helping to maintain liquidity when budgeted drawdowns become inevitable.</p> <p>The accumulation of prudent reserves in more favorable economic times could be a resource to sustain the District in the inevitable downturn.</p>
2. Authority	<p>The Board of the School District of Pittsburgh adopts the following General Fund unassigned fund balance targets:</p> <ol style="list-style-type: none"> 1. Minimum – Five percent (5%) of the General Fund current year budget expenditures. 2. Maximum – Fifteen percent (15%) of the General Fund current year budget expenditures.

721. FUND BALANCE AND STABILIZATION FUND - Pg. 2

<p>3. Guidelines</p>	<p>After the completion of the annual Single Audit, if the unassigned fund balance exceeds fifteen percent (15%) of the General Fund current year budget expenditures, the excess shall be specifically designated for one or more of the following: subsequent years expenditure increases; subsequent years revenue reductions; transfers to the Capital Projects Reserve Fund.</p> <p>When the General Fund unassigned fund balance is projected to decrease below five percent (5%) of the General Fund current year budget expenditures, the District shall generate additional revenues or reduce expenditures.</p> <p>The unassigned General Fund balances should be utilized for one-time capital project or emergency operational expenditures only if the following conditions exist:</p> <ol style="list-style-type: none">1. Circumstances merit contingency planning, such as a rare and extraordinary event (e.g., natural disaster).2. Surplus unassigned fund balances remain after all reserve and fund allocations are recorded.3. The District has made a complete and rational analysis, with justifying evidence, that an adequate level of short and long-term resources exist. <p>References:</p> <p>School Code – 24 P.S. Sec. 218</p> <p>Governmental Accounting Standards Board, Statement No. 54</p>
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SCHOOL DISTRICT OF PITTSBURGH

SECTION: FINANCES

TITLE: DEBT

ADOPTED: February 26, 2003

REVISED: Proposed July 2013

	722. DEBT
1. Purpose	Debt may be issued to finance the District's annual capital budget. The adopted capital budget for one (1) year will also include an additional four-year projection.
2. Guidelines	<p><u>General Provisions</u></p> <p>The District recognizes a long-term commitment to full and timely repayment of all debt as an intrinsic requirement for entry into the capital markets.</p> <p>The District will annually benchmark financial condition, overall debt ratios and other affordability targets using criteria from nationally recognized rating agencies. Analysis of statutory limitations, trends in financial performance, debt service obligations and tax-exempt market factors affecting interest costs will be reviewed prior to issuance of debt.</p> <p>The District will comply with federal tax law provisions, including arbitrage rebate requirements and the pursuit of remediation measures should any of the facilities be subject to "private use."</p> <p>The District will practice sound primary and secondary market disclosure as required in the District's continuing disclosure agreements or certificates with bondholders.</p> <p>General obligation bonds will be the typical instrument utilized by the District to access capital markets.</p> <p><u>Structural Features</u></p> <p>Maturities of the debt will be set equal to or less than the useful life of the project.</p> <p>Final maturity shall not exceed twenty (20) years, or the frequency with which the District may apply for debt service subsidy from the Commonwealth.</p> <p>Level debt service schedules will generally be used on new money issues to maintain the District's gently declining debt services obligations over time.</p>

Redemption provisions (call provisions) will be evaluated on a case-by-case issue, depending on market conditions.

Bond insurance may be used as a credit enhancement if economically advantageous.

Variable Rate Debt

Variable rate debt may be used to lower the cost of borrowing and provide a hedge against interest rate risk.

Variable rate exposure should not exceed ten percent (10%) to twenty percent (20%) of the District's debt portfolio.

Debt service requirements will be prudently budgeted to allow for possible rate increases.

Principal will be pre-paid to the extent that actual interest is less than budgeted to reduce interest rate risk.

Taxable Debt

Taxable debt is financing which uses United States federal tax credits. The investor receives a tax credit in lieu of interest payments, allowing the District to borrow at nominal interest rates.

Advance Refunding

Savings (net of all issuance costs and any cash contribution to the refunding), as a percentage of the refunding bonds, should be at least three percent (3%).

Debt management practices will anticipate the potential for an advance refunding in the future. When bonds are issued, the District will pay careful attention to sales practices that will affect flexibility.

Cash Defeasance

Cash defeasance of outstanding issues may be pursued so long as the District's fund balance exceeds fifteen percent (15%) of current revenues or expenditures, and present value savings exceeds five percent (5%) of the par value of bonds.

Method Of Selecting Outside Finance Professionals

Bond counsel and financial advisors will be reviewed every three (3) years. When necessary, a new competitively selected request for proposal process will be initiated. To ensure continuity in the program, the District will use a three-year commitment, with options to renew for additional three-year periods.

Authorized Methods Of Sale

New money general obligation bonds will typically be sold competitively, leveraging auction technologies where feasible.

Negotiated sales will be utilized only when conditions do not prudently allow for a competitive bid bond sale. Refunding issues will typically be negotiated, except that the underwriting team shall be competitively selected using a request for proposal.

Anticipation Notes

An anticipation note is a short-term debt security issued by a local government unit in any fiscal year in anticipation of current taxes, revenues, or bonds obligations. An anticipation note may be issued to address cash flow issues that may arise when revenues are incurred in a period prior to the receipt of revenues. Anticipation notes will be issued for periods up to one year

A tax revenue anticipation note (TRAN) or revenue anticipation note (RAN) will only be utilized when the receipt of a tax or revenue stream is delayed, causing a cash flow issue to the District.

A bond anticipation note (BAN) is temporary debt issued when the District needs to finance a project(s) in advance of the General Obligation Bond Sale. A BAN can be utilized when market conditions do not warrant a long-term fixed rate deal.

References:

Local Government Unit Debt Act – 53 Pa.C.S.A. Sec. 8001 et seq.

Taxpayer Relief Act – 53 P.S. 6926.301 et seq.

SECTION: FINANCES

SCHOOL DISTRICT OF PITTSBURGH

TITLE: BASIC FINANCIAL
STATEMENTS AND MANAGEMENT
DISCUSSION ANALYSIS FOR STATE AND
LOCAL GOVERNMENTS (GASB 34)

ADOPTED: October 21, 2009

REVISED: Proposed July 2013

<p>1. Purpose SC 613</p> <p>2. Authority SC 218</p> <p>3. Delegation of Responsibility</p>	<p>723. BASIC FINANCIAL STATEMENTS AND MANAGEMENT DISCUSSION ANALYSIS FOR STATE AND LOCAL GOVERNMENTS (GASB 34)</p> <p>The Board recognizes the need to implement the required accounting and financial reporting standards stipulated by the Pennsylvania Department of Education.</p> <p>The primary objectives of implementing the GASB Statement 34 are to assure compliance with state requirements, and properly account for both the financial and economic resources of the District.</p> <p>Participation of the School District in any such activity shall be in accordance with Board policy.</p> <p>The responsibility to coordinate the compilation and preparation of all information necessary to implement this policy is delegated to the Superintendent or designee. The Superintendent or designee shall be responsible to implement and maintain administrative regulations to ensure compliance with the requirements of GASB Statement 34.</p> <p>The designated individual shall be responsible for implementing the necessary procedures to establish and maintain a fixed asset inventory, including depreciation schedules. Depreciation shall be computed on a straight-line basis over the useful lives of the assets, using an averaging convention. Normal maintenance and repairs shall be charged to expense as incurred; major renewals and betterments that materially extend the life or increase the value of the asset shall be capitalized. A schedule of accumulated depreciation shall be consistent from year to year. The basis for depreciation, including groups of assets and useful lives, shall be in writing and submitted for review to the Board.</p> <p>The Superintendent or designee shall prepare the required Management Discussion and Analysis (MD&A). The MD&A shall be in the form required by GASB Statement 34 and shall be submitted to the Board for approval, prior to publication.</p> <p>Prior to submission of the MD&A for Board approval, the District's independent auditors shall review the MD&A, in accordance with SAS No. 52, "Required Supplementary Information".</p>
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References:

School Code – 24 P.S. Sec. 218, 613

Governmental Accounting Standards Board, Statement No. 34

SCHOOL DISTRICT OF PITTSBURGH

SECTION: FINANCES

TITLE: PROCUREMENT CARDS

ADOPTED: May 14, 2003

REVISED: Proposed July 2013

	724. PROCUREMENT CARDS
<ol style="list-style-type: none"> 1. Authority SC 510 2. Delegation of Responsibility 	<p>The Board of School Directors is responsible for establishment of policies in conformance with applicable laws and regulations.</p> <p>The Superintendent or designee is responsible for implementing policies.</p> <p>The Superintendent or designee (Purchasing Agent) is responsible for establishing administrative regulations for procurement cards.</p> <p>The principal or administrator with budgetary authority is responsible for working with staff in implementing policies and regulations and administering fiscal procedures. The principal or administrator with budgetary authority or his/her designee shall be responsible for maintaining appropriate fiscal records.</p> <p>The Superintendent or designee is responsible for prescribing appropriate accounting procedures.</p> <p>The School Controller or his/her designee is responsible for internal auditing of procurement cards.</p> <p>Cardholders are responsible for following Board policy and carrying out administrative regulations.</p> <p><u>Audit Procedures</u></p> <p>Internal audits are performed by the School Controller's Office and are an in-depth examination of the financial procedures utilized by the School District. The School Controller evaluates the internal controls and bases his/her audit procedures on his/her assessment of the adequacy of these controls. The system of internal controls shall be reasonably adequate to safeguard the assets of the District. Financial transactions will be examined to determine that they are in accordance with Board policy, established procedures, laws and regulations. Internal audits are important to assure that the controls in place are being followed and to provide assurance that the risk of fraud is significantly reduced. Internal audits are also mandated by the School Code.</p>

<p>SC 2401</p>	<p>The Deputy School Controller or his/her designee shall audit the District-wide monthly statement for compliance with administrative and accounting procedures. This audit shall include examination on a test basis of procurement card transactions.</p> <p>External audits must be performed according to Section 2401 of the School Code. External audits are an examination of the financial statements and the expression of an opinion as to whether the financial statements present fairly the financial position of the District in accordance with generally accepted accounting principles. The Single Audit must be performed by certified public accountants.</p> <p>Periodically, the Bureau of School Audits, Department of the Auditor General, conducts audits of School District funds for each school year. These audits are performed to determine compliance with state laws and regulations and with the District's own policies. The Auditor General may cite districts for improper procedures and inform the Board of School Directors and the Pennsylvania Department of Education of appropriate corrective action.</p> <p>References:</p> <p>School Code – 24 P.S. 510, 751, 807.1, 2401</p>
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SCHOOL DISTRICT OF PITTSBURGH

SECTION: FINANCES

TITLE: FEDERAL FISCAL
COMPLIANCE

ADOPTED: October 21, 2009

REVISED: Proposed July 2013

	725. FEDERAL FISCAL COMPLIANCE
1. Authority	The Board shall review and approve all applications for federal funds submitted by the District.
2. Delegation of Responsibility	The Board designates the Superintendent or his/her designee as the District contact for all federal programs and funding.
725-AR-1 of 1	<p>The Superintendent or designee shall develop administrative regulations governing the procurement, use, management and disposal of goods, materials and equipment purchased with federal grant funds. At a minimum, the administrative regulations shall provide procedures to ensure:</p> <ol style="list-style-type: none"> 1. Expenditures of federal grant funds are completed in accordance with federal requirements. 2. Title to and control of location, custody and security of equipment and/or property purchased with federal funds are maintained. <p>The Superintendent or designee shall track and document all federal programs expenditures and verify budgetary information required for those programs.</p> <p>All District employees paid with federal funds shall document the time they expend towards federal programs, in accordance with law.</p> <p>References:</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 6301-6514, 7901</p>

Board Action Information Sheet

19

Action Item #

July 2013

Action Month



James Doyle

Submitted By

Dara Ware-Allen

Person Accountable

GENERAL AUTHORIZATION

Payment Data

Total Cost This Action:	<u>\$0.00</u>	Account Number(s):				
		<u>Resp</u>	<u>Fund</u>	<u>Func</u>	<u>Obj</u>	<u>Amount</u>
<input type="checkbox"/> General Fund						
	<u>Department</u>					
<input type="checkbox"/> Supplemental Fund						
	<u>Name</u>					
	<u>Name</u>					

District Goals: ☒ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☒ 3. Efficient and effective support operations ☒ 4. Efficient & equitable distribution of resources to address the needs of all students ☒ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this authorization? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize the Office of Student Services to enter into partnership with 48 organizations that provide after school services to PPS students in grades PK-12. For the past four years, the Board has approved after school organizations as District partners. All 48 organizations were accepted through an application process open to organizations operating in PPS buildings and at their own sites. The partnerships will benefit over 4,000 students in PK-12. (See Exhibit A- summary chart of organizations, locations, number of students, primary activity, new or renewal and incorporation status).

The partnerships are non-monetary, for a one-year period, and can be renewed after one year. Forty-one are renewal partnerships from School Year 2012-2013. The terms of the partnership will be set forth with each organization in a formal Memorandum of Understanding (MOU) in a form similar to that attached hereto as Exhibit B. The individual partnership MOUs may vary and the finalized MOU for each partner shall include only those terms and conditions reviewed by and approved by the Solicitor. Partnership authorizations for additional organizations may be requested at a later date due to the various funding cycles of organizations.

The purpose of the partnerships is to connect schools and parents to high-quality after school program options; match, monitor and track after school programs; ensure compliance with Board Goals and District protocols; educate after school partners on key PPS goals; and evaluate after school programs for effect on Promise-Readiness. Each organization has agreed to the following performance standards: quarterly reports and meetings, District regulations (clearances, insurance, FERPA and building permits) and an evaluation.

Who will this benefit?

The services will benefit students in PK-12 who are enrolled in after school programs. The number of students enrolled varies by the capacity of each organization. Approximately 4,000 total.

Where will the activities/services occur and how was this school/location selected? (if applicable)

Please see attached Exhibit A.

E. Willson

Additional person(s) accountable for this tab

Board Action Information Sheet

Additional Information:

The non-monetary MOU between PPS and after school programs was designed to strengthen the relationships between schools and after school organizations. It was designed in cooperation with principals and community leaders in 2009-2010 and was implemented in School Year 2010-2011. Many of these organizations have long-standing relationships with PPS and the MOUs helped formalize these relationships. A few of the notable results from the partnership include: (1) comprehensive data on students enrolled in after school programs including total numbers and demographics; (2) new matches between schools and after school programs through a directory, fairs for principals and guidance counselors, and on-line information; (3) targeted and specific assistance to parents who call the Parent Hotline and/or the schools in search of an after school programs through an online sign-up portal; (4) clear and on-going communication from PPS Administration to after school programs with regards to PPS initiatives, Sustainable District information, school schedules, and weather delays, for example.

No.	Organization Name	Address	Direct Service Provider or Multi-Affiliate Partner	Operates Programs in PPS Facilities	Operates Programs in Non-PPS Facilities	Number of Students Served	Service Description (primary)	New or Renewal	Incorporation Status
1	ACH Clear Pathways	P.O. Box 53091 Pittsburgh Pa 15219	Multi-Affiliate Partner	No	Yes	50	Arts and Culture	Renewal	Non-profit 501(c)3
2	ALCOSAN	3300 Preble Avenue Pittsburgh, PA 15233	Multi-Affiliate Partner	Yes	No	140	Career and Workforce Prep	Renewal	Municipal Authority
3	Allegheny Youth Development	2700 Shadeland Ave., 2nd Fl Pittsburgh, PA 15212	Multi-Affiliate Partner	Yes	No	50	Academic Support / Tutoring	Renewal	Non-profit 501(c)3
4	Amachi Pittsburgh	100 W. Station Square Drive Suite 621 Pittsburgh, PA 15219	Direct Service	No	Yes	35	Mentoring and Life Skills	Renewal	Non-profit 501(c)3
5	AP Rhodes, LLC DBA Color Me Mine	5887 Forbes Ave. Pittsburgh, PA 15217	Direct Service	Yes	No	300	Arts and Culture	Renewal	Limited Liability Company (LLC)
6	Be A 6th Grade Mentor	1250 Penn Avenue First Floor Pittsburgh, PA 15222	Multi-Affiliate Partner	Yes	No	242	Mentoring and Life Skills	New	Non-profit 501(c)3
7	Big Brothers Big Sisters of Greater Pittsburgh	5989 Penn Circle South Pittsburgh, PA 15206	Direct Service	Yes	No	140	Mentoring and Life Skills	Renewal	Non-profit 501(c)3
8	Boys & Girls Clubs of Western Pennsylvania	5432 Butler Street Pittsburgh, Pa. 15201	Multi-Affiliate Partner	No	Yes	120	Academic Support / Tutoring	Renewal	Non-profit 501(c)3
9	Carnegie Science Center	1 Allegheny Ave Pittsburgh, PA 15212	Direct Service	Yes	No	25	Academic Support / Tutoring	New	Non-profit 501(c)3
10	Children of Promise Multipurpose Development Center Inc.	238 Penn Circle East Pittsburgh, Pa. 15206	Direct Service	No	Yes	70	Academic Support / Tutoring	Renewal	Non-profit 501(c)3
11	City of Pittsburgh Department of Parks and Recreation	City-County Building Suite 400414 Grant Street Pittsburgh, PA 15219	Multi-Affiliate Partner	Yes	No	1800+	Arts and Culture	Renewal	Government
12	Communities In Schools of Pittsburgh Allegheny County	6435 Frankstown Ave. Pittsburgh, PA 15206	Direct Service	Yes	No	130	Mentoring and Life Skills	Renewal	Non-profit 501(c)3
13	Earthen Vessels Outreach	250 South Pacific Ave. Pittsburgh, PA 15224	Direct Service	No	Yes	85	Academic Support / Tutoring	Renewal	Non-profit 501(c)3
14	East End Cooperative Ministry	250 N. Highland Ave. Pittsburgh PA, 15206	Multi-Affiliate Partner	Yes	Yes	940	Academic Support / Tutoring	Renewal	Non-profit 501(c)3
15	Emanuel Christ Preschool/After School	856 Crucible Street Pittsburgh, PA 15220	Direct Service	No	Yes	20	Academic Support / Tutoring	Renewal	Non-profit 501(c)3
16	Gateway to the Arts	6101 Penn Avenue, Suite 301, Pittsburgh, 15206	Multi-Affiliate Partner	Yes	No	140	Arts & Culture	Renewal	Non-profit 501(c)3
17	Girl Scouts Western Pennsylvania	30 Isabella Street Suite 107 Pittsburgh, PA 15212	Multi-Affiliate Partner	Yes	No	980	Mentoring and Life Skills	Renewal	Non-profit 501(c)3
18	Goodwill of Southwestern Pennsylvania	Robert S. Foltz Building 118 52nd Street Pittsburgh, PA 15201	Multi-Affiliate Partner	No	Yes	40	Career and Workforce Prep	New	Non-profit 501(c)3
19	Grow Pittsburgh	6587 Hamilton Avenue Pittsburgh PA 15206	Direct Service	Yes	No	4	Academic Support / Tutoring	New	Non-profit 501(c)3
20	Higher Achievement, Inc.	1608 Graham Boulevard Pittsburgh, PA 15235	Direct Service	Yes	No	150	Academic Support / Tutoring	Renewal	Non-profit 501(c)3
21	Hill House Association	1835 Centre Avenue Pittsburgh, PA 15219	Multi-Affiliate Partner	No	Yes	150	Academic Support / Tutoring	Renewal	Non-profit 501(c)3
22	Homeless Children's Education Fund	2020 Smallman Street, 2nd Floor Pittsburgh, PA 15222	Multi-Affiliate Partner	No	Yes	85	Academic Support / Tutoring	Renewal	Non-profit 501(c)3
23	Investing Now - University of Pittsburgh	152C Benedum Hall 3700 O'Hara Street Pittsburgh, PA 15261	Direct Service	No	Yes	125	Academic Support / Tutoring	Renewal	Non-profit 501(c)3
24	Josh Gibson Foundation	2217 Bedford Ave. Pittsburgh, Pa 15219	Multi-Affiliate Partner	No	Yes	30	Academic Support / Tutoring	Renewal	Non-profit 501(c)3
25	Junior Achievement of Western Pennsylvania	One Allegheny Center Suite 430 Pittsburgh, PA 15212	Multi-Affiliate Partner	Yes	No	2850	Career and Workforce Prep	Renewal	Non-profit 501(c)3
26	Liberty Extended Day Program	601 Fibert Street Pittsburgh, PA 15232	Direct Service	Yes	No	85	Mentoring and Life Skills	Renewal	Non-profit 501(c)3
27	Manchester Craftsmen's Guild	1815 Metropolitan St. Pittsburgh, PA 15233	Direct Service	No	Yes	425	Arts and Culture	Renewal	Non-profit 501(c)3
28	Manchester Youth Development Center	1214 Liverpool Street Pittsburgh, PA 15224	Direct Service	No	Yes	10	Academic Support / Tutoring	Renewal	Non-profit 501(c)3
29	MGR: Youth Empowerment	145 44th St. Pittsburgh, PA 15206	Multi-Affiliate Partner	Yes	No	70	Arts and Culture	Renewal	Non-profit 501(c)3
30	Neighborhood Learning Alliance	5429 Penn Avenue Pittsburgh, PA 15206	Multi-Affiliate Partner	Yes	No	1000	Academic Support / Tutoring	Renewal	Non-profit 501(c)3
31	Oakland Planning and Development Corporation - School 2 Career	286 Sample Street Pittsburgh PA 15235	Direct Service	No	Yes	35	Career and Workforce Prep	Renewal	Non-profit 501(c)3
32	Ozanam Inc.	2217 Bedford Ave. Pittsburgh PA 15219	Multi-Affiliate Partner	Yes	Yes	30	Recreation and Fitness	Renewal	Non-profit 501(c)3
33	Pittsburgh Filmmakers/Pittsburgh Center for the Arts	6300 Fifth Avenue Pittsburgh, PA 15232	Multi-Affiliate Partner	Yes	No	325	Arts and Culture	Renewal	Non-profit 501(c)3
34	Reading Is Fundamental Pittsburgh	10 Children's Way Suite 300 Pittsburgh PA 15212	Multi-Affiliate Partner	Yes	Yes	9000+	Academic Support / Tutoring	Renewal	Non-profit 501(c)3
35	Rodman After School Program	6111 Rodman Street Pittsburgh, Pa. 15206	Direct Service	No	Yes	20	Academic Support / Tutoring	Renewal	Non-profit 501(c)3
36	Sarah Heinz House	One Heinz Street Pittsburgh, PA 15212	Direct Service	No	Yes	370	Mentoring and Life Skills	Renewal	Non-profit 501(c)3
37	SLB Radio Productions, Inc.	P.O. Box 100092, Pittsburgh, PA 15233	Multi-Affiliate Partner	Yes	Yes	200	Arts and Culture	Renewal	Non-profit 501(c)3
38	Stand Up Now Network	P.O. Box 10712 Pittsburgh, PA 15203	Multi-Affiliate Partner	Yes	Yes	5	Mentoring and Life Skills	New	Non-profit 501(c)3
39	Student Conservation Association	4245 North Fairfax Drive, Suite 825 Arlington, VA 22203	Direct Service	No	Yes	40	Career and Workforce Prep	Renewal	Non-profit 501(c)3
40	The Brashers Association	2005 Sarah Street, Pittsburgh, PA 15203	Direct Service	Yes	No	100	Mentoring and Life Skills	Renewal	Non-profit 501(c)3
41	The Open Door	12 Stratmore Street Pittsburgh, PA 15205	Direct Service	No	No	20	Mentoring and Life Skills	New	Faith-Based
42	The Pittsburgh Project	2801 North Charles St. Pittsburgh PA 15124	Direct Service	No	Yes	100	Academic Support / Tutoring	Renewal	Non-profit 501(c)3
43	The Zone (Hill District STEM Zone)	1608 Graham Boulevard Pittsburgh, PA 15235	Direct Service	Yes	No	50	Academic Support / Tutoring	Renewal	Non-profit 501(c)3
44	Urban Impact	801 Union Place, Pittsburgh, 15212	Direct Service	Yes	Yes	500	Mentoring & Life Skills	New	Non-profit 501(c)3
45	Youth Enrichment Services, Inc.	6031 Broad Street, Suite 202 Pittsburgh, PA 15206	Multi-Affiliate Partner	Yes	Yes	85	Mentoring and Life Skills	Renewal	Non-profit 501(c)3
46	YouthALIVE! After School Club	10 Children's Museum Pittsburgh, PA 15212	Direct Service	No	Yes	20	Arts and Culture	Renewal	Non-profit 501(c)3
47	YouthPlaces	711 West Commons, Pittsburgh, PA 15212	Direct Service	Yes	Yes	2000	Academic Support / Tutoring	Renewal	Non-profit 501(c)3
48	YWCA Greater Pittsburgh	305 Wood Street, Pittsburgh, PA 15222	Direct Service	Yes	No	200	Academic Support / Tutoring	Renewal	Non-profit 501(c)3

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into this **[DATE]** by and between the **SCHOOL DISTRICT OF PITTSBURGH** (the "District"), with an address of 341 S. Bellefield Avenue, Pittsburgh, PA 15213, and **[PROVIDER]** (hereinafter referred to as "Provider") an organization operating and existing under the laws of the Commonwealth of Pennsylvania, with a business address at **[ADDRESS]**.

WHEREAS, The Pittsburgh Public Schools (PPS) is committed to building an effective citywide after school system that meets the needs of children, families, schools and communities. Our vision for after school is for all students to have the opportunity to engage in high-quality after school programs that support their academics, expand their interests and are exciting and fun. After school programs have an important role in helping students become "Promise-Ready" (which PPS defines as being eligible for The Pittsburgh Promise®); and

WHEREAS, with the incredible gift and opportunity of The Pittsburgh Promise, PPS has set an ambitious goal – to prepare 80% of its students to graduate from college or complete a workforce certification program. In order to achieve this goal, PPS believes that it needs to effectively engage the entire community in deliberately preparing our students for life after high school throughout their PPS educational experience. PPS believes after school programs are key partners in this work; and

WHEREAS, these non-monetary partnerships between PPS and after school programs aim (1) to establish a more equitable and organized after school network for youth in Pittsburgh; (2) to standardize partnership responsibilities and deliverables for after school organizations and PPS; (3) to integrate and scale high-quality after school programs into key PPS initiatives; (4) communicate effectively with after school programs; and (5) exchange information and evaluate the effectiveness of after school in Pittsburgh; and

WHEREAS, increasing and strengthening after school opportunities for children is a critical step in ensuring that children are successful in school and in life. PPS is grateful for the after school community's on-going commitment to children and the District's Excellence for All reform agenda; and

WHEREAS, the District and the Provider wish to set forth the details of their partnership in a formally executed Memorandum of Understanding ("MOU").

NOW, THEREFORE, with the intent to be legally bound hereby, the parties to this MOU set forth the following as the terms and conditions of their understanding.

The District and the Provider hereby agree as follows:

1. **Background.** **[PROVIDER]** is a **[INCORPORATION STATUS i.e. non-profit, S-corp]** that provides **[Direct Service or Multi-Affiliate]** after school programs to PPS students. The primary focus of the program is **[TYPE]**.

Description of organization / program as written by the Provider:
[DESCRIPTION].

2. **Term.** The term of this MOU shall commence on the date it is approved or ratified by the District's Board of Directors (the "Effective Date") and shall expire on July 31, 2013.

3. **Scope of Work.**

- 3.1 **No Cost.** This MOU is a non-monetary agreement between the parties and is not intended to result in any direct or indirect costs to the District.

3.2 **Responsibilities of the Provider and the District.**

3.2.1 Provider

- A. **Provider Reports:** The Provider shall submit quarterly enrollment reports. Enrollment reports are due on October 26, 2012, January 11, 2013, March 22, 2013 and May 31, 2013. The Provider may be asked to complete other reports as needed. In some cases, multi-affiliate groups not are required to submit enrollment reports.
- B. **Provider and District Meetings:** The Provider shall attend quarterly meetings held by the District as described in Section 3.2.2(D) and be prepared to report detailed program updates. The Provider may attend other optional meetings held throughout the year.
- C. **Equity in Learning:** Provider acknowledges receipt of the School District's Equity in Learning Policy and agrees to comply with the mandates of the policy and to assist and support the District in its work toward eliminating academic racial disparities as well as those based on ethnicity, language, or disability. Information on equity in learning efforts will be collected through the mid-year and final reports.

3.2.2 District

- A. **Resource Matching:** The District will match the providers to School(s) with the consent of the school principal and/or the Assistant Superintendent that oversees the school(s).
- B. **Recruiting:** The District will assist the providers with the recruitment of students.
- C. **Student Data:** The District will provide the providers with student data in accordance with District policy and all applicable confidentiality laws and regulations (see section 3.2) four times per year. Data will include Grades, PSSA's, Attendance, Graduate Rates and Discipline. Data may include, credit count, and Pittsburgh Promise® eligibility. The District agrees to share data within three weeks of the dates that report cards are issued. For School Year 2012-2013 report cards will be issued on November 19, 2012, February 1, 2013, April 15, 2013 and June 20, 2013.

- D. Provider and District Meetings: The District will host quarterly meetings for Executive Directors and / or Program Directors. These meetings will take place on August 23, 2012, November 15, 2012, February 21, 2013 and May 16, 2013. These meetings are an opportunity for District and the after school programs to share timely information, to work together to solve problems and to plan for the future. The District may hold other optional meetings throughout the year.
- E. Communications: The District and the Provider will each identify a designee to coordinate communications as it relates to afterschool in order to ensure clear communications between the parties and among the students and families that are jointly served by the parties.

3.3 Confidentiality.

- 3.3.1 All student data provided by the District is considered to be confidential under this MOU as well as under the Family Educational Rights and Privacy Act (FERPA), 20 USC §1232g. *et seq.*, and any other federal or state statutes or regulations pertaining to student records, and will only be released in accordance with the applicable laws and regulations. All student data provided by the District shall be maintained by the Provider in a secure location.
- 3.3.2 Provider hereby acknowledges and agrees that any confidential documents and/or data provided by the District, shall not be disclosed, discussed or transferred to any third party not party to this MOU, and any student data or information provided to the Provider shall only be disclosed to employees of the Provider and District employees who are directly involved in the Provider's program, or to other parties so long as no personally identifiable information is discernable.
- 3.3.3 Upon the expiration of this MOU, all student data and information shall be returned to the District or destroyed. Provider shall provide written verification that all copies of student data, information and documents, including electronic or other media versions, have been returned to the District or destroyed. Provider shall, however, be allowed to continue to possess aggregate numbers and statistics created based on student data which is used to measure the effectiveness of the Provider's program.
- 3.3.4 Provider understands and agrees that should the District find that the Provider has violated Section 3.3 or any of the applicable laws and regulations regarding confidentiality of student records, the District shall be entitled to immediately cease providing data for the program and shall be prohibited from permitting the Provider

access to information from education records for a period of not less than five (5) years.

3.3.5 District understands that the Provider may conduct both qualitative and quantitative research to determine the effectiveness of its programs. Provider acknowledges that any qualitative or quantitative research it conducts is done independently and is in no way conducted on behalf of the District.

3.4 Clearances. Provider staff, contractors and volunteers that will have direct contact with students shall obtain all clearances required by 24 P.S. §1-111 and 23 Pa.C.S. §§6354 *et seq.* Providers operating on District property shall submit clearances for all paid staff and contractors to the District Contact and shall maintain clearances for all volunteers. Volunteer clearances shall be made available for inspection by the District upon request. Providers not operating on District property shall maintain clearances for all of their staff, contractors and volunteers and shall submit an affidavit confirming collection of all required clearances in the form specified by the District. Clearances for off-site Providers and their staff, contractors and volunteers shall be made available for inspection by the District upon request. Clearances or affidavits shall be submitted to the District Contact and shall be maintained by the District in a secure location.

3.5 Building Permits. On-site programs will be required to apply for a building permit and pay building fees in accordance with the fee schedule currently imposed by District Policy.

4. Intellectual Property.

4.1 Copyright. The District reserves copyright in all written and electronic materials developed by the District or District employees as a part of their employment with the District. District materials may not be copied or otherwise reproduced without the express written permission of the District. Provider reserves copyright in all written and electronic materials delivered and developed by the Provider pursuant to this MOU, including materials developed by the Provider with input from District staff. These items may not be copied or otherwise reproduced without the express written permission of the Provider.

4.2 Trademark and Trade Name. This MOU does not give the Provider any ownership rights or interest in District trade names or trademarks. This MOU does not give the District any ownership rights or interest in the Provider's trade name or trademarks.

- 4.3 Use of District's Name or Trademarks.** The Provider shall be able to use the District's name for the purposes of listing the District as a partner in publications such as advertisements, reports, publications, and web postings for the duration of the MOU. The Provider shall obtain approval from the District prior to using the District's trademarked logos, including but not limited to The Pittsburgh Promise, in any public communications including but not limited to advertisements, reports, publications and web postings. As an external provider seeking funding for a project that directly involves District schools, District staff, or the District as a whole, Provider may not include the District in a proposal and/or any type of supporting document until the Superintendent's sign-off has been received through the approval process coordinated by the Chief of Staff and External Affairs in conjunction with PPS Development Staff. Provider will notify District of any media interest and/or opportunities that relate to the relationship between the District and the Provider as noted in this MOU.
- 4.4 Use of Provider's Name or Trademarks.** Provider agrees to permit the District to feature Provider's name and/or logo in a listing of its after school partners in various District communications including but not limited to advertisements, reports, publications and web postings. District shall obtain prior approval from Provider of any description of Provider's services for District communications and/or proposal purposes. District will notify Provider of any media interest and/or opportunities that relate to the relationship between the District and the Provider as noted in this MOU.
- 5. Indemnification and Insurance.** Provider will indemnify and hold the District harmless from any and all liability arising from this MOU. The Contractor shall, at his, her, or its sole cost and expense, maintain in full force and effect, during the term of this MOU, Comprehensive General Liability Insurance for personal injury and property damage with a \$250,000 coverage for each occurrence and \$500,000 aggregate coverage for personal injury and property damage and shall furnish the District with a Certificate of General Liability Insurance before services begin. The certificate must name the School District of Pittsburgh as an additional insured.
- 6. Evaluations.** The District reserves the right to evaluate Provider's program and its effectiveness as needed throughout the term of this MOU.
- 7. Independent Contractors.** During the performance of this MOU, the employees of one party will not be considered employees of the other party within the meaning of any federal, state or local laws or regulations including, but not limited to, laws or regulations covering unemployment insurance, old age benefits, workers compensation, industrial accident, labor or taxes of any kind nor within the meaning or application of the other party's employee fringe benefit programs for purposes of vacations, holidays, pension, group life insurance, accidental death, medical, hospitalization and surgical benefits. The

District's employees who perform the obligations of the District hereunder shall be under the employment and ultimate control, management and supervision of District. Provider's employees who are to perform the services to be completed by Provider hereunder shall be under the employment and ultimate control, management and supervision of the Provider. Nothing contained herein shall be construed to imply a joint venture, partnership or principal-agent relationship between the District and the Provider, and neither party shall have the right, power or authority to obligate or bind the other in any manner whatsoever, except as otherwise agreed to in writing.

8. **Assignment.** It is expressly understood by the Provider that the rights and obligations of this Agreement may not be assigned or subcontracted by the Provider without the express written consent and approval of the District.
9. **Termination.** This MOU may be terminated by either party at any time for any reason upon written notice to the addresses set forth in Section 13.
10. **Entire Understanding.** This MOU constitutes the entire and sole understanding between the parties with respect to the subject matter hereof and supersedes any prior written agreements and any prior, contemporaneous or subsequent oral understanding, with respect to the subject matter hereof.
11. **Modification or Amendment.** There shall be no modifications or amendments of this MOU, except in writing, executed with the same formalities as this instrument.
12. **Conflict.** In the event of any conflict, ambiguity or inconsistency between this MOU and any other document which may be annexed hereto, the terms of this MOU shall govern.
13. **Notices.** Any notices and other communications provided hereunder shall be made or given hereunder by either party by facsimile or email as set forth below or delivered by hand or by mail to the party at the address set forth below:

FOR THE DISTRICT:

James Doyle, Coordinator of After-School Programs
The School District of Pittsburgh
341 S. Bellefield Avenue
Pittsburgh, PA 15213
Phone: 412-622-3926
Fax: 412-622-3954
Email: jdoyle1@pghboe.net

FOR PROVIDER:

[NAME]
[ADDRESS]

[PHONE]
[FAX]
[E-MAIL]

- 14. Governing Law.** This MOU shall be construed to be made and interpreted under the laws of the Commonwealth of Pennsylvania and all disputes, claims or controversies arising under this MOU or the negotiations, validity or performance hereof for the transaction contemplated herein shall be construed under and governed by the laws of the Commonwealth of Pennsylvania without giving effect to conflicts of law principles which would result in the application of the laws of any other jurisdiction.
- 15. Non-Discrimination.** The Provider agrees not to discriminate in any of its programs provided pursuant to this MOU on the basis of race, color, national origin, sex, disability, or age.
- 16. No Third Party Beneficiaries.** The parties do not intend that any third party have any rights as a third party beneficiary of this MOU.
- 17. Severability.** If any portion of this MOU is to be void, invalid, or otherwise unenforceable, in whole or part, the remaining portions of this MOU shall remain in effect.
- 18. Headings.** The article and section headings in this MOU are for convenience of reference only and in no way define or limit the scope or content of the MOU or in any way effect its provisions.

(signatures on next page)

IN WITNESS WHEREOF, the parties hereto set their hand(s) and seal(s) the date first above.

ATTEST:

[PROVIDER]

Witness

By: _____
[]

ATTEST:

SCHOOL DISTRICT OF PITTSBURGH

Secretary

By: _____
President

Approved as to Form Only:

Date of Board Approval: _____

By: _____
Solicitor

Board Action Information Sheet

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Action Item #

July 2013

Action Month



Rhonda Graham

Submitted By

Jerri Lynn Lippert *JL*

Person Accountable

GENERAL AUTHORIZATION

Payment Data

Total Cost This Action:	<u>\$12,000.00</u>	Account Number(s):				
<input checked="" type="checkbox"/> General Fund	<u>CIPD</u>	<u>Resp</u> 4600	<u>Fund</u> 010	<u>Func</u> 1100	<u>Obj</u> 640	<u>Amount</u> \$12,000.00
	<u>Department</u>					
<input type="checkbox"/> Supplemental Fund						
	<u>Name</u>					
	<u>Name</u>					

District Goals: ☒ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☐ 3. Efficient and effective support operations ☐ 4. Efficient & equitable distribution of resources to address the needs of all students ☐ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this authorization? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to adopt the AP Computer Science textbook committee's recommendation of Introduction to Programming with Java: A Problem Solving Approach, published by McGraw Hill. The textbook was selected pursuant with the District's textbook policy. One community member, the science curriculum supervisor, and one teacher were involved with the selection of this textbook. The criteria/components used to select these texts were: alignment to the Common Core Standards and AP requirements set forth by the College Board, computer science content, logical development and progression of content within the course, and alignment to the district's philosophy of teaching and learning. Currently AP Computer Science is available at Pittsburgh Pittsburgh Allderdice High School and Pittsburgh Brashear High School; approximately 70 students are enrolled for the 2013-14 school year.

The total cost of this adoption shall not exceed \$12,000.

Who will this benefit?

Computer Science students.

Where will the activities/services occur and how was this school/location selected? (if applicable)

High schools offering AP Computer Science.

Allison McCarthy

Additional person(s) accountable for this tab

Board Action Information Sheet

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Action Item #

July 2013

Action Month



Jeff Ziegler

Submitted By

Jerri Lynn Lippert *[Signature]*

Person Accountable

GENERAL AUTHORIZATION

Payment Data

Total Cost This Action:	<u>\$6,000.00</u>	Account Number(s):				
<input checked="" type="checkbox"/> General Fund	<u>textbook line</u>	<u>Resp</u>	<u>Fund</u>	<u>Func</u>	<u>Obj</u>	<u>Amount</u>
	Department	4600	010	1100	640	\$6,000.00
<input type="checkbox"/> Supplemental Fund	Department	_____	_____	_____	_____	_____
	Name	_____	_____	_____	_____	_____
	Name	_____	_____	_____	_____	_____

District Goals: ☒ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☐ 3. Efficient and effective support operations ☐ 4. Efficient & equitable distribution of resources to address the needs of all students ☐ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this authorization? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to adopt the Advanced Placement Economic's textbook committee's recommendation to purchase of Foundations of Economics, 5th Edition. The textbook was selected pursuant with the District's textbook policy. One parent, the mathematics curriculum supervisor, the mathematics curriculum coordinator, two teachers and one special education supervisor were involved with the selection of this textbook. The criteria/components used to select these texts were: alignment to the Common Core Standards and AP requirements set forth by the College Board, alignment to the AP Microeconomics and AP Macroeconomics content, logical development and progression of content within the course, and alignment to the district's philosophy of teaching and learning in mathematics. AP Economics will be offered at Pittsburgh Allderdice High School during the 2013-14 school year and is anticipated to be offered at Pittsburgh CAPA 6-12 during the 2014-15 school year.

The total cost of this adoption should not exceed \$6,000 and is dependent on the number of sections of AP Economics offered at our high schools.

Who will this benefit?

Students enrolled in AP Economics

Where will the activities/services occur and how was this school/location selected? (if applicable)

All high schools that offer AP Economics.

Allison McCarthy

Additional person(s) accountable for this tab

Board Action Information Sheet

22

Action Item #

July 2013

Action Month



Errika Fearbry Jones

Submitted By

Errika Fearbry Jones

Person Accountable

GENERAL AUTHORIZATION

Payment Data

Total Cost This Action:	_____	Account Number(s):				
		<u>Resp</u>	<u>Fund</u>	<u>Func</u>	<u>Obj</u>	<u>Amount</u>
<input type="checkbox"/> General Fund	_____	_____	_____	_____	_____	_____
	Department	_____	_____	_____	_____	_____
<input type="checkbox"/> Supplemental Fund	_____	_____	_____	_____	_____	_____
	Name	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	Name	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____

District Goals: ☐ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☐ 3. Efficient and effective support operations ☐ 4. Efficient & equitable distribution of resources to address the needs of all students ☐ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this authorization? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to merge the Options Center locally known as Pittsburgh Student Achievement Center 6-8 (Pittsburgh SAC 6-8) and Pittsburgh Student Achievement Center 9-12 (Pittsburgh SAC 9-12) and that the merged school be known as Pittsburgh Student Achievement Center 6-12 (Pittsburgh SAC 6-12).

Both are located in the same building and provide education for students who have received long term suspension as well as students who are completing graduation requirements. The population fluctuates throughout the school year based on need. Pittsburgh SAC 6-8's highest population in the 12-13 school year was 99 in January and Pittsburgh SAC 9-12's highest population was 199 in February 2013.

Who will this benefit?

Where will the activities/services occur and how was this school/location selected? (if applicable)

Additional person(s) accountable for this tab

Board Action Information Sheet

23

Action Item #

July 2013

Action Month



David May Stein

Submitted By

David May Stein

Person Accountable

GENERAL AUTHORIZATION

Payment Data

Total Cost This Action:	<u>\$0.00</u>	Account Number(s):				
		<u>Resp</u>	<u>Fund</u>	<u>Func</u>	<u>Obj</u>	<u>Amount</u>
<input type="checkbox"/> General Fund						
	Department					
<input type="checkbox"/> Supplemental Fund						
	Name					
	Name					

District Goals: ☒ 1. Maximum academic achievement ☒ 2. Safe and orderly learning environment ☒ 3. Efficient and effective support operations ☒ 4. Efficient & equitable distribution of resources to address the needs of all students ☒ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this authorization? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to accept a \$5,000 donation from Mike Tomlin and Pastor Ed Glover via the Urban Impact Foundation for Pittsburgh Brashear High School.

FINALLY RESOLVED, That the Board expresses its appreciation and thanks to Mr. Tomlin and Pastor Glover for this generous donation to the District.

Who will this benefit?

Students at Pittsburgh Brashear High School

Where will the activities/services occur and how was this school/location selected? (if applicable)

Principals-Safran, Vater, and Washington

Additional person(s) accountable for this tab

Board Action Information Sheet

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Action Item #

July 2013

Action Month



Christiana Otuwa

Submitted By

Christiana Otuwa

Person Accountable

GENERAL AUTHORIZATION

Payment Data

Total Cost This Action:	<u>\$0.00</u>	Account Number(s):				
		<u>Resp</u>	<u>Fund</u>	<u>Func</u>	<u>Obj</u>	<u>Amount</u>
<input type="checkbox"/> General Fund						
	Department					
<input type="checkbox"/> Supplemental Fund						
	Name					
	Name					

District Goals: ☒ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☐ 3. Efficient and effective support operations ☐ 4. Efficient & equitable distribution of resources to address the needs of all students ☐ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this authorization? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to accept \$3,000 for Pittsburgh Science and Technology Academy 6-12, who were chosen as the recipient of the Charles Gray Award from the Pittsburgh Civic Light Opera. The funds will be used to support Pittsburgh Science and Technology Academy 6-12's art and music program. The Charles Gray Award, sponsored by the Roy A. Hunt Foundation is a special award made annually by the Pittsburgh CLO to an elementary, middle or secondary school in Allegheny County that has demonstrated an enduring commitment to quality arts education in their school.

FINALLY RESOLVED, That the Board expresses its appreciation to the Pittsburgh CLO for their continued support in arts education.

Who will this benefit?

Pittsburgh Science and Technology 6-12

Where will the activities/services occur and how was this school/location selected? (if applicable)

Pittsburgh Science and Technology 6-12 won the Charles Gray Award for special achievement in arts education. The funds will be utilized to support their music and art program.

Additional person(s) accountable for this tab

Board Action Information Sheet

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Action Item #

July 2013

Action Month



Marv Jane Conley *mjc*

Submitted By

Jerri Lynn Lippert *JL*

Person Accountable

GENERAL AUTHORIZATION

Payment Data

Total Cost This Action:	<u>\$115,000.00</u>	Account Number(s):				
		<u>Resp</u>	<u>Fund</u>	<u>Func</u>	<u>Obj</u>	<u>Amount</u>
<input type="checkbox"/> General Fund	Department					
<input checked="" type="checkbox"/> Supplemental Fund	<u>Health Services</u>	<u>4814</u>	<u>010</u>	<u>2420</u>	<u>330</u>	<u>\$115,000.00</u>
	Name					
	Name					

District Goals: ☐ 1. Maximum academic achievement ☒ 2. Safe and orderly learning environment ☒ 3. Efficient and effective support operations ☒ 4. Efficient & equitable distribution of resources to address the needs of all students ☐ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this authorization? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to amend Item #19-Maxim Staffing Solutions, Committee on Education, General Authorization, previously amended by the Board on April 24, 2013 and July 25, 2012 (Original Board approval-June 27, 2012).

Reason for Amendment

The purpose of this amendment is to increase the contract amount by \$115,000 from the Health Services account line (4814-010-2420-330) in order to accommodate the increase in students requiring one on one nursing services as per their 504 Plan.

Who will this benefit?

Nursing services will be provided to students who require one-on-one nursing services as per their IEP's and as for students with severe needs.

Where will the activities/services occur and how was this school/location selected? (if applicable)

These services will be provided to students with severe disabilities throughout PPS.

Additional person(s) accountable for this tab

Board Action Information Sheet

Additional Information:

Previously Amended Item (April 2013)

RESOLVED, That the Board of Directors of the Program for Exceptionalities and Early Childhood/Early Intervention program to renew the contract with Maxim Staffing Solutions to provide individual services to students with severe disabilities as required by their IEPs within the Program for Students with Exceptionalities and Early Intervention Program. Services will be provided to students who require one-on-one nursing services, bus aides, personal care assistants, physical therapy, occupational therapy, physical therapy assistant, and occupational therapy assistant services as per their IEPs and/or as substitutes at Pittsburgh Pioneer, Pittsburgh Conroy, Early Intervention Classrooms, and other school and location when the District can provide no appropriate therapeutic substitutes. Maxim will provide personal care assistants (PCA), a licensed practical nurse (LPN), and a full-time nurse to the Early Childhood Program. The full-time nurse will assist the Early Childhood Health Services Coordinator with day-to-day management of the health needs of preschool children. The LPN will conduct lead and hemoglobin tests on preschool children and the PCA will perform growth assessments (height, weight, and vision screenings).

The operating period shall be from July 1, 2012 through June 30, 2013. The rate of payment shall be between \$16.25 - \$65 per hour (depending on service). The total contract amount shall not exceed \$3,606,640 from account lines 5546-28V-2440-330 (\$550,000), 4814-010-2420-330 (\$700,000), 5170-01C-1270-330 (\$2,200,000), and 5181-297-2440-330 (\$70,000) for EI, and 4800-19T-1802-330, (\$85,640) and 4805-19T-1802-330 (\$1,000) for Early Childhood. An evaluation will be on file in the PSE Office.

Amended Item (July 2013)

RESOLVED, That the Board of Directors of the Program for Exceptionalities and Early Childhood/Early Intervention program to renew the contract with Maxim Staffing Solutions to provide individual services to students with severe disabilities as required by their IEPs within the Program for Students with Exceptionalities and Early Intervention Program. Services will be provided to students who require one-on-one nursing services, bus aides, personal care assistants, physical therapy, occupational therapy, physical therapy assistant, and occupational therapy assistant services as per their IEPs and/or as substitutes at Pittsburgh Pioneer, Pittsburgh Conroy, Early Intervention Classrooms, and other school and location when the District can provide no appropriate therapeutic substitutes. Maxim will provide personal care assistants (PCA), a licensed practical nurse (LPN), and a full-time nurse to the Early Childhood Program. The full-time nurse will assist the Early Childhood Health Services Coordinator with day-to-day management of the health needs of preschool children. The LPN will conduct lead and hemoglobin tests on preschool children and the PCA will perform growth assessments (height, weight, and vision screenings).

The operating period shall be from July 1, 2012 through June 30, 2013. The rate of payment shall be between \$16.25 - \$65 per hour (depending on service). The total contract amount shall not exceed \$3,721,640 from account lines 5546-28V-2440-330 (\$550,000), 4814-010-2420-330 (\$815,000), 5170-01C-1270-330 (\$2,200,000), and 5181-297-2440-330 (\$70,000) for EI, and 4800-19T-1802-330, (\$85,640) and 4805-19T-1802-330 (\$1,000) for Early Childhood. An evaluation will be on file in the PSE Office.

Board Action Information Sheet

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Action Item #

July 2013

Action Month



Linda Lane

Submitted By

Linda Lane

Person Accountable

GENERAL AUTHORIZATION

Payment Data

Total Cost This Action:	<u>\$0.00</u>	Account Number(s):				
<input type="checkbox"/> General Fund		Resp	Fund	Func	Obj	Amount
	Department					
<input type="checkbox"/> Supplemental Fund						
	Name					
	Name					

District Goals: ☐ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☐ 3. Efficient and effective support operations ☐ 4. Efficient & equitable distribution of resources to address the needs of all students ☐ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this authorization? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to amend the District's Beliefs originally approved as Exhibit A attached with New Business Item # 1, Committee on Personnel, approved by the Board at its July 26, 2006 Legislative meeting.

Reason for Amendment:

To expand the language in the District's Beliefs to be more inclusive of the District's current goals.

(See the additional information section to review the original item and the amended item).

Who will this benefit?

All Stakeholders

Where will the activities/services occur and how was this school/location selected? (if applicable)

Throughout the District

Additional person(s) accountable for this tab

Board Action Information Sheet

Additional Information:

Original Item: (District's Beliefs)

All children can learn at high levels;
Teachers have a profound impact on student development, and should have ample training, support and resources;
Education begins with a safe and healthy learning environment;
Families are an essential part of the educational process;
A commitment from the entire community is necessary to build a culture that encourages student achievement;
Improvement in education is guided by consistent and effective leadership;
Central office exists to serve students and schools.

Amended Item: (Revised District's Beliefs)

Education begins with a safe and healthy learning environment;
All children can learn at high levels;
All children deserve equitable access to high-quality schools and programs;
Teachers have a profound influence on student development, and should have ample training, support and resources;
Improvement in education is guided by consistent and effective leadership and teams across the District;
Central office exists to serve students and schools;
Families are an essential part of the educational process;
A commitment from the entire community is necessary to build a culture that encourages student achievement.