

KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE MEETING
JANUARY 15, 2019
7:00 PM

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

January 15, 2019 – Business/Legislative

7:00 PM Meeting

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

February 12, 2019 – Work Session

7:00 PM Meeting

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

BOARD PRESIDENT'S REPORT

January 15, 2019

Ms. Patricia A. Shaw

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Reorganization Minutes of December 4, 2018 and the Business/Legislative Minutes of December 4, 2018.

FOR INFORMATION ONLY

- | | |
|---|---------------------------|
| I. Parkway West Career and Technology Center Report | <i>Ms. Annie Shaw</i> |
| II. SHASDA Report | <i>Mr. Santo Raso</i> |
| III. PSBA/Legislative Report | <i>Mrs. Theresa Lydon</i> |
| IV. News from the Boroughs | |

V. EXECUTIVE SESSION

VI. BOARD COMMITTEES 2019

- | | |
|--|--|
| • Activities/Athletics | * Ms. Pauchnik, Mr. Brownlee, Mr. Hommrich,
Ms. Lindsey |
| • Budget and Finance | * Ms. Lindsey, Mr. Brownlee, Mrs. Lydon |
| • Buildings, Grounds, & Transportation | * Mr. Cesario, Mr. Brownlee, Mr. Raso, Ms. Shaw |
| • Communications | * Ms. Crowell, Mr. Hommrich, Ms. Pauchnik,
Mr. Raso |
| • Education | * Mrs. Lydon, Ms. Crowell, Ms. Lindsey,
Ms. Pauchnik |
| • Personnel | * Ms. Shaw, * Mr. Cesario, Ms. Crowell, Ms.
Lydon |
| • Policy | * Ms. Shaw, Mr. Cesario |
- * **Denotes Chairperson(s)**

SUPERINTENDENT’S REPORT
January 15, 2019

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. ACT 93 ADMINISTRATIVE EMPLOYEE COMPENSATION 2018/2019

In compliance with the *Act 93 Administrative Employee Compensation July 1, 2016 – June 30, 2019*, it is recommended that the Board approve the Administrators’ salaries, retroactive to July 1, 2018, (as listed below) for the 2018/2019 school year:

Desiree Burns	\$93,444.00	Supervisor of Special Education
Jeffrey Kattan	\$111,187.00	Principal, Keystone Oaks Middle School
Jason Kushak	\$100,000.00	Principal, Keystone Oaks High School
Suzanne Lochie	\$72,795.00	Supervisor of Pupil Services
Scott Mizikar	\$102,018.00	Principal, Myrtle Elementary School
Dave Thomas	\$88,485.00	Principal, Aiken Elementary School
Dr. Shannon Varley	\$119,689.00	Director of Curriculum, Instruction, Assessment and Staff Development
Brian Werner	\$107,521.00	Principal, Dormont Elementary School

II. ADOPTION OF THE 2019/2020 SCHOOL YEAR CALENDAR

It is recommended that the Board adopt the 2019/2020 school year calendar as presented by the Superintendent. (*Pages 6-7*)

III. PROFESSIONAL DEVELOPMENT

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

Mr. Brian Werner	School Retool Allegheny Intermediate Unit Homestead, PA 15120 January 30, 2019 February 27, 2019 March 27, 2019 and April 9, 2019	\$950.00
Ms. Nicole Varrenti	2019 Pathways to Career Readiness Symposium Hershey Lodge and Convention Center Hershey, PA 17033 February 14-15, 2019	\$375.00

Ms. Emily Brill

PAFCS Annual Conference
Blair County Convention Center
Altoona, PA 16602
April 12-13, 2019

\$750.00

For Information Only

Ms. Brill is on the Board of Directors of the organization.

**KEYSTONE OAKS SCHOOL DISTRICT
2019-2020 SCHOOL CALENDAR**

August 2019				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	(21)	(22)	(23)
26	27	28	29	30

September 2019				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2019				
Mo	Tu	We	Th	Fr
	1	2	3	4
				△11
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2019				
Mo	Tu	We	Th	Fr
				1
4	(5)	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	◇27	28	29

December 2019				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	◇20
23	24	25	26	27
30	31			

January 2020				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	(24)
27	28	29	30	31

February 2020				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	△14
17	18	19	20	21
24	25	26	27	28

March 2020				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	(27)
30	31			


April 2020				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	◇8	9	10
13	14	15	16	17
20	21	22	23	24
27	(28)	29	30	

May 2020				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	◇22
25	26	27	28	29

June 2020				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	(12)
15	16	17	18	19
22	23	24	25	26
29	30			

July 2020				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

 First & Last Student Day

 Early Dismissal(s) for Students
(Professional Development/Act 80 for Staff)

 Early Dismissal(s) for Students

 Professional Development

 Holiday Dates – No School

 Kennywood Picnic

Make-Up Days

1. Monday, February 17, 2020
2. Thursday, April 9, 2020
3. Monday, April 13, 2020
4. Tuesday, April 28, 2020

**KEYSTONE OAKS SCHOOL DISTRICT
2019-2020 SCHOOL CALENDAR**

STUDENT / TEACHER DAYS

		<u>Month</u>	<u>Student</u>	<u>Teacher</u>
August 21, 22	Professional Development			
August 23	Clerical			
August 26	First Day for Students	August	5	8
September 2	Labor Day (No School)	September	20	20
October 11	Early Dismissal for Students (Professional Development/Act 80 for Staff)			
October 14	No School	October	22	22
November 5	Professional Development/Clerical Election Day (No School)			
November 28, 29, Dec. 2	Thanksgiving Vacation (No School)	November	18	19
December 23-31	Winter Recess (No School)	December	14	14
January 1 - 3	Winter Recess (No School)			
January 20	Martin Luther King Day (No School)			
January 24	Clerical Day	January	18	19
February 14	Early Dismissal for Students (Professional Development/Act 80 for Staff)			
February 17	Presidents' Day (No School)	February	19	19
March 27	Professional Development/Clerical	March	21	22
April 9-13	Spring Break			
April 28	Professional Development	April	18	19
May 25	Memorial Day (No School)	May	20	20
June 11	Last Day for Students			
June 12	Last Day for Teachers/Clerical	June	<u>9</u>	<u>10</u>
			184	192

FACULTY DAYS

August 21, 22	Professional Development
August 23	Clerical
November 5	Parent Conferences/Professional Development/Clerical
January 24	Clerical
March 27	Professional Development/Clerical
April 28	Professional Development
June 12	Clerical

PARAPROFESSIONAL DAYS

August 21	School Start-Up Activities / Training
August 22	Training/Preparation Duties
November 5	Training

Kennywood Picnic

To Be Determined

END OF GRADING PERIODS

October 30, 2019	End of First Grading Period
January 23, 2020	End of Second Grading Period
April 1, 2020	End of Third Grading Period
June 11, 2020	End of Fourth Grading Period

EDUCATION REPORT

January 15, 2019

Mrs. Theresa Lydon, Chairperson

BOARD ACTION REQUESTED

I. KEYSTONE OAKS MIDDLE SCHOOL: PROGRAM OF STUDIES

The Administration recommends the approval of the Keystone Oaks Middle School Program of Studies for the 2019/2020 school year.

II. KEYSTONE OAKS HIGH SCHOOL: PROGRAM OF STUDIES

The Administration recommends the approval of the Keystone Oaks High School Program of Studies for the 2019/2020 school year.

PERSONNEL REPORT

January 15, 2019

Ms. Patricia A. Shaw, Co-Chairperson
Mr. Matthew Cesario, Co-Chairperson

BOARD ACTION REQUESTED

I. RETIREMENT

It is recommended that the Board accept the letter of retirement from the following individual, effective June 28, 2019:

<u>Name</u>	<u>Position</u>	<u>Years of Service</u>
Vincent DeSimone	Systems Operator	37 Years

II. RESIGNATION

The Administration recommends that the Board accept the resignation of **Zachary Niznik**, Paraprofessional – PCA, effective December 10, 2018.

III. APPOINTMENTS

1. Food Service Personnel

It is recommended that the Board approve, **Jamie Barth**, as a Food Service Worker Middle School/High School at a rate of \$9.25/hour, effective November 30, 2018.

2. Classified Employee - Custodian

In compliance with the *Service Employees' International Union Local 32BJ Agreement 2017-2020*, the Administration recommends the employment of:

Cristian Baang
Custodian
Effective: January 16, 2019
Salary: \$27,904.14 (pro-rated)

3. Long-Term Substitutes

It is recommended that the Board approve the following individuals as a Long-Term Substitutes:

Maria Marmion
Second Grade – Dormont Elementary (2nd Semester 2018/2019 School Year)
Effective: January 17, 2019
Salary: \$43,750 (pro-rated) (B, Level 1)

Sarah Streit

Speech Therapist – Dormont Elementary/Keystone Oaks Middle School/Keystone Oaks High School (2nd Semester 2018/2019 School Year)

Effective: January 21, 2019

Salary: \$45,500 (pro-rated) (M, Level 2)

IV. MENTOR TEACHER

In compliance with the *Keystone Oaks Education Association Agreement 2017/2020*, it is recommended that Elisa DiTullio, **mentor teacher**, be approved and receive payment in the amount of \$317.19 (pro-rated).

V. TEACHING LOAD COMPENSATION

In compliance with the *Keystone Oaks Education Association Agreement 2017/2020*, it is recommended that the following individuals be compensated for the first semester of the 2018/2019 school year:

1. Secondary Teacher Stipends for Class Sizes at 30 or Above

Rebekah Brooks	\$1,000.00
Suzanne Deemer	\$1,200.00
Jennifer Hallam	\$ 500.00
Shane Hallam	\$1,000.00
Sarah Hardner	\$1,000.00
Ken Hustava	\$4,000.00
Nick Kamberis	\$3,000.00
Tricia Kreitzer	\$1,200.00
Michele Lowers	\$1,000.00
Michelle McSwigan	\$1,200.00
Stephen McCormick	\$1,000.00
Kimberly Smykal	\$1,000.00
Jennifer Taylor	\$1,000.00
Joan Young	\$1,000.00

Total: \$18,100.00

2. Secondary Teacher Stipends for Teaching 7 out of 8 Periods

Emily Brill	\$1,000.00
Christine Chimento	\$1,000.00
Suzanne Deemer	\$ 200.00
Jeff Kelly	\$1,000.00
Nancy Kraemer	\$1,000.00
Michelle McSwigan	\$ 800.00
Kathy Morrow	\$1,000.00
Jeff Oestreich	\$1,000.00
Melissa Palmieri	\$ 600.00

Dennis Sarchet	\$1,000.00
Kimberly Smykal	\$1,000.00
Randy Tobias	\$1,000.00

Total: \$10,600.00

3. Secondary Teacher Stipends for Physical Education Class Sizes Above 40

Stephen McCormick	\$1,000.00
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Total: \$1,000.00

4. Elementary Teacher Stipends for First Semester

Deborah Bucek	\$1,000.00
Daniel Galentine	\$4,000.00
Jennifer Harke	\$4,000.00
Kristie Rosgone	\$4,000.00
Jamie Snyder	\$3,000.00
Judy Tredway	\$1,000.00

Total: \$17,000.00

VI. MOTION TO AMEND

It is recommended that the Board amend the motion taken on the high school musical stipends that were approved at the Business/Legislative Meeting on November 20, 2018.

VII. APPROVAL OF ACTIVITIES – SPONSORS AND STIPENDS

In compliance with the *Keystone Oaks Education Association Agreement 2017/2020*, it is recommended that the following individuals be approved as sponsors for the 2018/2019 school year:

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
William Eibeck	Musical Assistant (Musical Director/ Orchestra Conductor)	\$5,000.00
Amanda Hallam	Musical Assistant (Costume Designer)	\$2,000.00
Shane Hallam	Musical Director (High School)	\$3,000.00
Shane Hallam	Musical Assistant (Producer/Technical Director)	\$1,840.00
Krik Howe	Musical Assistant (Vocal Director/Accompanist)	\$3,000.00
Lauren Kirkpatrick	Musical Assistant (Paint)	\$2,000.00
Alivia Owen	Musical Assistant (Choreographer)	\$3,000.00
Joseph Weaver	Musical Assistant (Sound)	\$2,000.00
Craig Wetzal	Musical Assistant (Set Construction)	\$2,000.00

VIII. LEAVE OF ABSENCE

It is recommended that the Board approve the following individuals for Family and Medical Leave:

D. F. – Effective January 22, 2019 until April 17, 2019

J. W. – Effective January 3, 2019

R.N. – Effective January 4, 2019 until April 2, 2019

S.H. – Effective January 22, 2019

Z.W. – Effective January 10, 2019 until January 18, 2019

FINANCE REPORT

January 15, 2019

Ms. Raeann Lindsey, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH DECEMBER 31, 2018

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

A. General Fund as of December 31, 2018 (Check No. 58507-58686)	\$807,808.31
B. Risk Management as of December 31, 2018 (None)	\$0.00
C. Food Service Fund as of December 31, 2018 (None)	\$0.00
D. Athletics as of December 31, 2018 (Check No. 2091-2097)	\$6,226.13
E. Capital Reserve as of December 31, 2018 (Check No. 1617)	\$110,128.90
F. Compensated Absences Fund as of December 31, 2018 (None)	\$0.00
G. OPEB Fund as of December 31, 2018 (None)	\$0.00
TOTAL	\$924,163.34

II. CONTINUED MEMBERSHIP IN THE JOINT PURCHASING BOARD

It is recommended that the Board approve continued membership in the Allegheny Intermediate Unit's Joint Purchasing Program for the 2019/2020 school year in the following areas, but not limited to:

Electricity
Gasoline and Diesel Fuel
Natural Gas
Copier Paper

The regular member position for the Joint Purchasing Program will be assigned to **Joseph Kubiak**, Business Manager, and the alternate member position will be assigned to **John Lyon**, Director of Buildings and Grounds.

For Information Only

This does not obligate the District to purchase materials from the AIU Joint Purchasing Program.

III. RESOLUTION – APPLYING FOR EXCEPTIONS UNDER ACT 1 OF 2006

It is recommended that the Board adopt a resolution allowing the Administration to prepare a Proposed Preliminary Budget for the 2019/2020 fiscal year and to apply for exceptions through the Pennsylvania Department of Education under Act 1 of 2006 and further refined under Act 25 of 2011.

For Information Only

The Proposed Preliminary Budget will be on public display no later than January 30, 2019 and the Proposed Preliminary Budget will be adopted at the February 19, 2019 Business/Legislative Meeting.

Resolution Authorizing Proposed Preliminary Budget Display and Advertising and Authorizing Referendum Exception

RESOLVED, by the Board of School Directors of the Keystone Oaks School District, as follows:

1. The School District shall make the Proposed Preliminary Budget available for public inspection at least 20 days before the date scheduled for adoption of the Preliminary Budget.
2. At least 10 days before the date scheduled for adoption of the Preliminary Budget, the Secretary shall advertise a **Preliminary Budget Notice** in substantially the form as presented to the School Board. The notice shall be advertised once in a newspaper of general circulation and shall be posted conspicuously at the School District offices.
3. The Act 1 index applicable to the School District as calculated by the Pennsylvania Department of Education is 2.3%. The Preliminary Budget Proposal assumes that the School District will receive approval for use of one or more Act 1 real estate tax referendum exceptions. The School District shall take all steps required to obtain approval for the referendum exceptions contemplated in the Preliminary Budget Proposal, including advertising once in a newspaper of general circulation and placing on the School District internet website **Act 1 Referendum Exception Notice** in substantially the form as presented to the School Board.

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2018 – 2019 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2018-2019 BUDGET TOTAL	2018-2019 6 MONTH DECEMBER/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 30,014,864	\$ 27,178,937	\$ (2,835,927)
7000	State Revenue Sources	\$ 12,065,343	\$ 5,046,879	\$ (7,018,464)
8000	Federal Revenue Sources	\$ 849,422	\$ 346,504	\$ (502,918)
Total Revenue		\$ 42,929,629	\$ 32,572,320	\$ (10,357,309)
Expenditures				
100	Salaries	\$ 16,783,162	\$ 5,926,185	\$ 10,856,977
200	Benefits	\$ 10,702,403	\$ 4,002,365	\$ 6,700,038
300	Professional/Technical Services	\$ 1,574,811	\$ 786,259	\$ 788,552
400	Property Services	\$ 1,079,511	\$ 529,271	\$ 550,240
500	Other Services	\$ 5,225,206	\$ 2,408,260	\$ 2,816,946
600	Supplies/Books	\$ 1,417,523	\$ 1,006,561	\$ 410,962
700	Equipment/Property	\$ 530,282	\$ 337,156	\$ 193,126
800	Other Objects	\$ 641,126	\$ 330,020	\$ 311,106
900	Other Financial Uses	\$ 4,975,605	\$ 3,706,730	\$ 1,268,875
Total Expenditures		\$ 42,929,629	\$ 19,032,807	\$ 23,896,822
Revenues exceeding Expenditures		\$ -	\$ 13,539,513	\$ 13,539,513
Other Financing Sources/(Uses)				
Interfund Transfers In (Out)		\$ -	\$ -	\$ -

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF DECEMBER 31, 2018

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 12/1/2018	\$ 94,962.78	\$ 96,897.63
Deposits	\$ 4,019.62	\$ 4,431.32
Subtotal	\$ 98,982.40	\$ 101,328.95
Expenditures	\$ 7,393.43	\$ 21,869.60
Cash Balance - 12/31/2018	\$ 91,588.97	\$ 79,459.35

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF DECEMBER 31, 2018

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,856,741
PAYROLL (pass-thru account)	\$ 8,760
FNB SWEEP ACCOUNT	\$ 400,953
ATHLETIC ACCOUNT	\$ 79,459
PLGIT	\$ 11,591,741
FNB Money Market	\$ 2,337,748
PSDLAF	\$ 158,633
INVEST PROGRAM	\$ 176,087
	<u><u>\$ 16,610,122</u></u>
 CAFETERIA FUND	
FNB BANK	\$ 255,418
PLGIT	\$ 206,960
	<u><u>\$ 462,378</u></u>
 CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 512,594
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 779
	<u><u>\$ 513,373</u></u>
 RISK MANAGEMENT / TAX REFUNDS	
FNB BANK	<u><u>\$ 499,953</u></u>
 OTHER POST-EMPLOYMENT BENEFITS FUND	
FNB BANK	<u><u>\$ 1,928,147</u></u>
 COMPENSATED ABSENCES FUND	
FNB BANK	<u><u>\$ 417,927</u></u>
 GRAND TOTAL	 <u><u>\$ 20,431,900</u></u>

TRANSPORTATION REPORT

January 15, 2019

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. ADVERTISEMENT FOR BIDS FOR SPECIAL EDUCATION TRANSPORTATION

It is recommended that the Board approve the advertisement for bids for the contracted school bus transportation for special education and Act 372 students.