

**BLACKHAWK SCHOOL DISTRICT
500 BLACKHAWK ROAD
BEAVER FALLS, PA 15010**

**BOARD OF SCHOOL DIRECTORS INFORMATIONAL MEETING
Blackhawk High School Auditorium
January 7, 2016**

PRELIMINARY MATTERS

The meeting was called to order at 7:01PM. Roll Call was taken after the Pledge of Allegiance. Those in attendance were:

Mr. Berchtold	Mr. Fleischman	Mrs. Goehring	Mrs. Helsing
Mrs. Jones	Mrs. Kaszer	Mr. Pander	Mr. Yonkee

Mr. Schaefer was absent.

Also in attendance were:

- Dr. Kerber – Superintendent
- Mr. Eric Brandenburg – Business Manager
- Mr. Ira Weiss – District Solicitor
- Mr. Noah Sims, Student Representative

There will be an executive session following this evening's meeting.

The presentations by Janney Montgomery Scott and Eckles Engineering were moved on the agenda to allow questions by the public during the public comments section of the meeting.

Ms. Alisha Reesh, Janney Montgomery Scott, provided a financial presentation which reviewed the current bond debt of the district and the cost of any additional debt.

Mr. Dave Esposito, Eckles Engineering, presented 3 potential scenarios along with the corresponding construction cost options to address Northwestern Primary. General notes regarding the information presented include:

- a. The information presented does not represent an actual design solution.
- b. A new school project may not be eligible for state reimbursement.
- c. The Northwestern Alterations Project PlanCon Part A remains active until the District rescinds it.
- d. Cost escalations beyond 2016/17 are not considered in projections.

PUBLIC COMMENTS

Several members of the audience addressed questions to the presenters. Those community members included:

Autumn Giocondi
Nancy Fredericks
Barb Brown

Greg Woods
 Bob Clendennen
 Tory Aquino
 Don Inman
 Al Lyndes

Board Members Mr. Pander, Mr. Fleischman, Mrs. Jones, Mr. Berchtold and Mr. Yonkee also posed questions to the presenters.

Mr. Bob Clendennen spoke on item 1.6: the Election of School Solicitor.

Mr. Yonkee motioned that the District appoint Weiss Burkardt Kramer, LLC to provide services as a School Solicitor, effective for the 2015-2016 calendar year at a \$500 monthly retainer and an hourly rate of \$125 for all matters not covered by the retainer. This motion was seconded by Mrs. Kaszer. A roll call vote was taken:

Yes – Elect Weiss Burkardt Kramer, LLC	No – Not to Elect Weiss Burkardt Kramer, LLC
Mr. Fleischman	Mr. Berchtold
Mrs. Goehring	
Mrs. Helsing	
Mrs. Jones	
Mrs. Kaszer	
Mr. Pander	
Mr. Yonkee	

Roll Call Vote: 7 Yes, 1 No – Motion fail. (Policy states unanimous vote required)

The Board adjourned to Executive Session at 9:22PM.

The Board returned and the Board of School Directors meeting reconvened at 10:05PM.

Mr. Berchtold motioned that the District appoint Weiss Burkardt Kramer, LLC to provide services as a School Solicitor, effective for the 2015-2016 calendar year at a \$500 monthly retainer and an hourly rate of \$125 for all matters not covered by the retainer. This motion was seconded by Mrs. Kaszer. A roll call vote was taken:

Yes – Elect Weiss Burkardt Kramer, LLC	No – Not to Elect Weiss Burkardt Kramer, LLC
Mrs. Goehring	
Mrs. Helsing	
Mrs. Jones	
Mrs. Kaszer	
Mr. Pander	
Mr. Yonkee	
Mr. Berchtold	
Mr. Fleischman	

Roll Call Vote: 8 Yes; 0 No; Motion Carried

PERSONNEL COMMITTEE

Mrs. Helsing motioned to approve Dan Hedglin as Long Term Substitute for Highland Middle School Health and Physical Education position effective January 4, 2016. This motion was seconded by Mr. Berchtold.

Verbal Vote: 8 Yes; 0 No; Motion Carried

Mrs. Helsing motioned to approve Rick Ford to assume the role of Acting Assistant Principal for Blackhawk High School at a rate of \$65 per work day in addition to the regular teaching salary effective January 4, 2016. This motion was seconded by Mr. Berchtold.

Verbal Vote: 8 Yes; 0 No; Motion Carried

ADDITIONAL BUSINESS

Visitors

Autumn Giocondi, Patterson Township, spoke on the preliminary budget and tax increase.

Bob Clendennen, Patterson Township, spoke on the budget

Greg Woods, Chippewa Township, spoke on Northwestern and the planning process

Bill Fusetti, Chippewa Township, spoke on Northwestern and the lease payments from Marcellus Shale.

Solicitor

Mr. Weiss thanked the Board of Directors for retaining Weiss Burkardt Kramer, LLC.

School Directors

Mr. Fleischman discussed the preliminary budget and Northwestern Primary.

Mrs. Jones commented on Northwestern Primary.

Mr. Yonkee spoke on the loss of Mr. McMillen

The next meeting will be the Work Session on January 14, 2016, Blackhawk High School Library, at 7:30PM.

The meeting was adjourned at 10:38 PM.

Respectfully submitted,

Missy Kaszer
Blackhawk School District Board Secretary

**BLACKHAWK SCHOOL DISTRICT
500 BLACKHAWK ROAD
BEAVER FALLS, PA 15010**

**BOARD OF SCHOOL DIRECTORS WORK SESSION
Blackhawk High School Library
January 14, 2016**

PRELIMINARY MATTERS

The meeting was called to order at 7:32PM. Roll Call was taken after the Pledge of Allegiance. Those in attendance were:

Mr. Berchtold	Mr. Fleischman	Mrs. Goehring	Mrs. Helsing
Mrs. Jones	Mrs. Kaszer	Mr. Pander	Mr. Schaefer

Mr. Yonkee was absent.

Also in attendance were:

- Dr. Kerber – Superintendent
- Mr. Eric Brandenburg – Business Manager
- Mr. Ira Weiss – District Solicitor
- Mr. Hobie Webster – District Solicitor
- Mr. Noah Sims, Student Representative

Mr. Berchtold spoke in memory of Mr. McMillen and a moment of silence was held.

Mr. Pander made a motion to approve the minutes from November 10, 19 and December 7, 2015. This motion was seconded by Mrs. Jones.

Verbal Vote: 8 Yes; 0 No; Motion Carried

There was an executive session for personnel matters prior to the Work Session.

PUBLIC RELATIONS AND COMMUNICATIONS

Mr. Fleischman extended congratulations to the following high school students for being selected Student of the Month for January.

- a. Megan Bever – Little Beaver Lions Club
- b. Victoria Dragonjac – Rotary Club
- c. Brandon Butcher – Chippewa Lions Club

Band members Gabe Schiemer, Patty Brown and Emily Stormfels presented the Board with a picture of the band taken at Bands of America in Indianapolis for allowing them the opportunity to participate.

PUBLIC COMMENTS

Mr. Bob Clendennen, Patterson Township, spoke on item 3.6 in relationship to the budget and 5.4 Northwestern Primary.

Deana Wilmoth, Patterson Township and Kim Kurella, Chippewa Township, spoke to the Transportation Committee as it relates to transportation to the Aviation Academy at the Beaver County Airport.

Jarred McCowin, Chippewa Township, addressed an agenda item that had been removed from the agenda.

FINANCE COMMITTEE

The committee will be recommending approval to accept the Financial Report for November and December.

The committee will be recommending approval for the payment of bills.

- a. Fund 10 – General Fund: \$0
 - b. Fund 32 – Capital Projects Fund: \$0
 - c. Fund 51 – Cafeteria Fund: \$0
 - d. Fund 66 – UPMC Health Fund: \$0
 - e. Fund 67 – UPMC Dental: \$0
 - f. Fund 68 – UPMC Vision: \$0
- Payroll: November and December \$0

An information item, Monthly Insurance Report for November and December, will be provided before Voting Session)

It is recommended to adopt the 2016-17 preliminary budget and file for Act 1 Referendum Exception.

Mrs. Goehring made a motion to appoint Mr. Schaefer as Board Treasurer. This motion was seconded by Mrs. Jones.

Verbal Vote: 8 Yes; 0 No; Motion Carried

Mr. Fleischman stepped out of the meeting at this point.

It is recommended to contract with US Employee Benefits Services Group for Affordable Care Act Consulting & Reporting Services at a rate of \$13,950 for the 2015-16 school year.

Mr. Schaefer made the motion to appoint Missy Kaszer as Board Recording Secretary. Mrs. Helsing seconded this motion.

Verbal Vote: 7 Yes; 0 No; Motion Carried

PERSONNEL COMMITTEE

It is recommended to grant Catherine Virgin's request to use 25 sick days and FMLA on or about February 16, 2016 until on or about May 12, 2016.

It is recommended to grant Mariah Brown's request to use sick leave beginning on or about March 15, 2016 until on or about May 30, 2016.

Mrs. Helsing motioned to approve John Grodson as Maintenance-Journeymen Plumber, at a rate of \$20.60 per hour plus benefits effective February 8, 2016 pending clearances. Mrs. Jones seconded this motion.

Verbal Vote: 7 Yes; 0 No; Motion Carried

EDUCATION COMMITTEE

It is recommended for homebound instruction for a fifth grade student beginning December 14, 2015 until medical release.

It is recommended to participate in the School-Based Counseling Services/Mental Health Partnership program offered by Glade Run Lutheran Services at no cost to the District.

Mrs. Jones moved to approve the following field trips:

- a. AP Biology (18), Open Heart Surgery Observation, Anita Mensch, Allegheny General Hospital, April 1, 2016 (no expense)
- b. Student Historians (90), Seven Springs Winter Excursion, Rich Oswald, Seven Springs Resort, January 17, 2016 (no expense)

Mr. Schaefer seconded this motion.

Verbal Vote: 7 Yes; 0 No; Motion Carried

Mr. Fleischman returned to the meeting at this point.

BUILDINGS AND GROUNDS/REAL ESTATE

Mrs. Goehring made the motion to table the bid of the roof replacement of the Blackhawk School District Maintenance Building and Blackhawk High School using the TCPN Cooperative Buying Contract. Mrs. Helsing seconded this motion. Mr. Pander explained that in the past more cost efficient bids have been obtained independent of the TCPN Cooperative Buying Contract.

Verbal Vote: 8 Yes; 0 No; Motion Carried

ATHLETICS COMMITTEE

It is the recommendation that the Athletic Training Facilities at the Blackhawk High School and Highland Middle School be named The Richard Clare McMillen Training Facility. Rich was a former President of the Blackhawk School Board and the Athletic Trainer for Blackhawk Football and Basketball teams for 33 years. He was also responsible for donating the equipment and materials for the Blackhawk and Highland Middle School Training Facilities.

It is recommended to appoint Amanda Wertz as Assistant Middle School Volleyball Coach for the 2015-16 school year at a salary of \$1,679 (supplemental contract).

It is recommended to appoint Dan Muir Volunteer Coach for the Varsity Swim Team for the 2015-16 school year.

It is recommended to appoint Mark Duncan Volunteer Coach for the Varsity Swim Team for the 2015-16 school year.

It is recommended to appoint Anita Alberti Volunteer Coach for the Middle School, Junior Varsity and Varsity Softball Teams.

It is recommended to accept the resignation of John DeCaria as the Assistant Freshman Football Coach.

It is recommended to accept the resignation of David Gayhart as the Assistant Freshman Football Coach.

It is recommended to contract with Varsity News Network per attachment (\$1,300)

It is recommended to accept the athletic activity account.

Informational Item: Boys Basketball Community Night is February 3, 2016 during half time of Varsity Game.

Information Item: Boys Basketball Senior Night is February 5, 2016, 7:30PM. Girls Senior Night is February 8, 2016, 7:30PM.

Information Item: Girls Basketball Community Night is February 4, 2016 during half-time of the Varsity Game.

Information Item: Swimming Senior Night is February 18, 2016, 5:30PM.

Information item: Wrestling Senior Night is February 2, 2016, 6:30PM.

Information Item: Varsity Football Banquet will be held on Saturday, January 16th at Seven Oaks Country Club. Doors open at 4pm, dinner starts at 5pm.

ADMINISTRATIVE LIAISON

Dr. Kerber provided an update on activities in the district. Highlights included:

- 1st Semester is drawing to a close
- Preparation of the preliminary budget
- January 18, 2016 – professional development: topic suicide prevention/Keystone consulting
- Principal and teacher evaluations due to state by February
- Curriculum committee working to align with Common Core
- High School Students will be working with the Pittsburgh Penguins on a TV Studio
- January is Board appreciation month
- Working with First Energy for the Global Passport

POLICY COMMITTEE

Informational Item: Second Reading, revision of Policy 819, Suicide Prevention

Informational Item: First Reading, revision of Policy 006, Meetings

Informational Item: Discussion of the current substance abuse policy as related to legal searches.

BOARD/STAFF ENRICHMENT

Mr. Berchtold made the motion for approval of the following conference:

- a. Joe Lamenza, Glazier Football Clinic, Pittsburgh Sheraton, March 4-6, 2016 (\$565 expenses budgeted).
- b. Dianne Sarver, FBA Day 1&2, BVIU, January 12 and March 22, 2016 (\$30 expenses budgeted).
- c. Christina DiClaudio, Kristi Leiper, Marianne LeDonne, Mental Health Issues in the Classroom, Pittsburgh, March 7, 2016 (\$300 expenses budgeted).
- d. Jim Perlik, WFPDA Annual Vendor Show and Exhibit, North Huntingdon, February 5, 2016 (\$25 expenses budgeted).
- e. HMS Employees, PAMLE Western Region Professional Development Conference, Quaker Valley Middle School, January 18, 2016 (\$350 expenses budgeted).
- f. Tracy Yowler, Alternate Eligible Content and Essentialization, BVIU, February 4, 2016 (no expense).

Mrs. Helsing seconded this motion.

Verbal Vote: 8 Yes; 0 No; Motion Carried

BEAVER COUNTY CAREER & TECHNOLOGY

Mrs. Kaszer noted that the students have been competing in their respective fields, and Blackhawk students have been successful. Additional details will be received at the BCC&TC meeting on January 28, 2016.

PSBA LEGISLATIVE COMMITTEE

No Report

BEAVER COUNTY REGIONAL COUNCIL OF GOVERNMENTS

No Report

ADDITIONAL BUSINESS

Visitors

Bob Clendennen, Patterson Township, spoke on several topics including:

- Role of School Board Members
- Concern on bids
- Board receiving preview of budget

- Act 25
- Board committees

Autumn Giocondi, Patterson Township, inquired about the roof repairs; are they included in the preliminary budget.

Administration

No comments

Solicitor

No comments

School Directors

Mr. Fleischman commented on item 12.3, substance abuse policy, noting it is hoped that dialog begins regarding the ability to search backpack and/or lockers. Dr. Kerber addressed.

Mrs. Jones complimented Amy Anderson and Highland Middle School on the STEAM Night that was hosted on January 12th. An excellent job was done by all. Mrs. Jones also clarified the start times for the Football Banquet for those invited.

Mrs. Kaszer asked for consideration for changing the language in the policy to appoint a solicitor to a majority vote instead of unanimous. Suggested that the change be made now to avoid it from being forgotten about.

STUDENT REPRESENTATIVE

Noah Sims noted that Tuesday, January 19th, begins the 2nd semester. The Senior Class of 2016 is currently reviewing ideas for their gift to the school district.

The next meeting will be the Voting Session on January 21, 2016, Blackhawk High School Library, at 7:30PM.

The meeting was adjourned at 8:30 PM.

Respectfully submitted,

Missy Kaszer
Blackhawk School District Board Secretary

**BLACKHAWK SCHOOL DISTRICT
500 BLACKHAWK ROAD
BEAVER FALLS, PA 15010**

**BOARD OF SCHOOL DIRECTORS VOTING SESSION
Blackhawk High School Library
January 21, 2016**

PRELIMINARY MATTERS

The meeting was called to order at 7:31PM. Roll Call was taken after the Pledge of Allegiance. Those in attendance were:

Mr. Fleischman	Mrs. Goehring	Mrs. Helsing	Mrs. Jones
Mr. Pander	Mr. Schaefer		

Mr. Berchtold, Mrs. Kaszer and Mr. Yonkee was absent.

Also in attendance were:

- Dr. Kerber – Superintendent
- Mr. Eric Brandenburg – Business Manager
- Mr. Ira Weiss – District Solicitor
- Mr. Hobie Webster – District Solicitor
- Mr. Noah Sims, Student Representative

A prayer was provided by Reverend Scott Graham, Chippewa Evangelical Presbyterian Church.

There was an executive session for personnel matters prior to the Voting Session.

Mrs. LeDonne and staff members of Northwestern and Patterson Primary provided a presentation representing all three grades. Highlights included:

- Community Service programs included donating over 200 pounds of candy to the troops and making placemats for the Meals On Wheels program
- The Kindergarten classes made and presented bookmarkers to the Board of Directors in honor of Board Appreciation month.
- Northwestern Kindergarten will have a Story Walk on March 3, 2016 from 6-8PM.
- The Board Members received samples of the Northwestern Kindergarteners' writing
- The Second Graders presented each Board Member with a wooden sculpture that they created during their STEAM class
- The First Graders provided a demonstration of a Music Class

Mr. Berchtold arrived during the Music Class presentation.

Mr. Dave Esposito, Eckles Engineering, presented an overview of three new options representing an addition to Highland Middle School for grades 1 and 2. A summary review of all 5 options proposed to date was provided.

PUBLIC COMMENTS

Mr. Bob Clendennen, Patterson Township, questioned if the November bills had been paid, discussed the meeting supporting documents and inquired about the addendum to the agenda.

Autumn Giocondi, Patterson Township, asked Mr. Esposito about the class rooms and sizes in the options presented.

Mandie Payne, Chippewa Township, inquired about adequate room for 'quite discussions' in the options presented and any upgrades to technology at Northwestern.

Greg Woods, Chippewa Township, inquired about phasing the renovations if decision to remodel Northwestern. Mr. Woods also inquired about the index noted in item 3.4.

A student asked Mrs. Helsing to open her present, the wooden structure made for her.

Don Inman, Patterson Township, inquired as if consideration was given to adding on to Patterson.

PUBLIC RELATIONS AND COMMUNICATIONS

No Report

FINANCE COMMITTEE

Mr. Schaefer made a motion to accept the Financial Report for November and December. This motion was seconded by Mrs. Jones.

Verbal Vote: 7 Yes; 0 No; Motion Carried

A motion was made by Mr. Schaefer to approve the payment of bills.

- a. Fund 10 – General Fund: November \$440,236.70, December \$33,213.56
 - b. Fund 32 – Capital Projects Fund: \$0
 - c. Fund 51 – Cafeteria Fund: November \$17,414.89, December \$33,213.56
 - d. Fund 66 – UPMC Health Fund: November \$0, December \$2,550
 - e. Fund 67 – UPMC Dental: November \$10,758.75, December \$12,398.10
 - f. Fund 68 – UPMC Vision: November \$2,432, December \$2,787
- Payroll: November \$1,206,184.24, December \$1,652,903.14

Mrs. Goehring seconded the motion.

Verbal Vote: 7 Yes; 0 No; Motion Carried

Information Item: Monthly Insurance Report for November and December.

Mr. Schaefer made a motion to accept the Preliminary General Fund Budget in the form presented in the amount of \$36,274,903 and a millage rate of 64. (Beaver County), 20.53 (Lawrence County) and authorizes the administration to apply for exceptions above the Act 1 of 2006 Index. This motion was seconded by Mrs. Jones.

Verbal Vote: 7 Yes; 0 No; Motion Carried

Information Item: The Proposed Final General Fund Budget will be approved May 12, 2016 and the Final General fund Budget on June 16, 2016.

Mr. Schaffer made the motion to contract with US Employee Benefits Services Group for Affordable Care Act Consulting & Reporting Services at a rate of \$13,950 for the 2015-16 school year. This motion was seconded by Mr. Berchtold.

Verbal Vote: 7 Yes; 0 No; Motion Carried

PERSONNEL COMMITTEE

A motion to grant Catherine Virgin's request to use 25 sick days and FMLA on or about February 16, 2016 until on or about May 12, 2016 was made by Mrs. Goehring and seconded by Mr. Schaefer.

Verbal Vote: 7 Yes; 0 No; Motion Carried

A motion to grant Mariah Brown's request to use sick leave beginning on or about March 15, 2016 until on or about May 30, 2016 was made by Mrs. Goehring and seconded by Mrs. Helsing.

Verbal Vote: 7 Yes; 0 No; Motion Carried

Mrs. Goehring made a motion to approve Tim Naugle as Maintenance-HVAC Journeyman, at a rate of \$20.20 per hour plus benefits, pending clearances and Universal Certification for Refrigerant Usage EPA Section 608. This motion was seconded by Mr. Schaefer.

Verbal Vote: 7 Yes; 0 No; Motion Carried

EDUCATION COMMITTEE

A motion to approve homebound instruction for a fifth grade student beginning December 14, 2015 until medical release was made by Mrs. Jones and seconded by Mrs. Helsing.

Verbal Vote: 7 Yes; 0 No; Motion Carried

A motion to approve participation in the School-Based Counseling Services/Mental Health Partnership program offered by Glade Run Lutheran Services at no cost to the District by Mrs. Jones. This motion was seconded by Mr. Schaefer.

Verbal Vote: 7 Yes; 0 No; Motion Carried

Mrs. Jones made the motion to approve the following field trips:

- a. Concert Choir Men (8), Brothers, Sing On! Maura Underwood, Westminster College, February 25, 2016, expenses collected from students.
- b. Senior Class (120), senior Camp Kon-O-Kwee Trip, Joe Verbosky, Fombell, April 12-14, 2016 expenses collected from students.
- c. Tenth Grade (40), BCCTC Visit, Brandon Smith, BCCTC, February 26, 2016 expenses collected from students.

- d. Ninth-Twelfth Grade (17), YSU English Festival, Leah Lindeman, Youngstown State, April 20, 2016 expenses collected from students.
- e. Journalism (1), PSPA Penn State Competition, Joy Winters, Penn State University Park, March 4, 2016 no expense.

Mr. Schaefer seconded this motion.

Verbal Vote: 7 Yes; 0 No; Motion Carried

BUILDINGS AND GROUNDS/REAL ESTATE

Mrs. Helsing made a motion to purchase a van for the purpose of transporting materials and personnel at the cost of \$22,993.15. This motion was seconded by Mrs. Goehring. Mr. Pander noted that the district has been working with a CoStar dealer in New Castle. Mr. Fleischman inquired as to the need to purchase a new van; the old van is worn and will not pass inspection.

Verbal Vote: 7 Yes; 0 No; Motion Carried

ATHLETICS COMMITTEE

Mr. Schaefer made a motion that the Athletic Training Facilities at the Blackhawk High School and highland middle School be named The Richard Clare McMillen Training Facility. Rich was a former President of the Blackhawk School Board and the Athletic Trainer for the Blackhawk Football and Basketball teams for 33 years. He was also responsible for donating the equipment and materials for the Blackhawk and Highland middle School Training Facilities. This motion was seconded by Mrs. Jones.

Verbal Vote: 7 Yes; 0 No; Motion Carried

Mr. Schaefer motioned to appoint Amanda Wertz as Assistant Middle School Volleyball Coach for the 2015-16 school year at a salary of \$1,679 (supplemental contract). This motion was seconded by Mrs. Helsing.

Verbal Vote: 7 Yes; 0 No; Motion Carried

Mr. Schaefer motioned to appoint Dan Muir Volunteer Coach for the Varsity Swim Team for the 2015-16 school year. This motion was seconded by Mrs. Goehring

Verbal Vote: 7 Yes; 0 No; Motion Carried

Mr. Fleischman left the meeting at this point.

Mr. Schaefer motioned to appoint Mark Duncan Volunteer Coach for the Varsity Swim Team for the 2015-16 school year. This motion was seconded by Mrs. Helsing.

Verbal Vote: 6 Yes; 0 No; Motion Carried

Mr. Schaefer motioned to appoint Anita Alberti Volunteer Coach for the Middle School, Junior Varsity and Varsity Softball Teams. This motion was seconded by Mrs. Jones

Verbal Vote: 6 Yes; 0 No; Motion Carried

Mr. Schaefer motioned to accept the resignation of John DeCaria as the Assistant Freshman Football Coach. This motion was seconded by Mrs. Jones.

Verbal Vote: 6 Yes; 0 No; Motion Carried

Mr. Schaefer motioned to accept the resignation of David Gayhart as the Assistant Freshman Football Coach. This motion was seconded by Mrs. Jones.

Verbal Vote: 6 Yes; 0 No; Motion Carried

Mr. Schaefer motioned to table the vote to contract with Varsity News Network per attachment (\$1,300). Table until response to questions asked are received from Varsity News Network. This motion was seconded by Mrs. Jones.

Verbal Vote: 6 Yes; 0 No; Motion Carried

Mr. Schaefer motioned to accept the athletic activity account. This motion was seconded by Mrs. Jones.

Verbal Vote: 6 Yes; 0 No; Motion Carried

Mr. Schaefer motioned to appoint Anna Wargo Assistant Middle School Track Coach for the 2015-16 school year at a rate of \$2,242.50 (Supplemental Contract). This motion was seconded by Mrs. Helsing.

Verbal Vote: 6 Yes; 0 No; Motion Carried

Mr. Schaefer motioned to appoint Dan Hedglin Track Coordinator for the 2015-16 school year at a rate of \$5,980 (Supplemental Contract). This motion was seconded by Mrs. Goehring.

Verbal Vote: 6 Yes; 0 No; Motion Carried

Mr. Schaefer motioned to appoint Heather McCowin as Assistant Yearbook Sponsor at a rate of \$1,054 (Supplemental Contract). This motion was seconded by Mrs. Jones.

Verbal Vote: 6 Yes; 0 No; Motion Carried

ADMINISTRATIVE LIAISON

Dr. Kerber provided an update on activities in the district. Highlights included:

- January 18, 2016 – professional development: topic suicide prevention and Keystone consulting presentation
- Governor Wolf has signed off on the proposal to delay the start of Keystone Exams until 2017
- Last week Highland Middle School partnered with the Beaver County Career & Technology Center for a STEAM night. It was a very successful evening.
- News article in Board packets where Blackhawk was featured for our STEAM achievements. Reported on the Water Walk initiative at Highland
- Staff working on grants; including 1 designed as Parent University
- The stage has been repaired
- First Energy visited yesterday regarding the Global Passport Project
- Mandy Payne visited Bethel to discuss the Daily 5 at Blackhawk
- End of first semester; reports are going out.

Mr. Fleischman returned to the meeting during the Administrative Liaison report.

TRANSPORTATION COMMITTEE

No Report

FOOD SERVICE COMMITTEE

No Report

NEGOTIATIONS COMMITTEE

No Report

POLICY COMMITTEE

Mrs. Helsing made a motion to adopt the revision of Policy 819, Suicide Prevention (Exhibit). This motion was seconded by Mrs. Goehring.

Verbal Vote: 7 Yes; 0 No; Motion Carried

Informational Item: First Reading, revision of Policy 006, Meetings. The recommendation is to change the current policy which reads: The appointment of solicitor of the Board requires the unanimous vote of all remaining Board members. A Board member who has served for two (2) consecutive terms of four (4) years each may be appointed as solicitor after resigning his/her office. In such case, the appointment shall require the unanimous vote of all remaining Board members. Recommended change: The appointment of solicitor of the Board requires the majority vote of all Board members. A Board member who is an attorney by profession and wishes to be appointed as the district solicitor must have served for two (2) consecutive terms of four (4) years and must resign his/her office. In such case, the appointment shall require the unanimous vote of all remaining Board members.

BOARD/STAFF ENRICHMENT

Mr. Pander made the motion for approval of the following conference:

- a. Carolyn Fisher, Alternate Eligible Content & Essentialization, BVIU, February 4, 2016 (no expense)

Mr. Schaefer seconded this motion.

Verbal Vote: 7 Yes; 0 No; Motion Carried

BEAVER COUNTY CAREER & TECHNOLOGY

No Report

PSBA LEGISLATIVE COMMITTEE

No Report

BEAVER COUNTY REGIONAL COUNCIL OF GOVERNMENTS

No Report

ADDITIONAL BUSINESS

Visitors

Melissa Ziegler, Chippewa Township, spoke on agenda item 6, the purchase of the van and the preliminary budget. Mr. Brandenburg and Mr. Schaefer addressed.

Greg Woods, Chippewa Township, inquired about the exhibits being posted.

Bob Clendennen, Patterson Township, spoke on the posting of financial information. He also spoke on policy 6.1 regarding Board agendas and the Open Meeting Law. When Mr. Clendennen’s 5 minutes (per policy) expired he requested a Board vote for additional time to speak. A roll call vote was taken

Yes – Grant Additional Time	No – Not to Grant Additional Time
Mr. Berchtold	Mr. Fleischman
	Mrs. Goehring
	Mrs. Jones
	Mr. Schaefer
	Mrs. Helsing
	Mr. Pander

Roll Call Vote: 6 Yes; 1 No; Motion Failed

Melissa Ziegler, Chippewa Township, spoke on Work Session and setting the agenda and the financial documents.

Administration

Mr. Brandenburg addressed that the State budget has not yet been passed after 7 months. This makes preparation of the 2016-17 budget difficult without knowing what is going to be received.

Solicitor

No comments

School Directors

Mr. Fleischman commented 3.4 the approval of the preliminary budget. He also addressed passed votes and board actions to provide a history and direction for change.

Mr. Pander discussed his research on the TCPN Cooperative Buying Contract. He addressed the projects where he made suggestions not write the scope of the project. Mr. Pander noted that the Board is trying to doing what is right for the district but everyone makes mistakes.

Mr. Pander asked the Board to consider working with Wilkie & Associates, LLP to conduct a forensic audit on Highland Middle School. Moon School District has worked with them on 2 building projects and have found it to be successful in that they are now receiving refund checks from vendors.

STUDENT REPRESENTATIVE

Noah Sims inquired about the cost for AP Testing will be covered or eliminated. Dr. Kerber noted that she has recommended to the Board to eliminate but it has not been voted on; no final decision made.

Noah will be working with the National Honors Society and Key Club on a community service project to collect warm clothing for Beaver County Social Service.

The next meeting will be February 11, 2016, Blackhawk High School Library, at 7:30PM.

The meeting was adjourned at 9:40 PM.

Respectfully submitted,

Missy Kaszer
Blackhawk School District Board Secretary

Blackhawk Area School District

Aflac Proposal~ February 2016

PROPOSAL CONTACT: **Vanessa Trombetta**
An independent agent representing Aflac

PHONE NUMBER: **724-312-2413**

E-MAIL ADDRESS: **vanessa_trombetta@us.aflac.com**

DATE: **January 26, 2016**



Individual coverage is underwritten by American Family Life Assurance Company of Columbus. Group coverage is underwritten by Continental American Insurance Company (CAIC), a wholly-owned subsidiary of Aflac Incorporated. CAIC is not licensed to solicit business in New York, Guam, Puerto Rico, or the Virgin Islands. For groups situated in California, group coverage is underwritten by Continental American Life Insurance Company. For individual coverage in New York or coverage for groups situated in New York, coverage is underwritten by American Family Life Assurance Company of New York. *This proposal is valid for 90 days subject to the availability of the plans and services offered.*

Get To Know Aflac

We've Got You Under Our Wing.®

When it comes to finding a cost-efficient way to provide your employees with the benefits they need, Aflac can help. By making Aflac insurance policies available along with your major medical insurance, you can give your employees the benefits they deserve.

Increase Your Benefits, Not Your Overhead

Money, more than anything, determines what you're able to do in business. Finding a way to save money while gaining benefits may seem impossible. But it can be done. Our plans are 100 percent employee-paid.

One Size Doesn't Fit All

Selecting voluntary insurance is an important decision, but the one-size-fits-all approach no longer fits our customers' needs. Today, customers expect plans that are specifically designed with their individual needs in mind.

We offer solutions for your employees that let them choose not only what type of coverage they need but also what level they can afford. We will even take on the responsibility of helping them select coverage so that it is off of your shoulders.

Who We Are

Founded in 1955, Aflac is a Fortune 500 company and a leader in voluntary insurance policies that pay cash benefits directly to policyholders. Insuring more than 50 million people worldwide, Aflac is the principal subsidiary of Aflac Incorporated, an international holding company based in Columbus, Georgia.

In 1958, Aflac developed a ground-breaking cancer expense policy. In its initial year, 5,810 plans were sold and by the end of the decade 376 agents were selling insurance in Georgia, Alabama, and Florida. Additional policies have since been added to Aflac's offerings. In 1964, Aflac pioneered the "cluster-selling" technique of making presentations to groups of employees. Today, more than 96 percent of the company's policies are purchased at work, most on a payroll-deduction basis.

In keeping with our founding principles, Aflac continues to be a family-oriented company dedicated to providing an outstanding work/life balance for our more than 8,560 full-time employees worldwide.

Aflac has been recognized by *Ethisphere* magazine as a World's Most Ethical Company each year from 2007 to 2012—the only insurance company in the world that can make that claim. *Fortune* magazine named Aflac as one of the 100 Best Companies to Work For in America for the 15th year in 2013.

Aflac Incorporated, listed on the New York Stock Exchange since 1974 under the ticker symbol AFL, has total assets of more than \$117 billion, with annual revenues surpassing \$22.2 billion (*Aflac 2011 Year in Review*).

Aflac has been recognized by *Ethisphere* Magazine as a World's Most Ethical Company each year from 2007 to 2013—the only insurance company in the world that can make that claim. *Fortune* has named Aflac as one of the 100 Best Companies to Work For in America for the 15th year in 2013.

Aflac Incorporated, listed on the New York Stock Exchange since 1974 under the ticker symbol AFL, has total assets of more than \$131 billion, with annual revenues surpassing \$25.4 billion (*Aflac 2012 Year in Review*).

Aflac vs. Major Medical Insurance

Helping to pay expenses major medical doesn't cover

Aflac Individual Voluntary Plans	Major Medical Plans
<ul style="list-style-type: none"> • We do the heavy lifting by administering enrollments, reconciling billing, helping your employees file claims and ensuring benefit payments. 	<ul style="list-style-type: none"> • Your benefits department is typically involved in plan administration and must regularly review claims experience.
<ul style="list-style-type: none"> • We have a strong history of stable rates. 	<ul style="list-style-type: none"> • Rates may increase at any time—and have done so dramatically over the past few years.
<ul style="list-style-type: none"> • Rates are unaffected by employees' claims. 	<ul style="list-style-type: none"> • Rates may increase as a result of employee claims.
<ul style="list-style-type: none"> • Aflac plans are completely portable and guaranteed-renewable. 	<ul style="list-style-type: none"> • Employees may lose coverage if they are laid off or retire. At a minimum, they may be forced to pay higher rates.
<ul style="list-style-type: none"> • Applicants choose how much coverage they need or can afford. 	<ul style="list-style-type: none"> • Usually it's one-size-fits-all coverage.
<ul style="list-style-type: none"> • Aflac pays benefits directly to policyholders (unless otherwise assigned), regardless of any other insurance in place. 	<ul style="list-style-type: none"> • Major medical pays benefits to medical providers, not to policyholders.

Employer Advantages

How Aflac Helps You Get a Handle on Benefits

No Direct Cost

Aflac policies are voluntary and are 100 percent employee-paid. Many companies have found Aflac is a cost-effective solution to help employees with rising out-of-pocket health care expenses. When employers have had to cut back on benefits or raise deductibles to manage major-medical costs, they've relied on Aflac to help their employees pay for those expenses.

Ease of Administration

Aflac designs its individual plans to be easy for employers to implement, and we work with them to create the right benefits package that fits their specific needs. We also manage enrollments and assist with their employees' claims—processing most of them in an average of four days.

Flexible Plans

We train our sales agents to be more than just salespeople. They don't sit down with prospective accounts and push a predetermined list of products at them—they work with business owners, HR administrators, and other decision-makers to build benefits packages that will complement the account's major medical plan and other existing benefits. We offer a wide range of policies and services, letting employees choose the areas where they need additional coverage the most.

Employee Satisfaction

When employees experience poor health, accidents and financial hardships, their performance suffers. Our voluntary plans are an investment in employee morale and loyalty, because they pay benefits directly to your employees (unless directed otherwise). They can use these benefits to help pay medical bills, help make their house or car payments, help pay down debts incurred during a health crisis or simply help put gas in the car and help buy groceries. When employees spend less time worrying about how they're going to make ends meet, they can spend more time helping you meet your performance goals.

Employee Retention

How Aflac Helps You Hold on to Valuable Employees

Benefits work both for employees and for the businesses that provide them. Employers make benefits available for the good of the workforce, of course, but they're also an investment in employee loyalty. You've worked hard and made significant investments to recruit and hire the best employees, and you want to make sure that investment is secure.

Including Aflac policies and services in your benefits package is a way to help attract and retain quality employees. Our coverage lets them address specific needs that other policies such as major medical insurance may not cover, and our direct cash benefits and convenient services helps bring them peace of mind when they need it most. And when employees aren't stressing about how they're going to make ends meet, they may recover more quickly—getting them back to work where they can be focused on their jobs and not on financial worries.

The bottom line? A well-rounded benefits package helps ensure happy employees, and giving them the opportunity to apply for Aflac policies shows them you care about *them*, not just the work they do.

Employee Advantages

Freedom of Choice

Employees can choose the services and policies that help meet their financial and personal needs, with minimal oversight required from your HR department.

Affordable Coverage

Not only does Aflac offer a range of policies that fit most employees' budgets, we have a history of rate stability on our individual plans. Our customers don't need to brace themselves for rate increases just because they've filed claims, and you won't have to deal with complaints about rising costs.

Employee-Owned Policies

Our individual plans are guaranteed-renewable and portable, putting employees in control of their own coverage. If your employees transfer to another job or retire, they can keep their Aflac coverage, as long as one month of premium has been remitted to Aflac through payroll deduction.

Service After the Sale

From our local service offices to the Customer Service Center to our online services for policyholders and accounts, we provide numerous convenient options for customers to maintain their policies and keep up with the status of their claims. And because we work directly with policyholders, your benefits administrators aren't burdened with the responsibility of following up on claims or seeking information.

Claims

Aflac offers several convenient ways to obtain claim forms—online, by phone, or through an agent—and we usually process claims for our individual plans within four days of submission. That lets your employees focus more on their work and less on how they're going to make ends meet.

What's This Going to Cost?

Your Cost

Though it may sound too good to be true, providing Aflac to your employees costs you nothing. That is right, from enrollment to plan administration and everything in between, there are no hidden fees associated with offering Aflac.

Your Employees' Cost

Your employees own their policies and they are empowered to choose their Aflac coverage based on what best fits their own personal and financial needs. Therefore, the rates for our policies may vary depending on the type of plan and level of coverage an employee selects.

Your Aflac agent will be happy to provide you with sample rates for the plans you are interested in offering to your employees.

475 East Waterfront Drive
Homestead, PA 15120
(412) 394-5700
www.aiu3.net



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TO: School District Business Managers/Joint Purchasing Representatives

FROM: Terry Churilla

SUBJECT: Continued Membership in the Joint Purchasing Board

DATE: **November 13, 2015**

Since there are no changes recommended in the agreement from last year which carried the provision for a continuous membership (last paragraph of the Agreement), the Resolution and an Item for Action is sufficient for the forthcoming year.

We anticipate joint purchasing for the 2016 in the following areas:

Paper Supplies	Electricity
Gasoline, Diesel Fuel & Heating Oil	Custodial Supplies
Natural Gas	

(Other items approved by the Joint Purchasing Board may be added)

In order to keep all records up-to-date, please forward a copy of the completed Resolution via email, fax or mail to terence.churilla@aiu3.net or (412)394-5853 or Allegheny Intermediate Unit, Attention: Terry Churilla, 475 East Waterfront Drive, Homestead, PA 15120.

We thank you for your continued participation and look forward to a good year in the Joint Purchasing program.

If you have any questions, please contact me at (412) 394-5800.

Fwd: PASA eInfo: Funding Lawsuit Resolution

Melanie Kerber

Wed 2/3/2016 8:25 PM

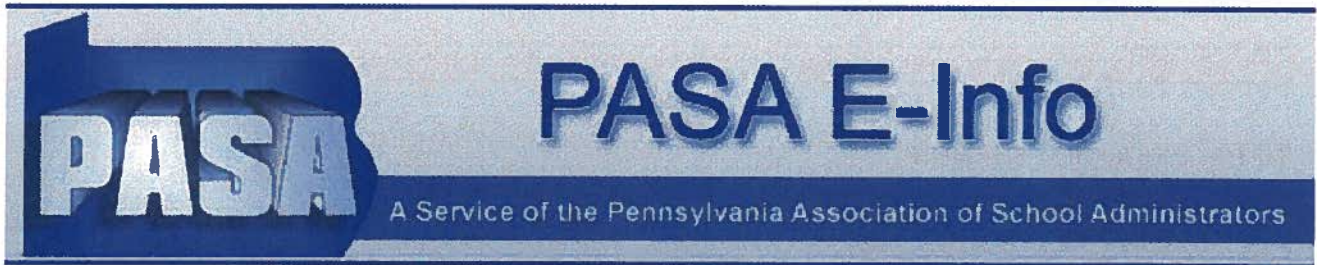
To: Missy Delmonico <delmonicom@bsd.k12.pa.us>;

Please put on agenda

Sent from my iPhone

Begin forwarded message:

From: PASA <pasa@pasa-net.org>
Date: February 3, 2016 at 11:09:20 AM EST
To: <kerberm@bsd.k12.pa.us>
Subject: PASA eInfo: Funding Lawsuit Resolution
Reply-To: <pasa@pasa-net.org>



February 3, 2016

PASA E-Info: Resolution Supporting School Districts Serving as Plaintiffs in School Funding Lawsuit

Background:

At its January 29, 2016 meeting, the PASA Board of Governors endorsed a resolution that supports the six school districts that serve as plaintiffs in the school funding lawsuit against the Commonwealth, a case now pending before the Pennsylvania Supreme Court.

Plaintiffs in the lawsuit *William Penn School District, et al. v. Pennsylvania Department of Education, et al.*, include: William Penn School District in Delaware County; Panther Valley School District in Carbon County; the School District of Lancaster in Lancaster County; Greater Johnstown School District in Cambria County; Wilkes-Barre Area School District in Luzerne County; and Shenandoah Valley School District in Schuylkill County. In addition, the Pennsylvania Association of Rural and Small Schools, the NAACP Pennsylvania State Conference and seven parents also serve as plaintiffs. It is expected oral arguments before the court will be scheduled in April 2016.

What We Ask You To Do:

The Board of Governors encourages PASA members to present the resolution to your school board for its consideration and

(717) 540-4448 FAX (717) 540-4405

Email: pasa@pasa-net.org

www.pasa-net.org

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RESOLUTION SUPPORTING SCHOOL DISTRICTS SERVING AS PLAINTIFFS IN SCHOOL FUNDING LAWSUIT

WHEREAS, the Constitution of this Commonwealth demands that the “General Assembly . . . provide for the maintenance and support of a thorough and efficient system of public education to serve the needs of the Commonwealth”; and

WHEREAS, in 2006, the General Assembly commissioned a study, to calculate the cost to adequately educate every student in this Commonwealth; and

WHEREAS, in 2007, the State Board of Education completed that Costing Out Study, and determined that school districts needed in excess of \$4.4 billion in additional funding for both Basic Education and Special Education costs in order to enable students to meet then-existing state standards, and the General Assembly in 2008 adopted a formula which set the state target for Basic Education adequacy at \$2.4 billion; and

WHEREAS, neither the Pennsylvania Department of Education nor the General Assembly has conducted any study since 2007 to determine the cost of enabling students to meet current proficiency standards on state-mandated curricula, including the Pennsylvania Common Core or to prepare students to pass Keystone Exams in the future; and

WHEREAS, since 2008, increases in state appropriations for Basic Education have been less than school districts’ increases in unreimbursed pension and health care costs alone, meaning districts have fewer state dollars for Basic Education classroom costs than eight years ago; and

WHEREAS, increases in state appropriations for Special Education since 2008 have been less than half of the rate of inflation, meaning school districts have fewer state dollars for Special Education classroom costs than eight years ago; and

WHEREAS, the bi-partisan Basic Education Funding Commission recommended a formula for distributing new state education funds more fairly, but made no recommendations about how much money should be appropriated nor any recommendations about a process to use to determine how much state funding school districts need; and

WHEREAS, a recent study by the RAND Corporation calculated that the failure of the Commonwealth’s educational system costs the Commonwealth billions of dollars in gross domestic product per year; and

WHEREAS, a recent study by the United States Department of Education determined that the Commonwealth’s education funding scheme is—by far—the most unequal in the nation; and

WHEREAS, the Commonwealth’s share of education appropriations per student for K-12 education are among the lowest of the surrounding states; and

WHEREAS, such a funding scheme not only results in gross inequities, but results in school districts needing to repeatedly raise funds from local property taxes; and

WHEREAS, school districts must prepare budgets for the 2016-2017 school year in January, yet as of mid-January, the Commonwealth has failed to enact a final education budget for the *2015-2016 school year*; and

WHEREAS, even the framework 2015-16 budget agreed to by the Governor and the leaders of each legislative caucus does not purport to provide sufficient funds for achieving a quality education for all Commonwealth students; and

WHEREAS, the General Assembly has failed to approve even the framework budget, only passing a smaller increase which again does not keep pace with increased costs facing school districts; and

WHEREAS, on November 10, 2014, the Public Interest Law Center of Philadelphia and the Education Law Center – Pennsylvania filed a suit in Commonwealth Court on behalf of six Pennsylvania school districts, seven parents, the Pennsylvania Association of Rural and Small Schools, and the NAACP Pennsylvania State Conference against legislative leaders, state education officials, and the Governor, to compel the Commonwealth of Pennsylvania to provide the resources necessary to provide and support the constitutionally-mandated “thorough and efficient system of public education”; and

WHEREAS, the group of school districts represented in this suit, entitled, *William Penn School District, et al. v. Pennsylvania Department of Education, et al.*, include: William Penn School District in Delaware County; Panther Valley School District in Carbon County; the School District of Lancaster in Lancaster County; Greater Johnstown School District in Cambria County; Wilkes-Barre Area School District in Luzerne County; and Shenandoah Valley School District in Schuylkill County, and these districts are joined by parents of children enrolled in the School District of Philadelphia; and

WHEREAS, the Governor and legislative leaders have asked the State Supreme Court to dismiss the lawsuit on the grounds that courts have no role in determining whether the General Assembly and Governor are complying with their constitutionally-mandated duties under the Education and Equal Protection clauses; and

WHEREAS, besides the judiciary, there is no independent body charged with the duty to determine if the legislature is complying with its constitutional duty to “support a thorough and efficient system of public education” in a manner which does not irrationally and unfairly deprive countless children of the opportunity to obtain a quality public education because of where they live.

NOW BE IT RESOLVED, that this school district declares it supports the plaintiffs in the *William Penn School District* lawsuit, as they seek to enforce Pennsylvania’s constitutional guarantee of “a thorough and efficient system of public education,” that it requests the Governor and General Assembly withdraw their opposition to independent judicial review of their compliance with the Constitution, and urges the Pennsylvania General Assembly to provide school districts, in a timely manner, with adequate revenues in accordance with a fair and predictable formula calculated to enable students across the Commonwealth to have the resources necessary to become productive citizens and meet the academic standards set by the Commonwealth; and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Governor Thomas W. Wolf, the Pennsylvania Secretary of Education, the Speaker of the House, the President Pro-Tempore of the Senate, and the legislators representing parents in this school district.

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING is made as of the 17th day of February, 2016, between the BLACKHAWK SCHOOL DISTRICT (the "District")

AND

the BLACKHAWK EDUCATION ASSOCIATION (the "Association"), regarding the Professional Employees Collective Bargaining Agreement in effect for the period September 1, 2014 through August 31, 2018 (the "Agreement").

WHEREAS, each year the fifth grade students take a three day and two night field trip to Camp Kon-O-Kwee; and

WHEREAS, throughout the years, each professional employee working as a chaperone on the field trip was paid a stipend of \$50.00 for the entire time spent each day after normal working hours; and

WHEREAS, the District and the Association desire to implement a revised compensation plan for the time spent at Camp Kon-O-Kwee, beginning with the Spring 2016 field trip.

NOW THEREFORE, intending to be legally bound hereby, the District and the Association agree as follows:

(1) The District shall pay each professional employee chaperone at Camp Kon-O-Kwee a stipend of \$100.00 for each evening shift (approximately 3 p.m. to 11:00 p.m.) and a stipend of \$100.00 for each night shift (11:00 p.m. to approximately 7:00 a.m.) that the professional employee works at Camp Kon-O-Kwee.

(2) If a professional employee works at Camp Kon-O-Kwee as a chaperone for part of the evening for presentations or activities, such professional employee shall be paid a stipend, in the discretion of the Superintendent, of a minimum of \$50.00 and a maximum of \$100.00.

(3) The District and the Association agree that this revised compensation plan shall apply to the Spring 2016 and future Camp Kon-O-Kwee field trips.

(4) The District and Association agree that this revised compensation plan shall be in effect until December 31, 2021.

(5) The District and the Association agree that this revised compensation plan is non-precedential as to any other application of the provisions of the Agreement in the future.

WITNESS our hands and seals.

BLACKHAWK SCHOOL DISTRICT

ATTEST:

Secretary

By: _____ Date: _____
President

BLACKHAWK EDUCATION
ASSOCIATION

ATTEST:

Secretary

By: _____ Date: _____
President



January 20, 2016

RE: Act 80 Comparison Services

Good Afternoon,

BerkOne is pleased to submit our proposal for the comparison and processing of Act 80 records, as per your request.

Our experienced staff of professionals in conjunction with our state-of-the-art facilities and equipment will enable us to exceed your expectations. I would like to thank you for the opportunity to be of service. Our team believes that your organization can benefit from our experience and technology. We are looking forward to working with you.

Please review the enclosed proposal and feel free to contact me with any questions. If there are any other areas in which we may be of assistance, please don't hesitate to contact me. I would be happy to discuss with you further how BerkOne can help meet your needs.

Sincerely,

Brittany Davis

Brittany Davis
Client Services Representative
(610) 954-9575, ext. 2005
BDavis@BerkOne.com



Proposal for:

Act 80 Comparison Services



Act 80 Comparison

As we all know, the Act 80 review process can be quite time-consuming. BerkOne has simplified this process *to the best of our ability* by automating the identification of the Act 80 records that do not belong in your school district.

There are two bundles to choose from, as well as a few optional add-ons. Our standard package includes two (2) printed copies and one (1) CD or flash drive containing a flat file of the records generated by the comparison process.

Here's how it works:

Stage 1 – Receipt of Data

Act 80 files may be submitted to BerkOne via email or by mailing the Act 80 CD. If you choose to email the file, please send the .txt file that is labeled with your school code. We will also need to know the total number of records in the file. You may email the file to: BDavis@BerkOne.com or mail the CD to the below address.

BerkOne
Attn: Brittany Davis
1530 Valley Center Parkway
Bethlehem PA 18017

If you choose to mail the CD, it will be returned along with your reports.

Stage 2 – Initial Comparison

Records are compared to a database containing Pennsylvania addresses and corresponding taxing jurisdictions. If we are able to identify a taxing jurisdiction for a record and the taxing jurisdiction is in another school district, we will output the record to a separate report for the identified school district. All records identified as being located within your School District will also be output to a separate report.

PLEASE NOTE:

If, during the comparison process, we are unable to accurately determine a taxpayer's resident taxing jurisdiction, we will output these records to a report labeled "Unknown".



Any addresses that are out of state or contain only a Post Office box address will be identified as "Unknown". These records will require manual review by your office.

Our records have been perfected over years of tax roll reporting/processing and while they are extremely solid, we cannot guarantee 100% accuracy.

Stage 3 – Report / File Generation

If you select Bundle A, we will generate two printed copies of each report for the various school districts identified during the Act 80 process, as well as two printed copies of the "Unknown" report. We will also create one CD or flash drive containing a flat file of all records processed. This flat file can be imported into any application such as Microsoft Excel, for your review. Your reports will be shipped within ten business days of receipt of your information.

Bundle B includes PDF copies of each report as well as one CD or flash drive containing the file flat of all records processed. Again, this flat file can be imported into any application for your review.



Pricing for:
Act 80 Comparison Services

SERVICE	UNIT COST
Bundle A Basic service including two (2) printed copies of each report and one (1) CD or flash drive containing flat file of records processed	\$760.00
Bundle B Basic service including one (1) PDF copy of each report and one (1) CD or flash drive containing flat file of records processed	\$680.00
Duplicate copy of CD or flash drive	\$40.00 per CD/flash drive
Duplicate copy of School District reports	\$40.00 per complete set
Custom set of mailing labels for School Districts	\$15.00 per set
Shipping	Exact cost of shipping

This quote reflects current understanding of requirements for this assignment. Additional suggestions or changes to this assignment may or may not require a change in pricing as currently quoted.

Policy: Allowability of Costs	Category: TEMPLATE –Division of Federal Programs – PDE	Number:
	() Complete Revision () Partial Revision (X) New	Supersedes: Page: Page 1 of 8

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application require prior approval from the state.

- When determining how the District will spend its grant funds, the federal programs manager, business manager, superintendent and when appropriate the solicitor will review the proposed cost to determine whether it is an allowable use of federal grant funds *before* obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in Electronic Data Gathering, Analysis, and Retrieval system (EDGAR) 2 C.F.R. Part 3474 and 2 C.F.R. Part 200, Subpart E, which are provided in the bulleted list below. The federal programs manager, business manager, superintendent and solicitor must consider these factors when making an allowability determination. Additional helpful questions to ask when making such determinations are listed below to determine if the proposed cost is allowable under the relevant program:
 - Is the proposed cost consistent with an approved program plan and budget?
 - Is the proposed cost consistent with program specific fiscal rules?
 - For example, the District may be required to use federal funds only to supplement the amount of funds available from nonfederal (and possibly other federal) sources.
 - Is the proposed cost consistent with EDGAR?
 - Is the proposed cost consistent with specific conditions imposed on the grant (if applicable)?
- **BE NECESSARY AND REASONABLE FOR THE PERFORMANCE OF THE FEDERAL AWARD.** District staff must consider these elements when determining the reasonableness of a cost. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were comparable to market prices.

When determining reasonableness of a cost, consideration must be given to:

- Whether the cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the federal award.

Revised Date: 10/15/2015	Effective Date:	Approved by: Division of Federal Programs – PDE TEMPLATE
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Policy: Allowability of Costs	Category: TEMPLATE --Division of Federal Programs – PDE		Number:
	() Complete Revision () Partial Revision (X) New	Supersedes:	Page: Page 2 of 8

- The restraints or requirements imposed by factors, such as sound business practices, arm’s-length bargaining, federal, state and other laws and regulations, and terms and conditions of the federal award.
- Market prices for comparable goods or services for the geographic area.
- Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the District, its employees, its students, the public at large, and the federal government.
- Whether the district significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the federal award’s cost. 2 C.F.R. §200.404

While 2 C.F.R. §200.404 does not provide specific descriptions of what satisfies the “necessary” element beyond its inclusion in the reasonableness analysis above, necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the district can demonstrate that the cost addresses an existing need, and can prove it. For example, the district may deem a language skills software program necessary for a limited English proficiency program.

When determining whether a cost is necessary, consideration may be given to:

- Whether the cost is needed for the proper and efficient performance of the grant program.
 - Whether the cost is identified in the approved budget or application.
 - Whether there is an educational benefit associated with the cost.
 - Whether the cost aligns with identified needs based on results and findings from a needs assessment.
 - Whether the cost addresses program goals and objectives and is based on program data.
- **ALLOCABLE TO THE FEDERAL AWARD.** A cost is allocable to the federal award if the goods or services involved are chargeable or assignable to the federal award in accordance with the relative benefit received. This means that the federal grant program derived a benefit in proportion to the funds charged to the program. 2 C.F.R. §200.405. For example, if 50% of a teacher’s salary is paid with grant funds, then that teacher must spend at least 50% of his or her time on the grant program.

Revised Date: 10/15/2015	Effective Date:	Approved by: Division of Federal Programs – PDE TEMPLATE
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Policy: Allowability of Costs	Category: TEMPLATE –Division of Federal Programs – PDE	Number:
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Allocations are Permitted in the Event Funds:

- Are consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the District.
- Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the federal award.
- Demonstrate consistent treatment. A cost cannot be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
- Are adequately documented. All expenditures must be properly documented.
- Are determined in accordance with general accepted accounting principles (GAAP), unless provided otherwise in Part 200.
- **ARE NOT INCLUDED AS A MATCH OR COST-SHARE, UNLESS THE SPECIFIC FEDERAL PROGRAM AUTHORIZES FEDERAL COSTS TO BE TREATED AS SUCH.** Some federal program statutes require the non-federal entity to contribute a certain amount of non-federal resources to be eligible for the federal program.
- **ARE THE NET OF ALL APPLICABLE CREDITS.** The term “applicable credits” refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the federal award. Typical examples of such transactions are purchase discounts, rebates or allowances, recoveries or indemnities on losses, and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the state relate to the federal award, they shall be credited to the federal award, either as a cost reduction or a cash refund, as appropriate. 2 C.F.R. §200.406.

Revised Date: 10/15/2015	Effective Date:	Approved by: Division of Federal Programs – PDE TEMPLATE
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Policy: Allowability of Costs	Category: TEMPLATE –Division of Federal Programs – PDE		Number:
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Reimbursement is issued in compliance with Blackhawk School District police 431 section 1.24 PS 517 stating that reimbursement is offered if the superintendent is notified in advance and the travel expenditure are commensurate with costs of the local area traveled to.

Part 200's cost guidelines must be considered when federal grant funds are expended. As provided above, federal rules require state and District-level requirements and policies regarding expenditures are followed as well. For example, state and/or District policies relating to travel or equipment may be narrower than the federal rules, and the stricter State and/or District policies must be followed. Further, certain types of incentives are allowable under federal law, but are not allowable under State law:

Use of a personal vehicle for approved purposes is reimbursable to the employee at the current IRS rate per mile approved by the Board.

Actual and necessary expenses to attendance at functions outside the district shall be reimbursed to the employee if approval has been obtained in advance from the Superintendent or designee

Attendance at district approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance.

The Superintendent or designee shall prepare procedures for reimbursement of travel expenses which shall include:

1. In all instances of travel and job related expense reimbursement, full itemization with receipts attached shall be required.
2. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses.
3. Travel shall be by the most direct and economical route.
4. For official travel by other than automobile, the district shall arrange the advance purchase of transportation tickets.
5. Advances against anticipated travel expenses shall be approved by the Superintendent or designee.

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SELECTED ITEMS OF COST

Part 200 examines the allowability of 55 specific cost items (commonly referred to as Selected Items of Cost) at 2 C.F.R. §§ 200.420-200.475. These cost items are listed in the chart below along with the citation where it is discussed whether the item is allowable. Please do not assume that an item is allowable because it is specifically listed in the regulation as it may be unallowable despite its inclusion in the selected items of cost section. The expenditure may be unallowable for a number of reasons, including:

- the express language of the regulation states the item is unallowable
- the terms and conditions of the grant deem the item unallowable
- State/local restrictions dictate that the item is unallowable.

The item may also be unallowable because it does not meet one of the cost principles, such as being reasonable because it is considered too expensive. If an item is unallowable for any of these reasons, federal funds cannot be used to purchase it.

District personnel responsible for spending federal grant funds and for determining allowability must be familiar with the Part 200 selected items of cost section. The District must follow these rules when charging these specific expenditures to a federal grant. When applicable, District staff must check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules may deem a cost as unallowable and District personnel must follow those non-federal rules as well.

The selected item of cost addressed in Part 200 includes the following (in alphabetical order):

Item of Cost	Citation of Allowability Rule
Advertising and public relations costs	2 CFR § 200.421
Advisory councils	2 CFR § 200.422
Alcoholic beverages	2 CFR § 200.423
Alumni/ae activities	2 CFR § 200.424
Audit services	2 CFR § 200.425
Bad debts	2 CFR § 200.426
Bonding costs	2 CFR § 200.427
Collection of improper payments	2 CFR § 200.428
Commencement and convocation costs	2 CFR § 200.429

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Compensation – personal services	2 CFR § 200.430
Compensation – fringe benefits	2 CFR § 200.431
Conferences	2 CFR § 200.432
Contingency provisions	2 CFR § 200.433
Contributions and donations	2 CFR § 200.434
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements	2 CFR § 200.435
Depreciation	2 CFR § 200.436
Employee health and welfare costs	2 CFR § 200.437
Entertainment costs	2 CFR § 200.438
Equipment and other capital expenditures	2 CFR § 200.439
Exchange rates	2 CFR § 200.440
Fines, penalties, damages and other settlements	2 CFR § 200.441
Fund raising and investment management costs	2 CFR § 200.442
Gains and losses on disposition of depreciable assets	2 CFR § 200.443
General costs of government	2 CFR § 200.444
Goods and services for personal use	2 CFR § 200.445
Idle facilities and idle capacity	2 CFR § 200.446
Insurance and indemnification	2 CFR § 200.447
Intellectual property	2 CFR § 200.448
Interest	2 CFR § 200.449
Lobbying	2 CFR § 200.450
Losses on other awards or contracts	2 CFR § 200.451
Maintenance and repair costs	2 CFR § 200.452
Materials and supplies costs, including costs of computing devices	2 CFR § 200.453
Memberships, subscriptions, and professional activity costs	2 CFR § 200.454
Organization costs	2 CFR § 200.455
Participant support costs	2 CFR § 200.456
Plant and security costs	2 CFR § 200.457
Pre-award costs	2 CFR § 200.458
Professional services costs	2 CFR § 200.459
Proposal costs	2 CFR § 200.460

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Publication and printing costs	2 CFR § 200.461
Rearrangement and reconversion costs	2 CFR § 200.462
Recruiting costs	2 CFR § 200.463
Relocation costs of employees	2 CFR § 200.464
Rental costs of real property and equipment	2 CFR § 200.465
Scholarships and student aid costs	2 CFR § 200.466
Selling and marketing costs	2 CFR § 200.467
Specialized service facilities	2 CFR § 200.468
Student activity costs	2 CFR § 200.469
Taxes (including Value Added Tax)	2 CFR § 200.470
Termination costs	2 CFR § 200.471
Training and education costs	2 CFR § 200.472
Transportation costs	2 CFR § 200.473
Travel costs	2 CFR § 200.474
Trustees	2 CFR § 200.475

Likewise, it is possible for the State and/or District to put additional requirements on a specific item of cost. Under such circumstances, the stricter requirements must be met for a cost to be allowable. Accordingly, employees must consult federal, State and District requirements when spending federal funds. For example, often the State's travel rules are more restrictive than federal rules, which means the State's policies must be followed as stated in policy 431.

In order for a cost to be allowable, the expenditure must also be allowable under the applicable program statute (e.g., Title I of the Elementary and Secondary Education Act (ESEA), or the Carl D. Perkins Career and Technical Education Act (Perkins)), along with accompanying program regulations, non-regulatory guidance and grant award notifications.

The state and/or District rules related to some specific cost items are discussed below. District employees must be aware of these State and District rules and ensure they are complying with these requirements.

HELPFUL QUESTIONS FOR DETERMINING WHETHER A COST IS ALLOWABLE

In addition to the cost principles and standards described above, the superintendent or business manager can refer to this section for a useful framework when performing an allowability analysis. In order to determine

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whether federal funds may be used to purchase a specific cost, it is helpful to ask the questions previously stated on page 1 of this document.

As a practical matter, the business manager and superintendent should also consider whether the proposed cost is consistent with the underlying needs of the program. For example, program funds must benefit the appropriate population of students for which they are allocated. This means that, for instance, funds allocated under Title III of the Elementary and Secondary Education Act (ESEA) governing language instruction programs for limited English proficient (LEP) students must only be spent on LEP students and cannot be used to benefit non-LEP students. Funds should be targeted to address areas of weakness, as necessary. To make this determination, the teacher, grade level teams and principal should review data when making purchases to ensure that federal funds to meet these areas of concern.

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The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Pennsylvania Department of Education (PDE) on a reimbursement basis. 2 C.F.R. § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency consistent with 2 C.F.R. § 200.305(b)(9).

According to guidance from the U.S. Department of Education (ED), when calculating the interest earned on ED grant funds, regardless of the date of obligation, interest is calculated from the date that the federal funds are drawn down from the G5 system until the date on which those funds are disbursed by the Local Education Agency (LEA).

Interest would not accrue if the LEA uses nonfederal funds to pay the vendor and/or employees prior to the funds being drawn down from the G5 system, commonly known as a reimbursement.

PAYMENT METHODS

Reimbursements: The District will initially charge federal grant expenditures to nonfederal funds.

The Federal Programs manager or Business Manager will request reimbursement for actual expenditures incurred under the federal grants each month. Reimbursements will be issued in accordance with policy 431 and proper completion and submission of designated forms signed by a supervisor. Purchases outside of the allowability clause(s) should be justified in writing in detail. Reimbursement requests will be submitted on the district request for reimbursement form and submitted to the Pennsylvania State Department of Education. All reimbursements are based on actual disbursements, not on obligations.

Reimbursement from the Pennsylvania Department of Education (PDE) is contingent on the operational status of the state and is not controllable by the district. Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures e.g. invoices, time sheets, payroll stubs, etc. and will make such documentation available for the Pennsylvania Department of Education (PDE) to review upon request.

Reimbursements of actual expenditures do not require interest calculations.

Advances: To the extent the District receives advance payments of federal grant funds, the District will strive to expend the federal funds on allowable expenditures as expeditiously as possible. Specifically, the District attempts to expend all drawn downs of federal funds within 72 hours of receipt.

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The District will hold federal advance payments in interest-bearing accounts, unless an allowable exception applies. The District will begin to calculate interest earned on cash balances once funds are deposited into the District's account.

Typically, the monies provided by the federal government do not yield interest as they are spent with dispatch however, if this were to change Interest will be:

- ▶ remitted quarterly based on interest earned on advances over \$100 per year. Section 74.22(l) (for IHEs, hospitals and other non-profit organizations) and Section 668 (for Title IV and HEA) are similar except the allowance is \$250 per year.

EDGAR Links: Full text/Part 80/ Part 74/ Part 668

- ▶ Interest exceeding the \$100 or \$250 allowable for administrative expenses must be returned to the federal government.

- ▶ Remit 80.21 and 668 interest to: U.S. Department of Education, P.O. Box 979053, St. Louis, MO 63197-9000

- ▶ Remit 74.22 interest to: U.S. Department of Health and Human Services, P.O. Box 6120, Suite 1133, Rockville, MD 20852

- ▶ Make check payable to the agency in the address line, include a cover letter with your DUNS, CFDA(s), time period(s) for which interest was earned. Include "Interest earned on Federal funds" in the subject

Total federal grant cash balances will be calculated on cash per grant and applying the District's actual interest rate. The District will remit interest earned on grant funds annually to the U.S. Department of Health and Human Services Payment Management System (regardless of the federal awarding agency for the grant) through an electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment. 2 C.F.R. § 200.305(b)(9). The District may retain up to \$500 of interest earned per year. The Federal Funds Administrative Quick Guide published by the Commonwealth of Pennsylvania Department of Education offers excellent guidance on this.

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Standards of Conduct

In accordance with 2 C.F.R. §200.18(c)(1), the District maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value.

The following guidelines are provided for the direction of administrators:

1. Do not utilize school material for personal gain.
2. Copyrights to materials or equipment developed, processed, or tested by district employees in the performance of district activities in terms of their employment reside with and may be claimed by the district.
3. Do not use school property or school time to solicit or accept customers for private enterprises.
4. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties
5. This policy is to prevent an employee from interviewing, recommending for hiring, contracting with, supervising, or promoting a relative or a person with whom s/he has a familial or an intimate relationship.
6. This policy further intends to eliminate the presence of a conflict of interest in employee relations.

No employee of the District and no person newly hired or promoted from within the District shall supervise another employee or be supervised by another employee where one (1) of the following relationships exist between the employee and the applicant/employee who is being interviewed, hired, contracted with, promoted, supervised or evaluated.

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1. Parent – Child
2. Stepparent – Stepchild
3. Grandparent – Grandchild
4. Husband – Wife
5. Sibling – Sibling
6. Uncle/Aunt – Niece/Nephew
7. Mother in Law/Father in Law – Son in Law/Daughter in Law
8. Domestic partner – Domestic partner
9. Paramour – Paramour

235.9. Improper personal or financial gain.

The professional educator may not:

- (1) Accept gratuities, gifts or favors that might impair or appear to impair professional judgment.
- (2) Exploit a professional relationship for personal gain or advantage.

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Organizational Conflicts

If the District has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the District must include written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. 2 C.F.R § 200.318(c)(2).]

Disciplinary Actions

Failure to comply with Conflict of Interest guidelines and policies can result in disciplinary action including a written reprimand, suspension or termination.

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Travel: Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of a grant recipient. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the recipient's non-federally funded activities and in accordance with the recipient's written travel reimbursement policies. 2 C.F.R §200.474(a).

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the District in its regular operations as the result of its written travel policy. In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that (1) participation of the individual is necessary to the federal award; and (2) the costs are reasonable and consistent with the District's established policy. 2 C.F.R §200.474(b).

For further information, employees seeking reimbursement for travel expenses are directed to the Blackhawk School District Policy manual found on the district website under Guiding Documents.

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The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to the school district.

Guidelines

The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.

Competitive Bids

When seeking competitive bids, the Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation. After due public notice advertising for competitive bids, the Board shall be authorized to:

1. Purchase furniture, equipment, school supplies and appliances costing a base amount of \$19,400 or more, unless exempt by law.
2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value of more than \$19,400, unless exempt by law.

The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements. With kind, quality and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon resolution of the Board, unless the Board chooses to reject all bids. The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.

Price Quotations

Unless exempt by law, at least three (3) written or telephonic price quotations shall be requested by the Board for:

1. Furniture, equipment, school supplies and appliances costing a base amount of more than \$10,500 but less than \$19,400.

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2. All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a total cost or value of more than \$10,500 but less than \$19,400.
3. If it is not possible to obtain three (3) quotations, a memorandum must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for three (3) years.

Work Performed by District Maintenance Personnel

The Board may authorize district maintenance personnel to perform construction, reconstruction, repairs or work having a total cost or value of less than \$10,500.

Delegation of Responsibility

The Board may grant the Board Secretary or Business Manager the authority to purchase supplies and award contracts in the amount and manner designated by applicable law. Bid specifications shall be prepared by the Business Manager. Bid Specifications shall provide for alternates wherever possible. The Business Manager shall combine like items of supply and material whenever it is feasible and permissible under statute and shall not split purchases to avoid requirements for bidding. The Board Secretary or designee is authorized to advertise for bids, in accordance with statutory procedures, without prior approval of the Board; but the Board shall be informed of such action at the next meeting. Records shall be kept in sufficient detail to show that a reasonable number of qualified vendors were invited to bid. Bids shall be opened publicly by the Business Manager before one (1) or more witnesses at a previously designated time and place. Contracts shall be awarded to the lowest responsible bidder upon resolution of the Board, unless the Board chooses to reject all bids. Whenever a contractor shall submit a bid for the performance of work and the contractor later claims a mistake, error or omission in preparing said bid, the contractor shall, before the bids are open, make known the fact and in such case the bid shall be returned unopened.

It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the district.

Delegation of Responsibility

All purchases that are within budgetary limits, and were originally contained within the budget, may be made upon authorization of the Business Manager. All purchase order requests must be referred to the Business Manager, who shall check whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the district.

Guidelines

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In the interests of economy, fairness and efficiency in its business dealings, the Board requires that:

1. Items commonly used in the various schools and buildings be standardized whenever possible.
2. Opportunity to do business with the district shall be provided to as many responsible suppliers as possible. Lists of potential suppliers for various types of supplies, equipment and services will be developed and maintained.
3. No purchase request will be honored unless made on a district requisition form that has the necessary approval.

Upon placement of a purchase order, the Business Manager shall encumber the expenditure against a specific budget line item to guard against creation of liabilities in excess of appropriations. The Board recognizes its position as a major purchaser in the community. While it is the Board's intent to purchase quality materials and supplies at the lowest possible cost through open competition, if all other considerations are equal the Board prefers to purchase within the district from established local merchants. The laws of the state and the interests of the community require fiscal responsibility by the Board in the operation of the school district. Appropriate fiscal controls shall be adopted to ensure that public funds are not disbursed in amounts in excess of the appropriations provided to the district.

Authority

When funds are not available for a proposed appropriation, a legal transfer from one class of expenditure to another may be made by the Board in the last nine (9) months of the fiscal year if it is apparent that the necessary surplus funds do exist in another appropriation, the procedures specified in the School Code are followed, and it can be demonstrated that the proposed expenditure would be educationally warranted in the current fiscal year.

Guidelines

In the event of emergency, which exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes, a purchase order may be authorized by the Board Secretary or Superintendent.

When budgeted funds are allocated on a building basis, the total amount budgeted may not be exceeded without prior approval. Any expenditures in excess of appropriation made in conformance with this policy shall be reported to the Board at the next meeting, with a recommendation of funds to be transferred to cover said purchase.

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Purchase Methods

The Board recognizes the advantages of centralized purchasing. Therefore, the Board encourages the administration to seek the benefits and savings that may accrue through joint agreements with other political subdivisions for the purchase of supplies, equipment or services.

Delegation of Responsibility

The Board authorizes the Business Manager to negotiate appropriate cooperative purchase agreements with other political subdivisions, in accordance with law and Board policy.

Guidelines

Cooperative purchases require an agreement approved by the Board and the participating contracting body(s), which may specify.

1. Categories of equipment or supplies to be purchased.
2. Manner of advertising for bids and awarding contracts
3. Method of payment by each participating party.
4. Other matters deemed necessary to carry out the purposes of the agreement.

All such agreements must conform to relevant provisions of the School Code.

Purchases up to \$3,000 (Micro-Purchases)

Micro-purchase is a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed \$3,000. The micro-purchase method is used in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the District considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all micro-purchases. For further assistance, parties can refer to section 15.4 of the federal guidelines of contract pricing at acquisition.gov.

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Purchases between \$3,000 and \$150,000 (Small Purchase Procedures)

Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$150,000. If small purchase procedures are used, price or rate quotations are obtained from an adequate number of qualified sources. For further assistance, parties can refer to section 15.4 of the federal guidelines of contract pricing at acquisition.gov.

Purchases over \$150,000

Sealed Bids (Formal Advertising): For purchases over \$150,000, bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the following conditions apply:

- A complete, adequate, and realistic specification or purchase description is available;
- Two or more responsible bidders are willing and able to compete effectively for the business; and
- The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publically advertised;
- The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
- A firm fixed price contract award must be made in writing to the lowest responsive and responsible bidder.

Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the

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low bid when prior experience indicates that such discounts are usually taken advantage of. Any or all bids may be rejected if there is a sound documented reason.

Competitive Proposals: The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- Proposals must be solicited from an adequate number of qualified sources; and
- Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort. Procedures for bidding can be found on page 5 of this document.

Contract/Price Analysis: The District performs a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. 2 C.F.R. § 200.323(a). A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the managers of business and federal programs along with the superintendent must come to an independent estimate prior to receiving bids or proposals by performing due diligence and researching similar and prior bids. 2 C.F.R. § 200.323(a).

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When performing a cost analysis, the business negotiates profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. 2 C.F.R. § 200.323(b).

Noncompetitive Proposals (Sole Sourcing)

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- The item is available only from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
- After solicitation of a number of sources, competition is determined inadequate.

Guidelines for this may be found on page 5 and 6 of this document. A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$150,000.

B. Purchase Cards

The Board approves the use of credit cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline vendor payment. The Board directs the Superintendent to establish safeguards to prevent misuse of such cards.

The Board shall approve the list of employees authorized to use district credit cards.

The Board shall purchase adequate insurance coverage for credit card misuse.

Definition

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Credit Card - a charge card designed to reduce the cost and bureaucracy of purchases.

Delegation of Responsibility

A list of authorized users of credit cards shall be maintained in the Business Office and shall include employees in designated positions.

All use of credit cards shall be supervised and monitored on a regular basis by the Business Manager who shall ensure the use of such cards is in accordance with budgeted funds and Board policy.

Proper accounting measures for the use of credit cards shall be developed, distributed, implemented, and monitored by the Business Administrator.

An employee authorized to use a credit card shall maintain adequate security of the card while it is in his/her possession. Under no circumstances may the card be used by another individual.

Guidelines

Each employee using a district credit card shall sign a card usage agreement and receive a copy of applicable policies and procedures.

Credit cards shall be used only for authorized district purchases and shall not be used for personal purchases. The district retains the authority to revoke any credit card if used for unauthorized or personal purposes.

Violations of this policy by an employee may result in disciplinary action, in accordance with Board policy.

The established procedure for processing purchases by employees using credit cards shall be as follows:

1. Employee deals directly with the vendor.
2. Employee issues purchase order or receive verbal approval from Business Manager.
3. Authorized user verifies receipt of purchased items, reconciles the billing statement with purchases, and attaches itemized receipts.

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4. Business Office receives the consolidated invoice for payment, which must be accompanied by itemized receipt(s).
5. Supervisor reviews statement and signs approval.

Purchases on a credit card by an individual employee shall not exceed remaining funds in approved budgeted category unless otherwise authorized.

The following list includes but is not limited to items authorized for purchase, without obtaining bids or quotes, by employees using credit cards:

- Online purchases requiring prepayment by credit card.
- Conference registration.
- Vendor payment to eliminate late fee.

A purchase order is required to encumber purchase prior to use.

Credit cards shall not be used to circumvent the required bidding process or purchase order process in accordance with established Board policy and procedures.

Credit cards shall not be used for purchases that could be anticipated at the beginning of the school year and would circumvent the required bidding process.

Individuals are responsible for providing itemized receipts with each statement. Employees who fail to submit an itemized receipt may be required to assume financial responsibility for the purchase.

C. Full and Open Competition

All procurement transactions must be conducted in a manner providing full and open competition consistent with 2 C.F.R § 200.319. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;

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- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest;
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

EDGAR further requires the following to ensure adequate competition.

Geographical Preferences Prohibited

The District must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Prequalified Lists

The District must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the District must not preclude potential bidders from qualifying during the solicitation period.

Solicitation Language

The District must ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

- A. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the

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performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals. 2 C.F.R Federal Procurement System Standards

Avoiding Acquisition of Unnecessary or Duplicative Items

The District must avoid the acquisition of unnecessary or duplicative items. Additionally, consideration is given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis must be made of leases versus purchase alternatives, and another other appropriate analysis to determine the most economical approach.

These considerations are given as part of the process to determine the allowability of each purchase made with federal funds. Please see Allowability policy for written procedures.

Use of Intergovernmental Agreements

To foster greater economy and efficiency, the District enters into state and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Use of Federal Excess and Surplus Property

The District considers the use of federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

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Maintenance of Procurement Records

The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred. District records are maintained in accordance of Article V of the Pennsylvania State Code.

Time and Materials Contracts

The District may use a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of: the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the District must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

Protest Procedures to Resolve Dispute

The District maintains protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

Filing of Written Protest

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Any actual or prospective bidder, offeror, proposer, or contractor who believes he or she has been aggrieved in connection with the solicitation, evaluation, or award of a purchase or contract may formally protest such grievances to the Business Manager or his/her designee. Such protests must be in writing and received by the Business office within 10 working days after such aggrieved person knows, or should have known, of the occurrence of the action that is being protested. In the event of a timely protest under this section, and appealed prior to award, the district shall not proceed further with the solicitation or with the award of the contract unless, after consultation with the applicable department, a written determination is made that the award of the contract without delay is necessary to protect the best interests of the district. The written protest must contain specific identification of the State of Pennsylvania, Federal, or district requirements alleged to have been violated, including a specific description of each act alleged to have violated the requirements including:

- A precise statement of the relevant facts;
- An identification of the issue or issues to be resolved; and
- An argument in support of the protest

Resolution of Protest

Upon receipt of a timely filed and properly documented protest, the Business manager will arrange a meeting within 10 days of receipt between the protesting party and appropriate personnel to discuss the details of the protest and possible resolutions. If the protest is not resolved by mutual agreement, the district will issue a letter based upon determination on the protest as follows:

- If the determination is made that no violation of policies or statutes has occurred, the letter shall so inform the protesting party and the department the reasons for the determination.
- If the determination is that a violation of the rules or statutes has occurred in a case where a contract has not been awarded, the letter shall so inform the protesting party and the department the reasons for the determination and the appropriate remedial action.
- If the determination is that a violation of the rules or statutes has occurred in a case where a contract has been awarded, the letter shall so inform the protesting party and the department the reasons for the determination and the appropriate remedial action, which may include declaring the contract void.

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Appeal

The district determination on a protest may be appealed by the protesting party to the Superintendent and Board of School Directors. Any appeal must be in writing and must be received District Central Office no later than 10 working days after the date of the determination. The appeal shall be limited to review of the Determination and will not be considered if not timely filed, and any decision issued in writing by the superintendent and signed by the President of School Directors

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Blackhawk School District

Field Trip Request

.....
Please forward a hard copy of this document to your building principal.

Name of Lead Sponsoring Teacher: Cara Pertile Date request submitted: Jan. 20, 2016

Date(s) of Field Trip: Friday, April 15, 2016 Title of Field Trip: Carnegie Museum of Art and Natural History

Names of other Teachers in attendance: Jodi Borroni, Jeanne Herr, Cara Pertile, Erica Shildt, Lori Uslenghi

Group or class: 2nd Grade School: Northwestern Primary Duration of Trip: 9:30AM - 3:00PM

Location of Trip: Pittsburgh, PA Number of Students involved: 116 students

Substitute required: YES NO Number of days of substitute time: _____

Bus costs: \$690 Private cars (whose): _____

Financial support promised from other agencies (Student Council, PTO, etc.): PTO will cover all costs

Other expenses: Fees for the museum - \$1501

Expenses are budgeted Expenses collected from students Expenses collected from other

Statement of educational value:
To reinforce and enhance the concepts taught in our science and social studies curriculums

Signature of Lead Sponsoring Teacher: *Cara Pertile* Date: 1-20-16

Signature of Building Principal/Superintendent: *Marissa J. [Signature]* Date: 1-20-16

***Building office: Please forward this document to the Superintendent's Secretary at District Office.**



Blackhawk School District

Field Trip Request

.....
Please forward a hard copy of this document to your building principal.

Name of Lead Sponsoring Teacher: 9th grade academy (Jamie Moon) Date request submitted: 1/14/16

Date(s) of Field Trip: April 1, 2016 Title of Field Trip: 9th grade class field trip

Names of other Teachers in attendance: Phil Mackin, Iain Eastman, Jason Farone, Joe Boyer, Chris Lantzy, Missy Bender

Group or class: 9th grade School: High School Duration of Trip: 1 school day

Location of Trip: Carnegie Science Center Number of Students involved: approx 120

Substitute required: YES NO Number of days of substitute time: 1

Bus costs: none (paid for by 9th) Private cars (whose): _____

Financial support promised from other agencies (Student Council, PTO, etc.): 9th grade class

Other expenses: _____

Expenses are budgeted Expenses collected from students Expenses collected from other

Statement of educational value:
The 9th grade class will learn about a cold war submarien, kinetic energy at the sports works, robotics, magnetic forces and lasers.

Signature of Lead Sponsoring Teacher: Date: 1-14-16

Signature of Building Principal/Superintendent: Date: 1/25/16

***Building office: Please forward this document to the Superintendent's Secretary at District Office.**



Blackhawk School District

Field Trip Request

.....
Please forward a hard copy of this document to your building principal.

Name of Lead Sponsoring Teacher: Diann Sarver Date request submitted: 1.26.16

Date(s) of Field Trip: March 4, 2016 Title of Field Trip: PRIDE - Ice cream social - CBST

Names of other Teachers in attendance: Mrs. Diclaudio, Mrs. DeFrank, Mrs. Sarver, Mrs. Yowler, Mrs M. Brown

Group or class: PRIDE K-12 School: NW; BIS; HMS Duration of Trip: 1 school day
BHS

Location of Trip: Burns / Brusters Beaver Co. Area Number of Students involved: 27

- Restaurant
- Ice Cream

Substitute required: YES NO Number of days of substitute time: _____

Bus costs: Budgeted Private cars (whose): _____

Financial support promised from other agencies (Student Council, PTO, etc.): Special Education Access

Other expenses: student lunches - student ice cream

Expenses are budgeted Expenses collected from students Expenses collected from other

Statement of educational value:
Lifeskills/PRIDE Students will complete a unit on making ice cream. We will practice social skills as well as other daily living skills taught in the classrooms in the community.

Signature of Lead Sponsoring Teacher: [Signature] Date: 1.26.16

Signature of Building Principal/Superintendent: [Signature] Date: 1.27.16

***Building office: Please forward this document to the Superintendent's Secretary at District Office.**



Blackhawk School District

Field Trip Request

.....
Please forward a hard copy of this document to your building principal.

Name of Lead Sponsoring Teacher: Amy Black Date request submitted: 2/3/16

Date(s) of Field Trip: Friday, April 8, 2016 Title of Field Trip: Beaver County Special Olympics-
Swimming

Names of other Teachers in attendance: _____

Group or class: Andrew Woods School: BIS Duration of Trip: 1 day

Location of Trip: Sunrise Pool - New Brighton Number of Students involved: 1

Substitute required: YES NO Number of days of substitute time: 1 day

Bus costs: — Private cars (whose): Mom will transport.

Financial support promised from other agencies (Student Council, PTO, etc.): —

Other expenses: None 1 Para Sub.

Expenses are budgeted Expenses collected from students Expenses collected from other

Statement of educational value:
Interacting with peers.

Signature of Lead Sponsoring Teacher: Amy Black Date: 2/3/16

Signature of Building Principal/Superintendent: [Signature] Date: 2/3/16

***Building office: Please forward this document to the Superintendent's Secretary at District Office.**



Blackhawk School District

Field Trip Request

.....
Please forward a hard copy of this document to your building principal.

Name of Lead Sponsoring Teacher: Kelli Ambler Date request submitted: 1.29.2016

Date(s) of Field Trip: March 7, 2016 Title of Field Trip: Westminster Programming Contest

Names of other Teachers in attendance: _____

Group or class: AP Computer Science School: BHS Duration of Trip: 1 Day

Location of Trip: Westminster College Number of Students involved: 8

Substitute required: YES NO Number of days of substitute time: 1

Bus costs: \$250 estimate Private cars (whose): _____

Financial support promised from other agencies (Student Council, PTO, etc.): _____

Other expenses: _____

Expenses are budgeted Expenses collected from students Expenses collected from other

Statement of educational value:
Students will apply their Computer Science Programming skills to compete against other High School Programming students. Contest is modelled after the International Collegiate Prog. Contest.

Signature of Lead Sponsoring Teacher: Kelli Ambler Date: 1/29/16

Signature of Building Principal/Superintendent: [Signature] Date: 2/9/16

***Building office: Please forward this document to the Superintendent's Secretary at District Office.**

Blackhawk Athletic / Activity Department Transaction List by Date January 2016

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Amount
Check	01/04/2016	7505	Rahn Pursifull	Scorebook: ...	WesBanco (ESB)		X	Women's Basket...	-50.00
Check	01/07/2016	7506	Jackie Fullen	Ticket Seller -...	WesBanco (ESB)		X	Ticket Seller	-55.00
Check	01/07/2016	7507	Teresa Morelli	Ticket Taker -...	WesBanco (ESB)		X	Ticket Seller	-50.00
Check	01/07/2016	7508	Rahn Pursifull	Scorebook: ...	WesBanco (ESB)		X	Women's Basket...	-50.00
Check	01/07/2016	7509	Sam Nardone	Announcer - ...	WesBanco (ESB)		X	Girl's Basketball	-40.00
Check	01/07/2016	7510	Mitchell Pulleo	Sound Syste...	WesBanco (ESB)		X	Girl's Basketball	-25.00
Check	01/07/2016	7511	James Reeder	Official: Girls ...	WesBanco (ESB)		X	Girl's Basketball	-70.00
Check	01/07/2016	7512	Jennifer Bruce	Official: Girls ...	WesBanco (ESB)		X	Girl's Basketball	-70.00
Check	01/07/2016	7513	Date Ross	Official: Girls ...	WesBanco (ESB)		X	Girl's Basketball	-70.00
Check	01/07/2016	7514	Mayflower Florist	Official: Girls ...	WesBanco (ESB)		X	Girl's Basketball	-70.00
Check	01/07/2016	7515	South Side Athletics	Richard McMil...	WesBanco (ESB)		X	Girl's Basketball	-70.00
Check	01/07/2016	7516	MAC Wrestling Coa...	2016 South Si...	WesBanco (ESB)		X	Miscellaneous	-66.00
Check	01/07/2016	7517	Burgetstown Wrestl...	2015/2016 M...	WesBanco (ESB)		X	Tournament Ex...	-275.00
Deposit	01/08/2016			VOID: Thirty...	WesBanco (ESB)		X	Dues	-100.00
Check	01/11/2016	7529	John Dudo	Deposit	WesBanco (ESB)		X	Tournament Ex...	0.00
Check	01/11/2016	7530	R. Gregg Braund	Official: JV Ba...	WesBanco (ESB)		X	Miscellaneous	40.00
Check	01/11/2016	7531	Rahn Pursifull	Official: JV Bo...	WesBanco (ESB)		X	Boy's Basketball	-50.00
Check	01/12/2016	7532	Lynne Shine	Scorebook: ...	WesBanco (ESB)		X	Boy's Basketball	-50.00
Check	01/12/2016	7533	Mark Kennedy	VOID: Official...	WesBanco (ESB)		X	Women's Basket...	-50.00
Check	01/13/2016	7534	Rich Mattes	Official: Swim...	WesBanco (ESB)		X	Swimming	0.00
Check	01/13/2016	7535	Carl Lempke	Official: MS B...	WesBanco (ESB)		X	Swimming	-70.00
Check	01/13/2016	7536	Rich Oswald	Official: MS B...	WesBanco (ESB)		X	Boy's Basketball	-55.00
Check	01/13/2016	7537	Rig Uram	Score Clock ...	WesBanco (ESB)		X	Boy's Basketball	-55.00
Check	01/14/2016	7538	Rahn Pursifull	Official: Wres...	WesBanco (ESB)		X	Wrestling	-50.00
Check	01/14/2016	7539	Rahn Pursifull	Scorebook: ...	WesBanco (ESB)		X	Wrestling	-120.00
Check	01/14/2016	7540	George Davis	Scorebook: B...	WesBanco (ESB)		X	Women's Basket...	-50.00
Check	01/14/2016	7541	Eric Susich	Official: Boys ...	WesBanco (ESB)		X	Men's Basketball	-50.00
Check	01/14/2016	7542	Ed Schreiber	Officials: MS ...	WesBanco (ESB)		X	Boy's Basketball	-55.00
Check	01/14/2016	7543	Ed Pery	Official: Swi...	WesBanco (ESB)		X	Boy's Basketball	-55.00
Check	01/14/2016	7544	South Side Athletics	Official: Swi...	WesBanco (ESB)		X	Swimming	-70.00
Deposit	01/15/2016			2016 South Si...	WesBanco (ESB)		X	Swimming	-70.00
Check	01/15/2016	7545	Bull Croston	Deposit	WesBanco (ESB)		X	Tournament Ex...	-275.00
Check	01/15/2016	7546	Landon Fedeles	Official: MS B...	WesBanco (ESB)		X	Wrestling	119.00
Check	01/15/2016	7547	Jackie Fullen	Official: Boys ...	WesBanco (ESB)		X	Wrestling	-55.00
Check	01/15/2016	7548	Teresa Morelli	Ticket Seller -...	WesBanco (ESB)		X	Boy's Basketball	-55.00
Check	01/15/2016	7549	Bunny Oravitz	Ticket Taker -...	WesBanco (ESB)		X	Ticket Seller	-55.00
Check	01/15/2016	7550	Sam Nardone	Ticket Taker ...	WesBanco (ESB)		X	Ticket Seller	-50.00
Check	01/15/2016	7551	Rich Oswald	Crowd Monito...	WesBanco (ESB)		X	Ticket Taker	-50.00
Check	01/15/2016	7552	Ed Giannini	Score Clock ...	WesBanco (ESB)		X	Crowd Monitor	-40.00
Check	01/15/2016	7553	Matt Warmaka	Announcer - ...	WesBanco (ESB)		X	Varsity	-50.00
Check	01/15/2016	7554	Ron Connelly	Sound Syste...	WesBanco (ESB)		X	Boy's Basketball	-40.00
Check	01/15/2016	7555	Anthony Court	Official: Boys ...	WesBanco (ESB)		X	Boy's Basketball	-25.00
Check	01/15/2016	7556	Bruce Lydic	Official: Boys ...	WesBanco (ESB)		X	Boy's Basketball	-70.00
Check	01/15/2016	7557	Rahn Pursifull	Official: Boy's ...	WesBanco (ESB)		X	Boy's Basketball	-70.00
Check	01/18/2016	7558	Eugene Frioni	Scorebook: Gi...	WesBanco (ESB)		X	Boy's Basketball	-70.00
Check	01/18/2016	7559	Tim Hammond	Official: Boys ...	WesBanco (ESB)		X	Women's Basket...	-50.00
Check	01/18/2016	7560	Jackie Fullen	Official: JV B...	WesBanco (ESB)		X	Boy's Basketball	-50.00
Check	01/18/2016	7561	Teresa Morelli	Ticket Seller -...	WesBanco (ESB)		X	Boy's Basketball	-55.00
Check	01/18/2016			Ticket Taker ...	WesBanco (ESB)		X	Ticket Seller	-50.00

Jan 16

Blackhawk Athletic / Activity Department Transaction List by Date January 2016

Type	Date	Num	Name	Memo	Account	Class	Cir	Split	Amount
Check	01/18/2016	7562	Rahn Pursifull	Scorebook: Gi...	WesBanco (ESB)		X	Women's Basket...	-50.00
Check	01/18/2016	7563	Sam Nardone	Announcer: ...	WesBanco (ESB)		X	Girl's Basketball	-40.00
Check	01/18/2016	7564	Mitchell Pulleo	Sound Syste...	WesBanco (ESB)		X	Girl's Basketball	-25.00
Check	01/18/2016	7565	Bebe Miekosny	Official: Girls ...	WesBanco (ESB)		X	Girl's Basketball	-70.00
Check	01/18/2016	7566	Virginia Roth	Official: Varsit...	WesBanco (ESB)		X	Girl's Basketball	-70.00
Check	01/18/2016	7567	Bunny Fajerski	Official: Girls ...	WesBanco (ESB)		X	Girl's Basketball	-70.00
Check	01/19/2016	7568	John Ludwig	Official: JV Gi...	WesBanco (ESB)		X	Girl's Basketball	-50.00
Check	01/19/2016	7569	Andrew Reiner	Official: JV G...	WesBanco (ESB)		X	Girl's Basketball	-50.00
Check	01/19/2016	7570	Jackie Fullen	Ticket Seller ...	WesBanco (ESB)		X	Ticket Seller	-55.00
Check	01/19/2016	7571	Teresa Morelli	Ticket Taker ...	WesBanco (ESB)		X	Ticket Seller	-50.00
Check	01/19/2016	7572	Rahn Pursifull	Scorebook: Gi...	WesBanco (ESB)		X	Women's Basket...	-50.00
Check	01/19/2016	7573	Sam Nardone	Announcer: ...	WesBanco (ESB)		X	Women's Basket...	-40.00
Check	01/19/2016	7574	Roger Diehl	Sound Syste...	WesBanco (ESB)		X	Girl's Basketball	-50.00
Check	01/19/2016	7575	Katie Foley	Official: Varsit...	WesBanco (ESB)		X	Girl's Basketball	-70.00
Check	01/19/2016	7576	Diane Hrapla	Official: Varsi...	WesBanco (ESB)		X	Girl's Basketball	-70.00
Check	01/19/2016	7577	Barbara Moran	Official: Girls ...	WesBanco (ESB)		X	Girl's Basketball	-70.00
Check	01/19/2016	7578	Hopewell Wrestling ...	2016 MAC Wr...	WesBanco (ESB)		X	Tournament Ex...	-250.00
Deposit	01/19/2016			Deposit	WesBanco (ESB)		X	Women's Basket...	198.00
Deposit	01/19/2016			Deposit	WesBanco (ESB)		X	Activity Passes...	133.00
Deposit	01/19/2016			Deposit	WesBanco (ESB)		X	Basketball	1,231.00
Check	01/20/2016	7579	Bull Croston	Official: Girls ...	WesBanco (ESB)		X	Basketball	980.00
Check	01/20/2016	7580	Brian Gulish	Official: Girls ...	WesBanco (ESB)		X	Girl's Basketball	-50.00
Check	01/20/2016			Deposit	WesBanco (ESB)		X	Girl's Basketball	-50.00
Check	01/21/2016	7581	Rahn Pursifull	Scorebook: Gi...	WesBanco (ESB)		X	Women's Basket...	287.00
Check	01/22/2016	7582	Jackie Fullen	Ticket Seller ...	WesBanco (ESB)		X	Women's Basket...	-50.00
Check	01/22/2016	7583	Teresa Morelli	Ticket Taker ...	WesBanco (ESB)		X	Ticket Seller	-55.00
Check	01/22/2016	7584	Bunny Oravitz	Ticket Taker ...	WesBanco (ESB)		X	Ticket Seller	-50.00
Check	01/22/2016	7585	Sam Nardone	VOID: Crowd ...	WesBanco (ESB)		X	Ticket Taker	-50.00
Check	01/22/2016	7586	Rich Oswald	Score Clock ...	WesBanco (ESB)		X	Crowd Monitor	0.00
Check	01/22/2016	7587	Ed Giannini	Announcer - ...	WesBanco (ESB)		X	Varsity	-50.00
Check	01/22/2016	7588	Matt Warmaka	Sound Syste...	WesBanco (ESB)		X	Boy's Basketball	-40.00
Check	01/22/2016	7589	Don Gambridge	Official: Boys ...	WesBanco (ESB)		X	Boy's Basketball	-25.00
Check	01/22/2016	7590	Jeffrey Wagner	Official: Boys ...	WesBanco (ESB)		X	Boy's Basketball	-70.00
Check	01/22/2016	7591	Joe Zsolcsak	Official: Boy's ...	WesBanco (ESB)		X	Boy's Basketball	-70.00
Check	01/22/2016	7592	Tiger Trax Club	16th Annual ...	WesBanco (ESB)		X	Boy's Basketball	-70.00
Check	01/22/2016	7593	Riverside Track Boo...	2016 Beaver ...	WesBanco (ESB)		X	Tournament Ex...	-175.00
Check	01/22/2016	7594	Mars Athletic Depart...	2016 Mars Tr...	WesBanco (ESB)		X	Tournament Ex...	-230.00
Deposit	01/23/2016			Deposit	WesBanco (ESB)		X	Tournament Ex...	-210.00
Check	01/25/2016	7595	Chris Reed	Official: MS B...	WesBanco (ESB)		X	Basketball	1,295.00
Check	01/25/2016	7596	Kyle Bonner	Official: MS ...	WesBanco (ESB)		X	Boy's Basketball	-55.00
Check	01/25/2016	7597	Craig Fontana	Official: JV B...	WesBanco (ESB)		X	Boy's Basketball	-55.00
Check	01/25/2016	7598	John Dudo	Official: JV Bo...	WesBanco (ESB)		X	Boy's Basketball	-50.00
Check	01/25/2016	7599	Rahn Pursifull	Scorebook: Gi...	WesBanco (ESB)		X	Boy's Basketball	-50.00
Check	01/26/2016	7600	Vince Macioge	Official: Swim...	WesBanco (ESB)		X	Women's Basket...	-50.00
Check	01/26/2016	7601	Rich Oswald	Score Clock ...	WesBanco (ESB)		X	Swimming	-70.00
Check	01/26/2016	7602	Sean Kearney	Official: Wres...	WesBanco (ESB)		X	Varsity	-50.00
Check	01/26/2016	7603	Mark Kennedy	VOID: Official...	WesBanco (ESB)		X	Wrestling	-120.00
Check	01/26/2016	7604	Vince Macioge	Official: Swim...	WesBanco (ESB)		X	Swimming	0.00
Check	01/26/2016				WesBanco (ESB)		X	Swimming	-70.00

Blackhawk Athletic / Activity Department Transaction List by Date January 2016

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Amount
Check	01/26/2016	7605	Jackie Fullen	Ticket Seller - ...	WesBanco (ESB)			Ticket Seller	-55.00
Check	01/26/2016	7606	Teresa Morelli	Ticket Taker - ...	WesBanco (ESB)			Ticket Seller	-50.00
Check	01/26/2016	7607	Rahn Pursifull	Scorebook: Gi...	WesBanco (ESB)			Women's Basket...	-50.00
Check	01/26/2016	7608	Sam Nardone	Announcer: ...	WesBanco (ESB)			Girl's Basketball	-40.00
Check	01/26/2016	7609	Lenny Leiper	Official: Varsit...	WesBanco (ESB)			Girl's Basketball	-70.00
Check	01/26/2016	7610	Dave Wytiaz	Official: Girls ...	WesBanco (ESB)			Girl's Basketball	-70.00
Check	01/26/2016	7611	Lary Taddeo	Official: Girls...	WesBanco (ESB)			Girl's Basketball	-70.00
Check	01/26/2016	7612	Blackhawk Food Ser...	Football Iced ...	WesBanco (ESB)			Meals	-144.36
Check	01/27/2016	7613	Cindy Hestad	Official: Swi...	WesBanco (ESB)			Swimming	-70.00
Deposit	01/27/2016			Deposit	WesBanco (ESB)		X	Wrestling	88.00
Check	01/29/2016	7614	Rich Mattes	Official: MS B...	WesBanco (ESB)			Boy's Basketball	-55.00
Check	01/29/2016	7615	John Ludwig	Official: MS B...	WesBanco (ESB)			Boy's Basketball	-55.00
Check	01/29/2016	7616	Lenny Leiper	Official: JV Gi...	WesBanco (ESB)			Girl's Basketball	-50.00
Check	01/29/2016	7617	Bull Croston	Official: Girls ...	WesBanco (ESB)			Girl's Basketball	-50.00
Check	01/29/2016	7618	Jackie Fullen	Ticket Seller - ...	WesBanco (ESB)			Ticket Seller	-55.00
Check	01/29/2016	7619	Teresa Morelli	Ticket Taker - ...	WesBanco (ESB)			Ticket Seller	-50.00
Check	01/29/2016	7620	Sam Nardone	Crowd Monito...	WesBanco (ESB)			Crowd Monitor	-40.00
Check	01/29/2016	7621	Rich Oswald	Score Clock ...	WesBanco (ESB)			Basketball-Boy's	-50.00
Check	01/29/2016	7622	Ed Giannini	Announcer - ...	WesBanco (ESB)			Boy's Basketball	-40.00
Check	01/29/2016	7623	Matt Warnaka	Sound Syste...	WesBanco (ESB)			Boy's Basketball	-25.00
Check	01/29/2016	7624	Anthony Court	Official: Boys...	WesBanco (ESB)			Boy's Basketball	-70.00
Check	01/29/2016	7625	Bill Holz	Official: Boys...	WesBanco (ESB)			Boy's Basketball	-70.00
Check	01/29/2016	7626	Jack Ziles	Official: Boys...	WesBanco (ESB)			Boy's Basketball	-70.00
Deposit	01/29/2016			Deposit	WesBanco (ESB)		X	Women's Basket...	886.00
Check	01/29/2016	7627	Mayflower Florist	Nicholas Nard...	WesBanco (ESB)			Miscellaneous	-70.00
Deposit	01/31/2016			Interest	WesBanco (ESB)		X	Interest	1.81



WESTERN CHAPTER PENNSYLVANIA SPORTS HALL OF FAME

46th Annual

INDUCTION CEREMONIAL AND DINNER

April 23, 2016

Dear Friends of Dante Calabria,

The Western Chapter of the Pennsylvania Sports Hall of Fame will be honoring **Dante** as an inductee on **Saturday, April 23, 2016** at the Sheraton Pittsburgh Hotel at Station Square. The Dinner begins at 6:00 PM with the formal introduction of all inductees. We recognize it is difficult for an inductee to say, "Come, see me get recognized!" so we are asking you to join with us to honor **Dante**.

The Annual Induction Ceremonial and Dinner tickets have been sold to capacity (600-700) in the past, and with our outstanding class of inductees for 2016, we anticipate another full house for this April's event. Therefore, special effort is being put forth to assure the most appropriate seating possible for **Dante's** family and friends.

Tickets may be purchased for \$50 on an individual or group basis by using the enclosed form. For additional ticket information, please contact me or Dan Cardone at 412-915-3669. Rooms are available for out-of-town guest at the Sheraton Pittsburgh Hotel (412-261-2000). Be sure to make your reservation by April 9th and don't forget to ask for the Hall of Fame rate. Please see our website for additional information - <http://westernchapterpasportshof.org/>

Sincerely,

Jack Teitz
PA SHOF - WESTERN CHAPTER EXECUTIVE BOARD
412-855-7625
jackteitz@hotmail.com

2016 Inductees

*Dante Calabria
Pat Pecora*

*Wayne DiBartola
Bob Shearer*

*"Rooster Fleming
Tom Stabile*

*Bill Muir
JT Thomas*

*Bob Miller
Art Tragesser*

*Tim O'Malley
Mike White*

WESTERN CHAPTER

PENNSYLVANIA SPORTS HALL OF FAME

<http://westernchapterpasportshof.org>

46th Annual INDUCTION CEREMONIAL AND DINNER

SHERATON PITTSBURGH HOTEL AT STATION SQUARE

April 23, 2016 - 6:00 PM

PROGRAM ADVERTISING

FULL PAGE: \$ 600.00

HALF PAGE: \$ 300.00

QUARTER PAGE: \$ 150.00

Deadline for ads is – April 1, 2016 -

Direct to printer: rushe@verizon.net

Check enclosed for \$ _____ (Make checks payable to Western Chapter PA SHOF (61-1620453).

We will be attending your Annual Induction Banquet on Saturday April 23, 2016. We will be there to help acknowledge the award to DANTE CALABRIA.

Return Payment to:

Tick Cloherty
1005 Franklin Court
Jefferson Hills, PA 15025
412-913-6560 rjmjcloher@aol.com

----- IMPORTANT NOTICE - E-mail Printer: rushe@verizon.net -----

ADVERTISEMENT: PLEASE SUBMIT YOUR ARTWORK, BUSINESS CARD, PHOTOS, OR TYPED COPY ON A SEPARATE SHEET, WITH YOUR CHECK BY MARCH 26, 2015. - SENDING YOUR AD DIRECTLY TO OUR PRINTER VIA THE INTERNET IS RECOMMENDED FOR BEST REPRODUCTION QUALITY.

916 Inductees

Dante Calabria
Pat Pecora

Wayne DiBartola
Bob Shearer

“Rooster Fleming
Tom Stabile

Bob Miller
JT Thomas

Bill Muir
Art Tragesser

Tim O'Malley
Mike White

WESTERN CHAPTER PENNSYLVANIA SPORTS HALL OF FAME

<http://westernchapterpasportshof.org>

46th Annual

INDUCTION CEREMONIAL AND DINNER

SHERATON HOTEL PITTSBURGH AT STATION SQUARE

April 23, 2016 - 6:00 PM

We will be attending the Western Chapter Pennsylvania Sports Hall of Fame Induction Ceremonial and Dinner on Saturday April 23, 2016 at 6:00 PM.

Reservations:

_____ Individual tickets @ \$50 per ticket: \$ _____
Office use only: Table No. ____ . Seat No (s) ____ .

_____ Table(s) of 10 @ \$500 per table \$ _____
Office use only: Table No. ____ . Seat No (s) ____ .

We will be attending to honor: **Dante Calabria**

(Every effort will be made to seat you with or near their family/friends. Put some friends together and buy a table.)

Make check payable to Western Chapter PSHOF (61-1620453) and mail Reservation Form by April 11, 2016 to:

Dan Cardone
910 Oakside Lane
Pittsburgh, PA 15229
412-915--3669
cardonedjc@gmail.com

***** IMPORTANT NOTICE*****

Tickets will be mailed out the week before the banquet. If you do not receive your tickets in time, stop by the "Will Call" ticket table outside the banquet room to pick up your tickets the night of the banquet. No one will be seated unless he or she has a ticket.

NAME: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

16 Inductees

Dante Calabria
Pat Pecora

Wayne DiBartola
Bob Shearer

"Rooster Fleming
Tom Stabile

Bob Miller
JT Thomas

Bill Muir
Art Tragesser

Tim O'Malley
Mike White



Blackhawk School District

Conference Request

.....
Please forward a hard copy of this document to your building principal.

Employee Name: Christy Desselle Building where Employed: BIS, HMS, BHS

Name of Meeting, Event, or Conference: Improving Oral Language Skills in the Gen. Ed. Setting

Location of Conference: BVIU

Conference Beginning Date: 3/17/2016 Conference End Date: 3/17/2016

Purpose of Attendance: Speech/Language Therapy
(Please list subject or purpose of conference. Ex: Curriculum, Title I, Math)

Substitute Needed: Yes No Dates Absent from School: 3/17/2016

Estimated Expenses: Travel \$0 Meals \$0 Lodging \$0 Other \$0
Budgeted no (yes/no) Total \$0

Employee Signature: Christy Desselle Date: 2-1-16

Principal Signature: [Signature] Date: 2-1-16 ASN#: _____

Superintendent Signature: _____ Date: _____

Note: If you have a conference registration form to fill out and send in, please do so and attach a copy to this form. **District Office will not make reservations-each employee should do this on his/her own.**



Blackhawk School District

Conference Request

Please forward a hard copy of this document to your building principal.

Employee Name: Ryan Hardesty Building where Employed: HMS

Name of Meeting, Event, or Conference: PA Association for Middle Level Education State Conference

Location of Conference: State College, PA

Conference Beginning Date: 2/28 Conference End Date: 3/1

Purpose of Attendance: Curriculum/Advisory/Student Performance
(Please list subject or purpose of conference. Ex: Curriculum, Title I, Math)

Substitute Needed: Yes No Dates Absent from School: 2/29, 3/1

Estimated Expenses: Travel \$0 Meals \$0 Lodging \$0 Other _____
Budgeted _____ (yes/no) Total \$ 0

Employee Signature: [Signature] Date: 2/1/16

Principal Signature: [Signature] Date: 2.1.16 ASN#: 6280 (sub)

Superintendent Signature: _____ Date: _____

Note: If you have a conference registration form to fill out and send in, please do so and attach a copy to this form. **District Office will not make reservations-each employee should do this on his/her own.**



Blackhawk School District

Conference Request

.....
Please forward a hard copy of this document to your building principal.

Employee Name: Krystal Kier Building where Employed: NPS,PPS, BIS

Name of Meeting, Event, or Conference: Improving Oral Language Skills in the General Education Set

Location of Conference: BVIU

Conference Beginning Date: 3/17/2016 Conference End Date: 3/17/2016

Purpose of Attendance: Speech Therapy
(Please list subject or purpose of conference. Ex: Curriculum, Title I, Math)

Substitute Needed: Yes No Dates Absent from School: 3/17/2016

Estimated Expenses: Travel _____ Meals _____ Lodging _____ Other _____
Budgeted _____ (yes/no) _____ Total \$ _____

Employee Signature: Krystal Kier Date: 2/3/16

Principal Signature: [Signature] Date: 02/03/16 ASN#: _____

Superintendent Signature: _____ Date: _____

Note: If you have a conference registration form to fill out and send in, please do so and attach a copy to this form. **District Office will not make reservations-each employee should do this on his/her own.**



Blackhawk School District

Conference Request

.....
Please forward a hard copy of this document to your building principal.

Employee Name: Barb Brown, Amy Cienkowski, Beth Heeckt, Meredith Oliver Building where Employed: BIS

Name of Meeting, Event, or Conference: STEAM 2016 - STEAM in the Valley

Location of Conference: California University of PA

Conference Beginning Date: 03/18/16 Conference End Date: 03/18/16

Purpose of Attendance: STEAM Instruction. Expand/Share knowledge base of innovative strategies with regard STEAM instruction an classroom implementation.
(Please list subject or purpose of conference. Ex: Curriculum, Title I, Math)

Substitute Needed: Yes No Dates Absent from School: 03/18/16

Estimated Expenses: Travel \$81.00 Meals _____ Lodging _____ Other \$100

Employee Signature: B. Brown Date: 2/8/16

Principal Signature: Janelle J. Jucchi Date: 2/8/16 ASN#: 39146

Superintendent Signature: _____ Date: _____

Note: If you have a conference registration form to fill out and send in, please do so and attach a copy to this form. District Office will not make reservations--each employee should do this on his/her own.



Blackhawk School District

Conference Request

.....
Please forward a hard copy of this document to your building principal.

This form must be completed and submitted with the above request form.

Employee Name: Christy Desselle Building where Employed: BIS, HMS, BHS

Name of Meeting, Event, or Conference: Improving Oral Language Skills in the General Education Setting Using Interprofessional Practice

1. What is the reason that you wish to attend this workshop/conference? What is the purpose of the conference?

Interprofessional practice encourages various professionals to systematically train, plan, and collaborate to provide quality services. The conference will provide opportunities to create goals and activities to improve oral language skills within the general education classroom. Additionally, various data collection and assessment strategies for oral language intervention will be provided.

2. How will this conference benefit you and the students in the District? How will this conference increase student performance?

Specific assessment, data collection and treatment strategies for improving oral language skills for students with and without an IEP will be discussed. A variety of web resources will be provided. Sample strategies and activities will be provided to address various aspects of oral language.

3. How will you disseminate the information you acquire from this conference to other staff members in the District?

Information will be shared with staff members who may benefit at grade level and special education department meetings. I will inform district staff of strategies and relevant information that I learn at the conference for working with all student populations in the general education setting.

4. Did you attend this conference last year?

Yes

No



Blackhawk School District

Conference Request

.....
Please forward a hard copy of this document to your building principal.

This form must be completed and submitted with the above request form.

Employee Name: Pam Haeredy Building where Employed: HMS

Name of Meeting, Event, or Conference: PAMVE CONFERENCE

1. What is the reason that you wish to attend this workshop/conference? What is the purpose of the conference?

THIS CONFERENCE FOCUSES ON BEST PRACTICE AT THE MIDDLE LEVEL.

2. How will this conference benefit you and the students in the District? How will this conference increase student performance?

THE CONFERENCE WILL HELP TO FURTHER EDUCATION, ADVISORY, AND SCHOOL IDEAS. IT WILL INCREASE PERFORMANCE BY LEARNING HOW TO BEST EDUCATE THE MIDDLE SCHOOL STUDENTS.

3. How will you disseminate the information you acquire from this conference to other staff members in the District?

TEAM MEETINGS / FACULTY MEETINGS / REPARIMENT TIME

4. Did you attend this conference last year?

Yes

No



Blackhawk School District

Conference Request

.....
Please forward a hard copy of this document to your building principal.

This form must be completed and submitted with the above request form.

Employee Name: Krystal Kier Building where Employed: NPS, PPS, BIS

* please see attached sheet, the form would not let me add anything.
Name of Meeting, Event, or Conference: _____

1. What is the reason that you wish to attend this workshop/conference? What is the purpose of the conference?

2. How will this conference benefit you and the students in the District? How will this conference increase student performance?

3. How will you disseminate the information you acquire from this conference to other staff members in the District?

4. Did you attend this conference last year? Yes No



Blackhawk School District

Conference Summary

.....
Please forward a hard copy of this document to your building principal.

This form must be completed and submitted to District Office within one week of conference completion.

Employee Name: _____ Building where Employed: _____

Name of Meeting, Event, or Conference: _____

Location of Conference: _____

Conference Beginning Date: _____ Conference End Date: _____

1. Summary of conference:

2. How will you be able to use information and strategies gained from this experience?

3. Would you recommend this conference to a colleague?

***Building office: Please forward this document to the Superintendent's Secretary at District Office.**

1. **Interprofessional practice (IPP) is a structure that encourages various professionals to systematically train, plan and collaborate to provide quality services. This conference will provide a general overview of IPP and discuss the core competences that are foundational to IPP as well as collaboration models.**
2. **Specific assessment, data collection and treatment strategies for improving oral language skills for students with and without an IEP will be discussed and a variety of web resources will be provided. Sample strategies and activities for RTI will be provided and participants will work in small teams to create other sample activities for the three levels of intervention to address various aspects of oral language.**
3. **Information will be shared with relevant staff to benefit any student in need. Distract staff can be made aware of strategies and relevant information, as well as see the benefits these strategies could produce in therapy.**

- **Apply the principles of Interprofessional practice to improve student's oral language skills.**
- **Describe seven different classroom collaboration models and when each may be appropriate.**
- **Create goals and activities to improve oral language skills within the general education classroom.**
- **Describe the differences between the 3 tiers of instruction in RTI, and develop activities for each level.**
- **Understand and apply various data collection and assessment strategies for intervention within the framework of RTI**