



**CENTRAL VALLEY SCHOOL DISTRICT
BOARD OF EDUCATION
APRIL 22, 2021 – 7:00 PM
CENTRAL VALLEY HIGH SCHOOL CAFETERIA**

Voting Session Agenda

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II. ROLL CALL

- | | |
|---|--|
| <p>_____ Mr. Ambrose</p> <p>_____ Ms. Belcastro</p> <p>_____ Mr. Bloom</p> <p>_____ Mr. King</p> <p>_____ Mr. Mowad</p> | <p>_____ Mr. O’Neill</p> <p>_____ Mr. Ross</p> <p>_____ Dr. Unis</p> <p>_____ Mr. Zaritski</p> |
|---|--|

ROUTINE ITEMS

III. EXECUTIVE SESSION

1. An Executive Session of the School Board was conducted prior to the Work Session meeting on April 14, 2021 to receive information from the Superintendent without deliberation.

IV. PUBLIC COMMENTS ON AGENDA ITEMS

V. MINUTES

1. To approve the Voting Session Minutes from March 18, 2021. **Attachment A**

Action required on items 1:

Motion by _____ Second by _____
Motion: _____

TREASURER’S REPORT – Mr. King, Treasurer

BUSINESS ITEMS

1. The following bills and reports are submitted for approval:

A. PAY BILLS --

1. Confirm the March 2021 General Fund Payments in the amount of \$2,878,416.29.
Attachment B

2. Confirm the March 2021 Cafeteria Fund Payments in the amount of \$37,124.52.
Attachment C

B. REPORT --

1. To approve the March 2021 Berkheimer Report. **Attachment D**

Action required on item 1:

Motion by Second by
Motion:

AGENDA ITEMS

A. BOARD/POLICY ITEMS – Ms. Belcastro, Chairperson

1. To approve Resolution 2020-06 approving the withdrawal of the Midland Borough School District from membership in the Beaver County Career and Technology Center. **Attachment E**
2. To approve the 2021-2022 Agreement with the Nutrition Group pending review by the solicitor.

Action required on items 1 & 2:

Motion by Second by
Motion

FYI: First reading of revised Policy 626 – Federal Fiscal Compliance **Attachment J**

B. NEGOTIATION ITEMS – Mr. O’Neill, Chairperson

C. EDUCATION ITEMS – Mr. Ross, Chairperson

1. To approve/confirm the released time/staff development requests:

Conference – Location	Individual	Date
Using Sound Walls in the Primary Classroom, Virtual-BVIU	Jeff Verner, Dawn Mowad, Robyn Duzicky, Marie King, and Jen Bechdel	4/14/2021

Action required on item 1:

Motion by
Motion:

Second by

D. TECHNOLOGY – Mr. Mowad, Chairperson

E. ATHLETICS – Mr. King, Chairperson

FYI: The Athletic Committee is recommending to retain the following Winter Sports Coaches for the 2021-2022 school year:

Boys' Basketball - Brandon Ambrose
Girls' Basketball - Chris Raso
Cheerleading - Heather Semovoski
Swimming - Larry Palochak
Gymnastics - Terri Gazda
Wrestling - Kevin Mroz

F. EXTRA CURRICULAR ACTIVITIES – Dr. Unis, Chairperson

1. To approve the following individuals and stipends pending receipt, review and acceptance of all clearances for the Central Valley High School musical presentation:

a. Assistant Musical Director	Suzanne DiPietrantonio	\$ 810.00
b. Production Assistant, Programs, Public Relations	Ashley Ley	\$1044.00
c. Production Assistant, Graphic Arts, Online Ticket Agent	Jeff Ley	\$ 218.00
d. Choreographer	Nicole Spencer	\$1158.00
e. Rehearsal Pianist	Christine Lucas	\$ 218.00
f. Vocal Director/Additional Assistant	Bronte Lucci	\$ 412.00
g. Set Construction	Alexander Andres	\$ 810.00
h. Set Construction	Adri Gradisek	\$ 200.00
i. Set Construction	John Coladonato	\$ 224.00
j. Orchestra Personnel*	Not to exceed	\$3850.00

*Note: Orchestra personnel will be submitted after the musical due to the availability of musicians for practices and performances, but it will be highly unlikely that we will use a full orchestra

Action required on item 1:

Motion by Second by
 Motion:

FYI – Field Trips

Destination	Group	Date
Beaver County CTC	HS Students	4/20/2021

G. BUILDINGS AND GROUNDS – Mr. Zaritski, Chairperson

1. To approve/confirm the following Building Usage requests pending final approval from the Superintendent regarding the review of the Organizations Health and Safety Plan as well as Liability Waiver sign off.

Building	Organization	Date	Purpose
HS (Various Areas)	Project Graduation	6/4 – 6/5/2021	Project Graduation 2021
HS Football Stadium	Homeboys Foundation	7/8 & 7/9/2021	Football Camp

Action required on item 1:

Motion by Second by
Motion:

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H. PERSONNEL ITEMS – Mr. Bloom, Chairperson

1. To approve the retirement of Robert Petures, custodian, effective April 30, 2021. **Attachment F**
2. To approve a FMLA request for an elementary teacher from March 24, 2021 through June 4, 2021.
3. To approve a FMLA request for an elementary teacher from March 24, 2021 through June 4, 2021.
4. To approve the resignation of Kimberly Weber, paraprofessional, effective April 22, 2021. **Attachment G**
5. To approve a FMLA request for a paraprofessional from March 15, 2021 through June 4, 2021.
6. To approve additions to the 2020-2021 Substitute List pending receipt, review and acceptance of all clearances. **Attachment H**
7. To approve Jill Koman as a paraprofessional at a rate of \$13.50/hr. in accordance with the CVESP Agreement, effective April 23, 2021 pending receipt, review and acceptance of all clearances.

Action required on items 1-7

Motion by
Motion

Second by

I. FINANCE ITEMS – Mr. Ambrose, Chairperson

1. To approve Resolution 2021-2022, the Beaver County Career & Technology Center's General Fund Budget of \$6,234,249. **Attachment I**

Action required on item 1:

Motion by Second by
Motion:

J. SUPERINTENDENT'S ITEMS/COMMENTS

K. BOARD MEMBERS' COMMENTS

L. PUBLIC COMMENTS

ADJOURNMENT

1. To adjourn the meeting.

Action required on item 1:

Motion by Second by
Motion:



**CENTRAL VALLEY SCHOOL DISTRICT
BOARD OF EDUCATION
MARCH 18, 2021 – 7:00 PM
CENTRAL VALLEY HIGH SCHOOL CAFETERIA**

MINUTES

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II. ROLL CALL

<u> X </u> Mr. Ambrose	<u> X </u> Mr. O'Neill
<u> X </u> Ms. Belcastro	<u> X </u> Mr. Ross
<u> X </u> Mr. Bloom	<u> X </u> Dr. Unis
<u> X </u> Mr. King	<u> X </u> Mr. Zaritski
<u> X </u> Mr. Mowad	

*Also present: Mr. Pete Halsey, Dr. Nicholas Perry, & Mr. John Maly

ROUTINE ITEMS

III. EXECUTIVE SESSION

1. A 20-minute Executive Session of the School Board was conducted prior to the Voting Session meeting to discuss personnel and legal information from the solicitor.

IV. PUBLIC COMMENTS ON AGENDA ITEMS None

V. MINUTES

1. To approve the Voting Session Minutes from February 18, 2021. **Attachment A**

Action required on items 1:

Motion by Mr. Zaritski Second by Mr. Mowad
Motion: Carried 9 Yes, 0 No

TREASURER'S REPORT – Mr. King, Treasurer

BUSINESS ITEMS

1. The following bills and reports are submitted for approval:

A. PAY BILLS --

1. Confirm the February 2021 General Fund Payments in the amount of \$3,292,287.27. **Attachment B**
2. Confirm the February 2021 Cafeteria Fund Payments in the amount of \$38,197.52. **Attachment C**

B. REPORT --

1. To approve the February 2021 Berkheimer Report. **Attachment D**

Action required on item 1:

Motion by Mr. King Second by Mr. Zuritski
Motion: Carried 9 Yes, 0 No

AGENDA ITEMS

A. BOARD/POLICY ITEMS – Ms. Belcastro, Chairperson

B. NEGOTIATION ITEMS – Mr. O’Neill, Chairperson

C. EDUCATION ITEMS – Mr. Ross, Chairperson

1. To approve/confirm the released time/staff development requests:

Conference – Location	Individual(s)	Date
Foundations of Reading, BVIU Virtual	Dana Belculfine, Carla Forney, and Kelly Waltman	3/10 & 3/24/2021

Action required on item 1:

Motion by Mr. Ross Second by Mr. Ambrose
Motion: Carried 9 Yes, 0 No

D. TECHNOLOGY – Mr. Mowad, Chairperson

E. ATHLETICS – Mr. King, Chairperson

1. To approve the following Spring Coaching Positions and stipends pending receipt, review, and acceptance of all clearances:

Baseball

JC Branthoover	Head JR High Coach	\$1,000.00
Brian Hulme	HS Volunteer Assistant	\$0
Ryan McLean	HS Volunteer Assistant	\$0

Track & Field

John Super	Assistant Varsity	\$1,200.00
James Larkin	Assistant MS Coach	\$800.00
Nate Schad	Assistant MS Coach	\$670.00
TBD	Assistant MS Coach	\$670.00
Thaddeus Powell	Volunteer Assistant	\$0
Jason Miller	Volunteer MS Assistant	\$0

MS Swimming

TBD	Assistant Coach Volunteer	\$0
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Discussion:

- JC Branthoover was approved as a Volunteer in February; however, is moving to the paid Head JR High Coach position and Ryan McClean is moving to the volunteer position.
- Exit interviews for Winter sports were conducted and a summery went out to the Board. The intent to rehire the coaches will be on the April Agenda.

Action required on item 1:

Motion by Mr. King Second by Mr. Zaritski
Motion: Carried 9 Yes, 0 No

F. EXTRA CURRICULAR ACTIVITIES – Dr. Unis, Chairperson

G. BUILDINGS AND GROUNDS – Mr. Zaritski, Chairperson

1. To approve/confirm the following Building Usage requests pending final approval from the Superintendent regarding the review of the Organizations Health and Safety Plan as well as Liability Waiver sign off.

Building	Organization	Date	Purpose
HS Wellness Center	Joanne Chirico	4/23 & 4/24/2021	Warrior 5K Walk/Run

Action required on item 1:

Motion by Mr. Zaritski Second by Mr. Mowad
Motion: Carried 9 Yes, 0 No

Discussion:

- Mr. Zaritski asked for a Buildings and Grounds committee meeting to discuss capital projects and summer work. Dr. Perry will organize and inform the committee members.

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H. PERSONNEL ITEMS – Mr. Bloom, Chairperson

1. To approve a FMLA request for a middle school teacher from February 16, 2021 through June 4, 2021.
2. To approve Ray Maylone as a full-time custodian at a rate of \$14.50 /hr in accordance with the CVESP Agreement, effective March 19, 2021 pending receipt, review and acceptance of all clearances.
3. To approve an extension of an FMLA for a high school teacher from February 23, 2021 through June 4, 2021.

Action required on items 1-3

Motion by Ms. Belcastro
Motion Carried 9 Yes, 0 No

Second by Mr. Mowad

I. FINANCE ITEMS – Mr. Ambrose, Chairperson

1. To approve the adoption of Resolution 2020-06, the 2021/2022 Beaver Valley Intermediate Unit's General Operating Budget which totals \$1,490,231. **Attachment E**

Action required on item 1:

Motion by Mr. Ambrose Second by Mr. Zaritski
Motion: Carried 9 yes 0 No

J. SUPERINTENDENT'S ITEMS/COMMENTS - None

K. BOARD MEMBERS' COMMENTS

- Mr. Zaritski thanked the Board for all the good wishes on the welcoming of their third son.

L. PUBLIC COMMENTS - None

ADJOURNMENT

1. To adjourn the meeting.

Action required on item 1:

Motion by Mr. Ambrose Second by Mr. Mowad
Motion: Carried 9 Yes, 0 No

Fund Accounting Check Summary

MAX - From 03/01/2021 To 03/31/2021

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00035398	21ST CENTURY CYBER CHARTER SCHOOL	MARCH 2-REG/1-SE.....	APRIL 2-REG/1-SE.....	7,492.76
00035353	ALAM'S HOME & HARDWARE	FEB MS.....	FEB HS.....	88.50
00035354	ALL SEASON LINEN & MAT SERVICE	BLACK MATS.....		684.00
00035436	AMPLIFY EDUCATION, INC.	DIBELS DATA SYSTEM.....		942.00
00035355	AOT, INC	FEB ELEM.....	FEB MS/HS.....	10,387.25
00035356	APPLE	NP MBA LAPTOP PAYROLL DED.....	MBA REPAIR/SERVICE AC+.....	1,348.00
00035308	APPLIED PEST MANAGEMENT	TL SMALL FLY FOAM TREATMENT.....	HS.....	855.00
00035437	APPROVED TOILET RENTALS	03/11-04/07 HS.....		737.00
00035357	AT&T	MS LONG DISTANCE.....		53.02
00035358	BACK ON TRACK	#8 EAP.....		645.00
00035309	BADEN ACADEMY CHARTER SCHOOL	FEB 28-REG/3-SE.....		32,441.36
00035310	BRYAN BARNEY	02/23 V GIRLS BB.....		76.00
00035359	BEAVER COUNTY ACADEMIC GAMES LEAGUE	PRESIDENTS VIRTUAL TOURN.....		36.00
00035360	BRAINPOP	MS BRAINPOP RENEWAL.....	TL BRAINPOP RENEWAL.....	6,061.50
00035322	ERIC BREWER	02/25 V GIRLS BB.....		76.00
00035361	BUTLER GAS PRODUCTS	FEB TL NURSE.....		35.50
00035438	CANON FINANCIAL SERVICES	APRIL CONTRACT.....		7,987.00
00035439	CHRISTINE POSKIN	BCET REIMB GARDENING ITEMS.....		343.88
00035312	CASTLE MAINTENANCE PRODUCTS	MS SUPPLIES.....	HS DISINFECTANT.....	1,131.84
00035403	CASTLE MAINTENANCE PRODUCTS	TL SUPPLIES.....	CG SUPPLIES.....	2,845.91
00035313	CENTER 4 STORAGE	MARCH FEE.....		90.00
00035365	CENTURY SPORTS	GIRLS BB UNIFORMS (CV portion)....		2,526.40
00035387	SAM CERCONI	REIMB iHEALTH THERMOMETERS.....		635.76
00035431	SAM CERCONI	2/23-3/8 TRAVEL BOYS BB GAMES.....		66.70
00035318	CM REGENT, LLC	MARCH LIFE.....	MARCH LIFE AM.....	1,429.15
00035406	COLUMBIA GAS	01/15-02/12 MS.....		4,767.99
00035440	COLUMBIA GAS	01/15-02/12 CG.....		1,001.92
00035407	COMBUSTION SERVICES	PARTS FOR BOILER ROD/PLUGS.....		293.76
00035366	COMCAST	03/08-04/07 TL.....		346.52
00035441	COMCAST	03/18-04/17 HS.....	03/24-04/23 MS.....	892.99
00035408	COMCAST BUSINESS	MARCH PHONES.....		886.94
00035368	COMMONWEALTH CHARTER ACADEMY	MARCH 5-REG.....		6,746.16
00035319	CONSOLIDATED COMMUNICATIONS	02/16-03/15 CG.....		118.11
00035442	CONSOLIDATED COMMUNICATIONS	03/16-04/15 CG.....		118.11
00035320	CROWN BENEFITS ADMINISTRATION	MARCH MEDICAL.....		286,518.00

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Summary

MAX - From 03/01/2021 To 03/31/2021

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00035409	CROWN BENEFITS ADMINISTRATION	FEB COBRA FEES.....		193.00
00035410	CRYSTAL SPRINGS	TL NURSE.....		9.38
00035367	COMFORT SUPPLY, INC.	BOSCH BLOWER MOTOR.....		563.56
00035314	CENTRAL SUSQUEHANNA INTERMEDIATE UNIT	PAYROLL SUPP 12/14-1/4-21-27.....		614.34
00035404	CENTRAL SUSQUEHANNA INTERMEDIATE UNIT	AMY PYRL 2/2-FUND ACCT 2/22.....		32.33
00035362	CENTER TOWNSHIP POLICE DEPT	BB SECURITY 21 x \$140/OFFICER.....	BB SECURITY 3 x \$140/OFFICER.....	3,360.00
00035321	CTW & SA	01/11-02/10 HS.....	01/11-02/10 CG.....	2,518.19
00035411	CUMMINS BRIDGEWAY, LLC	LABOR OIL LEAK KOHLER.....		288.08
00035363	CENTRAL VALLEY SCHOOL DISTRICT	EMP HEALTH COST JULY 2020.....	HEALTH INS JULY 2020 PAYROLL.....	16,778.31
00035315	CENTRAL VALLEY SCHOOL DISTRICT	LUNCH HI/LOW.....	REG/NEEDY BREAKFAST.....	56,079.48
00035364	CENTRAL VALLEY SCHOOL DISTRICT	HS OFFICE LEMON WATER.....	JM WATER.....	66.14
00035463	PROGRAPH, INC	SCHOOLS TO WATCH PLAQUE.....		154.04
00035412	DH BERTENTHAL & SONS	COVID VITAL OXIDE TL.....	COVID VITAL OXIDE MS.....	4,437.00
00035444	DIRECT ENERGY BUSINESS	FEB MS.....	FEB CG.....	3,669.21
00035455	KEITH DIRUSCIA	03/15 V BASEBALL.....		76.00
00035446	DUQUESNE LIGHT COMPANY	03/08 HS.....	03/09 CG.....	28,363.36
00035414	EDWARD EIMILLER	REIMB .ORG RENEWAL Feb 21-22.....	REIMB .NET RENEWAL Feb 21-22.....	6,001.97
00035415	FACILITIES MANAGEMENT SYSTEMS, INC.	MARCH MAINT MANAGER.....		9,515.67
00035416	GRAINGER	CORDLESS BLOWER KIT.....		169.00
00035371	GREAT AMERICA FINANCIAL SVCS.	POSTAGE RENTAL FEE.....		395.67
00035417	GREAT MINDS PBC	EUREKA MATH.....		2,071.78
00035324	GUARDIAN	MARCH DENTAL.....		16,006.55
00035369	DR. STEPHEN HAGBERG, MD	FEB 6-CERTS.....		60.00
00035344	TIMOTHY HAMMOND	02/23 V GIRLS BB.....	03/01 V BOYS BB.....	152.00
00035325	H.A.R.I.E	W/COMP.....		10,811.00
00035448	H.A.R.I.E	W/COMP.....		10,810.00
00035326	HARTFORD PRIORITY ACCOUNTS	MARCH ACCIDENT.....		323.91
00035327	HAWLEY CONSULTING GROUP	GASB 75 VALUATION.....		4,200.00
00035317	CHRISTOPHER HEALY	03/01 V BOYS BB.....		76.00
00035372	HEARN PAPER COMPANY	HS ICE MELT.....	CG ICE MELT.....	1,952.65

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

MAX - From 03/01/2021 To 03/31/2021

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00035449	HOMETOWN PHARMACY	CG ALBUTEROL & GLUCAGON.....	TL ALBUTEROL & GLUCAGON.....	1,297.94
00035316	CHARLENE HORWATT	02/22 MS GIRLS VB.....		68.00
00035405	CHARLENE HORWATT	03/16 MS GIRLS VB.....		68.00
00035311	CAROL HUFNAGLE	REIMB GROCERIES FCS.....		268.06
00035402	CAROL HUFNAGLE	REIMB GROCERIES FCS.....		292.90
00035418	INSIGHT PA CYBER CHARTER SCHOOL	MARCH 3-REG/1-SE.....		4,710.12
00035419	INTEGRATED THEATER SYSTEMS, LTD	MARCH 2017 AUDITORIUM REPAIRS.....		1,656.09
00035420	JAMIE'S PHYSICAL THERAPY & SPORTS MEDICINE	MS TRAINER WINTER PYMT.....		5,000.00
00035399	ANTHONY JOHNS	VIDEO GIRLS BB 18-GAMESx\$40.....		720.00
00035443	DAVID JOHNSON	20-21 ALLOWANCE.....		80.00
00035328	JOHNSTONE SUPPLY	MOTOR/CAPACITOR.....	MOTOR.....	1,813.72
00035450	JOHNSTONE SUPPLY	MOTOR 700 RPMs.....	KIT IGNITOR/FLAME SENSOR.....	580.48
00035329	JOSTENS	GOLF BANNER 2019 RUNNER UP.....	FB BANNER PIAA CHAMPS.....	615.14
00035421	JOSTENS	BANNER MODIFICATION.....		31.95
00035452	JOSTENS	C/O 2021 DIPLOMAS.....		742.21
00035330	JW PEPPER	AMY MS CHORUS.....		308.45
00035453	JW PEPPER	REIGEL CHORUS.....		589.39
00035375	KELLY SERVICES, INC.	SUBS WEEK ENDING 02/28/21.....	SUBS WEEK ENDING 02/21/21.....	24,323.74
00035456	KELLY SERVICES, INC.	SUBS WEEK ENDING 03/07/21.....	SUBS WEEK ENDING 03/14/21.....	24,588.48
00035397	BILL KING	REIMB 32 CALIBER BLANKS T&F.....		211.74
00035376	LANDPRO EQUIPMENT LLC	REPAIRS TO 2012 JOHN DEERE.....		966.36
00035457	LANDPRO EQUIPMENT LLC	LABOR JOHN DEERE OVERFULL.....	NUTS/BOLTS/SCRAPER.....	435.98
00035377	LEADER SERVICES	FEB SVCS.....		275.80
00035395	VICTORIA M. LEININGER, CPTC	REIMB HP INSTANT INK EXPENSE.....		42.36
00035331	LENNY LEIPER	02/25 V GIRLS BB.....		76.00
00035458	LINCOLN PARK PERFORMING ARTS CHARTER SCHOOL	MARCH 36-REG/4-SE.....		41,970.16
00035400	BARB MAGNOTTA	SUB NURSE HS 03/08/21.....		80.00
00035459	MAIELLO, BRUNGO & MAIELLO, LLP	FEB PROF SVCS.....	MARCH RETAINER.....	2,144.00
00035424	MAKEMUSIC, INC	FINALE V26 ACAD DOWNLOAD.....		1,400.00
00035422	KEN MCLAUGHLIN	BCET REIMB PLANTING ITEMS.....		498.17
00035374	JULIE SHAMITKO	REIMB STRESS TOYS/TASK CARDS.....		145.42
00035333	MID VALLEY AUTO REPAIR	96729MF REPLACE BALL JOINTS.....	SV22476 INSPECTION.....	667.78
00035445	DR. GANAPATHI MOKA, MD	CG 43-PHYSICALS @ \$10.....	MS 20-PHYSICALS @ \$10.....	740.00
00035378	MRS PHYSICAL THERAPY	FEB SVCS.....		2,565.00

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Summary

MAX - From 03/01/2021 To 03/31/2021

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00035379	NASN	MARYJO WOOD ACTIVE MSHIP.....		130.00
00035332	MATT NEMEC	02/25 V GIRLS BB.....	03/01 V BOYS BB.....	152.00
00035460	OPEN SYSTEMS PITTSBURGH	LABOR TL INTERCOM SYSTEM.....		190.00
00035381	PA CYBER CHARTER SCHOOL	MARCH 41-REG/13-SE.....		63,158.99
00035335	PA DEPT OF LABOR & INDUSTRY	3-BOILER CERTS.....		276.84
	B			
00035382	PA DEPT OF LABOR & INDUSTRY	1-BOILER/VESSEL CERT.....		167.79
	B			
00035383	PA LEADERSHIP CHARTER SCHOOL	MARCH 2-REG/2-SE.....		5,565.28
00035423	LARRY PALOCHAK	TRAVEL 3/6 UP ST CLAIR SWIM.....		39.20
00035336	PA VIRTUAL CHARTER SCHOOL	FEB 8-REG/1-SE + ADM RATE ADJ.....		13,830.48
00035461	PA VIRTUAL CHARTER SCHOOL	MARCH 6-REG/1-SE.....		7,851.34
*PY030521	PAYROLL ACCT	3/5 PAYROLL.....		637,215.40
*PY031921	PAYROLL ACCT	PR TRF 3/19.....		680,612.78
00035334	NCS PEARSON	C.MOTTES COMPREHENS BOOKS.....		762.30
00035462	PEARSON ASSESSMENTS	L.MILLER Q-GLOBAL ASSMTS.....	L.MILLER Q-GLOBAL VINELAND.....	2,523.05
00035425	PEOPLES GAS	FEB HS.....	FEB TL.....	10,532.26
00035426	PESTCO PROFESSIONAL SERVICES, LLC	AIR FRESHENERS.....		370.50
00035427	PHOTOGRAPHY BY JAMES	5x7 GRADUATION PRINTS.....	10x13 SPORTS TEAM PRINTS.....	1,105.00
00035428	PIONEER MANUFACTURING COMPANY	NET BASEBALL/SOFTBALL/TRACK.....		2,077.00
00035384	PMF RENTALS	MARCH FEE.....		90.00
00035385	POWERSCHOOL GROUP LLC	SIS HOSTING/MAINT/SUPPORT.....		27,556.32
*ERPS0321	PSERS	MAR 21 ER PYMT.....		433,046.70
00035429	PURCHASE POWER	2/12-3/11 RENTAL-3/3 REFILL.....		2,035.00
00035337	QUESTEQ	MARCH ETM.....		22,531.50
00035430	REACH CYBER CHARTER SCHOOL	MARCH 4-REG/1-SE.....		7,601.33
00035386	RIDDELL/ALL AMERICAN SPORTS CORP.	13-WKS FB LAUNDRY CLEANING.....		4,662.00
00035338	R.J. RHODES TRANSIT	FEB REG CONTRACT SVC.....	FEB S/E CONTRACT SVC.....	199,534.00
00035389	SETH RUNATZ	03/09 MS VB.....		40.00
00035339	SCENTCO, INC.	CARLA SODA SHOP SMENCILS.....		558.00
00035464	SCOTT ELECTRIC	34W GEL BULBS.....	4'LED STRIP FIXTURE.....	574.90
00035465	SENECA VALLEY SCHOOL DISTRICT	20-21 WORLD LANG 2nd/SPRING.....		4,410.00
00035451	JOSEPH SIGNORE	03/15 V BASEBALL.....		76.00
00035466	SMART SOLUTION	COVID/ESSER GRANT Lady Fatima.....		8,444.00
00035454	KASEYA US LLC	G SUITE BACKUP YEAR #1.....		8,652.00

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

MAX - From 03/01/2021 To 03/31/2021

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00035388	SECURITY SYSTEMS OF AMERICA	MARCH ALARMS.....		119.85
00035323	GEORGE STAMOS	02/24 MS GIRLS VB.....		68.00
00035447	GEORGE STAMOS	03/23 MS GIRLS VB.....		68.00
00035390	STAPLES CREDIT PLAN	HS HP BLACK/MULTI COLOR INK.....	B/O SUPPLIES.....	545.11
00035380	NICOLE SUHAYDA	REIMB MATH ITEMS/PRIZES.....		76.91
00035341	SUNBELT STAFFING	CG SPEECH SUB 02/15-19 E.KING.....		2,751.25
00035391	SUNBELT STAFFING	CG SPEECH SUB 2/22-26 E.KING.....		2,751.25
00035432	SUNBELT STAFFING	CG SPEECH SUB 3/1-5 E.KING.....		2,751.25
00035467	SUNBELT STAFFING	CG SPEECH 3/8-12 E.KING.....		2,751.25
00035342	T-MOBILE	01/21-02/20 MOBILE INTERNET.....		1,500.00
00035392	THE EDUCATION CENTER AT THE WATSON INSTITUTE	FEB ED/SPEECH CB.....		716.25
00035370	GARLAND/DBS, INC.	TL PROJECT 25-PA-200781.....		4,644.64
00035393	TK ELEVATOR	MARCH-MAY HS.....		1,163.40
00035345	TRI-DIM FILTER CORPORATION	TRI-PLEATED ULTRA FILTERS.....		84.16
00035433	TRI-STATE WATERS	SP ED.....	CG NURSE.....	111.00
00035413	EDUCATORS PUBLISHING SERVICE	PA COACH DIG ELA/MATH.....		4,998.00
00035346	UGI ENERGY SERVICES, LLC	01/11-02/11 HS.....	01/11-02/11 TL.....	9,121.26
00035347	UNIFIRST CORPORATION	UNIFORMS.....		2,969.22
00035343	THE UPS STORE	CG EMERGENCY CARDS.....	TL EMERGENCY CARDS.....	195.00
00035340	SCOTT VANNOY	02/23 V GIRLS BB.....		76.00
00035348	VERIZON	02/16-03/15 HS.....		665.78
00035394	VERIZON	02/25-03/24 MS.....		41.85
00035468	VERIZON	03/16-04/15 HS.....		665.78
00035349	VISION BENEFITS OF AMERICA	MARCH VISION.....		2,362.85
00035350	WALMART COMMUNITY	COLLEGE SIGNING DAY ITEMS.....		44.46
00035351	WASTE MANAGEMENT	MARCH HS.....	MARCH TL.....	5,048.29
00035373	JACKIE WELTNER	REIMB BOOKS/TESTS/WKSHEETS.....		165.49
00035401	CARDMEMBER SERVICE	CG ABCya SUBSC 1yr FEB 21-22.....	NICK DIGITAL NEWSPAPER.....	2,420.47
00035396	WESTERN PA SCHOOL FOR BLIND CHILDREN	FEB SVCS.....		1,176.00
00035434	WEX BANK	02/16-03/11 GAS SHELL.....		619.72
00035435	WONDER WORKSHOP, INC.	DELON DASH ROBOT 6-PK 19-20.....		743.75
00035352	WPIAL	LIVE STREAM VIDEO GIRLS BB.....		200.00

10-GENERAL FUND **2,878,416.29**

Grand Total Manual Checks : **1,750,874.88**

Grand Total Regular Checks : **1,127,541.41**

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

MAX - From 03/01/2021 To 03/31/2021

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
		Grand Total Direct Deposits:		0.00
		Grand Total Credit Card Payments:		0.00
		Grand Total All Checks :		2,878,416.29

- Payables within Check * Denotes Non-Negotiable Transaction
P - Prenote d - Direct Deposit C - Credit Card Payment

Fund Accounting Check Summary

CAFETERIA - From 03/01/2021 To 03/31/2021

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00001674	AIS COMMERCIAL PARTS & SERVICE	LABOR REPLACE FAN CONTROL.....	LABOR REPLACE RELIEF VALVE.....	767.77
00001669	CM REGENT, LLC	MARCH LIFE.....		9.75
00001670	CROWN BENEFITS ADMINISTRATION	MARCH MEDICAL.....		5,760.00
00001671	GUARDIAN	MARCH DENTAL.....		228.77
00001676	KAREN LUCCI	20-21 ALLOWANCE.....		80.00
00001675	DANA MACHAK	20-21 ALLOWANCE.....		65.98
00001672	NUTRITION, INC.	02/13-02/19 FOOD SERVICE.....	02/01-02/05 FOOD SERVICE.....	29,899.76
00001677	STATE INDUSTRIAL PRODUCTS	MARCH DRAIN MAINT HS.....	MARCH DRAIN MAINT TL.....	275.59
00001673	VISION BENEFITS OF AMERICA	MARCH VISION.....		36.90
			51-FOOD SERVICE/CAFETERIA	37,124.52
			Grand Total Manual Checks :	0.00
			Grand Total Regular Checks :	37,124.52
			Grand Total Direct Deposits:	0.00
			Grand Total Credit Card Payments:	0.00
			Grand Total All Checks :	37,124.52

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

C - Credit Card Payment

1883 Jury Road
 Pen Argyl, PA 18072
 610-588-0965, extension 2394

ATTACHMENT D

Schedule A: Earned Income Tax (EIT) Collections, Receipts, and Distributions for PSD

<u>Collections and Receipts:</u>	<u>Monthly Total</u>
Collections:	
Resident EIT from Employers/Taxpayers within the TCD	41,013.84
Resident EIT from other TCDs	184,710.27
Non-Resident EIT for Political Subdivisions within TCD	0.00
Delinquent Earned Income Taxes Collected	<u>1,758.32</u>
Total Collections	227,482.43
Receipts:	
Investment Income	0.00
Cost Collected by Tax Officer	<u>50.00</u>
Total Receipts	50.00
Total Collections and Receipts	<u>227,532.43</u>
<u>Distributions and Disbursements:</u>	
Distributions:	
Distributions to PSD	<u>219,223.74</u>
Total Distributions	219,223.74
Disbursements:	
Taxpayer Refunds	4,804.01
Tax Officer Commissions on Collections	3,424.26
Investment Income Retained by Tax Officer	0.00
Postage Fees	30.42
Cost Retained by Tax Officer	<u>50.00</u>
Total Disbursements	8,308.69
Total Distributions and Disbursements	<u>227,532.43</u>

RESOLUTION 2020-06

A RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF THE CENTRAL VALLEY SCHOOL DISTRICT APPROVING THE WITHDRAWAL OF THE MIDLAND BOROUGH SCHOOL DISTRICT FROM MEMBERSHIP IN THE BEAVER COUNTY CAREER AND TECHNOLOGY CENTER.

WHEREAS, the Beaver County Career and Technology Center Joint Operating Committee has approved a resolution authorizing the withdrawal of the Midland Borough School District as a Participating School District in the Beaver County Career and Technology Center Jointure ("Jointure"); and

WHEREAS, the Board of School Directors of the Central Valley School District has determined that it is in the best interest of the District and the Jointure to approve said withdrawal;

NOW, THEREFORE, be it resolved and it is hereby resolved as follows:

1. The District hereby approves the withdrawal of the Midland Borough School District as a Participating School District in the Beaver County Career and Technology Center Jointure effective July 1, 2021.

2. The Secretary is hereby authorized, empowered and directed to forward a copy of this resolution noting its approval to the Secretary of the Beaver County Career and Technology Center Joint Operating Committee.

RESOLVED this ____ day of _____, 2021.

ATTEST:

CENTRAL VALLEY SCHOOL DISTRICT

Secretary

By: _____
President

Robert F. Petures
2712 Circle Dr.
Monaca, PA 15061

4/12/2021

Dr. Nicholas Perry
Superintendent of Schools
Central Valley School District
160 Baker Rd. Ext.
Monaca, PA 15061

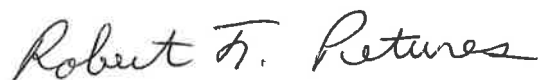
Dear Dr. Nicholas Perry:

Please accept this letter as a notice that I'm retiring. The last 6 years at Central Valley School District have been wonderful. However, after working in various industries for 40 years I've decided to retire.

My last day at Central Valley School District will be Friday April 30, 2021.

I wish Central Valley and all its employees much success in coming years.

Sincerely,

A handwritten signature in cursive script that reads "Robert F. Petures".

Robert F. Petures

Kimberly D. Weber
103 Figley Avenue
Aliquippa, PA 15001
412-770-7251
wherrykimberly@yahoo.com

April 13, 2021

Erin Park
Special Education Supervisor
160 Baker Road Extension
Monaca, PA 15061

Dear Ms. Park,

Please accept this letter as my notice of resignation from my position as paraprofessional at Central Valley School District. My last day of employment will be April 22, 2021.

It has been a great pleasure working as part of the Central Valley family. I have many highlights from my time with everyone and with miss all the students I worked with so much.

Sincerely,

Kimberly D. Weber

April Sub List 2021

Certification Area	Last Name	First Name
Cafeteria/Monitor	Pfeifer	Sherry
Cafeteria/Monitor	Brimner	Megan
Custodial-Maintenance	Halstead	Penny



145 Poplar Avenue • Monaca, PA 15061
(724) 728-5800 • fax: (724)-775-2299
www.bcctc.org

Beaver County Career & Technology Center

RESOLUTION – 2021-2022

At a regularly scheduled meeting held on April 22, 2021 by a vote of _____ to _____ with _____ abstaining, as recorded in the Minutes, the members of the Board of Directors of the Central Valley School District, a member of the Beaver County Career & Technology Center, accept the recommendation of the Beaver County Career & Technology Center’s Joint Operating Committee, and hereby approve the 2021-2022 Beaver County Career & Technology Center’s General Fund Budget of \$6,234,249.

Insert School Name

President

ATTEST:

SCHOOL SEAL

Secretary



Book	Policy Manual
Section	600 Finances
Title	Federal Fiscal Compliance
Code	626
Status	First Reading
Adopted	July 20, 2011
Last Revised	March 16, 2017
Prior Revised Dates	

Authority

The Board shall ensure federal funds received by the district are administered in accordance with federal requirements, including but not limited to the federal Uniform Guidance.[1]

The Board shall review and approve all applications for federal funds submitted by the district.

Delegation of Responsibility

The Board designates the

- {X } Superintendent
- { } Federal Programs Coordinator
- { } building principal
- { } Business Manager

as the district contact for all federal programs and funding.

The Superintendent or designee, in collaboration with the Federal Programs Coordinator and Business Manager, shall establish and maintain a sound financial management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants, and to track costs and expenditures of funds associated with grant awards.[1]

The Superintendent, to assist in the proper administration of federal funds and implementation of this policy, may approve additional procedures as attachments to this policy.

Guidelines

The district's financial management system shall be designed with strong internal controls, a high level of transparency and accountability, and documented procedures to ensure that all financial management system requirements are met.

Financial management standards and procedures shall assure that the following responsibilities are fulfilled:

1. Identification – The district must identify, in its accounts, all federal awards received and expended, and the federal programs under which they were received.
2. Financial Reporting – Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in accordance with the financial reporting requirements of the Education Department General Administrative Regulations (EDGAR).
3. Accounting Records – The district must maintain records which adequately identify the source and application of funds provided for federally-assisted activities.
4. Internal Controls – Effective control and accountability, including segregation of duties, must be maintained for all funds, real and personal property and other assets. The district must adequately safeguard all such property and must assure that it is used solely for authorized purposes.
5. Budget Control – Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds.
6. Cash Management – The district shall maintain written procedures to implement the cash management requirements found in EDGAR.
7. Allowability of Costs – The district shall ensure that allowability of all costs charged to each federal award is accurately determined and documented.

Standards of Conduct

The district shall maintain standards of conduct covering conflicts of interest and the actions of employees and school officials engaged in the selection, award and administration of contracts.[2][3]

All employees shall be informed of conduct that is required for federal fiscal compliance and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[4]

Employees - Time and Effort Reporting

All district employees paid with federal funds shall document the time they expend in work performed in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals.[5]

District employees shall be reimbursed for travel costs incurred in the course of performing services related to official business as a federal grant recipient.[6]

The district shall establish and maintain employee policies and procedures on hiring, benefits and leave and outside activities, as approved by the Board. District procedures on payment of staff shall apply to employees paid with federal funds and shall include payment in extenuating or emergency conditions, in accordance with applicable law, regulations or emergency declarations by state or federal authorities.[7][8][9][10][11][12][13][14]

Record Keeping

The district shall develop and maintain a Records Management Plan and related Board policy and administrative regulations for the retention, retrieval and disposition of manual and electronic records, including emails.[15][16]

The district shall ensure the proper maintenance of federal fiscal records documenting:[16][17][18]

1. Amount of federal funds.
2. How funds are used.
3. Total cost of each project.
4. Share of total cost of each project provided from other sources.
5. Other records to facilitate an effective audit.
6. Other records to show compliance with federal program requirements.
7. Significant project experiences and results.

All records must be retrievable and available for programmatic or financial audit.

The district shall provide the federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other district records which are pertinent to the federal award. The district shall also permit timely and reasonable access to the district's personnel for the purpose of interview and discussion related to such documents.[19]

Records shall be retained for a minimum of five (5) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit or cognizant agency for indirect costs.[20]

If any litigation, claim or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved and final action taken.[20]

As part of the Records Management Plan, the district shall develop and maintain a records retention schedule, which shall delineate the record retention format, retention period and method of disposal. [16]

The Records Management Plan shall include identification of staff authorized to access records, appropriate training, and preservation measures to protect the integrity of records and data.[16]

The district shall ensure that all personally identifiable data protected by law or regulations is handled in accordance with the requirements of applicable law, regulations, Board policy and administrative regulations.[21][22][23]

Subrecipient Monitoring

In the event that the district awards subgrants, the district shall establish procedures to:[24]

1. Assess the risk of noncompliance.
2. Monitor grant subrecipients to ensure compliance with federal, state, and local laws and Board policy and procedures.
3. Ensure the district's record retention schedule addresses document retention on assessment and monitoring.[16]

Compliance Violations

Employees and contractors involved in federally funded programs and subrecipients shall be made aware that failure to comply with federal law, regulations or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.[25][26]

PSBA Revision 4/20 © 2020 PSBA

Legal

1. 2 CFR Part 200
2. Pol. 827
3. Pol. 828
4. Pol. 317
5. 2 CFR 200.430
6. Pol. 626.1
7. 24 P.S. 1153
8. Pol. 304
9. Pol. 319
10. Pol. 336
11. Pol. 337
12. Pol. 624
13. Pol. 805
14. Pol. 813
15. 2 CFR 200.333-200.337
16. Pol. 800
17. 34 CFR 75.730-75.732
18. 34 CFR 76.730-76.731
19. 2 CFR 200.336
20. 2 CFR 200.333
21. Pol. 113.4
22. Pol. 216
23. Pol. 324
24. 2 CFR 200.330-200.331
25. 2 CFR 200.338
26. 2 CFR 200.339
- Pol. 610
- Pol. 611
- Pol. 612
- Pol. 613
- Pol. 625

626-Attach-Costs_Obligations_Property.docx (56 KB)

626-Attach-SubrecipientMonitoring.docx (51 KB)

626-Attach-AllowabilityofCosts.docx (60 KB)

626-Attach-CashManagement.docx (24 KB)

626-Attach-Procurement.docx (98 KB)

Procurement – Federal Programs

This document is intended to integrate standard district purchasing procedures with additional requirements applicable to procurements that are subject to the federal Uniform Guidance regulations, federal guidance of the Office of Management and Budget 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. (2 CFR 200.102, 200.318-200.325; 7 CFR 210.16, 210.19, 210.21, 215.14a, 220.16; 24 P.S. 120, 24 P.S. 504, 24 P.S. 508, 24 P.S. 521, 24 P.S. 607, 24 P.S. 609, 24 P.S. 751, 24 P.S. 807.1; 62 Pa. C.S.A. 4601 et seq; Pol. 610, 611, 612, 613, 808)

2021 Procurement Thresholds		
PA State Quotation Threshold	\$11,500	Adjusted based on Consumer Price Index published in PA Bulletin (24 P.S. Sec. 120)
PA State Bid Threshold	\$21,300	Adjusted based on Consumer Price Index published in PA Bulletin (24 P.S. Sec. 120)
Federal Micro-Purchase Threshold	\$10,000	Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1) or through guidance of the federal Office of Management and Budget
Federal Simplified Acquisition Threshold	\$250,000	Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1) or through guidance of the federal Office of Management and Budget

*Please review this Procurement attachment annually and update amounts accordingly

The district implements exceptions to the Micro-Purchase and Simplified Acquisition Threshold amounts announced by the federal Office of Management and Budget as part of its procurement procedures.

Responsibility for Purchasing

The Board has outlined standard district purchasing responsibility, methods of purchasing, price quotations and bid requirements in the following Board policies and their accompanying administrative regulations or procedures:

- Policy 610. Purchases Subject to Bid/Quotation
- Policy 611. Purchases Budgeted
- Policy 612. Purchases Not Budgeted
- Policy 613. Cooperative Purchasing

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 type of purchase and 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 Policy 610 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

Superintendent

under the authority of the Board.

Standard Procurement Documents and Purchase Request Process

The district shall use

purchase orders

requisitions

for purchase requests in accordance with the applicable purchase method.

The district shall use

paper

electronic

purchasing records, which are pre-numbered and are accessible to designated purchasing staff in

the district office.

the Business Office.

Purchasing Agent's office.

Other _____.

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

Board Secretary.

Business Manager.

Superintendent.

Purchasing Agent.

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.
4. Other (describe) _____.

Documentation on purchase orders and requisitions shall be maintained in accordance with the district's Records Management Policy and records retention schedule. (Pol. 800)

Contracts shall be reviewed by the

Board Secretary

Business Manager

Superintendent

school 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

For purposes of this procedure, **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 \$10,000. The micro-purchase dollar threshold is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register or announced as an exception by the federal Office of Management and Budget shall apply if other than \$10,000.(48 CFR Subpart 2.1)

Note: The micro-purchase maximum for federal purposes is lower 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

Superintendent

Business Manager

Purchasing Agent

Board Secretary

will be responsible to determine 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 means that sound business practices were followed and the purchase is comparable to market prices for the geographic area. 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.

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.

Small Purchase Procedures

For purposes of this procedure, **small purchase procedures** are those relatively simple and informal procurement methods for securing equipment or supplies that cost more than the amount qualifying as a micro-purchase and do not cost \$21,300 or more, or in the case of services other than construction, maintenance or repair on school facilities, where the total cost does not exceed the \$250,000 federal Simplified Acquisition Threshold at which formal competitive bidding or competitive proposals are required. Small purchase procedures cannot be used for purchases of equipment or supplies or for construction, repair or maintenance services costing \$21,300 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 for purchases of equipment, supplies and construction, maintenance or repair services on school facilities is adjusted for inflation annually, and the adjusted amount most recently determined and published in the Pennsylvania Bulletin shall apply if other than \$21,300. (24 P.S. Sec. 120)

The federal Simplified Acquisition Threshold at which competitive bidding or competitive proposals are required is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register or announced as an exception by the federal Office of Management and Budget shall apply if other than \$250,000. (48 CFR Subpart 2.1, 2 CFR 200.102)

Because state law does not require competitive bidding for the purchase of services other than construction, maintenance or repairs on school facilities regardless of total cost, small purchase procedures, including a request for proposal (RFP) procedure, 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 or competitive proposals are required (**\$250,000**).

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

If small purchase 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 610. (Pol. 610)

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 610 when the total cost is estimated to be \$21,300 or more. (Pol. 610)

Note: The amount at which formal competitive bidding or competitive proposals are 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 or competitive proposals will be used when the estimated total cost will be at or over the federal threshold of \$250,000.

The federal Simplified Acquisition Threshold at which competitive bidding or competitive proposals are required is adjusted periodically by the federal government, and the threshold most

recently established and published in the Federal Register or announced as an exception by the federal Office of Management and Budget shall apply if other than \$250,000. (48 CFR Subpart 2.1, 2 CFR 200.102)

For procurement of services costing at or over the \$250,000 federal threshold other than for construction, maintenance or repairs on school facilities, the use of competitive sealed bidding is considered feasible and appropriate when:

1. A complete, adequate, and realistic specification or purchase description is available;
2. Two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. The procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally on the basis of price.

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 \$21,300 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 to formal competitive bidding when conditions are not appropriate for the use of sealed bids.

In the case of services other than for construction, repairs or maintenance of school facilities costing less than that threshold, the district may use small purchase 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 610 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.

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 school solicitor or other qualified counsel 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.

An alternative form of competitive proposal is permitted only for qualifications-based procurement of architectural and engineering services, in which price is not a selection factor and reasonable compensation is negotiated after source selection. This alternative is not permitted for procurement of other types of services.

Competitive proposals shall be evaluated by the

Superintendent

Business Manager

Federal Programs Coordinator

based on factors including but not limited to:

1. Cost.

Experience of contractor.

Availability.

Personnel qualifications.

Financial stability.

Minority business, women's business enterprise, or labor surplus area firm status.

Project management expertise.

Understanding of district needs.

Other _____.

Evaluations shall be completed in a timely manner, documented and shall be reviewed by the

Board.

Superintendent.

Business Manager.

Federal Programs Coordinator.

school solicitor.

Contract/Price Analysis

The district performs a cost or price analysis in connection with every procurement action in excess of \$250,000, 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

Superintendent

Business Manager

Federal Programs Coordinator

must come to an independent estimate prior to receiving bids or proposals. (2 CFR Sec. 200.323(a)). As part of the analysis, the Business Manager will enact established business practices 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.

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)).

When profit must be negotiated as a separate element of the total price, it shall be negotiated by the

Superintendent.

Business Manager.

Federal Programs Coordinator.

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. The item is available only from a single source.
2. 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.
3. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the district.
4. After solicitation of a number of sources, the district determines the competition is inadequate.

In addition to standard procurement policy and procedures, the district will document the grounds for using the noncompetitive method in lieu of an otherwise required competitive method of procurement, which may include written confirmation from the contractor as the sole source of the item. 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.

Profit must be negotiated separately for noncompetitive proposals, and a cost or price analysis will also be performed for noncompetitive proposals when the price exceeds \$250,000.

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. The use of procurement cards is governed by Board policy 625 Procurement Cards and established administrative regulations. (Pol. 625)

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.

Minority Businesses, Women’s Business Enterprises, Labor Surplus Area Firms

The district must take necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include: (2 CFR Sec. 200.321)

1. Placing qualified small and minority business and women’s business enterprises on solicitation lists.
2. Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources.
3. Dividing total purchasing requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business and women’s business enterprises.
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women’s business enterprises.
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.
6. Requiring the prime contractor, if subcontracts are let, to take the affirmative steps listed above.

Geographical Preferences Prohibited

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

[See Food Service Program Notes below for permissibility of geographic preferences and “Buy American” practices in purchasing certain food products]

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.

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

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 procedure attached to Policy 626: Allowability of Costs – Federal Programs.

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, the School Code and the Commonwealth Procurement Code. (Pol. 613; 53 Pa. C.S. Ch. 23; 24 P.S. 521; 62 Pa. C.S. Ch. 19)

When procuring supplies or services for federally funded purposes to which the Uniform Grant Guidance applies, the district shall verify that the organization conducting the procurement pursuant to such agreements complies with the applicable procurement methods, 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.

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.

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

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).