

**NORTHGATE SCHOOL DISTRICT  
COMMITTEE OF THE WHOLE AGENDA  
Monday, November 11, 2019  
Administrative Center Boardroom**

**I. WELCOME, ROLL CALL AND PLEDGE TO THE FLAG**

**II. AMERICAN EDUCATION WEEK - Mrs. Robinson**

This is American Education Week (November 11 - 15, 2019). The goal of American Education Week since its establishment in 1921 has been to increase public understanding and appreciation of the Nation's schools to encourage parents to visit schools and to build civic and community pride and support for education. The Board extends its deepest appreciation and recognition to all of Northgate's staff, parents, students and community for its combined efforts in providing quality education for our students.

**III. VISITORS' COMMENTARY** (Visitors: Please state your name and address; please limit your remarks to five minutes or less. Summarize your comments during this Visitors' Commentary time.)

**IV. PRESENTATION - Concord Public Finance - Mr. Chris Gibbons**

**V. ITEMS FOR ACTION**

**A. Buildings & Grounds Committee - Mr. Rajakovic**

**1. Use of Facility Request** Motion

It is recommended the Board approve the request of the Bulldogs to use the high school cafeteria for their banquet from noon to 2:00 p.m. on Saturday, November 16, 2019, contingent upon proper insurance coverage and agreeing to a mutual hold harmless agreement.

**2. Advertise for Bids for Security Vestibule Improvements** Motion

It is recommended that the Board authorize the administration and HHSDR Architects / Engineers to proceed with the advertising and bidding for the Security Vestibule renovations and miscellaneous improvements to Avalon Elementary, Bellevue Elementary and the Northgate Middle/High School. These miscellaneous improvements shall include at Avalon Elementary the powered exit signs, electrical in the computer lab, auditorium railings, and auditorium seating, and at Bellevue Elementary a new chair lift system.

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**3. Custodian**

Motion

It is recommended the Board approve Olivia Brown to transfer from a part-time to a full-time custodian to fill a vacant position, as recommended by the Superintendent.

**B. Athletic Committee - Mrs. McWilliams**

**1. Athletic Supplemental**

Motion

It is recommended the Board ratify the following athletic supplemental contracts for the fall of the 2019-20 school year as shown below:

<u>FALL</u> <u>Name</u>	<u>Position</u>	<u>Amount</u>
Alan Bowden	1 <sup>st</sup> Asst. Football Coach	\$4,500
Lewis Clark	Asst. Football Coach	\$4,000

**C. Policies - Mr. O'Keefe**

**1. Policies**

Motion

It is recommended the Board approve the first reading of new and revised policies:

New Policy 833 - Approved Commercial Advertising  
Revised Policy 004 - Membership

**VI. COMMITTEE AND BOARD AGENDA REVIEW**

**A. Buildings and Grounds Committee – Mr. Rajakovic**

1. Capital Improvements
2. Additions to Security Vestibule Bid
3. Old Business
4. New Business
5. Board Agenda Item

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**B. Education Committee - Dr. Smithey**

1. Board Agenda Items

**C. Athletic Committee – Mrs. McWilliams**

1. Old Business
2. New Business
3. Board Agenda Items

**D. Finance Committee – Mr. O'Keefe**

1. Questions & Comments on Financial Status Report
2. Long-term Budget & Tax Rate
3. Capital Project Financing Plan
4. Informational Items
5. Old Business
6. New Business
7. Board Agenda Items

**E. Technology - Mr. Rajakovic**

1. Board Agenda Item

**F. Negotiations - Mr. O'Keefe**

1. Board Agenda Item

**G. Administrative – Dr. Johns**

1. Proposed 2020-2021 Calendar
2. Board Agenda Items

**VII. OLD AND NEW BUSINESS**

**VIII. ADJOURNMENT**



## Northgate School District

004

Book	Policy Manual
Section	000 Local Board Procedures
Title	Membership
Code	004 Vol III 2019
Status	First Reading
Adopted	September 15, 2008
Last Revised	January 18, 2016
Prior Revised Dates	06/18/12, 08/18/14, 12/01/14, 01/18/16

**Number**

The Board shall consist of nine (9) members.[1]

The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.[2]

**Qualifications**

Each school director shall meet the following qualifications:

1. Be of good moral character, be at least eighteen (18) years of age, have been a resident of the district for at least one (1) year prior to the date of election or appointment, and not be a holder of any office or position as specified in Section 322 of the School Code; nor shall the individual be a member of the municipal council.[3]
2. Shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.[4]
3. Shall not be engaged in a business transaction with the school district, be employed by the school district, or receive pay for services from the school district, except as provided by law.  
[5][6]
4. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.[7]
5. Shall file a statement of financial interests with the Board Secretary or designee at the following times:[8][9][10][11][12]
  - a. Before taking the oath of office or entering upon duties.
  - b. Annually by May 1 while serving on the Board.



c. By May 1 of the year after leaving the Board.

### **Election**

Election of members of the Board shall be in accordance with law.[\[13\]](#)

### **Vacancies**

A vacancy shall occur by reason of death, resignation, removal from a district or region, or otherwise. Such vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the vacancy.[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

**If a vacancy occurs during the last two (2) years of the former school director's term, the individual appointed to fill that vacancy shall serve for the remainder of the term. If a vacancy occurs during the first two (2) years of the term, the new appointee shall serve only until the first Monday in December following the first municipal election that is scheduled for more than sixty (60) days after the vacancy occurred.**[\[14\]](#)

When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Allegheny County.[\[15\]](#)[\[16\]](#)

#### *Temporary Vacancy – Active Military Service –*

A temporary vacancy shall be declared when a school director is ordered to active duty in the military forces of the United States for a period of more than thirty (30) days. The temporary vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the temporary vacancy. The school director so appointed shall serve either until the school director returns from active duty or until expiration of the term for which s/he was elected, whichever occurs first.[\[14\]](#)[\[19\]](#)[\[20\]](#)

### **Term**

**In election years, the term of office for all newly elected and re-elected school directors shall begin on the first Monday in December.** The term of office of each school director shall be four (4) years, **expiring** on the first Monday of December **of the fourth year of service.**[\[1\]](#)[\[14\]](#)

**The term of office for an individual appointed or elected to fill a Board vacancy shall be determined by the number of years remaining on the term the school director was appointed or elected to fill, as stated above under Vacancies.**[\[14\]](#)

### **Removal**

Whenever a school director is no longer a resident of Northgate School District or the region s/he represents, eligibility to serve on the Board shall cease.[\[14\]](#)[\[21\]](#)

If a school director shall neglect or refuse to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the district, or if in attendance at any meeting s/he shall neglect or refuse to act in **an** official capacity as a school director, the remaining members of the Board may declare such office vacant on the affirmative vote of a majority of the remaining members of the Board.[\[18\]](#)[\[22\]](#)

If a person elected or appointed as a school director, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of **the school director's** term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.[\[18\]](#)[\[22\]](#)

### **Orientation**

The Board believes that the preparation of each school director for the performance of duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new school director to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies.

Accordingly, each new school director **shall**, no later than **the** first regular meeting, **be provided access to** the following items **during the school director's term on the Board**:

1. Board Policies
2. Board Operations Manual
3. The current budget, and most recent audit report
4. **District** information on comprehensive planning, curriculum, assessments, facilities planning and district programs.
5. **The** Board's adopted Principles for Governance and Leadership.[23]

Each new school director shall be invited to meet with the Board President, Superintendent, and Board Secretary to discuss Board functions, procedures and policy.

#### **Inservice Educational Opportunities and Required Training Programs**

The Board places a high priority on the importance of a planned and continuing program of education and training for its members. The purpose of the planned program shall be to enhance the quality and effectiveness of the Board's governance and leadership **by providing both inservice educational opportunities and required school director training by an approved provider.**

#### ***Inservice Education -***

The Board, in conjunction with the Superintendent, shall plan specific inservice education programs and activities designed to assist **school directors** to improve their skills as policy-making leaders; expand their knowledge about issues, programs, and initiatives affecting the district's educational programs and student achievement; and deepen their insights into the nature of leadership, governance and community engagement.

The Board shall annually budget funds to support its planned program of inservice education and training.

The Board establishes the following activities as the basis for its planned program of inservice education and training:

1. Participation in School Board conferences, workshops and conventions.[\[25\]](#)
  - a. The Board shall periodically decide which meetings appear to offer the most direct and indirect benefits to the district.
  - b. When a conference, workshop or convention is not attended by the full Board, those who do participate shall share information, recommendations and materials acquired at the meeting that will be beneficial to the district.
2. District-sponsored inservice education and training programs designed to meet Board needs.
3. Subscriptions to publications **addressing school directors'** concerns.



4. Maintenance of **current** resources and reference materials accessible to **school directors**.

***Required Training Program: Newly Elected or Appointed School Directors -[26]***

**Each newly elected or appointed school director shall complete a training program consisting of at least five (5) hours of instruction, including, at a minimum, information regarding:**

1. **Instruction and academic programs, to include, but not be limited to, a minimum of one (1) hour of instruction on best practices related to trauma-informed approaches.**
2. **Personnel.**
3. **Fiscal management.**
4. **Operations.**
5. **Governance.**
6. **Ethics and open meetings, to include accountability requirements.**

***Required Training Program: Re-elected or Re-appointed School Directors -[26]***

**Each re-elected or re-appointed school director shall, within one (1) year after such re-election or re-appointment, complete an advanced training program consisting of at least three (3) hours of instruction, including:**

1. **Information on relevant changes to federal and state public school law and regulations.**
2. **Fiscal management.**
3. **Trauma-informed approaches.**
4. **Other information deemed appropriate by the PA Department of Education to enable school directors to serve effectively.**

**Expenses [7]**

Funds for **school director education and training** shall be budgeted on an annual basis.

Each school director shall receive Board approval prior to attending a conference, workshop or convention at Board expense.

**When attendance has been authorized by the Board, school directors**, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for **actual and** necessary expenses incurred as delegates to any state convention or association of school directors' convention held within the state, or for **attendance at** any other meeting held within the state or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting. Expenses shall be reimbursed by the Treasurer in the usual manner, upon presentation of an itemized, verified statement.[27]

Advance payments may be made upon presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred, and a refund shall be made to the district of such funds remaining, or an additional payment shall be made by the district to meet the verified expenses actually incurred.[27]

No school director shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year.



Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual **school directors**.[\[Z\]](#)

### **Student Representation**

The Board authorizes student representation on the Board in order to facilitate effective communication and to provide an opportunity for students to participate in school governance.

### **PSBA Revision 8/19   © 2019 PSBA**

Legal	1. 24 P.S. 303
	2. 24 P.S. 1081
	3. 24 P.S. 322
	4. 24 P.S. 323
	5. 24 P.S. 324
	6. 65 Pa. C.S.A. 1101 et seq
	7. 24 P.S. 321
	8. 51 PA Code 15.2
	9. 51 PA Code 15.3
	10. 65 Pa. C.S.A. 1102
	11. 65 Pa. C.S.A. 1104
	12. 65 Pa. C.S.A. 1105
	13. 24 P.S. 301 et seq
	14. 24 P.S. 315
	15. 24 P.S. 316
	16. 24 P.S. 317
	17. 24 P.S. 318
	18. 24 P.S. 319
	19. 65 Pa. C.S.A. 701 et seq
	20. 24 P.S. 407
	21. 65 P.S. 91
	22. Pol. 006
	23. Pol. 011
	24. Pol. 901
	25. 24 P.S. 516
	26. 24 P.S. 328
	27. 24 P.S. 516.1
	24 P.S. 519
	Pol. 331



## Northgate School District

Book	Policy Manual
Section	800 Operations
Title	Approved Commercial Advertising
Code	833
Status	First Reading

**Purpose**

The Board recognizes that the sale of advertising in District facilities and/or in publications or other District communication vehicles such as the District website can serve as an important source of revenue enhancement. In certain instances and within certain limitations, it may be in the best interest of the District to enter into sponsorship and advertising relationships with outside entities for a fixed period to supplement the public funding available to support District programs. It is the purpose of this policy to establish appropriate parameters for such advertising that support and protect the mission and vision of the District.

**Authority**

Any and all advertising in the Northgate School District is subject to the approval of the Superintendent in accordance with the requirements of this policy and any related administrative guidelines and practices.

**Definition**

Advertisement - any payment of money or other economic benefit to a school or the District that requires visual, audio, textual, or video placement of a name, slogan, logos, or product message on a District property, publication, or in another communication vehicle. The term 'advertisement' does not apply to other fundraising activities for non-profit, charitable organizations, such as walk-a-thons or food drives, or approved fundraising activities for District-related programs, such as magazine or food sales. It also does not apply to outright gifts to which no quid pro quo is attached.

**Guidelines**

- a. No Commercial Advertising in the Classroom - Except for classroom instruction/information relating to advertising, students shall not be required to listen to, read, or be subjected to commercial advertising in the classroom or in school-provided materials in curriculum-related activities as provided by this policy.
- b. Advertising Standards and Applicable Restrictions - Advertising opportunities in the Northgate School District will be in keeping with the standards of good taste and will model and promote positive values for our students. Advertisements must promote a responsible, healthy lifestyle, and be consistent with community values. All advertising is subject to final approval of the Superintendent. Accordingly, the following restrictions will apply to approved advertisements.

An approved advertisement must not:

1. Inhibit the normal, daily functioning of the District or any school.
2. Violate the rights of any individual.
3. Use the name, likeness, or other personal attributes of a celebrity or public figure without their written permission.
4. Attack ethnic, racial or religious groups.
5. Discriminate, demean, harass, or ridicule any person or group of persons.
6. Be libelous.
7. Promote hostility, disorder, or violence.
8. Promote, favor, or oppose any political candidate, organization, cause, issue, or agenda at the national, state, county, or municipal level.
9. Promote, favor, or oppose any religious event, organization, representative, issue or agenda.
10. Be obscene, pornographic, or sexually explicit.
11. Promote the sale or use of drugs, alcohol, tobacco or firearms.
12. Use the District logo without prior approval or override the District or any school's identity.
13. Conflict with the District's own programs, partnerships or curriculum.

- d. Advertiser Responsibility - In addition, all advertisers will be responsible to assure that advertisements and signs comply with applicable municipal codes and regulations and to obtain and pay for any applicable governmental fees. Advertisers shall indemnify and hold the District harmless from any claims, including those for bodily injury and intellectual property right infringement, etc., arising out of the publication and/or posting of paid advertisements and/or signage.
- e. District Disclaimer - Paid advertisements in District communications and/or on District property do not represent the District's endorsement or approval of the matters or organizations represented in the advertisements. An advertiser may be required to include a statement to that effect in their advertisement.

All advertising money will be paid directly to Northgate School District and shall be used and distributed at the School District's discretion. Any money that is designated by the School District to Booster Organizations will only be provided to those Booster Organizations that are recognized by the Board of School Directors. Any advertising funds that are designated to booster organizations will be divided among those recognized booster organizations equally.

### **Delegation of Responsibility**

The Superintendent or designee will approve or deny all applications for advertising under this policy, based upon the related administrative guidelines.

- |       |                        |
|-------|------------------------|
| Legal | 1. 73 P.S. 2301 et seq |
|       | 2. 73 P.S. 2302        |
|       | 3. Pol. 801            |
|       | 4. 73 P.S. 2303        |
|       | 5. 15 U.S.C. 1681a     |
|       | 6. 73 P.S. 2305        |