

BOARD OF SCHOOL DIRECTORS

WORK SESSION
Tuesday, September 11, 2018
7:00 PM

MINUTES

Call to Order

President Matthew Cesario called the meeting to order at 7:08 p.m.

Pledge

The meeting opened with the pledge to the flag.

Attendance

Those present included: Mr. Brownlee, Mr. Cesario, Ms. Crowell, Ms. Lindsey, Mrs. Lydon, 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.

Mr. Hommrich was absent.

Public Comment

PUBLIC COMMENT

Heather DiGiacomo RE: District wide activities calendar
Castle Shannon Update on Co-Council

Board President's Report

BOARD PRESIDENT'S REPORT – Mr. Matthew Cesario

The following action items will be considered at the September 18, 2018 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Board Minutes

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of August 14, 2018 and the Business/Legislative Minutes of August 21, 2018.

For Information Only

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

- Discussion regarding House Bill 638
- Discussion regarding PSBA elections

IV. News from the Boroughs

- Castle Shannon – Mr. Raso reported about different items from Castle Shannon.
- Dormont – Ms. Crowell reported about different items from Dormont.

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 September 18, 2018 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Assistant High School Principal

I. ASSISTANT HIGH SCHOOL PRINCIPAL

It is recommended that the Board approve **Mr. Michael Linnert** as Assistant High School Principal at a salary of \$86,000.00, effective October 1, 2018.

Second Reading Policy 302

II. SECOND READING POLICY 302: EMPLOYMENT OF THE SUPERINTENDENT

It is recommended that that the Board approve the SECOND READING of Policy No. 302: *Employment of the Superintendent*.

Second Reading Policy 312

III. SECOND READING POLICY 312: ASSESSMENT OF THE SUPERINTENDENT

It is recommended that that the Board approve the SECOND READING of Policy No. 312: *Assessment of the Superintendent*.

Second Reading Attachment 312-AR-1

IV. SECOND READING ATTACHMENT 312-AR-1: PERFORMANCE ASSESSMENT OF SUPERINTENDENT/ASSISTANT SUPERINTENDENT

It is recommended that the Board approve the SECOND READING of Attachment 312-AR-1: *Performance Assessment of Superintendent/Assistant Superintendent*.

Second Reading Policy 844

V. SECOND READING POLICY 854: ASSIGNMENT AND TRANSFER

It is recommended that the Board approve the SECOND READING of Policy 854: *Assignment and Transfer*.

Second Reading Policy 855

VI. SECOND READING POLICY 855: REDUCTION IN STAFF

It is recommended that the Board approve the SECOND READING of Policy 855: *Reduction in Staff*.

First Reading Policy 005

VII. FIRST READING POLICY 005: LOCAL BOARD PROCEDURES

It is recommended that the Board approve the FIRST READING of Policy 005: *Local Board Procedures*.

First Reading Policy 209.1

VIII. FIRST READING POLICY 209.1: FOOD ALLERGY MANAGEMENT

It is recommended that the Board approve the FIRST READING of Policy 209.1: *Food Allergy Management*.

First Reading Policy 864

IX. FIRST READING POLICY 864: NALOXONE

It is recommended that the Board approve the FIRST READING of Policy 864: *Naloxone*.

Professional Development

X. PROFESSIONAL DEVELOPMENT

Suzanne Lochie Administrative Leadership for English Learners \$700.00
PaTTAN Harrisburg
September 25 – 26, 2018

Education Report

EDUCATION REPORT – Ms. Raeann Lindsey

The following action items will be considered at the September 18, 2018 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Agreement Title I and II Non-Public Services

I. AGREEMENT FOR TITLE I AND TITLE II NON-PUBLIC SERVICES

The Administration recommends that the Board approve the agreements for Title I and Title II Non-Public Services to be provided by the Allegheny Intermediate Unit in the amounts of \$63,323.00 and \$5,745.04, respectively.

For Information Only

Funds will be paid from the District's Federal Programs grant and must be shared equitably with qualifying, non-public students.

- A discussion was had regarding the increase in student enrollment for the 2018/2019 school year.
- A discussion was had regarding the Strings Program.

PUPIL PERSONNEL REPORT – Dr. William P. Stropkaj

The following action items will be considered at the September 18, 2018 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Agreement with Wesley Family Services

I. AGREEMENT WITH WESLEY FAMILY SERVICES

The Administration recommends that the Board approve the Site-Based Academic Services Agreement between Wesley Family Services and the Keystone Oaks School District for the 2018/2019 school year.

For Information Only

Wesley Family Services offers private academics for students in need of academic, social and therapeutic support provided in small, structured learning environment. They also offer a community-based instruction program for students whose transition needs are beyond those provided in the traditional classroom setting.

Agreement with PLEA

II. AGREEMENT WITH PLEA

The Administration recommends that the Board approve the Agreement between PLEA and the Keystone Oaks School District for the 2018/2019 Academic Year.

For Information Only

PLEA (Parent’s League for Emotional Adjustment) was incorporated in 1966 as a private, nonprofit agency. Begun as an advocacy and support group, this group sowed the seed for the development of programs for children, families and Adults with developmental and behavioral disabilities.

The school/partial program is a blended service that provides a milieu based center that meets educational as well as behavioral health needs of children experiencing difficulties due to behavioral or developmental challenges. The program is licensed as both a Private academic special education school and a Partial Hospital program.

Tuition is charged monthly with a total cost not to exceed \$30,000.00.

Agreement with PSA Healthcare

III. AGREEMENT WITH PSA HEALTHCARE

The Administration recommends that the Board approve the Agreement between PSA Healthcare and the Keystone Oaks School District for the 2018/2019 Academic Year.

For Information Only

PSA Healthcare provides 1:1 nursing services to a student in the District.

Personnel Report

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

The following action items will be considered at the September 18, 2018 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Appointments

I. APPOINTMENTS

Custodian

1. Custodian

In compliance with the Keystone Oaks School District Service Employee’s International Union Local 32BJ Agreement, the Administration recommends the employment of:

Marlyn Horstmann
Custodian – Myrtle
Effective - September 28, 2018
Salary - \$27,357.00 (pro-rated)

Food Service Workers

2. Food Service Workers

The Administration recommends the employment of the following Food Service Workers:

<u>Name</u>	<u>Hourly Compensation</u>	<u>Effective Date</u>
Melissa Baang	\$9.50	August 21, 2018
Tracee Burrell	\$9.80	August 23, 2108
Faith Faletogo	\$9.25	September 4, 2018
Donna DiPofi	\$9.25	August 21, 2018
Melanie Kessler	\$9.25	August 21, 2018
Thomas Lyons	\$9.60	August 21, 2018

Lunchtime Supervisor

3. Lunchtime Supervisor

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

Kimberly Beck Myrtle Avenue Elementary

4. Approval of Club Sponsors and Stipends – 2018/2019 School Year

It is recommended that the Board approve the following Club Sponsors and Stipends for the 2018/2019 school year:

<u>Sponsor</u>	<u>Club</u>	<u>Compensation</u>
Michelle McSwigan	Academic Club	\$1,200.00
Rebecca Hersan	Aiken Art Club	\$1,200.00
Jennifer Taylor-Watenpool	Aiken Mileage Club	\$1,200.00
Rebekah Brooks	Allies	\$1,200.00
Heather Hakos-Hruby	Art	\$1,200.00
Kim Smykal	Best Friends (HS)	\$ 600.00 (split)
Joy Galiszewski	Best Friends (HS)	\$ 600.00 (split)
Andy Bochicchio	Best Friends (MS)	\$ 400.00 (split)
Allyson Hepler	Best Friends (MS)	\$ 400.00 (split)
Steve McCormick	Best Friends (MS)	\$ 400.00 (split)
Jennifer Tom	Caring Team	\$1,200.00
Jen Bogdanski	Environmental (HS)	\$1,200.00
Lisa McMahan	Environmental (MS)	\$1,200.00
Julie O'Mara	French	\$1,200.00
Josh Kirchner	Math	\$1,200.00
Judi Fritz	Medical Careers	\$1,200.00
Nancy Kraemer	Modern Dance	\$1,200.00
Beth Smith	National Honor Society	\$1,200.00
Kelly Connolly	Pep	\$1,200.00
Jeff Oestrich	Robotics	\$1,200.00
Nancy Kraemer	SADD	\$1,200.00
Michelle McSwigan	Science	\$1,200.00
Lisa Forlini	Spanish	\$1,200.00
William Eibeck	Stage Crew	\$1,200.00
Joan Young	Student Senate (HS)	\$1,200.00
Mark Kopper	Student Senate (MS)	\$1,200.00
Nick Kamberis	Strength	\$1,200.00

5. Approval of Specialized and Support Positions Sponsor and Stipends – 2018/2019 School Year

It is recommended that the Board approve the following Specialized and Support Position Sponsors and Stipends for the 2018/2019 school year:

<u>Sponsor</u>	<u>Specialized and Support Position</u>	<u>Compensation</u>
Beth Smith	Activities Coordinator (HS)	\$2,500.00
Pat Falsetti	Activities Coordinator (MS)	\$2,500.00
William Eibeck	Auditorium Coordinator	\$2,500.00 (split)
Shane Hallam	Auditorium Coordinator	\$2,500.00 (split)
Shane Hallam	Bus Duty (KOHS)	\$1,450.00
Andy Bochicchio	Bus Duty (KOMS)	\$ 725.00 (split)

Mark Iampietro	Bus Duty (KOMS)	\$ 725.00 (split)
Steve McCormick	Bus Duty (KOMS)	\$ 725.00 (split)
Dennis Sarchet	Bus Duty (KOMS)	\$ 725.00 (split)
Beth Smith	FBLA	\$1,700.00
Beth Smith	Junior/Senior Class Sponsor	\$3,050.00
Kim Smykal	Keynote/Literary Magazine	\$1,700.00
Rob Naser	Musical Director (Elementary)	\$2,000.00
Kaitlyn Caron	Musical Assistant (Elementary)	\$ 750.00
Jen Harke	Musical Assistant (Elementary)	\$ 750.00
Jessica Dobson	Odyssey of the Mind	\$3,050.00
Maddie Morris	PJAS High School	\$3,050.00
Ben Stewart	PJAS Middle School	\$3,050.00
Nancy Kraemer	Varieties	\$3,050.00
Linda Celli	Yearbook (HS)	\$3,050.00
Amy Torcaso	Yearbook (MS)	\$1,525.00
Sarah Hardner	Yearbook (MS)	\$1,525.00

Approval of Athletic Positions & Stipends

6. 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 individuals for the 2018/2019 school year:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Girls Basketball – MS	Head Coach	Keith Buckley	\$3,070.00
	Assistant	Taylor Hudson	\$2,800.00

Leave of Absence

II. LEAVE OF ABSENCE

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

A.B. – Effective September 5, 2018 through November 5, 2018

R.B. – Effective August 31, 2018 through November 29, 2018

P.O. – Effective August 14, 2018 through November 6, 2018

L.S. – Effective October 1, 2018 through January 7, 2019

Sabbatical Leave

III. SABBATICAL LEAVE

It is recommended that the Board approve **Selena Bixler**, Second Grade teacher, Dormont Elementary School, for a sabbatical leave for the second semester of the 2018/2019 school year.

Extra-Duty Intramurals

IV. EXTRA-DUTY INTRAMURALS

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

Building

Aiken Intramurals	Michael Shuck	\$2,500.00
Dormont Intramurals	Andy Bell	\$2,500.00
	Edward Hanna	\$2,500.00
Myrtle Intramurals	Kelly Diven	\$2,500.00
	Kristie Rosgone	\$2,500.00
Middle School Intramurals	Pat Falsetti	\$2,500.00
	Carolyn Manko	\$2,500.00

Finance Report

FINANCE REPORT – Mrs. Theresa Lydon

The following action items will be considered at the September 18, 2018 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Accounts Payable List

I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH AUGUST 31, 2018

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

A. General Fund as of August 31, 2018 (Check No. 57435-57772)	\$1,002,288.62
B. Risk Management as of August 31, 2018 (None)	\$0.00
C. Food Service Fund as of August 31, 2018 (Check No. 9142)	\$515.00
D. Athletics as of August 31, 2018 (Check No. 2057-2059)	\$2,951.00
E. Capital Reserve as of August 31, 2018 (Check No. 1607-1610)	\$471,369.40
TOTAL	\$1,477,124.02

- A discussion was had regarding the Accounts Payable Approval Lists.

Pitney Bowes Lease

II. PITNEY BOWES LEASE

The Administration recommends that the Board approve a 60-month lease with Pitney Bowes for a postage meter at a cost of \$143.50 per month, effective October 1, 2018.

FOR INFORMATION ONLY

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

ACCT	DESCRIPTION	2018-2019 BUDGET TOTAL	2018-2019 2 MONTH AUGUST/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 30,014,864	\$ 15,468,118	\$ (14,546,746)
7000	State Revenue Sources	\$ 12,065,343	\$ 1,562,851	\$ (10,502,492)
8000	Federal Revenue Sources	\$ 849,422	\$ 150,069	\$ (699,353)
Total Revenue		\$ 42,929,629	\$ 17,181,038	\$ (25,748,591)
				(OVER)
				UNDER
				BUDGET
Expenditures				
100	Salaries	\$ 16,783,162	\$ 736,920	\$ 16,046,242
200	Benefits	\$ 10,702,403	\$ 767,553	\$ 9,934,850
300	Professional/Technical Services	\$ 1,574,811	\$ 202,597	\$ 1,372,214
400	Property Services	\$ 1,079,511	\$ 102,778	\$ 976,733
500	Other Services	\$ 5,225,206	\$ 483,171	\$ 4,742,035
600	Supplies/Books	\$ 1,417,523	\$ 770,135	\$ 647,388
700	Equipment/Property	\$ 530,282	\$ 298,412	\$ 231,870
800	Other Objects	\$ 641,126	\$ 131,802	\$ 509,324
900	Other Financial Uses	\$ 4,975,605	\$ 51,730	\$ 4,923,875
Total Expenditures		\$ 42,929,629	\$ 3,545,098	\$ 39,384,531
Revenues exceeding Expenditures		\$ -	\$ 13,635,940	\$ 13,635,940
Other Financing Sources/(Uses)				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

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

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 8/1/2018	\$ 81,628.15	\$ 65,679.44
Deposits	\$ 38.12	\$ 5,965.11
Subtotal	\$ 81,666.27	\$ 71,644.55
Expenditures	\$ 36.00	\$ 2,951.00
Cash Balance - 8/31/2018	\$ 81,630.27	\$ 68,693.55

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF AUGUST 31, 2018

	BALANCE	
GENERAL FUND		
FNB BANK	\$	2,641,050
PAYROLL (pass-thru account)	\$	6,150
FNB SWEEP ACCOUNT	\$	5,842,172
ATHLETIC ACCOUNT	\$	68,694
PLGIT	\$	7,152,689
FNB Money Market	\$	4,167,494
PSDLAF	\$	157,602
INVEST PROGRAM	\$	174,827
	\$	20,210,678
CAFETERIA FUND		
FNB BANK	\$	84,594
PLGIT	\$	44,021
	\$	128,615
CONSTRUCTION FUND / CAP RESERVE		
FNB BANK	\$	802,361
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$	774
	\$	803,135
RISK MANAGEMENT / TAX REFUNDS		
FNB BANK	\$	496,580
GRAND TOTAL	\$	21,639,008

**Please note that included in the General Fund balance is \$415,426.00 designated to a separate fund for compensated absences, as well as \$1,916,610.00 designated to a separate fund for other post employment benefits. These monies are not spendable in the General Fund.

**Activities & Athletics
Report**

ACTIVITIES & ATHLETICS REPORT – Mr. Robert Brownlee

The following action items will be considered at the September 18, 2018 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Wrestling Practice Mats

I. WRESTLING PRACTICE MATS

It is recommended that the Board approve the purchase of new wrestling practice room mats at the High School from Resilite Sports Products in the amount of \$15,623.12.

For Information Only

The funds for the mats will be purchased through the Athletic Fund.

- A discussion was had regarding the Wrestling Practice Mats.

**Extra Athletic Workers' -
2018/2019 School Year**

II. EXTRA ATHLETIC WORKERS' – 2018/2019 SCHOOL YEAR

It is recommended that the Board approve the following individuals as extra athletic workers for the 2018/2019 school year:

Kaitlin Hogel
Bill Ketrow

Trips

III. TRIPS

It is recommended that the Board approve the following trips:

Dance Team – JAMfest Excite JAM Regional (State) Competition

Pittsburgh, PA

November 10, 2018

Coaches – **Katie Boyle**

Chaperones – None

Approximate number of students participating: 16

Approximate cost per student - \$68.00

District funds requested - \$1,088.00

Dance Team – JAMfest JAM Bash Regional (State) Competition

California, PA

February 10, 2019

Coaches – **Katie Boyle**

Chaperones – None

Approximate number of students participating: 16

Approximate cost per student - \$87.00

District funds requested - \$1,392.00

- A discussion was had regarding Trips.

For Discussion Only

FOR DISCUSSION ONLY

I. High School Technology Club

- A discussion was had regarding the reinstatement of the Technology Club for the 2018/2019 school year.
- A discussion was had regarding the Crossing Guards locations throughout Dormont.

Public Comment

PUBLIC COMMENT - None

Adjournment

ADJOURNMENT

On the motion of Mr. Brownlee, seconded by Mrs. Lydon, the meeting was adjourned at 8:13 p.m.

Motion passed 8-0

Respectfully submitted,

Maureen S. Myers
Board Secretary
Recording Board Secretary