

KEYSTONE OAKS SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

WORK SESSION
Thursday, November 14, 2013
7:00 PM

MINUTES

Call to Order	President Marian Randazzo called the meeting to order at 7:08 p.m.
Pledge	The meeting opened with the pledge to the flag.
Attendance	<p>Those present included: Mr. Brownlee, Mrs. Cancelliere, Mr. Domalik, Mr. Finucan, Mr. Hommrich, Ms. Lindsey, Mr. Nee and Mrs. Randazzo. Also present were Dr. William P. Stropkaj, Superintendent; Mr. Brandenburg, Director of Fiscal Services; Mr. Ira Weiss, Solicitor; and Mrs. Masztak, Assistant Board Secretary/ Recording Secretary</p> <p>Mr. Alward and Mrs. Foster, Assistant Superintendent, were absent.</p> <p>Mr. Hommrich video-taped the meeting.</p>
Mr. Aaron Smith Director of Technology	<p>Mr. Aaron Smith presented the following update to the School Board regarding the Keystone Oaks' State of Technology:</p> <ul style="list-style-type: none">◆ STEAM Room◆ Video Conferences◆ Office 2013◆ Office 365◆ Build Technology Department◆ Increase Communication◆ Network Infrastructure/Wireless Expansion <p>A discussion followed by the Board Members:</p> <ul style="list-style-type: none">◆ Collaboration between the elementary buildings and other buildings to share lesson plans as a group;◆ Good feedback from the staff?◆ Positive feedback;◆ Younger students dive right into the learning of new technology;◆ Mr. Smith's vision for technology in the District matched Dr. Stropkaj's vision;

- ◆ How many ticket items are addressed on a daily basis?
- ◆ Mr. Reese does the elementary tickets and Mrs. Fuga does the high school and middle school tickets.

Public Comment

PUBLIC COMMENT – NONE

Board President’s Report

BOARD PRESIDENT’S REPORT – Mrs. Marian Randazzo

The following action item will be considered at the November 21, 2013 Business/Legislative Meeting:

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of October 10, 2013, and the Business/Legislative Minutes of October 17, 2013, as enclosed.

**Work Session
October 10, 2013
Business/Legislative Minutes
October 17, 2013**

FOR INFORMATION ONLY

- I. Parkway West Career and Technology Center Report *Mr. Alward*
- II. SHASDA Report *Mr. Alward*
 - What is Vendor Appreciation with SHASDA?
 - Vendors who fund SHASDA programs, for example: Architects, Law Firms, Bus Companies
- III. Golden Wings Foundation, Inc. Report *Mrs. Randazzo*
 - Day of Giving – How much was raised?
- IV. PSBA/Legislative Report *Ms. Lindsey*
- V. Castle Shannon Borough Council Minutes *(Available Online)*
- VI. Dormont Borough Council Minutes *(Available Online)*
- VII. Green Tree Borough Council Minutes *(Available Online)*

Status of Act 93 Negotiations

Mrs. Randazzo asked Mr. Hommrich and Ms. Lindsey the status of the Act 93 negotiations; Mr. Hommrich stated that it would be discussed in Executive Session after the meeting.

David Kling Dedication

Mrs. Randazzo thanked Mr. Cromie for organizing the David Kling Dedication of the high school gymnasium; the evening was very well received.

Veteran’s Day

Mr. Nee congratulated the students of Dormont Elementary School for their assembly on Veteran’s Day and also mentioned that Myrtle Elementary had a program honoring the veterans.

Superintendent’s Report

SUPERINTENDENT’S REPORT – Dr. William Stropkaj

The following action items will be considered at the November 21, 2013 Business/Legislative Meeting:

BOARD ACTION REQUESTED

**SECOND READING of
Revised Policy No. 008:
*Organization Charts***

**I. SECOND READING OF REVISED POLICY NO. 008:
ORGANIZATION CHARTS**

In accordance with Board Policy No. 011, the Administration recommends the SECOND READING of revised Policy No. 008: *Organization Charts*.

**SECOND READING of
Revised Policy No. 201:
*Admission of Students***

**II. SECOND READING OF REVISED POLICY NO. 201: ADMISSION
OF STUDENTS**

In accordance with Board Policy No. 011, the Administration recommends the SECOND READING of revised Policy No. 201: *Admission of Students*.

**SECOND READING of
Revised Policy No. 233:
*Suspension and Expulsion***

**III. SECOND READING OF REVISED POLICY NO. 233: SUSPENSION
AND EXPULSION**

In accordance with Board Policy No. 011, the Administration recommends the SECOND READING of revised Policy No. 233: *Suspension and Expulsion*.

**SECOND READING of
Revised Policy No. 808:
*Food Services***

**IV. SECOND READING OF REVISED POLICY NO. 808: FOOD
SERVICES**

In accordance with Board Policy No. 011, the Administration recommends the SECOND READING of revised Policy No. 808: *Food Services*.

**SECOND READING of
Revised Policy No. 826: s
Record Management Plan**

**V. SECOND READING OF REVISED POLICY NO. 826: RECORDS
MANAGEMENT PLAN**

In accordance with Board Policy No. 011, the Administration recommends the SECOND READING of revised Policy No. 826: *Records Management Plan*.

**SECOND READING of
Revised Policy No. 835:
Family and Medical Leave**

**VI. SECOND READING OF REVISED POLICY NO. 835: FAMILY
AND MEDICAL LEAVE**

In accordance with Board Policy No. 011, the Administration recommends the SECOND READING of revised Policy No. 835: *Family and Medical Leave*.

FOR INFORMATION ONLY

**Mark Elphinstone
High School Teacher
Heroic Deed**

I. RECOGNITION OF MR. MARK ELPHINSTONE

Mr. Mark Elphinstone, high school teacher, was publicly recognized by Dr. Stropkaj for saving a student's life during a lunch period, by performing the Heimlich Maneuver.

Executive Session Report

II. EXECUTIVE SESSION REPORT

Prior to the Work Session, the Board met in Executive Session to discuss personnel issues.

A brief discussion by the Board followed:

- Does the District have a policy on Cyber School students attending social events in school?
- Cyber students are allowed to attend events.
- Is it written down anywhere? Policy?
- This topic can be discussed about making it a policy at the beginning of the year.

Pupil Personnel Report

PUPIL PERSONNEL REPORT – Mr. Robert Brownlee

The following action items will be considered at the November 21, 2013 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Wesley Spectrum Services Agreement

I. WESLEY SPECTRUM SERVICES AGREEMENT

The Administration recommends that the Board retroactively approve the *Agreement between Wesley Spectrum Services and the Keystone Oaks School District*, effective on a month-to-month basis commencing October 14, 2013 and expiring on June 16, 2014 at a monthly cost of \$7,200.00.

Independent Services Contract

II. INDEPENDENT SERVICES CONTRACT

The Administration recommends that the Board retroactively approve the *Independent Services Contract (Step-By-Step, Inc.)* for vocational placement for a special education student, effective October 1, 2013 through January 31, 2014 at a cost of \$1,188.00.

Personnel Report

PERSONNEL REPORT – Ms. Raeann Lindsey

The following action items will be considered at the November 21, 2013 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Retirement

I. RETIREMENT

**Michael J. Crossey
Special Education Teacher**

It is recommended that the Board accept the retirement of **Michael J. Crossey**, special education teacher, who currently is the President of **PSEA**, effective November 27, 2013. Mr. Crossey has been an employee with Keystone Oaks since September 1978.

Appointments

II. APPOINTMENTS

**Colleen Reilly
Long-Term Substitute**

A. LONG-TERM SUBSTITUTE – COLLEEN REILLY

In compliance with *Board Policy No. 405 – Employment of Substitute Professional Employees*, it is recommended the Board approve **Colleen Reilly**, elementary and special education teacher, Aiken Elementary School, as a long-term substitute, starting November 4, 2013 through May 1, 2014. Ms. Reilly's salary will be \$40,550 (B, Level 16). Ms. Reilly is replacing Ms. Molly Karlovich while she is on a leave of absence.

Project Succeed

B. PROJECT SUCCEED

Michael Orsi

It is recommended that the Board approve **Michael Orsi** as the Special Education instructor for Project Succeed for the balance of the 2013/2014 school year.

Substitute Teachers

C. SUBSTITUTE TEACHERS – 2013/2014

In compliance with *Board Policy No. 405 – Employment of Substitute Professional Employees*, it is recommended the Board approve the following individuals as substitute teachers for the 2013/2014 school year:

<u>Name</u>	<u>Subject</u>
Michael Bosco	Health & Physical Education
Lisa Brestensky	Elementary / Special Education
Susan Tybl	Mathematics 7-12

Athletic Coaches

D. ATHLETIC COACHES

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016*, it is recommended that the Board approve the following individuals as coaches, pending receipt of all legal documents and clearances, for the 2013/2014 school year:

Richard Bonaccorsi
Head Wrestling Coach
Mark Schrier
6th Grade Basketball Coach

Richard Bonaccorsi	Head Wrestling Coach	\$6,050.00
Mark Schrier	6 th Grade Basketball Coach	\$1,940.00

Activities Sponsors

E. ACTIVITIES SPONSORS

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016*, it is recommended that the Board approve payment to the following individuals:

Shane Hallam – MS Musical
Nancy Kraemer – Varieties

Shane Hallam	Middle School Musical	\$2,325.00
Nancy Kraemer	Varieties	\$2,950.00

Paraprofessionals

F. PARAPROFESSIONALS

Tara Klousnitzer
Desiré Krawchyk

In compliance with **Board Policy No. 504 – Employment Classified Employees**, and the **Keystone Oaks Education Support Agreement 2009-2014**, it is recommended that the Board retroactively approve the following individuals as paraprofessionals:

Tara Klousnitzer
Personal Care Paraprofessional
Myrtle Elementary School
Effective: October 21, 2013

Desiré Krawchyk
Personal Care Paraprofessional
Myrtle Elementary School
Effective: October 28, 2013

Tenure

III. TENURE

Nicole Kochanski

In compliance with *Board Policy No. 404 – Employment of Professional Employees*, it is recommended that the Board retroactively recognize the following individual as having completed the requirements according to the Commonwealth of Pennsylvania and achieving tenure with a Professional Contract:

Nicole Kochanski Special Education (Autistic Support)
Keystone Oaks High/Middle Schools
Effective: November 2, 2013

- Mr. Domalik requested a master list of all activities and athletics information that would include the positions, name of coaches/sponsors and the stipends.

Finance Report

FINANCE REPORT – Mrs. Marian Randazzo and Mr. Gary Alward

The following action items will be considered at the November 21, 2013 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Accounts Payable Approval Funds

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 **October 31, 2013** \$1,226,847.80
- B. Food Service Fund Accounts Payable for **October 31, 2013** \$ 84,375.25

Joint Purchasing Agreement

II. JOINT PURCHASING AGREEMENT

It is recommended that the Board approve the Keystone Oaks School District’s participation in the Allegheny Intermediate Unit Joint Purchasing Board for bid and purchase of supplies for the District, and approve **Christopher Swickline**, high school head custodian, as the regular member for the purposes of this Agreement.

- Dr. Stropkaj presented information to the Board regarding the PA-Educator.net Clearinghouse that would appear as an action item on the November 21, 2013 Business/Legislative Agenda.

FOR INFORMATION ONLY

III. EXPENDITURE/REVENUE 2013 - 2014 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2013-2014 BUDGET TOTAL	2013-2014 4 MONTH OCTOBER/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 25,101,155	\$ 23,306,070	\$ - \$ (1,795,085)
7000	State Revenue Sources	\$ 9,917,008	\$ 3,311,275	\$ - \$ (6,605,733)
8000	Federal Revenue Sources	\$ 446,504	\$ -	\$ - \$ (446,504)
Total Revenue		\$ 35,464,667	\$ 26,617,345	\$ - \$ (8,847,322)
(OVER) UNDER BUDGET				
Expenditures				
100	Salaries	\$ 14,673,483	\$ 2,823,602	\$ 11,849,881
200	Benefits	\$ 7,848,904	\$ 1,889,791	\$ 5,959,113
300	Professional/Technical Services	\$ 1,060,408	\$ 245,020	\$ 815,388
400	Property Services	\$ 1,468,919	\$ 518,695	\$ 950,224
500	Other Services	\$ 4,208,192	\$ 1,272,409	\$ 2,935,783
600	Supplies/Books	\$ 1,419,255	\$ 815,927	\$ 603,328
700	Equipment/Property	\$ 111,475	\$ 18,015	\$ 93,460
800	Other Objects	\$ 1,441,760	\$ 1,048,479	\$ 393,281
900	Other Financial Uses	\$ 3,703,500	\$ 3,080,450	\$ 623,050
Total Expenditures		\$ 35,935,896	\$ 11,712,386	\$ - \$ 24,223,510
Expenditures exceeding Revenues		\$ (471,229)	\$ 14,904,959	\$ - \$ 15,376,188

**IV. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF
October 31, 2013**

	9/30/2013				10/31/2013
	ENDING	DEBIT	CREDIT	INTEREST	ENDING
	BALANCE	RECEIVED	DISBURSED	INCOME	BALANCE
GENERAL FUND					
PNC BANK	\$ 13,966,082	\$ 1,205,551	\$ (3,929,906)	\$ 2,210	\$ 11,243,937
PLGIT	\$ 8,611,941	\$ 1,496,808	\$ -	\$ 103	\$ 10,108,853
PSDLAF -interest paid quarterly	\$ 153,700		\$ -	\$ -	\$ 153,700
INVEST PTOGRAM	\$ 170,649			\$ 7	\$ 170,656
	<u>\$ 22,902,372</u>	<u>\$ 2,702,359</u>	<u>\$ (3,929,906)</u>	<u>\$ 2,321</u>	<u>\$ 21,677,146</u>
CAFETERIA FUND					
PNC BANK	\$ 72,538	\$ 65,559	\$ (109,386)		\$ 28,712
PLGIT	\$ 237,968	\$ -	\$ -	\$ 3	\$ 237,971
	<u>\$ 310,506</u>	<u>\$ 65,559</u>	<u>\$ (109,386)</u>	<u>\$ 3</u>	<u>\$ 266,682</u>
CONSTRUCTION FUND / CAP RESERVE					
PNC BANK	\$ 224,333	\$ -	\$ -	\$ 10	\$ 224,342
	<u>\$ 224,333</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10</u>	<u>\$ 224,342</u>
GRAND TOTAL	<u>\$ 23,437,211</u>	<u>\$ 2,767,918</u>	<u>\$ (4,039,292)</u>	<u>\$ 2,333</u>	<u>\$ 22,168,171</u>

V. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF OCTOBER 31, 2013

Bank Account - Status	Middle / High School	Athletics
Cash Balance as of September 30, 2013	\$ 123,044.09	\$ 60,755.78
Deposits (General Fund Transfer)	\$ 2,135.00	\$ 6,139.00
Subtotal	\$ 125,179.09	\$ 66,894.78
Expenditures	\$ 7,217.55	\$ 6,545.71
Cash Balance as of October 31, 2013	\$ 117,961.54	\$ 60,349.07

Facilities Report

FACILITIES REPORT – Mrs. Marian Randazzo and Mr. Gary Alward

The following action items will be considered at the November 21, 2013 Business/Legislative Meeting:

BOARD ACTION REQUESTED

High School & Middle School Improvements

I. HIGH SCHOOL AND MIDDLE SCHOOL SITE IMPROVEMENTS

It is recommended that the Board approve **Nira Consulting Engineers, Inc.** to identify a definitive scope of the work to be performed and the estimated cost of construction for the improvements to the driveways and parking areas, replacement of the curbs, walkways and exterior stairways. The cost for this service will be \$2,500.00.

Swim Program

II. SWIM PROGRAM

The Administration recommends the approval of the *Recreational and Community Swim Program* fees, rental fees, pool staff pay rates and the pool staff for the 2013/2014 school year as follows:

Program Fees

Family Pass (2 adults and 3 kids)	\$ 60.00
Adult Pass	\$ 30.00
Student Pass	\$ 15.00
Daily Admission Fee – Resident	\$ 2.00
Daily Admission Fee – Non Resident	\$ 4.00
Children Swim Lessons (6 lessons)	\$ 35.00
Preschool Swim Lessons (5 lessons)	\$ 25.00
Lifeguard Training (includes first aid and CPR)	\$200.00
Water Aerobics (20 classes)	\$ 70.00
Water Safety Instructor Training	\$195.00
CPR for the Professional Rescuer classes	\$ 50.00
Other Programs in response to need	TBA

Rental Fees

Residents (Copy of photo ID with permit; compared on day of rental)

Residents (1-30 people)	\$ 50.00/hr
Residents (31-60 people)	\$ 55.00/hr

Non-Residents

Non Resident (1-30 people)	\$ 75.00/hr
Non Resident (31-60 people)	\$ 80.00/hr

Pool Staff Pay Rates

Water Aerobics Instructors	\$20.00/hr
Adult Supervising Instructor (WSI)	\$14.00/hr
Instructors with WSI	\$10.00/hr
Student Instructors without WSI	\$ 7.25/hr
Adult Program Supervisor	\$10.00/hr
Lifeguards	\$ 7.25/hr

Pool Staff

Jacob Cofini	Tom McMullen
Zachary Cofini	Lori Oleksak
Rachel Constantini	Zach Olsen
Joanne Dressler	Jakeb Pagesh
Kaitlin Flaherty	Jana Pahler
Kathleen Guglielmi	April Ramsey
Kevin Koontz	Janet Russo
Mike Lydon	Amy Torcaso
Jacob Maley	

A discussion by the Board followed:

- The pool is not making a profit, but it should be left as status quo until next year’s review.
- Mrs. Torcaso is working with Mr. Cromie to have more publicity regarding the pool.
- Too many lifeguards at the pool at one time?
- How do hotels get away with not having a lifeguard on duty?
- Sign usually says “swim at your own risk.”
- A school district has more liability than a hotel; it’s better to err on the side of more than you need (lifeguards).
- It would be great to operate the pool and make a profit.
- Green Tree and Dormont have public swimming pools, but Castle Shannon does not.

Activities Report

ACTIVITIES REPORT – Mr. Dan Domalik

The following action item will be considered at the November 21, 2013 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Overnight Trip

I. OVERNIGHT TRIP / COMPETITION

Keystone Oaks Dance Team

Friday-Sunday – February 14 – 16, 2014

Sponsors– **Megan Kamberis**

Chaperones – None

Approximate number of students participating: 15

Approximate cost per student - \$300.00 - \$400.00

No District funds requested

Mr. Domalik asked where the competition was being held and how many chaperones would be accompanying the dance team.

This information will be available at the November 21, 2013 Business/Legislative Meeting.

Public Comment

PUBLIC COMMENT – NONE

Adjournment

ADJOURNMENT

On the motion of Mr. Nee, seconded by Mrs. Cancelliere, the meeting was adjourned at 8:09 p.m.

Motion passed 8-0

Respectfully submitted,

Eric Brandenburg
Board Secretary

Charmaine Masztak
Assistant Board Secretary
Recording Board Secretary