

BOARD OF SCHOOL DIRECTORS

WORK SESSION
Tuesday, November 13, 2018
7:00 PM

MINUTES

Call to Order

President Matthew Cesario called the meeting to order at 7:06 p.m.

Pledge

The meeting opened with the pledge to the flag.

Attendance

Those present included: Mr. Brownlee, Mr. Cesario, Ms. Pauchnik, Mr. Raso and Ms. Shaw. Also present were Dr. William Stropkaj, Superintendent; Dr. Shannon Varley, Director of Curriculum, Instruction, Assessment and Staff Development; Mr. Joseph Kubiak, Business Manager; Mr. Michael Brungo, Solicitor; Mrs. Maureen S. Myers, Board Secretary/Recording Secretary.

Ms. Crowell, Mr. Hommrich and Mrs. Lydon were absent.

Ms. Pauchnik exited the meeting at 7:31 p.m.

Ms. Lindsey entered the meeting at 7:40 p.m.

History Bowl Winners

History Bowl Winners were recognized for their hard work in the recent History Bowl. Teams placed 2nd and 3rd.

Public Comment

PUBLIC COMMENT

Vicki Bruce
Castle Shannon

Re: Myrtle Gym Floor Replacement

Anne Gruber
Castle Shannon

Re: Concerns regarding gym classes at Myrtle Substitute Teachers

Bryan Gigliotti
Castle Shannon

Re: Myrtle Gym Floor Replacement

Jami Conn
Castle Shannon

Re: Concerns regarding events being canceled due to Myrtle floor replacement

Bryan Gigliotti
Castle Shannon

Re: Streaming of Board Meetings

**Vicki Bruce
Castle Shannon**

Re: Extended Day Services being offered at Myrtle

**Anne Gruber
Castle Shannon**

Re: Extended Day Services being offered at Myrtle

Board President's Report

BOARD PRESIDENT'S REPORT – Mr. Matthew Cesario

The following action items will be considered at the November 20, 2018 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Board Minutes

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of October 9, 2018 and the Business/Legislative Minutes of October 23, 2018.

Interim Board Secretary

II. INTERIM BOARD SECRETARY

It is recommended that the Board appoint **Mr. Joseph Kubiak**, Business Manager, as interim Board Secretary with tentative effective dates of December 2018 through March 2019.

For Information Only

FOR INFORMATION ONLY

- I. Parkway West Career and Technology Center Report *Ms. Annie Shaw*
- II. SHASDA Report *Mr. Santo Raso*
 - Next SHASDA meeting will be held on Thursday, November 15, 2018.
- III. PSBA/Legislative Report *Mrs. Theresa Lydon*
- IV. News from the Boroughs

Executive Session

EXECUTIVE SESSION

Executive Session was held prior to tonight's meeting to discuss personnel matters.

Superintendent's Report

SUPERINTENDENT'S REPORT – Dr. William P. Stropkaj

The following action items will be considered at the November 20, 2018 Business/Legislative Meeting:

BOARD ACTION REQUESTED

MRSTA Membership

I. MEDICAL RESCUE TEAM SOUTH AUTHORITY (MRTSA) MEMBERSHIP

The Administration recommends that the Board approve the continued membership with the Medical Rescue South Authority at a rate of \$1,885.00, effective January 1, 2019 through December 31, 2019.

Interim Mental Health Therapist Contract

II. INTERIM MENTAL HEALTH THERAPIST CONTRACT

It is recommended that the Board approve the interim mental health therapists' contract for **Ms. Lauren Hartz**, effective November 5, 2018.

Second Reading Policy 256

III. SECOND READING POLICY 256: ANTI-BULLYING

It is recommended that the Board approve the SECOND READING of Policy 256: *Anti-Bullying*.

Second Reading Policy 609

IV. SECOND READING POLICY 609: INVESTMENT OF DISTRICT FUNDS

It is recommended that the Board approve the SECOND READING of Policy 609: *Investment of District Funds*.

First Reading Policy 209.2

V. FIRST READING POLICY 209.2: DIABETES MANAGEMENT

It is recommended that the Board approve the FIRST READING of Policy 209.2: *Diabetes Management*.

First Reading Policy 210.1

VI. FIRST READING POLICY 210.1: POSSESSION/ADMINISTRATION OF ASTHMA INHALERS/EPINEPHERINE AUTO-INJECTORS

It is recommended that the Board approve the FIRST READING of Policy 210.1: *Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors*.

First Reading Policy 919

VII. FIRST READING POLICY 919: TITLE I PARENT AND FAMILY ENGAGEMENT

It is recommended that the Board approve the FIRST READING of Policy 919: *Title I Parent and Family Engagement*.

Removal of Policies

VIII. REMOVAL OF POLICIES

It is recommended that the Board approve the removal of the following policies:

Policy 263: *Parent Involvement at Dances/Socials*

Policy 309: *Assignment and Transfer*

Policy 310: *Abolishing a Position*

Policy 311: *Reduction in Staff and Furloughs*

Policy 409: *Assignment and Transfer*

Policy 410: *Abolishing a Position*

Policy 411: *Suspension and Furloughs*

Policy 509: *Assignment and Transfer*

Policy 511: *Suspension and Furloughs*

Professional Development

IX. PROFESSIONAL DEVELOPMENT

It is recommended that the Board approve the following Professional Development requests:

Dr. William Stropkaj	PASA Leadership Forum Hilton Hotel Harrisburg Harrisburg, PA March 17 – 18, 2019	\$1,150.00
Mr. John Lyon	Building Operating Management’s NFMT 2019 Baltimore Convention Center Baltimore, MD March 25 – 27, 2019	\$1,220.00
Mr. William Eibeck	The Midwest Clinic Chicago, Illinois December 18 – 22, 2018	\$2,500.00
Mr. Kevin Gallagher	Computer Science Education Week Kick-Off Sponsored by Code.org Seattle, Washington December 3 – 4, 2018	\$619.00

Personnel Report

PERSONNEL REPORT – Mr. Matthew Cesario & Ms. Patricia A. Shaw

The following action items will be considered at the November 20, 2018 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Resignations

I. RESIGNATIONS

It is recommended that the Board accept the following resignations:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Erica Massey	Food Service Worker	November 9, 2018
Abigail Ubinger	K-5 Life Skills Support Teacher	December 21, 2018

Appointments

II. APPOINTMENTS

Classified Employees -
Paraprofessional

1. Classified Employees – Paraprofessional

In compliance with the *Keystone Oaks Educational Support Personnel Associate/PSEA/NEA 2014-2017*, the Administration recommends the employment of the following individuals:

Brittany RoBear

Paraprofessional – Dormont Elementary
Effective – To be determined (waiting on paperwork)
Salary - \$12.22 per hour

Zachary Niznik

Paraprofessional – Personal Care Assistant - Myrtle Avenue Elementary
Effective – November 9, 2018
Salary - \$12.72 per hour

Food Service Personnel

2. Food Service Personnel

It is recommended that the Board approve, **Alyssa Sabo**, as a Food Service Worker Middle School/High School at a rate of \$10.00/hour, effective October 24, 2018.

Substitute Custodian

3. Substitute Custodian

It is recommended that the Board approve **Cristian Baang**, Substitute Custodian at a rate of \$10.50 per hour, effective November 5, 2018.

Approval of Athletic Positions and Stipends

4. Approval of Athletic Positions and Stipends

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve the following individual for the 2018/2019 school year retroactive to October 24, 2018:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Basketball (Girls)	Assistant	Richard Barrett	\$4,300.00

Cyber School Program - Correction

5. Cyber School Program - Correction

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve the following individual as a Cyber School teacher for the 2018/2019 school year:

Ken Hustava Physical Education/Health

For Information Only

The above motion was approved at the Business/Legislative meeting on October 23, 2018 however the individual listed for Physical Education was listed incorrectly as Matthew Paradise.

Cyber School Program

6. Cyber School Program

KO Recreational Swim Program Staff

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve the following individual as a Cyber School teacher for the 2018/2019 school year:

Mark Elphinstone Special Education

7. Keystone Oaks Recreational Swim Program Staff

It is recommended that the Board approve the following individual for the Keystone Oaks Recreational Swim Staff at the rates listed below for the 2018/2019 school year:

Instructor (I), Supervisor (S), Guard (G)

Claudia Erb (G)

Pay Rates

Water Aerobics Instructors	\$20.00/hour
Adult Supervising Instructors	\$14.00/hour
Instructors with Water Safety Training	\$10.00/hour
Student Instructors without Water Safety Instruction	\$7.25/hour
Adult Program Supervisor	\$10.00/hour
Lifeguards	\$7.25/hour

Approval of Activities - Sponsors and Stipends

8. Approval of Activities – Sponsors and Stipends

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the following individuals be approved as sponsors for the 2018/2019 school year:

<u>Employee</u>	<u>Position</u>	<u>Compensation</u>
William Eibeck	Musical Assistant (Musical Director/Orchestra Conductor)	\$5,000.00
Amanda Hallam	Musical Assistant (Costume Designer)	\$2,000.00
Shane Hallam	Musical Director (High School)	\$3,000.00
Shane Hallam	Musical Assistant (Producer/Technical Director)	\$1,500.00
Alivia Owen	Musical Assistant (Choreographer)	\$3,800.00
Craig Wetzal	Musical Assistant (Set Design)	\$2,000.00

Post Season Coaching Stipends

III. POST SEASON COACHING STIPENDS

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve payment of \$50.00 per week to the following individuals for coaching in the post season:

<u>Sport</u>	<u>Coach</u>	<u>Stipend</u>
Boys Soccer	Andy Hornak	\$100.00 (2 weeks)
	John McCarthy	\$100.00 (2 weeks)
	Sotiri Tsourekxi	\$100.00 (2 weeks)
Cross Country	Judith Fritz	\$100.00 (2 weeks)
	Sarah Hardner	\$100.00 (2 weeks)
	Lainey Resetar	\$100.00 (2 weeks)
Girls Volleyball	Dave Harouse	\$50.00 (1 week)
	Mike O’Leary	\$50.00 (1 week)
Golf	Dennis Sarchet	\$50.00 (1 week)
	Josh Short	\$50.00 (1 week)

Tenure

IV. TENURE

It is recommended that the Board recognize, **Heather Hardy**, as having completed the requirements according to the Commonwealth of Pennsylvania and achieving tenure on November 3, 2018 with a Professional Contract.

Leave of Absence

V. LEAVE OF ABSENCE

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

J.G. – Effective October 8, 2018

J.N. – Tentative December 17, 2018 through March 21, 2019

Unpaid Leave of Absence

VI. UNPAID LEAVE OF ABSENCE

It is recommended that the Board approve the following individual for an Unpaid Leave of Absence:

L.S. – Effective December 20, 2018 through January 18, 2019

Finance Report

FINANCE REPORT – Mrs. Theresa Lydon

The following action items will be considered at the November 20, 2018 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Accounts Payable
List through Oct. 31

I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH OCTOBER 31, 2018

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

A. General Fund as of October 31, 2018 (Check No. 58045-58284)	\$1,139,450.02
B. Risk Management as of October 31, 2018 (None)	\$0.00
C. Food Service Fund as of October 31, 2018 (None)	\$0.00
D. Athletics as of October 31, 2018 (Check No. 2060-2071)	\$2,808.93
E. Capital Reserve as of October 31, 2018 (Check No. 1611-1612)	\$14,990.70
F. Compensated Absences Fund as of October 31, 2018 (None)	\$0.00
G. OPEB Fund as of October 31, 2018 (None)	\$0.00

TOTAL \$1,157,249.65

II. ACA TAXTRACK SOFTWARE LICENSE AGREEMENT

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 2018 at a cost of \$2,450.00.

For Information Only

The license fee will cover filing requirements for the 2018 tax year. The cost for the Software License is an increase in \$55.00 from the previous year.

ACA TaxTrack
Software License
Agreement

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2018 – 2019 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2018-2019 BUDGET TOTAL	2018-2019 4 MONTH OCTOBER/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 30,014,864	\$ 25,085,178	\$ (4,929,686)
7000	State Revenue Sources	\$ 12,065,343	\$ 2,895,802	\$ (9,169,541)
8000	Federal Revenue Sources	\$ 849,422	\$ 150,069	\$ (699,353)
Total Revenue		\$ 42,929,629	\$ 28,131,049	\$ (14,798,580)
				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 16,783,162	\$ 3,195,976	\$ 13,587,186
200	Benefits	\$ 10,702,403	\$ 2,347,122	\$ 8,355,281
300	Professional/Technical Services	\$ 1,574,811	\$ 309,793	\$ 1,265,018
400	Property Services	\$ 1,079,511	\$ 375,309	\$ 704,202
500	Other Services	\$ 5,225,206	\$ 1,589,849	\$ 3,635,357
600	Supplies/Books	\$ 1,417,523	\$ 907,348	\$ 510,175
700	Equipment/Property	\$ 530,282	\$ 310,895	\$ 219,387
800	Other Objects	\$ 641,126	\$ 325,118	\$ 316,008
900	Other Financial Uses	\$ 4,975,605	\$ 3,706,730	\$ 1,268,875
Total Expenditures		\$ 42,929,629	\$ 13,068,140	\$ 29,861,489
Revenues exceeding Expenditures		\$ -	\$ 15,062,909	\$ 15,062,909
Other Financing Sources/(Uses)				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF OCTOBER 31, 2018

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 10/1/2018	\$ 84,630.26	\$ 75,166.59
Deposits	\$ 15,663.38	\$ 22,253.99
Subtotal	\$ 100,293.64	\$ 97,420.58
Expenditures	\$ 19,634.02	\$ 5,402.98
Cash Balance - 10/31/2018	\$ 80,659.62	\$ 92,017.60

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF OCTOBER 31, 2018

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,945,879
PAYROLL (pass-thru account)	\$ 6,935
FNB SWEEP ACCOUNT	\$ 21,345
ATHLETIC ACCOUNT	\$ 92,018
PLGIT	\$ 9,254,460
FNB Money Market	\$ 7,318,278
PSDLAF	\$ 158,087
INVEST PROGRAM	\$ 175,432
	<u><u>\$ 18,972,434</u></u>
CAFETERIA FUND	
FNB BANK	\$ 180,502
PLGIT	\$ 104,083
	<u><u>\$ 284,585</u></u>
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 707,159
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 777
	<u><u>\$ 707,936</u></u>
RISK MANAGEMENT / TAX REFUNDS	
FNB BANK	<u><u>\$ 498,161</u></u>
OTHER POST-EMPLOYMENT BENEFITS FUND	
FNB BANK	<u><u>\$ 1,921,238</u></u>
COMPENSATED ABSENCES FUND	
FNB BANK	<u><u>\$ 416,429</u></u>
GRAND TOTAL	<u><u>\$ 22,800,783</u></u>

- Discussion regarding Facilities motions that will appear on the Business/Legislative Agenda next week.
- There will be a Finance Committee Meeting on November 27, 2018 at 6:00 p.m.
- There will be an Education Committee Meeting on December 3, 2018 at 6:30 p.m.

Public Comment

PUBLIC COMMENT - None

Adjournment

ADJOURNMENT

On the motion of Mr. Raso, seconded by Ms. Shaw, the meeting was adjourned at 7:57 p.m.

Motion passed 5-0

Respectfully submitted,

Maureen S. Myers
Board Secretary
Recording Board Secretary