



KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE MEETING
TUESDAY, OCTOBER 24, 2017
7:00 PM

**KEYSTONE OAKS SCHOOL DISTRICT
SCHOOL DIRECTORS' CALENDAR OF COMING EVENTS**

October 24, 2017 –Business/Legislative Meeting

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- **Presentation by PiperJaffray**
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

November 14, 2017 – Work Session Meeting

7:00 PM Meeting

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

BOARD PRESIDENT'S REPORT

October 24, 2017

Mr. Matthew Cesario

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of September 12, 2017 and the Business/Legislative Minutes of September 19, 2017.

II. SUPERINTENDENT GOALS

It is recommended that the Board approve the following goals for William P. Stropkaj, Superintendent as per the Superintendent's Contract 2017/2022:

1. By December 22, 2017, revise Board Policy 122: Co-curricular Activities to become Extracurricular Activities and create administrative procedures for such policy.
2. By April 1, 2018, update the Job Description Manual that describes all positions within the organization using clearly defined language so that all employees are clear on the expectations of their position, that administration can more competently evaluate performance of those whom they supervise, and that all employees can develop their careers and understand their role within the organization.
3. By May 1, 2018, analyze the academic achievement of student subgroups (Special Education, ESL, and Economically Disadvantaged) and develop strategies to improve the academic achievement of these students.
4. By May 1, 2018, develop the leadership team by involving the administrative staff in a book study of *Total Leader 2.0: Leading in the Age of Empowerment* by Charles Schwahn and William Spady so as to create a professional leadership vocabulary and to foster professional dialogue that promotes the development of all present and future leaders within the District.

FOR INFORMATION ONLY

- | | | |
|--------------|---|---|
| I. | Parkway West Career and Technology Center Report | <i>Ms. Annie Shaw</i>
<i>Mr. Donald Howard - Alternate</i> |
| II. | SHASDA Report | <i>Ms. Raeann Lindsey</i> |
| III. | Keystone Oaks Foundation for Educational Excellence | <i>Mr. Donald Howard</i> |
| IV. | PSBA/Legislative Report | <i>Mr. Donald Howard</i> |
| V. | Castle Shannon Borough Council Minutes | <i>(Available Online)</i> |
| VI. | Dormont Borough Council Minutes | <i>(Available Online)</i> |
| VII. | Green Tree Borough Council Minutes | <i>(Available Online)</i> |
| VIII. | EXECUTIVE SESSION | |

SUPERINTENDENT'S REPORT

October 24, 2017

I. PROFESSIONAL DEVELOPMENT

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

Dr. Shannon Varley	Community of Learners in Arts	\$600.00
Mr. Brian Werner	Education for Administrators	
	Arts Education Collaborative	
	Various dates throughout the school year	

EDUCATION REPORT

October 24, 2017

Ms. Raeann Lindsey, Chairperson

BOARD ACTION REQUESTED

I. COLLABORATION WITH DUQUESNE UNIVERSITY

It is recommended that the Board approve the collaboration with Duquesne University and the Keystone Oaks School District at a cost of \$19,080.00.

For Information Only

The collaboration will improve student motivation and engagement with content learning and initiate innovative and research-based models of teacher professional development focused on dynamic teacher and student learning. This will be an eight month project that would involve 28 special education teachers, three (3) English as a Second Language teachers, Mrs. Suzanne Lochie, Supervisor of Pupil Services and Ms. Desiree Burns, Supervisor of Special Education.

PERSONNEL REPORT

October 24, 2017

Mr. David Hommrich, Chairperson
Ms. Patricia A. Shaw, Co-Chairperson

BOARD ACTION REQUESTED

I. APPOINTMENTS

A. Professional Employee

In compliance with *Board Policy No. 404 – Employment of Professional Employees*, and the *Keystone Oaks Education Association Agreement 2017-2020*, the Administration recommends the employment of:

Ramona Klein

Part Time Librarian – Aiken Elementary School
Effective October 20, 2017
Salary - \$23,250.00 (pro-rated) (M+24, Step 3)

B. Classified Employees - Paraprofessional

In compliance with *Board Policy No. 504 – Employment of Classified Employees*, and the *Keystone Oaks Educational Support Personnel Association/PSEA/NEA 2014-2017*, the Administration recommends the employment of the following individuals, pending receipt of all legal documents:

Janet Domalik

Paraprofessional – Aiken Elementary
Effective: September 25, 2017
Salary - \$12.22 per hour

Juliette Rusinko

Paraprofessional – Myrtle Elementary
Effective: September 28, 2017
Salary - \$12.22 per hour

Maddison Wycoff

PCA Paraprofessional – Myrtle Elementary
Effective: September 18, 2017
Salary - \$12.72 per hour

C. Food Service Personnel

In compliance with *Board Policy No. 504 – Employment of Classified Employees*, it is recommended that the Board approve **Pamela Carrozzi**, effective September 25, 2017, as a Food Service Worker at the Middle School/High School at a rate of \$9.25/hour.

D. Substitute Custodians

In compliance with *Board Policy No. 504 – Employment of Classified Employees*, it is recommended that the Board approve the following employees.

Diana Connolly
Effective September 18, 2017

Nancy Sutherin
Effective October 25, 2017

Beverly Wallace
Effective September 18, 2017

E. Classified Employee - Custodian

In compliance with *Board Policy No. 850 – Employment of District Staff*, the *Keystone Oaks School District Service Employees’ International Union Local 32BJ Agreement 2017-2020*, the Administration recommends the employment of:

Beverly Wallace
Custodian - Dormont
October 25, 2017
Salary – \$27,357.00 – To be prorated

Paul Whalen
Custodian – Keystone Oaks High School
October 25, 2017
Salary - \$27,357.00 – To be prorated

F. After-School Tutoring Program

It is recommended that the Board approve the following individuals to participate in the After-School Tutoring Program.

Employee

School

Dana Goimarac
Kaitlin Hensel
Cailin Irvine
Meghan O’Brien
William Opperman
Kathryn Sobocinski

Aiken Elementary School
Aiken Elementary School
Aiken Elementary School
Aiken Elementary School
Aiken Elementary School
Aiken Elementary School

Elisa DiTullio
Kristen Leitch
Valerie Moore
Nicole Niccolai
Melissa Purkiss
Zachary Whitfield
Jamie Barbin
Kristin Leitch
Hope Muno
Kelly Seltzer
Kylie Smith
Judith Tredway
Lisa Waskiewicz

Myrtle Avenue Elementary School
Myrtle Avenue Elementary School
Myrtle Avenue Elementary School
Myrtle Avenue Elementary School
Myrtle Avenue Elementary School
Myrtle Avenue Elementary School
Dormont Elementary School
Dormont Elementary School
Dormont Elementary School
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Dormont Elementary School
Dormont Elementary School

For Information Only

The *After School Tutoring Program* is supported through the Ready to Learn Block Grant.

G. Approval of Activities – Sponsors and Stipends

In compliance with the *Keystone Oaks Educational Association 2017-2020, Article XXVIII, Activities Positions and Compensation*, it is recommended that the following individuals be approved as sponsors for the 2017/2018 school year, pending receipt of all legal documents:

<u>Employee</u>	<u>Position</u>	<u>Compensation</u>
Nicole Zalek	MS Musical Director	\$2,500.00
Shane Hallam	Auditorium Coordinator	\$2,500.00
Pat Falsetti	Activities Coordinator (MS)	\$2,500.00
Beth Smith	Activities Coordinator (HS)	\$2,500.00
Shane Hallam	Musical Assistant – Producer/Technical Director/Lighting Designer/Crew	\$4,500.00
Alivia Owen	Musical Assistant – Choreographer	\$3,800.00
Kirk Howe	Musical Assistant – Vocal Director	\$3,800.00
Craig Wetzel Jr.	Musical Assistant – Set Construction	\$2,000.00
Amanda Stefanowicz	Musical Assistant – Costume Design	\$2,000.00
Jay Weaver	Musical Assistant – Sound Design	\$2,000.00

H. Approval of Athletic Positions and Stipends

In compliance with the *Keystone Oaks Education Associate Collective Bargaining Agreement 2017-2020, Article XXVII, Extra Duty Compensation, Sub-Section B: Athletic Positions and Compensation*, it is recommended that the Board approve the following individuals for the 2017/2018 school year:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Basketball (Boys)	Head Coach	Phil McGivney	\$6,300.00
	Assistant	Corey Belovich	\$4,090.00
	Assistant	Jason Overand	\$3,470.00
	Middle School	Keith Buckley	\$3,070.00
	Middle School	Jim Feeney	\$3,070.00
	Middle School	Mike Orosz	\$2,000.00
	Volunteer	Ben O'Connor	
Basketball (Girls)	Head Coach	Ron Muszynski	\$6,300.00
	Assistant	Chuck Bogdan	\$4,090.00
	Assistant	Jennifer Martin	\$3,470.00
	Middle School	Keith Buckley	\$3,070.00
	Middle School	Jim Feeney	\$3,070.00
	Middle School	Taylor Hudson	\$2,000.00
Swimming	Head Coach	Jeff DiGiacomo	\$5,800.00
	Assistant	Madeline Kay	\$3,000.00
Wrestling	Head Coach	Andrew Bell	\$6,300.00
	Assistant	John Cerminra	\$3,690.00
	Assistant	Al Harris	\$3,800.00
	Assistant	Joseph Kazalas	\$1,300.00
	Middle School	Jason Neuman	\$2,310.00
Middle School	Mark Hutchin	\$2,100.00	

I. Project Succeed

It is recommended that the Board approve the following individual as a Project Succeed instructor for the 2017/2018 school year effective October 27, 2017:

Danielle Kandrack Mathematics

J. Substitute Nurse

In compliance with *Board Policy No. 504 – Employment of Classified Employees* it is recommended that the Board approve **Shelby Keebler** as a substitute nurse effective October 2, 2017.

K. Lunchtime Supervisors

In compliance with *Board Policy 850 – Employment of District Staff*, it is recommended that the Board approve the following individuals as Lunchtime Supervisors at the rate of \$10.00 per hour for two (2) hours per day, pending receipt of all legal documents:

Kristy Fink Myrtle Elementary School
Heather Reick Dormont Elementary School

II. LEAVE OF ABSENCE

It is recommended that the Board approve the following individuals for Family and Medical Leave:

N.K. – Effective November 20, 2017 until February 26, 2018

P.F. – Effective November 22, 2017 until January 12, 2018

S.B. – Effective December 11, 2017 until March 14, 2018

III. PERSONAL LEAVE

It is recommended that the Board approve the following individual for a Personal Leave:

C.M. – Effective December 5, 2017 until January 16, 2018

FINANCE REPORT

October 24, 2017

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*:

A. General Fund as of September 30, 2017 (Check No. 54879 – 55270)	\$1,117,074.72
B. Risk Management as of September 30, 2017 (None)	\$0.00
C. Food Service Fund as of September 30, 2017 (Check No. 9130 – 9130)	\$4.20
D. Athletics as of September 30, 2017 (None)	\$0.00
E. Capital Reserve as of September 30, 2017 (1576-1578)	\$432,205.62
TOTAL	\$1,549,284.54

II. TRANSFER FROM GENERAL FUND TO CAPITAL RESERVE FUND

The Administration recommends the approval of a transfer of \$926,714.12 from the General Fund to the Capital Reserve Fund to cover the cost of the roofing project.

FOR INFORMATION ONLY

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

ACCT	DESCRIPTION	2017-2018 BUDGET TOTAL	2017-2018 SEPTEMBER ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 29,205,575	\$ 23,472,483	\$ (5,733,092)
7000	State Revenue Sources	\$ 11,884,614	\$ 1,614,117	\$ (10,270,497)
8000	Federal Revenue Sources	\$ 847,073	\$ 150,512	\$ (696,561)
Total Revenue		\$ 41,937,262	\$ 25,237,112	\$ (16,700,150)
				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 16,193,174	\$ 1,914,499	\$ 14,278,675
200	Benefits Professional/Technical	\$ 10,647,423	\$ 1,572,553	\$ 9,074,870
300	Services	\$ 1,420,450	\$ 238,112	\$ 1,182,338
400	Property Services	\$ 1,245,450	\$ 246,396	\$ 999,054
500	Other Services	\$ 5,051,476	\$ 970,013	\$ 4,081,463
600	Supplies/Books	\$ 1,456,761	\$ 573,657	\$ 883,104
700	Equipment/Property	\$ 749,916	\$ 444,903	\$ 305,013
800	Other Objects	\$ 767,612	\$ 20,213	\$ 747,399
900	Other Financial Uses	\$ 4,405,000	\$ 11,860	\$ 4,393,140
Total Expenditures		\$ 41,937,262	\$ 5,992,206	\$ 35,945,056
Revenues exceeding Expenditures		\$ -0-	\$ 19,244,906	\$ (19,244,906)

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF SEPTEMBER 30, 2017

Bank Account - Status	Middle / High School	Athletics
Cash Balance – 09/01/2017	\$ 88,173.95	\$ 66,721.41
Deposits	\$ 6,910.95	\$ 11,668.48
Subtotal	\$ 95,084.90	\$ 78,389.89
Expenditures	\$ 1,011.09	\$ 56.29
Cash Balance - 09/30/2017	\$ 94,073.81	\$ 78,333.60

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF SEPTEMBER 30, 2017

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,707,515
PAYROLL (pass-thru account)	\$ 1,307
FNB SWEEP ACCOUNT	\$ 1,325,731
ATHLETIC ACCOUNT	\$ 78,334
PLGIT	\$ 7,703,387
FNB Money Market	\$ 14,015,835
PSDLAF	\$ 155,779
INVEST PROGRAM	<u>\$ 172,461</u>
	<u>\$ 25,160,349</u>
CAFETERIA FUND	
FNB BANK	\$ 526,106
PLGIT	<u>\$ 982,100</u>
	<u>\$ 1,508,206</u>
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 343,527
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	<u>\$ 764</u>
	<u>\$ 344,291</u>
RISK MANAGEMENT FUND/TAX REFUNDS	
FNB BANK	<u>\$ 274,188</u>
GRAND TOTAL	\$ 27,287,034

FACILITIES REPORT

October 24, 2017

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. BIDS REJECTION

It is recommended that Board approve the rejection of bids for the Softball Dugouts.

For Information Only:

All bids received were higher than the District anticipated.

II. FOR INFORMATION ONLY FOR DISCUSSION

Mt. Lebanon municipality has requested that Keystone Oaks School District grant permission to allow Mt. Lebanon municipality to relocate their indoor shooting range to a new facility that will be constructed near the Mt. Lebanon Golf Course on Pine Avenue.

III. FOR INFORMATION ONLY FOR DISCUSSION

The Borough of Dormont has requested that a school zone be set up by PaDOT on Dell Avenue due to complaints about speed and pedestrian safety. Speed data was collected by the Borough and it was determined that it does not qualify for standard traffic calming devices (such as speed humps).

ACTIVITIES & ATHLETICS REPORT

October 24, 2017

Mr. Robert Brownlee, Chairperson

BOARD ACTION REQUESTED

I. OVERNIGHT TRIPS

It is recommended that the Board approve the following overnight trips:

Girls Softball – Cookeville and Nashville, TN

Wednesday – Sunday – March 28 – April 1, 2018

Coaches – **Mark Kaminski, Kristin Kaminski and Lainey Resetar**

Chaperones – Jodi Hoffman, Jennifer Mentz

Approximate number of students participating: 29

Approximate cost per student - \$730.00

No District funds requested

Grade 6 – Cleveland, OH and Castaway Bay

Saturday – Sunday – May 5-6, 2018

Sponsors – **Lisa McMahon, Amy Torcaso**

Chaperones – Parent’s names to be provided closer to trip time

Approximate number of students participating: 40-50

Approximate cost per student - \$329.00

No District funds requested

Grade 7 – Washington, DC

Saturday – Sunday – November 18-19, 2017

Sponsors – **Lisa McMahon, Amy Torcaso**

Chaperones – Parent’s names to be provided closer to trip time

Approximate number of students participating: 40-50

Approximate cost per student - \$329.00

No District funds requested

Grade 8 – Gettysburg and Hershey, PA

Saturday – Sunday – June 2-3, 2018

Sponsors – **Lisa McMahon, Amy Torcaso**

Chaperones – Parent’s names to be provided closer to trip time

Approximate number of students participating: 40-50

Approximate cost per student - \$389.00

No District funds requested

II. EXTRA ATHLETIC WORKERS' POSITIONS – 2017/2018 SCHOOL YEAR

It is recommended that the Board approve the following extra athletic workers' positions for the 2017/2018 school year:

<u>Sport</u>	<u>Title</u>	<u>Amount per Game</u>
V- Varsity; JV – Junior Varsity; MS – Middle School		
Baseball/Softball	Game Manager (V)	\$75
Boys/Girls Soccer	Game Manager (V, JV, MS)	\$75
	Clock (V, JV)	\$70
Boys/Girls Volleyball	Game Manager (V, JV)	\$75
	Crowd Control (Boys V, Boys JV)	\$50
	Scoreboard (Girls V, JV MS)	
Boys/ Girls Basketball	Scoreboard (V, JV, MS)	\$70
	Clock (V, JV)	\$70
	Book (V, JV)	\$60
	Game Manager (V, JV, MS)	\$75
	Crowd Control (V, JV)	\$50
	Ticket Takers (V, JV)	\$40
	Announcer (Boys V, Boys JV)	\$50
Football	Sticks (V)	\$50
	Clock (V, JV, MS)	\$70
	Announcer (V)	\$50
	Scoreboard (V, JV, MS)	\$70
	Stats (V)	\$60
	Video (V)	\$30
	Parking/Security (V)	\$70
	Ticket Takers (V)	\$40
	25 Second Clock (V)	\$75
Game Manager (V, JV, MS)	\$75	
Swimming	Game Manager (V)	\$75
	Ticket Taker (V)	\$40
Wrestling	Scoreboard (V, MS)	\$70
	Ticket Taker (V, JV)	\$40
	Game Manager (V, JV, MS)	\$75
	Crowd Control (V, MS)	\$50
Track	Timer	\$35

In addition, any new or existing athletics positions for this school year or for the 2018/2019 school year must have prior approval by a Board vote before the Administration is authorized to move forward with the athletic position.

III. EXTRA ATHLETIC WORKERS' – 2017/2018 SCHOOL YEAR

It is recommended that the Board approve the following individuals as extra athletic workers for the 2017/2018 school year:

Roiann Backstrom	Nancy Kramer
Andy Bell	Craig Lawhead
James Bolt	Louis Lippert
Keith Buckley	Amy Longo
Marco Canello	John McCarthy
John Cerminara	Steve McCormick
Nancy DeLallo	Ron Muszynski
Jeremy Diven	Ed Nock
Kelly Diven	Meghan O'Brien
Emily Doyle	TJ O'Farrel
Paul Elphinstone	Mike Orsi
Diane Ferguson	Beth Padden
Jennifer Freese	Greg Perry
Judith Fritz	Lainey Resetar
Kevin Gallagher	Jeff Sieg
Sue Grand	Bill Simon
John Hoffman	Kim Smykal
Ken Hustava	James Svidron
Bill Irvine	Donda Snell
Nick Kamberis	Amy Torcaso
Rick Keebler	Jerry Tuite
Josh Kirchner	Judy Wareham
	Ryan Warner
	Jordan Zange