



**KEYSTONE OAKS SCHOOL DISTRICT**  
**1000 Kelton Avenue**  
**Pittsburgh, PA 15216**

**BOARD OF SCHOOL DIRECTORS**

# **MINUTES**

**BUSINESS/LEGISLATIVE MEETING**

**Thursday, March 27, 2014**  
**7:00 PM**

**KEYSTONE OAKS SCHOOL DISTRICT  
SCHOOL DIRECTORS' CALENDAR OF COMING EVENTS**

**March 27, 2014 – Business/Legislative Meeting**

**7:00 PM Meeting**

- Call To Order  
**President Finucan called the meeting to order at 7:07 p.m.**
- Pledge Of Allegiance  
**Present: Mr. Finucan, Ms. Lindsey, Mr. Cesario, Mr. Brownlee, Ms. Crowell, Mr. Domalik, Mr. Hommrich, Mr. Howard, Ms. Shaw, Dr. Stropkaj, Superintendent; Dr. Foster, Assistant Superintendent; Mr. Brandenburg, Director of Fiscal Services; and Mr. Brungo, Solicitor**
- Public Comment – **NONE**
- Approval of Reports
- Public Comment – **NONE**
- Adjournment – **9:30 p.m.**

**April 15, 2014 – Work Session**

7:00 PM Meeting

- Call To Order
- Pledge Of Allegiance
- Public Comment
- Review of Reports
- Public Comment
- Adjournment

# BOARD PRESIDENT'S REPORT

## MARCH 27, 2014

**Mr. Joseph Finucan**

### **BOARD ACTION REQUESTED**

#### **I. BOARD MINUTES**

It is recommended that the Board approve the Work Session Minutes of February 18, 2014 and the Business/Legislative Minutes of February 27, 2014 as enclosed.

- **Motion by Mr. Howard**
- **Seconded by Mr. Hommrich**
- **Motion passed 9-0**

#### **II. KEYSTONE OAKS HIGH SCHOOL HOCKEY ASSOCIATION**

As in past years, the Board authorizes a \$2,000.00 donation to the Keystone Oaks High School Hockey Association.

- **Motion by Mr. Finucan**
- **Seconded by Ms. Crowell**
- **Motion passed 9-0**

### **FOR INFORMATION ONLY**

- |      |  |   |
|------|--|---|
| I.   | Parkway West Career and Technology Center Report<br><i>No report.</i>  | <i>Ms. Annie Shaw<br/>Mr. Donald Howard - Alternate</i> |
| II.  | SHASDA Report<br><i>No report.</i>   | <i>Mr. Daniel Domalik</i>                               |
| III. | Golden Wings Foundation, Inc. Report<br><i>Three additional Board Members are being sought for Golden Wings.</i> | <i>Mr. Donald Howard</i>                                |
| IV.  | PSBA/Legislative Report  | <i>Ms. Raeann Lindsey</i>                               |
| 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>                               |

# **SUPERINTENDENT'S REPORT**

**MARCH 27, 2014**

**Dr. William P. Stropkaj**

## **BOARD ACTION REQUESTED**

### **I. ELIMINATION OF BOARD POLICIES**

It is recommended that the Board eliminate Polices 357: Unlawful Harassment/Discrimination – Administrative Employees; 457: Harassment by Professional Employees, and 557: Harassment by Classified Employees, which have all been superseded by Policy 848: Unlawful Harassment, adopted on June 20, 2013.

- **Motion by Ms. Shaw**
- **Seconded by Mr. Cesario**
- **Motion passed 9-0**

### **II. FIRST READING OF POLICY NO. 000: BOARD POLICY/PROCEDURES/ADMINISTRATIVE PROCEDURES**

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 000: *Board Policy/Procedures/Administrative Procedures*.

- **Motion by Ms. Shaw**
- **Seconded by Mr. Cesario**
- **Motion passed 9-0**

### **III. FIRST READING OF REVISED POLICY NO. 001: NAME AND CLASSIFICATION**

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 001: *Name and Classification*.

- **Motion by Ms. Shaw**
- **Seconded by Mr. Finucan**
- **Motion passed 9-0**

**IV. FIRST READING OF REVISED POLICY NO. 002: AUTHORITY AND POWERS**

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 002: *Authority and Powers*.

- **Motion by Ms. Shaw**
- **Seconded by Mr. Domalik**
- **Motion passed 9-0**

**V. FIRST READING OF REVISED POLICY NO. 003: FUNCTIONS**

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 003: *Functions*.

- **Motion by Ms. Shaw**
- **Seconded by Mr. Howard**
- **Motion passed 9-0**

**VI. FIRST READING OF REVISED POLICY NO. 004: MEMBERSHIP**

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 004: *Membership*.

- **Motion by Ms. Shaw**
- **Seconded by Ms. Lindsey**
- **Motion passed 9-0**

**VII. FIRST READING OF REVISED POLICY NO. 005: ORGANIZATION**

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 005: *Organization*.

- **Motion by Ms. Shaw**
- **Seconded by Mr. Cesario**
- **Motion passed 9-0**

**VIII. FIRST READING OF REVISED POLICY NO. 006: MEETINGS**

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 006: *Meetings*.

- **Motion by Ms. Shaw**
- **Seconded by Mr. Finucan**
- **Motion passed 9-0**

**IX. FIRST READING OF REVISED POLICY NO. 007: DISTRIBUTION**

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 007: *Distribution*.

- **Motion by Ms. Shaw**
- **Seconded by Mr. Cesario**
- **Motion passed 9-0**

**X. FIRST READING OF REVISED POLICY NO. 011: BOARD GOVERNANCE STANDARDS/CODE OF CONDUCT**

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 011: *Board Governance Standards/Code of Conduct*.

- **Motion by Ms. Shaw**
- **Seconded by Mr. Howard**
- **Motion passed 9-0**

**XI. FIRST READING OF REVISED POLICY NO. 903: PUBLIC PARTICIPATION IN BOARD MEETINGS**

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 903: *Public Participation in Board Meetings*.

- **Motion by Ms. Shaw**
- **Seconded by Mr. Howard**
- **Motion passed 9-0**

# **EDUCATION REPORT**

**MARCH 27, 2014**

**Ms. Raeann Lindsey, Chairperson**

## **FOR INFORMATION ONLY**

- I. Assessment Updates**
- II. Secondary**
  - **Program of Studies**
  - **AP Classes**
  - **Graduation Requirements**
- III. Teacher Evaluation/Student Learning Objectives**
- IV. Olweus Elementary Bullying Prevention Program**
- V. STEAM Classroom**
  - **Robotics Curriculum**
  - **3-D Printer**
- VI. Kindergarten Orientation Program**
- VII. Extended School Year Program**
- VIII. CPI Training**
- IX. Safe Sports School**
- X. Head Start/Dart Classrooms**
- XI. Health**
  - **Epi-Pens**
  - **AEDs**
- XII. Out-of-District Placements & KOSD Cyber**
- XIII. PSBA**

**Discussion Items:**

- There were a number of information items from the Education Committee meeting that Dr. Foster reviewed with the committee members during their meeting. Ms. Lindsey summarized the items.
- Mr. Finucan asked about having the AEDs and Epi pens out in an unlocked area for events that take place after school and in the evening.
- Ms. Lindsey is checking with local school districts to determine how many offer a strings program.
- Mr. Cesario commented that he believed there may be a requirement for schools to have carbon monoxide detectors.



# PERSONNEL REPORT

MARCH 27, 2014

Mr. Joseph Finucan, Chairperson

## BOARD ACTION REQUESTED

### RESIGNATION

#### I. Food Service Employee

It is recommended the Board accept the resignation of **Rebecca Motus**, Food Service employee at Keystone Oaks High School, effective March 12, 2014.

- Motion by Ms. Shaw
- Seconded by Mr. Cesario
- Motion passed 9-0

### APPOINTMENTS

#### I. SUBSTITUTE TEACHERS

In compliance with Board Policy No. 405 – Employment of Substitute Professional Employees, it is recommended that the Board approve the following individuals:

**Janel Catherman** – Elementary; **Allison O'Connor** – English 7-12

- Motion by Mr. Howard
- Seconded by Mr. Cesario
- Motion passed 9-0

#### II. Athletic Coaches

In compliance with the **Keystone Oaks Education Association Agreement 2011-2016**, it is recommended the Board approve the following individuals as coaches, pending receipt of all legal documents and clearances:

<u>Name</u>	<u>Sport</u>	<u>Stipend</u>
<i>Danielle Kandrack</i>	Middle School Track Assistant	\$2,560
<i>Michael O'Leary</i>	Boys Volleyball Assistant	\$2,605
<i>Danielle Tate</i>	Middle School Track Assistant	\$2,560

- Motion by Ms. Lindsey
- Seconded by Mr. Howard
- Motion passed 9-0

# FINANCE REPORT

## MARCH 27, 2014

Mr. Daniel Domalik, Chairperson

### 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.	Accounts Payable for February 28, 2014	\$ 813,474.57
	Accounts Payable to March 14, 2014	\$ 604,692.09
B.	Food Service Accounts Payable for February 28, 2014	\$ 41,172.84
	Food Service Accounts Payable to March 14, 2014	\$ 41,173.54
	<b>TOTAL</b>	<b>\$1,500,510.70</b>

- Motion by Mr. Hommrich
- Seconded by Mr. Cesario
- Motion passed 9-0

#### Discussion:

- 2 itune cards for breakfast challenge
- Mr. Domalik: Purchase of cards is past the date

**Amend:** Motion to reflect the purchase of two itune cards requested by Mr. Lloyd which changed the total to \$ 1500 listed in the Finance Packet from \$1400.

- Motion by Mr. Cesario
- Seconded by Mr. Hommrich
- Motion passed 9-0

## **II. AIU PROGRAM OF SERVICES BUDGET**

It is recommended the Board approve the proposed 2014/2015 Allegheny Intermediate Unit Program of Services Budget as presented. The budget totals \$4,088,563. There is no increase in the total district allocation. The Keystone Oaks School District's contribution to the AIU Program of Services Budget is \$37,319.93.

### **FOR INFORMATION ONLY**

This represents an increase of \$865.10 from this school year.

- **Motion by Mr. Finucan**
- **Seconded by Ms. Shaw**
- **Motion passed 9-0**

#### **Discussion:**

- Mr. Howard questioned on cost; Dr. Stropkaj stated it was based on aid ratio set by PA School Code,

## **III. HAWLEY CONSULTING GROUP – GASB 45 VALUATION**

It is recommended that the Board approve **Hawley Consulting Group** for GASB 45 valuation services at a cost of \$5,800. GASB 45 is a statement recently issued by the Governmental Accounting Standards Board that says that organizations who follow GASB accounting must quantify the long term liability for providing medical benefits to retirees. The liability must then be recorded on the organization's financial statements.

- **Motion by Mr. Finucan**
- **Seconded by Mr. Howard**
- **Motion passed 9-0**

## **IV. RE-FINANCING OF BONDS**

It is recommended that the Board adopt Resolution 14-01 to re-fund Series 2003 and Series 2009C Bonds in an amount not to exceed \$9,000,000, as presented.

- **Motion by Mr. Fincan**
- **Seconded by Mr. Cesario**
- **Roll call vote**
- **Motion passed 9-0**

## **V. DELINQUENT REAL ESTATE TAX COLLECTOR**

It is recommended that the Board adopt Resolution 14-02 to appoint MBM Collection Services, LLC as the tax collector for delinquent real estate taxes within the Keystone Oaks School District with the authority to use Maiello, Brungo & Maiello, LLP as attorneys in all delinquent real estate tax collection matters, effective March 27, 2014.

- **Motion by Mr. Howard**
- **Seconded by Mr. Hommrich**
- **Motion passed 9-0**

### **For Information Only**

In the past, these services have been provided by Jordan Tax Services.

## **VI. ATTORNEY FEES IN CONNECTION WITH THE COLLECTION OF DELINQUENT REAL ESTATE TAXES**

It is recommended that the Board adopt Resolution 14-03 providing a schedule of attorney's fees, charges, and expenses as well as servicing expenses and fees established in accordance with Act 1 of 1996 and Act 20 of 2003 to be charged in connection with the collection of delinquent real estate taxes.

- **Motion by Mr. Finucan**
- **Seconded by Ms. Shaw**
- **Discussion:** Mr. Howard – How do fees compare to Jordan Tax – Maiello Rep. assumes these are similar to Jordan and are the same as the county; comparable to others in the market.
- **Motion passed 9-0**

### **For Information Only**

All fees involved with the paying of delinquent taxes are the responsibility of the taxpayer.

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2013/2014 BUDGET to ACTUAL/PROJECTION**

ACCT	DESCRIPTION	2013-2014 BUDGET TOTAL	2013-2014 8 MONTH FEBRUARY/ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
<b>Revenue</b>					
6000	Local Revenue Sources	\$ 25,101,155	\$ 26,748,215	\$ 27,521,556	\$ 2,420,401
7000	State Revenue Sources	\$ 9,917,008	\$ 5,521,880	\$ 9,840,001	\$ (77,007)
8000	Federal Revenue Sources	\$ 446,504	\$ -	\$ 440,504	\$ (6,000)
<b>Total Revenue</b>		<b>\$ 35,464,667</b>	<b>\$ 32,270,095</b>	<b>\$ 37,802,061</b>	<b>\$ 2,337,394</b>
					<b>(OVER) UNDER BUDGET</b>
<b>Expenditures</b>					
100	Salaries	\$ 14,673,483	\$ 7,814,856	\$ 14,634,102	\$ 39,381
200	Benefits	\$ 7,848,904	\$ 4,400,587	\$ 7,728,228	\$ 120,676
300	Professional/Technical Services	\$ 1,060,408	\$ 816,696	\$ 1,358,826	\$ (298,418)
400	Property Services	\$ 1,468,919	\$ 1,021,265	\$ 1,421,389	\$ 47,530
500	Other Services	\$ 4,208,192	\$ 2,673,286	\$ 4,351,034	\$ (142,842)
600	Supplies/Books	\$ 1,419,255	\$ 1,090,245	\$ 1,361,496	\$ 57,759
700	Equipment/Property	\$ 111,475	\$ 66,824	\$ 86,028	\$ 25,447
800	Other Objects	\$ 1,441,760	\$ 1,419,656	\$ 2,236,227	\$ (794,467)
900	Other Financial Uses	\$ 3,703,500	\$ 3,466,566	\$ 3,703,500	\$ -
<b>Total Expenditures</b>		<b>\$ 35,935,896</b>	<b>\$ 22,769,981</b>	<b>\$ 36,880,830</b>	<b>\$ (944,934)</b>
<b>Expenditures exceeding Revenues</b>		<b>\$ (471,229)</b>	<b>\$ 9,500,114</b>	<b>\$ 921,231</b>	<b>\$ 1,392,460</b>

**II. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF  
FEBRUARY 28, 2014**

	<b>1/31/2014</b>				<b>2/28/2014</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	\$ 7,021,696	\$ 655,607	\$(2,999,719)	\$ -	\$ 4,677,584
PLGIT	\$ 11,391,221	\$ 600,496	\$ -	\$ 90	\$ 11,991,806
PSDLAF - 4/08/2014 Maturity	\$ 153,700		\$ -	\$ -	\$ 153,700
INVEST PTOGRAM	\$ 170,677			\$ 7	\$ 170,684
	<u>\$ 18,737,294</u>	<u>\$ 1,256,103</u>	<u>\$(2,999,719)</u>	<u>\$ 97</u>	<u>\$ 16,993,774</u>
<b>CAFETERIA FUND</b>					
PNC BANK	\$ 100,388	\$ 53,512	\$(73,483)	\$ -	\$ 80,417
PLGIT	\$ 380,699	\$ 29,935	\$ -	\$ 3	\$ 410,636
	<u>\$ 481,087</u>	<u>\$ 83,447</u>	<u>\$(73,483)</u>	<u>\$ 3</u>	<u>\$ 491,053</u>
<b>CONSTRUCTION FUND / CAP RESERVE</b>					
PNC BANK	\$ 224,450	\$ -	\$(47,980)	\$ 24	\$ 176,494
<b>GRAND TOTAL</b>	<u><b>\$ 19,442,830</b></u>	<u><b>\$ 1,339,549</b></u>	<u><b>\$(3,121,182)</b></u>	<u><b>\$ 124</b></u>	<u><b>\$ 17,661,321</b></u>

### III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF FEBRUARY 28, 2014

Bank Account - Status	Middle / High School	Athletics
Cash Balance as of January 31, 2014	\$124,803.75	\$57,977.71
Deposits(General Fund transfer)	\$8,387.95	\$ 5,008.52
Subtotal	133,191.70	\$62,986.23
Expenditures	\$11,410.54	\$4,216.09
Cash Balance as of February 28, 2014	\$121,781.16	\$58,770.14

**FACILITIES REPORT**  
**MARCH 27, 2014**

**Mr. Matthew Cesario, Chairperson**

**BOARD ACTION REQUESTED**

**I. REQUEST FROM GREEN TREE BOROUGH**

It is recommended the Board grant permission for the Borough of Green Tree to plant trees on the District property at Aiken Elementary School adjacent to the public right-of-way along Parkway Center Drive, if Green Tree Borough is successful in obtaining a grant to acquire the trees through the *Tree Vitalize Program*.

- **Motion by Mr. Cesario**
- **Seconded by Ms. Lindsey**
- **Motion passed 9-0**

**II. ALLEGHENY INTERMEDIATE UNIT LEASE AGREEMENT WITH THE KEYSTONE OAKS SCHOOL DISTRICT**

It is recommended that the Board approve the Lease Agreement between the Allegheny Intermediate Unit and the Keystone Oaks School District for the lease of one classroom at Dormont Elementary School for the purpose of conducting a Head Start Program from September 1, 2014 through August 31, 2015 at an amount of \$4,250.04 per year.

- **Motion by Mr. Cesario**
- **Seconded by Mr. Finucan**
- **Motion passed 9-0**



# **ACTIVITIES & ATHLETICS REPORT**

## **MARCH 27, 2014**

**Mr. David Hommrich, Chairperson**

### **BOARD ACTION REQUESTED**

#### **I. OVERNIGHT TRIP**

The Administration recommends the approval of the following overnight trip:

##### **PJAS State Competition**

Penn State University (Main Campus)

May 18-19-20, 2014

Chaperone: Nadine Pisani

Number of students participating: 3

Cost per student: \$155

Total cost to the District - \$290

- **Motion by Mr. Finucan**
- **Seconded by Ms. Crowell**
- **Motion passed 9-0**

### **FOR INFORMATION ONLY**

Total cost includes transportation, lodging and meals.