

# KEYSTONE OAKS SCHOOL DISTRICT

## BOARD OF SCHOOL DIRECTORS

**WORK SESSION**  
**Thursday, October 10, 2013**  
**7:00 PM**

### *MINUTES*

<b>Call to Order</b>	President Marian Randazzo called the meeting to order at 7:01 p.m.
<b>Pledge</b>	The meeting opened with the pledge to the flag.
<b>Attendance</b>	<p>Those present included: Mr. Brownlee, Mrs. Cancelliere, Mr. Domalik, Mr. Finucan, Mr. Hommrich, Mr. Nee and Mrs. Randazzo. Also present were Dr. William P. Stropkaj, Superintendent; Mrs. Foster, Assistant Superintendent; Mr. Brandenburg, Director of Fiscal Services; Ms. Lisa Colautti, Solicitor; and Mrs. Masztak, Assistant Board Secretary/ Recording Secretary</p> <p>Mr. Alward and Ms. Lindsey were absent.</p>
<b>Mr. Kevin Lloyd Director of Dining Services</b>	<p>Mr. Kevin Lloyd presented the following update to the School Board regarding Keystone Oaks' Dining Services:</p> <ul style="list-style-type: none"><li>◆ Finalization of hiring new staff;</li><li>◆ Meal participation in the middle school has increased by 50 meals per day;</li><li>◆ New online service for Point of Sale access, the prepay program, is working very well;</li><li>◆ Automatic emails sent out when accounts are low;</li><li>◆ Will give an update mid-year.</li></ul>
<b>Public Comment</b>	<b>PUBLIC COMMENT – NONE</b>
<b>Board President's Report</b>	<p><b>BOARD PRESIDENT'S REPORT – Mrs. Marian Randazzo</b></p> <p>The following action item will be considered at the October 17, 2013 Business/Legislative Meeting:</p> <p><b><u>BOARD ACTION REQUESTED</u></b></p>

Special Voting Minutes  
September 4, 2013

Work Session Minutes  
September 12, 2013  
Business/Legislative Minutes  
September 19, 2013

**I. BOARD MINUTES**

It is recommended that the Board approve the Special Voting Minutes of September 4, 2013, the Work Session Minutes of September 12, 2013, and the Business/Legislative Minutes of September 19, 2013, as enclosed.

**FOR INFORMATION ONLY**

- I. Parkway West Career and Technology Center Report *Mr. Alward*
- II. SHASDA Report *Mr. Alward*
- 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 the status of the Act 93 negotiations; Mr. Hommrich stated that he and Ms. Lindsey had a great meeting with Mrs. Barnes and Mr. Konyk.

Superintendent's Report

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

The following action items will be considered at the October 17, 2013 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

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

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

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

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

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

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

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

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

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

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

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

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

**FIRST READING of Revised Policy No. 826: *Records Management Plan***

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

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

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

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

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

**FIRST READING of Revised Policy NO. 906: *Public Complaints***

**VII. FIRST READING OF REVISED POLICY NO. 906: PUBLIC COMPLAINTS**

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 906: *Public Complaints*.

The Board discussed **Policy No. 906: *Public Complaints***:

- Emails not being answered;
- Nothing gets done;

- Four levels for the proper procedures to follow are too much; you get your stories straight after going through four levels;
- Board Member to be a Protocol Officer;
- Parent has a complaint to a Board Member, pass it onto the Superintendent;
- Community needs a voice in it;
- Don't ignore any complaints;
- Sometimes the answer is "no" and the complainant needs to accept the answer;
- Policies are neglected, need updated;
- Revising should reflect anything prior to 2010; and
- Need a Policy Committee.

The Board decided to table **Policy No. 906: *Public Complaints*** until further discussion.

**Professional Development**

**VIII. PROFESSIONAL DEVELOPMENT**

The Administration recommends approval of the following conference requests:

<p><b>Beth Salibene</b> <b>Kelly Tolley</b></p>	<p><b>Beth Salimbene</b> <b>Kelly Tolley</b></p>	<p>Building Auditory and Social Learning Skills Crowne Plaza South Pittsburgh, PA 15241</p>	<p>\$760.00  (General Funds)</p>
<p><b>Cindy Mentzer</b></p>	<p><b>Cindy Mentzer</b></p>	<p>PA Speech &amp; Debate Association 26<sup>th</sup> Annual Conference The Atherton Hotel State College, PA 16802</p>	<p>\$346.16  (Activities Fund)</p>

**FOR INFORMATION ONLY**

**Executive Session Report**

**I. EXECUTIVE SESSION REPORT**

After the Work Session, the Board met in Executive Session to discuss potential litigation.

**Education**

**EDUCATION – Mr. Rob Brownlee**

**FOR INFORMATION ONLY**

Mrs. Foster gave a brief update on the following:

**School Performance Profile**

**I. SCHOOL PERFORMANCE PROFILE**

- Dates are incomplete; will be completed in January 2014;
- Significant growth in the elementary buildings;
- Middle/High Schools are not finalized.

**Read 180 - KOMS**

**II. READ 180 – KEYSTONE OAKS MIDDLE SCHOOL**

- As recommended in the Comprehensive Plans, the teachers have been trained, materials are in;
- Double period; 34 students in program, getting good results.

**Elementary Math**

**III. ELEMENTARY MATH**

- Looking to adopt a new math program for next year;
- How old is our current math program?
- 8-9 years old.

**AEDs & New Legislation**

**IV. AEDs & NEW LEGISLATION**

- KOSD has been in compliance with the new House Bill requiring all school districts to have AEDS (Automated External Defibrillator);
- AEDs verbally directs the procedure when in use;
- New signage to be placed at entrance of buildings indicating the location of the AEDs.

**Personnel Report**

**PERSONNEL REPORT – Ms. Raeann Lindsey**

The following action items will be considered at the October 17, 2013 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Appointments**

**I. APPOINTMENTS**

**Professional Employee**

**A. PROFESSIONAL EMPLOYEE**

Kelly McGuire – KOMS  
Remedial Language Arts

In compliance with *Board Policy No. 404 – Employment of Professional Employees*, and the *Keystone Oaks Education Association Agreement 2011/2016*, the Administration recommends the employment of the following individual:

**Kelly McGuire** – Keystone Oaks Middle School  
Remedial Language Arts Teacher  
Salary - \$ 40,550 (B, Level 16)  
Retroactive to August 22, 2013

After School Tutoring Program

**B. AFTER SCHOOL TUTORING PROGRAM**

It is recommended that the Board approve the following individuals to participate in the *After School Tutoring Program* at Aiken, Dormont, and Myrtle Elementary Schools. The range of pay for the individuals is between \$26.40 and \$42.37 per period based on years of service to the District:

**Aiken Elementary**

**Sandra McCann**  
**Meghan O’Brien**  
**William Opperman**  
**Kate Sobocinski**

**Dormont Elementary**

**Jamie Barbin**  
**Kristen Leitch**  
**Hope Muno**  
**Ashley Todd**  
**Judy Tredway**  
**Lisa Waskiewicz**

**Myrtle Elementary**

**Marilyn Kennedy**  
**Nancy Jean Morrison**  
**Lauren Obringer**  
**Mary Poe**  
**Cari Worley**  
**Nicole Niccolai**  
**Teresa Zimmerman**

Cyber School Program

**C. CYBER SCHOOL PROGRAM**

In compliance with the *Keystone Oaks Education Association Agreement 2011/2016*, it is recommended that the Board approve **John Buffington** as a Cyber School science teacher for the 2013-2014 school year.

The range of pay is between \$26.40 and \$42.37 per period based on years of service to the District.

Activities Sponsors

**D. ACTIVITIES SPONSORS**

In compliance with the *Keystone Oaks Education Association Agreement 2011/2016*, it is recommended that the Board approve the following individuals as sponsors for the 2013/2014 school year:

<b>Jennifer Chambers</b>	Students In Action	\$1,300.00
<b>Kelly Diven</b>	Intramurals – Myrtle	\$2,200.00
<b>Nadine Pisani</b>	PJAS – High School	\$2,950.00
<b>Ben Stewart</b>	PJAS – Middle School	\$3,050.00

Food Service

**E. FOOD SERVICE**

In compliance with *Board Policy No. 504 – Employment of Classified Employees*, it is recommended that the Board approve the following individual as a Food Service employee for the 2013/2014 school year effective September 23, 2013:

<u>Name</u>	<u>School</u>	<u>Hourly Wage</u>
Jodi Hoffman	High School	\$8.75

Corrected Hourly Salary

**F. CORRECTED HOURLY SALARY INCREASE**

It is recommended that the Board approve the following hourly increase for the listed individuals who are employed in the Food Service Department:

<b>Ryan Briggs</b> Production Manager	From \$16.00	To \$17.00
<b>Jennifer Lashley</b> Head Cook	From \$12.00	To \$13.00

Substitute Professional

**G. SUBSTITUTE PROFESSIONAL**

In compliance with *Board Policy No. 405 – Employment of Substitute Professional Employees*, it is recommended that the Board approve for the substitute roster **Jamie Ford**, Elementary Guidance Counselor, for the 2013/2014 school year.

Substitute Custodian

**H. SUBSTITUTE CUSTODIAN**

In compliance with *Board Policy No. 505 – Employment of Substitute and Short-Term Employees*, it is recommended that the Board approve **Joseph Ruffalo** as a substitute custodian, retroactive to September 30, 2013.

Extra Duty Compensation

**II. EXTRA DUTY COMPENSATION**

Athletic Employees

**A. ATHLETIC EMPLOYEES**

In compliance with the *Keystone Oaks Educational Association 2011/2016, Article XXVII, Athletic Positions and Compensation*,

it is recommended that the Board authorize extra-duty compensation (payable in February) to the following individuals:

<u>Sport</u>	<u>Status</u>	<u>Coach</u>	<u>Stipend</u>
<b>Basketball (Boys)</b>	Head Coach	<b>Anthony Cherico</b>	\$6,050.00
	Assistant	<b>Brian Partyka</b>	\$3,895.00
	Assistant	<b>Jim Taylor</b>	\$3,280.00
	8 <sup>th</sup> Grade	<b>Keith Buckley</b>	\$2,970.00
	7 <sup>th</sup> Grade	<b>Andy Bochicchio</b>	\$2,970.00
	6 <sup>th</sup> Grade	<b>Open</b>	\$1,940.00
<b>Basketball (Girls)</b>	Head Coach	<b>Nikki Presto</b>	\$6,050.00
	Assistant	<b>Bill Isbir</b>	\$1,947.50
	Assistant	<b>Chris Walker</b>	\$1,947.50
	Freshman	<b>Maria Costanza</b>	\$3,280.00
	8 <sup>th</sup> Grade	<b>Keith Buckley</b>	\$2,970.00
	7 <sup>th</sup> Grade	<b>Andy Bochicchio</b>	\$2,970.00
	6 <sup>th</sup> Grade	<b>John Hoffman</b>	\$1,940.00
<b>Swimming (B&amp;G)</b>	Head Coach	<b>Bill Straw</b>	\$5,535.00
	*Assistant	<b>Adriann Grand</b>	\$3,890.00
<b>Wrestling</b>	Head Coach	<b>Open</b>	\$6,050.00
	Assistant	<b>Rich Bonaccorsi</b>	\$4,150.00
	Freshman Assistant	<b>Steve McCormick</b>	\$3,280.00
	Middle School	<b>Jared Shields</b>	\$3,025.00
	Middle School	<b>CJ Seitzinger</b>	\$3,025.00
	6 <sup>th</sup> Grade	<b>Mark Hutchin</b>	\$1,945.00

\* Incorrect compensation on the Business/Legislative Agenda for August 15, 2013.

**Finance Report**

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

The following action items will be considered at the October 17, 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 **September 30, 2013** \$768,837.22
- B. Food Service Fund Accounts Payable for **September 30, 2013** \$66,534.56

**FOR INFORMATION ONLY**

**II. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF  
September 30, 2012**

	<b>8/31/2013</b>				<b>9/30/2013</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	\$ 5,846,653	\$ 10,361,670	\$ (2,244,427)	\$ 2,186	\$ 13,966,082
PLGIT	\$ 8,180,867	\$ 430,963	\$ -	\$ 111	\$ 8,611,941
PSDLAF -interest paid quarterly	\$ 153,700		\$ -	\$ -	\$ 153,700
INVEST PTOGRAM	\$ 170,642			\$ 8	\$ 170,650
	<u>\$ 14,351,861</u>	<u>\$ 10,792,634</u>	<u>\$ (2,244,427)</u>	<u>\$ 2,305</u>	<u>\$ 22,902,373</u>
<b>CAFETERIA FUND</b>					
PNC BANK	\$ 33,450	\$ 88,561	\$ (49,473)		\$ 72,538
PLGIT	\$ 277,965	\$ -	\$ (40,000)	\$ 3	\$ 237,968
	<u>\$ 311,415</u>	<u>\$ 88,561</u>	<u>\$ (89,473)</u>	<u>\$ 3</u>	<u>\$ 310,506</u>
<b>CONSTRUCTION FUND / CAP RESERVE</b>					
PNC BANK	\$ 224,323	\$ -	\$ -	\$ 10	\$ 224,333
	<u>\$ 224,323</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10</u>	<u>\$ 224,333</u>
<b>GRAND TOTAL</b>	<u><b>\$ 14,887,600</b></u>	<u><b>\$ 10,881,195</b></u>	<u><b>\$ (2,333,900)</b></u>	<u><b>\$ 2,318</b></u>	<u><b>\$ 23,437,212</b></u>

**III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF SEPTEMBER 30, 2013**

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance as of August 31, 2013	\$ 132,981.46	\$ 57,855.06
Deposits (General Fund Transfer)	\$ 1,841.23	\$ 11,500.00
Subtotal	\$ 134,822.69	\$ 69,355.06
Expenditures	\$ 11,778.60	\$ 8,599.28
Cash Balance as of September 30, 2013	\$ 123,044.09	\$ 60,755.78

**Facilities Report**

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

**FOR INFORMATION ONLY**

**I. RECREATIONAL SWIM PROGRAM**

- Costs are problematic;
- Losing money;
- Salaries are top heavy compared to what the pool is taking in;
- In 2010-2011, the District lost \$10,000; in 2011-2012, the District lost \$7,700; in 2012-2013, the District lost a little under \$10,000;
- It is not paying for itself;
- Time and availability for classes need to change;
- Swim classes should be utilized for health and physical education classes.

**II. PARKING LOTS**

- Information was in the Capsule;
- Engineering firms toured the lots.

After discussion, a Facilities Committee Meeting date was scheduled for Wednesday, November 6, 2013 at 6:30 p.m. in the Board Room.

**Athletics Report**

**ATHLETICS REPORT – Mr. Thomas Nee**

The following action item will be considered at the October 17, 2013 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Overnight Trip**

**I. OVERNIGHT TRIP**

The Administration recommends the approval of the following overnight trip:

**KOHS Softball Team**

**Keystone Oaks High School Softball Team**

Cookeville, Tennessee

Wednesday-Saturday – March 26, 27, 28, 29, 2014

Coaches – **Mark Kaminski, Ron McMillen, Ashley Lowery**

Approximate number of students participating – 20-25

Approximate cost per student – \$600.00 paid through Fund Raisers and Student Payments

No District funds requested

- Mr. Cromie reminded the Board and Administration of the David Kling Dedication Ceremony scheduled for Thursday, October 24, 2013 at 7:00 p.m. in the high school gym.

**Activities Report**

**ACTIVITIES REPORT – Mr. Dan Domalik**

The following action items will be considered at the October 17, 2013 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Overnight Trip**

**I. OVERNIGHT TRIP**

**Forensics**

**Forensics – Erie, PA**

M & M Speech & Debate Tournament (McDowell High School)

Friday-Saturday – November 1-2, 2013

Sponsor– Cindy Mentzer

Chaperones – Diane Flaherty

Approximate number of students participating: 8

Approximate cost per student - \$140.87

Funds from Activity Account

**Golden Eagle Marching Band**

**Golden Eagle Marching Band Spring Trip – Washington, DC**

Thursday-Sunday – April 10 – April 13, 2014

Sponsor – William Eibeck

Chaperone(s) – Kathy Enright, Sean Henke, Christie Hay, Karen Wong, Diane Flaherty, Dena Yamalis, Jan Palashoff

Approximate number of students participating – 60 – 65

Approximate cost per student - \$650.00

Total cost to the District - \$170 .00 (Cost of one (1) substitute teacher for two (2) days)

**Grade 6 – Cleveland, OH  
Erie, PA**

**Grade 6 – Cleveland, OH and Erie, PA**

Saturday-Sunday, April 12-13, 2014

Sponsors– Lisa McMahon, Amy Torcaso, Nicole Varrenti-Redlinger

Chaperones – Parents’ names to be provided closer to trip time

Approximate number of students participating: 70 – 95

Approximate cost per student - \$300.00

No District funds requested

**Grade 7 – Washington, DC**

**Grade 7 – Washington, DC**

Saturday-Sunday, November 23-24, 2013

Sponsors– Lisa McMahon, Amy Torcaso, Nicole Varrenti-Redlinger

Chaperones – Parents’ names to be provided closer to trip time

Approximate number of students participating: 70 - 95

Approximate cost per student - \$300.00

No District funds requested

**Grade 8 – Gettysburg and  
Hershey, PA**

**Grade 8 – Gettysburg and Hershey, PA**

Saturday-Sunday, May 31 – June 1, 2014

Sponsors– Lisa McMahon, Amy Torcaso, Nicole Varrenti-Redlinger

Chaperones – None

Approximate number of students participating: 70 – 95

Approximate cost per student - \$300.00

No District funds requested

**Public Comment**

**PUBLIC COMMENT**

Donald Howard  
Castle Shannon

Re: Pitney Bowes  
Pool  
Funds for Activities

Matthew Cesario  
Green Tree

Re: Pool

Adjournment

**ADJOURNMENT**

On the motion of Mr. Nee, seconded by Mr. Brownlee, the meeting was adjourned at 8:27 p.m.

*Motion passed 7-0*

Respectfully submitted,

Eric Brandenburg  
Board Secretary

Charmaine Masztak  
Assistant Board Secretary  
Recording Board Secretary