

BOARD OF SCHOOL DIRECTORS

WORK SESSION
Tuesday, February 13, 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. Cesario, Ms. Crowell, Mrs Lydon, Ms. Pauchnik, Mr. Raso and Ms. Shaw. Also present were Dr. William Stropkaj, Superintendent; Dr. Varley, Director of Curriculum, Instruction, Assessment and Staff Development; Mr. Joseph Kubiak, Accountant; Mr. Brungo, Solicitor; Mrs. Maureen S. Myers, Board Secretary/Recording Secretary.

Mr. Brownlee, Mr. Hommrich, and Ms. Lindsey were absent.

Public Comment

PUBLIC COMMENT – None

Board President's Report

BOARD PRESIDENT'S REPORT – Mr. Matthew Cesario

The following action items will be considered at the February 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 January 9, 2018 and the Business/Legislative Minutes of January 16, 2018.

FOR INFORMATION ONLY

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|------|--|---------------------------|
| I. | Parkway West Career and Technology Center Report | <i>Ms. Annie Shaw</i> |
| II. | SHASDA Report | <i>Mr. Santo Raso</i> |
| III. | PSBA/Legislative Report | <i>Mrs. Theresa Lydon</i> |
| IV. | News from the Boroughs | |

Executive Session

EXECUTIVE SESSION

Executive Session was held prior to tonight’s Work Session for to discuss the following:

- Personnel matters including retirements and hiring of administrative staff.
- Disciplinary actions for non-professional employees.
- To receive legal advice on assessments.

Superintendent’s Report

SUPERINTENDENT’S REPORT – Dr. William P. Stropkaj

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

BOARD ACTION REQUESTED

First Reading of Policy No. 103: Nondiscrimination in schools & classroom practices

I. FIRST READING OF POLICY NO. 103: NONDISCRIMINATION IN SCHOOLS & CLASSROOM PRACTICES

It is recommended that the Board approve the FIRST READING of Policy No. 103: *Nondiscrimination in Schools & Classroom Practices*.

Attached No. 103-AR-1: Report form for complaints of discrimination/disability harassment

II. ATTACHMENT NO. 103-AR-1: REPORT FORM FOR COMPLAINTS OF DISCRIMINATION/DISABILITY HARASSMENT

It is recommended that the Board approve the FIRST READING of Attachment No. 103-AR-1: *Report Form for Complaints of Discrimination/Disability Harassment*.

First reading of Policy No. 103.1:Nondiscrimination – Qualified students with disabilities

III. FIRST READING OF POLICY NO. 103.1: NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES.

It is recommended that the Board approve the FIRST READING of Policy No. 103.1: *Qualified Students with Disabilities*.

Attachment No. 103.1-AR-1: Report form for complaints of discrimination/disability harassment

IV. ATTACHMENT NO 103.1-AR-1: REPORT FORM FOR COMPLAINTS OF DISCRIMINATION/DISABILITY HARASSMENT

It is recommended that the Board approve the FIRST READING of Attachment No. 103.1-AR-1: *Nondiscrimination-Qualified Students with Disabilities (Report Form for Complaints of Discrimination/Disability Harassment)*.

Attachment No.103.1-AR-2: Procedural Safeguards Notification

V. ATTACHMENT NO 103.1-AR-2: PROCEDURAL SAFEGUARDS NOTIFICATION

It is recommended that the Board approve the FIRST READING of Attachment No. 103.1-AR-2: *Nondiscrimination-Qualified Students with Disabilities (Procedural Safeguards Notification)*.

Attachment No. 103.1-AR-4: Parent/Guardian request for evaluation, termination, or modification under Section 504

First Reading of Policy No. 104: Nondiscrimination in Employment Practices

Attachment No. 104-AR-1: Report Form for Complaints of Discrimination/Discrimination/Discriminatory Harassment

First Reading of Policy No. 228: Student Government

Removal of Policy No. 223.1: Parking on School District Property

Adoption of the 2018/2019 School Year Calendar

Professional Development

VI. ATTACHMENT NO. 103.1-AR-4: PARENT/GUARDIAN REQUEST FOR EVALUATION, TERMINATION, OR MODIFICATION UNDER SECTION 504

It is recommended that the Board approve the FIRST READING of Attachment No. 103.1-AR-4: *Parent/Guardian request for evaluation, termination, or modification under Section 504.*

- A discussion was had regarding Attachment No. 103.1-Ar-4: Parent/Guardian request for evaluation, termination, or modification under Section 504.

VII. FIRST READING OF POLICY NO. 104: NONDISCRIMINATION IN EMPLOYMENT PRACTICES

It is recommended that the Board approve the FIRST READING of Policy No. 104: *Nondiscrimination in Employment Practices.*

VIII. ATTACHMENT NO. 104-AR-1: REPORT FORM FOR COMPLAINTS OF DISCRIMINATION/DISCRIMINATORY HARASSMENT

It is recommended that the Board approve the FIRST READING of Attachment No. 104-AR-1: *Report Form for Complaints of Discrimination/Discriminatory Harassment.*

IX. FIRST READING OF POLICY NO. 228: STUDENT GOVERNMENT

It is recommended that the Board approve the FIRST READING of Policy No. 228: *Student Government.*

X. REMOVAL OF POLICY NO. 223.1: PARKING ON SCHOOL DISTRICT PROPERTY

It is recommended that the Board approve the removal of Policy No. 223.1: *Parking on School District Property.*

XI. ADOPTION OF THE 2018/2019 SCHOOL YEAR CALENDAR

It is recommended that the Board adopt the 2018/2019 school year calendar as presented by the Superintendent. (*Pages 7-8*)

- A discussion was had regarding the 2018/2019 school year calendar.

XII. PROFESSIONAL DEVELOPMENT

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

Dr. William Stropkaj The Forum for Western PA School Superintendents
Spring Retreat – University of Pittsburgh *No cost to District*

Bedford, PA
April 18 – 20, 2018

Dr. William Stropkaj Dr. Shannon Varley Mr. Aaron Smith Mr. Jason Kushak	Mass Customized Learning National Alliance MCL National Summit State College, PA July 18 – 20, 2018	\$4,000.00 (total for all)
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Mrs. Sarah Welch	PensPRA Annual Symposium Pennsylvania School Public Relations Association Shippensburg, PA April 12 – 13, 2018	\$550.00
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Ms. Beth Smith	FBLA State Leadership Conference Hershey Lodge and Convention Center Hershey, PA April 8 – 11, 2018	\$1,203.00
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Ms. Emily Brill	PAFCS 2018 Annual Conference Hilton Scranton & Conference Center Scranton, PA April 5 – 7, 2018	\$960.00
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- A discussion was had regarding Professional Development.

Ms. Pauchnik left the meeting at 7:35 p.m.

**KEYSTONE OAKS SCHOOL DISTRICT
2018-2019 SCHOOL CALENDAR**

August 2018				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

September 2018				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

October 2018				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

November 2018				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December 2018				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

January 2019				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

February 2019				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

March 2019				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April 2019				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2019				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June 2019				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

July 2019				
Mo	Tu	We	Th	Fr
1	2	4	5	6
8	9	11	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

 First & Last Student Day

 Make-Up Days

1. Monday, February 18, 2019

 Early Dismissal(s) for Students

2. Monday, April 22, 2019

 Inservice

3. Tuesday, May 14, 2019

 Holiday Dates – No School

 Kennywood Picnic

**KEYSTONE OAKS SCHOOL DISTRICT
2018-2019 SCHOOL CALENDAR**

STUDENT / TEACHER DAYS

		<u>Month</u>	<u>Student</u>	<u>Teacher</u>
August 22,23,24	PD / PD / Clerical (Room Prep)	August	5	8
August 27	First Day for Students			
September 3	Labor Day (No School)	September	19	19
		October	23	23
November 6	Professional Development / Clerical			
November 22, 23, 26	Thanksgiving Vacation (No School)	November	18	19
December 24-31	Winter Recess (No School)	December	15	15
January 1, 2	Winter Recess (No School)			
January 21	Martin Luther King Day (Clerical)			
January 25	Professional Development	January	19	21
February 18	Presidents' Day (No School)	February	19	19
March 29	Professional Development/Clerical	March	20	21
April 19-22	Spring Break	April	20	20
May 14	No School			
May 27	Memorial Day (No School)	May	21	21
June 7	Last Day for Students			
June 10	Last Day for Teachers / Clerical	June	5	6
			184	192

STAFF DAYS

August 22, 23, 24.....	Professional Development/Clerical
November 6	Professional Development / Clerical
January 21.....	Clerical
January 25.....	Professional Development
March 29.....	Professional Development/Clerical
June 10.....	Clerical

PARAPROFESSIONAL DAYS

August 22.....	School Start-Up Activities / Training
August 23.....	Training / Preparation Duties
January 25	Training

VACATION DAYS

September 3.....	Labor Day
November 22, 23, 26.....	Thanksgiving Vacation
December 24 – January 2.....	Winter Recess
February 18.....	Presidents' Day
April 19-22	Spring Break
May 14	No School
May 27.....	Memorial Day

IMPORTANT DAYS

August 27, 2018.....	First Day for Students
June 7, 2019.....	Last Day for Students
June 10, 2019.....	Last Day for Teachers
TBD.....	Kennywood Picnic

Pupil Personnel Report

PUPIL PERSONNEL REPORT – Dr. William P. Stropkaj

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

Cares of Western Pennsylvania Agreement

I. CARES OF WESTERN PENNSYLVANIA AGREEMENT

The Administration recommends that the Board approve the contract between Cares of Western Pennsylvania and the Keystone Oaks School District.

Safe School Helpline Agreement

II. SAFE SCHOOL HELPLINE AGREEMENT

The Administration recommends that the Board approve the *Safe School Helpline Agreement* for the Keystone Oaks School District, effective February 1, 2018 through January 31, 2019, at a cost of \$1,544.67 per year.

For Information Only

The *Safe School Helpline* is a 24-hour service for all District staff, parents, students, and community members to report safety concerns and seek immediate support.

- A discussion was had regarding the Safe School Helpline.

Personnel Report

PERSONNEL REPORT – Mr. Matt Cesario & Ms. Patricia Shaw

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

BOARD ACTION REQUESTED

Resignation

I. RESIGNATION

It is recommended that the Board accept the resignation of **Gina Delfine**, Food Service Worker, effective January 30, 2018.

Appointments

II. APPOINTMENTS

Food Service Personnel

A. Food Service Personnel

It is recommended that the Board approve the following individuals as Food Service Employees, effective February 5, 2018, for the remainder of the 2017/2018 school year:

<u>Name</u>	<u>School</u>	<u>Hourly Wage</u>
Karen Fortier	Middle School/High School	\$9.25
Erica Massey	Middle School/High School	\$9.25

**Approval of Activities-
Specialized and Support
Positions**

Finance Report

**Accounts Payable
Approval Lists**

**Parkway West Career
& Technology Center
Budget**

B. Approval of Activities – Specialized and Support Positions

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 2017/2018 school year:

<u>Employee</u>	<u>Position</u>	<u>Compensation</u>
Amanda Stefanowicz	HS Musical/Paint	\$ 660.00
William Eibeck	HS Musical Director/Orchestra Conductor	\$5,400.00

FINANCE REPORT – Mrs. Theresa Lydon

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

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 January 31, 2018 (Check No. 55952 – 56137)	\$832,392.30
B. Risk Management as of January 31, 2018 (None)	\$0.00
C. Food Service Fund as of January 31, 2018 (None)	\$0.00
D. Athletics as of January 31, 2018 (None)	\$0.00
E. Capital Reserve as of January 31, 2018 (Check No. 1582)	\$3,958.92
TOTAL	\$836,351.22

II. PARKWAY WEST CAREER & TECHNOLOGY CENTER BUDGET

1. The Administration recommends that the Board approve the Parkway West General Operating and Jointure Budget for the 2018/2019 school year as follows:

	<u>2018/2019</u>
• Parkway West General Operating Budget	\$6,428,563.00
• Parkway West Jointure Budget	\$ 703,183.00
2. Keystone Oaks School District’s Estimated Share of Budget	
• Parkway West General Operating Budget	\$ 457,706.58
• Parkway West Jointure Budget	\$ 47,092.89

For Information Only

The District's estimated share toward the General Operating Budget reflects a decrease of \$68,207.07. The District's estimated share toward the Jointure Budget is an increase of \$14,375.20.

**AIU Program of Services
Budget-Finance Division**

III. AIU PROGRAM OF SERVICES BUDGET – FINANCE DIVISION

The Administration recommends that the Board approve the proposed 2018/2019 Allegheny Intermediate Unit Program of Services Budget in the amount of \$2,086,109.00. The Allegheny County (AIU3) School Districts' total contribution to the budget is \$1,765,288.00. The Keystone Oaks School District contribution to the Program of Services Budget is estimated to be \$37,524.00 and will be determined by PDE according to District Aid Ratio and Weighted Average Daily Membership (WADM).

FOR INFORMATION ONLY

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

ACCT	DESCRIPTION	2017-2018 BUDGET TOTAL	2017-2018 7 MONTH JANUARY/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 29,205,575	\$ 27,242,272	\$ (1,963,303)
7000	State Revenue Sources	\$ 11,884,614	\$ 5,274,107	\$ (6,610,507)
8000	Federal Revenue Sources	\$ 847,073	\$ 240,497	\$ (606,576)
Total Revenue		\$ 41,937,262	\$ 32,756,876	\$ (9,180,386)
				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 16,193,174	\$ 7,211,806	\$ 8,981,368
200	Benefits			
	Professional/Technical	\$ 10,647,423	\$ 4,781,220	\$ 5,866,203
300	Services	\$ 1,420,450	\$ 830,856	\$ 589,594
400	Property Services	\$ 1,245,450	\$ 629,231	\$ 616,219
500	Other Services	\$ 5,051,476	\$ 2,983,238	\$ 2,068,238
600	Supplies/Books	\$ 1,476,761	\$ 866,895	\$ 609,866
700	Equipment/Property	\$ 749,916	\$ 570,445	\$ 179,471
800	Other Objects	\$ 767,612	\$ 437,650	\$ 329,962
900	Other Financial Uses	\$ 4,385,000	\$ 3,564,527	\$ 820,473
Total Expenditures		\$ 41,937,262	\$ 21,875,868	\$ 20,061,394
Revenues exceeding Expenditures		\$ -	\$ 10,881,008	\$ 10,881,008
Other Financing Sources/(Uses)				
	Interfund Transfers In (Out)	\$ -	\$ 926,714	\$ (926,714)

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

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 1/1/2018	\$ 104,608.33	\$ 59,885.54
Deposits	\$ 3,385.46	\$ 4,165.80
Subtotal	\$ 107,993.79	\$ 64,051.34
Expenditures	\$ 3,753.61	\$ -
Cash Balance - 1/31/2018	\$ 104,240.18	\$ 64,051.34

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF JANUARY 31, 2018

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,700,000
PAYROLL (pass-thru account)	\$ 11,207
FNB SWEEP ACCOUNT	\$ 605,073
ATHLETIC ACCOUNT	\$ 64,051
PLGIT	\$ 12,416,859
FNB Money Market	\$ 4,029,392
PSDLAF	\$ 156,285
INVEST PROGRAM	\$ 173,115
	<u><u>\$ 19,155,982</u></u>
CAFETERIA FUND	
FNB BANK	\$ 222,113
PLGIT	\$ 349,962
	<u><u>\$ 572,075</u></u>
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 268,798
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 767
	<u><u>\$ 269,565</u></u>
RISK MANAGEMENT / TAX REFUNDS	
FNB BANK	<u><u>\$ 273,033</u></u>
GRAND TOTAL	\$ 20,270,655

**Activities & Athletics
Report**

ACTIVITIES & ATHLETICS REPORT – Mr. Robert Brownlee & Ms. Kristen Pauchnik

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

I. OVERNIGHT TRIP

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

FBLA State Leadership Conference

Sunday - Wednesday – April 8 - 11, 2018

Sponsor – **Beth Smith**

Chaperones – None

Approximate number of students participating - 11

Approximate cost per student - \$696.00

District funds requested - \$3,660.00

Public Comment

PUBLIC COMMENT - None

Adjournment

ADJOURNMENT

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

Motion passed 6-0

Respectfully submitted,

Maureen S. Myers
Board Secretary
Recording Board Secretary