

KEYSTONE OAKS SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

WORK SESSION
Tuesday, April 21, 2015
7:00 PM

MINUTES

Call to Order

President Patricia Ann Shaw called the meeting to order at 7:00 p.m.

Attendance

Those present included: Mr. Brownlee, Mr. Cesario, Ms. Crowell, Mr. Domalik, Mr. Finucan, Mr. Hommrich, Mr. Howard, Ms. Lindsey and Ms. Shaw. Also present were Dr. Stropkaj, Superintendent; Mr. Brandenburg, Director of Fiscal Services; Mr. Brungo, Solicitor; and Mrs. Masztak, Assistant Board Secretary/ Recording Secretary

Dr. Foster, Assistant Superintendent, was absent.

Public Comment

PUBLIC COMMENT – None

Board President's Report

BOARD PRESIDENT'S REPORT – Ms. Patricia Ann Shaw

The following action item will be considered at the April 30, 2015 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Board Minutes

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of March 17, 2015 and the Business/Legislative Minutes of March 26, 2015.

FOR INFORMATION ONLY

I. Parkway West Career and Technology Center Report *Ms. Annie Shaw*
Mr. Donald Howard – Alternate

II. SHASDA Report *Mr. Daniel Domalik*

- III. Golden Wings Foundation, Inc. Report *Mr. Donald Howard*
- IV. PSBA/Legislative Report *Ms. Raeann Lindsey*
- V. Castle Shannon Borough Council Minutes *(Available Online)*
- VI. Dormont Borough Council Minutes *(Available Online)*
- VII. Green Tree Borough Council Minutes *(Available Online)*

Executive Session

VIII. EXECUTIVE SESSION

Prior to the Work Session, a discussion was held regarding supplemental positions and retirements. The Executive Session reconvened after the Work Session to discuss personnel and legal matters.

Superintendent's Report

SUPERINTENDENT'S REPORT – Dr. William Stropkaj

The following action items will be considered at the April 30, 2015 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Abolishing a Position

I. ABOLISHING A POSITION

In compliance with **Board Policy No. 310: *Abolishing a Position***, it is recommended that the Board eliminate the position of Assistant Superintendent, effective June 30, 2015.

Creating a Position

II. CREATING A POSITION

In compliance with **Board Policy No. 301: *Creating a Position***, it is recommended that the Board approve the position of Director of Curriculum, Instruction, Assessment and Staff Development, effective July 1, 2015.

**Director of Curriculum
Instruction Assessment &
Staff Development**

III. DIRECTOR OF CURRICULUM INSTRUCTION ASSESSMENT & STAFF DEVELOPMENT

In compliance with the *Keystone Oaks School District Administrative Compensation and Performance Plan 2014-2016*, the Administration recommends the appointment of **Shannon Varley, Ed.D.** as the Director of Curriculum, Instruction, Assessment and Staff Development, effective July 1, 2015, at a salary of \$95,000.00.

Approval of the
Corrective Action Plan

IV. APPROVAL OF THE CORRECTIVE ACTION PLAN

The Administration recommends the approval of the *Correction Action Plan* that has been developed in response to the Performance Audit Report dated June 30, 2010 and 2009.

AIU – Program of Services

V. ALLEGHENY INTERMEDIATE UNIT – PROGRAM OF SERVICES

The Administration recommends that the Board approve the proposed 2015/2016 Allegheny Intermediate Unit Program of Services Budget as presented. The Budget totals \$4,005,898.

There is no increase in the total Allegheny County district allocation. The Keystone Oaks School District’s expected contribution to the AIU Program of Services budget is \$37,079.91.

Summer Food Service
Program

VI. SUMMER FOOD SERVICE PROGRAM

The Administration recommends the approval of the Summer Food Service Program, effective June 15, 2015 through August 14, 2015.

For Information Only

Anyone under the age of 18 may participate; locations will be held in Castle Shannon, Dormont, and Green Tree Boroughs.

- A discussion followed by Board Members regarding the Summer Food Service Program.

SECOND READING
Policy No. 205

VII. SECOND READING OF POLICY NO. 205: POST-GRADUATE STUDENTS

It is recommended that the Board approve the SECOND READING of Policy No. 205: *Post-Graduate Students*.

SECOND READING
Policy No. 208

VIII. SECOND READING OF POLICY NO. 208: WITHDRAWAL FROM SCHOOL

It is recommended that the Board approve the SECOND READING of Policy No. 208: *Withdrawal from School*.

SECOND READING
Policy No. 209

IX. SECOND READING OF POLICY NO. 209: HEALTH EXAMINATIONS/SCREENINGS

It is recommended that the Board approve the SECOND READING of Policy No. 209: *Health Examinations/Screenings*.

SECOND READING

Policy No. 215

X. SECOND READING OF POLICY NO. 215: PROMOTION AND RETENTION

It is recommended that the Board approve the SECOND READING of Policy No. 215: *Promotion and Retention*.

Professional Development

XI. PROFESSIONAL DEVELOPMENT

It is recommended that the Board approve the following conference requests:

Wendy Mariutto

Wendy Mariutto	TEACCH	\$2,038.75
	Watson Institute	
	Pittsburgh, PA	
	July 27-31, 2015	(General Funds)

Jeff Sieg

Jeff Sieg	AP Summer Institute	\$975.00
	AP US History	
	South Fayette High School	
	McDonald, PA	(General Funds)
	June 22-25, 2015	

Brian Werner

Brian Werner	2015 PA PBIS	\$713.96
	Implementers Forum	
	Hershey Lodge	
	Hershey, PA	(General Funds)
	May 27-28, 2015	

Education Report

EDUCATION REPORT – Ms. Raeann Lindsey

The following action items will be considered at the April 30, 2015 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Adoption of Textbooks For 2015/2016

I. ADOPTION OF TEXTBOOKS FOR 2015/2016

The Administration recommends the adoption of the Houghton Mifflin Harcourt Math program **GO MATH**, copyright 2015, for use at the elementary levels K – 5 for the 2015/2016 school year at an approximate cost of \$113,000.00.

- A discussion by Board Members followed regarding the adoption of textbooks.

Disposal of Textbooks

II. DISPOSAL OF TEXTBOOKS

The Administration recommends the disposal of the following textbooks:

<u>Textbook</u>	<u>ISBN#</u>	<u>Copies</u>
Developing Number Sense (2004)	1-57035-960-1	47
Elementary Algebra (1999)	0-395-90114-6	84
Geometry Concepts (2003)	0-618-08758-3	107
Heath Algebra 2 (1998)	0-669-43394-2	200
Heath Geometry (1998)	0-669-45530-x	123
Larson Pre-Calculus (1985)	0-669-08617-7	16
Lynch Calculus (1983)	0-663-41967-0	22
Making sense of Rational Numbers (2005)	1-59318-074-8	45
PSSA Math Coach Grade 11 (2002)	0-67694-989-8	60
Saxon Wang Calculus (1988)	0-939798-34-4	20
Understanding Algebraic Expressions (2005)	1-59318-230-9	24
UCSMP Algebra (1996)	0-673-45765-6	24
UCSMP Algebra Advanced Algebra (1993)	0-676-37277-4	47
UCSMP Functions Stats and Trig (1992)	0-673-37277-4	117
USCMP Geometry (1998)	0-66945530	25
USCMP Pre-Calculus (1992)	0-673-33366-3	13

For Information Only

Resale of the used textbooks will be attempted first upon Board approval to disposal of the materials.

- A discussion by Board Members followed regarding the disposal of textbooks.

III. STUDENT SUMMER WORK PROGRAM

The Administration recommends that the Board approve the *Student Summer Work Program* at the Keystone Oaks High School from June 15, 2015 through July 10, 2015 (7:30 a.m.–12:30 p.m.) for approximately 15- 20 students and two (2) instructors, Mark Elphinstone and Michael Orsi. The program has both an instructional component and a custodial component.

- A discussion by Board Members followed regarding the Student Summer Work Program.

Student Summer Work Program

Advanced Technologies
For Kids

IV. ADVANCED TECHNOLOGIES FOR KIDS

It is recommended that the Board approve “Advanced Technologies for Kids” Summer Camp 2015 to be hosted at Keystone Oaks Middle School from Monday, June 29, 2015 through Friday, July 3, 2015.

For Information Only

This program will provide workshops in the areas of Robotics, Animation Movie Studio, Drone Commander and 3-D Printing.

- A discussion by Board Members followed regarding the Advanced Technologies for Kids.

Extended School Year
Program

V. EXTENDED SCHOOL YEAR PROGRAM

It is recommended that the Board approve the Keystone Oaks School District Extended School Year Program from June 29, 2015 through July 23, 2015, from 8:30 a.m. – 1:15 P.M., Monday through Thursday, for approximately 35 students at an approximate cost of \$25,000.000.

Personnel Report

PERSONNEL REPORT – Mr. David Hommrich

The following action items will be considered at the April 30, 2015 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Retirements

I. RETIREMENTS

Professional Staff

A. Professional Staff

It is recommended the Board accept the retirements of the following professional employees:

<u>Name</u>	<u>Years of KO Service</u>	<u>Retirement Date</u>
Kathleen M. Foster, Ed.D. Assistant Superintendent	41	June 30, 2015
Maria R. Dayka Family Consumer Science - KOHS	18	June 12, 2015
Marilyn D. Fortwangler Grade 1 – Myrtle	21	June 12, 2015

<u>Name</u>	<u>Years of KO Service</u>	<u>Retirement Date</u>
Leslie A. Holmes Grade 1 – Dormont	25	June 12, 2015
Gerald J. Jeannett Guidance Counselor – Elem.	26	June 30, 2015
Nancy L. Karras Grade 1 – Myrtle	23	June 12, 2015
Marilyn Kennedy Kindergarten	11	June 25, 2015
Sandy McCann Grade 2 – Aiken	36	June 12, 2015
Bonnie D. McCoy Title I Reading K-2 – Myrtle	19	June 12, 2015
NancyJean Morrison Grade 2 - Myrtle	40	June 12, 2015

Classified Employee

B. Classified Employee

It is recommended the Board accept the retirement of the following employee:

<u>Name</u>	<u>Years of KO Service</u>	<u>Retirement Date</u>
Barbara Campbell District Receptionist	40	June 26, 2015

Substitute Teacher

II. SUBSTITUTE TEACHER

In compliance with *Board Policy No. 405 – Employment of Substitute Professional Employees*, it is recommended that the Board approve **Patrick Vetter**, Music K-12, as a substitute teacher for the 2014/2015 school year.

Extra Duty Appointments

III. EXTRA DUTY APPOINTMENTS

- In compliance with the **Keystone Oaks Educational Association 2011-2016, Article XXVII, Athletic Positions and Compensation**, it is recommended that the Board approve the following Spring sports, coaches, and stipends for the 2014/2015 school year:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Softball – KOMS	Assistant Coach	Emily Doyle	\$2,610.00
Track - KOMS	Assistant Coach	Judi Fritz	\$2,610.00
Volleyball (Boys)	Assistant Coach	Tamara Venski	\$2,680.00

Summer/Pre Season
Coaches

IV. SUMMER/PRE-SEASON COACHES

In compliance with the **Keystone Oaks Educational Association 2011-2016, Article XXVII, Athletic Positions and Compensation**, it is recommended that the Board approve the following coaches for the Summer/Pre-Season with payment of \$20.00 per hour:

<u>Sport</u>	<u>Coach</u>	<u>Coach</u>	<u>Coach</u>
Baseball	Scott Crimone	Joseph Aul	WilliamTheobald
Boys Basketball	Daniel Elzer		
Cross Country	Kaitlin Hogel	Judi Fritz	Sarah Hardner
Football	Greg Perry Steve McCormick	Jim Feeney Jeff Sieg	Russ Klein Joe Klipa
Golf	Shane Rice		
Boys Soccer	Sotiri Tsourekis	Jim Wisniewski	TBA
Girls Soccer	Danielle Kandrack	Michael Kandrack	Jen Luciew
Softball	Mark Kaminski	Kristen Kaminski	
Tennis	David Bender		
Boys/Girls Volleyball	Ben Van Balen	Matt Donovan	Travis Mitro
Wrestling	Rich Bonaccorsi	Andrew Bell	

Post Season Coaching
Stipends

V. POST SEASON COACHING STIPENDS

In compliance with the **Keystone Oaks Educational Association 2011-2016, Article XXVII, Athletic Positions and Compensation**, it is recommended that the Board approve payment to the following individuals for coaching in the post season at \$50.00 per week:

<u>Sport</u>	<u>Coach</u>	<u>Stipend</u>
Wrestling	Richard Bonnaccorsi	\$150.00 (3 weeks)
	Michael Ober	\$ 75.00 (3 weeks-Split)
	John Cerminara	\$ 75.00 (3 weeks-Split)
	Andrew Bell	\$150.00 (3 weeks)

Correction of Intramural Stipend

VI. CORRECTION OF INTRAMURAL STIPEND

In compliance with the **Keystone Oaks Educational Association 2011-2016, Article XXVII, Athletic Positions and Compensation**, it is recommended that the Board approve the following stipend correction for the individuals listed below for the 2014/2015 school year:

<u>Intramurals</u>	<u>Coach</u>	<u>Stipend</u>
Aiken Elementary	Sandra McCann	\$ 758.00
	Michael Shuck	\$1,467.00

Leave of Absence

VII. LEAVE OF ABSENCE

It is recommended that the Board approve a leave of absence for **Sheila Bell**, Health Aide, Aiken Elementary, from May 25, 2015 through the end of the 2014/2015 school year. Ms. Bell’s expected return-to-work date is at the beginning of the 2015/2016 school year.

Finance Report

FINANCE REPORT – Mr. Daniel Domalik

BOARD ACTION REQUESTED

The following action item will be considered at the April 30, 2015 Business/Legislative Meeting:

Accounts Payable Approval Lists

I. ACCOUNTS PAYABLE APPROVAL LISTS

The Administration recommends approval of the following Accounts Payable lists as presented in the *Finance Package*:

- A. General Fund **TO BE PROVIDED**
- B. Risk Management **TO BE PROVIDED**
- C. Food Service Fund **TO BE PROVIDED**
- D. Athletics **TO BE PROVIDED**
- E. Renovations **TO BE PROVIDED**

TOTAL

- A discussion by Board Members followed regarding the May and June Board Meeting dates for the proposed budget and the final budget.

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2014 - 2015 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2014-2015 BUDGET TOTAL	2014-2015 9 MONTH MARCH/ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources	\$ 26,889,445	\$ 26,512,358	\$ 27,422,936	\$ 533,491
7000	State Revenue Sources	\$ 10,281,927	\$ 6,534,996	\$ 10,295,658	\$ 13,731
8000	Federal Revenue Sources	\$ 442,155	\$ 125,233	\$ 430,132	\$ (12,023)
Total Revenue		\$ 37,613,527	\$ 33,172,587	\$ 38,148,726	\$ 535,199
					(OVER) UNDER BUDGET
Expenditures					
100	Salaries	\$ 15,192,379	\$ 9,402,332	\$ 15,220,105	\$ (27,726)
200	Benefits	\$ 8,471,404	\$ 5,670,662	\$ 8,417,824	\$ 53,580
	Professional/Technical				
300	Services	\$ 1,376,005	\$ 956,818	\$ 1,435,710	\$ (59,705)
400	Property Services	\$ 1,333,191	\$ 1,044,515	\$ 1,297,095	\$ 36,096
500	Other Services	\$ 4,721,747	\$ 3,275,900	\$ 4,645,781	\$ 75,966
600	Supplies/Books	\$ 1,217,885	\$ 1,092,662	\$ 1,236,354	\$ (18,469)
700	Equipment/Property	\$ 202,100	\$ 154,888	\$ 173,388	\$ 28,712
800	Other Objects	\$ 993,796	\$ 466,441	\$ 980,828	\$ 12,968
900	Other Financial Uses	\$ 4,086,200	\$ 3,500,264	\$ 4,086,200	\$ -
Total Expenditures		\$ 37,594,707	\$ 25,564,483	\$ 37,493,285	\$ 101,422
Revenues exceeding Expenditures		\$ 18,820	\$ 7,608,103	\$ 655,441	\$ 636,621

**II. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF
MARCH 31, 2015**

	2/28/2015					3/31/2015
	ENDING	DEBIT	CREDIT	INTEREST		ENDING
	BALANCE	RECEIVED	DISBURSED	INCOME		BALANCE
GENERAL FUND						
PNC BANK	\$ 1,507,830	\$ 3,801,104	\$ (4,036,087)	\$ -		\$ 1,272,846
PAYROLL (pass-thru account)	\$ 67,962	\$ 775,202	\$ (828,146)			\$ 15,018
PLGIT	\$ 13,772,731	\$ 2,746,225	\$ (5,500,000)	\$ 2,062		\$ 11,021,019
PSDLAF	\$ 154,631		\$ -	\$ 4		\$ 154,635
INVEST PTOGRAM	\$ 170,770			\$ 7		\$ 170,776
	<u>\$ 15,673,924</u>	<u>\$ 7,322,530</u>	<u>\$ (10,364,233)</u>	<u>\$ 2,072</u>		<u>\$ 12,634,294</u>
CAFETERIA FUND						
PNC BANK	\$ 95,418	\$ 50,616	\$ (134,310)			\$ 11,724
PLGIT	\$ 276,273	\$ 35,065	\$ -	\$ 3		\$ 311,341
	<u>\$ 371,692</u>	<u>\$ 85,681</u>	<u>\$ (134,310)</u>	<u>\$ 3</u>		<u>\$ 323,065</u>
CONSTRUCT FUND / CAP RES						
PNC BANK	\$ 3,115,830	\$ -	\$ (29,713)	\$ 27		\$ 3,086,144
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 3,503,366	\$ 248,000	\$ (248,000)	\$ 216		\$ 3,503,582
	<u>\$ 6,619,195</u>	<u>\$ 248,000</u>	<u>\$ (277,713)</u>	<u>\$ 243</u>		<u>\$ 6,589,726</u>
RISK MANAGEMENT FUND/TAX REFUNDS						
PNC BANK	\$ 944,479	\$ -	\$ (1,940)	\$ 41		\$ 942,581
GRAND TOTAL	<u>\$ 23,609,290</u>	<u>\$ 7,656,211</u>	<u>\$ (10,778,195)</u>	<u>\$ 2,360</u>		<u>\$ 20,489,666</u>

III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF MARCH 31, 2015

Bank Account - Status	Middle / High School	Athletics
Cash Balance as of February 28, 2015	\$ 119,816.08	\$ 60,274.52
Deposits (General Fund Transfer)	\$ 4,637.17	\$ 5,615.00
Subtotal	\$ 124,453.25	\$ 65,889.52
Expenditures	\$ 8,581.00	\$ 1,889.10
Cash Balance as of March 31, 2015	\$ 115,872.25	\$ 64,000.42

IV. FOOD SERVICE EXPENDITURE/REVENUE 2014 - 2015 BUDGET to ACTUAL

ACCT	DESCRIPTION	2014-2015 BUDGET TOTAL	2014-2015 9 MONTH MARCH/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources/Sales	\$ 475,355	\$ 345,865	\$ (129,490)
7000	State Revenue Subsidy	\$ 87,647	\$ 17,060	\$ (70,587)
8000	Federal Revenue Subsidy	\$ 385,159	\$ 239,388	\$ (145,771)
Total Revenue		\$ 948,161	\$ 602,314	\$ (345,847)
				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 347,018	\$ 246,772	\$ 100,246
200	Benefits	\$ 139,201	\$ 97,145	\$ 42,056
	Professional/Technical			
300	Services	\$ 200	\$ 1,434	\$ (1,234)
400	Property Services	\$ 8,750	\$ 2,613	\$ 6,137
500	Other Services	\$ 2,725	\$ 1,397	\$ 1,328
600	Supplies/Food	\$ 438,206	\$ 264,837	\$ 173,369
700	Equipment/Property	\$ 1,000	\$ 65,414	\$ (64,414)
800	Other Objects	\$ -	\$ -	\$ -
900	Other Financial Uses	\$ -	\$ -	\$ -
Total Expenditures		\$ 937,100	\$ 679,611	\$ 257,489
INCOME / (LOSS)		\$ 11,061	\$ (77,297)	\$ (88,358)
NOTE: \$63,279 FROM EQUIPMENT WILL BECOME AN ASSET (from operating to balance sheet)				

- A discussion by Board Members followed regarding the Food Service Budget.

Facilities Report

FACILITIES REPORT – Mr. Matthew Cesario

The following action items will be considered at the April 30, 2015 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Student Summer Work Program

I. STUDENT SUMMER WORK PROGRAM

The Administration recommends that the Board approve twenty (20) students for the *Student Summer Work Program* at a starting rate of \$7.25/hour and an increase of \$0.25 per year of employment, effective June 15, 2015 through August 14, 2015.

- A discussion by Board Members followed regarding the Student Summer Work Program.

Dormont Fire Department Training

II. DORMONT FIRE DEPARTMENT TRAINING

It is recommended that the Board approve the Dormont Fire Department to conduct their training at Dormont Elementary School on Monday, June 22, 2015 between the hours of 6:30 p.m. – 9:30 p.m.

- A discussion by Board Members followed regarding the paving project, the camera bids, and the cooling tower.

Activities & Athletics Report

ACTIVITIES & ATHLETICS REPORT – Mr. Robert Brownlee

The following action item will be considered at the April 30, 2015 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Overnight Trip/Competition

I. OVERNIGHT TRIP / COMPETITION

It is recommended that the following trip be approved:

FBLA

Future Business Leaders of America (FBLA) National Leadership Conference
Chicago, Illinois
Saturday-Friday – June 27 – July 3, 2015
Sponsor: **Beth Smith**
Approximate number of students participating – 2

Approximate cost per student – \$1,424.00 (includes hotel, flight,
transportation, meal plan)
Approximate cost per adult - \$2,094.00 (includes hotel, flight, transportation,
meal plan)
Conference Registration - \$315.00
District Funds Requested - \$5,257.00

- A discussion by Board Members followed regarding the FBLA trip.

Public Comment

PUBLIC COMMENT – None

Adjournment

ADJOURNMENT

On the motion of Ms. Shaw, seconded by Ms. Crowell, the meeting was adjourned at 8:24 p.m.

Motion passed 9-0

Respectfully submitted,

Eric Brandenburg
Board Secretary

Charmaine Masztak
Assistant Board Secretary
Recording Board Secretary