

KEYSTONE OAKS SCHOOL DISTRICT 1000 Kelton Avenue Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE MEETING
TUESDAY, JANUARY 16, 2018
7:00 PM

KEYSTONE OAKS SCHOOL DISTRICT SCHOOL DIRECTORS' CALENDAR OF COMING EVENTS

<u>January 16, 2018 – Business/Legislative</u>

7:00 PM Meeting

- Call to Order President
- Pledge of Allegiance
- Public Comment
- Review of Reports
- Public Comment
- Adjournment

February 13, 2018 – Work Session

7:00 PM Meeting

- Call to Order President
- Pledge of Allegiance
- Public Comment
- Review of Reports
- Public Comment
- Adjournment

BOARD PRESIDENT'S REPORT

January 16, 2018

Mr. Matthew Cesario

BOARD ACTION REQUESTED

I. **BOARD MINUTES**

It is recommended that the Board approve the Reorganization Minutes of December 5, 2017, the Work Session Minutes of December 5, 2017 and the Business/Legislative Minutes of December 12, 2017.

FOR INFORMATION ONLY

I.	Parkway West Career and Technology Center Report	Ms. Annie Shaw
II.	SHASDA Report	Mr. Santo Raso
III.	PSBA/Legislative Report	Mrs. Theresa Lydon

IV. News from the Boroughs

V.

VI.

EXECUTIVE SESSION

BOARD COMMITTEES 2018

•	Activities/Athletics	* Mr. Brownlee, *Ms. Pauchnik, Ms. Lindsey,
		Mrs. Lydon
•	Buildings, Grounds, & Transportation	* Mr. Cesario, Mr. Brownlee, Mr. Raso,
		Ms. Shaw
•	Communications	* Ms. Crowell, Ms. Pauchnik, Mr. Raso
•	Education	* Ms. Lindsey, Ms. Crowell, Mrs. Lydon,
		Ms. Pauchnik
•	Finance	* Mrs. Lydon, Ms. Lindsey, Ms. Pauchnik
•	Personnel	* Mr. Ceasrio, *Ms. Shaw, Ms. Crowell,
		Mr. Hommrich

SUPERINTENDENT'S REPORT

January 16, 2018

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. REMOVAL OF POLICIES

It is recommended that the Board abolish the following policies:

- Policy 334: Sick Leave
- Policy 336: Personal Leave
- Policy 337: Vacation
- Policy 339: Uncompensated Leave
- Policy 434: Sick leave
- Policy 436: Personal Leave
- Policy 534: Sick Leave
- Policy 536: Personal Leave
- Policy 537: Vacation
- Policy 539: Uncompensated Leave
- Policy 551: Drug Use

II. PROFESSIONAL DEVELOPMENT

It is recommended that the Board approve the following conference requests:

Mr. William Eibeck PMEA All State Conference \$1,881.58

Lancaster Convention Center

Lancaster, PA 17603 April 18 – 21, 2018

Mrs. Anna Benvenuti Pennsylvania Educational Technology Expo & Conference

Mrs. Carol Persin (Presenter) Hershey Convention Center \$1,235.86

Hershey, PA (total for both)

February 11 – 14, 2018

EDUCATION REPORT January 16, 2018

Ms. Raeann Lindsey, Chairperson

I. CAMP INVENTION

It is recommended that the Board approve Camp Invention for the following dates: June 15, 2018 – June 29, 2018, from 9:00 a.m. – 3:30 p.m., located at Dormont Elementary School. **Ms. Jennifer Martin**, Elementary STEAM teacher, will be the Program Director.

PERSONNEL REPORT

January 16, 2018

Mr. Matt Cesario, Chairperson Ms. Patricia A. Shaw, Co-Chairperson

BOARD ACTION REQUESTED

I. RETIREMENT

It is recommended that the Board accept the letter of retirement from the following individual, effective March 2, 2018:

<u>Name</u>	Position	Years of Service
William Neuman	Head Custodian	22
	Dormont Elementary	

II. APPOINTMENTS

A. <u>Lunchtime Supervisor</u>

It is recommended that the Board approve the following individual as a Lunchtime Supervisor at the rate of \$10.00 per hour for two (2) hours per day:

Jenni Seymour Fred L. Aiken Elementary

B. Long-Term Substitutes

It is recommended that the Board approve the following individual as a Long-Term Substitutes:

Matthew Sartore

Reading Specialist – Dormont Elementary (2nd semester)

Effective: January 15, 2018

Salary: \$43,250.00 (pro-rated) (B, Level 1)

Sarah Streit

Speech Therapist – Dormont Elementary/Keystone Oaks Middle School/Keystone Oaks High School (2nd Semester 2017/2018 School Year and 1st Semester 2018/2019 School Year)

Effective: January 22, 2018

Salary: \$44,000 (pro-rated) (M, Level 1) – 2017/2018 School Year \$45,500 (pro-rated) (M, Level 2) – 2018/2019 School Year

III. TEACHING LOAD COMPENSATION

In compliance with the *Keystone Oaks Education Association Agreement 2017/2020*, it is recommended that the following individuals be compensation for the first semester of the 2017/2018 school year:

1. Secondary Teacher Stipends for Class Sizes at 30 or Above

Christine Chimento	\$2,000.00
Shane Hallam	\$1,000.00
Ken Hustava	\$3,000.00
Michele Lowers	\$1,000.00
Carolyn Manko	\$1,000.00
Steve McCormick	\$ 250.00
John Murphy	\$1,000.00
Diana Vitenas	\$1,000.00
Joan Young	\$1,000.00

Total: \$11,250.00

2. Secondary Teacher Stipends for Teaching 7 out of 8 Periods

Jennifer Bogdanski	\$1,000.00
Emily Brill	\$1,000.00
Candance Bush	\$1,000.00
Christine Chimento	\$1,000.00
Allyson Culp	\$ 200.00
Suzanne Deemer	\$ 400.00
Madeline Kay	\$ 400.00
Tricia Kreitzer	\$1,000.00
Michelle McSwigan	\$ 400.00
Kathy Morrow	\$1,000.00
Dennis Sarchet	\$1,000.00

Total: \$8,400.00

3. Secondary Teacher Stipends for Teaching more than One Course during the Same Period

Kathy Morrow	\$1,000.00
Mike Turner	\$1,000.00

Total: \$2,000.00

4. Elementary Teacher Stipends for First Semester

Andrew Bell	\$3,000.00
Katie Boris	\$3,000.00

Kristie Rosgone	\$4,000.00
Jamie Snyder	\$ 800.00

Total: \$10,800.00

IV. EXTRA DUTY

In compliance with the *Keystone Oaks Educational Association Agreement 2017/2020*, it recommended that the Board approve the following Spring sports, coaches, and stipends for the 2017/2018 school year:

Sport	Position	<u>Coach</u>	Stipend
Baseball	Head Coach	Joe Aul	\$4,750.00
	Asst. Varsity	Matt McCartney	\$2,500.00
	Asst. Varsity	Mike Smith	\$1,700.00
	Assistant	Jayson Monroe	\$2,100.00
	JV/Assistant	Zach Galasso	\$1,800.00
	JV/ Assistant	Adam Dodson	\$1,800.00
Softball	Head Coach	Mark Kaminski	\$4,750.00
	Assistant	Kristin Kaminski	\$3,450.00
	JV/Assistant	Lainey Resatar	\$3,450.00
	Middle School	Keith Buckley	\$3,000.00
	MS Assistant	Bill Brooks	\$2,700.00
Tennis (Boys)	Head Coach	Leslie Leopold	\$4,200.00
. •	Assistant	James Svidron	\$2,800.00
Track	Head Coach	Felix Yerace	\$6,300.00
	Assistant	Adam Mitchell	\$4,080.00
	Assistant	Randy McCann	\$4,080.00
	Assistant	Kaitlin Hogel	\$4,080.00
	Assistant	Jeff Sieg	\$4,080.00
	Middle School	Dennis Sarchet	\$3,380.00
	MS Assistant	Russ Klein	\$2,700.00
	MS Assistant	Sarah Hardner	\$2,700.00
	MS Assistant	Daniell Kandrack	\$2,700.00
	Volunteer Coach	Marco Canello	
Volleyball (Boys)	Head Coach	Mike Mull	\$4,250.00
	Assistant	Jordan Zange	\$2,800.00

V. LEAVE OF ABSENCE

It is recommended that the Board approve P.K. for Family and Medical Leave effective January 3, 2018.

It is recommended that the Board approx March 28, 2018.	ve J.S. for an unpaid leave effective January 19, 20

FINANCE REPORT January 16, 2018

Mrs. Theresa Lydon, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS

The Administration recommends approval of the following Accounts Payable lists as presented in the *Finance Package*:

TOTAL	\$721,793.65
E. Capital Reserve as of December 31, 2017 (Check No. 1581)	\$26,392.50
D. Athletics as of December 31, 2017 (None)	\$0.00
C. Food Service Fund as of December 31, 2017 (None)	\$0.00
B. Risk Management as of December 31, 2017 (None)	\$0.00
A. General Fund as of December 31, 2017 (Check No. 55737 – 55951)	\$695,401.15

II. FUND BALANCE

It is recommended that the Board uncommit all funds currently in the fund balance and commit the funds as follows:

- 1. Commit \$415,426.00 for compensated absences in a separate fund
- 2. Commit \$1,916,610.00 for Other Post Employment Benefits in a separate fund
- 3. Transfer \$1,700,000.00 to the Capital Fund

III. CONTINUED MEMBERSHIP IN THE JOINT PURCHASING BOARD

It is recommended that the Board approve continued membership in the Allegheny Intermediate Unit's Joint Purchasing Program for 2016 in the following areas, but not limited to:

Custodial Supplies

Electricity

Gasoline, Diesel Fuel & Heating Oil

Natural Gas

Paper Supplies

The regular member position for the Joint Purchasing Program will be assigned to **Joseph Kubiak**, Accountant and the alternate member position will be assigned to **John Lyon**, Director of Buildings and Grounds.

For Information Only

This does not obligate the District to purchase materials from the AIU Joint Purchasing Program.

IV. RESOLUTION 01-18 TAX INDEX

It is recommended that the Board adopt Resolution 01-18 certifying to the PA Department of Education that the Keystone Oaks Board of School Directors will not raise the tax rate of any tax for the 2018/2019 fiscal year by more than its 2.4% index.

KEYSTONE OAKS SCHOOL DISTRICT BOARD OF DIRECTORS RESOLUTION 01-18

WHEREAS, on June 27, 2006, the Pennsylvania legislature passed Act 1 of Special Session 2006, entitled the "Taxpayer Relief Act" (hereinafter Act 1");

WHEREAS, Act 1 requires school districts to limit tax increases to the level set by an inflation index unless the tax increase is approved by voters in a referendum or the school district obtains from the Department of Education or a court of common pleas certain referendum exceptions:

WHEREAS, Act 1 does, however, allow a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than its index, provided this resolution must be adopted no later than 110 days prior to the date of the election immediately preceding the upcoming fiscal year;

WHEREAS, the Keystone Oaks School District index for the 2018/2019 fiscal year is 2.4%;

WHEREAS, the Keystone Oaks School District Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the Keystone Oaks School District for the 2018/2019 fiscal year by more than its index.

AND NOW, on this 16th day of January 2018, it is hereby RESOLVED by the Keystone Oaks School District (hereinafter "District") Board of Directors (hereinafter "Board") the following:

- 1. The Board certifies that it will not increase any school district tax for the 2018/2019 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
- 2. The Board certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code (hereinafter "School Code"), 24 P.S. §6-687, for the adoption of its proposed and final budget.

- 3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2018/2019 fiscal year.
- 4. The Administration of the District will submit the District's information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
- 5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
- 6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2018/2019 fiscal year.
- 7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided however:
- (a) The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 5 and 6 above, the Pennsylvania Department of Education shall compare the District's proposed percentage increase in the rate of the tax with the index.
- (b) Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
- (c) If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

MATTHEW F. CESARIO, BOARD PRESIDENT	
MAUREENS MYERS ROARD SECRETARY	

V. EXONERATION OF TAX COLLECTORS

It is recommended that the Board approve the exoneration of the real estate tax collectors as outlined below:

KEYSTONE OAKS SCHOOL DISTRICT – Castle Shannon RESOLUTION NO. 02-18____

THE RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF THE KEYSTONE OAKS SCHOOL DISTRICT EXONERATING THE TAX COLLECTOR OF THE **BOROUGH OF CASTLE SHANNON**, NAMELY **SHIRLEY TORRIS** FOR THE TAXABLE YEAR OF 2017 IN ACCORDANCE WITH THE TAX COLLECTOR'S REPORT DATED JANUARY 5, 2018.

WHEREAS, the Keystone Oaks School District is a corporation located at 1000 Kelton Avenue, Pittsburgh, PA 15216; and

WHEREAS, the Borough of Castle Shannon comprises one geographical area of the said Keystone Oaks School District; and

WHEREAS, *Shirley Torris* is the elected Tax Collector for the Borough of Castle Shannon and has collected taxes for the year of 2017 at a rate of 19.0771 mills at face; and

WHEREAS, on January 5, 2018, the said elected Tax Collector of the Borough of Castle Shannon, *Shirley Torris*, as filed with the Board of School Directors of the Keystone Oaks School District an accounting showing all taxes collected with the exception of \$277,069.06 (includes penalty), the said taxes being delinquent and subject to lien and have been transferred to the delinquent and lien tax collection, MBM Collection Services, LLC.

NOW THEREFORE, be it resolved by the Board of School Directors of the Keystone Oaks School District that the Board hereby exonerates *Shirley Torris* for taxes found to be delinquent and lien in the amount of \$277,069.06 arising out of the collection of the 2017 tax duplicate in the amount of 19.0771 mills at the face on behalf of the Keystone Oaks School District, and the said Borough of Castle Shannon Tax Collector, *Shirley Torris*, is therefore, exonerated from the aforementioned delinquent and liened taxes on the day and date below mentioned.

ADOPTED this 16th day of January 2018.

ATTEST:	Keystone Oaks School District	
BY:	BY:	
William P. Stropkaj, Superintendent	Matthew Cesario, President	
APPROVE as to legal form this 16th day of Jan	nuary 2018.	
	BY:	
	Maiello, Brungo & Maiello, LLP	

KEYSTONE OAKS SCHOOL DISTRICT - Dormont RESOLUTION NO. _03-18_____

THE RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF THE KEYSTONE OAKS SCHOOL DISTRICT EXONERATING THE TAX COLLECTOR OF THE **BOROUGH OF DORMONT**, NAMELY **HARVEY LEIBERMAN** FOR THE TAXABLE YEAR OF 2017 IN ACCORDANCE WITH THE TAX COLLECTOR'S REPORT DATED JANUARY 12, 2018.

WHEREAS, the Keystone Oaks School District is a corporation located at 1000 Kelton Avenue, Pittsburgh, PA 15216; and

WHEREAS, the Borough of Dormont comprises one geographical area of the said Keystone Oaks School District; and

WHEREAS, *Harvey Leiberman* is the elected Tax Collector for the Borough of Dormont and has collected taxes for the year of 2017 at a rate of 19.0771 mills at face; and

WHEREAS, on January 12, 2018, the said elected Tax Collector of the Borough of Dormont, *Harvey Leiberman*, as filed with the Board of School Directors of the Keystone Oaks School District an accounting showing all taxes collected with the exception of \$286,923.41 (includes penalty), the said taxes being delinquent and subject to lien and have been transferred to the delinquent and lien tax collection, MBM Collection Services, LLC.

NOW THEREFORE, be it resolved by the Board of School Directors of the Keystone Oaks School District that the Board hereby exonerates *Harvey Leiberman* for taxes found to be delinquent and lien in the amount of \$286,923.41 arising out of the collection of the 2017 tax duplicate in the amount of 19.0771 mills at the face on behalf of the Keystone Oaks School District, and the said Borough of Dormont Tax Collector, *Harvey Leiberman*, is therefore, exonerated from the aforementioned delinquent and liened taxes on the day and date below mentioned.

ADOPTED this 16th day of January 2018.

ATTEST:	Keystone Oaks School District
BY:	BY:
William P. Stropkaj, Superintendent	Matthew Cesario, President
APPROVE as to legal form this 16th day of Jan	nuary 2018.
	BY:
	Maiello Brungo & Maiello LLP

KEYSTONE OAKS SCHOOL DISTRICT – Green Tree RESOLUTION NO. _04-18_____

THE RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF THE KEYSTONE OAKS SCHOOL DISTRICT EXONERATING THE TAX COLLECTOR OF THE **BOROUGH OF GREEN TREE**, NAMELY **BOROUGH OF GREEN TREE** FOR THE TAXABLE YEAR OF 2017 IN ACCORDANCE WITH THE TAX COLLECTOR'S REPORT DATED JANUARY 12, 2018.

WHEREAS, the Keystone Oaks School District is a corporation located at 1000 Kelton Avenue, Pittsburgh, PA 15216; and

WHEREAS, the Borough of Green Tree comprises one geographical area of the said Keystone Oaks School District; and

WHEREAS, *the Borough of Green Tree* is the elected Tax Collector for the Borough of Green Tree and has collected taxes for the year of 2017 at a rate of 19.0771 mills at face; and

WHEREAS, on January 12, 2018, the said elected Tax Collector of the Borough of Green Tree, *Green Tree Borough*, as filed with the Board of School Directors of the Keystone Oaks School District an accounting showing all taxes collected with the exception of \$428,525.62 (includes penalty), the said taxes being delinquent and subject to lien and have been transferred to the delinquent and lien tax collection, MBM Collection Services, LLC.

NOW THEREFORE, be it resolved by the Board of School Directors of the Keystone Oaks School District that the Board hereby exonerates *Green Tree Borough* for taxes found to be delinquent and lien in the amount of \$428,525.62 arising out of the collection of the 2017 tax duplicate in the amount of 19.0771 mills at the face on behalf of the Keystone Oaks School District, and the said Borough of Green Tree Tax Collector, *Green Tree Borough*, is therefore, exonerated from the aforementioned delinquent and liened taxes on the day and date below mentioned.

ADOPTED this 16th day of January 2018.

ATTEST:	Keystone Oaks School District
BY:	BY:
William P. Stropkaj, Superintendent	Matthew Cesario, President
APPROVE as to legal form this 16th day of Ja	nuary 2018.
	BY:
	Maiello, Brungo & Maiello, LLP

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2017 – 2018 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2017-2018 BUDGET TOTAL	2017-2018 DECEMBER ACTUAL	OVER (UNDER) BUDGET
Reven	nue			
6000	Local Revenue Sources	\$ 29,205,575	\$ 26,431,657	\$ (2,773,918)
7000	State Revenue Sources	\$ 11,884,614	\$ 4,821,007	\$ (7,063,607)
8000	Federal Revenue Sources	\$ 847,073	\$ 195,605	\$ (651,468)
Total I	Revenue	\$ 41,937,262	\$ 31,448,269	\$ (10,488,993)
				 (OVER) UNDER BUDGET
Expen	nditures			
100	Salaries	\$ 16,193,174	\$ 5,886,738	\$ 10,306,436
200	Benefits Professional/Technical	\$ 10,647,423	\$ 4,003,105	\$ 6,644,318
300	Services	\$ 1,420,450	\$ 650,353	\$ 770,097
400	Property Services	\$ 1,245,450	\$ 522,175	\$ 723,275
500	Other Services	\$ 5,051,476	\$ 2,554,538	\$ 2,496,938
600	Supplies/Books	\$ 1,476,761	\$ 841,875	\$ 634,886
700	Equipment/Property	\$ 749,916	\$ 684,182	\$ 65,734
800	Other Objects	\$ 767,612	\$ 417,111	\$ 350,501
900	Other Financial Uses	\$ 4,385,000	\$ 3,563,991	\$ 821,009
Total I	Expenditures	\$ 41,937,262	\$ 19,124,068	\$ 22,813,194
	nues exceeding nditures	\$ -0-	\$ 12,324,201	\$ (12,324,201)
Sourc	Financing es/(Uses) erfund Transfers In (Out)	\$ -0-	\$ 926,714	\$ (926,714)

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF DECEMBER 31, 2017

Bank Account - Status		Middle / High School		Athletics	
Cash Balance – 12/01/2017	\$	100,626.64	\$	59,885.54	
Deposits	\$	7,828.49	\$	6,027.82	
Subtotal	\$	108,455.13	\$	59,885.54	
Expenditures	\$	3,846.80	\$	0.00	
Cash Balance - 12/31/2017	\$	104,608.33	\$	59,885.54	

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF DECEMBER 31, 2017

		BALANCE
GENERAL FUND		
FNB BANK	\$	1,846,613
PAYROLL (pass-thru account)	\$	2,128
FNB SWEEP ACCOUNT	\$	7,543
ATHLETIC ACCOUNT	\$	59,886
PLGIT	\$	11,861,495
FNB Money Market	\$	6,277,006
PSDLAF	\$	156,139
INVEST PROGRAM	\$	172,937
	\$	20,383,747
CAFETERIA FUND		
FNB BANK	\$	184,210
PLGIT	\$	275,861
	\$	460,071
CONSTRUCTION FUND / CAP RESERVE		
FNB BANK	\$	272,635
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$	766
	<u>\$</u>	273,401
RISK MANAGEMENT FUND/TAX REFUNDS		
FNB BANK	\$	272,909
GRAND TOTAL	\$	21,390,128

FACILITIES REPORT

January 16, 2018

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. ROOFING BID

It is recommended that the Board approve Triangle Roofing as the successful bidder for the roofing project at Myrtle Avenue Elementary, Keystone Oaks Middle School, and Keystone Oaks High School at a cost not to exceed \$753,677.00

II. REJECT STADIUM LIFT REPLACEMENT BIDS

It is recommended that the Board reject all the bids for the Dormont Stadium Lift Replacement project.

III. PROPOSAL TO REPAIR DORMONT STADIUM LIFT

It is recommended that the Board accept the proposal from Handel and Son Elevator Lift Companies to repair the Dormont Stadium Lift at a cost of \$6,000.00.