Policy Committee Agenda
April 20, 2026 – 7:00 p.m.
Room 200, T/E Administration Offices

- **Review of Minutes of the March 3, 2026 Policy Committee Meeting**

- **Public Comment on Agenda Items**

- **Review of Policies for 2nd Reading**
  - Policy 3410: System of Accounts
  - Policy 3434: Annual Audit

- **Information**
  - None

- **Follow Up from Previous Policy Committee Meetings**
  - Policy and Regulation 3295: District-Initiated Real Estate Tax Assessment Appeals

- **Policies and Regulations for Review and Discussion**
  - Regulation 3233: Federal Fiscal Compliance - Procurement
  - Policy and Regulation 5461: Maintaining Appropriate Boundaries with Students
  - Policy and Regulation 7070: Reporting of Theft of or Unlawful Damage to District Property
  - Policy 7080: Naming of Buildings and Improvements on District Property
  - Policy and Regulation 7100: Gifts and Bequests to the District
  - Policy and Regulation 8120: Food and Nutrition Services

- **Public Comment on Non-Agenda Items**

- **Summary of Action Items from the Meeting**

- **Future Meetings**
  The remaining Policy Committee meeting for the 2025-2026 school year is scheduled for 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Continue with a cyclical review of Board Policies and Regulations in determining if they should be revised, updated, or repealed.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, March 3, 2026
T/E Administrative Offices, Room 200
7:00 p.m.

Board Committee Members: Rachel Weil, Chair; Dr. Roberta Hotinski, Dr. Julie K. Mesaros, Henry Zink
Other Board Members: Maryann Piccioni

T/E School District Representatives: Dr. Richard Gusick, Mark Cataldi, Art McDonnell, Ken Roos

Attendees: Three student reporters from The Spoke

Review of Minutes
The minutes of the February 3, 2026 meeting were reviewed and recommended for approval at the next Board meeting.

Public Comment on Agenda Items
None

Review of Policies for 2nd Reading
Policy and Regulation 3241: Fees Collected from Students
The Policy was revised as credit systems are permitted. The Policy will be sent to the Board of School Directors for a second reading at their meeting on March 23, 2026. The Regulation was revised to include approved activity fees and a statement about fee adjustments or waivers for qualified students.

Policy and Regulation 3293: Designation of Depositories
The Policy and Regulation were revised as it is not necessary to issue a request for repositories every 3 years. The Policy will be sent to the Board of School Directors for a second reading at their meeting on March 23, 2026. The order of the two subsections in the Regulation regarding Timing of Board Resignation and Solicitation were reversed for clarity, and the updated title of Assistant Business Manager was inserted.

Policy 4031: Voluntary Separations from District (Resignations from Employment)
The Policy was revised to allow an employee's resignation to be accepted by the Superintendent and placed in the consent agenda as an information item in a regular Board meeting following the resignation within a reasonable time of the acceptance of the resignation by the Superintendent. The Policy will be sent to the Board of School Directors for a second reading at their meeting on March 23, 2026, with a non-material change from the first reading.

Information
None

Follow Up from Previous Policy Committee Meeting
None

Policies and Regulations for Review and Discussion

Policy 3410: System of Accounts

The Policy was revised as it was not necessary for checks in excess of $3,000 to be listed as a separate item since all checks are included on the monthly financial report. The Policy will be sent to the Board of School Directors for a first reading at their meeting on March 23, 2026.

Policy and Regulation 3434: Annual Audit

The Policy was revised to include the Business Manager or designee will evaluate the need for a request for proposal for audit services at least once every three years, rather than make it a requirement. In addition, the list of entities the auditors file a statement with regarding the financial condition of the District was updated. The Policy will be sent to the Board of School Directors for a first reading at their meeting on March 23, 2026. It was decided the proposed new Regulation was not necessary.

Policy and Regulation 3295: District-Initiated Real Estate Tax Assessment Appeals

Revisions to the Policy included grammatical changes, along with those made for clarity that align with the underlying purpose and, therefore, did not constitute a material revision to the Policy. Non-substantive revisions were made to the Regulation. The Policy and Regulation will be shared with the District's Tax Appeal Counsel. Absent further material changes, both the Policy and Regulation will go into effect immediately.

The following Policies had non-substantive revisions regarding updated titles, spacing, grammar, and punctuation. They will be marked as revised and go into effect immediately along with the revisions to the accompanying Regulations.

Policy 3440: Management of Escrow Funds

Policy and Regulation 3450: Monies Collected in School Buildings

Policy and Regulation 3460: Management of School Activity Funds

Policy and Regulation 3510: Continuing Disclosure and Post-Issuance Compliance and Record Retention for District Bond Obligations

Policy 3430: Periodic Financial Reports

There were no revisions, so it will be marked as reviewed and go into effect immediately.

Public Comment on Non-Agenda Items

None.

Future Meetings

Future Policy Committee meetings for the 2025-2026 school year are scheduled for April 20 (Note: this is a change from the originally scheduled date of 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 8:04 p.m.

System of Accounts

Accounts of the District shall be maintained in accordance with the *Manual of Accounting and Related Financial Procedures for Pennsylvania School Systems*, prepared and adopted by the Department of Education, and in accordance with recognized accounting procedures.

The Board shall receive at a minimum the following reports on a monthly basis:

1. Fund Balance
2. Investments
3. Budget Summary
4. Revenue
5. Appropriations
6. Trust Funds
7. Student Activity Funds
8. Construction Fund
9. Capital Reserve Fund
10. Check Registers
11. Food Services
12. Budget Transfers

~~8. Construction Fund~~
~~9. Capital Reserve Fund~~
~~10. Checks in Excess of $3,000~~
~~11. Check Registers~~
~~12. Food Services~~
~~13. Budget Transfers~~

Auditing

All accounts of the District, including those of school activity funds, shall be audited annually by independent certified public accountants.

Classification of Expenditures

Proposed expenditures shall be budgeted under, and actual expenditures shall be charged to, those categories ~~which~~ that most accurately describe the purposes for which such funds are to be, or have been, spent. Definitions contained in the Manual of Accounting issued by the Department of Education shall be used for this purpose.

Adopted: August 28, 1978
Revised: January 24, 1983
Revised: January 24, 1994
Revised: August 27, 2007

Annual Audit

An audit of the accounts of the District shall be made annually in conformity with all applicable laws.

The annual audit shall be made by independent certified public accountants engaged by the Board. The audit examination shall be conducted in accordance with generally accepted auditing standards and shall include all funds over which the Board has direct or supervisory control. The Business Manager or designee will evaluate the need for a ~~A~~ request for proposal for audit services ~~shall be issued~~ at least once every three years with the goal of maintaining efficiency, independence, and objectivity.

At the completion of the annual audit, the auditors shall file a statement of the financial condition of the District with the following entities:~~.~~

1. ~~One copy with the~~the Board by entering the audit in the minutes of the Board;
2. ~~One copy with~~ the Court of Common Pleas of Chester County;
3. ~~One copy with~~ the Chester County Intermediate Unit; and
4. ~~One copy with~~ the Pennsylvania Department of Education~~, to be sent by registered mail with return registry receipt request~~.

Adopted: January 26, 1970
Revised: January 24, 1994
Revised: August 27, 2007

District-Initiated Real Estate Tax Assessment Appeals

The Board has the responsibility of providing a quality education with funding ~~equitably~~ uniformly apportioned among all ~~of~~ owners of taxable real estate in the District~~'s real property owners~~. It is anticipated that ~~certain~~ property owners~~, though unknown at this time,~~ will file tax assessment appeals ~~for~~ in upcoming tax years, and that these appeals may result in a significant decrease in overall assessed property value throughout the District. Further, it may come to the District's attention in the future through, among other things, sales, conveyances, transfers, reports from the Pennsylvania State Tax Equalization Board ("STEB"), and/or other appraisal processes that certain properties are under-assessed relative to their fair market value. This Policy authorizes the filing of tax assessment appeals related to properties within the District that may be under assessed so as to ~~increase revenue and equity in the management of the District's tax base~~insure that the assessment reflects the fair market value of the property and an economically prudent return to the District on the costs of the appeal.

The Board hereby authorizes the Business Manager with the advice and assistance of the District's Solicitor for tax assessment matters and/or a retained professional appraiser, to take all steps necessary to initiate, prosecute, defend, litigate, settle, and, if necessary, appeal existing and future tax assessment appeals ("Assessment Cases") before the Assessment Board, the Chester County Court of Common Pleas, Pennsylvania's appellate courts, and/or any other body of competent jurisdiction in accordance with the procedures outlined in the accompanying Regulation ~~. To this end, the Business Manager may authorize counsel to file an appeal in order to comply with a filing or other legal deadline.~~ and in a manner consistent with the Pennsylvania Supreme Court decision of Valley Forge Towers Apartments N, LP v. Upper Merion Area School District, 163 A.3d 962 (Pa. 2017), and its progeny.

District-Initiated Real Estate Tax Assessment Appeals

The Business Manager, in consultation with the District's counsel designated for assessment appeals ("Tax Appeal Counsel"), shall be responsible for identifying the properties to potentially be the subjects of District-initiated tax assessment appeals.

The Business Manager, with the advice and assistance of Tax Appeal Counsel, is authorized to retain, enter into agreements with, and/or consult one or more professional appraisers to identify properties within the District that are under--assessed, and/or as necessary to prosecute, defend, litigate, or resolve future assessment cases, whether resulting from appeals by the District or property owners.

When identifying properties to potentially be the subject of a District-initiated tax assessment appeal, the following procedure shall be followed:

1. The Business Manager or designee shall review county real estate sales records and prepare a listing of all taxable parcels that have sold within the two fiscal years leading up to the applicable appeal deadline where a positive variance of at least 20% exists between the sales price and the implied market value based on the existing assessment.

2. The Business Manager shall consult with the District's Tax Appeal ~~counsel~~ Counsel to identify those taxable parcels where the anticipated increase in real estate tax revenue to the District in the first year following a successful appeal exceeds $10,000, and where the expense of pursuing such an appeal has a positive cost/benefit impact on the revenues of the District.

3. Parcels meeting the criteria above shall be selected for appeal and filed with the Chester County Board of Assessment prior to the applicable deadline.

Federal Fiscal Compliance - Procurement

This document is intended to integrate standard District purchasing procedures with additional requirements applicable to procurements that are subject to the federal Uniform Grant Guidance regulations and/or U.S. Department of Agriculture (USDA) regulations governing school food service programs. The District maintains the following purchasing procedures, in accordance with federal and state laws, regulations and Board policy. The Superintendent is authorized to update the amounts in this regulation as determined by the applicable governmental agency without the necessity to present the item for review to the Policy Committee.

Responsibility for Purchasing

The Board has outlined standard District purchasing responsibility, methods of purchasing, price quotations and bid requirements in Board Policy 3323 and the accompanying Administrative Regulation.

Purchase Methods

When a request for purchase of equipment, supplies or services has been submitted and approved as outlined below, the procurement method to be used will be determined based on the total cost of the purchase as further outlined below. This procedure outlines how the cost thresholds for determining when the quote or formal bidding procedures that are required by state law as reflected in Board Policy 3323 and the accompanying Administrative Regulation must be modified when making purchases for federally funded purposes to which the Uniform Grant Guidance or USDA regulations apply, so as to comply with both state and federal requirements. At each point where requirements for food service-related procurement under USDA regulations differ, a note will refer to the Food Service Program Notes at the end of this procedure. Final determination of which purchasing procedures are to be applied is delegated to the Business Manager or designee under the authority of the Board.

Standard Procurement Documents and Purchase Request Process

The District shall use purchase orders and/or requisitions for purchase requests in accordance with the applicable purchase method.

The District shall use paper and/or electronic purchasing records, which are pre-numbered and accessible to designated purchasing staff in the District office.

Purchase requests by an employee must be submitted to the building administrator or immediate supervisor. Purchase of all budgeted items or items approved by an administrator or supervisor must be initiated by use of a purchase order or requisition submitted to the Business Manager or designee.

Purchase orders and requisitions shall contain information including, but not limited to:

1. Description of the services to be performed or goods to be delivered.
2. Location of where services will be performed or goods will be delivered
3. Appropriate dates of service or delivery.

Documentation on purchase orders and requisitions shall be maintained in accordance with the District's Records Management Policy and records retention schedule. (Policy/AR 8210)

Contracts shall be reviewed by the Business Manager, Superintendent, and/or District solicitor prior to submission to the Board for approval.

Contracts to which the Uniform Grant Guidance apply shall contain the clauses specified in Appendix II to 2 CFR Part 200 (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards), when applicable.

[See Food Service Program Notes below for specific clauses required by USDA regulations to be included in cost reimbursable procurement contracts.]

Micro-Purchases Not Requiring Quotes or Bidding (up to $50,000)

For purposes of this Administrative Regulation**, micro-purchase** means a purchase of equipment, supplies or services for use in federally funded programs using simplified acquisition procedures, the aggregate amount of which does not exceed a base amount of $50,000. The micro-purchase dollar threshold is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than $50,000. (48 CFR Subpart 2.1)

Note: The micro-purchase maximum for federal purposes is ~~lower~~ higher than the amount below which the School Code allows purchase for nonfederal purposes to be made without obtaining at least three (3) written or telephonic quotes or using formal competitive bidding.

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 equipment, 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 when the same or materially interchangeable products are identified and such suppliers offer effectively equivalent rates, prices and other terms. The Business Manager or designee will be responsible for determining the equitable distribution of micro-purchases.

Micro-purchases may be awarded without soliciting competitive quotations if the District considers the price to be reasonable. The District will maintain evidence of this reasonableness in the records of all micro-purchases. **Reasonable** can be demonstrated

through sound business practices documenting research, experience, purchase history, or other information. Such determinations of reasonableness may include comparison of the price to previous purchases of the same item or comparison of the price of items similar to the item being purchased. The comparison of prices of similar items or prices paid in the past shall be recorded in a memorandum with the other documentation of the purchase.

Even if the cost of a purchase qualifies it as a micro-purchase, bidding or small purchase procedures may be used optionally when those procedures may result in cost savings.

Simplified Acquisition Procedures

For purposes of this administrative regulation, **simplified acquisition procedures** are those relatively simple and informal procurement methods for securing equipment, services, or supplies that cost less than ~~$23,800~~24,500. Simplified acquisition procedures cannot be used for purchases of equipment or supplies or for construction, repair or maintenance services costing ~~$23,800~~24,500 or more because the School Code requires formal competitive bidding at that level of cost.

The base amount at which bidding is required under state law is adjusted for inflation annually, and the amount most recently established and published in the Pennsylvania Bulletin shall apply if other than ~~$23,800~~24,500. (24 P.S. Sec. 120)

Because state law does not require bidding for the purchase of services other than construction, maintenance or repairs on school facilities regardless of total cost, simplified acquisition may be used for procurement of such other services except when the estimated total cost will be at or over the federal threshold at which formal competitive bidding is required ($~~250,000~~350,000).

A request for proposal (RFP) may be made for small purchases; however, the procurement process must comply with formal RFP procedures, including public notice.

[See Food Service Program Notes below for exemption from bidding for purchases of perishable food items costing less than $~~250,000~~350,000.]

If simplified acquisition procedures are used, written or telephonic price or rate quotations are obtained from at least three (3) qualified sources and records of quotes are maintained as provided in Policy/AR 3323.

Formal Competitive Bidding

Publicly Solicited Sealed Competitive Bids:

For purchases of equipment or supplies, or of services for construction, maintenance or repairs of school facilities, sealed competitive bids are publicly solicited and awarded to the lowest responsive and responsible bidder as provided in Policy/AR 3323 when the total cost is estimated to be ~~$23,800~~24,500 or more.

Note: The amount at which formal competitive bidding is required by federal regulations is much higher than the base amount at which the School Code requires competitive bidding. Therefore, the lower base amount specified by the School Code, as annually adjusted, is used to determine when bidding will be used for purchases of equipment or supplies, or for obtaining services for construction, maintenance or repairs on school facilities. (24 P.S. Sec. 120)

State law does not require bidding for the purchase of services other than construction, maintenance or repairs on school facilities regardless of total cost. For procurement of such other services for federally funded purposes to which the Uniform Grant Guidance applies, formal competitive bidding will be used when the estimated total cost will be at or over the federal threshold of $~~250,000~~350,000.

The federal competitive bidding dollar threshold is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register shall apply if other than $~~250,000~~350,000. (48 CFR Subpart 2.1)

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 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.

[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]

Competitive Proposals

State law does not require public school entities to solicit competitive bids for services other than construction, repairs or maintenance of school facilities, for which competitive bidding is required if the cost will be a base amount of $~~23,800~~24,500 or more. State law allows competitive proposals relating to work on facilities in lieu of bidding only in the context of guaranteed energy savings contracts.

Federal regulations allow the use of competitive proposals as an alternative when formal bidding would otherwise be required only to procure architectural and engineering services. Other types of services for federally funded purposes to which the Uniform Grant Guidance applies, professional or otherwise, must be procured using competitive bidding when the cost would meet or exceed the federal threshold for competitive bidding ($~~250,000~~350,000).

In the case of services other than for construction, repairs or maintenance of school facilities costing less than that threshold, the District may use simplified acquisition procedures or micro-purchase procedures as applicable based on total cost. A request for proposal (RFP) process can also meet or exceed the small purchase competition requirements under state law and Policy/AR 3323 for the acquisition of services other

than for construction, repairs or maintenance of school facilities, and can be used if the total cost will be less than $~~250,000~~350,000.

When permitted, the technique of competitive proposals is normally conducted with more than one (1) source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The District shall comply with other applicable state and federal law and regulations, Board policy and administrative regulations regarding purchasing; the District may consult with the District solicitor in determining the required process for purchasing through competitive proposals when necessary.

If this method is used, the following requirements apply:

1. 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.
2. Proposals must be solicited from an adequate number of qualified sources.
3. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

Competitive proposals shall be evaluated by the Business Manager or designee based on factors including but not limited to: cost, experience of contractor, availability, personnel qualifications, financial stability, minority business, women's business enterprise, veteran-owned business or labor surplus area firm status, project management expertise, and understanding of District needs.

Evaluations shall be completed in a timely manner, documented and shall be reviewed by the Business Manager or designee.

Contract/Price Analysis:

The District performs a cost or price analysis in connection with every procurement action in excess of $~~250,000~~350,000, including contract modifications. (2 CFR Sec. 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 Business Manager or designee must come to an independent estimate prior to receiving bids or proposals. (2 CFR Sec. 200.323(a)). As part of the analysis, established business practices will be enacted which may include evaluation of similar prior procurements and a review process.

Negotiated Profit

In any procurement in which there has been no price competition, or in which a cost-analysis is performed, profit must be negotiated separately as an element of price. Accordingly, solicitations of bids, proposals or quotes shall require that bids, proposals or quotes be limited to costs other than profit, and exclude profit.

When profit must be negotiated as a separate element of the total price, it shall be negotiated by the Business Manager or designee. 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 CFR Sec. 200.323(b)).

Noncompetitive Proposals (Sole Sourcing)

Procurement by noncompetitive proposals means procurement through solicitation of a proposal from only one (1) source and may be used only when one or more of the following circumstances apply:

1. ~~1.~~ The aggregate amount of the procurement transaction does not exceed the micro-purchasing provisions.
2. The procurement transaction can only be fulfilled by a single source.
3. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. An **emergency** 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.
4. The federal awarding agency or pass-through entity provides written approval noncompetitive procurement in response to a written request from the recipient or subrecipient.
5. After solicitation of a number of sources, the recipient or subrecipient determines the competition is inadequate.

In addition to standard procurement policy and procedures, the District will provide the grounds, including analysis and documentation, for using the noncompetitive method in lieu of an otherwise required competitive method of procurement. A written confirmation from the contractor as the sole source of the item may be included as a supplement to the District's record of analysis. Documentation must be submitted to and maintained by the Business Office.

All noncompetitive proposals will ultimately be approved by the Board. The District may utilize legal advice from the solicitor regarding noncompetitive proposals.

A cost or price analysis will be performed for noncompetitive proposals when the price exceeds $~~250,000~~350,000.

Purchase Cards

The District approves the use of procurement 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 contractor payment.

Procurement cards may be used for purchases under federal programs.

Full and Open Competition

All procurement transactions must be conducted in a manner providing full and open competition consistent with 2 CFR Sec. 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:

1. Placing unreasonable requirements on firms in order for them to qualify to do business.
2. Requiring unnecessary experience and excessive bonding.
3. Noncompetitive pricing practices between firms or between affiliated companies.
4. Noncompetitive contracts to consultants that are on retainer contracts.
5. Organizational conflicts of interest.
6. 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.
7. Any arbitrary action in the procurement process.

Scoring mechanisms that reward bidders that commit to specific numbers and types of U.S. jobs, minimum compensation, benefits, on-the-job-training for employees making work products or providing services on a contract, and other worker protections, may be assigned when consistent with established practices and legal requirements. (2 CFR 300.319)**Minority Businesses, Women's Business Enterprises, Veteran-Owned Businesses, Labor Surplus Area Firms**

The District must take necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are considered when possible. Such consideration means: (2 CFR Sec. 200.321)

1. Placing such businesses on solicitation lists.
2. Assuring that such businesses are solicited when they are deemed eligible as potential sources.

3. Dividing total purchasing requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such businesses.

4. Establishing delivery schedules, where the requirement permits, which encourage participation by such businesses.

5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

6. Requiring the prime contractor, if subcontracts are let, to apply these conditions to subcontracts.

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.

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 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.

Avoiding Acquisition of Unnecessary or Duplicative Items

The District must avoid the acquisition of unnecessary or duplicative items. Additionally, consideration must be 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 any 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. Such considerations are accessible in the administrative regulation attached to Policy 3231– Allowability of Costs.

Use of Intergovernmental Agreements and Cooperative Purchasing

To foster greater economy and efficiency, the District enters into state and local intergovernmental agreements where appropriate for cooperative purchasing or use of common or shared goods and services, as permitted by the Intergovernmental Cooperation Act and the Commonwealth Procurement Code. (53 Pa. C.S. Ch. 23; 62 Pa. C.S. Ch. 19, 2 CFR 200.318 (e)).

When procuring supplies or services for federally funded purposes to which the Uniform Grant Guidance applies, the District shall verify and document that the organization conducting the procurement pursuant to such agreements complies with the applicable requirements and standards of the Uniform Grant Guidance as outlined in this procedure.

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.

Recovered Materials

The recipient or subrecipient should, to the greatest extent practicable and consistent with law, purchase, acquire or use products and services that can be reused, refurbished or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable. This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products. (2 CFR 200.323)

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 contractor with whom the District intends to do business is not excluded or disqualified. (2 CFR Part 200, Appendix II, and 2 CFR Sec. 180.220 and 180.300).

All successful contractors must provide written certification that they have not been suspended or debarred from federal projects. The Director of Business Affairs will be responsible for verification. to determine whether a potential subrecipient is subject to any suspension or debarment restrictions must include one of the following:

1. Accessing the online federal System for Award Management (SAM) to determine whether any relevant party is subject to any suspension or debarment restrictions; or
2. Collecting a certification from that person; or
3. Adding a clause or condition to the covered transaction with that person. (2 CFR 180.300)

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.

Maintenance of records of procurement will be governed by Board Policy 8210 Records Management and established Administrative Regulations. (Pol. 8210)

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. Protest procedures will be acted on in accordance with current state law and regulations, established District administrative regulations and the advice of the District solicitor.

Food Service Program Notes:

Exemption from Bidding for Perishable Food Items -

The School Code exempts purchases of perishable food items from bidding requirements. Bidding for perishable food items is required only if the cost would be at or over the federal threshold at which formal competitive bidding is required ($~~250,000~~350,000). Small purchase procedures may be used for purchases below $~~250,000~~350,000, or micro-purchase procedures for purchases below $~~12,200~~13,200. Use of bidding should be considered as an option if it is feasible and likely to result in cost savings. (24 P.S. Sec. 504(d))

Geographic Preferences -

The District is permitted to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products. When a geographic preference is applied, the District has discretion to determine the local area to which the geographic preference option will be applied.

Unprocessed locally grown or locally raised agricultural products means only those agricultural products that retain their inherent character. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two (2) or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk. (7 CFR Sec. 210.21, 215.14a, 220.16)

Buy American -

The District shall purchase, to the maximum extent practicable, domestic commodities or products for food service purposes. The term **domestic commodity or product** means: (7 CFR Sec. 210.21, 220.16)

1. An agricultural commodity that is produced in the United States; and

1. A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States, meaning over 51% of a food product must consist of agricultural commodities that were grown domestically.

All procurement procedures, solicitations and contracts related to food service programs must include language regarding the *Buy American* requirements for food purchases.

The two main exceptions to the *Buy American* requirements are:

1. The product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality; or

2. Competitive bids reveal the costs of a United States product are significantly higher than the non-domestic product.

Mandatory Contract Clauses -

The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts: (7 CFR Sec. 210.21, 215.14a, 220.16)

1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;

2. (a) The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or

   (b) The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;

3. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;

4. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this

information on a less frequent basis than monthly, but no less frequently than annually;

5. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and

6. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

Contracts with Food Service Management Companies -

Procedures for selecting and contracting with a food service management company (FSMC) shall comply with guidance provided by the Pennsylvania Department of Education, Division of Food and Nutrition, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts. (7 CFR Sec. 210.16, 210.19, 210.21, 215.14a, 220.16)

Pre-Plated Meals -

Procedures for selecting and contracting with contractors of pre-plated meals shall comply with guidance provided by the Pennsylvania Department of Education, Division of Food and Nutrition, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts. (7 CFR Sec. 210.16, 210.19, 210.21, 220.16)

Standards of Conduct -

The District will comply with the written standards of conduct in Board policy which governs the actions of employees and Board members regarding the selection, award and administration of contracts.

No employee or Board member may participate in the selection, award or administration of a contract supported by a federal award if they have a real or apparent conflict of interest as well as any other circumstance in which the employee, Board member, any member of their immediate family, their business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. (2 CFR 200.318)

Violations of the standards of conduct by employees may result in disciplinary action up to and including discharge, fines and possible criminal charges. Disciplinary actions shall be consistent with Board policies, procedures, applicable collective bargaining agreements and state and federal law.

Cross References:
Regulation 3323 “Procurement”
Regulation 3324 “Procurement Cards”

Adopted: May 19, 2016
Revised: March 4, 2019
Revised: February 4, 2020
Revised: November 17, 2022
Revised: January 4, 2023
Revised: January 28, 2026

Maintaining Appropriate Boundaries with Students

Definition

"District Adults" means all District employees, coaches of recognized club sports, volunteers, student teachers, and independent contractors, including the employees of independent contractors who interact with District students or are present on District grounds. The term District Adults, as used in this Policy, does not include District students who serve as a volunteer or on a compensated basis.

Authority

All District Adults shall be expected to maintain professional, moral and ethical relationships with District students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include unlawful or improper interactions with students, precursor misconduct and other boundary-blurring behaviors that can lead both to more egregious behavior as well discomfort and unease by students even if the District Adult's motives are benign. In this context, precursor misconduct includes the targeting of a student by an adult through various modes of communication with the intention of promoting or engaging in sexual activity with the student.

District Adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.

This policy applies to conduct committed on or off school property and extends beyond the workday. However, this policy is not intended to interfere with appropriate personal relationships between District Adults and students and their families that exist independently of the District or to interfere with participation in civic, religious or other outside organizations that include District students.

Delegation of Responsibility

The Superintendent shall establish administrative regulations to implement this Policy defining what constitutes prohibited conduct relating to, among other things:

1. Romantic or sexual relationships,
2. Prohibited social interactions, and
3. Prohibited electronic and other communications.

The Superintendent or designee shall inform students, parents/guardians, and all District Adults regarding the contents of this Board policy through employee and student handbooks, posting on the District website, and by other appropriate methods.

The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Electronic and Other Communications between District Adults and Students

All electronic communications with a student conducted by District Adults who are not volunteers must relate to educational or extra-curricular programs or activities. Authorized methods of electronic communication are the following:

1. District-provided email;
2. District-sponsored web site (including school and teacher web pages);
3. Parent/guardian telephones~~Telephones~~ (not including student telephones or texting, unless otherwise permitted under number 4 below); and
4. Other electronic communication methods that are authorized by the administration in support of educational or extra-curricular programs or activities and approved by the parent/guardian.

District employees are prohibited from using any electronic communication methods with a student for purposes not related to educational or extra-curricular programs or activities, except as specifically authorized in Administrative Regulation.

In order to avoid even the appearance of precursor misconduct, District Adults shall refrain from communicating with students through personal phone calls or text messages even if for a legitimate educational purpose unless authorized in writing by the student's parent/guardian and the building principal.

The accompanying administrative regulation shall establish guidelines for District Adults who are volunteers.

References:

Board Policy and Administrative Regulation No. 5436 "Reporting Suspected Child Abuse"

School Code — 24 P.S. Sec. 510, 1302.1-A, 1303-A

State Board of Education Regulations — 22 PA Code Sec. 10.2, 10.21, 10.22 Educator Discipline Act — 24 P.S. Sec. 2070.1a et seq.

Pennsylvania's Code of Professional Practice and Conduct for Educators —22 PA Code Sec. 235.1 et seq.

Child Protective Services Law — 23 Pa. C.S.A. Sec. 6301 et seq.

Maintaining Appropriate Boundaries with Students

Definitions

"District Adults" means all District employees, coaches of recognized club sports, volunteers, student teachers, and independent contractors, including the employees of independent contractors who interact with students or are present on District grounds. The term District Adults, as used in this Administrative Regulation and the accompanying Board Policy, does not include students who serve as a volunteer or on a compensated basis.

"District Employees" means all individuals employed by the District as well as those employed by or through a contractor or agency whose role or function involves providing services to the District.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages, text messages, and communications made by means of an internet website, including social media and other networking websites.

"District sponsored social media accounts" means a social media account, group, site or other internet presence approved by the applicable building Principal using the attached form.

"External non-District sponsored social media accounts" means a social media account, group, site or other internet presence not approved by the applicable building Principal.

"Legitimate educational reasons" include matters or communications related to teaching, counseling, athletics, extracurricular activities, co-curricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the District Adult's job duties. Legitimate educational reasons must be justified entirely by professional interests, not personal or private interests.

"Personal" means of or concerning one's private life, relationships and emotions, rather than matters connected with one's public or professional career.

"Student" means a student enrolled in or attending Tredyffrin/Eastown School District schools.

Prohibited Conduct

Romantic or Sexual Interactions

District Adults shall be prohibited from entering into or attempting to form romantic or sexual interactions with any student enrolled in the District, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with District Adults as defined in this Regulation.

Romantic or sexual interactions involving students include, but are not limited to:

1. Dating,
2. Seeking the romantic affections of, or entering into or attempting to form a romantic or sexual relationship,
3. Sexual physical contact,
4. Romantic flirtation, propositions, or sexual remarks,
5. Sexualized dialogue,
6. Restricting a student's freedom of movement in a sexually intimidating or provocative manner, and
7. Displaying or transmitting sexual objects, pictures, or depictions.

Social Interactions

In order to maintain professional boundaries, District Adults shall ensure that their interactions with students are appropriate.

This section of the Regulation includes examples of conduct that could or may violate professional boundaries.

Examples of conduct that could or may violate professional boundaries include, but are not limited to:

1. Disclosing inappropriate personal, sexual, employment concerns or other private matters to one or more students;

2. Exchanging notes, emails, text messages, phone calls, photographs or other communications of a personal nature with a student without a legitimate educational reason;

3. Requesting a student's telephone number or other personal ways to communicate with the student not specifically approved;

4. Contacting a student on their personal phone or electronic device without specific approval in advance from the parent/guardian and principal;

5. Contacting a student on their personal social media account;

6. Following, joining, or commenting on a student's and/or group's social media account without legitimate educational purpose.

~~3.~~7. Giving personal gifts, cards or letters to a student without a legitimate educational reason;

~~4.~~8. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional District Adult-student relationship;

~~5.~~9. Taking a student out of class without a legitimate educational reason;

~~6.~~10. Being alone with a student behind closed doors without a legitimate educational reason;

~~7.~~11. Being alone with a student in a motor vehicle without a legitimate educational reason;

~~8.~~12. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason;

~~9.~~13. Inviting a student to a District Employee's home without express authorization from the District Employee's supervisor and the student's parent/guardian;

~~10.~~14. Going to a student's home without express authorization from the District Employee's supervisor, unless invited by the parent/guardian;

~~11.~~15. Taking a student on outings without prior notification to and approval from both the parent/guardian and the student's building principal;

~~12.~~16. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the student's building principal or supervisor. If circumstances are such that the parent/guardian is not available to request approval and a student has no other option to be transported, then the District Employee may provide a student a ride after notifying and receiving approval from the building principal or supervisor and notifying the parent/guardian after the fact;

~~13.~~17. Furnishing alcohol, illegal drugs or tobacco to a student or being present where any student is consuming these substances;

~~14.~~18. Leaving school premises with a student without a legitimate educational reason and approval from the parent/guardian and the student's building principal;

~~15.~~19. Eating a meal with and/or purchasing food or drink for a student, unless directly related to a pre-approved curricular activity or in connection with a legitimate educational activity approved in advance by the student's building principal; and

~~16.~~20. Engaging in harassing or discriminatory conduct prohibited by other District policies or by state or federal law and regulations.

Electronic Communications

General Limitations on Electronic Communications

Electronic communication with students shall be for legitimate educational reasons only. As noted above, contacting a student on their personal phone or electronic device is prohibited without specific approval in advance from the parent/guardian and principal.

~~As with other forms of communication, when communicating electronically, District Adults shall maintain professional boundaries with students. District Employees are prohibited from allowing a student to use their cell phone or other personal electronic device, except in an emergency situation. In an emergency situation where a student uses a District Employee's cell phone or other electronic device, the District Employee shall immediately, or as soon as is practicable thereafter, notify the building principal of such use.~~

When available, all District Employees, including extra-duty employees such as coaches and activity sponsors, shall use District-provided email or other District-provided communication ~~devices~~methods when communicating electronically with students. The use of District-provided email or other District-provided communication ~~devices~~methods shall be in accordance with District policies and procedures. See the section "Group Messaging for Sports and Other Activities" below for situations when the possibility of immediate and/or urgent contact with students by District Employees is necessary.

~~District Employees are prohibited from using personal email, text messaging, instant messaging, and social networking accounts, websites, and any other applications for communicating with parents and students that are not specifically authorized. District Employees shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the District for this purpose, without the prior written approval of the building principal. An example of allowable communications in this context includes where the adult is a family relative of the student.~~

Prohibited Electronic Communications

Improper and/or inappropriate electronic communication between District Adults and students is prohibited, regardless of whether the District Adult or the student initiates the communication. Improper and/or inappropriate electronic communication includes but is not limited to any type of message that may be viewed as:

- Derogatory;
- Sexual, lewd, pornographic, or obscene in content;
- Offensive through the use of profanity;
- Threatening or harassing;
- Discriminatory;
- Facilitation of illegal activities;
- Having the purpose to assist personal causes or for-profit ends;
- Expression of political viewpoints;
- Unauthorized or illegal distribution, reproduction, or use of copyrighted materials;
- Fraternization or otherwise crossing the line between professional and personal boundaries; and/or
- Suggestive in nature.

District Employees are prohibited from using personal email, text messaging, instant messaging, and social-networking accounts, websites, and any other applications for communicating with parents and students that are not specifically authorized. District Employees shall not accept requests for current students to be friends or connections on non-District sponsored social networking accounts or school-related groups and shall not create any networking site for communication with students other than those provided by the District for this purpose, other than as part of an investigation into potential student or employee misconduct.

Under no circumstances may a District Adult create or maintain an external non-District student account. Furthermore, District Adults are not expected to follow or oversee external non-District student accounts. However, any District Adult following an external non-District student account is restricted from commenting or directly communicating with a student via the external non-District student account. That District Adult is also responsible to report any violations of District Policies and Regulations to the extent they become aware of them.
An example of allowable communications in this context includes where the District Adult is a family relative of the student.

Group Messaging for Sports and Other Activities

The use of electronic or digital messages, including text messages, may be a form of electronic communication that is especially valuable in certain contexts when the possibility of immediate and/or urgent contact with students by District Employees is ~~desirable~~necessary. Such contexts include but are not limited to the following:

- District Employee coaches of District sports who need the ability to quickly reach student athletes and team members,
- District Employee advisors of extra-curricular programs or activities who need the ability to quickly reach student participants, and
- District Employees chaperoning District field trips who need the ability to monitor the locations of students.

If a District Employee plans to communicate with students through the use of electronic or digital messages, including text messages, the District Employee must obtain permission to do so from the student's parent/guardian and the building principal using the form attached as Attachment A.

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Use by Students of Employee's Personal Electronic Device

As with other forms of communication, when communicating electronically, District Adults shall maintain professional boundaries with students. District Employees are prohibited from allowing a student to use their personal cell phone or other personal electronic device, except in an emergency situation. In an emergency situation where a student uses a District Employee's personal cell phone or other personal electronic device, the District Employee shall immediately, or as soon as is practicable thereafter, notify the building principal of such use.

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from professional boundaries set out in this Regulation. The District Adult is expected to and shall be prepared to articulate the reason for any deviation from the requirements of this Regulation and must demonstrate that they have maintained an appropriate relationship with the student.

In any circumstance where a District Employee communicates with or receives communication from a student without having obtained the necessary permission(s) in advance, which shall be expected only in emergency or other infrequent circumstances supported by legitimate educational reasons, the District Employee initiating or receiving the communication must immediately, or as soon as is practicable thereafter, complete the reporting form attached hereto as Attachment B and submit such form to the building principal. Failure to complete and submit this form as required by this Regulation shall be considered a violation of this Regulation and will result in the application of appropriate discipline.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Interactions" section of this Regulation.

There will be circumstances where personal relationships exist or develop between a District Adult and a student's family, e.g. when their children become friends. This Regulation is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. District Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity. Additionally, where a personal or family friend-type relationship exists between a District Adult and a student or their family and the District Adult relies on the existence of such relationship to justify deviation from the professional boundaries set out in this Regulation, the District Adult has the burden, and is expected and shall be prepared to demonstrate that the student's parent/guardian had:

(1) actual knowledge of personal/family-friend relationship;
(2) actual knowledge of the conduct (including the scope and extent of the conduct) deviating from the professional boundaries set forth in this Regulation; and
(3) consented to the conduct deviating from the professional boundaries detailed in this Regulation.

It is understood that many District Adults are involved in various other roles in the community through non-District-related civic, religious, athletic, scouting or other organizations and programs whose participants may include students. Such community involvement is

commendable, and this Regulation is not intended to interfere with or restrict a District Adult's ability to serve in those roles. However, District Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

Any District Adult or student who is aware of or suspects a violation of this Regulation or the accompanying Board Policy or has concerns about or is uncomfortable with a relationship or interaction between a District Adult and a student, shall immediately, or as promptly as possible thereafter under the circumstances, notify the Superintendent, Title IX Coordinator, principal or other administrator.

The District's Title IX Coordinator is the Director of Equity and Public Programs. Contact information for the Director of Equity and Public Programs is outlined below.

Position: Director of Equity and Public Programs
Address: Tredyffrin/Easttown School District Administration Offices, 940 West Valley Road, Suite 1700, Wayne, PA 19087
Email: morrisk@tesd.net
Phone: 610-240-1909

Individuals who make good faith reports of potential or actual violations of this Regulation shall not be subject to retaliation, discipline or other adverse action.

Any mandated reporter who has reasonable cause to suspect that a child is the victim of child abuse shall immediately report the suspected abuse, in accordance with Board Policy and Administrative Regulation 5436.

Any certified employee who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct in accordance with Board Policy and Administrative Regulation 5436. The employee must also promptly notify the Superintendent and the Title IX Coordinator.

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with Board Policy and Administrative Regulation 5436.

It is a violation of this Regulation for a District Adult to retaliate against any person for reporting any action pursuant to this Regulation or for participating as a witness in any related investigation or hearing.

Investigation

Allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures utilized for complaints of prohibited harassment of students as referenced below.

It is understood that some reports made pursuant to this Regulation will be based on rumors or misunderstandings; the mere fact that the reported District Adult is cleared of any wrongdoing shall not result in disciplinary action against the reporter or any witnesses. If as the result of an investigation any individual, including the reported District Adult, the reporter, or a witness is found to have intentionally provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this Regulation and other applicable laws, regulations and District policies. Obstruction includes but is not limited to violation of "no contact" orders given to the reported District Adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.

Disciplinary Action

A District Employee who violates this Regulation may be subject to disciplinary action, up to and including termination, in accordance with all applicable District disciplinary policies and procedures.

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this Regulation may be prohibited from working or serving in District schools for a defined period of time or permanently, as determined by the Superintendent or designee.

The District shall make current and new District employees, volunteers and student teachers aware of the content of this Regulation.

The District, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this Regulation and related procedures.

Any person with questions or concerns regarding this Administrative Regulation or the accompanying Board Policy, including whether particular conduct or activity is permissible under this Administrative Regulation or the accompanying Board Policy, is encouraged to direct their concerns to the Director of Assessment and Accountability or the applicable building principal.

References:

Board Policy No. 4150 “Insurance Protection - Employees Using Their Own Automobiles”

Administrative Regulation No. 5420 “Harassment of Students by Nonstudents”

Board Policy and Administrative Regulation No. 5436 “Reporting Suspected Child Abuse”

School Code — 24 P.S. Sec. 510, 1302.1-A, 1303-A

State Board of Education Regulations — 22 PA Code Sec. 10.2, 10.21, 10.22 Educator Discipline Act — 24 P.S. Sec. 2070.1a et seq.

Pennsylvania's Code of Professional Practice and Conduct for Educators —22 PA Code Sec. 235.1 et seq.

Child Protective Services Law — 23 Pa. C.S.A. Sec. 6301 et seq.

Adopted: February 23, 2017
Revised: March 16, 2017
Revised: October 6, 2020
Revised: August 31, 2021
Revised: September 2, 2025

Tredyffrin/Easttown School District
Attachment A

Consent and Approval Form for District Employee/Student Text Messaging for Designated Activity

This form provides you with written notice of the District's request to use text messaging with your child. Parental/guardian permission, as well as permission from the building principal, must be obtained in writing in order for a District Employee to communicate with your child via text messaging.

Student Name: _____

School: _____

Designated Activity (Extra-Curricular Activity/Club/Sport/Field Trip):

_____

_____

Expected Dates of Communication: _____

Check as many as are applicable

_____ I give my permission for my child's cell phone number to be shared with and used by the following District Employees in connection with the Designated Activity:

District Employees:
1. _____
2. _____
3. _____

_____ I give my permission for my child's cell phone number to be shared with other students and District Employees who are associated with the group-related activity.

Name of Parent or Guardian: _____
(please print)

Signature of Parent or Guardian: _____

Student's Cell Phone Number: _____

Date: _____

Approval of Building Principal: _____

Tredyffrin/Easttown School District
Attachment B

TREDYFFRIN/EASTTOWN SCHOOL DISTRICT
District Employee/Student Electronic Communication Reporting Form

Reporting District Employee: _____
School: _____
Date of Report: _____

INCIDENT:

Who initiated the electronic communication? _____ Employee _____ Student

Date of Communication: _____ Time of Communication: _____

Method of Communication:

_____ District-Provided E-Mail
_____ District-Sponsored Web Site (including school and teacher web pages)
_____ Telephone
_____ Text Message
_____ Student-Run Social Media Account or Group
_____ Other: Specify _____

Specify E-Mail Address, Phone Number, Web Site, or Other Electronic Method Used by District Employee/Student for Electronic Communication:

_____

District Employee(s) Name(s) Involved in Electronic Communication if Other Than Reporting District Employee:

_____

Student(s) Name(s) Involved in Electronic Communication: Include School if Different from Reporter's School. (Add attachment if necessary.)

Content/Details of Electronic Communication:

Tredyffrin/Easttown School District
Attachment C

TREDYFFRIN/EASTTOWN SCHOOL DISTRICT
District Employee Request to Follow Student-Run Social Media Account or Group

Employee Name: _____

Name of Student-Run Social Media Account(s)/Groups:	Social Media Platform:

Purpose for Following Student-Run Social Media Account(s)/Group(s):

I have read and understand the expectations and limitations set forth in this Regulation for any employee following a student-run social media account or group. As a District employee, it is my responsibility to report any violations of District Policies and Regulations by a student-run social media group or account that I follow to my building principal or other District administrator. I understand that I may not comment or directly communicate with a student via any student-run social media account or group, and that failure to maintain appropriate communication boundaries with students as set forth in Policy and Regulation 5461 will result in disciplinary consequences, up to and including termination.

Employee name: _____

Employee Signature: _____

Date: _____

Reporting of Theft of or Unlawful Damage to District Property

Theft or vandalism of District property, illegal entry upon District premises, or damage to District property from these and other unlawful causes shall be reported to the Superintendent, ~~or Chief Operations Officer~~Business Manager and the local police ~~immediately~~.

Adopted: September 10, 1973
Revised: June 15, 1987
Revised: January 24, 1994
Revised: October 23, 2006

Reporting of Theft of or Unlawful Damage to District Property

Any theft or vandalism of ~~district~~ District property, illegal entry upon District premises, or damage to ~~district~~ District property from these and other unlawful causes shall be reported ~~immediately~~ to the school principal when involving school property or the Maintenance Supervisor when non-school property. District property includes buildings, grounds or equipment.

The principal or their designee shall ~~immediately~~ report ~~by telephone~~ to the Maintenance Supervisor and the local police ~~department~~ the extent of any facilities or grounds damage to school property. The Maintenance Supervisor or their designee shall ~~immediately~~ report ~~by telephone~~ to the local police ~~department~~ the extent of any other facilities or grounds damage.

~~The~~ Any verbal report should be followed by a written report, within twenty-four (24) hours, to the Business Manager. ~~One~~ A copy of this report will be sent by the principal or their designee ~~when involving school property~~ to the Maintenance Supervisor and ~~one to the~~local police ~~department~~ when involving school property. The Maintenance Supervisor or their designee will send ~~one~~ a copy to the local police ~~department~~ when involving non-school property.

The Maintenance Supervisor is responsible for arranging the repair of damages caused by vandalism or other means.

Hours spent and materials used by custodial, ~~and/or~~ maintenance employees, and/or contracted service providers in repairing damages due to vandalism or other means shall be recorded. This record shall be forwarded to the Maintenance Supervisor.

The Business Manager is responsible for determining any information needed for an insurance claim.

Upon completion of the ~~repairs~~damages, the Maintenance Supervisor will ~~prepare~~ send a complete cost breakdown ~~including the time spent and materials used by custodians or maintenance staff. This information will be sent~~ to the Business Manager for processing of ~~the~~ any insurance claim~~s~~ involved.

Revised: September 1995
Revised: May 21, 2007
Revised: September 29, 2009

Naming of Buildings and Improvements on District Property

Buildings and Improvements on ~~district~~ District property shall be given names which are indicative of the area in which they are located and not named after individuals or groups.

Adopted: May 23, 1994
Reviewed: February 16, 2011
Revised: March 28, 2016

Gifts and Bequests to the District

The Board of School Directors graciously accepts and appreciates gifts and bequests to the District. However, the Board reserves the right to specify the conditions governing the donation and acceptance of gifts.

Gifts may not be made directly to the District, a District school, District students or Student Organizations without the approval of the applicable building principal or other designee of the Superintendent. The Superintendent, principal or other designee may place restrictions on or refuse acceptance of a gift not made in furtherance of the goals of the District and conditions of this Policy or if a gift would create an inappropriate or illegal inequity between or among District schools, students or Student Organizations.

Gifts should be reported to the Board of School Directors for appropriate recognition. Gifts shall be accepted in the name of the Tredyffrin/Easttown School District and shall become the property of the District to be utilized in the best interest of the District. Any costs necessarily incurred by the District to install a gift or to make alterations to its facilities required as part of the gift shall be under the authority of the District with the donor bearing the installation costs at the discretion of the School Board.

With the consent of the donor, the purpose of a monetary gift designated for a specific future use or project may be changed by the Board if the original designation no longer benefits the District. If the donor does not approve of the change in designation, any remaining portion of the gift will be returned and the donor shall be solely responsible for ensuring that any tax obligations with respect to this amount are satisfied. Any conditions regarding designations of gifts must be set forth in a writing agreed to by the Board.

The District does not accept gifts conditioned upon naming any permanent structures or physical facilities for individuals. Furthermore, the District will not accept memorials paying tribute to deceased school or community members, including memorials in the form of monetary funds designated to a particular school activity or department, purchase of books, media supplies or equipment, memorial scholarships, or engraved plates. However, the Board typically will acknowledge monetary contributions to the general fund with a statement of recognition identifying the donor or person in whose name the donation was made at the public Board meeting at which the gift is accepted.

Except, as expressly stated above, any gift or bequest given to the District will carry with it no expectation by the contributor of favor in return.

Adopted: December 7, 1987
Revised: January 24, 1994
Revised: May 24, 2004
Revised: October 26, 2009
Revised: April 25, 2016

Gifts and Bequests to the District

Offers of gifts and bequests of property, items, or money by individuals or organizations to the District shall be directed to the Office of the Superintendent of Schools. Following review by the Business Manager, such offers shall be presented to the Board for acceptance. The Board Secretary shall acknowledge the gift or bequest with a note or other correspondence expressing appreciation ~~for the gift~~.

Adopted: December 1987
Reviewed: September 1995
Revised: December 3, 2009

Food and Nutrition Services

The food and nutrition services program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).

The District shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity, gender expression, ancestry, national origin, marital status, pregnancy or handicap/disability.

Operation and supervision of the food service program shall be the responsibility of the Supervisor of Food and Nutrition Services and the Business Manager.

National School Lunch/Breakfast Program

The District participates in the National School Lunch/Breakfast Program as the sponsoring agency for the Food and Nutrition Services program in its schools, implementing the National School Lunch Act. Free and reduced price meals shall be provided to students who meet the required eligibility criteria. Students shall also be permitted to bring their lunches from home and may purchase food, beverages, and incidental items in all schools at appropriate times.

Free/Reduced-Price Meals

The District shall provide free and reduced-price meals to students in accordance with the terms and conditions of the National School Lunch Program and the School Breakfast Program.

Non-School Food Sales

Food sales by approved organizations in middle schools will not begin before 2:00 p.m. In the senior high school, approved organizations may not conduct food sales one hour before and during the school's officially designated lunch period. Food sales and fundraisers involving food must comply with the requirements contained in Board Policy and Administrative Regulation 5402 (Student Wellness and Nutrition).

Price and Selection of Meals

The Board shall set the price of meals consistent with federal and state guidelines. A la carte items shall be priced competitively by the Supervisor of Food and Nutrition Services and reviewed by the Business Manager.

To reinforce the District's commitment to nutrition and student wellness, foods served in school cafeterias shall (1) be carefully selected to contribute to students' nutritional well-being and health; (2) meet the nutrition standards specified in law and regulations and approved by the Board; (3) be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits; and (4) be served in age-appropriate quantities, at reasonable prices.

Cafeteria Funds

The Food and Nutrition Services Program shall be operated on a nonprofit basis. All monies derived from this program, or contributed to it, shall be deposited in a separate Cafeteria Fund. All income accruing from the operation of the program shall be used only to reduce the price of meals to paying students, to improve the quality of meals, and to purchase and maintain supplies, services, and equipment.

Financing and Accounting

The Food and Nutrition Services Program shall keep accounts and records and make reports as prescribed by the Pennsylvania Department of Education and the Board. Such accounts and records shall at all times be available for inspection and audit by authorized officials and shall be preserved for such time as the Department of Education may lawfully prescribe.

Purchasing

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board Policy and administrative regulations.

Sanitation / Food Safety Inspections

The District shall comply with federal requirements in developing a food safety program that enables District schools to take systematic action to prevent or minimize the risk of foodborne illness among students.

The District shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.

The Food and Nutrition Services Program shall comply with the sanitation requirements of the Pennsylvania Department of Health and the Chester County Department of Health, including engaging food handlers with proper certification, frequent review of sanitation rules and regulations, fastidious care in the handling and storage of foods and maintenance of equipment, observation and on-the-job training of personnel, and regularly scheduled thorough cleaning of the entire kitchen area.

The District shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.

The District shall post the most recent inspection report and release a copy of the report to members of the public upon request to the extent required by law.

Accommodating Students With Special Dietary Needs

The District shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board Policy.

Professional Standards For Food Service Personnel

The District shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this Policy, professional standards include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both District-operated food service programs and contracted food service programs.

Delegation of Authority Regarding Unpaid Balances

The Superintendent or designee shall develop and promulgate regulations addressing the following:

- Procedures for collecting money for individual student accounts which ensure that the identity of each student is protected.
- Method in which students and parents/guardians are notified when the student's account reaches specified levels.
- Procedures for providing students with meals when the student forgets or loses the student's money or when the student's account has insufficient funds.
- Procedures governing the collection of money for negative balance student accounts.

Adult Meal Account Procedures / Meal Charging Policy

Adults are permitted to purchase meals in school cafeterias at their own cost.

An adult's meal status is always kept confidential. All adults may have accounts or use cash to purchase their meals at the register.

All adults are responsible for their cafeteria food purchases to the point of sale and are not permitted to purchase on credit or to create a negative balance.

Cross Reference: Board Policy and Administrative Regulation 5402 (Student Wellness and Nutrition)

Adopted: October 8, 1979
Revised: June 15, 1987
Revised: January 24, 1994
Revised: November 28, 2005
Revised: April 24, 2006
Revised: June 13, 2016
Revised: February 26, 2018

Food and Nutrition Services

School Meal Account Procedures / Meal Charging Policy

A student's meal status is always kept confidential. All students have accounts to purchase their meals and are treated the same at the register.

Parents/guardians are responsible for their student's cafeteria food purchases and are expected to maintain payments on any outstanding account balance for cafeteria food purchases. Parents/guardians may request in writing that the District restrict their child's purchase of a la carte food items and/or meals at any time.

The procedures for notifying parents/guardians of low and negative balances and collecting negative balances are detailed below. However, students will be permitted to charge meals (breakfast and/or lunch), and will not be denied a meal because of the insufficient funds in their student meal accounts. In addition to purchasing a meal, students are permitted to charge a la carte food items, even if their individual student meal accounts lack sufficient funds, as long as their balance is not negative $~~5~~0~~0~~5 or more. In any event, the District will initiate procedures to restrict a la carte purchases when the student's negative meal account balance exceeds $~~5~~0~~0~~5 and the student will only be permitted to purchase a breakfast and lunch meal.

Students may not be publicly identified or stigmatized, or required to perform chores or other work when they cannot pay or have a negative student meal account balance. Schools will not require a student to discard a school meal after it has been served to the student, even if the student is unable to pay for the meal or has a negative student meal account balance.

Low & Negative Account Balance Notification

If a student has an account balance of $5.00 or less, the parent/guardian will be notified at least weekly by email or a notice distributed in homeroom or in student folders that are brought home to the parent/guardian. The envelope containing this notice should be marked "confidential – to be opened by addressee only." If the student's outstanding account balance due reaches or exceeds five (5) school meals, including breakfasts and/or lunches, a request for payment letter will be mailed or emailed to the student's parent/guardian, which shall also include a request that the parent/guardian apply to participate in the school food program. In addition, a school official will contact the parent/guardian to resolve the outstanding account balance due by one or more of the following methods: telephone, electronic communication, certified letter, and again request that the parent/guardian apply to participate in the school food program. These contacts will continue until the outstanding account balance due is satisfied or has been determined to be uncollectible.

If the student's outstanding account balance due is in excess of $50.00 and remains unpaid for more than 30 days, the parent/guardian may incur additional collection charges on the outstanding balance. If a good faith effort is not made towards payment of the outstanding balance due, then a referral to an outside authority or agency may be made.

Parents/guardians experiencing economic hardships may request payment arrangements from the District.

Additional Information

The Principal or designee shall notify Food and Nutrition Services regarding departing students so that account balances can be rectified prior to their departure. Information on meal prices, menus, how to apply for free or reduced priced meals, how to check a school meal account balance or add funds to such accounts can be found on the District's Food and Nutrition Services webpage.

Delinquent School Meal Account Debt

After taking reasonable steps to collect delinquent school meal debt, which shall include at least two written correspondences, as outlined above, to the student's parent/guardian, unrecovered/delinquent debt at the end of each school year shall be referred to the Business Manager for appropriate action. Such unrecovered/delinquent debt shall be considered bad debt and non-federal funding sources must repay the Food Service Fund for the total amount of such unrecovered/delinquent debt. Delinquent school meal debt shall not be classified as bad debt for write off purposes until after reasonable steps have been taken to collect such delinquent school meal debt.

From time to time, parents/guardians or other individuals may choose to donate funds to the District. Donated funds may not be co-mingled with food service funds from federal or state sources or food sales. Instead, donations must be made to the District's General Fund, and transferred to the Food Service Fund at the appropriate time to offset unrecovered/delinquent student meal debt. Donated funds will not be applied to individual student meal account balances, but instead as an overall reduction of the amount of funds that would otherwise need to be transferred from the General Fund to the Food Service Fund at the end of the school year to repay the Food Service Fund for unrecovered/delinquent debt.

Adding Funds to Adult Lunch Accounts

Adopted: November 2005
Revised: October 20, 2016
Revised: May 18, 2017
Revised: February 1, 2018

An adult may add funds to their lunch accounts to assure adequate funds to purchase meals and a la carte in the cafeteria. Accounts can be made on the District's approved payment system online or directly through the Food and Nutrition Department. Cash can be added to accounts at the cafeteria register. Checks can be added to accounts at the register or through the Food and Nutrition Department at the District office. Online accounts can only add funds of $100 per day. If an adult wishes to add more than $100 to their account, they may bring the money to the cafeteria register or District office.

Distribution

This Administrative Regulation, detailing the District's local meal charge policy, shall be provided in writing to each household at the beginning of the school year, and during the school year to households who transfer to the District during the school year.