

**Policy Committee Agenda**  
**October 7, 2025 – 7:00 p.m.**  
Room 200, T/E Administration Offices

- **Review of Minutes of the September 2, 2025 Policy Committee Meeting**
- **Public Comment on Agenda Items**
- **Review of Policies for 2<sup>nd</sup> Reading**
  - Policy and Regulation 5411: Tobacco Products: Possession and Use (Students)
- **Information**
  - None
- **Follow Up from Previous Policy Committee Meetings**
  - None
- **Policies and Regulations for Review and Discussion**
  - Policy and Regulation 3100: The Budget Development Process
  - Policy and Regulation 3160: Transfer of Funds Within the Budget
  - Policy and Regulation 3180: Capital Projects Fund - Non-Bond Funds
  - Policy 3181: Capital Projects Fund - Bond Funds
  - Policy and Regulation 3185: Fund Balances Management
  
  - Policy and Regulation 4340: Electronic Communication Devices: Use by Employees
  
  - Policy and Regulation 5311: Eligibility for Participation in School-Related Activities
- **Public Comment on Non-Agenda Items**
- **Summary of Action Items from the Meeting**
- **Future Meetings**

Future Policy Committee meetings for the 2025-2026 school year are scheduled for November 5, January 6, February 3, March 3, April 7, and May 5. Unless advertised otherwise, all meetings are held at the Tredyffrin/Easttown Administration Offices, 940 West Valley Road, Suite 1700, in Room 200 at 7:00 p.m.

**2025-2026 Policy Committee Goals:**

1. Identify and examine critical issues facing the District from a Policy and Regulation perspective.
2. Review Policies and Regulations for alignment with the District's racial equity and cultural awareness goals, as well as potential negative and disproportionate impacts on persons of color, and to revise those Policies and Regulations as needed.
3. Review existing and develop new Policies and Regulations in response to legal requirements, administrative recommendations, Board priorities, community input, and external issues.
4. Communicate Policy and Regulation revisions to stakeholders via webpage postings, email messages, and oral reports at Board meetings.
5. Continue with a cyclical review of Board Policies and Regulations in determining if they should be revised, updated, or repealed.

**Draft Pending Approval**  
**Policy Committee Meeting Minutes**  
**Tuesday, September 2, 2025**  
**T/E Administrative Offices, Room 200**  
**7:00 p.m.**

**Board Committee Members:** Susan Audrain, Chair; Maryann Piccioni, Rachel Weil

**Other Board Members:** Todd Kantorczyk, Sue Tiede

**T/E School District Representatives:** Rich Gusick, Mark Cataldi, Mike Szymendera, Ken Roos

**Attendees:** None

**Review of Minutes**

The minutes of the May 6, 2025 meeting were reviewed and recommended for approval at the next Board meeting.

**Public Comment on Agenda Items**

None

**Review of Policies for 2<sup>nd</sup> Reading**

None

**Information**

None

**Follow Up from Previous Policy Committee Meeting**

None

**Policies and Regulations for Review and Discussion**

**Policy and Regulation 2200: Administrative Organization**

The Policy had no revisions and will be marked as reviewed. The Regulation was revised to include updated administrative job titles.

**Regulation 2131: Supervisor of Community and Student Services - Duties**

The Regulation is new to specify the job duties of this restructured administrative position.

The following Policies and Regulations had non-substantive revisions regarding updated administrative job titles and realigned job duties, including the Title IX coordinator. They will be marked as revised and posted.

- **Policy 1300: Volunteers**
- **Regulation 2121: Director of Curriculum, Instruction, Staff Development and Planning – Duties**
- **Regulation 2127: Curriculum Supervisors – Duties**
- **Regulation 2128: Director of Equity and Public Programs - Duties**
- **Regulation 2129: Director of Safety and Student Services – Duties**
- **Regulation 2210: Building Principals**
- **Regulation 4001: Equal Opportunity and Nondiscrimination in Employment Practices**
- **Regulation 4330: Discriminatory Harassment by and of District Employees**

- **Policy 4505: Summer Workshops**
- **Regulation 5228: Awarding of Diploma to Eligible Veterans**
- **Regulation 5401: Student Discipline**
- **Regulation 5461: Maintaining Appropriate Boundaries with Students**
- **Policy and Regulation 6130: Curriculum, Curricular Materials and Resource Materials**
- **Regulation 6141: Equal Opportunity and Nondiscrimination of Students in School and Classroom Practices**
- **Regulation 6155: Other Student Travel (School Sponsored)**

**Policy and Regulation 5001: Enrollment and Registration Requirements and Verification of Student Residency**

The Policy had no revisions and will be marked as reviewed. A revision was made to the Regulation under the section “Students Living with Resident Adult Other Than Parent” to emphasize that this option is not intended for students who are visiting.

**Policy and Regulation 5411: Tobacco Products: Possession and Use (Students)**

A new title is proposed to include Nicotine. Other revisions included moving the definitions section from the Policy to the Regulation. In addition, the application of the code of conduct specifically for distribution was added to the Regulation. The Policy will be sent to the Board of School Directors for a first reading at their meeting on September 29, 2025.

**Policy and Regulation 8080: Acceptable Use of Technology**

The Policy had no revisions and will be marked as reviewed. The Regulation was revised to include the use of screening software and the procedures for review and search if warranted.

**Policy and Regulation 9331: Review of School Board Policies**

The Policy had no revisions and will be marked as reviewed. The schedule for the annual review of policies was revised in the Regulation. Since the Regulation is in the 9000 series for Board Operations and By-Laws, the Regulation will be sent to the Board of School Directors for approval at their meeting on September 29, 2025.

**2025-2026 Policy Committee Goals**

The Policy Committee Goals were affirmed and extended to the 2025-2026 school year.

**Public Comment on Non-Agenda Items**

None.

**Future Meetings**

Future Policy Committee meetings for the 2025-2026 school year are scheduled for October 7, November 5, January 6, February 3, March 3, April 7, and May 5. Unless advertised otherwise, all meetings are held at the Tredyffrin/Easttown Administration Offices, 940 West Valley Road, Suite 1700, in Room 200 at 7:00 p.m.

**Adjournment**

The meeting was adjourned at 7:51 p.m.

*Tobacco/Nicotine Products: Possession and Use (Students)*

The possession, distribution and/or use of tobacco and nicotine products by students is prohibited in all buildings owned by the District, on school grounds, in school vehicles and/or while participating in school-sponsored activities on or off school premises. The foregoing is a total ban, for all students, on all possession, distribution and/or use of tobacco and nicotine products in any District building, on any District property, in any District vehicle and/or during any District-sponsored activity. Violation of this Policy will result in penalties as provided in Board Policy and the Student Handbook.

**Definitions**

~~“Tobacco products” means:~~

~~(1) Cigarettes.~~

~~(2) Cigars.~~

~~(3) Electronic cigarettes.~~

~~(4) Roll your own tobacco.~~

~~(5) Periques, granulated, plug cut, crimp cut, ready rubbed and other smoking tobacco, snuff, dry snuff, snuff flour, cavendish, plug and twist tobacco, fine cut and other chewing tobaccos, shorts, refuse scraps, clippings, cuttings and sweepings of tobacco and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or ingesting or for smoking in a pipe or otherwise, or any combination of chewing, ingesting or smoking.~~

~~“Cigarette” means any roll for smoking made wholly or in part of tobacco, the wrapper or cover of which is made of any substance or material other than tobacco regardless of the size or shape of the roll and regardless of whether or not the tobacco is flavored, adulterated or mixed with any other ingredient or a little cigar.~~

~~“Electronic cigarettes” means:~~

~~(1) An electronic oral device, such as one composed of a heating element and battery or electronic circuit, or both, which provides a vapor of nicotine or any other substance and the use or inhalation of which simulates smoking.~~

~~(2) The term includes:~~

~~(i) A device as described in paragraph (1), notwithstanding whether the device is manufactured, distributed, marketed or sold as an e-cigarette, e-cigar and e-pipe or under any other product, name or description.~~

~~(ii) A liquid or substance placed in or sold for use in an electronic cigarette.~~

~~“Nicotine products” means any product containing nicotine, whether combustible or non-combustible, including nicotine gum. This definition shall not apply to nicotine gum used in the course of a tobacco product cessation strategy.~~

Adopted: August 23, 2004

Revised: November 25, 2013

Revised: January 27, 2020

Tredyffrin/Easttown School District

References:

72 P.S. §§8201 and 8201-A

Adopted: August 23, 2004  
Revised: November 25, 2013  
Revised: January 27, 2020

Tredyffrin/Easttown School District

*Tobacco and Nicotine Products: Possession and Use (Students)*

*Penalties – Students*

Students found in violation of Policy 5411 are subject to applicable penalties as stated in the codes of student conduct and applicable Pennsylvania law.

Definitions

“Tobacco products” means:

(1) Cigarettes.

(2) Cigars.

(3) Electronic cigarettes.

(4) Roll-your-own tobacco.

(5) Periques, granulated, plug cut, crimp cut, ready rubbed and other smoking tobacco, snuff, dry snuff, snuff flour, cavendish, plug and twist tobacco, fine-cut and other chewing tobaccos, shorts, refuse scraps, clippings, cuttings and sweepings of tobacco and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or ingesting or for smoking in a pipe or otherwise, or any combination of chewing, ingesting or smoking.

“Cigarette” means any roll for smoking made wholly or in part of tobacco, the wrapper or cover of which is made of any substance or material other than tobacco regardless of the size or shape of the roll and regardless of whether or not the tobacco is flavored, adulterated or mixed with any other ingredient or a little cigar.

“Distribution,” for the purposes of this Policy and accompanying regulation, shall mean the unauthorized delivery, sale, transfer, sharing, or turning over, directly or indirectly, of tobacco or any nicotine product to/with another student or individual.

“Electronic cigarettes” means:

(1) An electronic oral device, such as one composed of a heating element and battery or electronic circuit, or both, which provides a vapor of nicotine or any other substance and the use or inhalation of which simulates smoking.

(2) The term includes:

(i) A device as described in paragraph (1), notwithstanding whether the device is manufactured, distributed, marketed or sold as an e-cigarette, e-cigar and e-pipe or under any other product, name or description.

(ii) A liquid or substance placed in or sold for use in an electronic cigarette.

“Nicotine products” means any product containing nicotine, whether combustible or non-combustible, including nicotine gum. This definition shall not apply to nicotine gum used in the course of a tobacco product cessation strategy.

“Vaping” means to inhale vapor through the mouth from a usually battery-operated electronic device (such as an electronic cigarette) that heats up and vaporizes a liquid or solid.

#### Conestoga High School Student Code of Conduct

School personnel will confiscate tobacco and nicotine products found in the possession of students. The failure of a student to comply with a request to relinquish these products shall be considered insubordinate behavior. Students found to be in violation of the accompanying Board Policy shall be assigned two Saturday detentions for the first offense and, if the violation involves vaping, then completion of a vaping education program will be required; one day of out-of-school suspension (OSS) for the second offense; two days of OSS for the third offense; and three days of OSS for subsequent offenses.

Students found to be distributing any tobacco or nicotine product shall be assigned a minimum of one day suspension. Elevated disciplinary consequences will be assigned for subsequent distribution offenses.

Unless the offense is for vaping, a student who commits an offense under the accompanying Policy shall be subject to prosecution initiated by the District and shall, upon conviction, be sentenced to pay a fine of not more than \$50 for the benefit of the District and to pay court costs.

#### Middle School Student Code of Conduct

School personnel will confiscate tobacco and nicotine products found in the possession of students. The failure of a student to comply with a request to relinquish these products shall be considered insubordinate behavior. Students found to be in violation of the accompanying Board Policy shall be assigned to two days of after school detention for the first offense and, if the violation involves vaping, then completion of a vaping education program will be required; one day of in-school suspension (ISS) for the second offense; and one day of out-of-school suspension for subsequent offenses.

Students found to be distributing any tobacco or nicotine product shall be assigned a minimum of one day suspension. Elevated disciplinary consequences will be assigned for subsequent distribution offenses.

Unless the offense is for vaping, a student who commits an offense under the accompanying Policy shall be subject to prosecution initiated by the District and shall, upon conviction, be sentenced to pay a fine of not more than \$50 for the

Adopted: November 2002

Revised: August 2004

Reviewed: November 18, 2013

Revised: October 1, 2019

benefit of the District and to pay court costs unless the magistrate imposes an alternative sentence as permitted by law.

Elementary School Student Code of Conduct

Discipline of students found to be in possession of tobacco [and nicotine](#) products shall be at the discretion of the building principal or designee, guided by the Elementary School Code of Conduct.

Notification to Students and Parents/Guardians

Students and parents/guardians shall be advised of the prohibition against tobacco [and nicotine](#) products as set forth in this Regulation and accompanying Policy on at least an annual basis through the applicable Codes of Student Conduct and through postings on the District's website.

References:

18 P.S. §6306.1

72 P.S. §§8201 and 8201-A

*The Budget Development Process*

The District's budget development process is motivated by the following three major objectives: (1) to provide students with exceptional educational opportunities; (2) to maximize the use of all available resources to optimize student achievement in a manner that is fiscally responsible; and (3) to comply with applicable law.

For purposes of this Policy:

1. “**Act 1**” refers to the Pennsylvania Taxpayer Relief Act; Special Session Act 1 of 2006.
2. “**Act 1 Index**” refers to the Index, which is published annually by the Pennsylvania Secretary of Education, pursuant to Act 1, and which is used to determine the maximum real property tax increase (without Court, Pennsylvania Department of Education or voter approval at a referendum).

Each year, the Business Manager shall prepare a budget development schedule with two separate tracks.

1. One track based on the assumption that the Board **will** adopt and submit a resolution to the Pennsylvania Department of Education stating that property taxes will not be raised above the Act 1 Index; and
2. The other track based on the assumption that the Board **will not** adopt and submit a resolution to the Pennsylvania Department of Education stating that property taxes will not be raised above the Act 1 Index.

Each calendar shall incorporate the procedural steps set forth below, including dates for each step, in order to ensure compliance with the timelines established by Act 1:

1. budget development and administration review activities;
2. public presentations;
3. the public hearing;
4. preliminary budget adoption;
5. final budget adoption; and
6. other required or optional budget activities consistent with applicable law.

Formulation of Preliminary Budget

The procedure to be followed in formulating the preliminary budget shall be as follows:

1. The Superintendent shall present a draft proposed preliminary budget to the Board Finance Committee for review. This draft preliminary budget shall contain a current estimate of expenditures for the full year and shall reflect the estimated funds needed for support of the District for the ensuing year.
2. The Board Finance Committee shall review the draft proposed preliminary budget and make revisions deemed appropriate by the Committee.
3. The Board Finance Committee shall then do either of the following:

- a. Recommend that the Board adopt and submit a resolution to the Pennsylvania Department of Education stating that taxes will not be raised above the Act 1 Index, and follow the corresponding budget track; or
  - b. Submit a proposed preliminary budget to the full Board to be voted upon for adoption by the Board at a regular or special Board meeting.
    - i. This submission shall occur at least 21 days prior to the meeting when adoption of the preliminary budget is scheduled to occur; and
    - ii. This submission shall constitute authorization to the administration to publish and display this proposed preliminary budget as required by Act 1.
4. After consideration of the preliminary budget proposal and the recommendation of the Board Finance Committee, the Board shall either:
- a. Adopt a resolution stating that taxes will not be raised above the Act 1 Index and authorize the administration to submit this resolution to the Pennsylvania Department of Education. Adoption of such a resolution foregoes the need for the District to follow the remaining steps in this section, or
  - b. Adopt a preliminary budget which provides for a real estate tax increase greater than the Act 1 Index.
5. If the Board adopts the preliminary budget that provides for a real estate tax increase greater than the Act 1 Index, the Board may also authorize the administration to advertise the District's intent to seek all or some of the referendum exceptions permitted by Act 1 and to seek such approval from the Pennsylvania Department of Education or Chester County Court of Common Pleas for such exceptions.
6. In addition to, or instead of, seeking approval for Act 1 exceptions as described in the preceding paragraph, the Board may authorize the administration to submit a referendum question seeking voter approval to increase the rate of taxes by more than the Act 1 Index to the Chester County Board of Elections.

#### Public Review of the Budget

The District shall advertise the availability of the preliminary budget for public inspection and provide prior notice of any final action on the budget as required by law. The notice will include the time and place of the meeting at which the final budget will be adopted. The public shall be informed of the educational implications of the budget following the approval of the preliminary budget and prior to the adoption of the final budget.

#### Adoption of the Budget

The Annual Budget Meeting of the Board for the purpose of adopting the final budget shall be held each year prior to June 30 at a properly advertised meeting.

Adopted: September 8, 1969  
Revised: January 24, 1994  
Revised: November 30, 2006  
Revised: March 26, 2007  
Revised: January 3, 2012

## *The Budget Development Process*

### Formulation of Tentative Budget

#### Planning

Budget planning is a continuous process. Members of the staff responsible for preparing estimates for any section of the budget are expected to keep continuous records of expenditures and needs for a complete and accurate presentation of cost estimates when such are required. While careful programming of the development of the annual budget will set a definite time for the submission of estimates, personnel from whom budget assistance is expected should be prepared for requests for assistance in projecting long-term budget estimates at any time. This necessitates accurate and complete records of expenditures and inventories kept as up to date as possible. This is a requirement of all those who assist in budget preparation.

#### Timing

Beginning in July the Business Manager shall prepare a budget development calendar designed to allow time for the necessary Finance Committee review and consideration of budget material.

In order to complete the budget development process by deadline established by Board Policy, all essential information, including projected enrollments, estimates for supplies and equipment, estimates for additional teaching staff and estimates of maintenance and capital outlay must be submitted to the Superintendent in accordance with the budget development calendar.

Directors, principals and their staffs will provide for inventories and budget conferences sufficiently in advance of this date to make this schedule possible.

### Publication of the Budget

Copies of the tentative budget document shall be made available to interested parties, upon request to the Secretary of the Board.

The Superintendent may hold a press conference on the afternoon of the presentation of the tentative budget to the Board. Central office administration may be present to assist the Superintendent with the budget presentation.

Members of the media present at the press conference should be presented with a copy of the tentative budget at that time.

Following the adoption of a tentative budget or final adoption of the budget, a summary of receipts and expenditures will be included in newspaper releases of the Board meeting. No other provision is made for publication, but the budget, in its official form (forms

provided by the Pennsylvania Department of Education), is a public document, and open to inspection by any interested citizen.

The District shall advertise the availability of the preliminary budget for public inspection at least twenty (20) days before its adoption. The District shall also provide at least twenty (20) days prior notice of any final action on the budget. The notice will include the time and place of the meeting at which the final budget will be adopted. The public shall be informed of the educational implications of the budget following the approval of the preliminary budget and prior to the adoption of the final budget.

### Budget Manual

~~Working budget manuals are printed for limited distribution as follows: all Board members and members of the Administrative Cabinet.~~

~~The salary of an employee is considered a confidential matter between persons responsible for recommending and determining salaries and the Board. Since the budget manual may include the salaries of all employees, that portion of the manual is not to be shared with the individuals other than the above without the permission of the Superintendent of Schools.~~

### Adoption of the Budget

The Annual Budget Meeting of the Board shall be held each year prior to June 30 and consistent with either timeline followed by the Board. The Secretary shall notify by mail, at least five days prior to the meeting, all members of the Board of the time, place, and date of the Annual Budget Meeting.

The final adopted budget shall control the expenditures for the ensuing year.

The Secretary of the Board shall file a copy with the Department of Education within fifteen (15) days after the adoption of the budget.

The adoption of this budget shall be by roll call vote and the resolution adopting the budget shall be incorporated into the official minutes of the meeting of the Board.

The Secretary of the Board shall file a copy with the Pennsylvania Department of Education, as required by law.

*Transfer of Funds within the Budget*

Budgetary transfers during the school year are made to redirect budgeted funds from one account to another for unforeseen events or changes in priorities.

Transfer of funds from one class of expenditure may only be approved by the Board as set forth in the accompanying regulation.

Adopted: September 8, 1969  
Revised: January 24, 1994  
Adopted: April 23, 2007  
Revised: November 25, 2013

Tredyffrin/Easttown School District

*Transfer of Funds within the Budget*

Transfers are processed to prevent budgeted accounts from being in a deficit position and to maintain a balanced budget. Transfers should be made during the year prior to processing a requisition for a purchase order that will place the account in a deficit position. Transfers may not be made after the end of the fiscal year. All budget transfers must be formally adopted by the Board and recorded in the minutes of the board meeting. Pursuant to the School Code, a legal transfer of funds from one class of expenditure to another may only be approved by the Board

- 1) By at least six (6) affirmative votes in the first three months of the fiscal year.
- 2) By majority vote in the last nine months of the fiscal year.

The timing of Board approval for budgetary transfers are as follows:

For transfers between subfunctions, prior Board approval is required. For transfers between major objects within the same subfunction, subsequent Board approval is required.

Cross Reference: 22 P.S. § 6-609  
22 P.S. § 6-687(d)

*Capital Projects Fund- Non-Bond Funds*

Definition

Capital Projects Fund – Non-Bond Funds consist of funds not derived from the issuance of bonds which are transferred from any revenue source. Sources include surplus monies in the Operating Budget's General Fund at the end of any fiscal year and other sources as the Board may designate.

Purpose

The monies in the Capital Project Fund – Non-Bond Funds may be expended only for capital improvements, capital replacements, deferred maintenance of facilities and for the replacement of school buses, consistent with applicable law and guidelines issued by the Pennsylvania Department of Education.

Administration

Capital Projects Fund- Non-Bond Funds shall be administered by the Superintendent or designee in accordance with law and Administrative Regulation.

Reports to School Board

The Treasurer will submit monthly reports to the School Board to monitor and review the District's Capital Projects Fund- Non-Bond Funds activity. The reports shall list: 1) the depository or depositories in which District Capital Projects Fund- Non-Bond Funds are deposited, 2) the transfers into the fund; and 3) withdrawals from the fund.

Adopted: August 27, 1990  
Revised: January 24, 1994  
Revised: November 30, 2006  
Revised: April 23, 2007  
Revised: January 27, 2014

*Capital Reserve Fund*

The monies in the Capital Reserve Fund may be expended only for capital improvements, capital replacements, deferred maintenance of facilities and for the replacement of school buses, consistent with applicable law and guidelines issued by the Pennsylvania Department of Education.

Maintenance work means work that is performed to keep a capital asset at its original capacity and functionality over the course of its useful-life. Deferred maintenance means work that is more than one (1) fiscal year beyond its originally budgeted or scheduled date. Deferred maintenance includes budgeted, uncompleted work at the end of a fiscal year, scheduled preventative maintenance not included in the budget by the administration or cut from the budget by the board of school directors in the year it is originally scheduled. This fund would not be used for routine preventative maintenance in the year originally scheduled.

*Capital Projects Fund - Bond Funds*

Definition

Capital Projects Funds – Bond Funds consist of funds generated through the issuance of bonds by the District.

Purpose

The monies in the Capital Project Fund – Bond Funds may be expended only for purposes authorized by the terms of the issuance.

Administration

Capital Projects Funds – Bond Funds shall be administered by the Superintendent or designee in accordance with law and Administrative Regulation.

Reports to School Board

The Treasurer will submit monthly reports to the School Board to monitor and review the District's Capital Projects Fund – Bond Funds activity. The reports shall list: 1) the depository or depositories in which District Capital Projects Fund – Bond Funds are deposited, 2) the transfers into the fund and 3) withdrawals from the fund.

Adopted: August 27, 1990  
Revised: January 24, 1994  
Revised: November 30, 2006  
Revised: April 23, 2007  
Revised: January 27, 2014

### *Fund Balances Management*

The Board of School Directors (“Board”) contributes to the successful education of students through sound fiscal management. The Board adheres to Pennsylvania state statutes and the Pennsylvania Department of Education (PDE) Manual of Accounting.

The fund balances addressed in this Policy are General, Capital, and Food Service. Fund balances allow the District to be responsive to unexpected financial conditions, to generate interest income, to meet emergency needs, to provide funding for capital expenditures and maintenance and construction projects, and to protect the high bond rating of the District.

#### General Fund Balance:

The General Fund accounts for the current operating revenues and expenditures of the District. The General Fund Balance is the accumulation over time of recognized revenue over operating expenditures. Operating contingency expenses may be funded through a contribution from the General Fund Balance. The General Fund Balance should not be utilized to fund recurring operating expenses.

#### 1. Committed General Fund Balance:

This is the portion of the General Fund Balance which by Board action has been committed by the Board for future specific, identified needs or any other purposes the Board deems appropriate. This commitment is determined no less than annually.

#### 2 Assigned General Fund Balance:

The monies in this General Fund Balance are constrained by the Board’s intent to be used for specific purposes and are not otherwise committed by Board action.

#### 3. Unassigned General Fund Balance:

The monies in this unassigned General Fund Balance will only be expended with the specific authorization of the Board .

#### Capital Fund Balances:

The Capital Fund Balance consists of General Fund transfers, bond proceeds, or major private donations. Capital improvements, acquisition or construction of capital facilities, bond proceeds for capital projects and the servicing of debt are represented in one of these funds: Capital Reserve Fund, Capital Projects Fund or Debt Service Fund.

Food Service Fund Balance:

The Food Service Fund Balance is the net difference between the revenues from providing goods and services and the cost of the Food Service operation. The Food Service Fund Balance will be utilized for the improvement or maintenance of the District's Food Service operation.

Periodic Fund Balance Allocations

Determinations as to fund balance allocation will be made by the Board on a periodic basis as part of the budget development process.

Delegation of Authority

The Administration will develop regulations to manage the District's Fund Balances consistent with this Policy, Pennsylvania School Code, the PDE Manual of Accounting and other applicable law.

*Fund Balances Management*

The fund balances addressed in this Regulation are General, Capital and Food Service.

General Fund Balance:

The **General Fund** accounts for the current operating revenues and expenditures of the District. The General Fund is used to account for all financial resources, except those required to be accounted for in another fund.

The **General Fund Balance** is the accumulated difference between General Fund assets and General Fund liabilities.

Other than pursuant to the budget development process, the General Fund Balance should not be utilized as a revenue source to offset operating expense deficiency. However, operating contingency expenses may be funded through a contribution from the General Fund Balance. The District maintains both committed and unassigned General Fund Balances.

1. Committed General Fund Balance:

This is the portion of the General Fund Balance which has been specifically set aside by the Board for future identified needs or any other purposes the Board deems appropriate.

2. Unassigned General Fund Balance:

For ongoing financial security, Pennsylvania law currently requires the District to maintain an unassigned General Fund Balance that is less than eight percent of the next fiscal year's budgeted expenditures as a condition of increasing real estate property taxes. The monies in this unassigned General Fund Balance will only be expended with the specific authorization of the Board of School Directors for unexpected financial obligations.

At the close of each fiscal year, the Business Manager shall determine whether the unassigned General Fund Balance exceeds eight percent (8%) of the following year's budgeted expenditures as certified by the local auditors of the District. The Superintendent shall submit to the Board for its consideration, proposals to commit any unassigned or currently assigned General Fund Balance in one or more of the following ways;

- The following budget year's operating contingencies;
- The District's capital plan;
- The long-term liabilities (e.g. Other Post Employee Benefits), as determined by the actuarial report of the most current fiscal year available or as

recommended by the Administration with input from the Board Finance Committee;

- The District's self-funded medical and prescription drug program's liabilities;
- The mandatory contributions to the Pennsylvania School Employee's Retirement System;
- Other obligations as approved by the Board.

#### Capital Fund Balances:

**Capital Funds** account for revenues and expenditures of the District related to capital assets such as land, improvements to land, buildings, building improvements, vehicles, machinery, equipment, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

**Capital Fund Balances** consist of, among other sources, General Fund transfers, bond proceeds, and major private donations

Capital improvements, acquisition or construction of capital facilities, bond proceeds for capital projects and the servicing of debt are represented in one of these funds: Capital Reserve Fund, Capital Projects Fund or Debt Service Fund.

#### Capital Reserve Fund Balance

The Capital Reserve Fund is established to reserve funds to be used only for providing resources for capital expenditures. The funds are committed and may be spent only on capital improvements; replacement of, addition to and improvements to land and buildings; deferred maintenance and for the replacement of school buses. Receipts of this type of capital reserve fund come from transfers during the fiscal year from appropriations in the general fund. Receipts may also come from the general fund at the end of the fiscal year. The interest earnings on monies in this fund remain within the Capital Reserve Fund.

#### Capital Projects Fund Balances

These funds are used for the purchase or construction of major capital facilities. Separate capital projects funds are used for individual capital projects to maintain financial management. These funds are not used to account for minor maintenance or construction costs, or for the acquisition of furniture or equipment, unless authorized by a bond indenture.

#### Debt Service Fund Balance

These funds, formerly known as Sinking Funds, account for and accumulate resources for the payment of general long-term debt principal and interest. Bonds are repayable, both interest and principal, in installments; interest is usually paid semi-annually and principal annually on bonds. Thus debt service for bonds requires accumulation of resources only

for current year payments of principal and interest. School Districts are required under the Pennsylvania Local Government Unit Debt Act to maintain a sinking fund for each bond issue. This may be done through the Debt Service Fund. If debt payments are not reported in a debt service fund, they must be reported in the general fund.

Food Service Fund Balance:

The **Food Service Fund Balance** is the net difference between the cost of the Food Service operation and the revenues from providing goods and services. Food Service Fund Balance will be utilized for the improvement or maintenance of the District's Food Service operation.

The Food Service Fund provides goods and services to the students on a continuing basis and is financed through user charges where the intent is that the costs (expenses, including depreciation and indirect cost) of providing goods or services on a continuing basis be financed or recovered primarily through fees and user charges rather than taxes or similar revenues. The District will attempt to maintain an adequate fund balance, consistent with State and Federal guidelines in an attempt to maintain operations and provide contributions to the District's capital needs of the Food Service operation.

*Electronic Communication Devices: Use by Employees*

Definition:

“Electronic Communication Devices” is defined in the accompanying regulation.

“Operating” in the context of electronic communication devices means operating a cell phone or other electronic communication device as a phone, for texting, or for any other handheld use of a cell phone or other electronic communication device.

Authority / Guidelines:

District employees may possess electronic communication devices, as defined in the accompanying regulation, within all of the buildings owned by the District, on school grounds, in school vehicles and/or while participating in or supervising school-sponsored activities on or off school premises. The administration shall have the right to regulate the use of all electronic communication devices in addition to the following restrictions:

1. When appropriate, electronic communication devices must be turned off or set in silent mode.
2. Electronic communication devices must not be used to conduct any activities which violate state and/or federal law, Board policy or school rules.
3. Electronic communication devices must not be used in any manner which interferes with, or is disruptive to, educational or extracurricular activities or events.
4. District employees are prohibited from:
  - i. accessing personal social media sites except during unassigned time;
  - ii. posting to personal social media sites from District property at any time while working even during unassigned time; and
  - iii. posting to personal social media sites, while working during virtual days, and at any other time while working from any location.
5. Except when and where specifically authorized by their supervisor, use of electronic communication devices with video/camera capabilities is strictly prohibited from restrooms, locker rooms and in other areas where individuals would have a similar expectation of privacy.
6. Pursuant to state law, District employees are prohibited from holding and ~~using~~ operating a cell phone or other electronic communication device while operating a motor vehicle for any reason while it is in motion, or while stopped temporarily due to traffic, a red light, or other momentary delay ~~on District property. District employees are discouraged from~~

~~holding and using a cell phone or other electronic communication device while operating a motor vehicle on school business while it is in motion beyond District property.~~

7. District employees are prohibited from holding and using-operating a cell phone or other electronic communication device while usingoperating power machinery on District property.

Notwithstanding the rules set forth in the regulation for this policy, electronic communication devices may be used at any time to respond to or report an emergency situation.

Employees found in violation of this policy may be asked to relinquish their District-issued electronic communication devices. Employees are also subject to discipline in accordance with District procedures.

#### Additional Restrictions for Employees or Contractors Transporting Students

The Transportation Manager shall establish and publish procedures for use-operation of electronic communication devices by transportation employees and contractors.

Contracts with transportation employees and/or providers must require adherence to the District's policies and procedures for use-operation of electronic communication devices.

School bus drivers and any other employees or contractors transporting District students may not use-operate handheld electronic communication devices at any time while operating a school bus or other vehicle while the bus or other vehicle is in motion or while stopped temporarily due to traffic, a red light, or other momentary delay.

Adopted: September 27, 2004

Revised: March 28, 2005

Revised: August 28, 2006

Revised: February 23, 2009

Revised: February 22, 2016

Revised: May 28, 2024

*Electronic Communication Devices: Use by Employees**Definition:*

“Electronic Communication Devices” shall mean communication devices with voice, data, text, and/or navigation capabilities that are able to access the Internet, transmit telephone calls, text messages, email messages, instant messages, video communications (such as iChat and Skype), perform word processing and other computer and online applications (apps), and provide location information. Such devices are capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

Examples of Electronic Communication Devices include smartphones (iPhone, Android, Blackberry), cellular phones, mobile phones (with recording and/or camera/video and other capabilities and configurations); traditional telephones; pagers; global positional system (GPS) instruments; computers; portable game units; graphic calculators; MP3, music, and media players or recorders; PDAs; traditional cameras, video cameras, and digital still cameras; tablet and laptop computers; and other similar devices. Electronic Communication Devices may also be referred to as electronic devices in other publications and district policies.

Electronic Communication Devices could also be devices that are not capable of transmitting telephone communications (such as iPads, Android tablets, radios), may or may not have Internet access (such as Kindles, Nooks, or other eReaders), are capable of recording still and video images, are capable of recording audio, and/or are radar communication devices.

[“Operating” for purposes of this policy means operating a cell phone as a phone, texting, or any other handheld use of a cell phone or other electronic device.](#)

*Occasions when Electronic Communication Devices Must Be Turned Off*

District employees must turn off all electronic communication devices, with the exception of District-issued electronic communication devices, or put those devices in silent mode when the employee is present in a class with students and during school assemblies, except where the use of such electronic communication devices is for educational or instructional purposes and consistent with the employee’s job responsibilities and normal work duties as determined by the employee’s supervisor.

*Additional Procedures and Restrictions for Transportation Employees*

Bus drivers and other employees and contractors transporting students (collectively “transportation vehicle operators”) must adhere to the following additional procedures and restrictions:

1. Transportation vehicle operators may not operate a vehicle in motion while operating a cell phone. [This includes while stopped temporarily due to traffic, a red light, or other momentary delay.](#)

- a. Transportation vehicle operators shall use the District-provided two way radio as the primary form of communication.
  - b. If a transportation vehicle operator experiences a problem with their radio, the transportation vehicle operator should notify the contract manager immediately for repairs. All radios should be tested by the transportation vehicle operator before the transportation vehicle operator embarks on their route assignment.
  - c. If a transportation vehicle operator does not answer the transportation vehicle operator's radio and there are no pending repair orders for the radio, the transportation vehicle operator may be subject to disciplinary action.
  - d. If a transportation vehicle operator is reported to be talking on a cell phone or text messaging when driving, disciplinary action **will** be taken. This applies to all trips, including field and sport trips.
2. If necessary to answer an important phone call, the transportation vehicle operator must pull over to a safe place, turn off the motor, secure the transportation vehicle, and only then answer the call.
  3. If the transportation vehicle operator is lost, the transportation vehicle operator should pull over, turn off the motor, secure the vehicle, and receive information from the radio, or if the radio is not available, the cell phone and then disconnect.
  4. If involved in an accident, the transportation vehicle operator shall notify dispatcher for them to call 911 to permit the transportation staff to be in control of the situation.

*Eligibility for Participation in School-Related Activities*

Participation in the District educational program, including but not limited to curricular activities, athletics (including interscholastic and intramural), school organizations, student publications, and extracurricular activities, is limited to students who are enrolled in the District on a full-time basis unless participation is mandated by law.

At the sole discretion of each club, a student who no longer attends a District school but who lives in the District and previously played for a club team in the same sport while attending a District school may participate in such Conestoga High School club sport team, appropriate to their age or grade, whichever applicable, unless the school they attend fields a team in the club sport in which they wish to participate and subject to the restrictions in the accompanying Regulation unless mandated by law.

The Superintendent or designee shall be responsible for developing criteria for eligible students.

*Eligibility for Participation in School-Related Activities*

District Policy No. 5311 entitled “Eligibility for Participation in School-Related Activities” limits participation in the District’s educational program, curricular activities, athletics, school organizations, student publications, or extracurricular activities, with the exception of Conestoga High School club sports, to students enrolled in the District on a full-time basis unless participation is mandated by law.

Participation in the District’s Educational Program

To the extent required by Section 502 of the School Code, students who reside in the District but who receive their education in a setting other than a public school may participate in District offerings for which they would be eligible if they attended school in the District such as vocational schools, technical schools, and other educational departments.

Participation in the District’s Extracurricular ActivitiesStudents Enrolled in Private Schools

Students enrolled in private schools may not participate in any District extracurricular activities with the following exceptions and limitations:

1. Unless the school they attend fields a team in the club sport in which they wish to participate, District residents who do not attend Conestoga High School but who previously played for a club team in that sport while attending a District school, may participate in Conestoga High School club sports that do not make roster cuts appropriate to their age or grade, whichever applicable. Private school students who wish to participate in Conestoga High School club sports must meet the same eligibility criteria, or its equivalent, as students enrolled in school, meet the try-out criteria, or its equivalent, and comply with all policies, rules and regulations of the governing organization of the activity. No more than two non-Conestoga High School students may be rostered on a club sports team unless mandated by law. The club coach will make the decision as to which players are eligible if more than two non-Conestoga High School students request to be on the team.

or

- ~~1.2.~~ To the extent required by PIAA bylaws, students attending faith-based schools may participate in PIAA governed interscholastic activities.

As is the case with students regularly attending Conestoga, the staff of the athletic office will contact the head of the private school periodically to determine if the individual student is meeting the academic and attendance eligibility requirements that Conestoga High School students must meet in order to continue participation in their ~~club~~ sport.

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Students in Intermediate Unit Placements, Approved Private Schools, Non-Traditional Placements, or other alternative placements

Students in approved private schools, non-traditional placements or other alternative placements who have been placed in these placements by the District are permitted to participate in the extracurricular activities offered by the District as if the students were attending District schools. Such student may also participate in the District's educational program or in co-curricular experiences if permitted or required by the student's Individualized Education Program ("IEP").

### Charter Schools

Students in charter schools have a right to participate in the District's extracurricular activities if the charter school does not provide the same extracurricular activity. Charter school students who wish to participate in such activities must meet the same eligibility criteria, or its equivalent, as students enrolled in school, meet the try-out criteria, or its equivalent, and comply with all policies, rules and regulations of the governing organization of the activity. These criteria policies, rules and regulations are contained in the student handbook for the applicable school.

For interscholastic athletics, as is the case with students regularly attending Conestoga, the staff of the athletic office will contact the head of the charter school periodically to determine if the individual student is meeting the academic and attendance eligibility requirements specified by PIAA.

While in school or at school activities, charter school students are responsible to meet the guidelines, as established by Board policy, in the student handbook, and/or in classroom/course/activity procedures. They will be subject to the same disciplinary measures, grading, class, and attendance regulations required of fully enrolled students.

### Home Educated

Home-educated students are permitted to participate in District activities such as clubs, musical ensembles, athletics (such as varsity sports) and theatrical productions, and up to two hours of District academic courses a day. Where a co-curricular activity requires that a District student take an academic or co-curricular class for credit, a home-educated student will be given the opportunity to participate on the same basis as other students enrolled in the District. The District assumes no obligation to transport a home-educated student to such a class. Home-educated students who wish to participate in such activities must meet the same eligibility criteria, or its equivalent, as students enrolled in school, meet the try-out criteria, or its equivalent, and comply with all policies rules and regulations of the governing organization of the activity. These criteria policies, rules and regulations are contained in the student handbook for the applicable school. In order to enroll in an academic or co-curricular class, the student must satisfy the enrollment, residency and other registration requirements of Policy 5001 Enrollment and Registration Requirements and Verification of Student Residency.

For interscholastic athletics, as is the case with students regularly attending Conestoga, the staff of the athletic office will contact the parent periodically to determine if the individual student is meeting the academic eligibility requirements specified by PIAA.

While in school or at school activities, home-educated students are responsible to meet the guidelines, as established by Board policy, in the student handbook, and/or in

classroom/course/activity procedures. They will be subject to the same disciplinary measures, grading, class, and attendance regulations required of fully enrolled students.

If the District offers a physical exam or medical test as a condition of participation in the specific activity, then the exam or test will be available to home-educated students. The dates and times of such physicals or tests shall be made available on the District's website or a general circulation publication.

In regard to home-education students identified as needing special education services pursuant to provisions of the Individuals with Disabilities Education Improvement Act, the home education program shall (1) address the specific needs of the exceptional student and (2) be approved by a teacher with a valid certificate from the state to teach special education or a licensed clinical or certified school psychologist. As such, the supervisor of a home education program may request that the District or the intermediate unit provide services that address the specific needs of the exceptional student in the home education program. When the provision of services is agreed to by both the supervisor and the District or intermediate unit, all services shall be provided in the public schools of the District or in a private school licensed to provide such programs and services.

#### Students on Homebound Instruction

Students on homebound instruction due to a physician's note may be allowed to participate in the District's educational program or in any co-curricular experiences or extracurricular activities provided that the participation is not inconsistent with the medical reasons for the absence from school.

#### Other Alternative Placements (Residential Treatment Facilities, Partial Hospitalization, Private Residential Rehabilitative Institutions).

These students may participate in academic programs and courses as if they were in private schools to the extent that their medical condition permits them. Unless the District makes the placement, they may not participate in extracurricular activities, unless the placement is of short duration and failure to allow participation could be construed as a violation of Section 504 of the Rehabilitation Act.

**ELIGIBILITY FOR PARTICIPATION  
IN SCHOOL-RELATED ACTIVITIES ASSUMING STUDENT MEETS STUDENT  
ELIGIBILITY REQUIREMENTS APPLICABLE TO IN-DISTRICT STUDENTS**

<b>Location of Enrollment</b>	<b>Extracurricular Activities</b>	<b>Co-curricular experiences</b>	<b>Educational Program</b>
1. Private School	No, except for Conestoga HS club sports**	Yes*	Yes*
2. Charter School	Yes #	No	No
3. Home-educated###	Yes	Yes	Yes, subject to certain time limitations.
4. Homebound	Yes, subject to medical limitations	Yes, subject to medical limitations	Yes, subject to medical limitations
5. Approved Private School or Non-Traditional Placement	Yes	Yes*	Yes*
6. Alternative Placement (Intermediate Unit, RTF, Partial Hospitalization, PRRI)	Yes, subject to medical limitations	Yes, subject to medical limitations	Yes, subject to medical limitations

\* To the extent required by Section 502 of the School Code, students who reside in the District but who receive their education in a setting other than a public school may participate in District offerings for which they would be eligible if they attended school in the District such as vocational schools, technical schools, and other educational departments.

# Students in charter schools have a right to participate in the District's extracurricular activities if the charter school does not provide the same extracurricular activity. Charter school students who wish to participate in such activities must meet the same eligibility criteria, or its equivalent, as students enrolled in school, meet the try-out criteria, or its equivalent, and comply with all policies, rules and regulations of the governing organization of the activity. These criteria policies, rules and regulations are contained in the student handbook for the applicable school.

## Home-educated students are permitted to participate in District activities such as clubs, musical ensembles, athletics (such as varsity sports) and theatrical productions, and up to two hours of District academic courses daily. Where an academic or co-curricular activity requires that a District student take a class for credit, a home-educated student will be given the opportunity to participate on the same basis as the other students enrolled in the District. The District assumes no obligation to transport a home-educated student to such a class. Home-educated students who wish to participate in such activities must meet the same eligibility criteria, or its equivalent, as students enrolled in school, meet the try-out criteria, or its equivalent, and comply with all policies rules and regulations of the governing organization of the activity. These criteria policies, rules and regulations are contained in the student handbook for the applicable school.

\*\*To the extent required by PIAA bylaws, private faith-based school students may participate in the District's PIAA governed interscholastic sports if the faith-based school does not provide the same sport. Private faith-based school students who wish to participate in such sports must meet the same eligibility criteria, or its equivalent, as students enrolled in school, meet the try-out criteria, or its equivalent, and comply with all PIAA policies, rules and regulations.

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Revised: October 3, 2023