

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE MEETING

Tuesday, October 24, 2017

7:00 PM

MINUTES

Call to Order

President Matthew Cesario called the meeting to order at 7:11 p.m.

Pledge

The meeting opened with the pledge to the flag.

Attendance

Those present included: Mr. Cesario, Ms. Crowell, Mr. Hommrich, Mr. Howard, Ms. Lindsey, Mrs. Lydon, Ms. Pauchnik and Ms. Shaw. Also present were Dr. William Stropkaj, Superintendent; Dr. Varley, Director of Curriculum, Instruction, Assessment and Staff Development; Mr. Peter Halesy, Solicitor; and Ms. Maureen S. Connor, Board Secretary/Recording Secretary.

Mr. Brownlee was absent

Public Comment

PUBLIC COMMENT

Chief Aaron Lauth RE: Indoor Mt. Lebanon Shooting Range
Mt. Lebanon

Chief Kenneth Truver RE: Indoor Mt. Lebanon Shooting Range
Castle Shannon

Mr. Keith McGill RE: Indoor Mt. Lebanon Shooting Range
Mt. Lebanon – Municipal Manager

Heather DiGiacomo RE: Indoor Mt. Lebanon Shooting Range
Castle Shannon

Richard Marciniak RE: Indoor Mt. Lebanon Shooting Range
Mt. Lebanon School District-Director of Facilities

Board President's Report

BOARD PRESIDENT'S REPORT – Mr. Matthew Cesario

Board Minutes

BOARD MINUTES

On the motion of Mr. Hommrich, seconded by Mr. Howard, the Board approved the Work Session Minutes of September 12, 2017 and the Business/Legislative Minutes of September 19, 2017.

Motion carried 8-0

SUPERINTENDENT GOALS

On the motion of Ms. Shaw, seconded by Mr. Hommrich, the Board approved the following goals for William P. Stropkaj, Superintendent as per the Superintendent’s Contract 2017/2020:

1. By December 22, 2017, revise Board Policy 122: Co-curricular Activities to become Extracurricular Activities and create administrative procedures for such policy.
2. By April 1, 2018, update the Job Description Manual that describes all positions within the organization using clearly defined language so that all employees are clear on the expectations of their position, that administration can more competently evaluate performance of those whom they supervise, and that all employees can develop their careers and understand their role within the organization.
3. By May 1, 2018, analyze the academic achievement of student subgroups (Special Education, ESL, and Economically Disadvantaged) and develop strategies to improve the academic achievement of these students.
4. By May 1, 2018, develop the leadership team by involving the administrative staff in a book study of *Total Leader 2.0: Leading in the Age of Empowerment* by Charles Schwahn and William Spady so as to create a professional leadership vocabulary and to foster professional dialogue that promotes the development of all present and future leaders within the District.

Motion carried 8-0

- | | | |
|-------------|--|---|
| I. | Parkway West Career and Technology Center Report | <i>Ms. Annie Shaw</i>
<i>Mr. Donald Howard - Alternate</i> |
| II. | SHASDA Report | <i>Ms. Raeann Lindsey</i> |
| III. | Golden Wings Foundation, Inc. Report | <i>Mr. Donald Howard</i> |
| IV. | PSBA/Legislative Report | <i>Mr. Donald Howard</i> |
| | Ms. Lindsey was honored for her eight (8) years of service to the School Board | |
| V. | Castle Shannon Borough Council Minutes | <i>(Available Online)</i> |
| VI. | Dormont Borough Council Minutes | <i>(Available Online)</i> |
| VII. | Green Tree Borough Council Minutes | <i>(Available Online)</i> |

EXECUTIVE SESSION

An Executive Session was held prior to tonight’s Business/Legislative meeting to discuss personnel matter and matters pertaining to the potential of District property.

Superintendent’s Report

SUPERINTENDENT’S REPORT – Dr. William Stropkaj

Professional Development

PROFESSIONAL DEVELOPMENT

On the motion of Ms. Crowell, seconded by Ms. Lindsey, the Board approved the following conference requests.

Dr. Shannon Varley	Community of Learners in Arts	\$600.00
Mr. Brian Werner	Education for Administrators	(total for both)
	Arts Education Collaborative	
	Various dates throughout the school year	

Motion carried 8-0

Education Report

EDUCATION REPORT – Ms. Raeann Lindsey

Collaboration with Duquesne University

COLLABORATION WITH DUQUESNE UNIVERSITY

On the motion of Ms. Lindsey, seconded by Ms. Crowell, the Board approved the collaboration with Duquesne University and the Keystone Oaks School District at a cost of \$19,080.00.

For Information Only

The collaboration will improve student motivation and engagement with content learning and initiate innovative and research-based models of teacher professional development focused on dynamic teacher and student learning. This will be an eight month project that would involve 28 special education teachers, three (3) English as a Second Language teachers, Mrs. Suzanne Lochie, Supervisor of Pupil Services and Ms. Desiree Burns, Supervisor of Special Education.

Motion carried 8-0

Personnel Report

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

Appointments

APPOINTMENTS

Professional Employees

A. Professional Employees

On the motion of Mr. Hommrich, seconded by Mrs. Lydon, in compliance with *Board Policy No. 404 – Employment of Professional Employees*, and the *Keystone Oaks Education Association Agreement 2017-2020*, the Board approved the employment of:

Ramona Klein

Part Time Librarian – Aiken Elementary School
Effective October 20, 2017
Salary - \$23,250.00 (pro-rated) (M+24, Step 3)

Motion carried 8-0

**Classified Employees-
Paraprofessional**

B. Classified Employees – Paraprofessionals

On the motion of Mr. Hommrich, seconded by Mrs. Lydon, in compliance with **Board Policy No. 504 – Employment of Classified Employees**, and the **Keystone Oaks Educational Support Personnel Association/PSEA/NEA 2014-2017**, the Board approved the employment of the following individuals, pending receipt of all legal documents:

**Janet Domalik -
Paraprofessional Aiken**

Janet Domalik

Paraprofessional – Aiken Elementary
Effective: September 25, 2017
Salary - \$12.22 per hour

**Juliette Rusinko -
Paraprofessional – Myrtle**

Juliette Rusinko

Paraprofessional – Myrtle Elementary
Effective: September 28, 2017
Salary - \$12.22 per hour

**Maddison Wycoff-
PCA Paraprofessional-
Myrtle**

Maddison Wycoff

PCA Paraprofessional – Myrtle Elementary
Effective: September 18, 2017
Salary - \$12.72 per hour

Motion carried 8-0

Food Service Personnel

C. Food Service Personnel

**Pamela Carrozzi- Food
Service Worker**

On the motion of Mr. Hommrich, seconded by Ms. Lindsey, in compliance with **Board Policy No. 504 – Employment of Classified Employees**, the Board approved **Pamela Carrozzi**, effective September 25, 2017, as a Food Service Worker at the Middle School/High School at a rate of \$9.25/hour.

Motion carried 8-0

Substitute Custodians

D. Substitute Custodians

On the motion of Mr. Hommrich, seconded by Ms. Shaw, in compliance with **Board Policy No. 504 – Employment of Classified Employees**, the Board approved the following employees:

Diana Connolly

Diana Connolly
Effective September 18, 2017

Nancy Sutherin

Nancy Sutherin
Effective October 25, 2017

Beverly Wallace

Beverly Wallace
Effective September 18, 2017

Motion carried 8-0

**Classified Employees-
Custodians**

E. Classified Employees – Custodians

On the motion of Mr. Hommrich, seconded by Mrs. Lydon, in compliance with *Board Policy No. 850 – Employment of District Staff*, the *Keystone Oaks School District Service Employees’ International Union Local 32BJ Agreement 2017-2020*, the Board approved the employment of:

Beverly Wallace - Dormont

Beverly Wallace
Custodian - Dormont
October 25, 2017
Salary – \$27,357.00 – To be prorated

Paul Whalen - KOHS

Paul Whalen
Custodian – Keystone Oaks High School
October 25, 2017
Salary - \$27,357.00 – To be prorated

Motion carried 8-0

**After-School Tutoring
Program**

F. After- School Tutoring Program

On the motion of Mr. Hommrich, seconded by Ms. Lindsey, the Board approved the following individuals to participate in the After-School Tutoring Program.

Employee

School

Dana Goimarac	Aiken Elementary School
Kaitlin Hensel	Aiken Elementary School
Cailin Irvine	Aiken Elementary School
Meghan O’Brien	Aiken Elementary School
William Opperman	Aiken Elementary School
Kathryn Sobocinski	Aiken Elementary School
Elisa DiTullio	Myrtle Avenue Elementary School
Kristen Leitch	Myrtle Avenue Elementary School
Valerie Moore	Myrtle Avenue Elementary School
Nicole Niccolai	Myrtle Avenue Elementary School
Melissa Purkiss	Myrtle Avenue Elementary School

Zachary Whitfield
 Jamie Barbin
 Kristin Leitch
 Hope Muno
 Kelly Seltzer
 Kylie Smith
 Judith Tredway
 Lisa Waskiewicz

Myrtle Avenue Elementary School
 Dormont Elementary School
 Dormont Elementary School
 Dormont Elementary School
 Dormont Elementary School
 Dormont Elementary School
 Dormont Elementary School
 Dormont Elementary School

For Information Only

The *After School Tutoring Program* is supported through the Ready to Learn Block Grant.

Motion carried 8-0

Approval of Activities
 Sponsors and Stipends

G. Approval of Activities – Sponsors and Stipends

On the motion of Mr. Hommrich, seconded by Ms. Shaw, in compliance with the *Keystone Oaks Educational Association 2017-2020, Article XXVIII, Activities Positions and Compensation*, the Board approved the following individuals as sponsors for the 2017/2018 school year, pending receipt of all legal documents:

<u>Employee</u>	<u>Position</u>	<u>Compensation</u>
Nicole Zalek	MS Musical Director	\$2,500.00
Shane Hallam	Auditorium Coordinator	\$2,500.00
Pat Falsetti	Activities Coordinator (MS)	\$2,500.00
Beth Smith	Activities Coordinator (HS)	\$2,500.00
Shane Hallam	Musical Assistant – Producer/Technical Director/Lighting Designer/Crew	\$4,500.00
Alivia Owen	Musical Assistant – Choreographer	\$3,800.00
Kirk Howe	Musical Assistant – Vocal Director	\$3,800.00
Craig Wetzel Jr.	Musical Assistant – Set Construction	\$2,000.00
Amanda Stefanowicz	Musical Assistant – Costume Design	\$2,000.00
Jay Weaver	Musical Assistant – Sound Design	\$2,000.00

Motion carried 8-0

Approval of Athletic
 Positions and Stipends

H. Approval of Athletic Positions and Stipends

On the motion of Mr. Hommrich, seconded by Ms. Shaw, in compliance with the *Keystone Oaks Education Associate Collective Bargaining Agreement 2017-2020, Article XXVII, Extra Duty Compensation, Sub-Section B: Athletic*

Positions and Compensation, the Board approved the following individuals for the 2017/2018 school year:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Basketball (Boys)	Head Coach	Phil McGivney	\$6,300.00
	Assistant	Corey Belovich	\$4,090.00
	Assistant	Jason Overand	\$3,470.00
	Middle School	Keith Buckley	\$3,070.00
	Middle School	Jim Feeney	\$3,070.00
	Middle School	Mike Orosz	\$2,000.00
	Volunteer	Ben O'Connor	
Basketball (Girls)	Head Coach	Ron Muszynski	\$6,300.00
	Assistant	Chuck Bogdan	\$4,090.00
	Assistant	Jennifer Martin	\$3,470.00
	Middle School	Keith Buckley	\$3,070.00
	Middle School	Jim Feeney	\$3,070.00
	Middle School	Taylor Hudson	\$2,000.00
Swimming	Head Coach	Jeff DiGiacomo	\$5,800.00
	Assistant	Madeline Kay	\$3,000.00
Wrestling	Head Coach	Andrew Bell	\$6,300.00
	Assistant	John Cerminra	\$3,690.00
	Assistant	Al Harris	\$3,800.00
	Assistant	Joseph Kazalas	\$1,300.00
	Middle School	Jason Neuman	\$2,310.00
	Middle School	Mark Hutchin	\$2,100.00

Motion carried 8-0

Project Succeed

I. Project Succeed

On the motion of Mr. Hommrich, seconded by Ms. Lindsey, the Board approved the following individual as a Project Succeed instructor for the 2017/2018 school year effective October 27, 2017:

Danielle Kandrack-
Mathematics

Danielle Kandrack Mathematics

Motion carried 8-0

Substitute Nurse

J. Substitute Nurse

On the motion of Mr. Hommrich, seconded by Mrs. Lydon, in compliance with *Board Policy No. 504 – Employment of Classified Employees* it is recommended that the Board approved **Shelby Keebler** as a substitute nurse effective October 2, 2017.

Shelby Keebler

Motion carried 8-0

Lunchtime Supervisors

K. Lunchtime Supervisors

On the motion of Mr. Hommrich, seconded by Ms. Lindsay, in compliance with **Board Policy 850 – Employment of District Staff**, the Board approved the following individuals as Lunchtime Supervisors at the rate of \$10.00 per hour for two (2) hours per day, pending receipt of all legal documents:

Kristy Fink- Myrtle
Heather Reick – Dormont

Kristy Fink Myrtle Elementary School
Heather Reick Dormont Elementary School

Motion carried 8-0

Leave of Absence

LEAVE OF ABSENCE

On the motion of Mr. Hommrich, seconded by Mrs. Lydon, the Board approved the following individuals for Family and Medical Leave:

N.K. – Effective November 20, 2017 until February 26, 2018

P.F. – Effective November 22, 2017 until January 12, 2018

S.B. – Effective December 11, 2017 until March 14, 2018

Motion carried 8-0

Personal Leave

PERSONAL LEAVE

On the motion of Mr. Hommrich, seconded by Ms. Lindsey, the Board approved the following individual for a Personal Leave:

C.M. – Effective December 5, 2017 until January 16, 2018

Motion carried 8-0

Finance Report

FINANCE REPORT – Mrs. Theresa Lydon

**Accounts Payable
Approval Lists**

ACCOUNTS PAYABLE APPROVAL LISTS

On the motion of Mrs. Lydon, seconded by Ms. Shaw, the Board approved the following Accounts Payable lists as presented in the *Finance Package*:

- A. General Fund as of September 30, 2017 (Check No. 54879 – 55270)\$1,117,074.72
- B. Risk Management as of September 30, 2017 (None) \$0.00
- C. Food Service Fund as of September 30, 2017 (Check No. 9130 – 9130) \$4.20
- D. Athletics as of September 30, 2017 (None) \$0.00

E. Capital Reserve as of September 30, 2017 (1576-1578) \$432,205.62

TOTAL \$1,549,284.54

Motion carried 8-0

TRANSFER FROM GENERAL FUND TO CAPITAL RESERVE FUND

On the motion of Mrs. Lydon, seconded by Mr. Hommrich, the Board approved a transfer of \$926,714.12 from the General Fund to the Capital Reserve Fund to cover the cost of the roofing project.

Motion carried 8-0

Transfer from General Fund to Capital Reserve Fund

FOR INFORMATION ONLY

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

ACCT	DESCRIPTION	2017-2018 BUDGET TOTAL	2017-2018 SEPTEMBER ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 29,205,575	\$ 23,472,483	\$ (5,733,092)
7000	State Revenue Sources	\$ 11,884,614	\$ 1,614,117	\$ (10,270,497)
8000	Federal Revenue Sources	\$ 847,073	\$ 150,512	\$ (696,561)
Total Revenue		\$ 41,937,262	\$ 25,237,112	\$ (16,700,150)
Expenditures				
100	Salaries	\$ 16,193,174	\$ 1,914,499	\$ 14,278,675
200	Benefits	\$ 10,647,423	\$ 1,572,553	\$ 9,074,870
300	Professional/Technical Services	\$ 1,420,450	\$ 238,112	\$ 1,182,338
400	Property Services	\$ 1,245,450	\$ 246,396	\$ 999,054
500	Other Services	\$ 5,051,476	\$ 970,013	\$ 4,081,463
600	Supplies/Books	\$ 1,456,761	\$ 573,657	\$ 883,104
700	Equipment/Property	\$ 749,916	\$ 444,903	\$ 305,013
800	Other Objects	\$ 767,612	\$ 20,213	\$ 747,399
900	Other Financial Uses	\$ 4,405,000	\$ 11,860	\$ 4,393,140
Total Expenditures		\$ 41,937,262	\$ 5,992,206	\$ 35,945,056
Revenues exceeding Expenditures		\$ -0-	\$ 19,244,906	\$ (19,244,906)

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF SEPTEMBER 30, 2017

Bank Account - Status	Middle / High School	Athletics
Cash Balance – 09/01/2017	\$ 88,173.95	\$ 66,721.41
Deposits	\$ 6,910.95	\$ 11,668.48
Subtotal	\$ 95,084.90	\$ 78,389.89
Expenditures	\$ 1,011.09	\$ 56.29
Cash Balance - 09/30/2017	\$ 94,073.81	\$ 78,333.60

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF SEPTEMBER 30, 2017

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,707,515
PAYROLL (pass-thru account)	\$ 1,307
FNB SWEEP ACCOUNT	\$ 1,325,731
ATHLETIC ACCOUNT	\$ 78,334
PLGIT	\$ 7,703,387
FNB Money Market	\$ 14,015,835
PSDLAF	\$ 155,779
INVEST PROGRAM	\$ 172,461
	<u><u>\$ 25,160,349</u></u>
CAFETERIA FUND	
FNB BANK	\$ 526,106
PLGIT	\$ 982,100
	<u><u>\$ 1,508,206</u></u>
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 343,527
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 764
	<u><u>\$ 344,291</u></u>
RISK MANAGEMENT FUND/TAX REFUNDS	
FNB BANK	<u><u>\$ 274,188</u></u>
GRAND TOTAL	\$ 27,287,034

Facilities Report

FACILITIES REPORT – Mr. Matthew Cesario

Bid Rejection

On the motion of Mr. Howard, seconded by Mr. Hommrich, the Board approved the rejection of bids for the Softball Dugouts.

For Information Only:

All bids received were higher than the District anticipated.

Motion carried 8-0

**For Information Only
For Discussion**

FOR INFORMATION ONLY FOR DISCUSSION

Mt. Lebanon municipality has requested that Keystone Oaks School District grant permission to allow Mt. Lebanon municipality to relocate their indoor shooting range to a new facility that will be constructed near the Mt. Lebanon Golf Course on Pine Avenue.

**For Information Only
For Discussion**

FOR INFORMATION ONLY FOR DISCUSSION

The Borough of Dormont has requested that a school zone be set up by PaDOT on Dell Avenue due to complaints about speed and pedestrian safety. Speed data was collected by the Borough and it was determined that it does not qualify for standard traffic calming devices (such as speed humps).

**Activities & Athletics
Report**

ACTIVITIES & ATHLETICS REPORT – Mr. Robert Brownlee

Overnight Trips

OVERNIGHT TRIPS

On the motion of Mr. Howard, seconded by Mr. Hommrich, the Board approved the following overnight trips:

Girls Softball – Cookeville and Nashville, TN

Wednesday – Sunday – March 28 – April 1, 2018

Coaches – **Mark Kaminski, Kristin Kaminski and Lainey Resetar**

Chaperones – Jodi Hoffman, Jennifer Mentz

Approximate number of students participating: 29

Approximate cost per student - \$730.00

No District funds requested

Grade 6 – Cleveland, OH and Castaway Bay

Saturday – Sunday – May 5-6, 2018

Sponsors – **Lisa McMahan, Amy Torcaso**

Chaperones – Parent’s names to be provided closer to trip time

Approximate number of students participating: 40-50

Approximate cost per student - \$329.00

No District funds requested

Grade 7 – Washington, DC

Saturday – Sunday – November 18-19, 2017

Sponsors – **Lisa McMahon, Amy Torcaso**

Chaperones – Parent’s names to be provided closer to trip time

Approximate number of students participating: 40-50

Approximate cost per student - \$329.00

No District funds requested

Grade 8 – Gettysburg and Hershey, PA

Saturday – Sunday – June 2-3, 2018

Sponsors – **Lisa McMahon, Amy Torcaso**

Chaperones – Parent’s names to be provided closer to trip time

Approximate number of students participating: 40-50

Approximate cost per student - \$389.00

No District funds requested

Motion carried 8-0

**Extra Athletic Workers’
Positions – 2017/2018**

EXTRA ATHLETIC WORKERS’ POSITIONS – 2017/2018 SCHOOL YEAR

On the motion of Mr. Cesario, seconded by Mr. Howard, the Board approved the following athletic workers’ positions for the 2017/2018 school year:

<u>Sport</u>	<u>Title</u>	<u>Amount per Game</u>
V- Varsity; JV – Junior Varsity; MS – Middle School		
Baseball/Softball	Game Manager (V)	\$75
Boys/Girls Soccer	Game Manager (V, JV, MS)	\$75
	Clock (V, JV)	\$70
Boys/Girls Volleyball	Game Manager (V, JV)	\$75
	Crowd Control (Boys V, Boys JV)	\$50
	Scoreboard (Girls V, JV MS)	\$70
Boys/ Girls Basketball	Scoreboard (V, JV, MS)	\$70
	Clock (V, JV)	\$70
	Book (V, JV)	\$60
	Game Manager (V, JV, MS)	\$75
	Crowd Control (V, JV)	\$50
	Ticket Takers (V, JV)	\$40
	Announcer (Boys V, Boys JV)	\$50
Football	Sticks (V)	\$50
	Clock (V, JV, MS)	\$70
	Announcer (V)	\$50
	Scoreboard (V, JV, MS)	\$70
	Stats (V)	\$60
	Video (V)	\$30

	Parking/Security (V)	\$70
	Ticket Takers (V)	\$40
	25 Second Clock (V)	\$75
	Game Manager (V, JV, MS)	\$75
Swimming	Game Manager (V)	\$75
	Ticket Taker (V)	\$40
Wrestling	Scoreboard (V, MS)	\$70
	Ticket Taker (V, JV)	\$40
	Game Manager (V, JV, MS)	\$75
	Crowd Control (V, MS)	\$50
Track	Timer	\$35

In addition, any new or existing athletics positions for this school year or for the 2018/2019 school year must have prior approval by a Board vote before the Administration is authorized to move forward with the athletic position.

- A discussion was held regarding the Extra Athletic Workers' Positions

Motion carried 7-1

EXTRA ATHLETIC WORKERS' – 2017/2018 SCHOOL YEAR

On the motion of Mr. Cesario, seconded by Mr. Howard, the Board approved the following individuals as extra athletic workers for the 2017/2018 school year:

Roiann Backstrom	Nacny Kramer
Andy Bell	Craig Lawhead
James Bolt	Louis Lippert
Keith Buckley	Amy Longo
Marco Canello	John McCarthy
John Cerminara	Steve McCormick
Nancy DeLallo	Ron Muszynski
Jeremy Diven	Ed Nock
Kelly Diven	Meghan O'Brien
Emily Doyle	TJ O'Farrel
Paul Elphinstone	Mike Orsi
Diane Ferguson	Beth Padden
Jennifer Freese	Greg Perry
Judith Fritz	Lainey Resetar
Kevin Gallagher	Jeff Sieg
Sue Grand	Bill Simon
John Hoffman	Kim Smykal
Ken Husteva	James Svidron
Bill Irvine	Donda Snell
Nick Kamberis	Amy Torcaso

**Extra Athletic Workers'
– 2017/2018**

**Rick Keebler
Josh Kirchner**

**Jerry Tuite
Judy Wareham
Ryan Warner
Jordan Zange**

Motion carried 7-1

Public Comment

PUBLIC COMMENT - None

Adjournment

ADJOURNMENT

On the motion of Mr. Hommrich, seconded by Ms. Shaw, the meeting was adjourned at 8:39 p.m.

Motion passed 8-0

Respectfully submitted,

Maureen S. Connor
Board Secretary
Recording Board Secretary