

BOARD OF SCHOOL DIRECTORS

WORK SESSION
Tuesday, May 9, 2017
7:00 PM

MINUTES

Call to Order

Vice-President Donald Howard called the meeting to order at 7:06 p.m.

Pledge

The meeting opened with the pledge to the flag.

Attendance

Those present included: Ms. Crowell, Mr. Howard, Ms. Lindsey, Ms. Pauchnik, and Ms. Shaw. Also present were Dr. William 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. Cesario, Mr. Hommrich, Mrs. Lydon, and Mrs. Gologram were absent.

**Celebrating Art
Spring Edition**

Dr. Stropkaj presented certificates to the Keystone Oaks Middle School students for their outstanding art accomplishments being published in the *Celebrating Art Spring Edition*. Ms. Jennifer Hallam is their art teacher.

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 May 23, 2017 Business/Legislative Meeting:

BOARD ACTION REQUESTED

**Nominations for the
Office of Treasurer**

I. NOMINATIONS FOR THE OFFICE OF TREASURER

It is recommended that the Board accept nominations for the Office of Treasurer to serve for a one-year term beginning July 1, 2017.

Board Minutes

II. BOARD MINUTES

It is recommended that the Board approve the Special Voting Minutes and the Work Session Minutes of April 11, 2017, and the Business/Legislative Minutes of April 18, 2017.

**2017/2018 Board Meeting
Dates**

III. 2017/2018 BOARD MEETING DATES

It is recommended that the Board approve the 2017/2018 Board Meeting dates listed below through the month of June, 2018:

Tuesday, August 8, 2017	Work Session
Tuesday, August 15, 2017	Business/Legislative Meeting
Tuesday, September 12, 2017	Work Session
Tuesday, September 19, 2017	Business/Legislative Meeting
Tuesday, October 10, 2017	Work Session
Tuesday, October 24, 2017	Business/Legislative Meeting
Tuesday, November 14, 2017	Work Session
Tuesday, November 21, 2017	Business/Legislative Meeting
Tuesday, December 5, 2017	Reorganization/Work Session
Tuesday, December 12, 2017	Business/Legislative Meeting
Tuesday, January 9, 2018	Work Session
Tuesday, January 16, 2018	Business/Legislative Meeting
Tuesday, February 13, 2018	Work Session
Tuesday, February 20, 2018	Business/Legislative Meeting
Tuesday, March 13, 2018	Work Session
Tuesday, March 20, 2018	Business/Legislative Meeting
Tuesday, April 10, 2018	Work Session
Tuesday, April 17, 2018	Business/Legislative Meeting
Tuesday, May 8, 2018	Work Session
Tuesday, May 22, 2018	Business/Legislative Meeting
Tuesday, June 19, 2018	Work Session
Tuesday, June 26, 2018	Business/Legislative Meeting

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, an Executive Session was conducted to discuss personnel matters, Collective Bargaining and Staffing, and confidential student matters.

Superintendent’s Report

SUPERINTENDENT’S REPORT – Dr. William Stropkaj

The following action items will be considered at the May 23, 2017, Business/Legislative Meeting:

BOARD ACTION REQUESTED

Administrative Assistant
To Superintendent
Board Secretary
Board Recording Secretary

I. ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

It is recommended that the Board appoint **Ms. Maureen Connor** as the Administrative Assistant to the Superintendent and also as the Board Secretary and Board Recording Secretary, effective June 1, 2017 at a salary of \$38,000.

Police MOUs

II. POLICE MEMORANDUMS OF UNDERSTANDING

In compliance with the School Code, the Administration recommends the renewal of the *Police Memorandums of Understanding with School Entities* with the following boroughs: Castle Shannon, Dormont, Green Tree and Mt. Lebanon. The MOUs are the same verbiage as in previous years, no changes, just a different format.

SECOND READING
Policy No. 146

III. SECOND READING OF POLICY NO. 146: STUDENT SERVICES

It is recommended that the Board approve the SECOND READING of Policy No. 146:*Student Services*.

SECOND READING
Policy No. 207

IV. SECOND READING OF POLICY NO. 207: CONFIDENTIAL COMMUNICATIONS OF STUDENTS

It is recommended that the Board approve the SECOND READING of Policy No. 207: *Confidential Communications of Students*.

**SECOND READING
Policy No. 216.1**

V. SECOND READING OF POLICY NO. 216.1: SUPPLEMENTAL DISCIPLINE RECORDS

It is recommended that the Board approve the SECOND READING of Policy No. 216.1: *Supplemental Discipline Records*.

**SECOND READING
Policy No. 834**

VI. SECOND READING OF POLICY NO. 834: SICK LEAVE

It is recommended that the Board approve the SECOND READING of Policy No. 834: *Sick Leave*.

**SECOND READING
Policy No. 837**

VII. SECOND READING OF POLICY NO. 837: PERSONAL NECESSITY LEAVE

It is recommended that the Board approve the SECOND READING of Policy No. 837: *Personal Necessity Leave*.

**SECOND READING
Policy No. 838.1**

VIII. SECOND READING OF POLICY NO. 838.1: COMPENSATED PROFESSIONAL LEAVE

It is recommended that the Board approve the SECOND READING of Policy No. 838.1: *Compensated Professional Leave*.

**SECOND READING
Policy No. 838.1-AR-1**

IX. SECOND READING OF POLICY NO. 838.1-AR-1: REQUEST FOR COMPENSATED LEAVE

It is recommended that the Board approve the SECOND READING of Policy No. 838.1-AR-1: *Request for Compensated Leave*.

**SECOND READING
Policy No. 838**

X. SECOND READING OF POLICY NO. 838: VACATION

It is recommended that the Board approve the SECOND READING of Policy No. 838: *Vacation*.

**SECOND READING
Policy No. 839**

XI. SECOND READING OF POLICY NO. 839: UNCOMPENSATED LEAVE

It is recommended that the Board approve the SECOND READING of Policy No. 839: *Uncompensated Leave*.

**SECOND READING
Policy No. 851**

XII. SECOND READING OF POLICY NO. 851: DRUG AND SUBSTANCE ABUSE

It is recommended that the Board approve the SECOND READING of Policy No. 851: *Drug and Substance Abuse*.

FIRST READING
Policy No. 203

XIII. FIRST READING OF POLICY NO. 203: COMMUNICABLE DISEASES AND IMMUNIZATIONS

It is recommended that the Board approve the FIRST READING of Policy No. 203: *Communicable Diseases and Immunizations*.

- A discussion by Board Members was held concerning the updated immunization requirements.

FIRST READING
Policy No. 817

XIV. FIRST READING OF POLICY NO. 817: CONDUCT / DISCIPLINARY PROCEDURES

It is recommended that the Board approve the FIRST READING of Policy No. 817: *Conduct / Disciplinary Procedures*.

FIRST READING
Policy No. 817.1

XV. FIRST READING OF POLICY NO. 817.1: EDUCATOR MISCONDUCT

It is recommended that the Board approve the FIRST READING of Policy No. 817: *Educator Misconduct*.

Professional Development

XVI. PROFESSIONAL DEVELOPMENT

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

Robert Naser	Robert Naser (Presenter)	International Society for Technology in Education San Antonio, Texas June 25-28, 2017	\$2,100.00
Lisa Thoft	Lisa Thoft (Presenter)	International Society for Technology in Education San Antonio, Texas June 25-28, 2017	\$2,100.00
Ann Pfeuffer Abigail Rohe Kelly Seltzer	Ann Pfeuffer Abigail Rohe Kelly Seltzer	Elevate! Philadelphia Kindergarten Smorgasboard, LLC Philadelphia, PA July 20-22, 2017	\$924.00 (Total for all)

- A discussion by Board Members and Dr. Stropkaj was held regarding the following:
 - Outside high school courtyard
 - Proposed course in art for design by students; e.g. interior and exterior spaces
 - New Wellness Committee

Education Report

EDUCATION REPORT – Ms. Raeann Lindsey

The following action items will be considered at the May 23, 2017, Business/Legislative Meeting:

BOARD ACTION REQUESTED

Adoption of Textbooks
2017/2018

I. ADOPTION OF TEXTBOOK FOR 2017/2018

The Administration recommends the adoption and purchase (approximate cost listed below) of the following textbook for the 2017/2018 school year:

<u>Textbook</u>	<u>Publisher</u>	<u>Price</u>
<i>iAsi se dice!</i> (Spanish 1) (75 copies @ \$98.82)	McGraw-Hill	\$7,411.50

- A discussion by Board Members followed regarding the lack of advertisement for the Keystone Oaks Middle School Musical, “**You’re a Good Man, Charlie Brown**” to be presented on May 31 and June 1, 2017.

Pupil Personnel Report

PUPIL PERSONNEL REPORT – Dr. William Stropkaj

The following action items will be considered at the May 23, 2017, Business/Legislative Meeting:

BOARD ACTION REQUESTED

Student Instructional
Summer Work Program

I. 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 12-15; June 19, 20, 22; June 26-29, 2017 through July 3, 5, 6, 2017 (7:00 a.m.–12:00 p.m.) for approximately 15 students and two (2) instructors, **Mark Elphinstone** and **Michael Orsi**. The program has both an instructional component and a custodial component.

School Counseling
Department – Chapter 339
Comprehensive Guidance
Plan

**II. SCHOOL COUNSELING DEPARTMENT – CHAPTER 339:
COMPREHENSIVE GUIDANCE PLAN**

The Administration recommends that the Board approve the *School Counseling Department – Chapter 339: Comprehensive Guidance Plan* for the District, effective immediately.

For Information Only

This is a requirement in compliance with the Pennsylvania Department of Education and was created under the leadership of Mrs. Suzanne Lochie, Supervisor of Pupil Services, in collaboration with the school counselors, over the past two years.

Agreement with The Children’s Institute Day School

III. AGREEMENT WITH THE CHILDREN’S INSTITUTE DAY SCHOOL

The Administration recommends that the Board approve the Service Agreement between The Children’s Institute Day School and the Keystone Oaks School District for services related to a District student.

Extended School Year Program

IV. EXTENDED SCHOOL YEAR PROGRAM

The Administration recommends that the Board approve the Keystone Oaks School District *Extended School Year Program* from June 26-30; July 5-13, 2017 from 8:30 a.m. – 11:45 a.m.

- A discussion by Board Members was held regarding the number of participating students.

Personnel Report

PERSONNEL REPORT – Mr. David Hommrich & Ms. Patricia Shaw

The following action items will be considered at the May 23, 2017 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Retirements

I. RETIREMENTS

Professional Staff

A. Professional Staff

The Administration recommends that the Board accept the retirements of the following professional personnel:

	<u>Name</u>	<u>Position</u>	<u>Years of Service</u>
Karen Hagy	Karen Hagy Keystone Oaks Middle School Effective October 9, 2017	Learning Support	14
Karen Ostrowski	Karen Ostrowski Keystone Oaks Middle School Effective September 29, 2017	Physical Education	22

Cynthia Soberg | **Cynthia Soberg** | Guidance Counselor | 21
Keystone Oaks Middle School
Effective June 21, 2017

Classified Staff

B. Classified Staff

That Administration recommends that the Board accept the retirement of the following classified employee:

<u>Name</u>	<u>Position</u>	<u>Years of Service</u>
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Mariadonna Connolly

Mariadonna Connolly Keystone Oaks Middle School Effective June 9, 2017	Paraprofessional	21
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Mentor Teachers

II. MENTOR TEACHERS

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016, Article XXXVIII – Mentor Teachers*, it is recommended that the following **mentor teachers** be approved and receive payment of \$725 in accordance with this Article for the 2016/2017 school year:

Jennifer Bogdanski	John McCarthy
Suzanne Deemer	Michelle McSwigan
Lori DeMartino	Mary Poe
Elisa DiTullio (2 teachers)	Kevin Prince (prorated)
Judith Fritz	Lainey Resetar
Kevin Gallagher	Kelly Seltzer (prorated)
Molly Karlovich	Lisa Thoft
Nicole Kochanski	Teresa Zimmerman
Deborah Leonard	

Leave of Absences

III. LEAVE OF ABSENCES

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

S.M. – Effective May 11, 2017 with an anticipated return date of June 9, 2017.

L.M. – Effective May 1, 2017 with an anticipated return date of May 22, 2017.

Extended School Year

IV. EXTENDED SCHOOL YEAR STAFF

The Administration recommends that the Board approve the following personnel for the Extended School Year Program at the Keystone Oaks Middle School:

<u>Name</u>	<u>Position</u>
Hope Harris	Special Education
Kelly Seltzer	Special Education
Ellie Tecza	Special Education
Rachel Truman	Special Education
Ashley Hilliard	Paraprofessional
Jaquilyn Smith	Paraprofessional
Mary Ranalli	Personal Care Assistant
Leslie Romano	Personal Care Assistant
Denise Tunney	Personal Care Assistant

Summer/Pre-Season
Coaching Positions

V. SUMMER/PRE-SEASON COACHING POSITIONS

In compliance with the *Keystone Oaks Education 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 coaches for the 2017 Summer/Pre-Season with payment of \$20.00 per hour:

<u>Sport</u>	<u>Coach</u>
Baseball	Joseph Aul Adam Dodson Zachary Galasso Matthew McCarthy Jayson Monroe Michael Smith
Boys Basketball	OPEN
Boys Soccer	Sotiri Tsourekis
Cross Country	Judy Fritz Sarah Hardner Lainey Resetar
Football	James Feeney Russell Klein Greg Perry Steve McCormick Jeffrey Sieg
Girls Soccer	Danielle Kandrack Michael Kandrack Jennifer Luciew
Girls Tennis	Leslie Leopold

Girls Volleyball	Michael O’Leary
Golf	Dennis Sarchet Joshua Short
Softball	Kristen Kaminski Mark Kaminski
Wrestling	Al Harris

Extra-Duty Intramurals

VI. EXTRA-DUTY – INTRAMURALS

In compliance with the *Keystone Oaks Education 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 individuals for the 2016/2017 school year:

Building

Aiken Intramurals	Cailin Irvine	\$766.67
	Michael Shuck	\$1,533.33
Dormont Intramurals	Andrew Bell	\$2,300.00
	Edward Hanna	\$2,300.00
Myrtle Intramurals	Kristie Rosgone	\$2,300.00

Finance Report

FINANCE REPORT – Mrs. Theresa Lydon

The following action items will be considered at the May 23, 2017 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Approval of 2017/2018 Proposed Final Budget

I. APPROVAL OF 2017/2018 PROPOSED FINAL BUDGET

The Administration recommends adoption of the 2017/2018 Proposed Final Budget in accordance with Section 687 of the School Laws of Pennsylvania and requests authorization for the budget to be made available for public inspection for 20 days beginning no later than May 24, 2017.

For Information Only

The 2017/2018 Proposed Final Budget is estimated at expenditures of \$_____. The expected revenues will be _____ with the levying of _____ mills. The approval of the 2017/2018 Final General Budget is scheduled for June 27, 2017.

Pennsylvania School
Boards Association–PSBA

II. PENNSYLVANIA SCHOOL BOARDS ASSOCIATION

It is recommended that the Board approve annual membership in the *Pennsylvania School Boards Association* for the 2017/2018 school year in the amount of \$13,201.60.

Accounts Payable
Approval Lists

III. 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 April 30, 2017 (Check No. 53734 – 53897)	\$843,937.97
B.	Risk Management as of April 30, 2017 (None)	\$0.00
C.	Food Service Fund as of April 30, 2017 (Check No. 9122 – 9122)	\$81.95
D.	Athletics as of April 30, 2017 (None)	\$0.00
E.	Capital Reserve as of April 30, 2017 (Check No. 1570 – 1570)	\$3,003.00
	TOTAL	\$847,022.92

Contract to Purchase
Meals from Schools
Head Start

IV. CONTRACT TO PURCHASE MEALS FROM SCHOOLS –HEAD START

It is recommended the Board approve the *Contract to Purchase Meals from Schools* between the Keystone Oaks School District and the Allegheny Intermediate Unit Head Start Program located in Dormont Elementary School, for the 2017/2018 school year.

FOR INFORMATION ONLY

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

ACCT	DESCRIPTION	2016-2017 BUDGET TOTAL	2016-2017 APRIL ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 28,874,424	\$ 28,825,224	\$ (49,200)
7000	State Revenue Sources	\$ 10,811,514	\$ 6,823,843	\$ (3,987,671)
8000	Federal Revenue Sources	\$ 847,073	\$ 438,382	\$ (408,691)
Total Revenue		\$ 40,533,011	\$ 36,087,449	\$ (4,445,562)
(OVER)				
UNDER				
BUDGET				
Expenditures				
100	Salaries	\$ 15,839,295	\$ 10,699,493	\$ 5,139,802
200	Benefits	\$ 10,401,758	\$ 6,835,240	\$ 3,566,518
	Professional/Technical			
300	Services	\$ 1,660,250	\$ 963,922	\$ 696,328
400	Property Services	\$ 1,215,100	\$ 958,031	\$ 257,069
500	Other Services	\$ 4,886,463	\$ 4,017,888	\$ 868,575
600	Supplies/Books	\$ 1,219,475	\$ 1,133,144	\$ 86,331
700	Equipment/Property	\$ 870,175	\$ 803,508	\$ 66,667
800	Other Objects	\$ 967,570	\$ 870,235	\$ 97,335
900	Other Financial Uses	\$ 3,895,000	\$ 3,978,904	\$ (83,904)
Total Expenditures		\$ 40,955,086	\$ 30,260,365	\$ 10,694,721
Revenues exceeding Expenditures		\$ (422,075)	\$ 5,827,084	\$ 6,249,159

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF APRIL 2017

Bank Account - Status	Middle / High School	Athletics
Cash Balance – 04/01/2017	\$ 92,370.54	\$ 62,186.14
Deposits	\$ 5,216.40	\$ 4,115.75
Subtotal	\$ 97,586.94	\$ 66,301.89
Expenditures	\$ 4,993.12	\$ 0.00
Cash Balance - 04/30/2017	\$ 92,593.82	\$ 66,301.89

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF APRIL 30, 2017

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,701,755
PAYROLL (pass-thru account)	\$ 14,753
FNB SWEEP ACCOUNT	\$ 0
ATHLETIC ACCOUNT	\$ 66,302
PLGIT	\$ 5,952,527
FNB Money Market	\$ 3,505,997
PSDLAF	\$ 155,296
INVEST PROGRAM	<u>\$ 171,761</u>
	<u>\$ 11,568,391</u>
CAFETERIA FUND	
FNB BANK	\$ 400,474
PLGIT	<u>\$ 798,345</u>
	<u>\$ 1,198,819</u>
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 693,181
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	<u>\$ 761</u>
	<u>\$ 693,942</u>
RISK MANAGEMENT FUND/TAX REFUNDS	
FNB BANK	<u><u>\$ 273,610</u></u>
GRAND TOTAL	\$ 13,734,762

Facilities Report

FACILITIES REPORT – Mr. Matthew Cesario

The following action item will be considered at the May 23, 2017 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Dormont Volunteer Fire Department Training

I. DORMONT VOLUNTEER FIRE DEPARTMENT TRAINING

The Administration recommends that the Board approve the Dormont Volunteer Fire Department training at Dormont Elementary School on Monday, June 12, 2017.

Federal Emergency Management Agency FEMA – Main Contact

II. FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) – MAIN CONTACT

The Administration recommends that the Board appoint **Mr. John Lyon**, Director of Buildings and Grounds, as the main contact for the Federal Emergency Management Agency (FEMA), effective immediately.

Advertise for Roofing Bids

III. ADVERTISE FOR ROOFING BIDS

The Administration recommends that the Board approve the advertisement for roofing bids for Myrtle Avenue Elementary, Keystone Oaks Middle School, and Keystone Oaks High School, effective immediately.

Public Comment

PUBLIC COMMENT - None

Adjournment

ADJOURNMENT

On the motion of Ms. Lindsey, seconded by Ms. Shaw, the meeting was adjourned at 8:09 p.m.

Motion passed 5-0

Respectfully submitted,

Charmaine Masztak
Assistant Board Secretary
Recording Board Secretary