



KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

WORK SESSION

THURSDAY, JUNE 19, 2014
7:00 PM

BUSINESS/LEGISLATIVE MEETING

THURSDAY, JUNE 26, 2014
7:00 PM

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

June 19, 2014 – Special Voting Meeting

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- **Recognition of Phipps Fairchild Challenge Recipients**
- **Recognition – Jennifer Watenpool – Fuel Up 60 Program**
- Public Comment
- Approval of 2014/2015 Final Budget
- Public Comment
- Adjournment

June 19, 2014 – Work Session

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- Public Comment
- Review of Reports
- Public Comment
- Adjournment

June 26, 2014 – Business/Legislative Meeting

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

BOARD PRESIDENT'S REPORT

June 26, 2014

Mr. Joseph Finucan

BOARD ACTION REQUESTED

I. AUTHORIZATION TO HIRE NECESSARY STAFF FOR 2014/2015

It is recommended that the Board authorize the Superintendent to hire the necessary staff for the start of the 2014/2015 school year subject to retroactive approval by the Board.

II. BOARD MINUTES

It is recommended that the Board approve the Special Voting Minutes and the Work Session Minutes of May 20, 2014 and the Business/Legislative Minutes of May 29, 2014.

(TO BE PROVIDED)

FOR INFORMATION ONLY

- | | |
|---|---|
| I. Parkway West Career and Technology Center Report | <i>Ms. Annie Shaw</i>
<i>Mr. Donald Howard - Alternate</i> |
| II. SHASDA Report | <i>Mr. Daniel Domalik</i> |
| III. Golden Wings Foundation, Inc. Report | <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> |

III. EXECUTIVE SESSION REPORT

SUPERINTENDENT'S REPORT

June 26, 2014

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. KEYSTONE OAKS SCHOOL DISTRICT ADMINISTRATIVE COMPENSATION AND PERFORMANCE PLAN JULY 1, 2014 – JUNE 30, 2016 (ACT 93)

In compliance with Board Policy No. 303 – Employment of Administrators, it is recommended that the Board approve *the Keystone Oaks School District Compensation and Performance Plan effective July 1, 2014 – June 30, 2016 (Act 93)*.

II. SECOND READING OF REVISED POLICY NO. 103: NONDISCRIMINATION IN SCHOOL – CLASSROOM PRACTICES

In accordance with Board Policy No. 011, the Administration recommends the SECOND READING of revised Policy No. 103: *Nondiscrimination in School – Classroom Practices*.

III. SECOND READING OF REVISED POLICY NO. 104: NONDISCRIMINATION IN EMPLOYMENT AND CONTRACT PRACTICES

In accordance with Board Policy No. 011, the Administration recommends the SECOND READING of revised Policy No. 104: *Nondiscrimination in Employment and Contract Practices*.

IV. SECOND READING OF POLICY NO. 139.1: EXTRACURRICULAR PARTICIPATION BY CHARTER OR CYBER CHARTER STUDENTS

In accordance with Board Policy No. 011, the Administration recommends the SECOND READING of revised Policy No. 139.1: *Extracurricular Participation by Charter or Cyber Charter Students*.

V. SECOND READING OF POLICY NO. 209.1: FOOD ALLERGY MANAGEMENT

In accordance with Board Policy No. 011, the Administration recommends the SECOND READING of revised Policy No. 209.1: *Food Allergy Management*.

VI. SECOND READING OF REVISED POLICY NO. 217: GRADUATION REQUIREMENTS

In accordance with Board Policy No. 011, the Administration recommends the SECOND READING of revised Policy No. 217: *Graduation Requirements*.

VII. FIRST READING OF REVISED POLICY NO. 616: PAYMENT OF CLAIMS

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 616: *Payment of Claims*.

VIII. FIRST READING OF REVISED POLICY NO. 810: TRANSPORTATION

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 810: *Transportation*.

IX. PROFESSIONAL DEVELOPMENT

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

Kelly Vereb	TEACCH The Watson Institute Sewickley, PA July 21-25, 2014	\$2,019.84
--------------------	---	------------

PUPIL PERSONNEL REPORT

June 26, 2014

Dr. Katheen Foster

BOARD ACTION REQUESTED

I. Crisis Prevention Intervention Training

The Administration recommends that the Board approve a four-day training session for **Craig Lawhead**, elementary guidance counselor, at the *Crisis Prevention Intervention Training Seminar* in Pittsburgh, Pennsylvania, on September 9, 2014 through September 12, 2014 (exact location to be determined). Cost not to exceed \$2,285.00.

For Information Only

Mr. Lawhead will then train special education staff, paraprofessionals, other staff, and Administrators.

II. ALLEGHENY INTERMEDIATE UNIT – EDUCATIONAL SERVICES AGREEMENT 2014/2015

The Administration recommends that the Board approve the Allegheny Intermediate Unit's *Educational Services Agreement* for the 2014/2015 school year.

III. TURTLE CREEK VALLEY MH/MR, INC. LETTER OF AGREEMENT FOR 2014/2015

The Administration recommends the approval of the 2014/2015 school year Letter of Agreement between Keystone Oaks School District and Turtle Creek Valley MH/MR at no cost to the District.

For Information Only

Turtle Creek Valley MR/MR provides a Student Assistance Program Liaison to conduct drug/alcohol screening for students identified and referred through the student assistance process and make agency referrals as indicated.

IV. LETTERS OF AGREEMENT FOR STUDENT ASSISTANCE PROGRAM (SAP)

The Administration recommends that the Board approve the *Letters of Agreement for Student Assistance Programs (SAP)* between Chartiers Center, Inc., and the Keystone Oaks High School and the Keystone Oaks Middle School for the 2014/2015 school year.

For Information Only

Chartiers Center Inc. provides a core team school liaison for District SAP meetings, trains school staff, makes agency referrals and provides out-patient mental health services as needed.

PERSONNEL REPORT

June 26, 2014

Mr. Joseph Finucan, Chairperson

BOARD ACTION REQUESTED

I. MENTOR TEACHERS

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016, Article XXXVIII – Mentor Teachers*, it is recommended that the following teachers be approved and receive payment of \$725 in accordance with this Article for the 2013/2014 school year:

Mentor

Jennifer Bogdanski
Kevin Gallagher
Karen Hagy
Lisa McMahan
Meghan O'Brien
William Opperman
Carrie Sheariss
Kaitlin Yasko

Teacher

Kelly Connolly
Danielle Kandrack
Kelly McGuire
Joseph Villani
Aaron Colf
Amy Guiliani
Dana Diulus
Ryan Warner

II. EXTRA-DUTY COMPENSATION

A. Summer/Pre-Season Coaches

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016, Article XXVII – Extra Duty Compensation*, it is recommended that the Board approve the following coaches for the summer/pre-season with payment of \$20 per hour:

Baseball

Scott Crimone
Joe Aul
Dan Sloan
Bill Theobald

Basketball – Boys

Tony Cherico
Mark Schrier

Golf

Shane Rice
Maria Dayka

Soccer – Boys

Sotiri Tsourekis
John McCarthy
Jim Wisniewski

Basketball – Girls
To Be Announced

Soccer – Girls
Frank Accetta
Danielle Kandrack

Cross Country
Judy Fritz
Kaitlin Yasko

Softball
Mark Kaminski

Football
Greg Perry
Jim Feeney
Russ Klein
Joe Klipa
Steve McCormick
Jeff Sieg
Bill Stull

Tennis
Dave Bender

Volleyball
Ben Van Balen
Mike O’Leary

Wrestling
Rich Bonaccorsi
Andrew Bell

B. Athletic Employees - Extension of Competitive Season

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016, Article XXVIII, Section A – General Guidelines for Extracurricular Activities, No. 9*, it is recommended that the Board approve the extension of a competitive season compensation to the following individuals:

<u>Sport</u>	<u>Name</u>	<u>Compensation</u>
Baseball	Scott Crimone	\$50.00
	Joseph Aul	\$50.00
Boys Tennis	David Bender	\$100.00
Boys Volleyball	Ben Van Balen	\$50.00
	Michael O’Leary	\$50.00
Track	Felix Yerace	\$100.00
	Brad Bengeler	\$100.00
	Jeff Sieg	\$50.00
	Randy McCann	\$50.00
	Kaitlin Yasko	\$50.00

III. APPROVAL OF 2014/2015 FALL SPORTS – COACHES, SUPPORT POSITIONS, AND STIPENDS

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016, Article XXVIII, Section B – Athletic Positions and Compensation*, it is recommended that the Board approve the following individuals for the 2014/2015 school year:

Cross Country

Kaitlin Yasko	Head Coach	\$4,090.00
Judith Fritz	Assistant	\$2,885.00

Football

Greg Perry	Head Coach	\$8,210.00
Jim Fegney	Assistant	\$4,430.00
Steve McCormick	Assistant	\$4,430.00
Jeff Sieg	Assistant	\$4,430.00
Bill Stull	Assistant	\$4,430.00
Joe Klipa	Assistant	\$4,430.00
Russ Klein	JV Assistant	\$3,535.00
Open	JV Assistant	\$3,225.00
Dennis Sarchet	Middle School	\$3,225.00
Pat Lucas	Middle School	\$3,225.00
Kevin Gallagher	Middle School	\$3,225.00
Joe Villani	Middle School	\$3,225.00
Michael Gallagher	Volunteer	-0-
Paul Jankowiak	Volunteer	-0-

Golf

Shane Rice	Head Coach	\$4,090.00
Maria Dayka	Assistant	\$2,680.00

Soccer (Boys)

Sotiri Tsourekis	Head Coach	\$4,600.00
John McCarthy	Assistant	\$3,195.00
James Wisniewski	Assistant	\$3,195.00
Roman Nardozi	Middle School	\$2,920.00
Open	Middle School Assistant	\$2,610.00

Soccer (Girls)

Frank Accetta	Head Coach	\$4,600.00
Danielle Kandrack	Assistant	\$3,195.00

Swimming (Middle School)

Bill Straw	Head Coach	\$3,230.00
-------------------	------------	------------

Tennis (Girls)

David Bender	Head Coach	\$4,090.00
OPEN	Assistant	\$2,680.00

Volleyball (Girls)

Ben Van Balen	Head Coach	\$4,090.00
Open	Assistant	\$2,680.00
Emily Brill	Middle School	\$2,405.00
Hope Muno	Middle School Assistant	\$2,200.00

Cheerleaders

Jessica Morris	Varsity (Grade 12)	\$3,750.00
Christina Thompson	JV (Grades 10 & 11)	\$2,250.00
Kelly Connolly	Middle School (Grades 7 & 8)	\$1,950.00
Katie Boyle	High School Dance Team	\$1,950.00

Support Positions

Mark Elphinstone	Athletic Director	\$8,300.00
Ray Vargo	Faculty Manager	\$4,620.00
Mark Elphinstone	Equipment Manager	\$4,620.00
Amy Torcaso	Aquatics Director	\$2,950.00
Jeff Sieg	Weight Room Coordinator	\$2,950.00

IV. APPROVAL OF MARCHING BAND PERSONNEL

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016, Article XXVIII, Section B – Athletic Positions and Compensation*, it is recommended that the Board approve the following individuals for the 2014/2015 school year:

William Eibeck	Band Director	\$4,700.00
Patrick Vetter	Assistant Band Director	\$4,200.00
Stephanie Shook	Silks	\$1,550.00
Stephanie Shook	Kaydeens	\$1,650.00

V. GIRLS BASKETBALL – HEAD COACH

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016, Article XXVIII, Section B – Athletic Positions and Compensation*, it is recommended that the Board approve **Rich Griffin** as the girls basketball head coach for the 2014/2015 school year with a stipend of \$6,150.00.

FINANCE REPORT

June 26, 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 as of June 23, 2014 **(TO BE PROVIDED)**
- B. Food Service Fund Accounts Payable as of June 23, 2014 **(TO BE PROVIDED)**

TOTAL

II. UNENCUMBERED FUND BALANCE

The Administration recommends the Board to authorize the transfer of the unencumbered fund balance of \$500,000 for capital reserve fund improvements or deferred maintenance.

III. INVESTMENTS

It is recommended that in accordance with *Board Policy No. 005 – Local Board Procedures – Organization*, the Board approve the Bank of New York-Mellon, Pennsylvania Local Government Investment Trust (PLGIT), PNC Bank, Pennsylvania School District Liquid Asset Fund (PSDLAF), and INVEST (Treasurer’s Department), as authorized depositories for the purpose of investing school district funds.

IV. BANKING

It is recommended that in accordance with *Board Policy No. 005 – Local Board Procedures – Organization*, the Board approve PNC Bank, McNeilly Road office, as designated depository for Activities and Athletic Funds, and Food Service, and PNC Bank, Lebanon Shops office, as designated depository for the Payroll, General Fund, Sinking Fund, Capital Expenditure Fund and Tax Appeal Escrow Account.

V. TAX COLLECTOR’S BOND

It is recommended that in accordance with *Board Policy No. 811 – Bonding*, the Board approve the adjustment of the real estate tax collector’s bond to reflect one-third of the tax duplication.

VI. DISTRICT INSURANCE POLICIES

It is recommended that the Board approve the District’s insurance as listed:

PSBA Indemnity Insurance Co. Of North America (Commercial Package)	\$91,322.00
Highmark (Workers’ Compensation)	\$92,782.00
PSBA Risk Management (Educators’ Legal Liability)	\$30,376.00
Old Republic (Excess Liability)	\$21,820.00
Chartis (Accident)	\$2,867.00
PSBA/ACE/West Chester (Cyber Liability)	\$5,976.00
National Casualty Company (Law Enforcement Liability)	\$2,000.00

VII. CURRENT ACT 511 TAXES

It is recommended that the Board approve the Current Act 511 Taxes including local service tax (\$5/per working individual); earned income tax (0.5%); and real estate transfer tax (0.5%).

VIII. CONTRACT TO SELL OR PURCHASE MEALS –ST. MARGARET

It is recommended that the Board approve the *Contract to Sell or Purchase Meals from Schools* between the Keystone Oaks School District and St. Margaret School of Scotland in Green Tree for the 2014/2015 school year.

IX. OFFICE DEPOT – SHRED CONFIDENTIAL DOCUMENTS ON SITE

The Administration recommends that the Board approve Office Depot to provide services to shred confidential materials on site twice a year at a total cost not to exceed \$450.00.

X. CUSTODIAL BID

It is recommended the Board approve the *Allegheny Intermediate Unit* Custodial Supplies bid in the amount of \$5,730.58 for the 2014/2015 school year.

FOR INFORMATION ONLY

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

ACCT	DESCRIPTION	2013-2014 BUDGET TOTAL	2013-2014 11 MONTH MAY/ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources	\$ 25,101,155	\$ 25,538,060	\$ 25,960,931	\$ 859,776
7000	State Revenue Sources	\$ 9,917,008	\$ 8,908,651	\$ 9,734,906	\$ (182,102)
8000	Federal Revenue Sources	\$ 446,504	\$ 138,913	\$ 462,345	\$ 15,841
Total Revenue		\$ 35,464,667	\$ 34,585,625	\$ 36,158,182	\$ 693,515
					(OVER) UNDER BUDGET
Expenditures					
100	Salaries	\$ 14,673,483	\$ 11,560,713	\$ 14,611,819	\$ 61,664
200	Benefits Professional/Technical	\$ 7,848,904	\$ 6,294,564	\$ 7,547,899	\$ 301,005
300	Services	\$ 1,060,408	\$ 1,148,135	\$ 1,377,519	\$ (317,111)
400	Property Services	\$ 1,468,919	\$ 1,269,730	\$ 1,423,317	\$ 45,602
500	Other Services	\$ 4,208,192	\$ 3,937,955	\$ 4,530,803	\$ (322,611)
600	Supplies/Books	\$ 1,419,255	\$ 1,327,076	\$ 1,369,738	\$ 49,517
700	Equipment/Property	\$ 111,475	\$ 70,368	\$ 80,369	\$ 31,106
800	Other Objects	\$ 1,441,760	\$ 1,198,683	\$ 1,202,920	\$ 238,840
900	Other Financial Uses	\$ 3,703,500	\$ 3,747,810	\$ 3,748,310	\$ (44,810)
Total Expenditures		\$ 35,935,896	\$ 30,555,035	\$ 35,892,694	\$ 43,202
Expenditures exceeding Revenues		\$ (471,229)	\$ 4,030,590	\$ 265,488	\$ 736,717

**II. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF
May 31, 2014**

	4/30/2014				5/31/2014
	ENDING	DEBIT	CREDIT	INTEREST	ENDING
	BALANCE	RECEIVED	DISBURSED	INCOME	BALANCE
GENERAL FUND					
PNC BANK	\$ 1,041,754	\$ 2,984,811	\$ (3,589,324)	\$ -	\$ 437,241
PLGIT	\$ 11,978,737	\$ 1,475,855	\$ (2,500,000)	\$ 110	\$ 10,954,702
PSDLAF -interest paid quarterly	\$ 154,620		\$ -	\$ -	\$ 154,620
INVEST PTOGRAM	\$ 170,698			\$ 7	\$ 170,705
	\$ 13,345,809	\$ 4,460,666	\$ (6,089,324)	\$ 117	\$ 11,717,268
CAFETERIA FUND					
PNC BANK	\$ 106,846	\$ 51,170	\$ (54,289)		\$ 103,727
PLGIT	\$ 179,555	\$ 45,200	\$ -	\$ 2	\$ 224,757
	\$ 286,401	\$ 96,370	\$ (54,289)	\$ 2	\$ 328,485
CONSTRUCTION FUND / CAP RESERVE					
PNC BANK	\$ 176,512	\$ 1,233,130	\$ -	\$ 9	\$ 1,409,651
GRAND TOTAL	\$ 176,512	\$ 1,233,130	\$ -	\$ 9	\$ 1,409,651

III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF APRIL 30, 2014

Bank Account - Status	Middle / High School	Athletics
Cash Balance as of April 30, 2014	\$ 120,152.84	\$ 52,893.29
Deposits (General Fund Transfer)	\$ 17,668.15	\$ 800.00
Subtotal	\$ 137,820.99	\$ 53,693.29
Expenditures	\$ 22,235.91	\$ 5,112.00
Cash Balance as of May 31, 2014	\$ 115,585.08	\$ 48,581.29

FACILITIES & TRANSPORTATION

June 26, 2014

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. ENERGY SAVINGS PERFORMANCE CONTRACTING PROJECT

It is recommended that the Board reject all Request for Proposals (RFPs) regarding the Energy Savings Performance Contracting Project.

II. SUMMER WORK PROGRAM

The Administration recommends the following individual be approved to work for the *Summer Work Program* (pending receipt of all legal documents and clearances):

<u>NAME</u>	<u>RATE/HOUR</u>	<u>YEARS WITH DISTRICT</u>
Susma Khadka	\$7.25	1

TECHNOLOGY REPORT

June 26, 2014

Mr. Donald Howard, Chairperson

BOARD ACTION REQUESTED

I. KSL GROUP – E RATE CONSULTING SERVICES

It is recommended that the Board approve the fee of \$3,850.00 for *The KSL Group for the E Rate Consulting Services* for the E Rate Year 17 (2014-2015).

II. SCHOOL DUDE – TECHNOLOGY ORDER MANAGEMENT SYSTEM

The Administration recommends the approval of **School Dude Services**, a help desk ticket management system, for the 2014/2015 school year at a start-up cost of \$1,622.00. For the second year (2015/2016), the price will be \$978.00

For Information Only

With the District's Maintenance Department coming on board with School Dude Services, this will standardize both the maintenance and technology departments' work orders management.