

BOARD OF SCHOOL DIRECTORS

WORK SESSION
Tuesday, April 12, 2016
7:00 PM

MINUTES

Call to Order

President Patricia Ann Shaw called the meeting to order at 7:00 p.m.

Pledge

The meeting opened with the pledge to the flag.

Attendance

Those present included: Mr. Brownlee, Ms. Crowell, Mr. Hommrich, Mr. Howard, Ms. Lindsey, Mrs. Lydon, Ms. Pauchnik, Ms. Shaw. Also present were Dr. Stropkaj, Superintendent; Dr. Varley, Director of Curriculum, Instruction, Assessment and Staff Development; Mrs. Gologram, Director of Fiscal Services; Mr. Brungo, Solicitor; and Mrs. Masztak, Assistant Board Secretary/ Recording Secretary.

Mr. Cesario was absent.

Presentations

- **Design Challenge for Pittsburgh's Energy Innovation Center – Mr. Jeff Oestreich**
- **STEAM Expo – Nadine Pasini, Debra Dietrich, Jennifer Hallam, Michael Magri, Carolyn Manko, Jeff Oestreich, Carol Persin, Lainey Resetar, Dennis Sarchet, Nancy Scureman, Jeffrey Taylor**
- **Dr. Keith Hartbauer – KO High School Principal – Update**
- **Mr. Jeffrey Kattan – KO Middle School Principal – Update**

Public Comment

PUBLIC COMMENT – None

Board President's Report

BOARD PRESIDENT'S REPORT – Ms. Patricia Ann Shaw

The following action item will be considered at the April 19, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Board Minutes

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of March 8, 2016, the Business/Legislative Minutes of March 15, 2016 and the Special Voting Minutes of March 22, 2016.

FOR INFORMATION ONLY

- I. Parkway West Career and Technology Center Report *Ms. Annie Shaw*
Mr. Donald Howard - Alternate
- II. SHASDA Report *Ms. Raeann Lindsey*
- III. Golden Wings Foundation, Inc. Report *Mr. Donald Howard*
- IV. PSBA/Legislative Report *Mr. Donald Howard*
- V. Castle Shannon Borough Council Minutes *(Available Online)*
- VI. Dormont Borough Council Minutes *(Available Online)*
- VII. Green Tree Borough Council Minutes *(Available Online)*

Executive Session

VIII. EXECUTIVE SESSION

Prior to the Work Session, the Board met in Executive Session to discuss personnel matters.

Superintendent's Report

SUPERINTENDENT'S REPORT – Dr. William Stropkaj

The following action items will be considered at the April 19, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Summer Food Service Program

I. SUMMER FOOD SERVICE PROGRAM

The Administration recommends the approval of the Summer Food Service Program, effective **Monday, June 13, 2016 through Friday, August 12, 2016.**

For Information Only

Anyone under the age of 18 may participate; locations will be held in Castle Shannon, Dormont, and Green Tree Boroughs.

PA Educator.Net

II. PENNSYLVANIA EDUCATOR.NET

The Administration recommends the re-implementation of the PA Educator.net for the remainder of the 2015/2016 school year (April 2016 through June 30, 2016) at a prorated cost of \$437.50 and for the 2016/2017 school year at an anticipated cost of \$1,750.00.

For Information Only

This technology tool, which has over 200 educational entity members and 40,000 applicants, will enable the District to search the applicant database, post job openings and eliminate all paper applications. This will also be cost effective since the District will not have to pay for advertisements in the newspaper for teaching positions. The direct link will be posted on the District’s website.

FIRST READING
Policy No. 110

III. FIRST READING OF POLICY NO. 110: INSTRUCTIONAL SUPPLIES

It is recommended that the Board approve the FIRST READING of Policy No. 110: *Instructional Supplies*.

FIRST READING
Policy No. 114

IV. FIRST READING OF POLICY NO. 114: GIFTED EDUCATION

It is recommended that the Board approve the FIRST READING of Policy No. 114: *Gifted Education*.

FIRST READING
Policy No. 916

V. FIRST READING OF POLICY NO. 916: VOLUNTEERS AND CHAPERONES

It is recommended that the Board approve the FIRST READING of Policy No. 916: *Volunteers and Chaperones*.

Professional Development

VI. PROFESSIONAL DEVELOPMENT

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

PA Positive Behavior Support (PAPBS)

| | | |
|------------------------|--------------------------------------|------------------|
| Selena Bixler | PA Positive Behavior Support (PAPBS) | \$675.00 Each |
| Edward Hanna | Hershey Lodge & Convention Center | |
| Deborah Leonard | Hershey, PA | |
| Robert Naser | Thursday-Friday – May 5-6, 2016 | \$3,375.00 Total |
| Brian Werner | | |

Paid by PA Training & Technical Assistance Network (PATTAN) Grant

Education Report

EDUCATION REPORT – Ms. Raeann Lindsey

The following action items will be considered at the April 19, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Textbooks on Display for 2016/2017 School Year

I. TEXTBOOKS ON DISPLAY FOR THE 2016/2017 SCHOOL YEAR

The Administration recommends the following textbooks listed below be placed on display for review:

- **Big Ideas Math – Grades 6, 7, and 8; Advanced 1 and 2; Algebra 1**
- **Calculus for AP**
- **Collections – Grades 6, 7, and 8**
- **Precalculus with Limits: A Graphing Approach**
- **Trigonometry High School**

- Dr. Varley stated that the books would be on display for thirty (30) days and will be voted upon at the May 17, 2016 Business/Legislative Meeting.

Unusable and Unnecessary Textbooks

II. UNUSABLE AND UNNECESSARY TEXTBOOKS

The Administration recommends declaring the following textbooks unusable and unnecessary:

| <u>Textbook</u> | <u>Publisher</u> | <u>Copies</u> |
|---|------------------------------------|---------------|
| 1. Enjoying Literature | Macmillian Publishing Company 1985 | 25 |
| 2. The United States in Literature | Scott, Foresman, and Company 1976 | 27 |
| 3. Literature-Blue | McDougal, Littell 1984 | 11 |
| 4. Write Source 2000 | Sebrarek, Meyer, Kemper 1990 | 22 |
| 5. Journalism Today | National Textbook Company 1998 | 18 |
| 6. Chemistry | Houghton, Mifflin 2000 | 14 |
| 7. Horizon Student Textbook (5 th Grade Science) | Silver Burnett Ginn 1993 | 63 |
| 8. Horizon Student Textbook (4 th Grade Science) | Silver Burnett Ginn 1993 | 63 |
| 9. Language | McDougal Littell 2006 | 90 |
| 10. Spelling | McDougal Littell 1990 | 50 |

| | | |
|---|-------------------------|------|
| 11. Introducing Literature | Scribner Macmillan 1985 | 40 |
| 12. Reading | Scott Foresman 2004 | 290 |
| 13. Two (2) sets of Encyclopedias | | 1986 |
| 14. Sports & Entertainment Marketing | Kaser and Oelkers 2005 | 40 |
| 15. Century 21 Accounting | Cengage Learning 2002 | 60 |
| 16. Microsoft Word, Excel & PP | Cengage Learning 2002 | 150 |

For Information Only

Dr. Varley is currently working on selling any books if possible; if the books cannot sell, they will be used for internal projects, recycling, or donated to a good cause.

Elementary STEAM Program

III. ELEMENTARY STEAM PROGRAM

The Administration recommends that the Board approve an elementary STEAM Program as part of the specials rotation for the 2016/2017 school year.

Advanced Technologies For Kids

IV. ADVANCED TECHNOLOGIES FOR KIDS

The Administration recommends that the Board approve “*Advanced Technologies for Kids*” Summer Camp 2016 to be hosted at Keystone Oaks Middle School from Monday, July 18, 2016 through Friday, July 22, 2016 from 10:00 a.m. – 4:00 p.m. daily.

For Information Only

This program will provide workshops in the areas of Holography for Kids, Robotics, Video Game Design, Drone Commander and 3-D Printing.

Pupil Personnel Report

PUPIL PERSONNEL REPORT – Dr. William Stropkaj

The following action items will be considered at the April 19, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

AIU Notice of Adoption of Policies, Procedures & Use of Funds

I. ALLEGHENY INTERMEDIATE UNIT: NOTICE OF ADOPTION OF POLICIES, PROCEDURES & USE OF FUNDS

The Administration recommends that the Board approve the Allegheny Intermediate Unit's *Notice of Adoption of Policies, Procedures and Use of Funds* in compliance with the federal requirements of 34 CFR PART 300.

IDEA – Part B-Use of Funds Agreement 2016/2017

II. IDEA – PART B: USE OF FUNDS AGREEMENT 2016-2017

The Administration recommends that the Board approve the sub-grant agreement for Implementation of Individuals with Disabilities Act – Part B, by and between the Allegheny Intermediate Unit and the Keystone Oaks School District, effective July 1, 2016 through June 30, 2017.

AIU – Component III and Consortium

III. ALLEGHENY INTERMEDIATE UNIT – COMPONENT III AND CONSORTIUM

The Administration recommends that the Board approve the participation in the 2016/2017 Component III Consortium in compliance with the Allegheny Intermediate Unit's required documentation for their 2016/2017 IDEIA Funding Summary which is submitted to the Pennsylvania Department of Education at the end of June, 2016.

Student Instructional Summer Work Program

IV. STUDENT INSTRUCTIONAL SUMMER WORK PROGRAM

The Administration recommends that the Board approve the *Student Instructional Summer Work Program* at the Keystone Oaks High School from June 13, 2016 through July 7, 2016 (7:30 a.m.–12:30 p.m.) for approximately 15- 20 students and two (2) instructors, **Mark Elphinstone** and **Michael Orsi**. The program has both an instructional component and a custodial component.

Extended School Year Program

V. EXTENDED SCHOOL YEAR PROGRAM

The Administration recommends that the Board approve the Keystone Oaks School District *Extended School Year Program* from July 5, 2016 to July 28, 2016, from 8:30 a.m. – 1:15 p.m., Monday through Thursday, for approximately 35 students at an approximate cost of \$25,000.000.
(*This program will not be in session on Monday, July 4 2016.*)

Personnel Report

PERSONNEL REPORT – Mr. David Hommrich

The following action items will be considered at the April 19, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Resignation – Food Service

I. RESIGNATION – FOOD SERVICE

It is recommended that the Board accept the letter of resignation from **Guillermina Cardenas**, Food Service Worker, effective March 22, 2016.

Extra Duty

II. EXTRA DUTY

KOMS – Best Buddy Club Sponsors-Eric Davidson and Melissa Palmieri

1. Approval of Keystone Oaks Middle School Best Buddy Club Sponsors

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2011-2016, Article XXVIII, Extra Duty Compensation, Sub-Section C: Activities Positions and Compensation*, it is recommended that the Board approve the following individuals for the 2015/2016 school year:

| <u>Club</u> | <u>Sponsors</u> | <u>Stipend</u> |
|----------------------|---|---|
| KOMS Best Buddy Club | Eric Davidson Melissa Palmieri | \$1,100.00 (Split stipend/ Prorated) |

Softball Assistant Coach
Lainey Resetar

2. Approval of Softball Assistant Coach

In compliance with the *Keystone Oaks Educational Association Collective Bargaining Agreement 2011-2016, Article XXVIII, Extra-Duty Compensation, Sub-Section B: Athletic Positions and Compensation*, it is recommended that the Board approve the following Spring sport, coach, and stipend for the 2015/2016 school year:

| <u>Sport</u> | <u>Coach</u> | <u>Stipend</u> |
|--------------------------|-----------------------|----------------|
| Softball–Assistant Coach | Lainey Resetar | \$3,270.00 |

Post Season Coaching Stipend

3. Post Season Coaching Stipends

In compliance with the *Keystone Oaks Educational Association 2011-2016, Article XXVIII, Extra-Duty Compensation, Sub-Section A: General Guidelines for Extracurricular Activities, #9*, it is recommended that the Board approve payment to the following individuals for coaching in the post season at \$50.00 per week:

| <u>Sport</u> | <u>Coach</u> | <u>Stipend</u> |
|------------------|----------------------|--------------------|
| Girls Basketball | Ian Barrett | \$100.00 (2 weeks) |
| | Ron Muszynski | \$100.00 (2 weeks) |
| Swim | William Straw | \$ 50.00 (1 week) |

| | | |
|-----------|----------------------------|--------------------|
| Wrestling | Andrew Bell | \$150.00 (3 weeks) |
| | Richard Bonnaccorsi | \$150.00 (3 weeks) |
| | John Cerminara | \$150.00 (3 weeks) |

Finance Report

FINANCE REPORT – Mrs. Theresa Lydon

The following action items will be considered at the April 19, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Accounts Payable Approval Lists

I. ACCOUNTS PAYABLE APPROVAL LISTS

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

- A. General Fund ***To Be Provided***
- B. Risk Management ***To Be Provided***
- C. Food Service Fund ***To Be Provided***
- D. Athletics ***To Be Provided***
- E. Renovations ***To Be Provided***

District-Wide Insufficient Funds Fee

II. DISTRICT-WIDE INSUFFICIENT FUNDS FEE

It is recommended that the Board authorize the Director of Fiscal Services to initiate a District-wide insufficient funds fee, effective immediately, at a rate of \$25 per transaction.

For Information Only

The District-wide insufficient funds fee will encompass all District accounts, including General Funds, Food Service, Activities, and tax collections.

- A discussion by Board Members was held regarding the verbiage of the action item. More clarification required.
- Per Dr. Stropkaj, even though the state budget was passed by default, the District has not received any money yet.

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2015 - 2016 BUDGET to ACTUAL / PROJECTION
To Be Provided

| ACCT | DESCRIPTION | 2015-2016 BUDGET TOTAL | 2015-2016 MARCH ACTUAL | MONTH END + ESTIMATED PROJECTION | OVER (UNDER) BUDGET |
|--|-------------------------|------------------------------|--|--|----------------------------------|
| Revenue | | | | | |
| 6000 | Local Revenue Sources | | | | |
| 7000 | State Revenue Sources | | | | |
| 8000 | Federal Revenue Sources | | | | |
| Total Revenue | | | | | |
| | | | | | (OVER) |
| | | | | | UNDER |
| | | | | | BUDGET |
| Expenditures | | | | | |
| 100 | Salaries | | | | |
| 200 | Benefits | | | | |
| | Professional/Technical | | | | |
| 300 | Services | | | | |
| 400 | Property Services | | | | |
| 500 | Other Services | | | | |
| 600 | Supplies/Books | | | | |
| 700 | Equipment/Property | | | | |
| 800 | Other Objects | | | | |
| 900 | Other Financial Uses | | | | |
| Total Expenditures | | | | | |
| Revenues exceeding Expenditures | | | | | |

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF MARCH 31, 2016
To Be Provided

| | | |
|-------------------------------------|--|--|
| Cash Balance | | |
| Deposits (General Fund transfer) | | |
| Subtotal | | |
| Expenditures | | |
| Cash Balance | | |

III. FOOD SERVICE EXPENDITURE/REVENUE 2015 - 2016 BUDGET to ACTUAL
To Be Provided

| ACCT | DESCRIPTION | 2015-2016 BUDGET TOTAL | 2015-2016 MARCH ACTUAL | MONTH END + ESTIMATED PROJECTION | OVER (UNDER) BUDGET |
|---------------------------|-----------------------------|------------------------------|------------------------------|--|---------------------------|
| Revenue | | | | | |
| 6000 | Local Revenue Sources/Sales | | | | |
| 7000 | State Revenue Subsidy | | | | |
| 8000 | Federal Revenue Subsidy | | | | |
| Total Revenue | | | | | |
| | | | | | (OVER) |
| | | | | | UNDER |
| | | | | | BUDGET |
| Expenditures | | | | | |
| 100 | Salaries | | | | |
| 200 | Benefits | | | | |
| | Professional/Technical | | | | |
| 300 | Services | | | | |
| 400 | Property Services | | | | |
| 500 | Other Services | | | | |
| 600 | Supplies/Food | | | | |
| 700 | Equipment/Property | | | | |
| 800 | Other Objects | | | | |
| 900 | Other Financial Uses | | | | |
| Total Expenditures | | | | | |
| INCOME / (LOSS) | | | | | |

Facilities Report

FACILITIES REPORT – Mr. Matthew Cesario

The following action item will be considered at the April 19, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Student Summer Work Program

I. STUDENT SUMMER WORK PROGRAM

The Administration recommends that the Board approve a maximum of twenty (20) students for the *Student Summer Work Program* at a starting rate of \$7.25/hour and an increase of \$0.25 per year of employment, effective June 13, 2016 through August 12, 2016.

Activities and Athletics Report

ACTIVITIES & ATHLETICS REPORT – Mr. Robert Brownlee

The following action item will be considered at the April 19, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

I. 2016/2017 FALL ATHLETICS BIDS

It is recommended that the Board approve the Fall Athletics Bids for the 2016/2017 school year to the following companies in the amount of \$63,428.09:

- Aluminum Athletic Equipment Company \$10.00
 - BSN Sports \$2,634.48
 - Century Sports \$60,750.13
 - Riddell/All American \$33.48
- Total \$63,428.09**

Public Comment

PUBLIC COMMENT

Estella Ramolt
Castle Shannon

Re: Testing; Tutoring Issues

Adjournment

ADJOURNMENT

On the motion of Mr. Hommrich, seconded by Mr. Howard, the meeting was adjourned at 8:30 p.m.

Motion passed 8-0

Respectfully submitted,

Sharon Gologram
Board Secretary

Charmaine Masztak
Assistant Board Secretary
Recording Board Secretary