

**AGENDA REVIEW
COMMITTEE ON EDUCATION
October 16, 2013**

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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 5, inclusive.

1. **Accepting Grant Award \$3,375,598 – The National Science Foundation via the Education Development Center, Inc. (EDC), for the Math and Science Partnership (MSP) Award – CIPD**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to accept \$3,375,598 from the National Science Foundation via the Education Development Center, Inc. (EDC), for the Math and Science Partnership (MSP) Award. This funding will support the implementation of a five-year project-in partnership with EDC, Carnegie Mellon University, the University of Pittsburgh, and Duquesne University-aimed at bringing PPS mathematics teachers together with scientists, mathematicians, and engineers to improve participating teachers' content knowledge and subsequently the performance of their students. The program was designed to work seamlessly with the District's US Department of Education (USDE) MSP grant, which the board accepted in May 2013. Building on the success of the District's first USDE MSP, which ended on September 30, 2013, the core strategy of each grant will be the delivery of intensive, high-quality professional development to District mathematics teachers via two-week summer institutes and coordinated follow-up activities in subsequent school years. Both MSP grant projects will focus on the integration of the Pennsylvania Common Core Standards into teacher pedagogy. The special focus of this NSF MSP, however, will be on working to better understand the intersection of race, equity, mathematics, and institutional settings, including articulating the relationship between issues of equity and content knowledge for teachers and their classroom practices (topics typically treated separately). The goal of the project's research component will be to specify particular instructional practices aimed at affording equitable learning opportunities, and contributing knowledge about supporting systemic change in urban districts. The funding period shall be from October 1, 2013 through September 30, 2018.

2. **Accepting Grant Award \$31,012.12 – Pennsylvania Department of Education for the CTE Supplemental Equipment Grant – CTE**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to accept \$31,012.12 from the Pennsylvania Department of Education for the Supplemental Equipment Grant. Per grant specifications, the equipment is recommended by the program's Occupational Advisory Committee, be used for training, and meet current industry standards. Equipment to be purchased includes: Saw stop contractor saw - a saw with safety features including auto blade stop and dust collection to allow students to safely complete cuts for projects, an industrial dishwasher to clean both glassware and pots/pans and allow students to use current industry equipment to clean and sanitize equipment, and a Thermal Troubleshooting Learning System for air conditioning, refrigeration and heat pump systems to allow students to train and troubleshoot these systems in a controlled learning environment. The funding period shall be from October 24, 2013 through June 30, 2014.

3. **Accepting Grant Award \$14,000 – The Heinz Endowments for the Pittsburgh Westinghouse Academy 6-12 Study Abroad Program – School Performance**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to accept \$14,000 from the Heinz Endowments for the **Pittsburgh Westinghouse Academy 6-12 Study Abroad Program**. Funds are requested in the amount of \$14,000 to support a study abroad program at **Pittsburgh Westinghouse Academy 6-12**. Specifically, funds are awarded to support costs of the trip fee for approximately ten (10) WHS Spanish language students to go on a service-oriented trip to Costa Rica. Upon their return, students will exhibit greater international awareness, greater Spanish language skills, and will apply their new knowledge in the Pittsburgh region. The funding period shall be from November 1, 2013 through October 31, 2014.

4. **Accepting Grant Award \$5,000 – The National Football League for the Pittsburgh Allegheny 6-8 Fuel Up to Play 60 Award – School Performance**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to accept \$5,000 from the National Football League for the **Pittsburgh Allegheny 6-8 Fuel Up to Play 60 Award**. Funds are awarded to support the purchase of physical education equipment and physical fitness activities in the school. The goal of the Fuel Up To Play 60 program is to encourage students throughout the country to engage in 60 minutes of moderate to vigorous physical activity each day as a way to ensure they stay healthy and fit, which will help them succeed in school and which will give them healthy habits that will help prevent early onset of adult diseases associated with lack of physical activity and obesity, such as diabetes, heart disease and stroke. The funding period shall be from November 1, 2013 through October 31, 2014

5. **Accepting Grant Award \$5,000 – The National Football League for the Pittsburgh Whittier K-5 Fuel Up to Play 60 Award – School Performance**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to accept \$5,000 from the National Football League for the **Pittsburgh Whittier K-5 Fuel Up to Play 60 Award**. Funds are awarded to support the purchase of physical education equipment and physical fitness activities in the school.

The goal of the Fuel Up To Play 60 program is to encourage students throughout the country to engage in 60 minutes of moderate to vigorous physical activity each day as a way to ensure they stay healthy and fit, which will help them succeed in school and which will give them healthy habits that will help prevent early onset of adult diseases associated with lack of physical activity and obesity, such as diabetes, heart disease and stroke. The funding period shall be from November 1, 2013 through October 31, 2014.

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 6 through 15, inclusive.

6. Heather (I'Asia) Thomas – CIPD

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to enter in a contract with Heather (I'Asia) Thomas who will serve as the Culturally Responsive Arts Education (CRAE) Manager. Ms. Thomas will work closely with the Arts Leadership Team, specifically the Senior Program officer, and assist with: updating music and visual art frameworks to ensure they remain current and culturally responsive to all PPS students, developing a rich bank of culturally responsive arts lesson exemplars, assisting with the development and refining of Arts Curriculum Based Assessments (CBAs), planning and leading a variety of culturally responsive professional development for arts teachers, collaborating with others to present content neutral CRAE classroom strategies with other subject area supervisors and their teachers throughout the District. The District previously contracted with Ms. Thomas to support 4 PPS schools through CRAE, however, this will be the first time she will work in the role of CRAE Manager to support District-wide programming.

The operating period shall be from October 24, 2013 through October 23, 2014. The total contract amount shall not exceed \$40,000 from account line 4000-05W-2271-324 (Heinz Endowments via the Arts Education Collaborative Grant-Board approved August 21, 2013).

7. Center of Life (Pittsburgh Minadeo PreK-5 and Pittsburgh Sterrett 6-8) – School Performance

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to enter into a contract with Center of Life at **Pittsburgh Minadeo PreK-5** (thirty (30) students in grades 4 and 5) and **Pittsburgh Sterrett 6-8** for an after school program. The after school program is the Kreating Realistic Urban New - School Knowledge (KRUNK) Movement. Students will have the opportunity to learn about instrumental music and dance, and the engineering aspects of a performance. The KRUNK Movement organization will provide the staff and equipment to operate the program. The program will address artistic concepts, academic and impact student thinking around behavior and social issues. This program will also be used as a tool to bring families together from different communities for performances at our school.

The operating period shall be from November 1, 2013 through May 2014 (**Pittsburgh Minadeo PreK-5**) and November 4, 2013 through June 12, 2013 (**Pittsburgh Sterrett 6-8**). The total contract amount shall not exceed \$21,329.15 from account lines 4155-297-5900-840 (\$12,111.75-**Pittsburgh Minadeo PreK-5**) and (\$9,217.40-**Pittsburgh Sterrett 6-8**).

8. **Systems 1-2-3 (Pittsburgh Liberty K-5) – School Performance**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to enter into a contract with System 1-2-3. They will provide **Pittsburgh Liberty K-5** technical assistance in developing and implementing an effective school wide behavior management system. System 1-2-3 will spend five hours assessing the current system and collaborating with staff on enhancements. Ten hours of professional development of teachers, paraprofessionals, and other staff will support teachers in providing students' interpersonal skill lessons and increasing the effectiveness of the school wide behavior management system. System 1-2-3 will also provide fifteen hours of support in training teachers in preventing and managing challenging behaviors through workshops, observations, and feedback. System 1-2-3 will provide twenty hours to facilitate the design, implementation, and revision of student behavior plans.

The operating period shall be from October 24, 2013 through June 30, 2014. The cost of this action shall be at a rate of \$125 per hour for 50 hours. The Liberty Parent Teacher Organization will pay for 50% of the cost, not to exceed \$3,125. The remaining 50% of the contract cost shall not exceed \$3,125 from account line 4147-297-2160-324.

9. **Daria Segers– PSE**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize the Program for Students with Exceptionalities to enter into a contract with Daria Segars. Ms. Segars is a Certified Physician Assistant who will review the medical orders for special education students for the purposes of Federal Medical Access Reimbursement. She will determine if the evaluations and services recommended by the interdisciplinary team are both appropriate and medically necessary for the proper treatment or management of the student's disability. As part of the requirement for Medical Access Reimbursement, the school district must have these documents reviewed by a medical provider.

The operating period shall be from November 1, 2013 through June 30, 2014. The total contract amount shall not exceed \$10,000 from account line 5131-27V-1231-323.

10. **Maximizing Adolescent Potentials (MAPS) (Pittsburgh King K-8) – Student Services**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to renew the contract with MAPS. The School Improvement Grant requires the provision of social/emotional/behavioral support services. Through our District's Student Assistance Program Model, MAPS will work with **Pittsburgh King PreK-8** by participating on the Student Assistance Program Team, providing classroom prevention education lessons for the primary grades, facilitating skill-building groups to remove problem behaviors/habits that are interfering with learning, and mediating issues between or among students by meeting with them individually or in small groups. Parent engagement, staff development presentations, participation in school-wide activities and assistance with crisis management will also be available upon school request.

The operating period shall be from October 24, 2013 through June 6, 2014. The total contract amount shall not exceed \$4,640 from account line 4195-19M-2160-330.

11. **Family Links (Pittsburgh Faison K-5) – Student Services**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to renew the contract with FamilyLinks. The School Improvement Grant requires the provision of social/emotional/behavioral support services. Using our District's Student Assistance Program model, FamilyLinks will work with **Pittsburgh Faison K-5** by participating on the Student Assistance Program Team, providing classroom prevention education lessons, facilitating skill-building groups to remove problem behaviors/habits, and mediating issues between or among students by meeting with them individually or in small groups. Parent engagement, staff development presentations, participation in school-wide activities and assistance with crisis management will also be available upon school request.

The operating period shall be from October 24, 2013 through June 6, 2014. The total contract amount shall not exceed \$5,570 from account line 4142-25V-2160-330.

12. **Next Generation Prevention Services (Pittsburgh Faison K-5 and Pittsburgh Perry High School) – Student Services**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to renew the contract with Next Generation Prevention Services. The implementation of the Title 1 School Improvement Grant requires the provision of social/emotional/behavioral support services. Through our District's Student Assistance Program Model, Next Generation Prevention Services will work with **Pittsburgh Faison K-5** and **Pittsburgh Perry High School** by participating on the Student Assistance Program Team, providing classroom prevention education lessons, facilitating skill-building/support groups for youth affected by grief/loss due to violence/trauma, facilitating skill-building groups focusing on personal growth and development, and mediating issues/conflict between or among students by meeting with them individually or in small groups. Parent engagement, staff development presentations, participation in school-wide activities and assistance with crisis management will also be available upon school request.

The operating period shall be from October 24, 2013 through June 6, 2014. The total contract amount shall not exceed \$11,140 from account lines 4142-25V-2160-330 (\$5,570) and 4319-19M-2160-330 (\$5,570).

13. **Center for Victims (Pittsburgh Perry High School) – Student Services**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to renew the contract with the Center for Victims. The Implementation of the Title 1 School Improvement Grant requires the provision of social/emotional/behavioral support services. Through our District's Student Assistance Program model, the Center for Victims will work with **Pittsburgh Perry High School** by participating on the Student Assistance Program Team, providing classroom prevention education lessons using the "Expect Respect Curriculum," support the principal's Student Leadership Council by engaging youth in promoting positive messages about safe and healthy relationships, facilitating skill-building and support groups for youth affected by violence, trauma or unsafe relationships, and mediating issues between or among students by meeting with them individually or in small groups to resolve concerns and conflicts. Parent engagement workshops, staff development presentations, participation in school-wide activities and assistance with crisis management will be available upon school request.

The operating period shall be from October 24, 2013 through June 6, 2014. The total contract amount shall not exceed \$5,570 from account line 4319-19M-2160-330.

14. **Mercy Behavioral Health (Pittsburgh Brashear High School, Pittsburgh Perry High School, and Pittsburgh King PreK-8) – Student Services**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to renew the contract with Mercy Behavioral Health. The implementation of the Title 1 School Improvement Grant requires the provision of social/emotional/behavioral support services. Using our District's Student Assistance Program model, Mercy Behavioral Health will work with **Pittsburgh Brashear High School, Pittsburgh Perry High School, and Pittsburgh King PreK-8** by participating on the Student Assistance Program Team, providing classroom prevention education lessons, facilitating skill-building groups to remove problem behaviors/habits, and mediating issues between or among students by meeting with them individually or in small groups. Parent engagement, staff development presentations, participation in school-wide activities and assistance with crisis management will also be available upon school request.

The operating period shall be October 24, 2013 through June 6, 2014. The total contract amount shall not exceed \$61,820 from account lines 4329-19M-2160-330 (\$28,800), 4195-19M-2160-330 (\$15,360), and 4319-19M-2160-330 (\$17,660).

15. **Katherine Nesbitt – Office of Teacher Effectiveness**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to enter into a contract with Katherine Nesbitt. In 2014-15 school districts will be required to implement evaluation systems for school leaders that include combined measures as a condition of the PA Act 82 legislation. To assist PPS in developing these measures, we will enlist the input of national experts who are able to provide input about the measures chosen. Ms. Nesbitt currently serves as a consultant with the Urban Schools Human Capital Academy and will serve as a member of the advisory committee. She will provide input about the reliability and validity of measures that will be included in the school leader effectiveness measures. Additionally Ms. Nesbitt will attend the School Leader Effectiveness Measures convening and provide suggestions for improving the proposed models; as well as be available for ongoing consultations.

The operating period shall be from November 1, 2013 through December 31, 2013. For her participation, Ms. Nesbitt will receive an honorarium in the amount of \$2,000 plus travel expenses that have been estimated to be \$1,533. The total contract amount shall not exceed \$3,533 from account line 1310-16N-2810-330

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 16 through 20, inclusive.

16. **KQV Newsradio – TAFTSD**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to make payment to KQV Newsradio. One of the goals for the Take A Father to School Day (TAFTSD) is to increase male participation throughout the entire school year. KQV will be utilized to provide additional promotional support for this annual event during the 2013-14 school year. The 2012-13 TAFTSD was extremely successful and hosted over 6,000 male role models who participated in various activities in each school.

The total payment amount shall not exceed \$1,000 from account line 1000-22U-2360-540.

17. **Centers for Advanced Study (CAS) EXPO of Excellence – CIPD**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to make payment for the 12th annual Centers for Advanced Study (CAS) EXPO of Excellence. This activity brings together over six hundred (600) CAS gifted and talented students on the Duquesne University Campus on Tuesday, November 26, 2013. A preparation day for presenters is held on the campus on Monday, November 25, 2013. Approximately seventy-five (75) students will present CAS Long Term Projects to an audience of peers, parents, guests and adult panelists. The panel provides written feedback to each presenter designed to identify strengths and improvements in their presentations. CAS students are required to complete a Long Term Project each year that is aligned with the standards and the student's Gifted Individualized Education Plan (GIEP). The EXPO highlights projects that have been selected by each of the nine high schools.

The total payment amount shall not exceed \$10,000 from account lines 5243-01C-1243-519 (\$8,000 for student transportation) and 5243-01C-1243-610 (\$2,000 for printing costs, certificates and awards). It is also requested that the Board accept Duquesne University's donation of space, technology, and lunch for students. The estimated value of this donation is \$20,000.

18. **Shmoop University, Inc. – CIPD**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to make payment to Shmoop University, an online prep and review tool for Advanced Placement (AP) courses. This service is part of the District's matching portion for the Advanced Placement Incentive Program (APIP) Grant (Board approved on October 26, 2011). Students are able to use the program to review concepts and take practice tests for all AP courses. There are also resources available for teachers to use in the classroom. Teachers and students can access the services from any computer, service is not limited to the school. These online services will run from November 1, 2013 through November 1, 2014. This is the fourth year the District will use this service. During the 2012-2013 school year, 440 student and teacher user accounts have logged over 300 hours of review in 23 AP subject areas and have taken a total of 229 full length AP practice exams.

The total payment amount shall not exceed \$6,000 from account line 5243-01B-1243-599.

19. **Common Core Institute – CIPD**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to make payment to the Common Core Institute.

This will be for up to eighteen (18) Central Office and school Principals to participate in the Common Core Institute's Black Belt Leadership course. The Leadership course is made up of 23 lectures and multiple on-site practicums based on the foundational research, practices and process behind the Common Core State Standards. Topics include: Common Core Implementation Structure, Leadership, Structure of Standards, College and Career Pedagogy, and Assessment Practices. Participants in the Leadership Course will include curriculum supervisors from all content areas and the assessment office, 2-3 Principals, and other curriculum, instruction and professional development support staff. The learning from this course will be applied to the ongoing development of high quality curriculum materials and aligned assessments, integrated into training for school teachers and principals, and will help inform the District's continued Common Core implementation strategy.

The total payment amount shall not exceed \$52,200 from account lines 4600-010-2270-324 (\$26,100), 4001-17U-2271-324 (\$8,700), 4002-17U-2271-324 (\$8,700), and 4003-17U-2271-324 (\$8,700). The cost per participant is normally \$3,500 including materials; the price per PPS participant is \$2,900 including materials.

20. **New Horizons Computer Learning Centers - CTE**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to make payment to New Horizons Computer Learning Center of Pittsburgh. They will provide two days of custom training in Microsoft Word 2013 to the Career and Technical Education Business teachers (on November 5, 2013 and on January 21, 2014). The teachers will then be certified to educate and prepare CTE students to take the Microsoft Office Specialist examination in Microsoft 2013 and become certified in the use of this software.

The total payment amount shall not exceed \$6,640 from account line 4800-010-2260-324.

General Authorization

RESOLVED, That the Board authorizes its proper officers to approve the following actions as set forth in items 21 through 33, inclusive.

21. **Adoption of Revisions to Section 800-Property of the Board Policy Manual – Law Department**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to adopt the revisions to Section 800 - Property of the Board Policy Manual, recommended revisions to the 800 series of policies to the Board and revision of 1010-AR-1 of 1, Recognized School-Affiliated Nonprofit Organizations. The revisions were reviewed with the full Board at the Policy Workshop on October 8, 2013. The revisions include legal updates, substantive revisions, revisions to formatting, restructuring of policy content, and the addition of a mobile computing device policy.

The Board hereby adopts all of the policies in Section 800 - Property listed below, and 1010-AR-1 of 1, Recognized School-Affiliated Nonprofit Organizations.

801 Facilities Planning, 801.1 Naming of Schools, 801.2 Playground Installation, 802 Gifts, Grants and Donations, 803 Sanitary Management, 804 Maintenance, 805 Safety, 806 Property Records, 807 Use of School Facilities, 808 Lending of Equipment and Books,

809 Building Security, 810 Use of Facilities by Staff, 811 Prohibition of Hunting and Trapping, 812 Integrated Pest Management, 813 Cell Phones and Electronic Devices, 813.1 Computers and Mobile Computing Devices, 814 Sale of Unused and Unnecessary School Buildings and Land, 815 Change Orders (See attached).

22. Ongoing Acceptance of Target Field Trip Mini-Grant Awards (2013-2014) – School Performance

RESOLVED, That the Pittsburgh Board of Education authorizes the District's proper officers to accept ongoing receipt of Target Field Trip Mini-Grant awards as they come into the school system during the 2013-14 school year. These awards amount to up to \$700 apiece and are granted to schools serving any combination of grades K-12 as schools apply for them. Applications are submitted between August 1 and September 30, with grant award announcements issued to schools on a rolling basis beginning in late October/early November. Funds are to be utilized to support costs of field trips-such as admission fees, tickets for exhibits, etc.

FURTHER RESOLVED, That this grant opportunity is made available to all District schools serving K-12 students, the population Target in its grant guidelines has targeted for these funds, and that the announcement of this opportunity is shared annually and directly to the Principals of these schools by Target and PPS staff.

FINALLY RESOLVED, That the Board of Education thanks Target, Inc. and the Target Foundation for making these funds available to schools. Field trips provide students with enrichment experiences that support both their academic growth and their understanding of the larger world beyond the school. This helps ensure students are Promise Ready when they enter college and post-secondary training, which is a goal of the School District's Reform Agenda -Excellence for All.

23. National Board Program – CIPD

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to accept \$20,000 from the National Board of Professional Teaching Standards, Inc. and to renew the Service Agreement with the National Board to support the Pittsburgh Initiative II Grant. The Pittsburgh Initiative II Grant for National Board Certification is a community-wide partnership between the Pittsburgh Public Schools, the PFT, the Pittsburgh Foundation, the Heinz Foundation, and the Grable Foundation. The Pittsburgh Initiative II program provides PPS teachers with comprehensive support for teachers pursuing National Board Certification from 2006-2010. Over the past six years, this program has helped over 145 PPS teachers receive National Board Certification. These funds will pay one lead facilitator a stipend of \$10,000 and two assistant facilitators stipends of \$5,000 to support the teachers going through the National Board certification process. Each facilitator would work candidates from November 1, 2013 – November 1, 2014. These three PPS National Board Certified facilitators were identified in partnership with the PFT during the 2012-13 school year, and will provide support by facilitating pre-candidate classes, attending recruitment events and working as mentors to National Board.

The stipends and associated fringe benefits will not exceed \$22,758 from fund line 4000-03P-2271-124.

24. **Partnership Renewal with Dr. Karen Hessel - The Challenge Program, Inc. (Pittsburgh Millions 6-12) – School Performance**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to renew the partnership agreement with Dr. Karen Hessel (The Challenge Program, Inc.) to support our efforts to improve the academic achievement of students at **Pittsburgh Millions 6-12**. These services will be at no cost to the District and will include:

- Leadership Support and Coaching
- Professional Development for certificated staff
- Implementation Monitoring and data and project reviews

Activities will include, but are not limited to analysis of student status in regard to proficiency levels and identification of focus areas for 2013-2014. Teachers will be provided professional development in regard to the implementation of Common Core Standards. This effort will include a Parent Meeting sponsored by the University Prep Parent School Community Council. Meetings with District Curriculum staff will be held to ensure alignment with District support already at the schools. The approximate value is estimated at \$50,500. The operating period shall be from October 24, 2013 to June 25, 2014.

25. **Partnership with the City of Pittsburgh (High School Students) – Student Services**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to partner with the City of Pittsburgh to assist High School students in awareness about the range of career potential and opportunity in local government; Enhance perceptions about public safety and City careers; and recruit high school students for City of Pittsburgh employment. Career experiences will be shared from our Police, Fire, EMS, Building Inspection, Animal Control, and Public Works personnel. The partnership will also include group discussions with City personnel and other activities that engage students and entertain their career inquiries and questions. The partnership will include customized invitation to High School Seniors (18 years of age or older) for assistance in learning how to apply for city specific jobs. This partnership is at no cost to the District.

26. **Partnership with Glade Run Lutheran Services (Pittsburgh Morrow Intermediate) – Student Services**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to enter into a school-based mental health partnership between **Pittsburgh Morrow Intermediate Campus (5-8)** and Glade Run Lutheran Services.

27. **Discontinue Partnership with Western Psychiatric Institute & Clinic of UPMC Presbyterian Shadyside and Partnership with FamilyLinks (New) – (Pittsburgh Colfax K-8) – Student Services**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to discontinue the formerly adopted school-based mental health partnership between **Pittsburgh Colfax K-8** and Western Psychiatric Institute & Clinic of UPMC Presbyterian Shadyside. Date of adoption was August 24, 2005.

FINALLY RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to enter into a new school-based mental health partnership between **Pittsburgh Colfax K-8** and FamilyLinks.

28. **Acceptance of In-Kind Services (Student Assistance Program) – Student Services**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize the Student Assistance Program to accept in-kind services. The attached listing of schools and service provider assignments represents a continuum of programming and services including classroom prevention education, intervention and skill-building groups, along with our school-based mental health partnerships. All service providers listed have extensive experience with Pittsburgh Public Schools and our Student Assistance Program/Student Support Services Department. The listing represents an example of the extensive collaborative effort that exists between Pittsburgh Public Schools and the Allegheny County Department of Human Services, as we work together to continue implementation of the Pennsylvania Department of Education's Student Assistance Program model.

29. **Mathematica Corporation (\$40,000) to Elementary Schools for Participation in Post-Assessments for Summer Dreamers – Student Services**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to accept up to \$40,000 from the Mathematica Corporation to elementary schools for participating in the post-assessments for Summer Dreamers Academy participants. As mentioned in the Board Update on September 6, 2013, Mathematica administered evaluative assessments of participants in the Randomized Control Trial (Board approved on February of 2013). Funds will be distributed to schools at a rate of \$1,000 per school beginning October 24, 2013 in appreciation for assistance in organizing the assessments.

30. **Donation of Bus Tickets from the Homewood Children's Village (HCV) (Pittsburgh Crescent Early Childhood Center – ECP**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize the Early Childhood Program to accept a donation from the Homewood Children's Village (HCV) on behalf of the **Pittsburgh Crescent Early Childhood Center**: Beginning November, 2013 through June, 2014, The HCV will donate bus tickets to be given to up to twenty (20) eligible families whose child(ren) attend the Pittsburgh Crescent Early Childhood Center. Eligible families must meet certain criteria to receive bus tickets. Criteria is: Income eligibility or family hardship, live 1.5 miles or greater from center, hazardous route, and regular attendance. Families will also receive social service support from HCV. The approximate value of this donation is up to \$10,000. This is the second year of this collaboration.

FINALLY RESOLVED, That the Board expresses its appreciation and thanks to the HCV for this generous donation to the District.

31. **Donation of \$500 - Literacy Event (Pittsburgh Conroy Early Childhood Center) – ECP**

RESOLVED, That the Board of Directors of the School District authorize the Early Childhood Program to accept a donation from Michael Lyons on behalf of the **Pittsburgh Conroy Early Childhood Center**: Mr. Lyons is the Head of Corporate and Institutional Banking at PNC Financial Services Group, Inc. Mr. Lyons was a participant in the PNC Executive Reading Program and he read a story to the students at **Pittsburgh Conroy Early Childhood Center**. Mr. Lyons has graciously given a donation in the amount of \$500 which will be used for a literacy event for the early childhood students at **Pittsburgh Conroy Early Childhood Center**.

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

32. **Donation of Gift and Raffle Items from Comcast (Pittsburgh Langley K-8) – School Performance**

RESOLVED, That the Pittsburgh Board of Education authorizes the District's proper officers to accept a donation of approximately \$4,000 in gift and raffle items from Comcast to **Pittsburgh Langley K-8** as part of the Comcast Internet Essentials event with Tony Dungy on October 21, 2013. The donation includes T-shirts for each child attending the event and several items to raffle off to students and their families. The raffle items include 10 netbook computers and 10 opportunity cards providing one year of Internet Essentials service to Pittsburgh Langley K-8 families.

FINALLY RESOLVED, That the Pittsburgh Board of Education thanks Comcast for this most generous donation to the District.

33. **AMENDMENT – Contract with Mathematica Policy Research – Office of Teacher Effectiveness**

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to amend New Business Item - Enter into a Contract with Mathematica Policy Research, Committee on Education, General Authorization, previously approved by the Board on October 21, 2009.

Reason for Amendment:

This amendment provides for the extension of services provided by Mathematica Policy Research through May 31, 2015, and will include the following additional deliverable: the calculation and delivery of 2013-14 value-added estimates for teachers, schools and Promise Readiness Corps teams. The term of the current contract will be extended from December 31, 2014 to May 31, 2015. This extension will require an increase of \$314,660 beyond the current contract.

Original Item (New Business, Committee on Education, October 21, 2009):

RESOLVED, That the Board of Education authorizes the District to enter into a contract with Mathematica Policy Research in the amount not to exceed \$1,803,428 to develop multiple measures of effective teaching, including a Value Added Model (VAM), to incorporate the measures into the District's data system and to work collaboratively with the District, and parties including but not limited to the Pittsburgh Federation of Teachers and the American Federation of Teachers to develop a performance-based pay plan which would require ratification by the District and the Federation. The operating period shall run from November 1, 2009 to December 31, 2014. The contract is contingent upon the District receiving a grant from the Bill & Melinda Gates Foundation to fund the Empowering Effective Teachers Plan.

The fund lines for the not to exceed amount of \$1,803,428 are as follows:

| | | |
|---------|-------------------|-----------|
| 2009-10 | 1010-16N-2812-330 | \$331,372 |
| 2010-11 | 1110-16N-2812-330 | \$397,314 |
| 2011-12 | 1210-16N-2812-330 | \$444,500 |
| 2012-13 | 1310-16N-2812-330 | \$406,674 |
| 2013-14 | 1410-16N-2812-330 | \$223,568 |

Amended Item (October 2013)

RESOLVED, That the Board of Education authorizes the District to enter into a contract with Mathematica Policy Research in the amount not to exceed **\$2,118,028** to develop multiple measures of effective teaching, including a Value Added Model (VAM), to incorporate the measures into the District's data system and to work collaboratively with the District, and parties including but not limited to the Pittsburgh Federation of Teachers and the American Federation of Teachers to develop a performance-based pay plan which would require ratification by the District and the Federation. The operating period shall run from November 1, 2009 to **May 31, 2015**. The contract is contingent upon the District receiving a grant from the Bill & Melinda Gates Foundation to fund the Empowering Effective Teachers Plan.

The fund lines for the not to exceed amount of **\$2,118,028** are as follows:

| | | |
|----------------|--------------------------|------------------|
| 2009-10 | 1010-16N-2812-330 | \$331,372 |
| 2010-11 | 1110-16N-2812-330 | \$397,314 |
| 2011-12 | 1210-16N-2812-330 | \$444,500 |
| 2012-13 | 1310-16N-2812-330 | \$406,674 |
| 2013-14 | 1410-16N-2812-330 | \$223,568 |
| 2014-15 | 1310-16N-2810-330 | \$13,000 |
| 2014-15 | 1410-16N-2810-330 | \$301,660 |

Board Action Information Sheet

1
Action Item #
October 2013
Action Month



Jerri Lynn Lippert
Submitted By
Jerri Lynn Lippert *JL*
Person Accountable

Proposals/Grant Awards

☐ Submitting Proposal/Application

☒ Accepting Grant/Award/Subcontract

Grant Amount: \$ \$3,375,598.00
Federal \$ \$3,375,598.00
State \$ _____
Private \$ _____
Federal/State Pass Thru \$ _____
General Fund \$ _____
Value of In Kind \$ _____
Other Sources \$ _____
Total Budget : \$ \$3,375,598.00

Name of Fund
Math and Science Partnership (MSP)

Name of Granting Agency
National Science Foundation via the
Education Development Center, Inc. (EDC)

Indirect Cost \$ \$64,102.00

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)

This funding will support the implementation of a five-year project--in partnership with EDC, Carnegie Mellon University, the University of Pittsburgh, and Duquesne University--aimed at bringing PPS mathematics teachers together with scientists, mathematicians, and engineers to improve participating teachers' content knowledge and subsequently the performance of their students. The program was designed to work seamlessly with the District's US Department of Education (USDE) MSP grant, which the board accepted in May 2013. Building on the success of the District's first USDE MSP, which ended on September 30, 2013, the core strategy of each grant will be the delivery of intensive, high-quality professional development to District mathematics teachers via two-week summer institutes and coordinated follow-up activities in subsequent school years. Both MSP grant projects will focus on the integration of the Pennsylvania Common Core Standards into teacher pedagogy. The special focus of this NSF MSP, however, will be on working to better understand the intersection of race, equity, mathematics, and institutional settings, including articulating the relationship between issues of equity and content knowledge for teachers and their classroom practices (topics typically treated separately). The goal of the project's research component will be to specify particular instructional practices aimed at affording equitable learning opportunities, and contributing knowledge about supporting systemic change in urban districts.

Who will this benefit?

Students enrolled in grades 6-12 at our K-8, 6-8, 6-12, and 9-12 schools.

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

Greenway Professional Development Center; PPS schools that serve students in grades 6-12 and at partner sites in Boston, MA.

J. Ziegler, E. Lagana, R. Joseph

Additional person(s) accountable for this tab

Board Action Information Sheet

1
 Action Item #
October 2013
 Action Month

What is the funding period? 10/1/2013 to 9/30/2018

Who will be the Program Manager? Mr. Jeffrey Ziegler

Estimated Revenue by Funding Source:

| Source | Actual Year 1 | | Est. Yr. 2 | Est. Yr. 3 | Est. Yr. 4 | Est. Year 5 |
|----------------------------|---------------|--------|---------------|---------------|---------------|---------------|
| Federal | \$ 388,243.00 | 100.0% | \$ 708,916.00 | \$ 734,966.00 | \$ 770,239.00 | \$ 773,234.00 |
| State | \$ _____ | ____% | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Private | \$ _____ | ____% | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Federal/State Pass Thru | \$ _____ | ____% | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| General Fund | \$ _____ | ____% | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Value of In Kind | \$ _____ | ____% | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Other Sources | \$ _____ | ____% | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Total | \$ 388,243.00 | 100.0% | \$ 708,916.00 | \$ 734,966.00 | \$ 770,239.00 | \$ 773,234.00 |

Budget Projections

| | Actual Year 1 | Actual Year 2 | Actual Year 3 | Actual Year 4 | Actual Year 5 |
|---|------------------|------------------|------------------|------------------|------------------|
| Staffing (including fringe benefits): | 311,476.00 | 326,135.00 | 341,432.00 | 353,117.00 | 363,800.00 |
| <input checked="" type="checkbox"/> New Staff | | | | | |
| <input type="checkbox"/> General Fund Offset | | | | | |
| Contracted Services | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Other Costs | \$ 76,767.00 | \$ 382,781.00 | \$ 393,534.00 | \$ 417,122.00 | \$ 409,434.00 |
| Total | \$ 388,243.00 | \$ 708,916.00 | \$ 734,966.00 | \$ 770,239.00 | \$ 773,234.00 |

Maintenance of Effort (In Kind)

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

The activities of the project lie within existing personnel's professional responsibilities to the District. The Curriculum Supervisor, 6-12 Mathematics will serve as Co-Principal Investigator, dedicating 16.6% of his time, and a Math Coach, 6-12 Mathematics will dedicate 8.3% of his/her time to the project. Note: the portion of time dedicated to the project by each professional will be covered by the grant.

Board Action Information Sheet

2
Action Item #
October 2013
Action Month



Angela Mike
Submitted By
Jerri Lynn Lippert
Person Accountable

Proposals/Grant Awards

☐ Submitting Proposal/Application

☒ Accepting Grant/Award/Subcontract

Grant Amount: \$ \$31,012.12
Federal \$ _____
State \$ \$31,012.12
Private \$ _____
Federal/State Pass Thru \$ _____
General Fund \$ _____
Value of In Kind \$ _____
Other Sources \$ _____
Total Budget : \$ \$31,012.12

Name of Fund

CTE Supplemental Equipment Grant

Name of Granting Agency

PA Department of Education

Indirect Cost \$ _____

If there is no indirect cost to district, explain why: all funds will be utilized for direct purchase of equipment

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 \$31,012.12 from the Pennsylvania Department of Education for the Supplemental Equipment Grant. Per grant specifications, the equipment is recommended by the program's Occupational Advisory Committee, be used for training, and meet current industry standards. Equipment to be purchased includes: Saw stop contractor saw - a saw with safety features including auto blade stop and dust collection to allow students to safely complete cuts for projects, an industrial dishwasher to clean both glassware and pots/pans and allow students to use current industry equipment to clean and sanitize equipment, and a Thermal Troubleshooting Learning System for air conditioning, refrigeration and heat pump systems to allow students to train and troubleshoot these systems in a controlled learning environment.

Who will this benefit?

CTE program students in carpentry, culinary and HVAC will benefit by having the opportunity to work with state of the art equipment.

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

The SawStop will be utilized at Westinghouse, the dishwasher will replace a failing unit at Oliver, and the HVAC trainer will be used to enhance the program at Alderdice.

Linda Wolfgang

Additional person(s) accountable for this tab

Board Action Information Sheet

2
 Action Item #
October 2013
 Action Month

What is the funding period? October 24, 2013 to June 30, 2014

Who will be the Program Manager? Linda Wolfgang

Estimated Revenue by Funding Source:

| Source | Actual Year 1 | | Est. Yr. 2 | Est. Yr. 3 | Est. Yr. 4 | Est. Year 5 |
|----------------------------|---------------|---------|------------|------------|------------|-------------|
| Federal | \$ | % | \$ | \$ | \$ | \$ |
| State | \$ 31,012.12 | 100.0 % | \$ | \$ | \$ | \$ |
| Private | \$ | % | \$ | \$ | \$ | \$ |
| Federal/State Pass Thru | \$ | % | \$ | \$ | \$ | \$ |
| General Fund | \$ | % | \$ | \$ | \$ | \$ |
| Value of In Kind | \$ | % | \$ | \$ | \$ | \$ |
| Other Sources | \$ | % | \$ | \$ | \$ | \$ |
| Total | \$ 31,012.12 | 100.0 % | \$ | \$ | \$ | \$ |

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 type="checkbox"/> General Fund Offset | | | | | |
| Contracted Services | \$ | \$ | \$ | \$ | \$ |
| Other Costs | \$ | \$ | \$ | \$ | \$ |
| Total | \$ 0.00 | \$ | \$ | \$ | \$ |

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

Additional Information:

Carpentry - Saw stop contractor saw - a saw with safety features including auto blade stop and dust collection will allow students to safely complete cuts for projects



SAW STOP – FOR CARPENTRY PROGRAM

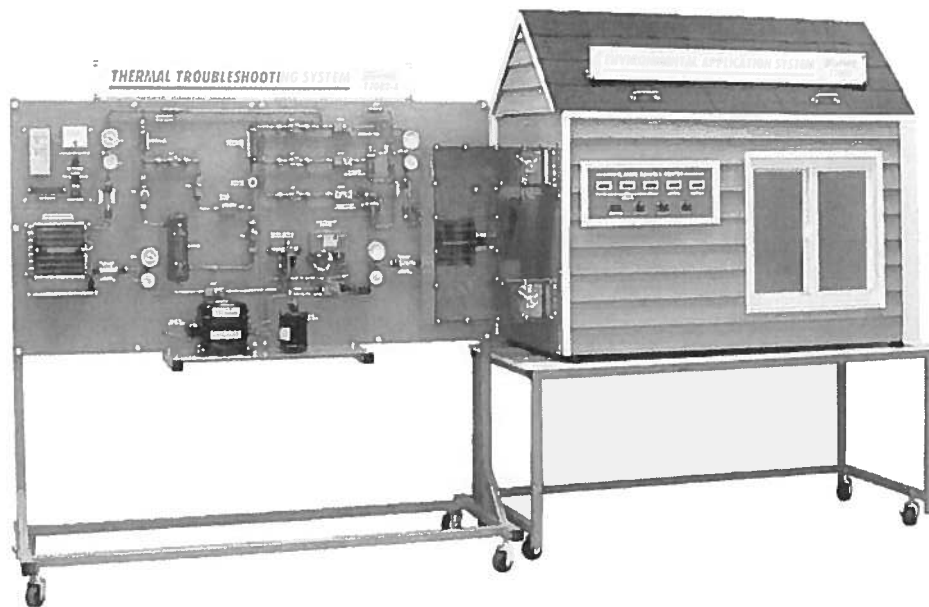
Culinary Arts - Industrial dishwasher model (vent free) to clean both glassware and pots/pans and allow students to use current industry equipment to clean and sanitize. This model includes a recovery cycle to capture water vapor and condense it to heat the incoming cold-water inlet for the final rinse cycle which will save energy costs.



**INDUSTRIAL DISHWASHER – FOR
CULINARY ARTS PROGRAM**

Ventless Door Type

HVAC - Thermal Troubleshooting Learning System for air conditioning, refrigeration and heat pump systems will allow students to train and troubleshoot these systems in a controlled learning environment.




RHVAC TRAINER

Board Action Information Sheet

3
Action Item #
October 2013
Action Month



D. May-Stein
Submitted By
J. Lippert 
Person Accountable

Proposals/Grant Awards

☐ Submitting Proposal/Application

☒ Accepting Grant/Award/Subcontract

Grant Amount: \$ \$14,000.00
Federal \$ _____
State \$ _____
Private \$ \$14,000.00
Federal/State Pass Thru \$ _____
General Fund \$ _____
Value of In Kind \$ _____
Other Sources \$ _____
Total Budget : \$ \$14,000.00

Name of Fund
Pittsburgh Westinghouse Academy 6-12
Study Abroad Program

Name of Granting Agency
The Heinz Endowments

Indirect Cost \$ \$0.00

If there is no indirect cost to district, explain why: Funder does not permit indirect costs.

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)

Funds are requested in the amount of \$14,000 to support a study abroad program at Pittsburgh Westinghouse Academy 6-12. Specifically, funds are awarded to support costs of the trip fee for approximately ten (10) WHS Spanish language students to go on a service-oriented trip to Costa Rica. Upon their return, students will exhibit greater international awareness, greater Spanish language skills, and will apply their new knowledge in the Pittsburgh region.

Who will this benefit?

Pittsburgh Westinghouse Academy 6-12 students.

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

This grant was recommended by the Heinz Fellows staffed to Pittsburgh Westinghouse Academy 6-12 to help support student and school needs and growth as a result of the Fellows work with WHS's Spanish teacher.

A. Herring/M. Plotkin-Goleman/R. Joseph/K. Bowers

Additional person(s) accountable for this tab

Board Action Information Sheet

3
 Action Item #
October 2013
 Action Month

What is the funding period? November 1, 2013 to October 31, 2014

Who will be the Program Manager? A. Herring, Pittsburgh WHS Principal

Estimated Revenue by Funding Source:

| Source | Actual Year 1 | | Est. Yr. 2 | Est. Yr. 3 | Est. Yr. 4 | Est. Year 5 |
|----------------------------|---------------|---------|------------|------------|------------|-------------|
| Federal | \$ | % | \$ | \$ | \$ | \$ |
| State | \$ | % | \$ | \$ | \$ | \$ |
| Private | \$ 14,000.00 | 100.0 % | \$ | \$ | \$ | \$ |
| Federal/State Pass Thru | \$ | % | \$ | \$ | \$ | \$ |
| General Fund | \$ | % | \$ | \$ | \$ | \$ |
| Value of In Kind | \$ | % | \$ | \$ | \$ | \$ |
| Other Sources | \$ | % | \$ | \$ | \$ | \$ |
| Total | \$ 14,000.00 | 100.0 % | \$ | \$ | \$ | \$ |

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 type="checkbox"/> General Fund Offset | | | | | |
| Contracted Services | \$ | \$ | \$ | \$ | \$ |
| Other Costs | \$ 14,000.00 | \$ | \$ | \$ | \$ |
| Total | \$ 14,000.00 | \$ | \$ | \$ | \$ |

Maintenance of Effort (In Kind)

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

n/a

Board Action Information Sheet

4
Action Item #
October 2013
Action Month



C. Otuwa
Submitted By
J. Lippert *BL*
Person Accountable

Proposals/Grant Awards

☐ Submitting Proposal/Application

☒ Accepting Grant/Award/Subcontract

Grant Amount: \$ \$5,000.00
Federal \$ _____
State \$ _____
Private \$ \$5,000.00
Federal/State Pass Thru \$ _____
General Fund \$ _____
Value of In Kind \$ _____
Other Sources \$ _____
Total Budget : \$ \$5,000.00

Name of Fund
Pittsburgh Allegheny 6-8 Fuel Up To Play 60

Name of Granting Agency
National Football League

Indirect Cost \$ \$0.00

If there is no indirect cost to district, explain why: Funder does not permit indirect costs.

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 \$5,000 from the National Football League for the Pittsburgh Allegheny 6-8 Fuel Up to Play 60 Award. Funds are awarded to support the purchase of physical education equipment and physical fitness activities in the school. The goal of the Fuel Up To Play 60 program is to encourage students throughout the country to engage in 60 minutes of moderate to vigorous physical activity each day as a way to ensure they stay healthy and fit, which will help them succeed in school and which will give them healthy habits that will help prevent early onset of adult diseases associated with lack of physical activity and obesity, such as diabetes, heart disease and stroke.

Who will this benefit?

Pittsburgh Allegheny 6-8 students.

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

This grant was available to all schools. The National Football League's local team affiliate-the Pittsburgh Steelers-helps to select a different set of schools annually to receive this award.

T. Kendrick/K. Bowers/R. Joseph

Additional person(s) accountable for this tab

Board Action Information Sheet

4

Action Item #

October 2013

Action Month

What is the funding period? November 1, 2013 to October 31, 2014

Who will be the Program Manager? T. Kendrick, Principal, Pittsburgh Allegheny 6-8

Estimated Revenue by Funding Source:

| <u>Source</u> | <u>Actual Year 1</u> | <u>Est. Yr. 2</u> | <u>Est. Yr. 3</u> | <u>Est. Yr. 4</u> | <u>Est. Year 5</u> |
|------------------|-----------------------------------|-------------------|-------------------|-------------------|--------------------|
| Federal | \$ _____ % | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| State | \$ _____ % | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Private | \$ <u>5,000.00</u> <u>100.0</u> % | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Federal/State | \$ _____ % | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Pass Thru | \$ _____ % | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| General Fund | \$ _____ % | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Value of In Kind | \$ _____ % | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Other Sources | \$ _____ % | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Total | \$ <u>5,000.00</u> <u>100.0</u> % | \$ _____ | \$ _____ | \$ _____ | \$ _____ |

Budget Projections

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

5
Action Item #
October 2013
Action Month



D. May-Stein
Submitted By
J. Lippert
Person Accountable

Proposals/Grant Awards

☐ Submitting Proposal/Application

☒ Accepting Grant/Award/Subcontract

Grant Amount: \$ \$5,000.00
Federal \$ _____
State \$ _____
Private \$ \$5,000.00
Federal/State Pass Thru \$ _____
General Fund \$ _____
Value of In Kind \$ _____
Other Sources \$ _____
Total Budget : \$ \$5,000.00

Name of Fund
Pittsburgh Whittier K-5 Fuel Up To Play 60

Name of Granting Agency
National Football League

Indirect Cost \$ \$0.00

If there is no indirect cost to district, explain why: Funder does not permit indirect costs.

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 \$5,000 from the National Football League for the Pittsburgh Whittier K-5 Fuel Up to Play 60 Award. Funds are awarded to support the purchase of physical education equipment and physical fitness activities in the school. The goal of the Fuel Up To Play 60 program is to encourage students throughout the country to engage in 60 minutes of moderate to vigorous physical activity each day as a way to ensure they stay healthy and fit, which will help them succeed in school and which will give them healthy habits that will help prevent early onset of adult diseases associated with lack of physical activity and obesity, such as diabetes, heart disease and stroke.

Who will this benefit?

Pittsburgh Whittier K-5

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

This grant was available to all schools. The National Football League's local team affiliate-the Pittsburgh Stelelers-helps to select a different set of schools annually to receive this award.

M. Perella/K. Bowers/R. Joseph

Additional person(s) accountable for this tab

Board Action Information Sheet

5
 Action Item #
October 2013
 Action Month

What is the funding period? November 1, 2013 to October 31, 2014

Who will be the Program Manager? M. Perella, Principal, Pittsburgh Whittier K-5

Estimated Revenue by Funding Source:

| Source | Actual Year 1 | | Est. Yr. 2 | Est. Yr. 3 | Est. Yr. 4 | Est. Year 5 |
|------------------|---------------|---------|------------|------------|------------|-------------|
| Federal | \$ | % | \$ | \$ | \$ | \$ |
| State | \$ | % | \$ | \$ | \$ | \$ |
| Private | \$ 5,000.00 | 100.0 % | \$ | \$ | \$ | \$ |
| Federal/State | \$ | % | \$ | \$ | \$ | \$ |
| Pass Thru | \$ | % | \$ | \$ | \$ | \$ |
| General Fund | \$ | % | \$ | \$ | \$ | \$ |
| Value of In Kind | \$ | % | \$ | \$ | \$ | \$ |
| Other Sources | \$ | % | \$ | \$ | \$ | \$ |
| Total | \$ 5,000.00 | 100.0 % | \$ | \$ | \$ | \$ |

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 type="checkbox"/> General Fund | | | | | |
| Offset | | | | | |
| Contracted Services | \$ | \$ | \$ | \$ | \$ |
| Other Costs | \$ 5,000.00 | \$ | \$ | \$ | \$ |
| Total | \$ 5,000.00 | \$ | \$ | \$ | \$ |

Maintenance of Effort (In Kind)

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

n/a

Board Action Information Sheet

6
 Action Item #
 October 2013
 Action Month



Angella Abadilla
 Submitted By
 Jerri Lynn Lippert
 Person Accountable

Consultants/Contracted Services

(not to be used for District employees)

Name of Consultant or Firm: _____
 Address: Heather (I'Asia) -Thomas
921 Adelaid Street
Pittsburgh, PA 15219

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 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>\$40,000.00</u> | | Account Number(s) | | | | |
| | | <u>Resp.</u> | <u>Fund</u> | <u>Func.</u> | <u>Obj.</u> | <u>Amount</u> |
| Rate of Payment _____ per _____ | | | | | | |
| <input type="checkbox"/> General Fund: | Department _____ | _____ | _____ | _____ | _____ | _____ |
| <input type="checkbox"/> Supplemental Fund | <u>05W AEC/Heinz/CM</u> | <u>4000</u> | <u>05W</u> | <u>2271</u> | <u>324</u> | <u>\$40,000.00</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 enter in a contract with Heather (I'Asia) Thomas who will serve as the Culturally Responsive Arts Education (CRAE) Manager. Ms. Thomas will work closely with the Arts Leadership Team, specifically the Senior Program officer, and assist with: updating music and visual art frameworks to ensure they remain current and culturally responsive to all PPS students, developing a rich bank of culturally responsive arts lesson exemplars, assisting with the development and refining of Arts Curriculum Based Assessments (CBAs), planning and leading a variety of culturally responsive professional development for arts teachers, collaborating with others to present content neutral CRAE classroom strategies with other subject area supervisors and their teachers throughout the District. The District previously contracted with Ms. Thomas to support 4 PPS schools through CRAE, however, this will be the first time she will work in the role of CRAE Manager to support District-wide programming. The operating period shall be from October 24, 2013 through October 23, 2014. The total contract amount shall not exceed \$40,000 from account line 4000-05W-2271-324 (Heinz Endowments via the Arts Education Collaborative Grant-Board approved August 21, 2013).

Who will the services benefit?

All students and teachers at all Pittsburgh Public Schools district-wide.

Where will the services occur? (location)

The services will occur mainly in all PPS Schools, The Board of Education and at The Greenway PD Center

Kim Basinger
 Additional person(s) accountable for this tab

Board Action Information Sheet

6

Action Item #

October 2013

Action Month

The operating period shall be from October 24, 2013 to October 23, 2014.

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

The District's Arts Ed. Team identifies the importance of Culturally Responsive Arts Education as well as the importance of all district curricula containing culturally responsive strategies for the success of our students.

Indicate process for making recommendation:

☒ Negotiated

☐ Solicited Proposals

☐ Competitive Bid

Describe the expected results of this activity:

Arts Curriculum Frameworks and other subject area curricula will be infused with CRAE Classroom Strategies. Rich CRAE PD sessions will be delivered to both ARTS and other subject area stakeholders. A rich bank of Culturally Responsive Arts lesson plan exemplars will be developed for use by all PPS teachers.

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:

This will be l'Asia's first year in this new role as CRAE Manager in this capacity.

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

Weekly reports and meetings with the Senior Program Officer for Arts Ed. as well as observations. CRAE manager will also be meeting with both the visual art coordinator and music coordinator weekly to plan arts PD with teachers.

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:

The custodian of the work will be the Senior Program Officer for Arts Ed.

Board Action Information Sheet

Additional Information:

Culturally Responsive Arts Education (CRAE) uses the best practices of arts instruction and arts integration to work toward creation of a responsive and healthy school environment. This project engages the arts of the African Diaspora and incorporates the culture of the students to stimulate student interest, develop ownership of learning and inspire achievement. CRAE brings to life its central principles --principles that focus on the unique power of the arts in education, viewing race and culture as an asset, educating about the impact of racism and models to overcome it and the role that artists can play in building relationships between children, schools and communities.

This emerging definition of Culturally Responsive Arts Education is drawn directly from "Culture, Racial Identity and Success: A Report to The Heinz Endowments" by Mary Stone Hanley, Ph.D. George Mason University and George W. Noblit, Ph.D. University of North Carolina at Chapel Hill.

Board Action Information Sheet

7
 Action Item #
October 2013
 Action Month



David May-Stein
 Submitted By
Jerri Lynn Lippert
 Person Accountable

Consultants/Contracted Services

(not to be used for District employees)

Name of Consultant or Firm: _____
 Address: Center of Life
161 Hazelwood Avenue
Pittsburgh, PA 15207

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 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>\$21,329.15</u> | | Account Number(s) | | | | |
| | | Resp. | Fund | Func. | Obj. | Amount |
| Rate of Payment _____ per Month | | | | | | |
| <input type="checkbox"/> General Fund: | Department _____ | 4155 | 297 | 5900 | 840 | \$12,111.75 |
| <input checked="" type="checkbox"/> Supplemental Fund | Medicaid _____ | 4279 | 297 | 5900 | 840 | \$9,217.40 |
| | 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 Center of Life at Pittsburgh Minadeo PreK-5 (thirty (30) students in grades 4 and 5) and Pittsburgh Sterrett 6-8 for an after school program. The after school program is the Kreating Realistic Urban New - School Knowledge (KRUNK) Movement. Students will have the opportunity to learn about instrumental music and dance, and the engineering aspects of a performance. The KRUNK Movement organization will provide the staff and equipment to operate the program. The program will address artistic concepts, academic and impact student thinking around behavior and social issues. This program will also be used as a tool to bring families together from different communities for performances at our school.

The operating period shall be from November 1, 2013 through May 2014 (Pittsburgh Minadeo PreK-5) and November 4, 2013 through June 12, 2013 (Pittsburgh Sterrett 6-8).

Who will the services benefit?

Students at Pgh Minadeo (4-5) and Pgh Sterrett 6-8 who struggle academically and behaviorally. The program will be utilized to motivate, mentor, and support their success at school and within the community.

Where will the services occur? (location)

The location of the activities will take place in the school.

Melissa Wagner/Holly MiChele
Additional person(s) accountable for this tab

Board Action Information Sheet

7

Action Item #

October 2013

Action Month

The operating period shall be from See Summary to See Summary.

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

Resources available at the schools for after school programs for at-risk students is limited and not reaching enough of our students. K.R.U.N.K. uses hip hop, music and visual arts to promote healthy choices.

Indicate process for making recommendation:

☒ Negotiated

☐ Solicited Proposals

☐ Competitive Bid

Describe the expected results of this activity:

The expected results for each student who participates in the program are academic improvements in reading and math, a decrease in office referrals and altercations, and strengthening of confidence, positive outlook on ones future, and the ability to become a positive influence in the school community. The program is also designed to teach students how to start and run a small business.

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:

Data sources to evaluate performance: Grades, Curriculum Based Assessments, office referral data. Student attendance and active participation in the program will also be utilized.

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:

The tangible work product will be performances of the student created production. Performances will take place at Pittsburgh Minadeo and Pittsburgh Sterrett as well as within the communities of the students. Staff of K.R.U.N.K. Movement will be the custodians of the work product.

Board Action Information Sheet

Additional Information:

Program Description:

K.R.U.N.K. is a student led music and health initiative that uses the elements of jazz, hip-hop, dance, recording engineering, visual art and equipment management to communicate positive messages about mental and physical health to teens and pre-teens. Designed to mature indwelling natural talents in an atmosphere of accountability and professionalism, we will bring to your school the essential attributes that have made our COL-based program for young adults and aspiring musicians so successful. The hip-hop and dance educational staff that will come to your school are either active participants or graduates of our programs. Those interested in the jazz component will likewise be exposed to successful graduates or artist COL will contract to provide the necessary music lessons for successful performance. Partnering with the artistic faculty in residence at the school is encouraged so that a strong connection can exist between our after school program and the artistic faculty of the school.

Undergirding all of our programs is an unwavering dedication to educate students about their intrinsic value as people and that committed practice is required to artistically and academically fully realize their potential. Through engagement with our program staff, who have themselves been confronted with difficult life choices, it is our goal to promote confidence within our graduates that their academic and artistic abilities have tremendous potential to positively shape their own lives.

This interaction will serve to build positive relations and understanding of shared life experiences. The K.R.U.N.K. program will address artistic concepts, individual and group jazz instrumental instruction, dance, music, academic concepts in reading and math, and impact student thinking around behavior and social issues. The program will run 2 hours per week after school. Academic and behavior data and interest sign up sheets will be used to select students.

Board Action Information Sheet

8
 Action Item #
 October 2013
 Action Month



Christian Otuwa
 Submitted By
 Jerri Lynn Lippert *JL*
 Person Accountable

Consultants/Contracted Services

(not to be used for District employees)

Name of Consultant or Firm: _____
 Address: Systems 1-2-3
304 Churchill Drive
Greensburg, PA 15601

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 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>\$3,125.00</u> | | Account Number(s) | | | | |
| | | Resp. | Fund | Func. | Obj. | Amount |
| Rate of Payment <u>\$125.00</u> per hour | | | | | | |
| <input type="checkbox"/> General Fund: | Department _____ | _____ | _____ | _____ | _____ | _____ |
| <input checked="" type="checkbox"/> Supplemental Fund | <u>Admin. Time Study</u> | <u>4147</u> | <u>297</u> | <u>2160</u> | <u>324</u> | <u>\$3,125.00</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 System 1-2-3. They will provide Pittsburgh Liberty K-5 technical assistance in developing and implementing an effective school wide behavior management system. System 1-2-3 will spend five hours assessing the current system and collaborating with staff on enhancements. Ten hours of professional development of teachers, paraprofessionals, and other staff will support teachers in providing students interpersonal skill lessons and increasing the effectiveness of the school wide behavior management system. System 1-2-3 will also provide fifteen hours of support in training teachers in preventing and managing challenging behaviors through workshops, observations, and feedback. System 1-2-3 will provide twenty hours to facilitate the design, implementation, and revision of student behavior plans. The cost of this action shall be at the rate of \$125 per hour (services will be provided for a total of 50 hours). The Liberty Parent Teacher Organization will pay for 50% of the cost, not to exceed \$3,125. The remaining 50% of the contract cost shall not exceed \$3,125 from account line 4147-297-2160-324.

Who will the services benefit?

Teachers, students, and families will benefit from the Systems 1-2-3 services.

Where will the services occur? (location)

All activities will occur at Pittsburgh Liberty K-5.

Mark McClinchie
Additional person(s) accountable for this tab

Board Action Information Sheet

8

Action Item #

October 2013

Action Month

The operating period shall be from October 24, 2013 to June 30, 2014.

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

Systems 1-2-3 has proven results with PPS Early Childhood and Pittsburgh Beechwood.

Indicate process for making recommendation:

☒ Negotiated ☐ Solicited Proposals ☐ Competitive Bid

Describe the expected results of this activity:

Student survey (Tripod), teacher survey (TLE), and parent survey results will demonstrate improvement in key areas related to classroom management and school learning environment. We expect a reduction in office discipline referrals.

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:

Survey data.

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

9

Action Item #

October 2013

Action Month

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

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

There are not Certified Registered Nurse Practitioners in all school building. Ms. Segers will review the IEP in the buildings without CRNPs.

Indicate process for making recommendation:

☒ Negotiated

☐ Solicited Proposals

☐ Competitive Bid

Describe the expected results of this activity:

Ms. Segars will review IEP's weekly to maximize Mediactal Access Reimbursement to the school district.

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:

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

10
 Action Item #
 October 2013
 Action Month



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

Consultants/Contracted Services

(not to be used for District employees)

Name of Consultant or Firm: Maximizing Adolescent Potentials, Indicate the category of this contract:
 Address: University of Pittsburgh, 123 University PI ☐ NEW ☒ RENEWAL
Lower Level, Pittsburgh, PA 15213

| | | | |
|---|--|---|---|
| <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>\$4,640.00</u> | | Account Number(s) | | | | |
| | | Resp. | Fund | Func. | Obj. | Amount |
| Rate of Payment <u>\$32</u> per hour | | | | | | |
| <input type="checkbox"/> General Fund: | <u>Student Services SIG</u> | <u>4195</u> | <u>19M</u> | <u>2160</u> | <u>330</u> | <u>\$4,640.00</u> |
| | Department | — | — | — | — | — |
| <input checked="" type="checkbox"/> Supplemental Fund | <u>Title 1 - 1003 (g) SIG</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 with MAPS. The School Improvement Grant requires the provision of social/emotional/behavioral support services.

Through our District's Student Assistance Program Model, MAPS will work with Pittsburgh King PreK-8 by participating on the Student Assistance Program Team, providing classroom prevention education lessons for the primary grades, facilitating skill-building groups to remove problem behaviors/habits that are interfering with learning, and mediating issues between or among students by meeting with them individually or in small groups. Parent engagement, staff development presentations, participation in school-wide activities and assistance with crisis management will also be available upon school request.

Who will the services benefit?

This service will benefit students and staff by creating a teaching and learning environment more conducive to learning.

Where will the services occur? (location)

The services will occur at Pittsburgh King K-8.

Janet Yuhasz
Additional person(s) accountable for this tab

Board Action Information Sheet

10

Action Item #

October 2013

Action Month

The operating period shall be from October 24, 2013 to June 6, 2014.

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

The School Improvement Grant allows for external contractors to work with schools to intensify school-based services beyond the capacity that currently exists in our targeted schools.

Indicate process for making recommendation:

☒ Negotiated

☐ Solicited Proposals

☐ Competitive Bid

Describe the expected results of this activity:

MAPS will continue its work Pittsburgh Public Schools to implement the School Improvement Grant by working with the Student Assistance Program Team to remove barriers to learning, accelerate academic performance in participating schools and contribute to a safe/orderly school environment.

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

The Student Assistance Program service providers will provide prevention education using evidence-based curricula, and will facilitate early/timely intervention and support services.

Has objective been met? ☒ Yes; ☐ No

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

This service provider's work objective was met through close monitoring by the PPS SAP Coordinator/staff through direct observation, review of weekly, monthly and year-end reporting, and provider and school reports evidencing impact, positive outcomes and quality service provision.

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

This contractor's performance will be evaluated using SAP Team meetings [agendas/sign-in sheets], weekly documentation in the school log describing services provided, submission of monthly and year-end reports to central office, relevant surveys or pre/post tests and SAP student monitoring for progress data.

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:

All service provider reports are kept in the Student Support Services Office by the Student Services Coordinator, Janet Yuhasz.

Board Action Information Sheet

11
 Action Item #
 October 2013
 Action Month



Dara Ware Allen
 Submitted By
 Dara Ware Allen *DWA*
 Person Accountable

Consultants/Contracted Services

(not to be used for District employees)

Name of Consultant or Firm:

Address:

Family Links

250 Shady Avenue

Pittsburgh, PA 15206

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 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>\$5,570.00</u> | | Account Number(s) | | | | |
| Rate of Payment <u>\$32.00</u> per hour | | Resp. | Fund | Func. | Obj. | Amount |
| <input type="checkbox"/> General Fund: | <u>Student Services SIG</u> | <u>4142</u> | <u>25V</u> | <u>2160</u> | <u>330</u> | <u>\$5,570.00</u> |
| | Department | _____ | _____ | _____ | _____ | _____ |
| <input checked="" type="checkbox"/> Supplemental Fund | <u>Title 1 - 1003 (g) SIG</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 with FamilyLinks. The School Improvement Grant requires the provision of social/emotional/behavioral support services.

Using our District's Student Assistance Program model, FamilyLinks will work with Pittsburgh Faison K-5 by participating on the Student Assistance Program Team, providing classroom prevention education lessons, facilitating skill-building groups to remove problem behaviors/habits, and mediating issues between or among students by meeting with them individually or in small groups. Parent engagement, staff development presentations, participation in school-wide activities and assistance with crisis management will also be available upon school request.

Who will the services benefit?

This service will benefit students and staff by creating a teaching and learning environment more conducive to learning.

Where will the services occur? (location)

The services will occur at Pittsburgh Faison K-5.

Janet Yuhasz

Additional person(s) accountable for this tab

Board Action Information Sheet

11

Action Item #

October 2013

Action Month

The operating period shall be from October 24, 2013 to June 6, 2014.

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

The School Improvement Grant allows for external contractors to work with schools to intensify school-based services beyond the capacity that currently exists in our targeted schools.

Indicate process for making recommendation:

☒ Negotiated

☐ Solicited Proposals

☐ Competitive Bid

Describe the expected results of this activity:

Family Links will continue its work Pittsburgh Public Schools to implement the School Improvement Grant by working with the Student Assistance Program Team to remove barriers to learning, accelerate academic performance in participating schools and contribute to a safe/orderly school environment.

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

The Student Assistance Program service providers will provide prevention education using evidence-based curricula, and will facilitate early/timely intervention and support services.

Has objective been met? ☒ Yes; ☐ No

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

This service provider's work objective was met through close monitoring by the PPS SAP Coordinator/staff through direct observation, review of weekly, monthly and year-end reporting, and provider and school reports evidencing impact, positive outcomes and quality service provision.

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

This contractor's performance will be evaluated using SAP Team meetings [agendas/sign-in sheets], weekly documentation in the school log describing services provided, submission of monthly and year-end reports to central office, relevant surveys or pre/post tests and SAP student monitoring for progress data.

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:

All service provider reports are kept in the Student Support Services Office by the Student Services Coordinator, Janet Yuhasz.

Board Action Information Sheet

12
 Action Item #
 October 2013
 Action Month



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

Consultants/Contracted Services

(not to be used for District employees)

Name of Consultant or Firm:

Address:

Next Generation Prevention Services
 Southpointe Towers, 100 Cerasi Dr, #416
 Pittsburgh, PA 15122

Indicate the category of this contract:

☐ NEW ☒ RENEWAL

| | | | |
|---|--|---|--|
| <input type="checkbox"/> Individual | <input checked="" 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>\$11,140.00</u> | | Account Number(s) | | | | |
| Rate of Payment <u>\$32</u> per hour | | Resp. | Fund | Func. | Obj. | Amount |
| <input type="checkbox"/> General Fund: | <u>Student Services SIG</u> | 4142 | 25V | 2160 | 330 | \$5,570.00 |
| | Department | 4319 | 19M | 2160 | 330 | \$5,570.00 |
| <input checked="" type="checkbox"/> Supplemental Fund | <u>Title 1 - 1003 (g) SIG</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 with Next Generation Prevention Services. The implementation of the Title 1 School Improvement Grant requires the provision of social/emotional/behavioral support services.

Through our District's Student Assistance Program Model, Next Generation Prevention Services will work with Pittsburgh Faison K-5 and Pittsburgh Perry High School by participating on the Student Assistance Program Team, providing classroom prevention education lessons, facilitating skill-building/support groups for youth affected by grief/loss due to violence/trauma, facilitating skill-building groups focusing on personal growth and development, and mediating issues/conflict between or among students by meeting with them individually or in small groups. Parent engagement, staff development presentations, participation in school-wide activities and assistance with crisis management will also be available upon school request.

Who will the services benefit?

This service will benefit students and staff by creating a teaching and learning environment more conducive to learning.

Where will the services occur? (location)

The services will occur at Pittsburgh Faison K-5 and Pittsburgh Perry High School.

Janet Yuhasz

Additional person(s) accountable for this tab

Board Action Information Sheet

12

Action Item #

October 2013

Action Month

The operating period shall be from October 24, 2013 to June 6, 2014.

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

The School Improvement Grant allows for external contractors to work with schools to intensify school-based services beyond the capacity that currently exists in our targeted schools.

Indicate process for making recommendation:

☒ Negotiated

☐ Solicited Proposals

☐ Competitive Bid

Describe the expected results of this activity:

Next Generation Prevention Services will continue its work Pittsburgh Public Schools to implement the School Improvement Grant by working with the Student Assistance Program Team to remove barriers to learning, accelerate academic performance in participating schools and contribute to a safe/orderly school environment.

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

The Student Assistance Program service providers will provide prevention education using evidence-based curricula, and will facilitate early/timely intervention and support services.

Has objective been met? ☒ Yes; ☐ No

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

This service provider's work objective was met through close monitoring by the PPS SAP Coordinator/staff through direct observation, review of weekly, monthly and year-end reporting, and provider and school reports evidencing impact, positive outcomes and quality service provision.

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

This contractor's performance will be evaluated using SAP Team meetings [agendas/sign-in sheets], weekly documentation in the school log describing services provided, submission of monthly and year-end reports to central office, relevant surveys or pre/post tests and SAP student monitoring for progress data.

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:

All service provider reports are kept in the Student Support Services Office by the Student Services Coordinator, Janet Yuhasz.

Board Action Information Sheet

13
Action Item #
October 2013
Action Month



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

Consultants/Contracted Services

(not to be used for District employees)

Name of Consultant or Firm:

Address:

Center for Victims

5916 Penn Avenue

Pittsburgh, PA 15206

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 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>\$5,570.00</u> | | Account Number(s) | | | | |
| Rate of Payment <u>\$32.00</u> per hour | | Resp. | Fund | Func. | Obj. | Amount |
| <input type="checkbox"/> General Fund: | <u>Student Services SIG</u> | <u>4319</u> | <u>19M</u> | <u>2160</u> | <u>330</u> | <u>\$5,570.00</u> |
| | Department | _____ | _____ | _____ | _____ | _____ |
| <input checked="" type="checkbox"/> Supplemental Fund | <u>Title 1 - 1003 (g) SIG</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 with the Center for Victims. The Implementation of the Title 1 School Improvement Grant requires the provision of social/emotional/behavioral support services.

Through our District's Student Assistance Program model, the Center for Victims will work with Pittsburgh Perry High School by participating on the Student Assistance Program Team, providing classroom prevention education lessons using the "Expect Respect Curriculum," support the principal's Student Leadership Council by engaging youth in promoting positive messages about safe and healthy relationships, facilitating skill-building and support groups for youth affected by violence, trauma or unsafe relationships, and mediating issues between or among students by meeting with them individually or in small groups to resolve concerns and conflicts. Parent engagement workshops, staff development presentations, participation in school-wide activities and assistance with crisis management will be available upon school request.

Who will the services benefit?

This service will benefit students and staff by creating a teaching and learning environment more conducive to learning.

Where will the services occur? (location)

The services will occur at Pittsburgh Perry High School.

Janet Yuhasz

Additional person(s) accountable for this tab

Board Action Information Sheet

13

Action Item #

October 2013

Action Month

The operating period shall be from October 24, 2013 to June 6, 2014.

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

The School Improvement Grant allows for external contractors to work with schools to intensify school-based services beyond the capacity that currently exists in our targeted schools.

Indicate process for making recommendation:

☒ Negotiated

☐ Solicited Proposals

☐ Competitive Bid

Describe the expected results of this activity:

The Center for Victims will continue to work with Pittsburgh Public Schools to implement the School Improvement Grant by working with the Student Assistance Program Team to remove barriers to learning, accelerate academic performance in participating schools and contribute to a safe/orderly school environment.

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

The Student Assistance Program service providers will provide prevention education using evidence-based curricula, and will facilitate early/timely intervention and support services.

Has objective been met? ☒ Yes; ☐ No

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

This service provider's work objective was met through close monitoring by the PPS SAP Coordinator/staff through direct observation, review of weekly, monthly and year-end reporting, and provider and school reports evidencing impact, positive outcomes and quality service provision.

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

This contractor's performance will be evaluated using SAP Team meetings [agendas/sign-in sheets], weekly documentation in the school log describing services provided, submission of monthly and year-end reports to central office, relevant surveys or pre/post tests and SAP student monitoring for progress data.

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:

All service provider reports are kept in the Student Support Services Office by the Student Services/SAP Coordinator, Janet Yuhasz.

Board Action Information Sheet

14
 Action Item #
 October 2013
 Action Month



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

Consultants/Contracted Services

(not to be used for District employees)

Name of Consultant or Firm:

Address:

Mercy Behavioral Health

1200 Reedsdale Street

Pittsburgh, PA 15233-2108

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 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>\$61,820.00</u> | | Account Number(s) | | | | |
| | | <u>Resp.</u> | <u>Fund</u> | <u>Func.</u> | <u>Obj.</u> | <u>Amount</u> |
| Rate of Payment <u>\$32</u> per hour | | | | | | |
| <input type="checkbox"/> General Fund: | <u>Student Services SIG</u> | 4329 | 19M | 2160 | 330 | \$28,800.00 |
| | Department | 4195 | 19M | 2160 | 330 | \$15,360.00 |
| <input checked="" type="checkbox"/> Supplemental Fund | <u>Title 1 - 1003 (g) SIG</u> | 4319 | 19M | 2160 | 330 | \$17,660.00 |
| 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 with Mercy Behavioral Health. The implementation of the Title 1 School Improvement Grant requires the provision of social/emotional/behavioral support services.

Using our District's Student Assistance Program model, Mercy Behavioral Health will work with Pittsburgh Brashear High School, Pittsburgh Perry High School, and Pittsburgh King PreK-8 by participating on the Student Assistance Program Team, providing classroom prevention education lessons, facilitating skill-building groups to remove problem behaviors/habits, and mediating issues between or among students by meeting with them individually or in small groups. Parent engagement, staff development presentations, participation in school-wide activities and assistance with crisis management will also be available upon school request.

Who will the services benefit?

This service will benefit students and staff by creating a teaching and learning environment more conducive to learning.

Where will the services occur? (location)

The services will occur at Pittsburgh Brashear High School, Pittsburgh Perry High School, and Pittsburgh King PreK-8

Janet Yuhasz

Additional person(s) accountable for this tab

Board Action Information Sheet

14

Action Item #

October 2013

Action Month

The operating period shall be from October 24, 2013 to June 6, 2014.

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

The School Improvement Grant allows for external contractors to work with schools to intensify school-based services beyond the capacity that currently exists in our targeted schools.

Indicate process for making recommendation:

☒ Negotiated

☐ Solicited Proposals

☐ Competitive Bid

Describe the expected results of this activity:

Mercy Behavioral Health will continue its work Pittsburgh Public Schools to implement the School Improvement Grant by working with the Student Assistance Program Team to remove barriers to learning, accelerate academic performance in participating schools and contribute to a safe/orderly school environment.

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

The Student Assistance Program service providers will provide prevention education using evidence-based curricula, and will facilitate early/timely intervention and support services.

Has objective been met? ☒ Yes; ☐ No

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

This service provider's work objective was met through close monitoring by the PPS SAP Coordinator/staff through direct observation, review of weekly, monthly and year-end reporting, and provider and school reports evidencing impact, positive outcomes and quality service provision.

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

This contractor's performance will be evaluated using SAP Team meetings [agendas/sign-in sheets], weekly documentation in the school log describing services provided, submission of monthly and year-end reports to central office, relevant surveys or pre/post tests and SAP student monitoring for progress data.

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:

All service provider reports are kept in the Student Support Services Office by the Student Services Coordinator, Janet Yuhasz.

Board Action Information Sheet

15

Action Item #
October 2013
Action Month



Samuel Franklin

Submitted By

Jerri Lynn Lippert

Person Accountable

Consultants/Contracted Services

(not to be used for District employees)

Name of Consultant or Firm:

Address:

Katherine Nesbitt

49 Sheridan Ave. Apt 301

Albany, NY 12210

Indicate the category of this contract:

☒ NEW ☐ RENEWAL

| | | | |
|--|--|--|--|
| <input checked="" type="checkbox"/> Individual | <input type="checkbox"/> Minority <input checked="" type="checkbox"/> Non-Minority | <input type="checkbox"/> Male <input checked="" 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>\$3,533.00</u> | | Account Number(s) | | | | |
| Rate of Payment _____ per _____ | | Resp. | Fund | Func. | Obj. | Amount |
| <input type="checkbox"/> General Fund: | _____ | 1310 | 16N | 2810 | 330 | \$3,533.00 |
| | 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)

In 2014-15 school districts will be required to implement evaluation systems for school leaders that include combined measures as a condition of the PA Act 82 legislation. To assist PPS in developing these measures, we will enlist the input of national experts who are able to provide input about the measures chosen.

Ms. Nesbitt currently serves as a consultant with the Urban Schools Human Capital Academy and will serve as a member of the advisory committee. She will provide input about the reliability and validity of measures that will be included in the school leader effectiveness measures. Additionally Ms. Nesbitt will attend the School Leader Effectiveness Measures convening and provide suggestions for improving the proposed models; as well as be available for ongoing consultations.

For her participation, Ms. Nesbitt will receive an honorarium in the amount of \$2,000 plus travel expenses that have been estimated to be \$1,533. The total contract amount shall not exceed \$3,533.

Who will the services benefit?

The implementation of measures that contribute to evaluating principals ensures that the District has effective leaders in each school, which ultimately benefits all students.

Where will the services occur? (location)

This is not applicable for this action.

Additional person(s) accountable for this tab

Board Action Information Sheet

15

Action Item #

October 2013

Action Month

The operating period shall be from November 1, 2013 to December 31, 2013.

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

There are few individuals who have expertise in designing school leader evaluation systems. Ms. Nesbitt has assisted many districts in designing school leader evaluation systems.

Indicate process for making recommendation:

☒ Negotiated

☐ Solicited Proposals

☐ Competitive Bid

Describe the expected results of this activity:

It is anticipated that this action will assist the District in being able to implement combined measures that are valid, reliable and meet the requirements of the Pennsylvania Department of Education's mandate for principal evaluation.

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:

The contractor will be required to participate in the review of proposed measures and provide insight about ways to improve the combined measures model.

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

16
 Action Item #
 October 2013
 Action Month



Viola Burgess
 Submitted By
 Viola Burgess
 Person Accountable

PAYMENTS AUTHORIZED

- ☐ Teachers ☐ Students
☐ Other Staff ☐ Parents

☒ Outside Firm or Person

Name: KQV Newsradio
 Address: Centre City Tower - Suite 620
Pittsburgh, PA 1522

- ☐ 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>\$1,000.00</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 | Superintendent's Office | 1000 | 22U | 2360 | 540 | \$1,000.00 |
| | 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 KQV Newsradio. One of the goals for the Take A Father to School Day (TAFTSD) is to increase male participation throughout the entire school year. KQV will be utilized to provide additional promotional support for this annual event during the 2013-14 school year. The 2012-13 TAFTSD was extremely successful and hosted over 6,000 male role models who participated in various activities in each school.

The total payment amount shall not exceed \$1,000.

Who will this benefit?

Students, staff members, and families will benefit from these services

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

Tracy Johns, Mark Brently, Sr.
Additional person(s) accountable for this tab

Board Action Information Sheet

17

Action Item #
October 2013
Action Month



Allison McCarthy
Submitted By
Jerri Lynn Lippert
Person Accountable

PAYMENTS AUTHORIZED

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

Name: _____
Address: _____

- ☐ 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>\$10,000.00</u> | Account Number(s): | | | | |
| <input type="checkbox"/> General Fund | <u>Gifted and Talented</u> | <u>Resp</u> | <u>Fund</u> | <u>Func</u> | <u>Obj</u> | <u>Amount</u> |
| | | 5243 | 01C | 1243 | 519 | \$8,000.00 |
| | <u>Department</u> | 5243 | 01C | 1243 | 610 | \$2,000.00 |
| <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 for the 12th annual Centers for Advanced Study (CAS) EXPO of Excellence. This activity brings together over six hundred (600) CAS gifted and talented students on the Duquesne University Campus on Tuesday, November 26, 2013. A preparation day for presenters is held on the campus on Monday, November 25, 2013. Approximately seventy-five (75) students will present CAS Long Term Projects to an audience of peers, parents, guests and adult panelists. The panel provides written feedback to each presenter designed to identify strengths and improvements in their presentations. CAS students are required to complete a Long Term Project each year that is aligned with the standards and the student's Gifted Individualized Education Plan (GIEP). The EXPO highlights projects that have been selected by each of the nine high schools. The total payment amount shall not exceed \$10,000: \$8,000 for student transportation and \$2,000 for printing costs, certificates and awards. It is also requested that the Board accept Duquesne University's donation of space, technology, and lunch for students. The estimated value of this donation is \$20,000.

Who will this benefit?

This will benefit the District's CAS students.

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

November 26, 2013 on the Duquesne University Campus

Additional person(s) accountable for this tab

Board Action Information Sheet

18

Action Item #
October 2013
Action Month



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

PAYMENTS AUTHORIZED

- ☐ Teachers ☐ Students
☐ Other Staff ☐ Parents

☒ Outside Firm or Person

Name: Shmoop University, Inc.
Address: PO Box 0935
Los Altos, CA 94023-0935

- ☐ 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: | \$6,000.00 | Account Number(s): | | | | |
| <input checked="" type="checkbox"/> General Fund | Gifted and Talented | Resp 5243 | Fund 01B | Func 1243 | Obj 599 | Amount \$6,000.00 |
| | 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

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 Shmoop University, an online prep and review tool for Advanced Placement (AP) courses. This service is part of the District's matching portion for the Advanced Placement Incentive Program (APIP) Grant (Board approved on October 26, 2011).

Students are able to use the program to review concepts and take practice tests for all AP courses. There are also resources available for teachers to use in the classroom. Teachers and students can access the services from any computer, service is not limited to the school. These online services will run from November 1, 2013 through November 1, 2014. This is the fourth year the District will use this service. During the 2012-2013 school year, 440 student and teacher user accounts have logged over 300 hours of review in 23 AP subject areas and have taken a total of 229 full length AP practice exams.

The total payment amount shall not exceed \$6,000 from account line 5243-01B-1243-599.

Who will this benefit?

All Advanced Placement students and teachers.

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

Students and teachers may access this service from any computer.

Jaclyn Castma

Additional person(s) accountable for this tab

Board Action Information Sheet

Additional Information:

Shmoop University is charging the District a discounted rate, waiving the fee for two online professional development sessions for teachers, and the upgrade of additional AP courses that become available throughout the year, an approximate savings of \$9,000.

Board Action Information Sheet

19

Action Item #
October 2013
Action Month

EXCELLENCE
FOR ALL

Allison McCarthy
Submitted By
Jerri Lippert
Person Accountable

PAYMENTS AUTHORIZED

- ☐ Teachers ☐ Students
☐ Other Staff ☐ Parents

- ☒ Outside Firm or Person

Name: Common Core Institute
Address: 1660 Midwest Road Suite 310
Oak Brook Terrace, IL 60181

- ☐ 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: | \$52,200.00 | Account Number(s): | | | | |
| <input checked="" type="checkbox"/> General Fund | Curriculum, Instruction | Resp 4600 | Fund 010 | Func 2270 | Obj 324 | Amount \$26,100.00 |
| | Department | | | | | |
| <input checked="" type="checkbox"/> Supplemental Fund | KtO | 4001 | 17U | 2271 | 324 | \$8,700.00 |
| | Name | 4002 | 17U | 2271 | 324 | \$8,700.00 |
| | | 4003 | 17U | 2271 | 324 | \$8,700.00 |
| | 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 the Common Core Institute. This will be for up to eighteen (18) Central Office and school Principals to participate in the Common Core Institute's Black Belt Leadership course. The Leadership course is made up of 23 lectures and multiple on-site practicums based on the foundational research, practices and process behind the Common Core State Standards. Topics include: Common Core Implementation Structure, Leadership, Structure of Standards, College and Career Pedagogy, and Assessment Practices. Participants in the Leadership Course will include curriculum supervisors from all content areas and the assessment office, 2-3 Principals, and other curriculum, instruction and professional development support staff. The learning from this course will be applied to the ongoing development of high quality curriculum materials and aligned assessments, integrated into training for school teachers and principals, and will help inform the District's continued Common Core implementation strategy. The cost per participant is normally \$3,500 including materials; the price per PPS participant is \$2,900 including materials.

Who will this benefit?

Curriculum supervisors and other staff that oversee Common Core aligned curriculum and assessment development, and Principals working to implement this work in schools.

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

Within the District.

Kimberly Basinger

Additional person(s) accountable for this tab

Board Action Information Sheet

Additional Information:

Participants from literacy, science, social studies, special education, ESL, world language and the Arts will be funded from the District's Literacy-focused Keystones for Opportunity (KtO) grant; participants from math, assessment, Principals and other support staff will be funded through CIPD.

Board Action Information Sheet

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Action Item #
October 2013
Action Month



Angela Mike
Submitted By
Jerri Lynn Lippert
Person Accountable

PAYMENTS AUTHORIZED

- ☐ Teachers ☐ Students
☐ Other Staff ☐ Parents

☒ Outside Firm or Person

Name: New Horizons Computer Learning Centers
Address: 3 Parkway Center, Suite 103
Pittsburgh, PA 15220

- ☐ 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: | \$6,640.00 | Account Number(s): | | | | |
| <input checked="" type="checkbox"/> General Fund | | Resp 4800 | Fund 010 | Func 2260 | Obj 324 | Amount \$6,640.00 |
| | Department | | | | | |
| <input type="checkbox"/> Supplemental Fund | CTE | | | | | |
| | 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 New Horizons Computer Learning Center of Pittsburgh. They will provide two days of custom training in Microsoft Word 2013 to the Career and Technical Education Business teachers (on November 5, 2013 and on January 21, 2014). The teachers will then be certified to educate and prepare CTE students to take the Microsoft Office Specialist examination in Microsoft 2013 and become certified in the use of this software.

Who will this benefit?

PPS Students

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

New Horizons Computer Learning Centers

Additional person(s) accountable for this tab

Board Action Information Sheet

21

Action Item #
October 2013
Action Month



Aimee R. Zundel, Esq.
Submitted By
Ira Weiss, Esq.
Person Accountable

GENERAL AUTHORIZATION

Payment Data

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|--|---------------|--------------------|------|------|-----|--------|
| 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 adopt the revisions to Section 800 - Property of the Board Policy Manual, recommended revisions to the 800 series of policies to the Board and revision of 1010-AR-1 of 1, Recognized School-Affiliated Nonprofit Organizations. The revisions were reviewed with the full Board at the Policy Workshop on October 8, 2013. The revisions include legal updates, substantive revisions, revisions to formatting, restructuring of policy content, and the addition of a mobile computing device policy.

The Board hereby adopts all of the policies in Section 800 - Property listed below, and 1010-AR-1 of 1, Recognized School-Affiliated Nonprofit Organizations.

801 Facilities Planning, 801.1 Naming of Schools, 801.2 Playground Installation, 802 Gifts, Grants and Donations, 803 Sanitary Management, 804 Maintenance, 805 Safety, 806 Property Records, 807 Use of School Facilities, 808 Lending of Equipment and Books, 809 Building Security, 810 Use of Facilities by Staff, 811 Prohibition of Hunting and Trapping, 812 Integrated Pest Management, 813 Cell Phones and Electronic Devices, 813.1 Computers and Mobile Computing Devices, 814 Sale of Unused and Unnecessary School Buildings and Land, 815 Change Orders (See attached).

Who will this benefit?

The School District

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

District-wide

Alin McIver, Law Department

Additional person(s) accountable for this tab

TABLE OF CHANGES
800 Series - Property
 AGENDA REVIEW – OCTOBER 16, 2013

The following policy revisions are being recommended to the Board for adoption. RED indicates a NEW policy or administrative regulation (AR) and ~~strikethrough~~ indicates a deleted policy or AR.

| POLICY NUMBER | POLICY NAME | CHANGES | REASON FOR CHANGES / CONSIDERATIONS |
|---------------|--|---|---|
| 801 | Facilities Planning | Add provisions regarding enumeration of District children to include all relevant School Code provisions; add reference section; Strategic Plan now referred to as Comprehensive Plan; enumeration may be conducted or provided by a third party | Provides additional relevant information Reviewed by J. Burkardt, Esq. |
| 801.1 | Naming of Schools | Solicitor, rather than school principal, retains ballots in a safe place after school naming advisory group casts ballots | Consistency with District practice and AR NOTE: Last revised July 27, 2011. Requires creation of a Board School Naming Committee, to consist of 3 Board members selected by the President. |
| | 801.1-AR-1 of 2 – School Naming Guidelines | Renumbered; schools that are merely relocating to another school building need not go through the school naming process (i.e. Pittsburgh Morrow grades 5-7) | Consistency among ARs and with District practice |
| | 801.1-AR-2 of 2 – Naming Rights Guidelines | Renumbered; a higher amount of funding may be needed for projects not in the District's Strategic Plan/Comprehensive Plan <u>at the time a donation is offered and Naming Rights are considered</u> - language clarified; remove reference to Teacher Academy as it is outdated | Consistency among ARs |
| 801.2 | Playground Installation | Language revised to recognize that in the instance of a new | Legal compliance |

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| | | school building, a playground must be provided pursuant to School Code Section 702; add reference section; Purpose and Guidelines language framed in positive terms "playgrounds shall be permitted only where..."; unnecessary purpose language deleted | Reviewed by J. Burkardt, Esq. Note: AR in development by Operations Office to include details on what groups must submit to the District when they seek approval to install a playground, including a certificate of insurance, etc. |
| 802 | Gifts, Grants, Donations | Capitalization; add citation to School Code Section 703 which relates to gifts of real property; add reference section; add language permitting Superintendent to accept gifts on behalf of the Board up to the amount of \$1000; add provisions around grants and endowments, requiring prior advisement to Superintendent or designee when staff pursue this type of funding; ensure consistency in language of policy – all provisions cover gifts, grants and donations; add cross-reference to policies dealing with fundraising efforts of school, school-affiliated and non-school affiliated groups. | Complete citations; consistency |
| 803 | Sanitary Management | Capitalization; change "building principal" to " <u>school principal</u> " | Consistency |
| 804 | Maintenance | Add reference section | Consistency |
| 805 | Safety | Capitalization; add citation to School Code Section 1517, which covers fire and emergency evacuation drills; add provision regarding establishment of workplace safety committee pursuant to Section 223 of School Code, effective July 1, 2011 | Consistency; legal update |

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| 806 | Property Records | Capitalization; replace "Chief Operations Officer or designee" with "Superintendent or designee"; add reference section | Consistency among policies Reviewed by J. Burkardt, Esq. |
| 807 | Use of School Facilities | Capitalization; add Definition section; "Chief Operations Officer" replaced with "Superintendent or designee"; remove provisions more appropriate for inclusion in an AR | Consistency among policies; streamlining of Policy Manual Reviewed by J. Burkardt, Esq. |
| | 807-AR-1 of 2 – Guidelines for Use of School Facilities | New AR; incorporates provisions previously in policy Changes to provisions: Add regulations which are listed in the Permit Application Form for consistency; add reference to Permit Pricing Manual retained by Operations Office | Consistency; streamlining of Policy Manual Note: Acknowledgment form in development which will require youth sports teams to sign off on receipt of concussion removal and return to play procedures (Safety in Youth Sports Act) when they apply for use of school facilities. |
| | 807-AR-2 of 2 – Permit Application Form | Renumbered Note: Application form updated in June 2013 replaces outdated version of AR. Changes include: "Superintendent or designee" shall issue permits, former language indicated COO"; ADDED: (g) The permit holder shall follow all safety requisitions in District-wide safety program under District Policy No.805. | Consistency among ARs |
| 808 | Lending of Equipment and Books | Capitalization; "building principal" changed to "school principal"; add reference section; school books are used | Consistency among Board policies |

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| | | over winter vacation without special permission; special permission to use books and equipment over summer vacation may be granted | |
| 809 | Building Security | Capitalization, "building principal" changed to "school principal" | Consistency among Board policies Reviewed by J. Burkardt, Esq. |
| 810 | Use of Facilities by Staff | Capitalization; add "or designee" to Superintendent where applicable; add cross reference to Policy 807 - Use of School Facilities; personal use of District-owned cell phones and mobile computing devices is specifically prohibited. | Consistency among Board policies |
| 811 | Prohibition of Hunting and Trapping | No changes | |
| 812 | Integrated Pest Management | Capitalization; add reference to regulations: "federal and state laws <u>and regulations</u> ;" Board designates Superintendent or designee as IPM Coordinator for the District; add annual notification to parents of procedures for requesting notice of planned and emergency pesticide applications; nonsubstantive readability changes; add legal citations; any individual listed on the registry of persons requiring prior notification of the application of pesticides will be provided notification of planned and emergency applications of pesticides in school buildings and on school grounds. | Consistency among policies; compliance with EPA regulations Reviewed by J. Burkardt, Esq. and Sanjeeb Mandahar in Facilities Note: IPM is a mandated School Board policy and separating key policy language to an AR is not advisable for purposes of legal compliance. |

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| | | Changes proposed by Facilities: only pesticide products that pose least toxic, least exposure are to be chosen; principals shall work directly with the IPM Coordinator; particular guidelines for public postings added; only certified applicators shall apply pesticides | |
| 813 | Cellular Telephones and Electronic Devices | Nonsubstantive formatting changes for readability; add clarifying statement in purposes section; delete outdated provisions regarding fax transmissions; remove guideline language that is more appropriately included in an AR | Updated for consistency with current District operations |
| | 813-AR-1 of 1 - Cell Phone and Electronic Device Guidelines | New AR | Accommodates guideline language previously contained in policy itself |
| 813.1 | Computers and Mobile Computing Devices | New Policy | New policy added by request of Information Technology Department in collaboration with Policy Committee |
| 814 | Sale of Unused and Unnecessary School Buildings and Land | Capitalization; replace "Chief Operations Officer or designee" with "Superintendent or designee"; add citations where appropriate | Consistency with District operations and titles Note: Policy last revised January 20, 2010 Reviewed by J. Burkardt, Esq. |
| 815 | Change Orders | Remove statement that this policy will "commence with bids opened at the March 23, 2011 legislative meeting"; change "Chief Operations Officer or designee" to "Superintendent or designee" | Consistency among policies; consistency with District operations and titles Note: Policy last revised February 23, 2011 |

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PROPOSED

800 PROPERTY

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| 801 | Facilities Planning |
| 801.1 | Naming of Schools |
| 801.2 | Playground Installation |
| 802 | Gifts, Grants and Donations |
| 803 | Sanitary Management |
| 804 | Maintenance |
| 805 | Safety |
| 806 | Property Records |
| 807 | Use of School Facilities |
| 808 | Lending of Equipment and Books |
| 809 | Building Security |
| 810 | Use of Facilities by Staff |
| 811 | Prohibition of Hunting and Trapping |
| 812 | Integrated Pest Management |
| 813 | Cell Phones and Electronic Devices |
| 813.1 | Computers and Mobile Computing Devices |
| 814 | Sale of Unused and Unnecessary School Buildings and Land |
| 815 | Change Orders |

SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: FACILITIES PLANNING

ADOPTED: October 21, 2009

REVISED: Proposed October 2013

| | 801. FACILITIES PLANNING |
|---|--|
| 1. Authority Title 22 Sec. 4.13 | <p>The Board shall develop and maintain a Comprehensive Plan, formerly known as the Strategic Plan, as required by State Board of Education regulations. Involvement of the Board, staff, community, businesses and parents/guardians is an important part of such a process. Facilities planning is a primary component of comprehensive planning.</p> |
| SC 1351 | <p>The Board shall annually between March 1 and September 1 cause an enumeration to be conducted of all children from birth to eighteen (18) years living in the District. Such enumeration may be conducted or provided by a third party agency or institution. Where the bureau of vital statistics serving the City of Pittsburgh can supply the District with the number of live births during each year, the District may limit its enumeration to children between the ages of five (5) and eighteen (18) years of age.</p> |
| 2. Delegation of Responsibility 3. Guidelines SC 1351 | <p>In order to inform the Board of the future needs of the School District, the Superintendent or designee shall maintain plans of all existing physical facilities and shall report such future needs to the Board as requested.</p> <p>Information gathered in the enumeration shall include for each child the name and address of his/her parents or guardians; name and location of the school in which the child is or could be assigned; name and address of any employer of a child under eighteen (18); child's name, date of birth, age, sex, nationality, address; and other information the Board may require to operate the School District efficiently and fairly.</p> |
| SC 701, 704 | <p>When planning to enlarge or modify its facilities, the Board shall consider not only the number of students whose educational needs must be met, but also the physical requirements of the programs it deems best suited to meet those needs.</p> |
| 42 U.S.C. Sec. 12101 et seq | <p>Each school building and site shall provide suitable accommodations to carry out the educational program, including provision for the physically challenged, pursuant to law and regulations.</p> |

References:

School Code - 24 P.S. Sec. 701, 704, 1351

State Board of Education Regulations – 22 PA Code. Sec. 4.13

Americans with Disabilities Act, as amended – 42 U.S.C. Sec. 12101 et seq.

No. 801

SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: FACILITIES PLANNING

ADOPTED: October 21, 2009

REVISED: Proposed October 2013
TRACK CHANGES

| 801. FACILITIES PLANNING | |
|---------------------------------------|--|
| 1. Authority Title 22 Sec. 4.13 | The Board shall develop and maintain a <u>Comprehensive Plan, formerly known as the Strategic Plan</u> , as required by State Board of Education regulations. Involvement of the Board, staff, community, businesses and parents/guardians is an important part of such a process. Facilities planning is a primary component of <u>comprehensive strategic planning</u> . |
| SC 1351 | The Board shall annually between March 1 and September 1 <u>cause an enumeration to be conducted</u> a census of all children from birth to eighteen (18) years living in the District. <u>Such enumeration may be conducted or provided by a third party agency or institution. Where the bureau of vital statistics serving the City of Pittsburgh can supply the District with the number of live births during each year, the District may limit its enumeration to children between the ages of five (5) and eighteen (18) years of age.</u> |
| 2. Delegation of Responsibility | In order to inform the Board of the future needs of the School District, the Superintendent or designee shall maintain plans of all existing physical facilities and shall report such future needs to the Board as requested. |
| 3. Guidelines SC 1351 | Information gathered in the census <u>enumeration</u> shall include for each child the name and address of his/her parents or guardians; name and location of the school in which the child is or could be assigned; name and address of any employer of a child under eighteen (18); child's name, date of birth, age, sex, nationality, address; and other information the Board may require to operate the School District efficiently and fairly. |
| SC 701, 704 | When planning to enlarge or modify its facilities, the Board shall consider not only the number of students whose educational needs must be met, but also the physical requirements of the programs it deems best suited to meet those needs. |
| 42 U.S.C. Sec. 12101 et seq | Each school building and site shall provide suitable accommodations to carry out the educational program, including provision for the physically challenged, pursuant to law and regulations. |
| School Code | <u>References:</u> |

801. FACILITIES PLANNING - Pg. 2

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| 701, 704, 1351 | <u>School Code - 24 P.S. Sec. 701, 704, 1351</u> |
| PA Code Title 22 Sec. 4.13 | <u>State Board of Education Regulations – 22 PA Code. Sec. 4.13</u> <u>Americans with Disabilities Act, as amended – 42 U.S.C. Sec. 12101 et seq.</u> |
| 42 U.S.C. Sec. 12101 et seq | |

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SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: NAMING OF SCHOOLS

ADOPTED: February 26, 1997

REVISED: Proposed October 2013

| | 801.1. NAMING OF SCHOOLS |
|----------------|--|
| 1. Purpose | The Board adopts the following policy and procedures for naming new schools and/or renaming existing schools. |
| 2. Definitions | <p>School –the administrative operational unit operating within a school building</p> <p>School Building – the structure that a school occupies</p> |
| 3. Guidelines | <p><u>School Naming Process</u></p> <p>The Superintendent will be responsible for soliciting names for a school from a group comprised of, but not limited to, staff, students, parents, and representatives of the community where the school is located. The names may be either geographic, relating to the physical location of the school, of historical significance, or where geographic names or historical significance are not appropriate, names of distinguished persons, either living or deceased, who have made an outstanding contribution either in education or to the community where the school is located, the City of Pittsburgh, the County of Allegheny, the Commonwealth of Pennsylvania, or the nation itself.</p> <p>When a new school is created or a closed school has been reopened, the naming process shall occur as soon as possible after the Board creates, closes or reopens the school. The group shall be convened in accordance with this policy and School Naming Guidelines.</p> <p>The names shall then be submitted to a committee of the Board, which committee shall have three (3) Board members selected by the Board President and which shall be known as the School Naming Committee. The number of names submitted to the School Naming Committee shall not exceed three (3).</p> <p>The selection process shall be by written ballot for all persons involved in the naming of the school, as defined in paragraph 1 above, and the results of the balloting shall be presented to the Board's School Naming Committee.</p> <p>Any person, whether involved in the balloting process or not, shall have the right to</p> |

examine the ballots, which shall be kept in a safe place by the Solicitor. The ballots may be destroyed only after the Board of School Directors has named the school at a regular or special Legislative Meeting of the Board.

The School Naming Committee shall review the recommendations of the Superintendent and make its selection known to the full Board for final decision. Although the committee will recommend a single name to the full Board, it will also provide the full Board with all of the names that were given to the committee by the Superintendent. The Board shall select the name of the school within thirty (30) days of receiving recommendations from the School Naming Committee.

Although the Board will carefully consider community recommendations for school names, the final responsibility for officially naming a school building shall rest with the Board.

School Naming Rights

In lieu of the School Naming Process, the Board may also grant naming rights in accordance with Naming Rights Guidelines.

Additional Guidelines

School Buildings shall not be renamed.

SCHOOL DISTRICT OF PITTSBURGH

No. 801.1

SECTION: PROPERTY

TITLE: NAMING OF SCHOOLS

ADOPTED: February 26, 1997

REVISED: Proposed October 2013
TRACK CHANGES
July 27, 2011

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| | 801.1. NAMING OF SCHOOLS |
|----------------|--|
| 1. Purpose | The Board adopts the following policy and procedures for naming new schools and/or renaming existing schools. |
| 2. Definitions | <p>School –the administrative operational unit operating within a school building</p> <p>School Building – the structure that a school occupies</p> |
| 3. Guidelines | <p><u>School Naming Process</u></p> <p>The Superintendent will be responsible for soliciting names for a school from a group comprised of, but not limited to, staff, students, parents, and representatives of the community where the school is located. The names may be either geographic, relating to the physical location of the school, of historical significance, or where geographic names or historical significance are not appropriate, names of distinguished persons, either living or deceased, who have made an outstanding contribution either in education or to the community where the school is located, the City of Pittsburgh, the County of Allegheny, the Commonwealth of Pennsylvania, or the nation itself.</p> <p>When a new school is created or a closed school has been reopened, the naming process shall occur as soon as possible after the Board creates, closes or reopens the school. The group shall be convened in accordance with this policy and School Naming Guidelines.</p> <p>The names shall then be submitted to a committee of the Board, which committee shall have three (3) Board members selected by the Board President and which shall be known as the School Naming Committee. The number of names submitted to the School Naming Committee shall not exceed three (3).</p> <p>The selection process shall be by written ballot for all persons involved in the naming of the school, as defined in paragraph 1 above, and the results of the balloting shall be presented to the Board's School Naming Committee.</p> <p>Any person, whether involved in the balloting process or not, shall have the right to</p> |

801.1. NAMING OF SCHOOLS - Pg. 2

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| | <p>examine the ballots, which shall be kept in a safe place by the Solicitor^{principal} of the school. The ballots may be destroyed only after the Board of School Directors has named the school at a regular or special Legislative Meeting of the Board.</p> <p>The School Naming Committee shall review the recommendations of the Superintendent and make its selection known to the full Board for final decision. Although the committee will recommend a single name to the full Board, it will also provide the full Board with all of the names that were given to the committee by the Superintendent. The Board shall select the name of the school within thirty (30) days of receiving recommendations from the School Naming Committee.</p> <p>Although the Board will carefully consider community recommendations for school names, the final responsibility for officially naming a school building shall rest with the Board.</p> <p><u>School Naming Rights</u></p> <p>In lieu of the School Naming Process, the Board may also grant naming rights in accordance with Naming Rights Guidelines.</p> <p><u>Additional Guidelines</u></p> <p>School Buildings shall not be renamed.</p> |
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SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: PLAYGROUND
INSTALLATION

ADOPTED: April 26, 1995

REVISED: Proposed October 2013

| | 801.2. PLAYGROUND INSTALLATION |
|---------------|--|
| 1. Purpose | <p>The Board of Public Education of the School District of Pittsburgh has had a long-standing practice of discouraging the installation of playgrounds on School District property. The Board shall support installation of playgrounds at school sites only where there exists adequate financing, assurance of the safety of playgrounds and equipment prior to installation, and continued monitoring of playgrounds through a maintenance program.</p> |
| 2. Guidelines | <p>The Board will support the installation of a playground on any School District property where all three of the following requirements have been met to the Board's satisfaction and provided to the Board in writing:</p> <ol style="list-style-type: none"> 1. Proof that there is adequate funding to finance the entire installation of the playground; 2. Proof that the Facilities Division has reviewed and approved the specifications for the installation of the playground and has approved all of the equipment to be installed on the playground; and 3. Proof that an ongoing maintenance program has been developed and adequately financed in order to assure the safe maintenance of the playground and its equipment in order to minimize danger to the children who use the playground and the legal liability that may follow if injury occurs on the playground. <p>References:</p> <p>School Code – 24 P.S. Sec. 702, 703</p> |

No. 801.2

SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: PLAYGROUND
INSTALLATION

ADOPTED: April 26, 1995

REVISED: Proposed October 2013
TRACK CHANGES
October 21, 2009

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| 801.2. PLAYGROUND INSTALLATION | |
|--------------------------------|--|
| 1. Purpose | <p>The Board of Public Education of the School District of Pittsburgh has had a long-standing practice of discouraging the installation of playgrounds on School District property. <u>The Board shall support installation of playgrounds at school sites only where there exists adequate financing, assurance of the safety of playgrounds and equipment prior to installation, and continued monitoring of playgrounds through a maintenance program</u> for various reasons. The Board wishes to emphasize its position regarding the installation of playgrounds on School District property.</p> |
| 2. Guidelines | <p>The Board will not approve <u>support</u> the installation of a playground on any School District property unless where all three of the following requirements have been met to the Board's satisfaction and provided to the Board in writing:</p> <ol style="list-style-type: none">1. Proof that there is adequate funding to finance the entire installation of the playground;2. Proof that the Facilities Division has reviewed and approved the specifications for the installation of the playground and has approved all of the equipment to be installed on the playground; and3. Proof that an ongoing maintenance program has been developed and adequately financed in order to assure the safe maintenance of the playground and its equipment in order to minimize danger to the children who use the playground and the legal liability that may follow if injury occurs on the playground. <p><u>References:</u></p> <p><u>School Code – 24 P.S. Sec. 702, 703</u></p> |

801. FACILITIES PLANNING - Pg. 3

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SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: GIFTS, GRANTS, DONATIONS

ADOPTED: June 27, 1990

REVISED: Proposed October 2013

| | 802. GIFTS, GRANTS, DONATIONS |
|------------------------|---|
| 1. Purpose | The Board recognizes that individuals and organizations in the community may wish to contribute supplies and/or equipment to enhance or extend the programs of the School District. |
| 2. Authority SC 216 | The Board has the authority to accept gifts, grants and donations made to the School District or to any school in the School District. |
| SC 216 | The Board reserves the right to refuse to accept any gift, grant or donation that does not contribute toward the achievement of the goals of the School District or when such ownership would adversely affect the District. |
| | The Board hereby authorizes the Superintendent to act as the Board's designee for acceptance of gifts. In this capacity, the Superintendent may accept gifts, grants or donations totaling no more than \$1,000 in value, but shall in all cases advise the Board of accepted gifts, grants and donations at the next legislative meeting of the Board. |
| SC 216, 703 | Any gift, grant or donation accepted by the Board or its designee shall become the property of the School District, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the School District. |
| | The Board shall be responsible for the maintenance of any gift, grant or donation it accepts, unless otherwise stipulated. |
| SC 216 | <p>The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the School District.</p> <p>In no case shall acceptance of a gift, grant or donation be considered to be an endorsement by the Board of a commercial product, business enterprise or institution of learning.</p> |

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| <p>SC 216</p> | <p>All gifts, grants, and donations shall be recorded in the appropriate inventory listing and property records.</p> <p><u>Grants and Endowments</u></p> <p>From time to time the Board is the recipient of certain funds and is subsequently asked to hold the monies in trust. These monies are in the form of grants (other than state or federal), endowments, and gifts or donations to third parties, to be utilized for various purposes. The administration shall request approval of the Board to either apply for or receive such funds and to establish trust funds as needed in accordance with applicable law.</p> <p>District employees pursuing grants, endowments, gifts or donations must advise the Superintendent or designee of the same in advance of submitting an application or request for such funding.</p> <p><u>Fundraising</u></p> <p>Fundraising by student activity groups, school-affiliated organizations and non-school affiliated organizations to benefit the School District or its programs shall be governed by the relevant Board Policies, including:</p> <p style="padding-left: 40px;">Board Policy 719 – Student Activity Funds Board Policy 1008 – Relations with Non-School Affiliated Organizations Board Policy 1010 – Relations with School-Affiliated Organizations</p> <p>3. Delegation of Responsibility</p> <p>The Superintendent or designee shall acknowledge the receipt and value of any gift accepted by the School District.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 216, 703</p> |
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No. 802

SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: GIFTS, GRANTS, DONATIONS

ADOPTED: June 27, 1990

REVISED: Proposed October 2013
TRACK CHANGES
October 21, 2009

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| 802. GIFTS, GRANTS, DONATIONS | |
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| 1. Purpose | The Board recognizes that individuals and organizations in the community may wish to contribute supplies and/or equipment to enhance or extend the programs of the School District. |
| 2. Authority SC 216 | The Board has the authority to accept gifts, <u>grants</u> and donations made to the School District or to any school in the School District. |
| SC 216 | The Board reserves the right to refuse to accept any gift, <u>grant or donation</u> that does not contribute toward the achievement of the goals of the School District or when such ownership would adversely affect the d District. <u>The Board hereby authorizes the Superintendent to act as the Board's designee for acceptance of gifts. In this capacity, the Superintendent may accept gifts, grants or donations totaling no more than \$1,000 in value, but shall in all cases advise the Board of accepted gifts, grants and donations at the next legislative meeting of the Board.</u> |
| SC 216, <u>703</u> | Any gift, <u>grant or donation</u> accepted by the Board or its designee shall become the property of the s School d District, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the s School d District. |
| | The Board shall be responsible for the maintenance of any gift, <u>grant or donation</u> it accepts, unless otherwise stipulated. |
| SC 216 | The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the School District. In no case shall acceptance of a gift, <u>grant or donation</u> be considered to be an endorsement by the Board of a commercial product, or business enterprise or institution of learning. |
| SC 216 | All gifts, <u>grants</u> , and donations shall be recorded in the appropriate inventory listing |

802. GIFTS, GRANTS, DONATIONS - Pg. 2

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|---------------------------------|--|
| 3. Delegation of Responsibility | <p>and property records.</p> <p><u>Grants and Endowments</u></p> <p><u>From time to time the Board is the recipient of certain funds and is subsequently asked to hold the monies in trust. These monies are in the form of grants (other than state or federal), endowments, and gifts or donations to third parties, to be utilized for various purposes. The administration shall request approval of the Board to either apply for or receive such funds and to establish trust funds as needed in accordance with applicable law.</u></p> <p><u>District employees pursuing grants, endowments, gifts or donations must advise the Superintendent or designee of the same in advance of submitting an application or request for such funding.</u></p> <p><u>Fundraising</u></p> <p><u>Fundraising by student activity groups, school-affiliated organizations and non-school affiliated organizations to benefit the School District or its programs shall be governed by the relevant Board Policies, including:</u></p> <p style="padding-left: 40px;"><u>Board Policy 719 – Student Activity Funds</u> <u>Board Policy 1008 – Relations with Non-School Affiliated Organizations</u> <u>Board Policy 1010 – Relations with School-Affiliated Organizations</u></p> <p>The Superintendent or designee shall acknowledge the receipt and value of any gift accepted by the sSchool dDistrict.</p> <p><u>References:</u></p> <p><u>School Code – 24 P.S. Sec. 216, 703</u></p> |
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SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: SANITARY MANAGEMENT

ADOPTED: June 27, 1990

REVISED: Proposed October 2013

| | 803. SANITARY MANAGEMENT |
|--|--|
| 1. Purpose | The Board recognizes that clean, healthful, and safe conditions in the schools are a positive influence on the ability of teachers to teach and on a productive learning atmosphere for students. |
| 2. Authority SC 701 | <p>The Board directs that a program of sanitary management be instituted and maintained in all District buildings and explained periodically to all staff members.</p> <p>The Board directs that standards be maintained to meet requirements set forth by the Pennsylvania Department of Health, Department of Labor & Industry, and any local agency that has jurisdiction.</p> |
| 3. Delegation of Responsibility SC 701, 740 | <p>All District facilities shall be inspected regularly for cleanliness and proper sanitation by the Superintendent or designee.</p> <p>The Superintendent or designee shall develop and supervise a program for the cleanliness and sanitary management of school buildings, school grounds and school equipment pursuant to statute, State Board regulations and requirements of the local and state Boards of Health and the Department of Labor & Industry.</p> <p>Cleanliness of each school building shall be the responsibility of the school principal.</p> <p>Teachers shall be responsible for the condition of their classrooms.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 701, 740</p> <p>Department of Environmental Protection Regulations, Chapter 171 (Schools) – 25 PA Code Sec. 171.1 et seq.</p> |

No. 803

SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: SANITARY MANAGEMENT

ADOPTED: June 27, 1990

REVISED: Proposed October 2013
TRACK CHANGES
October 21, 2009

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| 803. SANITARY MANAGEMENT | |
|---|---|
| 1. Purpose | The Board recognizes that clean, healthful, and safe conditions in the schools are a positive influence on the ability of teachers to teach and on a productive learning atmosphere for students. |
| 2. Authority SC 701 | <p>The Board directs that a program of sanitary management be instituted and maintained in all dDistrict buildings and explained periodically to all staff members.</p> <p>The Board directs that standards be maintained to meet requirements set forth by the Pennsylvania Department of Health, Department of Labor & Industry, and any local agency that has jurisdiction.</p> |
| 3. Delegation of Responsibility SC 701, 740 | <p>All dDistrict facilities shall be inspected regularly for cleanliness and proper sanitation by the Superintendent or designee.</p> <p>The Superintendent or designee shall develop and supervise a program for the cleanliness and sanitary management of school buildings, school grounds and school equipment pursuant to statute, State Board regulations and requirements of the local and state Boards of Health and the Department of Labor & Industry.</p> <p>Cleanliness of each school building shall be the responsibility of the <u>school building</u> principal.</p> <p>Teachers shall be responsible for the condition of their classrooms.</p> |
| School Code 701, 740 | <p><u>References:</u></p> <p><u>School Code – 24 P.S. Sec. 701, 740</u></p> <p><u>Department of Environmental Protection Regulations, Chapter 171 (Schools) – 25 PA Code Sec. 171.1 et seq.</u></p> |

SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: MAINTENANCE

ADOPTED: June 27, 1990

REVISED: Proposed October 2013

| 804. MAINTENANCE | |
|------------------------------------|---|
| 1. Purpose | Adequate maintenance of buildings, grounds, and property is essential to the efficient management of the School District. |
| 2. Authority SC 701 | The Board directs that a continuous program of inspection and maintenance of all District buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive. |
| 3. Delegation of Responsibility | The Superintendent or designee shall develop, implement and supervise a maintenance program and shall report, as needed, to the Board regarding the current maintenance and improvement program. |
| | References: School Code – 24 P.S. Sec. 701 |

No. 804

SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: MAINTENANCE

ADOPTED: June 27, 1990

REVISED: Proposed October 2013
TRACK CHANGES
October 21, 2009

| 804. MAINTENANCE | |
|------------------------------------|---|
| 1. Purpose | Adequate maintenance of buildings, grounds, and property is essential to the efficient management of the School District. |
| 2. Authority SC 701 | The Board directs that a continuous program of inspection and maintenance of all District buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive. |
| 3. Delegation of Responsibility | The Superintendent or designee shall develop, implement and supervise a maintenance program and shall report, as needed, to the Board regarding the current maintenance and improvement program. |
| School Code 701 | <u>References:</u> <u>School Code – 24 P.S. Sec. 701</u> |

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SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: SAFETY

ADOPTED: October 21, 2009

REVISED: Proposed October 2013

| | 805. SAFETY |
|---------------------------------------|--|
| 1. Purpose | The Board recognizes that District facilities must be maintained and operated in a condition that is safe for students, staff and visitors. |
| 2. Authority | The Board directs that a District-wide safety program shall be maintained to ensure a safe and secure environment for all students, staff and visitors as well as to protect District buildings, equipment and property. The safety program shall provide: instruction for students and staff in safety and accident protection; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of the educational program and operation of the schools. |
| 3. Delegation of Responsibility | The Superintendent or designee shall prepare rules governing school safety and prevention of accidents and fire, which shall include the requirements of law and applicable regulations . The Superintendent or designee shall: |
| SC 1518 | 1. Ensure curriculum to instruct students in safety and fire prevention. |
| SC 1517, 1518 | 2. Provide required drills to instruct students in safety procedures. 3. Review and evaluate annually District safety rules and plans. 4. Maintain and implement the District's Accident and Illness Prevention Program. |
| SC 223 77 P.S. Sec. 501, 1036.2 | 5. Establish and maintain a workplace safety committee to promote the District's goals concerning safe schools, unless exempt from such requirement under pertinent provisions of the Pennsylvania Worker's Compensation Act. Administrators shall inform all staff and students of school safety rules at the beginning of the school year. The Superintendent shall inform the Board of all procedures and rules dealing with the safety of students and staff, and the safe operation of school facilities. |

References:

School Code – 24 P.S. Sec. 223, 510, 1517, 1518

Worker's Compensation Act – 77 P.S. Sec. 1 et seq.

No. 805

SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: SAFETY

ADOPTED: October 21, 2009

REVISED: Proposed October 2013
TRACK CHANGES

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| 805. SAFETY | |
|--|--|
| 1. Purpose | The Board recognizes that dDistrict facilities must be maintained and operated in a condition that is safe for students, staff and visitors. |
| 2. Authority | The Board directs that a dDistrict-wide safety program shall be maintained to ensure a safe and secure environment for all students, staff and visitors as well as to protect dDistrict buildings, equipment and property. The safety program shall provide: instruction for students and staff in safety and accident protection; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of the educational program and operation of the schools. |
| 3. Delegation of Responsibility | The Superintendent or designee shall prepare rules governing school safety and prevention of accidents and fire, which shall include the requirements of law and applicable regulations of various departments of state government. |
| | The Superintendent or designee shall: |
| SC 1518 | 1. Ensure curriculum to instruct students in safety and fire prevention. |
| SC <u>1517</u> , 1518 | 2. Provide required drills to instruct students in safety procedures. |
| | 3. Review and evaluate annually dDistrict safety rules and plans. |
| | 4. Maintain and implement the District's Accident and Illness Prevention Program. |
| <u>SC 223</u> <u>77 P.S. Sec.</u> <u>501, 1036.2</u> | 4.5. Establish and maintain a workplace safety committee to promote the District's goals concerning safe schools, unless exempt from such requirement under pertinent provisions of the Pennsylvania Worker's Compensation Act. |
| | Administrators shall inform all staff and students of school safety rules at the beginning of the school year. |
| | The Superintendent shall inform the Board of all procedures and rules dealing with the safety of students and staff, and the safe operation of school facilities. |

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705. SAFETY - Pg. 2

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| School Code 510, 1518 | References: <u>School Code – 24 P.S. Sec. 223, 510, 1517, 1518</u> <u>Worker's Compensation Act – 77 P.S. Sec. 1 et seq.</u> |
| 77 P.S. Sec. 1038.2 | |

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SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: PROPERTY RECORDS

ADOPTED: October 21, 2009

REVISED: Proposed October 2013

| | 806. PROPERTY RECORDS |
|---------------------------------|---|
| 1. Purpose | The Board recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property under District control. |
| 2. Authority | The Board directs that a complete inventory, by physical count, of all District-owned equipment and property records of all District buildings and grounds shall be maintained and updated at intervals that coincide with property insurance renewal. |
| 3. Delegation of Responsibility | <p>It shall be the responsibility of the Superintendent or designee to ensure that equipment inventories are systematically and accurately recorded, updated, and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.</p> <p>The Superintendent or designee shall maintain a system of property records which shall show, as appropriate to the item recorded:</p> <ol style="list-style-type: none"> 1. Description and identification. 2. Manufacturer. 3. Year of purchase. 4. Initial cost. 5. Location. 6. Condition and depreciation. 7. Current valuation, in conformity with insurance requirements. |
| 4. Guidelines | <p>Major items of equipment shall be subject to annual physical spot check inventory to determine loss, location or depreciation; any major loss shall be reported to the Board.</p> <p>Records of consumable supplies shall be maintained on a continuous inventory basis.</p> |

806. PROPERTY RECORDS - Pg. 2

No equipment shall be removed for personal or nonschool use, except in accordance with Board policy.

Equipment shall be identified with a permanent tag that provides appropriate School District identification.

References:

School Code – 24 P.S. Sec. 510

No. 806

SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: PROPERTY RECORDS

ADOPTED: October 21, 2009

REVISED: Proposed October 2013
TRACK CHANGES

| 806. PROPERTY RECORDS | |
|---------------------------------|---|
| 1. Purpose | The Board recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property under d District control. |
| 2. Authority | The Board directs that a complete inventory, by physical count, of all District-owned equipment and property records of all District buildings and grounds shall be maintained and updated at intervals that coincide with property insurance renewal. |
| 3. Delegation of Responsibility | <p>It shall be the responsibility of the <u>Superintendent</u> Chief Operations Officer or designee to ensure that equipment inventories are systematically and accurately recorded, updated, and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.</p> <p>The <u>Superintendent or designee</u> Chief Operations Officer shall maintain a system of property records which shall show, as appropriate to the item recorded:</p> <ol style="list-style-type: none">1. Description and identification.2. Manufacturer.3. Year of purchase.4. Initial cost.5. Location.6. Condition and depreciation.7. Current valuation, in conformity with insurance requirements. |
| 4. Guidelines | Major items of equipment shall be subject to annual physical spot check inventory to determine loss, location or depreciation; any major loss shall be reported to the Board. |

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806. PROPERTY RECORDS - Pg. 2

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| | <p>Records of consumable supplies shall be maintained on a continuous inventory basis.</p> <p>No equipment shall be removed for personal or nonschool use, except in accordance with Board policy.</p> <p>Equipment shall be identified with a permanent tag that provides appropriate sSchool dDistrict identification.</p> <p><u>References:</u></p> <p><u>School Code – 24 P.S. Sec. 510</u></p> |
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SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: June 27, 1990

REVISED: Proposed October 2013

SCHOOL DISTRICT OF PITTSBURGH

| | <p style="text-align: center;">807. USE OF SCHOOL FACILITIES</p> |
|---|--|
| <p>1. Purpose SC 775</p> | <p>School facilities of the School District should be made available for community purposes, provided that such use does not interfere with the educational program of the schools. This policy is designed to provide maximum utilization of School District facilities by District residents.</p> |
| <p>2. Definition</p> | <p>A permit, as used in this Section, is defined as a formal writing in the name of the Board which authorizes a limited use of either a school building, school grounds, or any part thereof, and shall contain all the terms and conditions under which such use may be enjoyed.</p> |
| <p>2. Delegation of Responsibility SC 775</p> | <p>The Board hereby authorizes the Superintendent or designee to issue formal, written permits for the use of school buildings and grounds in accordance with the rules set forth herein.</p> <p>Principals are authorized to limit the number of permit days issued to any particular group in order to make the facility available to more organizations, and are expected to promote the use of school facilities within their community.</p> <p>Applicants for permits or permit renewals shall obtain state and federal background reports as required by Section 1-111 of the School Code and a child abuse clearance pursuant to Act 151 and provide these reports to the District at the time of application.</p> <p>Permit holders should be aware that school activities have priority, and permits may be cancelled with appropriate notice if the facility is required by the District for school use.</p> <p>The Superintendent or designee is charged with the responsibility of issuing permits in accordance with this policy and relevant administrative regulations.</p> <p>After issuance of a formal permit, said permit may be cancelled by the Superintendent or designee for violation of this policy.</p> |

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| | <p>The Board shall establish annually a schedule of fees for the use of school facilities.</p> |
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References:

School Code – 24 P.S. Sec. 775

State Board of Education Regulations – 22 PA Code Sec. 12.9

No. 807

SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: June 27, 1990

REVISED: Proposed October 2013
TRACK CHANGES
October 21, 2009

| 807. USE OF SCHOOL FACILITIES | |
|---|---|
| 1. Purpose SC 775 | School facilities of the school district <u>School District</u> should be made available for community purposes, provided that such use does not interfere with the educational program of the schools. This policy is designed to provide maximum utilization of school district <u>School District</u> facilities by district <u>District</u> residents. |
| 2. Definition | <u>A permit, as used in this Section, is defined as a formal writing in the name of the Board which authorizes a limited use of either a school building, school grounds, or any part thereof, and shall contain all the terms and conditions under which such use may be enjoyed.</u> |
| 2. Delegation of Responsibility SC 775 | <p>The Board hereby authorizes the Chief Operations Officer<u>Superintendent</u> or his/her designee, to issue formal, written permits for the use of school buildings and grounds in accordance with the rules set forth herein.</p> <p>Principals are authorized to limit the number of permit days issued to any particular group in order to make the facility available to more organizations, and are expected to promote the use of school facilities within their community.</p> <p>Applicants for permits or permit renewals shall obtain state and federal background reports as required by Section 1-111 of the School Code and a child abuse clearance pursuant to Act 151 and provide these reports to the District at the time of application.</p> <p>Permit holders should be aware that school activities have priority, and permits may be cancelled with appropriate notice if the facility is required by the district<u>District</u> for school use.</p> <p>The Chief Operations Officer<u>Superintendent or designee</u> is charged with the responsibility of issuing permits in accordance with this policy <u>and relevant administrative regulations.</u></p> <p>After issuance of a formal permit, said permit may be cancelled by the Chief Operations Officer for violation of this policy.</p> |

807. USE OF SCHOOL FACILITIES – Pg. 2

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| <p>3. Guidelines</p> | <p>A permit, as used in this Section, is defined as a formal writing in the name of the board which authorizes a limited use of either a school building, school grounds, or any part thereof, and shall contain all the terms and conditions under which such use may be enjoyed.</p> <p>After normal school hours, all uses of school district facilities, by both school district and non school district groups, require a formal, written permit.</p> <p>Permits may be issued for social, recreation or other purposes subject to the limitations set forth herein.</p> <p>Permits shall not be granted in the following instances:</p> <ul style="list-style-type: none"> (a) Permit use during normal school hours that is disruptive to the educational process or which would be disturbing to pupils or school personnel. (b) For any meetings for which admission is charged in which motion pictures or video tapes are shown for commercial purposes. (c) For meetings or events at which intoxicants will be consumed. (d) For events in which facilities renovations or modifications are required. (e) For events in which an individual or profit-making group intends to earn a profit for personal gain, except that permits may be issued at the request of the city or its supporting agencies for civic or economic development activities at the discretion of the Chief Operations Officer. (f) For events in which the permit applicant intends to transfer or subcontract the permit approval to another party. (g) For events which conflict with building maintenance and improvement projects. (h) For continuous use by non school organizations for more than the length of a semester. (i) For any applicant that would be disqualified from employment with the School District as set forth in Section 1-111 of the School Code, 24 P.S. §1-111, due to the contents of their criminal background report. Permits will also be denied to applicants who fail to produce child abuse clearances pursuant to Act 151, 23 Pa. C.S.A. §6355. <p>The above list of prohibited uses shall not be considered exhaustive, but only</p> |
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807. USE OF SCHOOL FACILITIES – Pg. 3

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| <p>School Code 551, 775</p> <p>PA Code Title 22 Sec. 12.9</p> | <p>illustrative of the types of uses for which permits will not be granted: Approved permits requiring the use of school district equipment, such as electrical, stage or food service equipment, may require that an authorized employee of the School District be utilized to either operate or supervise the use of such equipment. The permit holder shall be responsible for reimbursing the Board all appropriate personnel costs. <u>After issuance of a formal permit, said permit may be cancelled by the Superintendent or designee for violation of this policy.</u></p> <p>Security requirements are at the discretion of the Chief Operations Officer. The permit holder shall be responsible for obtaining required security services and for providing compensation to same.</p> <p>Permits authorized for the use of the swimming pools will require a Board approved lifeguard/instructor. Appropriate adult supervision will be provided in locker room or rooms and pool area. Lifeguard certificates shall be provided at the time of permit issuance for all non-school sponsored events.</p> <p>Permits not requiring rental or wage charges, except Pittsburgh Public Schools student activity groups, will not be authorized or permitted beyond 11:00 p.m.</p> <p>Permit holder is required to reimburse the Board for vandalism or other destruction of property caused by the permit holder, or any person under the care, custody or control of the permit holder.</p> <p>Failure to pay an authorize PAY permit and/or vandalism charges precludes future use of school district facilities.</p> <p>The Board shall establish annually a schedule of fees for the use of school facilities.</p> <p>These rules are not applicable to the use of facilities wherein the Board has authorized separate and distinct contracts or where the district has entered into partnership or collaborations with organizations. In such cases the provisions of the separate agreement, agreements or memoranda of understanding will apply.</p> <p><u>References:</u></p> <p><u>School Code – 24 P.S. Sec. 775</u></p> <p><u>State Board of Education Regulations – 22 PA Code Sec. 12.9</u></p> |
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SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: LENDING OF EQUIPMENT
AND BOOKS

ADOPTED: October 21, 2009

REVISED: Proposed October 2013

| | 808. LENDING OF EQUIPMENT AND BOOKS |
|------------------------------------|---|
| 1. Purpose SC 801 | The Board directs that District-owned equipment shall not be loaned for nonschool use off school property. If equipment is required for use by those granted permission to use school facilities, it may be loaned in accordance with Board policy. |
| 2. Delegation of Responsibility | <p>Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the school principal.</p> <p>The user of District-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.</p> |
| 3. Guidelines | <p>When equipment authorized for lending requires the services of an operator, the user shall employ the person designated by the District and shall pay the stated cost of services.</p> <p>School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks relevant to their school or job responsibilities. Prior approval of the school principal is required for such removal.</p> |
| SC 804 | <p>School books and equipment may be used by students during summer vacation when permission is granted by the school principal.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 801, 804</p> |

No. 808

SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: LENDING OF EQUIPMENT
AND BOOKS

ADOPTED: October 21, 2009

REVISED: Proposed October 2013
TRACK CHANGES

| 808. LENDING OF EQUIPMENT AND BOOKS | |
|-------------------------------------|---|
| 1. Purpose SC 801 | The Board directs that District-owned equipment shall not be loaned for nonschool use off school property. If equipment is required for use by those granted permission to use school facilities, it may be loaned in accordance with Board policy. |
| 2. Delegation of Responsibility | Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the <u>school building</u> principal. The user of <u>D</u> istrict-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return. |
| 3. Guidelines | When equipment authorized for lending requires the services of an operator, the user shall employ the person designated by the <u>d</u> istrict and shall pay the stated cost of services. School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks relevant to their school or job responsibilities. Prior approval of the <u>school</u> principal is required for such removal. |
| SC 804 | School books <u>and equipment</u> may be used by students during <u>summer</u> vacations when permission is granted by the <u>school building</u> -principal. |
| School Code 801, 804 | <u>References:</u> <u>School Code – 24 P.S. Sec. 801, 804</u> |

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SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: October 21, 2009

REVISED: Proposed October 2013

| | 809. BUILDING SECURITY |
|---------------------------------|---|
| 1. Purpose | The Board recognizes the need to maintain security of school facilities for reasons of safety and preventing vandalism and theft. |
| 2. Delegation of Responsibility | <p>Toward this end, a program of building security shall be administered by the Superintendent or designee, with the cooperation of school principals. The need for access shall be the underlying principle in determining who will have keys/access cards to school properties.</p> <p>The Superintendent or designee shall determine who is entitled to building(s) keys/access cards, and who may have after hours access to District facilities.</p> |
| 3. Guidelines | <p>After the start of the school day, all entrances shall be locked. Security cameras shall be installed at designated areas.</p> <p>Access to school buildings and grounds shall be designated as unlimited or limited access.</p> <p>Possession of keys/access cards by personnel shall be in accordance with the following guidelines:</p> <ol style="list-style-type: none"> 1. A log of key/access card assignments shall be maintained in the Superintendent' or designee. 2. Individuals assigned keys/access cards may not duplicate or lend them. 3. All keys/access cards must be surrendered when no longer needed or upon request of the Superintendent or designee. 4. Loss of a key/access card must be reported immediately to the Superintendent or designee. 5. Overnight key/access card loans may be made by request to the Superintendent or designee. |

809. BUILDING SECURITY - Pg. 2

6. Use of keys/access cards for unauthorized purposes will result in surrender of keys/access cards.

7. A set of master and/or duplicate keys shall be kept in the custody of the Superintendent or designee.

After hours entry to school buildings shall be controlled in accordance with these guidelines:

1. The building custodian on duty shall restrict entry to one controlled point.
2. Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.
3. All after hours entry shall be in compliance with Board policy and building permit guidelines.

References:

School Code – 24 P.S. Sec. 510

SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: October 21, 2009

 REVISED: Proposed October 2013
TRACK CHANGES

| | 809. BUILDING SECURITY |
|---------------------------------|---|
| 1. Purpose | The Board recognizes the need to maintain security of school facilities for reasons of safety and preventing vandalism and theft. |
| 2. Delegation of Responsibility | <p>Toward this end, a program of building security shall be administered by the Superintendent or designee, with the cooperation of <u>school building</u> principals. The need for access shall be the underlying principle in determining who will have keys/access cards to school properties.</p> <p>The Superintendent or designee shall determine who is entitled to building(s) keys/ access cards, and who may have after hours access to <u>D</u>istrict facilities.</p> |
| 3. Guidelines | <p>After the start of the school day, all entrances shall be locked. Security cameras shall be installed at designated areas.</p> <p>Access to school buildings and grounds shall be designated as unlimited or limited access.</p> <p>Possession of keys/access cards by personnel shall be in accordance with the following guidelines:</p> <ol style="list-style-type: none"> 1. A log of key/access card assignments shall be maintained in the Superintendent' <u>or designees</u> or a designated office. 2. Individuals assigned keys/access cards may not duplicate or lend them. 3. All keys/access cards must be surrendered when no longer needed or upon request of the Superintendent or designee. 4. Loss of a key/access card must be reported immediately to the Superintendent or designee. 5. Overnight key/access card loans may be made by request to the Superintendent or designee. |

6. Use of keys/access cards for unauthorized purposes will result in surrender of keys/access cards.

7. A set of master and/or duplicate keys shall be kept in the custody of the Superintendent or designee.

After hours entry to school buildings shall be controlled in accordance with these guidelines:

1. The building custodian on duty shall restrict entry to one controlled point.
2. Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.
3. All after hours entry shall be in compliance with ~~board~~Board policy and building permit guidelines.

References:

School Code – 24 P.S. Sec. 510

SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: USE OF FACILITIES BY STAFF

ADOPTED: October 21, 2009

REVISED: Proposed October 2013

| | 810. USE OF FACILITIES BY STAFF |
|---------------|---|
| 1. Authority | <p>The Board establishes that school equipment and facilities may not be used by District staff for personal reasons, either on or off school property, without explicit authorization or administrative permission.</p> <p>The Board specifically prohibits:</p> <ol style="list-style-type: none"> 1. Personal use of District-owned cell phones and mobile computing devices. 2. Personal use of materials, tools, supplies and equipment. 3. Personal use of District vehicles. |
| 2. Guidelines | <p>District facilities and equipment shall be available for staff use only if:</p> <ol style="list-style-type: none"> 1. In accordance with provisions of an applicable collective bargaining agreement. 2. Such use is clearly within the authorization granted in Board policy. 3. Prior approval has been granted by resolution of the Board, i.e. a school-assigned vehicle. 4. Temporary approval has been granted by the Superintendent or designee and reported to the Board. 5. A personal emergency exists in which life or property is endangered. |
| Pol. 807 | <ol style="list-style-type: none"> 6. A valid use of facilities permit has been issued pursuant to Board Policy 807 – Use of School Facilities and corresponding administrative regulations. <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> |

SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: USE OF FACILITIES BY STAFF

ADOPTED: October 21, 2009

REVISED: Proposed October 2013
TRACK CHANGES

| 810. USE OF FACILITIES BY STAFF | |
|---------------------------------|--|
| 1. Authority | <p>The Board establishes that school equipment and facilities may not be used by District staff for personal reasons, either on or off school property, without explicit authorization or administrative permission.</p> <p>The Board specifically prohibits:</p> <ol style="list-style-type: none"> 1. Personal use of district telephones <u>District-owned cell phones and mobile computing devices.</u> 2. Personal use of materials, tools, supplies and equipment. 3. Personal use of d <u>District vehicles.</u> |
| 2. Guidelines | <p>District facilities and equipment shall be available for staff use only if:</p> <ol style="list-style-type: none"> 1. In accordance with provisions of an applicable collective bargaining agreement. 2. Such use is clearly within the authorization granted in Board policy. 3. Prior approval has been granted by resolution of the Board, i.e. a school-assigned vehicle. 4. Temporary approval has been granted by the Superintendent <u>or designee</u> and reported to the Board. 5. A personal emergency exists in which life or property is endangered. 6. A valid use of facilities permit has been issued <u>pursuant to Board Policy 807 – Use of School Facilities and corresponding administrative regulations.</u> |
| Pol. 807 | <p><u>References:</u></p> <p><u>School Code – 24 P.S. Sec. 510</u></p> |

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SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: PROHIBITION OF HUNTING
AND TRAPPING

ADOPTED: January 21, 1998

REVISED: October 21, 2009

811. PROHIBITION OF HUNTING AND TRAPPING

The Board of Public Education of the School District of Pittsburgh hereby adopts as a policy the prohibition of hunting or trapping of birds or animals on all property owned or leased by the School District.

Parking of motor vehicles on property owned or leased by the School District for the purpose of hunting is prohibited.

All violators of this policy will be prosecuted to the fullest extent permitted by law.

SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: INTEGRATED PEST
MANAGEMENT

ADOPTED: May 20, 1998

REVISED: Proposed October 2013

| | 812. INTEGRATED PEST MANAGEMENT |
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| 1. Purpose | <p data-bbox="459 646 602 680"><u>Philosophy</u></p> <p data-bbox="459 722 1528 903">The Board of Public Education of the School District of Pittsburgh (Board) believes in maintaining and improving its Integrated Pest Management (IPM) program to minimize pest problems while providing a healthy environment for students, employees and other users of the facilities within its urban area which has a diverse high-density population.</p> <p data-bbox="459 942 1539 1157">The Board realizes that pests can pose a significant health problem for students and other users of the facilities. The Board also realizes the importance of minimizing the use of pesticides within its IPM program. Therefore, the application of pesticides is to be performed only after alternative methods have been exhausted. In addition, when pesticides are needed they will be used in the safest manner possible within federal and state laws and regulations.</p> <p data-bbox="459 1197 1544 1339">The Board has provided ongoing pest control training for the proper employees to qualify, obtain and maintain pest control applicator's licenses from the PA Department of Agriculture. The Board also acquired a Pest Control Business License in 1987 to operate its In-House Pest Control program.</p> <p data-bbox="459 1379 1533 1560">The Board recognizes that there is evidence from the Environmental Protection Agency (EPA) that children are more vulnerable than adults to chemicals in their environment, that the long-term exposure effect is largely unknown, and that some chemicals, such as those used in pesticides, can have detrimental effects on a child's immature physiology.</p> <p data-bbox="459 1600 1528 1743">The School District of Pittsburgh shall continue improving its Pest Control Education Program with more thorough usage of preventive measures and strategic application of limited quantities of products approved for usage in school facilities within the bounds of state and federal laws and regulations.</p> |
| 2. Delegation of Responsibility | All administrators and other Board employees are required to support the "IPM" program policies, including taking the necessary actions to ensure harborage corrections through structural modifications of facilities and elimination of |

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| | <p>conditions that result in food and a water supply for pests or other conditions conducive for pest infestations. Pesticides will only be used when other preventative measures are not sufficient to reduce pests to manageable levels.</p> <p>Structural and landscape pests can pose significant problems to people, property and the environment. Pesticides can also pose risks to people's property and the environment. It is therefore the policy of the District to incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests.</p> <p>The School District of Pittsburgh will continue to intensify efforts to improve the Integrated Pest Management (IPM) program which use chemical controls only when other preventive measures are not sufficient to reduce pests to manageable levels.</p> <p>The Superintendent or designee shall act as IPM Coordinator for the District.</p> |
| 3. Definitions | <p>Pests are populations of living organisms (animals, plants, or micro-organisms) that interfere with use of the school site for human purposes. Strategies for managing pest populations will be influenced by the pest species and whether that species poses a threat to people, property, or the environment.</p> <p>Integrated Pest Management (IPM) is an effective and environmentally-sensitive approach to pest management that relies on a combination of common sense practices. IPM programs use current, comprehensive information on the life cycles of pests and their interactions with the environment. This information, in combination with available pest control methods, is used to manage pest damage by the most economical means, and with the least possible hazard to people, property, and the environment. The decision-making process includes pest identification, monitoring of pest populations and measures. IPM programs take advantage of all pest management options possible including, but not limited to, the judicious use of pesticides.</p> |
| SC 772.1 | <p>Integrated Pest Management Plan is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks.</p> <p>Pesticide is an umbrella term for all the sub-categories of materials used to suppress pests. These include Insecticides, Rodenticides, Fungicides and Herbicides.</p> |
| 4. Guidelines | <p><u>Pest Management</u></p> |
| SC 772.1 Title 7 Sec. 128.1 et seq. | <p>An approved pest management plan shall be developed and maintained for District buildings and grounds that complies with policies and regulations promulgated by the Department of Agriculture.</p> |

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| <p>SC 772.1</p> <p>3 P.S. Sec. 111.21 et seq. Title 7 Sec. 128.1 et seq.</p> | <p>Pests will be managed to:</p> <ol style="list-style-type: none"> 1. Reduce any potential human health hazard to or to protect against a significant threat to public safety. 2. Prevent loss of or damage to school structures or property. 3. Prevent pests from spreading into the community, or to plant and animal populations beyond the site. 4. Enhance the quality of life for students, staff, and others. <p>IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural, biological means or some combination thereof. IPM practitioners depend on current, comprehensive information on the pest and its environment and the best available pest control methods. Applying IPM principles prevents unacceptable levels of pest activity and damage by the most economical means and with the least possible hazard to people, property, and the environment.</p> <p>The choice of using a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or are not feasible. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents, and selected non-chemical pest management methods will be implemented whenever possible to utilize IPM principles to manage pest populations adequately. The full range of alternatives, including no action, will be considered.</p> <p>When it is determined that a pesticide must be used in order to meet important management goals, and all other measures have failed, the most appropriate pesticide may be applied in a school building or on the grounds, and only pesticide products that pose the least toxic, least exposure are to be chosen. The pesticide application will occur when students are not expected for normal academic instruction or organized extracurricular activities for at least twenty-four (24) hours following the application. A period of twenty-four (24) hours shall lapse following the application of pesticide, except for very limited usage of pesticide in emergency.</p> <p>Where pests pose an immediate threat to the health and safety of students or employees, the District may authorize an emergency pesticide application and shall notify parent/guardian who has requested such notification.</p> <p>The authority will be vested in the principal of each school to consult with the IPM Coordinator of the Board about pest problems and declare an emergency if deemed necessary. The main emphasis will always be to direct the pesticide into the harborage area or areas to minimize or eliminate the spread of any residue to other non-target areas.</p> |
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| <p>Title 22 Sec. 4.12</p> | <p>IPM techniques will be adjusted to meet conditions as they arise or as new techniques are developed. The District will support the IPM program by providing staff development programs for all employees regarding storage of food, perishable instructional materials, cleaning techniques, and the operating of traps.</p> <p>The IPM program will be administered to control pests in a sufficient manner to assure a safe and healthy environment for students to learn and grow.</p> <p><u>Education</u></p> <p>Staff, students, pest managers, and the public will be educated about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives.</p> <p><u>Recordkeeping</u></p> <p>Records of pesticide use shall be maintained on a designated site to meet the requirements of the state regulatory agency (Department of Agriculture) and the School Board. Records must be current and accurate if IPM is to work. In addition, pest surveillance data sheets that record the number of pests or other indicators of pest populations are to be maintained to verify the need for treatments.</p> |
| <p>SC 772.2</p> | <p>The District shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at the District's administrative office.</p> <p><u>Annual Report</u></p> <p>An Annual Report will be produced that will include data on schools/sites with pest problems, and type of procedures utilized to control such problems, such as structural modification, sanitary improvements and the application of pesticides. Successes and failures will be compiled for each procedure by location.</p> |
| <p>SC 772.2</p> | <p><u>Notification</u></p> <p>The District shall be responsible to annually notify parents/guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds.</p> <p>Any individual listed on the registry of persons requiring prior notification of the application of pesticides will be provided notification of planned and emergency applications of pesticides in school buildings and on school grounds.</p> <p>In accordance with the recommendation of the Department of Education, the following guidelines on notification will be applied:</p> |

1. The District will utilize existing communication mechanisms already established, e.g. medical testing, early dismissal, school insurance, etc.
2. Parents/guardians shall be notified by the principal of the school or his/her designee seventy-two (72) hours prior to pesticide application, except in emergencies. The principal of each school must maintain a record with the names of any students who are listed in the Pesticide Hypersensitivity Registry of the PA Department of Agriculture and always notify these individuals and/or their parents/guardians whenever pesticide application is made.
3. Notification will be provided through normal school communication channels to parents/guardians.
4. The following information should be included in the notice:
 - a. Date, time and location of the application.
 - b. Brand name.
 - c. EPA number and active ingredient (common name) of pesticides to be used.
 - d. Name, telephone number and license number of the applicator business.
5. A provision/mechanism for the emergency use of pesticides in the event of immediate threat to the health and safety of students will be established. Parents/guardians will be made aware of the provisions for emergency applications.
6. A pest control notice will be posted in the work area and the common entry point to the school. The posting will be done 72 hours prior to and 48 hours after application of the pesticides. This will provide school employees and visitors with information regarding pesticide use.

Pesticide Storage

Pesticides will be stored and disposed of in accordance with the EPA-registered label directions and State regulations. Pesticides must be stored in an appropriate, secure site not accessible to students or unauthorized personnel.

Pesticide Applicators

Only certified applicators shall apply pesticides. Applicators must be certified by the Pennsylvania Department of Agriculture, and comply with the District's IPM Policy and Pest Management Plan. Pesticide applicators must be educated and trained in the principles and practices of IPM and the use of pesticides used by the School District.

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| | <p>They must follow all laws, regulations and label precautions. Pesticide applicators must receive update training as required by state law.</p> |
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References:

School Code – 24 P.S. Sec. 772.1, 772.2

State Board of Education Regulations – 22 PA Code Sec. 4.12

State Department of Agriculture Regulations – 7 PA Code Sec. 128.1 et seq.

Pennsylvania Pesticide Control Act – 3 P.S. Sec. 111.21 et seq.

Pesticide Control – 7 U.S.C. Sec. 136 et seq.

No. 812

SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: INTEGRATED PEST
MANAGEMENT

ADOPTED: May 20, 1998

REVISED: Proposed October 2013
TRACK CHANGES
October 21, 2009

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| | <p style="text-align: center;">812. INTEGRATED PEST MANAGEMENT</p> |
| I. Purpose | <p><u>Philosophy</u></p> <p>The Board of Public Education of the Pittsburgh School District <u>of Pittsburgh</u> (Board) believes in maintaining and improving its Integrated Pest Management (IPM) program to minimize pest problems while providing a healthy environment for students, employees and other users of the facilities within its urban area which has a diverse high-density population.</p> <p>The Board realizes that pests can pose a significant health problem for students and other users of the facilities. The Board also realizes the importance of minimizing the use of pesticides within its IPM program. Therefore, the application of pesticides is to be performed only after alternative methods have been exhausted. In addition, when pesticides are needed they will be used in the safest manner possible within federal and state laws <u>and regulations</u>.</p> <p>The Board has provided ongoing pest control training for the proper employees to qualify, and obtain and maintain pest control applicator's licenses from the PA Department of Agriculture. The Board also acquired a Pest Control Business License in 1987 to operate its In-House Pest Control program.</p> <p>The Board recognizes that there is evidence from the Environmental Protection Agency (EPA) that children are more vulnerable than adults to chemicals in their environment, that the long-term exposure effect is largely unknown, and that some chemicals, such as those used in pesticides, can have detrimental effects on a child's immature physiology.</p> <p>The Pittsburgh School District <u>of Pittsburgh</u> shall continue improving its Pest Control Education Program with more thorough usage of preventive measures and strategic application of limited quantities of products approved for usage in school facilities within the bounds of state and federal laws <u>and regulations</u>.</p> |

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812. INTEGRATED PEST MANAGEMENT - Pg. 3

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| <p>4. Guidelines</p> <p>SC 772.1 Title 7 Sec. 128.1 et seq.</p> | <p><u>Pest Management</u></p> <p>An approved pest management plan shall be developed and maintained for eDistrict buildings and grounds that complies with policies and regulations promulgated by the Department of Agriculture.</p> |
| <p>SC 772.1</p> | <p>Pests will be managed to:</p> <ol style="list-style-type: none"> 1. Reduce any potential human health hazard to or to protect against a significant threat to public safety. 2. Prevent loss of or damage to school structures or property. 3. Prevent pests from spreading into the community, or to plant and animal populations beyond the site. 4. Enhance the quality of life for students, staff, and others. <p>IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural, biological means or some combination thereof. IPM practitioners depend on current, comprehensive information on the pest and its environment and the best available pest control methods. Applying IPM principles prevents unacceptable levels of pest activity and damage by the most economical means and with the least possible hazard to people, property, and the environment.</p> |
| <p><u>3 P.S.</u> <u>Sec. 111.21 et seq.</u> <u>Title 7</u> <u>Sec. 128.1 et seq.</u></p> | <p>The choice of using a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or are not feasible. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents, and selected non-chemical pest management methods will be implemented whenever possible to utilize IPM principles to manage pest populations adequately. The full range of alternatives, including no action, will be considered.</p> <p>When it is determined that a pesticide must be used in order to meet important management goals, and all other measures have failed, the most appropriate pesticide may be applied in a school building or on the grounds, <u>and only pesticide products that pose the least toxic, least exposure are to be chosen.</u> The pesticide application will occur when students are not expected for normal academic instruction or organized extracurricular activities for at least twenty-four (24) hours following the application. A period of twenty-four (24) hours shall lapse following the application of pesticide, except for very limited usage of pesticide in emergency.</p> <p><u>Where pests pose an immediate threat to the health and safety of students or employees, the District may authorize an emergency pesticide application and shall</u></p> |

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| <p><u>SC 772.2</u></p> | <p><u>Notification</u></p> <p><u>The District shall be responsible to annually notify parents/guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds.</u></p> <p><u>Any individual listed on the registry of persons requiring prior notification of the application of pesticides will be provided notification of planned and emergency applications of pesticides in school buildings and on school grounds.</u></p> <p>In accordance with the recommendation of <u>the</u> Department of Education, the following guidelines on notification will be applied:</p> <ol style="list-style-type: none"> 1. The District will utilize existing communication mechanisms already established, e.g. medical testing, early dismissal, school insurance, etc. 2. Parents/guardians shall be notified by the principal of the school or his/her designee twenty-four (24) hours but no more than seventy-two (72) hours prior to pesticide application, except in emergencies. The principal of each school must maintain a record with the names of any students who are listed in the Pesticide Hypersensitivity Registry of the PA Department of Agriculture and always notify these individuals and/or their parents/guardians whenever pesticide application is made. 3. Notification will be provided through normal school communication channels to parents/guardians. 4. The following information should be included in the notice: <ol style="list-style-type: none"> a. Date, time and location of the application. b. Brand name. c. EPA number and active ingredient (common name) of pesticides to be used. d. Name, telephone number and license number of the applicator business. 5. A provision/mechanism for the emergency use of pesticides in the event of immediate threat to the health and safety of students will be established. Parents/guardians will be made aware of the provisions for emergency applications. 6. <u>A pest control notice will be posted in the work area and the common entry point to the school in addition to notifying parents/guardians. The posting will be done 72 hours prior to and 48 hours after application of the pesticides. This will</u> |
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812. INTEGRATED PEST MANAGEMENT - Pg. 6

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| | <p>provide school employees and visitors with information regarding pesticide use.</p> <p><u>Pesticide Storage</u></p> <p>Pesticides will be stored and disposed of in accordance with the EPA-registered label directions and State regulations. Pesticides must be stored in an appropriate, secure site not accessible to students or unauthorized personnel.</p> <p><u>Pesticide Applicators</u></p> <p><u>Only certified applicators shall apply pesticides. Applicators must be certified by the Pennsylvania Department of Agriculture, and comply with the District's IPM Policy and Pest Management Plan.</u> Pesticide applicators must be educated and trained in the principles and practices of IPM and the use of pesticides used by this the School District. They must follow <u>all laws, regulations and label precautions.</u> Applicators must be certified by the State Department of Agriculture and comply with this school district's IPM Policy and Pest Management Plan. Pesticide applicators must receive update training as required by state law.</p> <p><u>References:</u></p> <p><u>School Code – 24 P.S. Sec. 772.1, 772.2</u></p> <p><u>State Board of Education Regulations – 22 PA Code Sec. 4.12</u></p> <p><u>State Department of Agriculture Regulations – 7 PA Code Sec. 128.1 et seq.</u></p> <p><u>Pennsylvania Pesticide Control Act – 3 P.S. Sec. 111.21 et seq.</u></p> <p><u>Pesticide Control – 7 U.S.C. Sec. 136 et seq.</u></p> |
| <p>School Code 772.1, 772.2</p> <p>PA Code Title 22 Sec. 4.12</p> <p>PA Code Title 7 Sec. 128 et seq.</p> <p>3 Pa.C.S.A. Sec. 111.21 111.61</p> <p>7 U.S.C. Sec. 136 et seq.</p> | |

812. INTEGRATED PEST MANAGEMENT - Pg. 7

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SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: CELL PHONES AND
ELECTRONIC DEVICES

ADOPTED: August 27, 2003

REVISED: Proposed October 2013

| | 813. CELL PHONES AND ELECTRONIC DEVICES |
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| 1. Authority SC 510 | <p>The Board of School Directors is responsible for establishment of policies governing the conduct and deportment of all superintendents, teachers, and other appointees or employees during the time they are engaged in their duties to the District in conformance with state laws. This shall include the conduct and deportment of Board members and employees when using District-owned cell phones and other electronic devices.</p> |
| 2. Delegation of Responsibility | <p>The Superintendent or designee is responsible for:</p> <ol style="list-style-type: none"> 1. Implementing policies regarding cell phones and electronic devices. 2. Establishing administrative regulations for cell phones and electronic devices. 3. Applying for E-Rate reimbursement for cell phones and electronic devices when available. 4. Establishing procurement procedures for cell phones and electronic devices, and securing competitive bid pricing for services where appropriate. 5. Prescribing appropriate accounting procedures. <p>The principal or administrator with budgetary authority is responsible for working with staff in implementing policies and regulations and administering cell phone and electronic device procedures. The principal or administrator with budgetary authority or his/her designee shall be responsible for maintaining appropriate cell phone records.</p> <p>The School Controller or his/her designee (Deputy School Controller) is responsible for internal auditing of cell phone and electronic device invoices.</p> <p>Cell phone and electronic device users are responsible for following Board policy and carrying out administrative regulations. The within policy and corresponding administrative regulations apply to all employees, as well as Board members who</p> |

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| | use School District cell phones and electronic devices. |
| 3. Guidelines | <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>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 cell phone and electronic device transactions.</p> <p>SC 2401 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><u>Fax Machines</u></p> <p>Fax transmissions may be considered public documents and, as such, must be treated accordingly. Verification of authenticity, secure handling, time and place of receipt, and use of fax documents are of utmost concern to the Board.</p> <p>All fax messages shall be properly logged and stored.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 2401</p> |

SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: CELL PHONES AND
~~ELECTRONIC DEVICES~~

ADOPTED: August 27, 2003

REVISED: Proposed October 2013
TRACK CHANGES
October 21, 2009

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| 1. Authority SC 510 | <p style="text-align: center;">813. CELL PHONES <u>AND</u> ELECTRONIC DEVICES</p> <p>The Board of School Directors is responsible for establishment of policies governing the conduct and deportment of all superintendents, teachers, and other appointees or employees during the time they are engaged in their duties to the District in conformance with state laws. <u>This shall include the conduct and deportment of Board members and employees when using District-owned cell phones and other electronic devices.</u></p> |
| 2. Delegation of Responsibility | <p><u>Cell Phones</u></p> <p>The Superintendent or his/her designee is responsible for:</p> <ol style="list-style-type: none"> 1. <u>Implementing policies regarding cell phones and electronic devices.</u> 2. <u>The Chief Operations Officer or his/her designee, in collaboration with the Chief Information Officer or his/her designee is responsible for eEstablishing administrative regulations for cell phones and electronic devices.</u> 3. <u>The Chief Information Officer or his/her designee is responsible for aApplying for E-Rate reimbursement for cell phones and electronic devices when available.</u> 4. <u>The Chief Operations Officer or his/her designee (Purchasing Agent) is responsible for eEstablishing procurement procedures for cell phones and electronic devices, and securing competitive bid pricing for services where appropriate.</u> 5. <u>Prescribing appropriate accounting procedures.</u> <p>The principal or administrator with budgetary authority is responsible for working with staff in implementing policies and regulations and administering cell phone <u>and electronic device</u> procedures. The principal or administrator with budgetary authority or his/her designee shall be responsible for maintaining appropriate cell</p> |

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813. CELL PHONES AND /ELECTRONIC DEVICES - Pg. 2

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| <p>3. Guidelines</p> | <p>phone records.</p> <p>The Chief Operations Officer or his/her designee (Director of Finance) is responsible for prescribing appropriate accounting procedures.</p> <p>The School Controller or his/her designee (Deputy School Controller) is responsible for internal auditing of cell phone <u>and electronic device</u> invoices.</p> <p>Cell phone <u>and electronic device</u> users are responsible for following Board policy and carrying out administrative regulations. The <u>within</u> cell phone policy and <u>corresponding</u> administrative regulations apply to all employees, as well as Board members who use <u>Sschool Ddistrict</u> cell phones <u>and electronic devices</u>.</p> <p>The administration will assign use of phones based on need and availability.</p> <p>All users issued a <u>Sschool Ddistrict</u> cell phone must sign a <u>Ddistrict</u> cell phone user agreement form.</p> <p>Use of <u>Sschool Ddistrict</u> cell phones is for <u>Sschool Ddistrict</u> business only.</p> <p>The district will not reimburse personal cell phone bills for <u>Ddistrict</u> related business calls, except for extraordinary or emergency circumstances. Extraordinary or emergency circumstances should be rare, and under no circumstances routine and systematic.</p> <p>School district cell phones shall not be used for personal calls, except in the event of extreme personal emergency. In the event that a personal call is made, the principal or administrator with budgetary authority must be notified by the phone user in writing of the date and circumstances of the call in question. Phone users will be held liable for nonwork related calls.</p> <p>Only cell phones and services outlined in the district's cell phone contract(s) will be permitted.</p> <p>Cell phone users shall not loan or otherwise make available their cell phone to nondistrict personnel.</p> <p>Cell phone users are responsible for all calls on their respective phones.</p> <p>It is understood that this policy shall be implemented during a transition period so as to not cause financial harm or disruption of service to the district, and permit advantageous utilization of existing and forthcoming contracts and grants.</p> <p><u>Cycle Review Procedures</u></p> |
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| | <p>The following cycle review procedures shall be effective at the outset of district-wide contracts for cell phone service.</p> <p><u>Cell Phone User</u></p> <p>The user must review his/her monthly invoice to ensure that all calls were initiated and placed for school district business.</p> <p>The user will sign the monthly statement to acknowledge compliance with the district's cell phone policy.</p> <p>Invoices must be maintained in the department files.</p> <p>The principal or administrator with budgetary authority should be notified IMMEDIATELY if there are any exceptions or discrepancies.</p> <p><u>Principal or Administrator with Budgetary Authority</u></p> <p>The principal or administrator with budgetary authority should sign the monthly invoices for all department or school employees to acknowledge compliance with the district's cell phone policy, as well as approval of expenditures.</p> <p>Principals and administrators with budgetary authority are responsible for maintaining original documentation for cell phone usage at their site. Documentation shall include original invoices organized by month and user.</p> <ul style="list-style-type: none"> — The Chief Operations Officer Superintendent or his/her designee shall review the district wide monthly statement for compliance with administrative regulations for cell phones. — The Purchasing Agent or his/her designee shall review the district wide monthly statement for compliance with procurement procedures for cell phones. — The Director of Finance or his/her designee shall review the district wide monthly statement for compliance with accounting procedures for cell phones, and shall process the monthly statement for payment upon authorization of the Chief Operations Officer. <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 sSchool dDistrict. 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</p> |
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813. CELL PHONES AND ~~ELECTRONIC~~ DEVICES - Pg. 4

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| SC 2401 | <p>controls shall be reasonably adequate to safeguard the assets of the dDistrict. 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>The Deputy School Controller or his/her designee shall audit the dDistrict-wide monthly statement for compliance with administrative and accounting procedures. This audit shall include examination on a test basis of cell phone <u>and electronic device</u> 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 dDistrict 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 sSchool dDistrict funds for each school year. These audits are performed to determine compliance with state laws and regulations and with the dDistrict'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><u>Fax Machines</u></p> <p>FAX communications allow for instant communication similar to telephone conversations and also create a permanent record.</p> <p>FAX-Fax transmissions may be considered public documents and, as such, must be treated accordingly. Verification of authenticity, secure handling, time and place of receipt, and use of <u>fax</u>FAX documents are of utmost concern to the Board.</p> <p>The Superintendent or designee shall designate the employees responsible for sending and receiving FAX communications in order to ensure that information reaches its intended destination and remains confidential.</p> <p>All <u>fax</u>FAX messages shall be properly logged and stored.</p> <p>All FAX messages sent shall be accompanied by a transmittal sheet that includes the school district's name and cautions that it is intended to be privileged and confidential and for the use of the individual or entity named on the transmittal sheet.</p> |
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813. CELL PHONES AND /ELECTRONIC DEVICES - Pg. 5

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| SC 510, 2401 | <u>References:</u> <u>School Code – 24 P.S. Sec. 510, 2401</u> |
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SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: COMPUTERS AND MOBILE
COMPUTING DEVICESADOPTED: Proposed October 2013
NEW POLICY

REVISED:

| | 813.1. COMPUTERS AND MOBILE COMPUTING DEVICES |
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| 1. Purpose | <p>The Board may, in its sole discretion, provide computers, laptop computers or other mobile computing devices to certain employees for the express purpose of enhancing the productivity and operational efficiency of school-based and administrative activities, functions and instruction. Board members may also be provided with District-owned computers, laptop computers and other mobile computing devices for use in their official capacity.</p> <p>The purpose of this policy is to establish general guidelines for the issuance and utilization of all such devices by Board members, officials, management and personnel within the District.</p> |
| 2. Definitions | <p>Mobile computing devices shall include, but are not limited to, laptops, iPads, tablets and cell phones.</p> |
| 3. Delegation of Responsibility | <p>The Superintendent or designee shall ensure appropriate dissemination of this policy and corresponding administrative regulations which may be created to District employees.</p> <p>The Superintendent or designee shall likewise ensure compliance with the Computers and Mobile Computing Device Policy and any applicable administrative guidelines on a continuing basis.</p> |
| 4. Guidelines | <p>All employee desktop computers, laptops, and mobile computing devices shall be used for the sole and express purpose of conducting official business and maintaining the operations of the District. Use of all such devices is subject to Board Policy 913 – Network Usage and Safety.</p> <p>An employee may be issued a desktop computer, laptop, or mobile computing device for the performance of specific job-related duties and responsibilities and as determined by the Superintendent or designee only if:</p> <ol style="list-style-type: none"> 1. The employee is in a full-time position and has an “active” employment status; and job-related duties and responsibilities require regular and systematic use of the particular computer or mobile computing device; or |

813.1. COMPUTERS AND MOBILE COMPUTING DEVICES - Pg. 2

2. The employee is required to perform the majority of his/her duties away from his/her primary work location; and has a frequent or regular need to perform a significant portion of his/her duties during off-hours and on weekends necessitating the need for issuance of a computer or mobile computing device.

An employee should be issued either a computer or mobile computing device for the performance of their duties, but not both. Exceptions to this policy must be reviewed and approved by the Superintendent or designee before an employee is issued multiple computing devices, unless the employee has an employment contract that specifies otherwise.

Persons not directly employed by the District including, but not limited to, students, volunteers, independent contractors, retired employees, employees hired on a per diem basis or consultants, or employees on extended leave or with an employment status of "inactive" shall not be eligible for the issuance of any computing device.

Although issued to an individual employee, all computing devices are considered property of the School District and shall be returned upon termination of employment with the District, after reassignment of job duties or immediately upon request at any time by an official of the School District. Computers and mobile computing devices will appear on the organizational unit's Personal Property Inventory List.

All computing devices owned and issued by the District to employees may include the School District's software image and any such additional software installed for specific administrative tasks or specific District supported instructional programs. The installation of any other software images or applications on such devices is restricted and shall remain the legal and financial responsibility of the employee if such authorization for installation is not secured in advance from the Superintendent or designee.

Employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of services, including the following:

1. Keep the computing device in a locked and secured environment when not being used;
2. Do not leave the computing device for prolonged periods of time in a vehicle, especially in extreme temperatures;
3. Keep food and drinks away from all computing devices and work areas;
4. Do not leave the computing device unattended at any time in an unsecured

813.1. COMPUTERS AND MOBILE COMPUTING DEVICES - Pg. 3

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| SC 2401 | <p>location (e.g., an unlocked empty classroom or office); and</p> <ol style="list-style-type: none">5. Keep the computing device in sight at all times while in public places, such as public transportation, airports, restaurants, etc. <p>Should an employee's computing device be lost or stolen, the employee must:</p> <ol style="list-style-type: none">1. Immediately report the incident to his/her immediate supervisor and the Superintendent or designee responsible for administration of this policy;2. Obtain an official police report documenting the theft or loss; and3. Provide a copy of the police report to his/her immediate supervisor and the Superintendent or designee. If the employee fails to adhere to these procedures, the employee will be held legally and financially responsible to the District for the replacement of the lost or stolen equipment. <p>For all warranty and non-warranty repairs and maintenance of all such computing devices, the employee must contact the School District's Help Desk. All repairs and maintenance will and must be performed in accordance with the District's current repair and maintenance policies and procedures issued by the Superintendent or designee.</p> <p>The District is under no legal, financial or other obligation to provide for a replacement computing device to any employee whose device is lost, stolen or damaged.</p> <p>The District may add security and other tracking technology to any and all computing devices issued by it and any and all such usage is subject to management review, monitoring and auditing by the District. Other audits may be performed on the usage and internal controls subject to applicable laws and regulations.</p> <p>The official designated by the Superintendent to oversee the implementation of this policy and issuance of all such computing devices within each respective department shall:</p> <ol style="list-style-type: none">1. Maintain direct oversight of the inventory of equipment, service contracts, and internal controls for all computing devices;2. Fully enforce the specifications of this policy and other similar IT policies and procedures setting forth the parameters for the eligibility, approval, assignment, utilization, maintenance, and financial oversight of all such computing devices under their direct control and supervision; and3. Ensure compliance with administrative regulations and procedures as applicable. |
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813.1. COMPUTERS AND MOBILE COMPUTING DEVICES - Pg. 4

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| | <p>Non-compliance with this policy or any corresponding administrative regulation will result in appropriate disciplinary action and/or reimbursement of any and all costs to the District.</p> |
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References:

School Code – 24 P.S. 510, 2401

SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: COMPUTERS AND MOBILE
COMPUTING DEVICESADOPTED: Proposed October 2013
NEW POLICYREVISED: REVISIONS FROM POLICY
WORKSHOP

| | 813.1. COMPUTERS AND MOBILE COMPUTING DEVICES |
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| 1. Purpose | <p>The Board may, in its sole discretion, provide computers, laptop computers or other mobile computing devices to certain employees for the express purpose of enhancing the productivity and operational efficiency of school-based and administrative activities, functions and instruction. <u>Board members may also be provided with District-owned computers, laptop computers and other mobile computing devices for use in their official capacity.</u></p> <p>The purpose of this policy is to establish general guidelines for the issuance and utilization of all such devices by <u>Board members</u>, officials, management and personnel within the District.</p> |
| 2. Definitions | <p>Mobile computing devices shall include, but are not limited to, laptops, iPads, tablets and cell phones.</p> |
| 3. Delegation of Responsibility | <p>The Superintendent or designee shall ensure appropriate dissemination of this policy and corresponding administrative regulations which may be created to District employees.</p> <p>The Superintendent or designee shall likewise ensure compliance with the Computers and Mobile Computing Device Policy and any applicable administrative guidelines on a continuing basis.</p> |
| 4. Guidelines | <p>All employee desktop computers, laptops, and mobile computing devices shall be used for the sole and express purpose of conducting official business and maintaining the operations of the District. Use of all such devices is subject to Board Policy 913 – Network Usage and Safety.</p> <p>An employee may be issued a desktop computer, laptop, or mobile computing device for the performance of specific job-related duties and responsibilities and as determined by the Superintendent or designee only if:</p> <ol style="list-style-type: none"> 1. The employee is in a full-time position and has an “active” employment status; and job-related duties and responsibilities require regular and systematic use of the particular computer or mobile computing device; or |

813.1. COMPUTERS AND MOBILE COMPUTING DEVICES - Pg. 2

2. The employee is required to perform the majority of his/her duties away from his/her primary work location; and has a frequent or regular need to perform a significant portion of his/her duties during off-hours and on weekends necessitating the need for issuance of a computer or mobile computing device.

An employee should be issued either a computer or mobile computing device for the performance of their duties, but not both. Exceptions to this policy must be reviewed and approved by the Superintendent or designee before an employee is issued multiple computing devices, unless the employee has an employment contract that specifies otherwise.

Persons not directly employed by the District including, but not limited to, students, volunteers, independent contractors, retired employees, employees hired on a per diem basis or consultants, or employees on extended leave or with an employment status of "inactive" shall not be eligible for the issuance of any computing device.

Although issued to an individual employee, all computing devices are considered property of the School District and shall be returned upon termination of employment with the District, after reassignment of job duties or immediately upon request at any time by an official of the School District. Computers and mobile computing devices will appear on the organizational unit's Personal Property Inventory List.

All computing devices owned and issued by the District to employees may include the School District's software image and any such additional software installed for specific administrative tasks or specific District supported instructional programs. The installation of any other software images or applications on such devices is restricted and shall remain the legal and financial responsibility of the employee if such authorization for installation is not secured in advance from the Superintendent or designee.

Employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of services, including the following:

1. Keep the computing device in a locked and secured environment when not being used;
2. Do not leave the computing device for prolonged periods of time in a vehicle, especially in extreme temperatures;
3. Keep food and drinks away from all computing devices and work areas;

813.1. COMPUTERS AND MOBILE COMPUTING DEVICES - Pg. 3

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| SC 2401 | <ol style="list-style-type: none">4. Do not leave the computing device unattended at any time in an unsecured location (e.g., an unlocked empty classroom or office); and5. Keep the computing device in sight at all times while in public places, such as public transportation, airports, restaurants, etc. <p>Should an employee's computing device be lost or stolen, the employee must:</p> <ol style="list-style-type: none">1. Immediately report the incident to his/her immediate supervisor and the Superintendent or designee responsible for administration of this policy;2. Obtain an official police report documenting the theft or loss; and3. Provide a copy of the police report to his/her immediate supervisor and the Superintendent or designee. If the employee fails to adhere to these procedures, the employee will be held legally and financially responsible to the District for the replacement of the lost or stolen equipment. <p>For all warranty and non-warranty repairs and maintenance of all such computing devices, the employee must contact the School District's Help Desk. All repairs and maintenance will and must be performed in accordance with the District's current repair and maintenance policies and procedures issued by the Superintendent or designee.</p> <p>The District is under no legal, financial or other obligation to provide for a replacement computing device to any employee whose device is lost, stolen or damaged.</p> <p>The District may add security and other tracking technology to any and all computing devices issued by it and any and all such usage is subject to management review, monitoring and auditing by the District. Other audits may be performed on the usage and internal controls subject to applicable laws and regulations.</p> <p>The official designated by the Superintendent to oversee the implementation of this policy and issuance of all such computing devices within each respective department shall:</p> <ol style="list-style-type: none">1. Maintain direct oversight of the inventory of equipment, service contracts, and internal controls for all computing devices;2. Fully enforce the specifications of this policy and other similar IT policies and procedures setting forth the parameters for the eligibility, approval, assignment, utilization, maintenance, and financial oversight of all such computing devices under their direct control and supervision; and3. Ensure compliance with administrative regulations and procedures as |
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813.1. COMPUTERS AND MOBILE COMPUTING DEVICES - Pg. 4

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| | <p>applicable.</p> <p>Non-compliance with this policy or any corresponding administrative regulation will result in appropriate disciplinary action and/or reimbursement of any and all costs to the District.</p> <p>References:</p> <p>School Code – 24 P.S. 510, 2401</p> |
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SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: SALE OF UNUSED AND
UNNECESSARY SCHOOL
BUILDINGS AND LANDS

ADOPTED: Proposed October 2013

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| <p>1. Purpose SC 707</p> <p>2. Delegation of Responsibility SC 707, 1704-B</p> <p>3. Guidelines SC 707, 1704-B</p> | <p style="text-align: center;">814. SALE OF UNUSED AND UNNECESSARY SCHOOL BUILDINGS AND LANDS</p> <p>The sale of unused and unnecessary school buildings and lands allows the District to maximize its use of buildings and land in a fiscally responsible manner. When the Board has decided to discontinue use of certain buildings and land, and it can be determined that those buildings or the land will not be needed for future use, it is in the best interests of the District to divest itself of such property.</p> <p>The Board hereby authorizes the Superintendent or designee to investigate and determine what method as provided for in Sections 707 and 1704-B of the School Code should be utilized to sell unused school buildings and lands. The Superintendent or designee, working with the Solicitor, may utilize the services of redevelopment authorities, real estate brokers, architects and engineers in evaluating District property to determine the best method of divestiture.</p> <p>Based upon that investigation, the Superintendent or designee shall recommend to the Board the best method of sale or disposition which may include demolition of a structure and the sale or reuse of the land. The Board shall authorize the method of sale or disposition.</p> <p>The Superintendent or designee, working with the Solicitor, shall consider the ongoing and future financial implications to the District when determining whether a potential sale is in the District's best interests. The Superintendent or designee, working with the Solicitor, shall, to the best of their ability, enlist the involvement, support and guidance of local community groups when considering the sale of property within their community.</p> <p>The Superintendent or designee, working in conjunction with the Solicitor, shall be guided by the provisions of Sections 707 and 1704-B of the School Code which provide the following permitted methods of the sale of unused and unnecessary lands and buildings:</p> <ol style="list-style-type: none"> 1. By public auction subject to the notice provision of Section 707 with terms and conditions fixed by the Board in the motion or resolution authorizing the |
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sale.

2. Upon sealed bids requested by the Board, notice of the request for sealed bids to be given as provided in the Code. Terms and conditions of the sale may be fixed by the Board in the motion or resolution authorizing the request for sealed bids.
3. At private sale subject to the approval of the Court of Common Pleas of Allegheny County and subject to the conditions set forth in Section 707(3).
4. Upon approval of the two-thirds of its members, sale or conveyance to a charitable organization holding exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986.
5. Sale of buildings of historical significance and importance to any legally constituted historical society for historical purposes without consideration or for such consideration and under such terms of exchange as approved by the Board.
6. Upon the vote of two-thirds of the Board, sale or conveyance to the Community College of Allegheny County or the State Public School Building Authority with which the Community College has entered into or is about to entered into a lease rental agreement for the use of the subject land and buildings.
7. In the case of any building which is in excess of 25 years of age by negotiated sale provided the District has an affidavit of at least three persons who are familiar with the value of the real estate and who opined that the consideration for the property is equal to or better than that which could be received by sealed bid, the sale price shall not be less than the highest value set forth in the three affidavits.
8. By entering into agreements with an Urban Redevelopment Authority organized under the Urban Redevelopment Law under which the District may convey property to the authority for the purpose of the authority facilitating the conveyance of the property consistent with the goals of the District and the authority. In such case, the authority may serve as the agent of the District in receiving proposals for the disposition of the property.

References:

School Code – 24 P.S. Sec. 707, 1704-B

SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: SALE OF UNUSED AND
UNNECESSARY SCHOOL
BUILDINGS AND LANDS

ADOPTED: Proposed October 2013
TRACK CHANGES
January 20, 2010

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| <p>1. Purpose SC 707</p> <p>2. Delegation of Responsibility SC 707, 1704-B</p> <p>3. Guidelines SC 707, 1704-B</p> | <p style="text-align: center;">814. SALE OF UNUSED AND UNNECESSARY SCHOOL BUILDINGS AND LANDS</p> <p>The sale of unused and unnecessary school buildings and lands allows the District to maximize its use of buildings and land in a fiscally responsible manner. When the Board has decided to discontinue use of certain buildings and land, and it can be determined that those buildings or the land will not be needed for future use, it is in the best interests of the District to divest itself of such property.</p> <p>The Board hereby authorizes the Chief Operations Officer <u>Superintendent</u> or designee, to investigate and determine what method as provided for in Sections 707 and 1704-B of the School Code should be utilized to sell unused school buildings and lands. The Chief Operations Officer <u>Superintendent</u> or his/her designee, working with the Solicitor, may utilize the services of redevelopment authorities, real estate brokers, architects and engineers in evaluating District property to determine the best method of divestiture.</p> <p>Based upon that investigation, the Superintendent <u>or designee</u> and Chief Operations Officer shall recommend to the Board the best method of sale or disposition which may include demolition of a structure and the sale or reuse of the land. The Board shall authorize the method of sale or disposition.</p> <p>The Chief Operations Officer <u>Superintendent</u> or designee, working with the solicitor <u>Solicitor</u>, shall consider the ongoing and future financial implications to the District when determining whether a potential sale is in the District's best interests. The Chief Operations Officer <u>Superintendent</u> or designee, working with the solicitor <u>Solicitor</u>, shall, to the best of their ability, enlist the involvement, support and guidance of local community groups when considering the sale of property within their community.</p> <p>The Superintendent Chief Operations Officer or designee, working in conjunction with the Solicitor, shall be guided by the provisions of Sections 707 and 1704-B of the School Code which provide the following permitted methods of the sale of unused and unnecessary lands and buildings:</p> <p>1. By public auction subject to the notice provision of Section 707 with terms</p> |
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and conditions fixed by the Board in the motion or resolution authorizing the sale.

2. Upon sealed bids requested by the Board, notice of the request for sealed bids to be given as provided in the Code. Terms and conditions of the sale may be fixed by the Board in the motion or resolution authorizing the request for sealed bids.
3. At private sale subject to the approval of the Court of Common Pleas of Allegheny County and subject to the conditions set forth in Section 707(3).
4. Upon approval of the two-thirds of its members, sale or conveyance to a charitable organization holding exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986.
5. Sale of buildings of historical significance and importance to any legally constituted historical society for historical purposes without consideration or for such consideration and under such terms of exchange as approved by the Board.
6. Upon the vote of two-thirds of the Board, sale or conveyance to the Community College of Allegheny County or the State Public School Building Authority with which the Community College has entered into or is about to enter into a lease rental agreement for the use of the subject land and buildings.
7. In the case of any building which is in excess of 25 years of age by negotiated sale provided the District has an affidavit of at least three persons who are familiar with the value of the real estate and who opined that the consideration for the property is equal to or better than that which could be received by sealed bid, the sale price shall not be less than the highest value set forth in the three affidavits.
8. By entering into agreements with an Urban Redevelopment Authority organized under the Urban Redevelopment Law under which the District may convey property to the authority for the purpose of the authority facilitating the conveyance of the property consistent with the goals of the District and the authority. In such case, the authority may serve as the agent of the District in receiving proposals for the disposition of the property.

References:

School Code – 24 P.S. Sec. 707, 1704-B

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SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: CONSTRUCTION CONTRACT
CHANGE ORDERS

ADOPTED: May 23, 2007

REVISED: Proposed October 2013

| | 815. CONSTRUCTION CONTRACT CHANGE ORDERS |
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| 1. Purpose | In its efforts to expediently and efficiently approve change orders for facilities constructions contracts, the Board adopts the within policy in order to clarify requirements for approval of construction contract change orders and to set forth Board policy for approving emergency change orders. |
| 2. Guidelines | <p>Except as specifically set forth in this policy, all change orders increasing the not-to-exceed amount of the contract shall require Board approval in advance of the work performance at regularly scheduled or special legislative meeting of the Board of Directors.</p> <p>All change orders decreasing the not-to-exceed amount of the contract may be approved by the Superintendent or designee prior to Board ratification at a regularly scheduled or special legislative meeting of the Board of Directors.</p> <p>The proper District officers are hereby authorized to approve any <u>emergency</u> change orders not-to-exceed the following limits as are necessary to protect students, staff, property and economic best interest of the District prior to Board ratification at a regularly scheduled or special legislative meeting of the Board of Directors.</p> <ol style="list-style-type: none"> 1. The Director of Facilities may approve such changes that are less than 10% of the total construction project cost and do not exceed \$2500. 2. Chief Operations Officer may approve such changes that amount to less than 20% of the total construction project cost and do not exceed \$10,000. 3. Superintendent of Schools may approve such changes less than 30% of the total construction project cost and do not exceed \$25,000. <p>References</p> <p>School Code – 24 P.S. 5-508</p> |

SCHOOL DISTRICT OF PITTSBURGH

SECTION: PROPERTY

TITLE: CONSTRUCTION CONTRACT
CHANGE ORDERS

ADOPTED: May 23, 2007

REVISED: Proposed October 2013
TRACK CHANGES
February 23, 2011

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| | 815. CONSTRUCTION CONTRACT CHANGE ORDERS |
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| 1. Purpose | In its efforts to expediently and efficiently approve change orders for facilities constructions contracts, the Board adopts the within policy in order to clarify requirements for approval of construction contract change orders and to set forth Board policy for approving emergency change orders. This policy shall commence with bids opened at the March 23, 2011 legislative meeting. |
| 2. Guidelines | <p>Except as specifically set forth in this policy, all change orders increasing the not-to-exceed amount of the contract shall require Board approval in advance of the work performance at regularly scheduled or special legislative meeting of the Board of Directors.</p> <p>All change orders decreasing the not-to-exceed amount of the contract may be approved by the Chief Operations Officer or his/her <u>Superintendent or designee (Director of Facilities)</u> prior to Board ratification at a regularly scheduled or special legislative meeting of the Board of Directors.</p> <p>The proper dDistrict officers are hereby authorized to approve any <u>emergency</u> change orders not-to-exceed the following limits as are necessary to protect students, staff, property and economic best interest of the dDistrict prior to Board ratification at a regularly scheduled or special legislative meeting of the Board of Directors.</p> <ol style="list-style-type: none"> 1. The Director of Facilities may approve such changes that are less than 10% of the total construction project cost and do not exceed \$2500. 2. Chief Operations/Facilities Officer may approve such changes that amount to less than 20% of the total construction project cost and do not exceed \$10,000. 3. Superintendent of Schools may approve such changes less than 30% of the total construction project cost and do not exceed \$25,000. <p>References</p> <p>School Code – 24 P.S. 5-508</p> |

Board Action Information Sheet

22

Action Item #

October 2013

Action Month



D. May-Stein/C. Otuwa

Submitted By

J. Lippert

Person Accountable

GENERAL AUTHORIZATION

Payment Data

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| Total Cost This Action: | <u>\$0.00</u> | Account Number(s): | | | | |
| <input type="checkbox"/> General Fund | | <u>Resp</u> | <u>Fund</u> | <u>Func</u> | <u>Obj</u> | <u>Amount</u> |
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| <input type="checkbox"/> Supplemental Fund | | <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
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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 Pittsburgh Board of Education authorizes the District's proper officers to accept ongoing receipt of Target Field Trip Mini-Grant awards as they come into the school system during the 2013-14 school year. These awards amount to up to \$700 apiece and are granted to schools serving any combination of grades K-12 as schools apply for them. Applications are submitted between August 1 and September 30, with grant award announcements issued to schools on a rolling basis beginning in late October/early November. Funds are to be utilized to support costs of field trips-such as admission fees, tickets for exhibits, etc.

FURTHER RESOLVED, That this grant opportunity is made available to all District schools serving K-12 students, the population Target in its grant guidelines has targeted for these funds, and that the announcement of this opportunity is shared annually and directly to the Principals of these schools by Target and PPS staff.

FINALLY RESOLVED, That the Board of Education thanks Target, Inc. and the Target Foundation for making these funds available to schools. Field trips provide students with enrichment experiences that support both their academic growth and their understanding of the larger world beyond the school. This helps ensure students are Promise Ready when they enter college and post-secondary training, which is a goal of the School District's Reform Agenda -Excellence for All.

Who will this benefit?

Districtwide

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

Activities will take place out of the school sites that receive the awards and within the school district's current policies and guidelines regarding field trips.

K. Bowers/R. Joseph

Additional person(s) accountable for this tab

Board Action Information Sheet

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Action Item #

October 2013

Action Month



Rhonda Graham

Submitted By

Jerri Lynn Lippert

Person Accountable

GENERAL AUTHORIZATION

Payment Data

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|---|---------------------------------|--------------------|------------|-------------|------------|--------------------|
| Total Cost This Action: | <u>\$22,758.00</u> | Account Number(s): | | | | |
| | | Resp | Fund | Func | Obj | Amount |
| <input type="checkbox"/> General Fund | | | | | | |
| | Department | | | | | |
| <input checked="" type="checkbox"/> Supplemental Fund | <u>Pittsburgh Initiative II</u> | <u>4000</u> | <u>03P</u> | <u>2271</u> | <u>124</u> | <u>\$22,758.00</u> |
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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 \$20,000 from the National Board of Professional Teaching Standards, Inc. and to renew the Service Agreement with the National Board to support the Pittsburgh Initiative II Grant. The Pittsburgh Initiative II Grant for National Board Certification is a community-wide partnership between the Pittsburgh Public Schools, the PFT, the Pittsburgh Foundation, the Heinz Foundation, and the Grable Foundation. The Pittsburgh Initiative II program provides PPS teachers with comprehensive support for teachers pursuing National Board Certification from 2006-2010. Over the past six years, this program has helped over 145 PPS teachers receive National Board Certification. These funds will pay one lead facilitator a stipend of \$10,000 and two assistant facilitators stipends of \$5,000 to support the teachers going through the National Board certification process. Each facilitator would work candidates from November 1, 2013 – November 1, 2014. These three PPS National Board Certified facilitators were identified in partnership with the PFT during the 2012-13 school year, and will provide support by facilitating pre-candidate classes, attending recruitment events and working as mentors to National Board. The stipends and associated fringe benefits will not exceed \$22,758 from fund line 4000-03P-2271-124.

Who will this benefit?

The National Board Certification process benefits all teachers who embark on the process. The process also benefits all students who are served by a teacher seeking National Board Certification.

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

The facilitators will work to enhance the recruitment of teachers and the sustained support for those teachers during the certification process.

Kim Basinger

Additional person(s) accountable for this tab

Board Action Information Sheet

Additional Information:

Summary: The primary responsible for Lead Facilitator is to create meaningful pre-candidate classes for teachers seeking National Board Certification and to provide on-going support to NBPTS candidates. The lead facilitator will be required to facilitate the pre-candidacy classes as well as facilitate candidate support classes.

The assistant facilitators will also support candidates by providing mentoring support this may include but will not be limited to meeting to discuss candidate progress with the required portfolio, assisting with the selection of video tapping lessons, reviewing of required portfolio entries.

Each facilitator would work candidates from November 1, 2013 – November 1, 2014. The Lead facilitator will receive a stipend of \$10,000, assistant facilitators will receive a stipend of \$5,000. The support costs would total \$20,000 plus fringe benefits . Total cost shall not exceed \$22,758.

The facilitators were identified in partnership with the PFT in 2012-13, and met the following requirements:

Attend a minimum of two Recruitment and Awareness Meetings per academic year.

Assist in the creation of pre-candidate class experiences.

Assist in the facilitation of the pre-candidate classes approximately 60 hours of facilitation.

Assist with the development of the Candidate Academy and facilitate approximately 8 hours of course work.

Assist with the Advanced Candidate Academy and facilitate approximately 8 hours of course work.

Assist candidate with portfolio entry on an as needed basis.

Skills and Competencies:

Flexible

Leadership skills

Excellent facilitation skills

Interpersonal skills

Excellent Collaboration Skills

Qualifications:

Must have National Board Certification

Knowledge of the National Board for Professional Teaching Standards

Knowledge of the 5 Core Propositions of Accomplished Teaching

Board Action Information Sheet

24

Action Item #

October 2013

Action Month



Christiana Otuwa

Submitted By

Jerri Lynn Lippert

Person Accountable

GENERAL AUTHORIZATION

Payment Data

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| Total Cost This Action: | <u>\$0.00</u> | Account Number(s): | | | | |
| <input type="checkbox"/> General Fund | | <u>Resp</u> | <u>Fund</u> | <u>Func</u> | <u>Obj</u> | <u>Amount</u> |
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| <input type="checkbox"/> Supplemental Fund | | <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
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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 renew the partnership agreement with Dr. Karen Hessel (The Challenge Program, Inc.) to support our efforts to improve the academic achievement of students at Pittsburgh Milliones 6-12.

These services will be at no cost to the District and will include:

- Leadership Support and Coaching
- Professional Development for certificated staff
- Implementation Monitoring and data and project reviews

Activities will include, but are not limited to analysis of student status in regard to proficiency levels and identification of focus areas for 2013-2014. Teachers will be provided professional development in regard to the implementation of Common Core Standards. This effort will include a Parent Meeting sponsored by the University Prep Parent School Community Council. Meetings with District Curriculum staff will be held to ensure alignment with District support already at the schools.

The approximate value is estimated at \$50,500.

The operating period shall be from October 24, 2013 to June 25, 2014.

Who will this benefit?

The teachers and students at Pittsburgh Milliones 6-12 will benefit.

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

These activities will occur at Pittsburgh Milliones 6-12.

Derrick Hardy, Principal

Additional person(s) accountable for this tab

Board Action Information Sheet

Additional Information:

Dr. Hessel is a former Pittsburgh Public School student and teacher who is interested in "giving back" to the District where she received her start as an educator.

Karen Hessel has served as the Bureau Director for Teaching and Learning in the Pennsylvania Department of Education. As Director of TCP, her main duties included test development and assisting states throughout the country in adoption and implementation of the licensure series for principals and superintendents. Karen also co-authored two books on School Leadership entitled: "A Framework for School Leadership: Linking the ISLLC Standards to Practice" (ETS, 2002), and "Case Studies in School Leadership: Keys to a Successful Principalship" (ETS, 2003).

Board Action Information Sheet

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Action Item #

October 2013

Action Month



E. Wilson/A. Mike

Submitted By

D. Allen

Person Accountable

GENERAL AUTHORIZATION

Payment Data

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| Total Cost This Action: | <u>\$0.00</u> | Account Number(s): | | | | |
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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 partner with the City of Pittsburgh to assist High School students in awareness about the range of career potential and opportunity in local government; Enhance perceptions about public safety and City careers; and recruit high school students for City of Pittsburgh employment. Career experiences will be shared from our Police, Fire, EMS, Building Inspection, Animal Control, and Public Works personnel. The partnership will also include group discussions with City personnel and other activities that engage students and entertain their career inquiries and questions. The partnership will include customized invitation to High School Seniors (18 years of age or older) for assistance in learning how to apply for city specific jobs. This partnership is at no cost to the District.

Who will this benefit?

All PPS High School Seniors

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

High Schools or Greenway

Additional person(s) accountable for this tab

Board Action Information Sheet

26

Action Item #

October 2013

Action Month



Dara Ware Allen

Submitted By

Dara Ware Allen

Person Accountable

GENERAL AUTHORIZATION

Payment Data

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| Total Cost This Action: | <u>\$0.00</u> | Account Number(s): | | | | |
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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 enter into a school-based mental health partnership between Pittsburgh Morrow Intermediate Campus (5-8) and Glade Run Lutheran Services.

(See additional information).

Who will this benefit?

The school-based mental health partnership primarily benefits students. When students' needs are well-supported, the teaching and learning environment improves by removing barriers to learning.

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

The school-based mental health partnership will be at Pittsburgh Morrow Intermediate Campus (5-8).

Janet Yuhasz

Additional person(s) accountable for this tab



Primary campus: 1611 Davis Avenue | Pittsburgh, PA 15212
Phone: 412-734-6600 | Fax: 412-734-6606 | www.pps.k12.pa.us/morrow

Intermediate campus: 3530 Fleming Avenue | Pittsburgh, PA 15212
Phone: 412-732-6700 | Fax: 412-732-6707 | www.pps.k12.pa.us/morrow

Jamie Kinzel-Nath, Acting Principal
Carla Berdnik, Assistant Principal

To Whom It May Concern:

It is the intent of Pittsburgh Morrow 5-8 Intermediate Campus and Glade Run Lutheran Services to enter into a school-based mental health partnership. The administrative staffs of both Pittsburgh Morrow and Glade Run have met and discussed the particulars of this proposal. Glade Run presented this proposal to the faculty and Parent School Community Council at Pittsburgh Morrow on September 12, 2013.


Attached please find:

- ❖ the Petitioner Sign-Off form,
- ❖ a copy of the Mental Health Partnership Proposal,
- ❖ a list of potential third party insurance providers, and
- ❖ the Allegheny County Department of Human Services site-based approval letter.

We envision that this school-based mental health partnership will strengthen the continuum of support services for the students that attend Pittsburgh Morrow 5-8 Intermediate Campus. By providing these school-based out-patient services at the school, we believe we can more fully capitalize on the strengths and academic success of the child, while providing support to the family and school community utilizing easy access for all parties involved.

We look forward to the approval of this mental health partnership and our future work together to help every student and family at Pittsburgh Morrow 5-8 Intermediate Campus function at their highest capacity.

Sincerely,


Jamie Kinzel-Nath
Acting Principal

Melissa Volatich

Program Manager School Based
Services

Petitioner Sign-Off for School-Based Mental Health Partnership

We, the undersigned participants in Pittsburgh Morrow's Parent School Community Council, hereby approve of the implementation of a school-based mental health partnership between Pittsburgh Morrow K-8 Intermediate Campus and Glade Run Lutheran Services.

| NAME | REPRESENTATION |
|---------------------|-----------------------|
| Jamie Kinzel - Nath | Acting Principal |
| Adrian | Developmental Advisor |
| Teacher | PSCC |
| Antionette Jones | Parent |
| Maecle Bland | Parent |
| Elizabeth P. Smith | Teacher |
| William Smith | F.A.C.E. Coordinator |
| Wanna Smith | Parent |
| Julia A. Smith | Asst. Principal |
| | |
| | |
| | |
| | |

COUNTY OF



ALLEGHENY

RICH FITZGERALD
COUNTY EXECUTIVE

August 12, 2013

Mr. Oliver Stedeford
Director of Community Services
Glade Run Lutheran Services
P.O. Box 70, Beaver Road
Zelienople, Pa 16063

Mr. Stedeford:

Please accept this letter as Allegheny County's Office of Behavioral Health's support for Glade Run Lutheran Services to provide outpatient services at Pittsburgh Morrow 5-7 located at 3530 Fleming Avenue, Pittsburgh, Pa 15212. We understand that the satellite office would be under Glade Run Lutheran Services' outpatient services: Mental Health Psychiatric Outpatient Clinic license #403080

Thank you for your continued support to the children and families of Allegheny County.

If you have any questions, please feel free to contact me at (412) 350-5747.

Sincerely,

William A. Bedillion
Children & Adolescent Services
Allegheny County Dept. of Human Services
Office of Behavioral Health
One Smithfield Street, Suite 353
Pittsburgh, PA 15222-2225
(412) 350-5747 FAX (412) 350-7256

MARC CHERNA, DIRECTOR
DEPARTMENT OF HUMAN SERVICES
OFFICE OF BEHAVIORAL HEALTH
BUREAU OF CHILD AND ADOLESCENT MENTAL HEALTH SERVICES
HUMAN SERVICES BUILDING • ONE SMITHFIELD STREET • THIRD FLOOR • PITTSBURGH, PA 15222
PHONE (412) 350-4456 • TDD (412) 473-2017 • FAX (412) 350-7256

PROPOSAL
FOR A SCHOOL-BASED MENTAL HEALTH PARTNERSHIP BETWEEN
PITTSBURGH MORROW INTERMEDIATE CAMPUS (5-8)
AND
GLADE RUN LUTHERAN SERVICES

I BACKGROUND INFORMATION

Glade Run Lutheran Services has collaborated with Pittsburgh Public Schools since 2008. This long-standing partnership has brought forth many successful, comprehensive services beginning with prevention education and including school-based mental health partnerships.

II THE GOAL AND OBJECTIVES FOR THE PARTNERSHIP

The School-Based Mental Health Partnership Program will provide a range of mental health services which will assist the school in addressing the emotional and behavioral health needs of youth. Because we have the opportunity to be in the student's school and community, we are better able to enhance and maintain the child's improved functioning in this environment. The School-Based Mental Health Partnership will provide interventions that will capitalize on the student's strengths and uniqueness, while addressing areas that need strengthened, redirected or improved upon. This service will improve individual well being for the student and family, while promoting success in academic achievement and building positive personal, peer and family relationships. This service will also enhance a student's "Promise readiness" by removing barriers to learning.

The Partnership helps overcome obstacles to therapy by providing individually designed treatment in the child's school. The resources and energies of today's families are often quite limited. The convenience of counseling on-site at the school would assist families to access services they might not normally seek in a clinical setting due to stigma; having this service at the child's school often removes that stigma.

To assure success in meeting commitments and goals, we plan to assess student, family, and school staff satisfaction. We will provide feedback on the partnership during monthly partnership meetings so that concerns raised are sensitively and promptly addressed.

Objectives

- Reduce the troubling symptoms of emotional disturbance so the student is able to function optimally in all facets of his/her life, socially, emotionally, behaviorally and academically.
- Collaborate with teachers and other relevant school staff so they are educated on the appropriateness of referrals to the Student Assistance Program.
- Provide the student with a positive experience in treatment so that he or she learns ways to care about their emotional well-being and how to seek help in the future if need should arise.
- Maximize the strengths of the student, family, school and the community.
- Enhance the continuum of support services at Pittsburgh Morrow Intermediate Campus.

III & IV SERVICE DELIVERY AND MANAGEMENT

The Partnership will be designed to meet the mental health needs of school-age children and their families by maximizing accessibility to therapeutic services. This service would enable a therapist to provide treatment at the child's school site. Glade Run will be sensitive to the cultural, ethnic and special needs of each student/family as well as sensitive to age-appropriate physical, emotional, social, education and recreational needs of the child.

Referrals for school-based therapy will be made by the Student Assistance Program Team, who will screen referrals from school staff/and of the parents. All referrals will be funneled to and thru the school's SAP Team Coordinator for screening and appropriate action.

School-based services would provide outpatient treatment for emotionally/behaviorally challenged school-aged children and their families either individually or in groups. All children participating in therapy will be enrolled as a consumer of Glade Run. The enrollment process will include initial intake. The first meeting will be at the school, but will begin with a phone call to the Glade Run Intake Division to obtain a brief history of the child, along with the parent's and school's concern(s) and information about insurance coverage. If it is determined that a child is in need of medication, all psychiatric evaluations and all subsequent medication check-ups would be arranged to occur at the school if possible, otherwise at Glade Run. Therapists working in the school would continue to function and be supervised as part of the treatment team which includes a psychiatrist and the clinical supervisor.

Glade Run strongly believes that family involvement is a major factor in the level of success reached by a child in treatment. Family involvement would occur at several levels. No family will be contacted without written permission from them to do so. No child will be seen without the parent's informed, written permission/consent. Families will be invited to the first sessions and subsequent sessions to help develop treatment goals, to become part of the therapeutic process and to get continuous feedback. Their involvement is dependent upon the individual needs of the child, but the importance of their commitment will continue to be stressed.

Services will include intake, psychiatric evaluation, individual and/or group therapy, family therapy and/or parent counseling. An individual treatment plan detailing specific goals and objectives will be developed by the child, family, and therapist. The treatment plan would be reviewed approximately every three months with the treatment team at Glade Run. In addition, the therapist will participate in a monthly School Based Mental Health Partnership meeting, which is facilitated by the SAP Team Coordinator in the school setting. Appropriate information is shared on each student's participation in the partnership, including progress or other relevant strategies that are impacting behavior and emotional well-being improvements.

All student information is protected by HIPAA and FERPA, and these privacy and confidentiality regulations will govern what can and should be shared with school staff.

School-based therapists will be Master's level clinicians with at least two years experience working with children and adolescents. Supervision will be provided by the unit supervisor at Glade Run. In addition, progress notes will be written by the therapist after each session with the child and filed in their chart at Glade Run. Treatment will occur during school hours on a rotating basis so that students do not miss the same class each week. With written consent of parents, therapists will consult with teachers and may provide classroom observations and strategies in developing behavioral intervention plans for the child. All students and their families will be respected with the right of confidentiality. Parental or legal guardian written consent will always be required to initiate service or discussion with the staff. Information shared with teachers and other school staff will be based on the concept of "need to know".

Services will be provided according to the number of referrals received and dependent upon staff and space availability. In order to initiate on-site services, three children will have initiated the intake process.

The therapist will require support from the Principal and staff in scheduling, obtaining releases from classes and locating students for appointments to ensure the most effective use of the provider's time.

V IMPLEMENTATION PLAN

Pittsburgh Morrow Intermediate Campus (5-8) has identified a room with telephone access for the therapist. That space has already been approved by the Department of Human Services. The Partnership would start upon receipt of at least three (3) referrals. The therapist will contact school personnel through a variety of methods. Primary contact will be made through consults with the SAP Team Coordinator, consulting directly with the administrator, or other designated school personnel.

VI EVALUATION PLAN AND REPORTING PROCESS

Mental health services should support education to maximize the academic experience for the child by removing barriers to learning. The students who are referred to School-Based Mental Health Services will be tracked by the following indicators:

- academic performance;
- daily attendance;
- behavioral information;
- number of suspensions since referrals; and
- student progress as outlined in each student's Treatment Plan and measured by the therapist, student, staff feedback and the SAP Team Coordinator and the family.

VII CONSENTS

Parental/legal guardian written informed consent is required before the initiation of any services. A copy of the signed consent will be provided to the SAP Team Coordinator. Upon receipt of the signed consent, Glade Run will share information with school faculty on a "need to know" basis. The clinician will share only that information relevant to the student's educational placement. Other information not relevant or essential to the educational process such as a family's history of mental health or "life" problems will not be shared. With consent of the parent/legal guardian, the clinician will make every effort to facilitate cooperative interaction and treatment plan implementation among all involved school personnel, social services, the child and family. Such collaboration will ensure the best potential for successful treatment.

Insurances accepted by Glade Run Lutheran Services

Aetna

Blue Cross/Blue Shield

CCBHO [Community Care Behavioral Health Organization]

Cigna

Magellan

MHNet

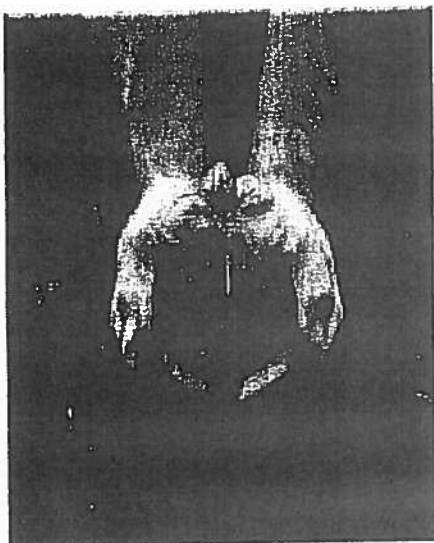
Tricare

United Behavioral Health

UPMC

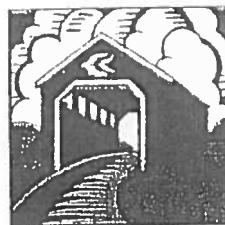
Value Options

Value Behavioral Health



FOR MORE INFORMATION

412-661-1827



GLADE RUN LUTHERAN SERVICES

a bridge to a brighter future

Pittsburgh Office

5648 Friendship Avenue

Pittsburgh, PA 15206

Phone 412-661-1827

Fax 412-661-1867

JOIN THE TEAM!

We are all responsible to ensure that our youth develop the skills they need to succeed.

Learning occurs everywhere. Fostering social and emotional growth is everyone's responsibility.

Additional Services Available

(Pittsburgh Office)

- Outpatient Counseling
- Psychiatric/Psychological Evaluations
- Wraparound Services
- Medication Management

Pittsburgh Morrow

&

GLADE RUN



*a bridge to a brighter future
through lifelong learning*

A
**Partnership In
School-Based
Mental Health Services**

OUR PARTNERSHIP

Pittsburgh Morrow and Glade Run are collaborating to provide on-site behavioral health services that promote social and emotional growth.

The Mental Health Partnership emphasizes a team approach. Educators, counselors, families and communities work together to foster strong, confident, and contributing youth.

WHAT IS PROVIDED?

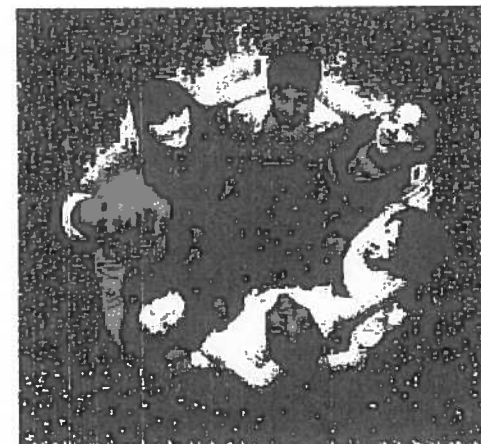
A team of experienced therapist is available to address typical issues that impact children in their home, school and community environments. Counseling sessions will take place at Morrow during school hours.

- Inter-personal relationships (family, peer, and authority figures)
- Stress and Mood
- Grief and Loss
- Trauma and Anxiety
- Anger Management
- Conflict Resolution
- Behavioral Issues
- Communication Skills
- Time Management and Problem-Solving
- Character Building and Self-Esteem

HOW DO WE GET STARTED?

Referrals for this service may be initiated by designated Morrow staff or can be requested by parents or students.

- Parental consents must be signed prior to service provision.
- Opportunities will be made available for students to meet with therapist(s) prior to setting up initial school-based appointment.
- Glade Run will schedule an initial strengths based assessment/information gathering session with the student and parent.
- Confidentiality will be reviewed and strictly protected. All documentation related to services will be maintained at Glade Run's Pittsburgh Office.
- Frequency of sessions and the development of an individualized plan to address goals will be developed jointly between therapist and student.
- Services will typically end when goals are attained. Referral to additional services will be made if indicated or requested.



A positive, strength-based approach to wellness

IS IT WORKING?

Progress monitoring will include regular communication between therapist, parents/guardians and teachers.

Individual goals will be reviewed and modified based on progress. New interventions and strategies will be applied when needed. Ongoing student and parent feedback is essential and will be obtained to determine if services are effective.

INSURANCES ACCEPTED

Fees for any counseling services provided will be processed by Glade Run to the appropriate third party payors indicated on the registration form completed by parents/guardians.

School-Based Mental Health Partnership counseling sessions is a "community service" provided via Glade Run's Pittsburgh Outpatient Office.

Board Action Information Sheet

27

Action Item #
October 2013
Action Month



Dara Ware Allen

Submitted By

Dara Ware Allen
Person Accountable

GENERAL AUTHORIZATION

Payment Data

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| Total Cost This Action: | <u>\$0.00</u> | Account Number(s): | | | | |
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| | Department | | | | | |
| <input type="checkbox"/> Supplemental Fund | | | | | | |
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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 discontinue the formerly adopted school-based mental health partnership between Pittsburgh Colfax K-8 and Western Psychiatric Institute & Clinic of UPMC Presbyterian Shadyside. Date of adoption was August 24, 2005.

FINALLY RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize its proper officers to enter into a new school-based mental health partnership between Pittsburgh Colfax K-8 and FamilyLinks.

(See additional information).

Who will this benefit?

The school-based mental health partnership primarily benefits students. When students' needs are well-supported, the teaching and learning environment improves by removing barriers to learning.

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

The school-based mental health partnership will be at Pittsburgh Colfax K-8

Janet Yuhasz

Additional person(s) accountable for this tab



Western Psychiatric
Institute and Clinic
of UPMC

Center for
Children and Families

3811 O'Hara Street
Pittsburgh, PA 15213

8/8/13

Dear Janet,

I am writing to inform you of WPIC's intent to discontinue the provision of school based mental health services to the Colfax school for the 2013-2014 school year. We understand that under the guidelines set forth in our contract we are obligated to give Pittsburgh Public Schools 90 days notice of this plan. Per section 6 of the agreement, let this letter serve as notice of WPICs intent to terminate.

We intend to participate in the transition of care for the clients that Giselle Fernandes has been treating to another provider. This can occur during the 90 day period, as well as beyond that time frame. In terms of transitioning care, WPIC will be able to have children currently seen at Colfax be transferred to a therapist located in Oakland at the Center for Children and Families, if that is the wish of the family. Alternatively, Giselle can be involved in the clinical transfer of care should Pittsburgh Public Schools engage another agency to pick up the provision of school based services at Colfax prior to 90 days. Children who currently receive medication management services through the school based program can continue to receive medication management at the Center for Children and Families beyond the 90 days, until there is another school based provider in place that can provide pharmacotherapy. We appreciate having had the opportunity to partner with Pittsburgh Public schools. Thank you.

Sincerely



Josh Hefferen L.C.S.W.

Program Director; WPIC School Based Mental Health Services
100 North Bellefield Ave 6th Floor
Pittsburgh PA 15213
412-864-1079



Pittsburgh Colfax K-8

2332 Beechwood Boulevard | Pittsburgh, PA 15217

Phone: 412-422-3525 | Fax: 412-422-4896

Adam Sikorski, Principal

Darlene Stewart, Assistant Principal

Cara McKenna, Assistant Principal

September 11, 2013

To Whom It May Concern:

It is the intent of Pittsburgh Colfax K-8 and FamilyLinks to enter into a school-based mental health partnership. The administrative staffs of both Pittsburgh Colfax and FamilyLinks have met and discussed the particulars of this proposal. FamilyLinks presented this proposal to the faculty and Parent School Community Council at Pittsburgh Colfax on September 11, 2013.

Attached please find:

- ❖ the Petitioner Sign-Off form,
- ❖ a copy of the Mental Health Partnership Proposal, and
- ❖ a list of potential third party insurance providers.

We envision that this school-based mental health partnership will strengthen the continuum of support services for the students that attend Pittsburgh Colfax K-8. By providing these school-based out-patient services at the school, we believe we can more fully capitalize on the strengths and academic success of the child, while providing support to the family and school community utilizing easy access for all parties involved.

We look forward to the approval of this mental health partnership and our future work together to help every student and family at Pittsburgh Colfax K-8 function at their highest capacity.

Sincerely,

Adam Sikorski

Principal

Paul Tedesco

Senior Director, FamilyLinks Behavioral Health

Petitioner Sign-Off for School-Based Mental Health Partnership

We, the undersigned participants in Pittsburgh Colfax Parent School Community Council, hereby approve of the implementation of a school-based mental health partnership between Pittsburgh Colfax and FamilyLinks.

| NAME | REPRESENTATION |
|--------------------|--------------------|
| Maren Cooke | Colfax PSCC Parent |
| Jessie B. Ramsey | " " |
| [Signature] | " " |
| Abbi Tamm | " " |
| Christi M. Lorenz | " " |
| Mia Keegan | " " |
| Judi Resnik | " " |
| Yantel Lin | |
| Jennifer Langer | Colfax |
| [Signature] | " " |
| [Signature] | " " |
| Kimberly Massey | " " |
| Tiffany C. Shockey | " " |
| [Signature] | " " |
| Chuck Cona | " " |
| [Signature] | " " |
| [Signature] | " " |
| Ashley Peralta | " " |

[illegible]

[illegible]

**PROPOSAL
FOR A SCHOOL-BASED MENTAL HEALTH PARTNERSHIP BETWEEN
PITTSBURGH COLFAX K-8
AND
FAMILYLINKS**

I BACKGROUND INFORMATION

Familylinks has collaborated with Pittsburgh Public Schools since 1988. This long-standing partnership has brought forth many successful, comprehensive services beginning with prevention education and including school-based mental health partnerships.

II THE GOAL AND OBJECTIVES FOR THE PARTNERSHIP

The School-Based Mental Health Partnership Program will provide a range of mental health services which will assist the school in addressing the emotional and behavioral health needs of youth. Because we have the opportunity to be in the student's school and community, we are better able to enhance and maintain the child's improved functioning in this environment. The School-Based Mental Health Partnership will provide interventions that will capitalize on the student's strengths and uniqueness, while addressing areas that need strengthened, redirected or improved upon. This service will improve individual well being for the student and family, while promoting success in academic achievement and building positive personal, peer and family relationships. This service will also enhance a student's "Promise readiness" by removing barriers to learning.

The Partnership helps overcome obstacles to therapy by providing individually designed treatment in the child's school. The resources and energies of today's families are often quite limited. The convenience of counseling on-site at the school would assist families to access services they might not normally seek in a clinical setting due to stigma; having this service at the child's school often removes that stigma.

To assure success in meeting commitments and goals, we plan to assess student, family, and school staff satisfaction. We will provide feedback on the partnership during monthly partnership meetings so that concerns raised are sensitively and promptly addressed.

Objectives

- Reduce the troubling symptoms of emotional disturbance so the student is able to function optimally in all facets of his/her life, socially, emotionally, behaviorally and academically.
- Collaborate with teachers and other relevant school staff so they are educated on the appropriateness of referrals to the Student Assistance Program.
- Provide the student with a positive experience in treatment so that he or she learns ways to care about their emotional well-being and how to seek help in the future if need should arise.
- Maximize the strengths of the student, family, school and the community.
- Enhance the continuum of support services at Colfax K-8.

III & IV SERVICE DELIVERY AND MANAGEMENT

The Partnership will be designed to meet the mental health needs of school-age children and their families by maximizing accessibility to therapeutic services. This service would enable a therapist to provide treatment at the child's school site. Familylinks will be sensitive to the cultural, ethnic and special needs of each student/family as well as sensitive to age-appropriate physical, emotional, social, education and recreational needs of the child.

Referrals for school-based therapy will be made by the Student Assistance Program Team, who will screen referrals from school staff/and of the parents. All referrals will be funneled to and thru the school's SAP Team Coordinator for screening and appropriate action.

School-based services would provide outpatient treatment for emotionally/behaviorally challenged school-aged children and their families either individually or in groups. All children participating in therapy will be enrolled as a consumer of Familylinks. The enrollment process will include initial intake. The first meeting will be at the school, but will begin with a phone call to the Familylinks Intake Division to obtain a brief history of the child, along with the parent's and school's concern(s) and information about insurance coverage. If it is determined that a child is in need of medication, all psychiatric evaluations and all subsequent medication check-ups would be arranged to occur at the school if possible, otherwise at Familylinks. Therapists working in the school would continue to function and be supervised as part of the treatment team which includes a psychiatrist and the clinical supervisor.

Familylinks strongly believes that family involvement is a major factor in the level of success reached by a child in treatment. Family involvement would occur at several levels. No family will be contacted without written permission from them to do so. No child will be seen without the parent's informed, written permission/consent. Families will be invited to the first sessions and subsequent sessions to help develop treatment goals, to become part of the therapeutic process and to get continuous feedback. Their involvement is dependent upon the individual needs of the child, but the importance of their commitment will continue to be stressed.

Services will include intake, psychiatric evaluation, individual and/or group therapy, family therapy and/or parent counseling. An individual treatment plan detailing specific goals and objectives will be developed by the child, family, and therapist. The treatment plan would be reviewed approximately every three months with the treatment team at Familylinks. In addition, the therapist will participate in a monthly School Based Mental Health Partnership meeting, which is facilitated by the SAP Team Coordinator in the school setting. Appropriate information is shared on each student's participation in the partnership, including progress or other relevant strategies that are impacting behavior and emotional well-being improvements.

All student information is protected by HIPAA and FERPA, and these privacy and confidentiality regulations will govern what can and should be shared with school staff.

School-based therapists will be Master's level clinicians with at least two years experience working with children and adolescents. Supervision will be provided by the unit supervisor at Familylinks. In addition, progress notes will be written by the therapist after each session with the child and filed in their chart at Familylinks. Treatment will occur during school hours on a rotating basis so that students do not miss the same class each week. With written consent of parents, therapists will consult with teachers and may provide classroom observations and strategies in developing behavioral intervention plans for the child. All students and their families will be respected with the right of confidentiality. Parental or legal guardian written consent will always be required to initiate service or discussion with the staff. Information shared with teachers and other school staff will be based on the concept of "need to know".

Services will be provided according to the number of referrals received and dependent upon staff and space availability. In order to initiate on-site services, three children will have initiated the intake process.

The therapist will require support from the Principal and staff in scheduling, obtaining releases from classes and locating students for appointments to ensure the most effective use of the provider's time.

V IMPLEMENTATION PLAN

Pittsburgh Colfax K-8 has relayed that they will provide a room for a therapist. Familylinks' requirement is a room with privacy and access to a telephone. The Partnership would start upon receipt of at least three (3) referrals. The therapist will contact school personnel through a variety of methods. Primary contact will be made through consults with the SAP Team Coordinator, consulting directly with the administrator, or other designated school personnel.

VI EVALUATION PLAN AND REPORTING PROCESS

Mental health services should support education to maximize the academic experience for the child by removing barriers to learning. The students who are referred to School-Based Mental Health Services will be tracked by the following indicators:

- academic performance;
- daily attendance;
- behavioral information;
- number of suspensions since referrals; and
- student progress as outlined in each student's Treatment Plan and measured by the therapist, student, staff feedback and the SAP Team Coordinator and the family.

VII CONSENTS

Parental/legal guardian written informed consent is required before the initiation of any services. A copy of the signed consent will be provided to the SAP Team Coordinator. Upon receipt of the signed consent, Familylinks will share information with school faculty on a "need to know" basis. The clinician will share only that information relevant to the student's educational placement. Other information not relevant or essential to the educational process such as a family's history of mental health or "life" problems will not be shared. With consent of the parent/legal guardian, the clinician will make every effort to facilitate cooperative interaction and treatment plan implementation among all involved school personnel, social services, the child and family. Such collaboration will ensure the best potential for successful treatment.

Insurances

Aetna

Blue Cross/Blue Shield

Champus

Cigna Health

Community Care Behavioral Health

Highmark

Magellan Health

Medicare

Medical Assistance

MH Network

Tricare

United Behavioral Health

United Health Care

UPMC Health Plan

Value Behavioral Health

Value Options

WPEE Insurance Trust Fund

FAMILYLINKS SERVICES

SAP

S.A.P. liaison will attend frequent Core Team meetings, offer consultation to team members on cases that have been referred and conduct pre-assessment screenings, if recommended by the Core Team and consented to by the parent and youth.

OUTPATIENT

Mental health evaluation, treatment, and consultation services for youth and families.

STEP PROGRAM

Coordination of mental health services in the home & community for youth at high risk, so that they succeed in daily living.

FAMILY-BASED MENTAL HEALTH

In-home, family therapy services, delivered by a Therapy Team, for youth who are at-risk for out-of-home placement.

THERAPEUTIC LEARNING CENTER

Mental health services in an educational setting for young children with long-term/complex needs.

SUPPORTS COORDINATION

Coordination of support services for individuals diagnosed with mental retardation.

SUPPORTIVE HOUSING

Housing assistance for families and individuals who need support in obtaining and keeping permanent housing.

DRUG AND ALCOHOL SERVICES

Counseling and interventions, including outpatient and residential treatment.

FOR MORE INFORMATION CALL

Intake Department
412-924-0172

* * *

Program Manager:
Priscilla Palmer
412-343-7166

* * *

Partnership Therapist:

412-343-7166

A non-profit mental health agency, Familylinks is an equal opportunity employer.

Familylinks is licensed by the Pennsylvania Department of Public Welfare, Office of Mental Health and Substance Abuse Services and is affiliated with Allegheny County Mental Health / Mental Retardation Program.

Familylinks
2644 Banksville Road
Pittsburgh, PA 15216

Mental Health Partnership

**Colfax
&**

Familylinks

*Providing Counseling and Care
with*

Your Youth & Your Family

A Service of



Colfax and **Familylinks** are pleased to bring you on-site counseling in the school one day a week. This service is designed to promote:

- individual well being
- academic success
- peer success
- family success

Families may consider counseling for their youth:

- if the youth's behavior is a problem;
- if the youth is reluctant to attend school;
- if the youth is academically performing below expectation;
- if the youth is having difficulties in relationships with others;
- if the youth seems not to be him/ herself — appears to be sad, angry or withdrawn.

BENEFITS FOR FAMILIES

- Convenience of location.
- Convenience of time.
- School shares concerns and problems to be addressed.
- Parents are able to partner with both Colfax and Familylinks to help their youth achieve objectives.
- Confidentiality will be strictly protected. Information shared with the school personnel requires written parental permission.
- There is no cost to the school.
- Client fees are billed to third party payers (insurance) and/or established via a sliding scale format.

If the youth's insurance is not reimbursable to Familylinks, the family will be referred to an appropriate provider approved by their insurance carrier.

STEPS TO COUNSELING

1. The Principal, Teacher, or School Counselor may suggest our counseling service.

The parent may call the school or Familylinks directly to request counseling service.

The student may ask for counseling by speaking with parents and/or school personnel.

2. Counseling service can only be initiated with written parental permission.
3. Familylinks will call the parent and obtain additional information, such as the youth's brief history and insurance coverage information.
4. Familylinks will schedule an appointment at Colfax with the parent or guardian in attendance.
5. Counseling proceeds with student and includes the parent/guardian.
6. Closure of counseling occurs when agreed upon goals have been accomplished. The family comes in for a final session.

Board Action Information Sheet

28

Action Item #

October 2013

Action Month



Dara Ware Allen

Submitted By

Dara Ware Allen

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 the Student Assistance Program to accept in-kind services. The attached listing of schools and service provider assignments represents a continuum of programming and services including classroom prevention education, intervention and skill-building groups, along with our school-based mental health partnerships. All service providers listed have extensive experience with Pittsburgh Public Schools and our Student Assistance Program/Student Support Services Department.

The listing represents an example of the extensive collaborative effort that exists between Pittsburgh Public Schools and the Allegheny County Department of Human Services, as we work together to continue implementation of the Pennsylvania Department of Education's Student Assistance Program model.

Who will this benefit?

The Student Assistance Program benefits students across all grades by supporting district-wide efforts to maintain safe and orderly schools, along with the social, emotional and behavioral growth of youth.

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

Activities and services will occur K-12 school-based, with central office oversight and coordination.

Janet Yuhasz

Additional person(s) accountable for this tab

STUDENT ASSISTANCE PROGRAM

2013/2014 SCHOOL SERVICE PROVIDER ASSIGNMENTS

This listing indicates the service providers that have generously agreed to provide our schools with 'in-kind' prevention and early intervention services during the 2013/2014 school year. They have all worked with our schools in the past through the Student Assistance Program and are Board approved. With the exception of the School Improvement Grant contracts all other services are provided free of charge to our schools, at a minimum of one day per week. Our school-based Mental Health Partnerships service schools from one to five days per week depending on the caseloads and needs in each school, and are provided at no cost to Pittsburgh Public Schools.

| SCHOOLS | SERVICE PROVIDERS |
|---------------------------------|---|
| Pittsburgh Allderdice | Gateway Rehabilitation Prevention Services |
| | Homewood-Brushton YMCA |
| | Glade Run Mental Health Partnership |
| | WPIC Mental Health Liaison |
| Pittsburgh Allegheny Elementary | Mercy Behavioral Health Prevention Services |
| | Mercy Behavioral Health-M/H Partnership |
| Pittsburgh Allegheny Middle | Mercy Behavioral Health Prevention Services |
| | Mercy Behavioral Health-M/H Partnership & Liaison |
| Pittsburgh Arlington | Mercy Behavioral Health Prevention Services |
| | Mercy Behavioral Health-M/H Partnership & Liaison |
| Pittsburgh Arsenal Elementary | WPIC: Addiction Medicine Services - Prevention |
| | Mercy Behavioral Health Mental Health Partnership |
| Pittsburgh Arsenal Middle | FamilyLinks Prevention Services |
| | Mercy Behavioral Health-M/H Partnership & Liaison |
| Pittsburgh Banksville | Mercy Behavioral Health Prevention Services |
| | FamilyLinks-M/H Partnership |
| Pittsburgh Beechwood | FamilyLinks Prevention Services |
| | FamilyLinks-M/H Partnership |
| Pittsburgh Brashear [SIG] | Mercy Behavioral Health Prevention Services |
| | Gateway Rehabilitation Prevention Services |
| | Mercy Behavioral Health M/H Partnership & Liaison |
| Pittsburgh Brookline | FamilyLinks Prevention Services |
| | Mercy Behavioral Health-M/H Partnership & Liaison |
| Pittsburgh CAPA 6-12 | WPIC: Addiction Medicine Services |
| | Glade Run Mental Health Partnership & FamilyLinks M/H Liaison |
| Pittsburgh Carmalt | Mercy Behavioral Health Prevention Services |
| | Mercy Behavioral Health M/H Partnership & Liaison |
| Pittsburgh Carrick | Mercy Behavioral Health Prevention Services |
| Pittsburgh Classical Academy | Mercy Behavioral Health Prevention Services |
| | Mercy Behavioral Health-M/H Partnership & Liaison |
| Pittsburgh Colfax | WPIC: Addiction Medicine Services - Prevention |
| | FamilyLinks Mental Health Partnership & Liaison |
| Pittsburgh Concord | Mercy Behavioral Health Prevention Services |
| | FamilyLinks-M/H Partnership |
| Pittsburgh Conroy Education Ctr | Mercy Behavioral Health Prevention Services |
| | FamilyLinks-M/H Partnership |
| Pittsburgh Dilworth | FamilyLinks Prevention Services |
| | FamilyLinks-M/H Partnership |
| Pittsburgh Faison [SIG] | FamilyLinks Prevention Services |
| | Next Generation Prevention Services |
| | Glade Run Mental Health Partnership |
| Pittsburgh Fulton | FamilyLinks Prevention Services |
| | FamilyLinks-M/H Partnership |
| Pittsburgh Grandview | Mercy Behavioral Health Prevention Services |
| | Mercy Behavioral Health-M/H Partnership |
| Pittsburgh Greenfield | Mercy Behavioral Health Prevention Services |

STUDENT ASSISTANCE PROGRAM

2013/2014 SCHOOL SERVICE PROVIDER ASSIGNMENTS

| SCHOOLS | SERVICE PROVIDERS |
|---|---|
| | FamilyLinks Mental Health Partnership |
| | Gwen's Girls |
| Pittsburgh King, ML [SIG] | MAPS, University of Pittsburgh |
| | Mercy Behavioral Health Prevention Services & Liaison |
| | Mercy Behavioral Health-M/H Partnership & Liaison |
| Pittsburgh Langley K-8 | Mercy Behavioral Health Prevention Services |
| | Mercy Behavioral Health-M/H Partnership & Liaison |
| Pittsburgh Liberty | MAPS, University of Pittsburgh |
| | FamilyLinks-M/H Partnership |
| Pittsburgh Lincoln | FamilyLinks Prevention Services |
| | Glade Run Mental Health Partnership |
| | Gwen's Girls |
| Pittsburgh Linden | Mercy Behavioral Health Prevention Services |
| | FamilyLinks M/H Partnership |
| Pittsburgh Manchester | Mercy Behavioral Health Prevention Services |
| | Mercy Behavioral Health Mental Health Partnership & Liaison |
| Pittsburgh Mifflin | FamilyLinks Prevention & Liaison |
| | Glade Run Mental Health Partnership |
| Pittsburgh Miller | Mercy Behavioral Health Prevention Services |
| | Glade Run Mental Health Partnership |
| Pittsburgh Millionnes | Addison Behavioral Care |
| | Mercy Behavioral Health Prevention |
| | YMCA |
| | Mercy Behavioral Health Mental Health Partnership & Liaison |
| Pittsburgh Minadeo | WPIC: Addiction Medicine Services - Prevention |
| | WPIC – Mental Health Partnership |
| Pittsburgh Montessori | Mercy Behavioral Health Prevention Services |
| | Glade Run Mental Health Partnership; FamilyLinks Liaison |
| Pittsburgh Morrow | Glade Run Mental Health Partnership 5-8 |
| | Mercy Behavioral Health Prevention Services |
| | Mercy Behavioral Health-M/H Partnership K-4 |
| Pittsburgh Barack Obama | WPIC: Addiction Medicine Services - Prevention |
| | FamilyLinks-M/H Partnership & Liaison |
| Pittsburgh Oliver Citywide Academy | FamilyLinks-M/H Partnership |
| Pittsburgh Perry [SIG] | Center for Victims |
| | Mercy Behavioral Health Prevention Services |
| | Next Generation Prevention Services |
| | Mercy Behavioral Health-M/H Partnership |
| Pittsburgh Phillips | Mercy Behavioral Health Prevention Services |
| | Mercy Behavioral Health-M/H Partnership |
| Pittsburgh Pioneer Education Center | MAPS, University of Pittsburgh |
| | FamilyLinks-M/H Partnership |
| Pittsburgh Roosevelt | FamilyLinks Prevention Services |
| | FamilyLinks M/H Partnership |
| Pittsburgh Schiller Classical Academy | Mercy Behavioral Health Prevention Services |
| | Mercy Behavioral Health-M/H Partnership & Liaison |
| Pittsburgh Science & Technology Academy | Mercy Behavioral Health Prevention Services |
| | Mercy Behavioral Health Mental Health Partnership & Liaison |
| Pittsburgh South Brook | Gwen's Girls |
| | FamilyLinks-M/H Partnership & Liaison |
| Pittsburgh South Hills | Mercy Behavioral Health Prevention Services |
| | Mercy Behavioral Health-M/H Partnership & Liaison |
| Pittsburgh Spring Hill | Mercy Behavioral Health Prevention Services |

STUDENT ASSISTANCE PROGRAM

2013/2014 SCHOOL SERVICE PROVIDER ASSIGNMENTS

| SCHOOLS | SERVICE PROVIDERS |
|--|---|
| | Mercy Behavioral Health-M/H Partnership |
| Pittsburgh Sterrett Classical Academy | Turtle Creek Valley MH/MR, Inc. Prevention |
| | FamilyLinks-M/H Partnership & Liaison |
| Pittsburgh Student Achievement Center (6-12) | Glade Run Mental Health Partnership |
| | Gateway Rehabilitation Prevention Services |
| Pittsburgh Sunnyside | Mercy Behavioral Health Prevention Services |
| | FamilyLinks-M/H Partnership & Liaison |
| Pittsburgh Weil | Mercy Behavioral Health Prevention Services |
| | FamilyLinks Mental Health Partnership |
| Pittsburgh Westinghouse [SIG] | Addison Behavioral Care |
| | Center for Victims |
| | FamilyLinks-M/H Partnership & Liaison |
| | Homewood-Brushton YMCA |
| Pittsburgh West Liberty | FamilyLinks Prevention Services |
| | FamilyLinks-M/H Partnership |
| Pittsburgh Westwood | Addison Behavioral Care |
| | FamilyLinks Prevention Services |
| | Glade Run Mental Health Partnership |
| Pittsburgh Whittier | MAPS, University of Pittsburgh |
| | Mercy Behavioral Health-M/H Partnership |
| Pittsburgh Woolslair | MAPS, University of Pittsburgh |
| | Mercy Behavioral Health-M/H Partnership |

Board Action Information Sheet

29

Action Item #
October 2013
Action Month



E. Wilson

Submitted By

D. Allen

Person Accountable

GENERAL AUTHORIZATION

Payment Data

| | | | | | | |
|--|------------|--------------------|-------------|-------------|------------|---------------|
| Total Cost This Action: | \$0.00 | 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 | | | | | | |
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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 up to \$40,000 from the Mathematica Corporation to elementary schools for participating in the post-assessments for Summer Dreamers Academy participants. As mentioned in the Board Update on September 6, 2013, Mathematica administered evaluative assessments of participants in the Randomized Control Trial (Board approved on February of 2013). Funds will be distributed to schools at a rate of \$1,000 per school beginning October 24, 2013 in appreciation for assistance in organizing the assessments.

Who will this benefit?

All K-5 and K-8 Schools

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

K-5 and K-8 schools that participated in the RAND/Mathematica Summers Dreamers Evaluation

C. Cray/M. Howze

Additional person(s) accountable for this tab

Board Action Information Sheet

30

Action Item #

October 2013

Action Month



Carol Barone-Martin

Submitted By

Jerri Lynn Lippert

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>Early Childhood</u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| | <u>Department</u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| <input type="checkbox"/> Supplemental Fund | <u>Crescent</u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| | <u>Name</u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| | <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| | <u>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 authorization? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the School District of Pittsburgh authorize the Early Childhood Program to accept a donation from the Homewood Children's Village (HCV) on behalf of the Pittsburgh Crescent Early Childhood Center:

Beginning November, 2013 through June, 2014, The HCV will donate bus tickets to be given to up to twenty (20) eligible families whose child(ren) attend the Pittsburgh Crescent Early Childhood Center. Eligible families must meet certain criteria to receive bus tickets. Criteria is: Income eligibility or family hardship, live 1.5 miles or greater from center, hazardous route, and regular attendance. Families will also receive social service support from HCV.

The approximate value of this donation is up to \$10,000. This is the second year of this collaboration.

FINALLY RESOLVED, That the Board expresses its appreciation and thanks to the HCV for this generous donation to the District.

Who will this benefit?

Children and families

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

Pittsburgh Crescent Early Childhood Center

Additional person(s) accountable for this tab

Board Action Information Sheet

31

Action Item #

October 2013

Action Month



Carol Barone-Martin

Submitted By

Jerri Lynn Lippert

Person Accountable

GENERAL AUTHORIZATION

Payment Data

| | | | | | | |
|--|------------------------|--------------------|------|------|-----|--------|
| Total Cost This Action: | <u>\$0.00</u> | Account Number(s): | | | | |
| | | Resp | Fund | Func | Obj | Amount |
| <input type="checkbox"/> General Fund | <u>Early Childhood</u> | | | | | |
| | Department | | | | | |
| <input type="checkbox"/> Supplemental Fund | <u>Conroy</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 authorize the Early Childhood Program to accept a donation from Michael Lyons on behalf of the Pittsburgh Conroy Early Childhood Center: Mr. Lyons is the Head of Corporate and Institutional Banking at PNC Financial Services Group, Inc. Mr. Lyons was a participant in the PNC Executive Reading Program and he read a story to the students at Pittsburgh Conroy Early Childhood Center. Mr. Lyons has graciously given a donation in the amount of \$500 which will be used for a literacy event for the early childhood students at Pittsburgh Conroy Early Childhood Center.

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

Who will this benefit?

Children and families

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

Pittsburgh Conroy Early Childhood Center

Additional person(s) accountable for this tab

Board Action Information Sheet

32

Action Item #

October 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): | | | | |
| <input type="checkbox"/> General Fund | | <u>Resp</u> | <u>Fund</u> | <u>Func</u> | <u>Obj</u> | <u>Amount</u> |
| | <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 Pittsburgh Board of Education authorizes the District's proper officers to accept a donation of approximately \$4,000 in gift and raffle items from Comcast to Pittsburgh Langley K-8 as part of the Comcast Internet Essentials event with Tony Dungy on October 21, 2013. The donation includes T-shirts for each child attending the event and several items to raffle off to students and their families. The raffle items include 10 netbook computers and 10 opportunity cards providing one year of Internet Essentials service to Pittsburgh Langley K-8 families.

FINALLY RESOLVED: That the Pittsburgh Board of Education thanks Comcast for this most generous donation to the District.

Who will this benefit?

Students in grades 5-8 at Pittsburgh Langley K-8

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

Pittsburgh Langley K-8. The location was chosen based on the students free and reduced lunch status and their families eligibility for the Comcast Internet Essentials Program.

Susan Chersky

Additional person(s) accountable for this tab

Board Action Information Sheet

33

Action Item #
October 2013
Action Month



Josh Aderholt

Submitted By

Sam Franklin

Person Accountable

SF

GENERAL AUTHORIZATION

Payment Data

| | | | | | | |
|---|--------------|---------------------|-------------|--------------------|------------|---------------|
| Total Cost This Action: | | <u>\$314,660.00</u> | | Account Number(s): | | |
| <input type="checkbox"/> General Fund | | <u>Resp</u> | <u>Fund</u> | <u>Func</u> | <u>Obj</u> | <u>Amount</u> |
| | | 1310 | 16N | 2810 | 330 | \$13,000.00 |
| | Department | 1410 | 16N | 2810 | 330 | \$301,660.00 |
| <input checked="" type="checkbox"/> Supplemental Fund | <u>Gates</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 New Business Item - Enter into a Contract with Mathematica Policy Research, Committee on Education, General Authorization, previously approved by the Board on October 21, 2009.

Reason for Amendment:

This amendment provides for the extension of services provided by Mathematica Policy Research through May 31, 2015, and will include the following additional deliverable: the calculation and delivery of 2013-14 value-added estimates for teachers, schools and Promise Readiness Corps teams. The term of the current contract will be extended from December 31, 2014 to May 31, 2015. This extension will require an increase of \$314,660 beyond the current contract.

Who will this benefit?

Value-added estimates are an important part of the professional growth system for PPS teachers and other educators. This enables improvement of staff effectiveness, which benefits students.

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

Services will be provided remotely from Mathematica Policy Research's offices in Cambridge, Mass.

Mary Wolfson

Additional person(s) accountable for this tab

Board Action Information Sheet

Additional Information:

Original Item (New Business, Committee on Education, October 21, 2009):

RESOLVED, That the Board of Education authorizes the District to enter into a contract with Mathematica Policy Research in the amount not to exceed \$1,803,428 to develop multiple measures of effective teaching, including a Value Added Model (VAM), to incorporate the measures into the District's data system and to work collaboratively with the District, and parties including but not limited to the Pittsburgh Federation of Teachers and the American Federation of Teachers to develop a performance-based pay plan which would require ratification by the District and the Federation. The operating period shall run from November 1, 2009 to December 31, 2014. The contract is contingent upon the District receiving a grant from the Bill & Melinda Gates Foundation to fund the Empowering Effective Teachers Plan. The fund lines for the not to exceed amount of \$1,803,428 are as follows:

| | | |
|---------|-------------------|-----------|
| 2009-10 | 1010-16N-2812-330 | \$331,372 |
| 2010-11 | 1110-16N-2812-330 | \$397,314 |
| 2011-12 | 1210-16N-2812-330 | \$444,500 |
| 2012-13 | 1310-16N-2812-330 | \$406,674 |
| 2013-14 | 1410-16N-2812-330 | \$223,568 |

Amended Item (October 2013)

RESOLVED, That the Board of Education authorizes the District to enter into a contract with Mathematica Policy Research in the amount not to exceed \$2,118,028 to develop multiple measures of effective teaching, including a Value Added Model (VAM), to incorporate the measures into the District's data system and to work collaboratively with the District, and parties including but not limited to the Pittsburgh Federation of Teachers and the American Federation of Teachers to develop a performance-based pay plan which would require ratification by the District and the Federation. The operating period shall run from November 1, 2009 to May 31, 2015. The contract is contingent upon the District receiving a grant from the Bill & Melinda Gates Foundation to fund the Empowering Effective Teachers Plan. The fund lines for the not to exceed amount of \$2,118,028 are as follows:

| | | |
|---------|-------------------|-----------|
| 2009-10 | 1010-16N-2812-330 | \$331,372 |
| 2010-11 | 1110-16N-2812-330 | \$397,314 |
| 2011-12 | 1210-16N-2812-330 | \$444,500 |
| 2012-13 | 1310-16N-2812-330 | \$406,674 |
| 2013-14 | 1410-16N-2812-330 | \$223,568 |
| 2014-15 | 1310-16N-2810-330 | \$13,000 |
| 2014-15 | 1410-16N-2810-330 | \$301,660 |