

# KEYSTONE OAKS SCHOOL DISTRICT

## BOARD OF SCHOOL DIRECTORS

**BUSINESS/LEGISLATIVE MEETING**  
**Thursday, December 12, 2013**  
**7:00 PM**

### *MINUTES*

<b>Call to Order</b>	President Joseph Finucan called the meeting to order at 7:02 p.m.
<b>Pledge</b>	The meeting opened with the pledge to the flag.
<b>Attendance</b>	<p>Those present included: Mr. Cesario, Ms. Crowell, Mr. Domalik, Mr. Finucan, Mr. Hommrich, Mr. Howard, Ms. Lindsey, and Ms. Shaw. Also present were Dr. William P. Stropkaj, Superintendent; Dr. Foster, Assistant Superintendent, Mr. Brandenburg, Director of Fiscal Services; Mr. Ira Weiss, Solicitor; and Mrs. Masztak, Assistant Board Secretary/ Recording Secretary</p> <p>Mr. Brownlee was absent.</p>
<b>Student Recognition</b>	<p>The winners of the History Bowl Competition, fourth grade, Myrtle Avenue Elementary, were recognized for their achievement as the First Place Team.</p> <p>Many of our athletes from soccer, golf, football, girls volleyball and cross country were honored for their outstanding accomplishments during their season.</p>
<b>Public Comment</b>	<b>PUBLIC COMMENT – NONE</b>
<b>Athletic Report</b>	<p><b>ATHLETICS REPORT – Mr. David Hommrich</b></p> <p>Mr. Hommrich, Chairperson, opened up a discussion regarding the football head coach position:</p> <ul style="list-style-type: none"><li>• Recruiting for the position</li><li>• Run ads in the local newspapers; information on Facebook, emails</li><li>• Received about 30 résumés</li><li>• Formed a Selection Committee to assist in the hiring process</li><li>• Have representatives from Green Tree and Dormont, but no volunteers were found from Castle Shannon</li><li>• Need to review all the résumés</li></ul>

- December 16, 2013 is the deadline
- Review résumés during the week of Christmas
- Have everyone involved
- During the Christmas week, would it be a problem bringing candidates in?
- Football banquets are coming up
- All concerns are valid, but timing doesn't matter if the wrong person is hired; make a right decision; a good hire later is better than a fast hire
- Two rounds of interviews?
- Time frame for interviews per candidate?
- Can we interview on a Saturday?
- If people are looking for a teaching position, the list will be weeded out
- Interview during the day or on weekend?
- Should the communities see/review the résumés?
- Confidentially is important; go with recommendation
- Make an offer and retro it at the January Board Meeting
- Will references be checked from previous jobs?
- Will the selected candidate push the players academically? That is a very important part of being head football coach.

**Board President's Report**

**BOARD PRESIDENT'S REPORT – Mr. Joseph Finucan**

**Rescinding of Previous Board Motion**

**RESCINDING OF PREVIOUS BOARD MOTION**

The following motion was made by Mr. Finucan:

I make the recommendation to rescind the direction provided to the Administration and Solicitor at the October 17, 2013 Keystone Oaks Business/Legislative Meeting relating to providing **Mr. James Cromie** (Communications Specialist) with a new contract under the conditions voted upon.

Mr. Hommrich seconded the motion.

A discussion by the Board followed:

- The legal cases cited previously were recorded in the November 21, 2013 Business/Legislative Board Minutes
- The motion is focused giving Administration direction and guidance
- Current contract is up on June 30, 2014
- Any legality that needs an explanation, Mr. Weiss, Solicitor, will explain

- Review the case of the Supreme Court’s decision of Lobolito, Inc. v. North Pocono School District
- New Board had a difficult opinion
- Lame Duck Board was on its way out; abuse of power
- Plenty of reason for this motion

*Motion passed 8-0*

## **BOARD MINUTES**

The following motion was made by Ms. Lindsey:

It is recommended that the Board approve the Work Session Minutes of November 14, 2013, and the Business/Legislative Minutes of November 21, 2013, as enclosed.

Mr. Howard seconded the motion.

A discussion by the Board followed:

- What should be included in the Minutes?
- Robert’s Rules of Order?
- Board Members need to be in agreement of what’s in and what’s out
- A separate document with motions only and a document with discussions by the Board – commentary
- Video and audio-tape the Minutes
- Will do the will of the Board
- Mrs. Masztak does a good job with the Board Minutes; never had to modify
- Will start to record the Board Minutes to archive

*Motion passed 8-0*

## **FOR INFORMATION ONLY**

- I. Parkway West Career and Technology Center Report ***Ms. Shaw***  
***Mr. Donald Howard***  
***Alternate***
  - Ms. Shaw is in contact with Parkway as the new Representative
- II. SHASDA Report ***Mr. Daniel Domalik***
  - Mr. Domalik will provide updated information  
Is the fee for SHASDA \$250?
- III. Golden Wings Foundation, Inc. Report ***Mr. Donald Howard***

Work Session  
November 14, 2013  
Business/Legislative Minutes  
November 21, 2013

- IV. PSBA/Legislative Report *Ms. Lindsey*
  - Ms. Lindsey provided information regarding teachers’ and principals’ evaluations; core standards; measuring students’ performance on tests.
  - Dr. Foster added that PA uses their own assessments, not national;
  - Mr. Finucan suggested common core standards may be a topic for the Education Committee.
- V. Castle Shannon Borough Council Minutes *(Available Online)*
- VI. Dormont Borough Council Minutes *(Available Online)*
- VII. Green Tree Borough Council Minutes *(Available Online)*

**Superintendent’s Report**

**SUPERINTENDENT’S REPORT – Dr. William Stropkaj**

**Eric Brandenburg  
PASBO Conference**

**DIRECTOR OF FISCAL SERVICES – PROFESIONAL DEVELOPMENT**

On the motion of Mr. Finucan, seconded by Ms. Crowell, the Board approved the following conference request:

<b>Eric Brandenburg</b>	PASBO 59 <sup>th</sup> Annual Conference & Exhibits Hershey Lodge Hershey, PA March 11-14, 2014	\$1,100.00    (General Funds)
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*Motion passed 8-0*

- Mr. Cesario inquired if a conference report is provided; Dr. Stropkaj answered that all conferences attended by employees send him a written account of the information provided at the conference.

**Executive Session Report**

**EXECUTIVE SESSION REPORT**

Prior to the December 12, 2013 Business/Legislative Meeting, the Board met in Executive Session to discuss personnel.

**Personnel Report**

**PERSONNEL REPORT – Ms. Raeann Lindsey**

**Retirement**

**RETIREMENT – MRS. DARRYL SIEGEL – ADMINISTRATIVE ASSISTANT**

**Mrs. Darryl Siegel  
Administrative Assistant**

On the motion of Ms. Lindsey, seconded by Mr. Cesario, the Board accepted the retirement of Mrs. Darryl Siegel, Administrative Assistant, Personnel/Fiscal

Services, effective June 30, 2014. Mrs. Siegel has been an employee of the District since 1979.

*Motion passed 8-0*

- Mr. Cesario stated that all personnel deserve recognition for their years of service with the District; notification can be made to all staff via email, etc.

**Appointments**

**APPOINTMENTS**

**Classified Employee**

**CLASSIFIED EMPLOYEE – MR. JOSEPH RUFFALO**

**Mr. Joseph Ruffalo  
Full-Time Custodian**

On the motion of Mr. Cesario, seconded by Ms. Shaw, in compliance with *Board Policy No. 504 – Employment of Classified Employees*, and the *SEIU Collective Bargaining Agreement Local 32B*, the Board approved **Joseph Ruffalo** as a full-time custodian, effective December 12, 2013. Salary will be prorated at \$25,035.

*Motion passed 8-0*

**Activities**

**ACTIVITIES**

**Mr. Patrick Vetter  
Marching Band Assistant**

On the motion of Mr. Hommrich, seconded by Mr. Howard, in compliance with the *Keystone Oaks Education Association 2011-2016, Article XXVII, Activities Positions and Compensation*, the Board approved **Patrick Vetter** as the Marching Band Assistant, retroactive to August 22, 2013. The stipend for this position is \$1,800.

*Motion passed 8-0*

- Dr. Stropkaj stated that all the information relating to Mr. Vetter was in his previous Executive Capsule Report.

**High School Musical**

On the motion of Mr. Hommrich, seconded by Mr. Howard, in compliance with the *Keystone Oaks Education Association 2011-2016, Article XXVII, Activities Positions and Compensation*, the Board approved the following individuals and stipends for the High School Musical:

<u>Position</u>	<u>Name</u>	<u>Compensation</u>
Producer	<b>Shane Hallam</b>	\$1,465
Musical/Book Director	<b>Shane Hallam</b>	\$1,465
Instrumental Director	<b>William Eibeck</b>	\$1,160
Choreographer	<b>Alivia Owen</b>	\$1,465

Choral Director	<b>Lisa Harrier</b>	\$ 751
Make-Up Director	<b>Lisa Harrier</b>	\$ 445
Accompanist	<b>Lisa Harrier</b>	\$ 854
Technical Stage Director	<b>Fran Gorman</b>	\$ 650
Set Construction Director	<b>Michael Magri</b>	\$1,160
Design & Paint Director	<b>Heather Hakos-Hruby</b>	\$1,160

*Motion passed 8-0*

- Mr. Cesario inquired about a column showing when the activity was voted on to pay; Dr. Stropkaj explained that seasonal approval for activities is current, but during the course of the year for activities, they are usually approved in August and September.

**Post-Season Coaching Stipend**

**POST SEASON COACHING STIPENDS**

On the motion of Mr. Hommrich, seconded by Mr. Howard, in compliance with the *Keystone Oaks Educational Association 2011-2016, Article XXVII, Athletic Positions and Compensation*, the Board approved payment to the following individuals for coaching in the post season at \$50.00 per week:

<u>Position</u>	<u>Name</u>	<u>Compensation</u>
Cross Country	<b>Emily Bogden</b>	\$50 (2 weeks – split)
Cross Country	<b>Judi Fritz</b>	\$50 (2 weeks – split)
Cross Country	<b>Kaitlin Yasko</b>	\$100 (2 weeks)
Golf Team	<b>Maria Dayka</b>	\$50 (1 week)
Golf Team	<b>Shane Rice</b>	\$50 (1 week)

*Motion passed 8-0*

**Tenure**

**TENURE**

**Lainey Resetar  
Librarian**

On the motion of Mr. Hommrich, seconded by Ms. Lindsey, in compliance with **Board Policy No. 404 – *Employment of Professional Employees***, the Board retroactively recognized **Lainey Resetar**, Librarian, Keystone Oaks Middle School/Aiken Elementary as having completed the requirements according to the

Commonwealth of Pennsylvania and achieving tenure with a Professional Contract, effective October 4, 2013.

*Motion passed 8-0*

**Finance Report**

**FINANCE REPORT – Mr. Daniel Domalik**

**Accounts Payable Approval Funds**

**ACCOUNTS PAYABLE APPROVAL LISTS**

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

- A. Accounts Payable for **November 29, 2013** \$630,437.09
- B. Food Service Fund Accounts Payable for **November 29, 2013** \$16,151.30

*Motion passed 8-0*

**Medical Rescue Team South**

**MEDICAL RESCUE TEAM SOUTH AUTHORITY**

On the motion of Mr. Domalik, seconded by Mr. Howard, the Board approved the *Medical Rescue Team South Authority (MRTSA)* membership for Keystone Oaks School District in the amount of \$1,925.00. The membership is effective January 1, 2014 through December 31, 2014.

*Motion passed 8-0*

**Information Only**

The membership provides coverage for emergency medical care and transportation provided by MRTSA to any District employee or student at any time that they are on District property, or participating in a school event (other than as a spectator), and provides coverage for visiting school teams when participating in Keystone Oaks sponsored events,

**Budget Discussion**

A discussion by Board Members regarding the budget followed:

- Does the fund balance include the reserve?
- 5.8 million dollars
- How many assessments have been appealed? Paid?
- Still an ongoing process
- Is there a windfall danger?
- Can review information with Mr. Weiss; have the information to the Board before the next Board meeting
- Windfall would not be good; bad assessment also not good

## Minutes – Business/Legislative Meeting – December 12, 2013

- What is the target range? Beginning? Middle? Near the ending?
- March 30, 2014 is the deadline for tax appeals
- Would like an explanation of the chart of accounts, e.g. 6000, 7000, etc.
- PDE has the *PA Manual Chart of Accounts* with descriptions
- Is Board action necessary for approving different accounts?
- Fund transfers?
- Facilities Committee Meeting this month; also need a Finance Meeting – maybe on the same night?
- Meetings need to be advertised
- Is there an update on the bond issue?
- Saved 1 million dollars

### Substitute Teachers Discussion

A discussion by Board Members regarding the substitute teachers followed:

- Not enough substitute teachers
- Excessive illnesses
- Have approximately 79 substitutes
- AESOP System working; many substitutes are familiar with the system because of working with it in other districts
- Students left unattended in the high school
- Matter is being addressed
- No substitute for 4 days – no English period
- This will be addressed at a Staff Meeting
- Does AESOP work for pre-planned absences?
- Yes
- Lesson plans should be in place
- Any thoughts of a permanent substitute? Cost?



**Minutes – Business/Legislative Meeting – December 12, 2013**

ACCT	DESCRIPTION	2013-2014 BUDGET TOTAL	2013-2014 5 MONTH NOVEMBER/ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
<b>Revenue</b>					
6000	Local Revenue Sources	\$ 25,101,155	\$ 24,755,196	\$ 25,990,872	\$ 889,717
7000	State Revenue Sources	\$ 9,917,008	\$ 3,684,616	\$ 9,919,430	\$ 2,422
8000	Federal Revenue Sources	\$ 446,504	\$ -	\$ 438,200	\$ (8,304)
<b>Total Revenue</b>		<b>\$ 35,464,667</b>	<b>\$ 28,439,812</b>	<b>\$ 36,348,502</b>	<b>\$ 883,835</b>
					<b>(OVER)</b>
					<b>UNDER</b>
					<b>BUDGET</b>
<b>Expenditures</b>					
100	Salaries	\$ 14,673,483	\$ 4,203,300	\$ 14,641,959	\$ 31,524
200	Benefits	\$ 7,848,904	\$ 2,544,905	\$ 7,794,233	\$ 54,671
300	Professional/Technical Services	\$ 1,060,408	\$ 303,457	\$ 1,117,167	\$ (56,759)
400	Property Services	\$ 1,468,919	\$ 629,067	\$ 1,400,561	\$ 68,358
500	Other Services	\$ 4,208,192	\$ 1,693,588	\$ 4,378,034	\$ (169,842)
600	Supplies/Books	\$ 1,419,255	\$ 885,883	\$ 1,411,885	\$ 7,370
700	Equipment/Property	\$ 111,475	\$ 32,764	\$ 99,763	\$ 11,712
800	Other Objects	\$ 1,441,760	\$ 1,087,277	\$ 1,818,002	\$ (376,242)
900	Other Financial Uses	\$ 3,703,500	\$ 3,081,350	\$ 3,703,500	\$ -
<b>Total Expenditures</b>		<b>\$ 35,935,896</b>	<b>\$ 14,461,590</b>	<b>\$ 36,365,104</b>	<b>\$ (429,208)</b>
<b>Expenditures exceeding Revenues</b>		<b>\$ (471,229)</b>	<b>\$ 13,978,222</b>	<b>\$ (16,602)</b>	<b>\$ 454,627</b>

**II. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF  
November 30, 2013**

	<b>10/31/2013</b>				<b>11/30/2013</b>
	<b>ENDING</b>	<b>DEBIT</b>	<b>CREDIT</b>	<b>INTEREST</b>	<b>ENDING</b>
	<b>BALANCE</b>	<b>RECEIVED</b>	<b>DISBURSED</b>	<b>INCOME</b>	<b>BALANCE</b>
<b>GENERAL FUND</b>					
PNC BANK	\$ 11,243,937	\$ 1,415,683	\$ (2,037,673)	\$ 1,915	\$ 10,623,863
PLGIT	\$ 10,108,853	\$ 300,024	\$ -	\$ 233	\$ 10,409,109
PSDLAF -interest paid quarterly	\$ 153,700		\$ -	\$ -	\$ 153,700
INVEST PTOGRAM	\$ 170,656			\$ 7	\$ 170,663
	<u>\$ 21,677,146</u>	<u>\$ 1,715,707</u>	<u>\$ (2,037,673)</u>	<u>\$ 2,155</u>	<u>\$ 21,357,335</u>
<b>CAFETERIA FUND</b>					
PNC BANK	\$ 28,712	\$ 47,191	\$ (39,559)		\$ 36,344
PLGIT	\$ 237,971	\$ 9,051	\$ -	\$ 6	\$ 247,027
	<u>\$ 266,682</u>	<u>\$ 56,242</u>	<u>\$ (39,559)</u>	<u>\$ 6</u>	<u>\$ 283,371</u>
<b>CONSTRUCTION FUND / CAP RESERVE</b>					
PNC BANK	\$ 224,344	\$ -	\$ -	\$ 28	\$ 224,372
<b>GRAND TOTAL</b>	<u><b>\$ 22,168,173</b></u>	<u><b>\$ 1,771,948</b></u>	<u><b>\$ (2,077,232)</b></u>	<u><b>\$ 2,189</b></u>	<u><b>\$ 21,865,078</b></u>

**III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF NOVEMBER 29, 2013**

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance as of <b>October 31, 2013</b>	\$ 117,961.54	\$ 60,349.07
Deposits (General Fund Transfer)	\$ 24,615.39	\$ 7,197.00
Subtotal	\$ 142,576.93	\$ 67,546.07
Expenditures	\$ 8,445.99	\$ 4,035.07
Cash Balance as of	\$ 134,130.94	\$ 63,511.00

Public Comment

**PUBLIC COMMENT**

David Jacobs  
Dormont

Re: Benefit Fees for Substitutes

Adjournment

**ADJOURNMENT**

On the motion of Mr. Finucan, seconded by Mr. Hommrich, the meeting was adjourned at 9:32 p.m.

*Motion passed 8-0*

Respectfully submitted,

Eric Brandenburg  
Board Secretary

Charmaine Masztak  
Assistant Board Secretary  
Recording Board Secretary