

BOARD OF SCHOOL DIRECTORS

WORK SESSION
Tuesday, November 15, 2016
7:00 PM

MINUTES

Call to Order

President Patricia Ann Shaw called the meeting to order at 7:09 p.m.

Pledge

The meeting opened with the pledge to the flag.

Attendance

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

Mr. Brownlee, Mr. Hommrich, and Mrs. Gologram were absent.

Public Comment

PUBLIC COMMENT

Liam Horner Re: Bullying
Dormont Borough

Aden Horner Re: Gluten free foods
Dormont Borough

Renee Horner Re: Bullying Policy
Dormont Borough

Board President's Report

BOARD PRESIDENT'S REPORT – Ms. Patricia Ann Shaw

The following action item will be considered at the November 22, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Board Minutes

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of October 11, 2016, and the Business/Legislative Minutes of October 18, 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)*

VIII. EXECUTIVE SESSION

Prior to the Work Session, the Board met in Executive Session regarding personnel, Act 93 Agreement, the high school musical, and finance update.

Superintendent's Report

SUPERINTENDENT'S REPORT – Dr. William Stropkaj

The following action items will be considered at the November 22, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

SECOND READING
Policy No. 627

I. SECOND READING OF POLICY NO. 627: FEDERAL FISCAL COMPLIANCE

It is recommended that the Board approve the SECOND READING of Policy No. 627: *Federal Fiscal Compliance*.

SECOND READING
Attachment No. 627-AR-1

II. SECOND READING – ATTACHMENT NO. 627-AR-1: ADMINISTRATION OF FEDERAL FUNDS, TYPE OF COSTS, OBLIGATIONS AND PROPERTY MANAGEMENT

It is recommended that the Board approve the SECOND READING of Attachment No. 627-AR-1: *Administration of Federal Funds, Type of Costs, Obligations and Property Management*.

SECOND READING
Attachment No. 627-AR-2

**III. SECOND READING – ATTACHMENT NO. 627-AR-2:
ALLOWABILITY OF COSTS FEDERAL PROGRAMS**

It is recommended that the Board approve the SECOND READING of Attachment No. 627-AR-2: *Allowability of Costs Federal Programs*.

SECOND READING
Attachment No. 627-AR-3

**IV. SECOND READING – ATTACHMENT NO. 627-AR-3:
CASH MANAGEMENT**

It is recommended that the Board approve the SECOND READING of Attachment No. 627-AR-3: *Cash Management*.

SECOND READING
Attachment No. 627-AR-4

**V. SECOND READING – ATTACHMENT NO. 627-AR-4:
GRANT SUBRECIPIENT MONITORING PROCEDURES**

It is recommended that the Board approve the SECOND READING of Attachment No. 627-AR-4: *Grant Subrecipient Monitoring Procedures*.

SECOND READING
Attachment No. 627-AR-5

**VI. SECOND READING – ATTACHMENT NO. 627-AR-5:
PROCUREMENT – FEDERAL PROGRAMS**

It is recommended that the Board approve the SECOND READING of Attachment No. 627-AR-5: *Procurement – Federal Funds*.

SECOND READING
Policy No. 627.1

**VII. SECOND READING OF POLICY NO. 627.1:
TRAVEL REIMBURSEMENT FEDERAL PROGRAMS**

It is recommended that the Board approve the SECOND READING of Policy No. 627.1: *Travel Reimbursement Federal Programs*.

FIRST READING
Policy No. 105.2

**VIII. FIRST READING OF POLICY NO. 105.2: EXEMPTION FROM
INSTRUCTION**

It is recommended that the Board approve the FIRST READING of Policy No. 105.2: *Exemption from Instruction*.

FIRST READING
Policy No. 113

IX. FIRST READING OF POLICY NO. 113: SPECIAL EDUCATION

It is recommended that the Board approve the FIRST READING of Policy No. 113: *Special Education*.

FIRST READING
Policy No. 113.1

**X. FIRST READING OF POLICY NO. 113.1: POSITIVE BEHAVIOR
SUPPORT**

It is recommended that the Board approve the FIRST READING of Policy No. 113.1: *Positive Behavior Support*.

FIRST READING
Policy No. 113.2

**XI. FIRST READING OF POLICY NO. 113.2:
DISCIPLINE OF STUDENTS WITH DISABILITIES**

It is recommended that the Board approve the FIRST READING of Policy No. 113.2: *Discipline of Students with Disabilities.*

FIRST READING
Policy No. 113.3

**XII. FIRST READING OF POLICY NO. 113.3:
SCREENING AND EVALUATIONS FOR STUDENTS WITH
DISABILITIES**

It is recommended that the Board approve the FIRST READING of Policy No. 113.3: *Screening and Evaluations for Students with Disabilities.*

FIRST READING
Policy No. 113.4

**XIII. FIRST READING OF POLICY NO. 113.4:
CONFIDENTIALITY OF SPECIAL EDUCATION STUDENT
INFORMATION**

It is recommended that the Board approve the FIRST READING of Policy No. 113.4: *Confidentiality of Special Education Student Information.*

FIRST READING
Policy No. 828

XIV. FIRST READING OF POLICY NO. 828: CONFLICT OF INTEREST

It is recommended that the Board approve the FIRST READING of Policy No. 828: *Conflict of Interest.*

Review of Title I Policies
Numbers 919, 919.1, 919.2

XV. REVIEW OF TITLE I POLICIES

It is recommended that the Board approve the review of the following Title I policies in compliance with the Federal Title I Regulations:

Policy No. 919: *Title I Parental Involvement*

Policy No. 919.1 – *Title I Dormont Parental Involvement*

Policy No. 919.2 – *Title I Myrtle Parental Involvement*

Education Report

EDUCATION REPORT – Ms. Raeann Lindsey

The following action item will be considered at the November 22, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Textbook – 2016/2017
High School English

I. TEXTBOOK – 2016/2017 SCHOOL YEAR

The Administration recommends the purchase of the following textbook for the 2017/2018 school year:

- **Collections – Grades 9-12, Harcourt 2017 (For high school English)**
640 copies
Total cost: \$62,477.92

Personnel Report

PERSONNEL REPORT – Mr. David Hommrich

The following action items will be considered at the November 22, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Leaves of Absence

I. LEAVES OF ABSENCE

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

B.F. – Effective November 9, 2016 with an anticipated return date of December 9, 2016

D.K. – Effective January 16, 2017 with an anticipated return date of May 15, 2017

Post Season Coaching Stipends

II. POST SEASON COACHING STIPENDS

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2011-2016, Article XXVIII, Extra Duty Compensation, Sub-Section A, No. 8*, it is recommended that the Board approve payment of \$50 per week to the following individuals for coaching in the post season:

<u>Sport</u>	<u>Coach</u>	<u>Stipend</u>
Cross Country	Judi Fritz	\$50 (1 week)
Sarah Hardner	\$50 (1 week)	
Lainey Resetar	\$50 (1 week)	
Girls Tennis	Andy Bochicchio	\$50 (1week)
Leslie Leopold	\$100 (2 weeks)	
Girls Volleyball	Michael O’Leary	\$50 (1 week)
Ben Van Balen	\$50 (1 week)	

Finance Report

FINANCE REPORT – Mrs. Theresa Lydon

The following action items will be considered at the November 22, 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 as of October 31, 2016 (Check No. 52227–52648)	\$1,603,344.29
B. Risk Management as of October 31, 2016 (None)	\$0.00
C. Food Service Fund as of October 31, 2016 (Check No. 9099–9104)	\$5,585.80
D. Athletics as of October 31, 2016 (Check No. 2054)	\$835.00
E. Capital Reserve as of October 31, 2016 (Check No. 1549–1552)	\$203,787.12
TOTAL	\$1,813,552.21

**ACA Track Software
License**

II. ACA TRACK SOFTWARE LICENSE

The Administration recommends that the Board approve the ACA TaxTrack Software License Agreement between AMCA Systems, LLC and the Keystone Oaks School District for the tax year 2016 at a cost of \$2,295.00.

Information

The license fee will cover filing requirements for the 2016 tax year.

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2016 – 2017 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2016-2017 BUDGET TOTAL	2016-2017 OCTOBER ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 28,874,424	\$ 24,559,621	\$ (4,314,803)
7000	State Revenue Sources	\$ 10,811,514	\$ 1,436,176	\$ (9,375,338)
8000	Federal Revenue Sources	\$ 847,073	\$ 84,360	\$ (762,713)
Total Revenue		\$ 40,533,011	\$ 26,080,157	\$ (14,452,854)
				(OVER)
				UNDER
				BUDGET
Expenditures				
100	Salaries	\$ 15,839,295	\$ 3,010,543	\$ 12,828,752
200	Benefits	\$ 10,401,758	\$ 2,178,819	\$ 8,222,939
	Professional/Technical			
300	Services	\$ 1,660,250	\$ 311,165	\$ 1,349,085
400	Property Services	\$ 1,215,100	\$ 363,813	\$ 851,287
500	Other Services	\$ 4,886,463	\$ 1,378,107	\$ 3,508,356
600	Supplies/Books	\$ 1,219,475	\$ 582,182	\$ 637,293
700	Equipment/Property	\$ 870,175	\$ 645,860	\$ 224,315
800	Other Objects	\$ 967,570	\$ 457,437	\$ 510,133
900	Other Financial Uses	\$ 3,895,000	\$ 3,275,215	\$ 619,785
Total Expenditures		\$ 40,955,086	\$ 12,203,141	\$ 28,751,945
Revenues exceeding Expenditures		\$ (422,075)	\$ 13,877,016	\$ 14,299,091

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF OCTOBER 2016

Bank Account - Status	Middle / High School	Athletics
Cash Balance – 10/1/2016	\$ 94,379.82	\$ 42,718.63
Deposits	\$ 2,387.33	\$ 9,784.22
Subtotal	\$ 96,767.15	\$ 52,502.85
Expenditures	\$ 4,393.39	\$ 11,835.00
Cash Balance - 10/31/2016	\$ 92,373.76	\$ 40,667.85

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF OCTOBER 31, 2016

	<u>BALANCE</u>
GENERAL FUND	
FNB BANK	\$ 2,161,855
PAYROLL (pass-thru account)	\$ 6,805
FNB SWEEP ACCOUNT	\$ 1,399,129
ATHLETIC ACCOUNT	\$ 40,668
PLGIT	\$ 13,867,767
FNB Money Market	\$ 3,500,345
PSDLAF	\$ 154,976
INVEST PROGRAM	<u>\$ 171,142</u>
	<u><u>\$ 21,302,687</u></u>
CAFETERIA FUND	
FNB BANK	\$ 177,256
PLGIT	\$ 537,056
	<u><u>\$ 714,312</u></u>
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 407,193
PLGIT - GENERAL ACCOUNT	\$ 1,100,000
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 759
	<u><u>\$ 1,507,952</u></u>
RISK MANAGEMENT FUND/TAX REFUNDS	
FNB BANK	<u><u>\$ 274,369</u></u>
GRAND TOTAL	\$ 23,799,320

**Activities & Athletics
Report**

ACTIVITIES & ATHLETICS REPORT – Mr. Robert Brownlee

The following action item will be considered at the November 22, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

I. LEASE AGREEMENT FOR MUSICAL “FOOTLOOSE”

The Administration recommends the approval of the lease agreement between R&H Theatricals for *Footloose*, Keystone Oaks High School musical, at a cost of \$1,968.50.

Public Comment

PUBLIC COMMENT – None

**In Memory of
Mr. Christopher Swickline**

Before the Work Session adjourned, Dr. Stropkaj read the following commemorative in memory of Mr. Christopher Swickline, Director of Buildings, Grounds, and Transportation:

“Good evening,

On Sunday, November 6, 2016, the Keystone Oaks School District family lost a great employee, supervisor, and friend. Mr. Christopher Swickline, Director of Buildings, Grounds, and Transportation was taken from us suddenly in an accident.

Mr. Swickline lived and breathed Keystone Oaks for 27 years. He knew every bit there was to know of every building and property in this District. He was the go-to-man for history when it came to our buildings and grounds and other areas.

Probably one of the most humbling and happy days for Mr. Swickline was when he was made the Director of Buildings, Grounds and Transportation almost three years ago. He was the right man for the job then and continues to be the right man for the job today.

Chris saw us through the paving of our parking lots and driveways, the restructuring of sidewalks and curbs, the renovation of the HVAC equipment throughout the District, the upgrading of the lighting throughout the District, and the renovation of the rigging in the High School auditorium, to just name a few. He had much input into many other projects, too numerous to mention here. He was a great man and a great leader on my Executive Council Team.

I know that Mr. Swickline was not one for many words, was humble, and did not like all of the pomp and circumstances, but tonight, I say, Chris, job well done. You were a wonderful employee and a great friend. You will always remain part of our family. Thank you for making Keystone Oaks a great place; you represented the District well and were a wonderful family member. Rest in peace, my friend.”

Adjournment

ADJOURNMENT

On the motion of Mr. Howard, seconded by Ms. Lindsey, the meeting was adjourned at 7:32p.m.

Motion passed 7-0

Respectfully submitted,

Charmaine Masztak
Assistant Board Secretary
Recording Board Secretary