



**KEYSTONE OAKS SCHOOL DISTRICT
1000 KELTON AVENUE
PITTSBURGH, PA 15216**

BOARD OF SCHOOL DIRECTORS

**BUSINESS/LEGISLATIVE SESSION
TUESDAY, OCTOBER 19, 2021
7:00 PM**

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

October 19, 2021 – Business/Legislative

7:00 PM Meeting

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

November 9, 2021 – Work Session

7:00 PM Meeting

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

BOARD PRESIDENT'S REPORT
OCTOBER 19, 2021

Mrs. Theresa Lydon

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of September 14, 2021 and the Business/Legislative Minutes of September 21, 2021.

FOR INFORMATION ONLY

- I.** Parkway West Career and Technology Center Report *Mrs. Annie Shaw*
- II.** SHASDA Report *Mr. Santo Raso*
- III.** PSBA/Legislative Report *Mrs. Theresa Lydon*
- IV.** News from the Boroughs
- V. EXECUTIVE SESSION**

SUPERINTENDENT'S REPORT

OCTOBER 19, 2021

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. POLICE MEMORANDUM OF UNDERSTANDING – GREEN TREE BOROUGH

In compliance with the School Code, the Administration recommends the renewal of the Police Memorandum of Understanding between the Keystone Oaks School District and Green Tree Borough.

For Information Only

The MOU contains the same verbiage as in the previous years.

II. FIRST READING POLICY 212: REPORTING PUPIL PROGRESS

It is recommended that the Board approve the FIRST READING of Policy 212: *Reporting Pupil Progress*.

III. PROFESSIONAL DEVELOPMENT

It is recommended that the Board approve the following Professional Development request:

Jennifer Bogdanski	SAP K-12 Core Team Training	\$1,500.00 (total)
Melissa Benincasa	UPMC Western Psychiatric Hospital	
Adam Gavlak	October 19 – 21, 2021 (Virtual)	
Kim Smykal		

EDUCATION REPORT

OCTOBER 19, 2021

Mrs. Theresa Lydon, Chairperson

BOARD ACTION REQUESTED

I. DONATION

It is recommended that the Board accept the donation of 160 copies of the book, *Everyone Feels Anxious Sometimes*, by Dr. Daniela Owen, from Dana's Sweet Wishes. The book will be used as part of social-emotional learning in first grade.

PUPIL PERSONNEL REPORT

OCTOBER 19, 2021

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. GOODWILL OF SOUTHWESTERN PENNSYLVANIA TRANSITION WORKS! AGREEMENT

It is recommended that the Board approve the Agreement between Goodwill of Southwestern Pennsylvania Transition WORKS! – Pittsburgh and the Keystone Oaks School District for the 2021/2022 school year.

For Information Only

The Agreement is for a student in the District to participate in workforce readiness training.

PERSONNEL REPORT

OCTOBER 19, 2021

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. RESIGNATION

It is recommended that the Board accept the following resignation:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Kimberly Beck	Food Service Worker – Aiken	October 11, 2021

II. APPOINTMENTS

1. Professional Employee

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the employment of the following individual:

Samantha Sekanick
Special Education – Myrtle Avenue Elementary School
Effective: November 3, 2021
Salary: \$46,500.00 (M, Step 2) (pro-rated)

2. Custodial – Maintenance

In compliance with the *Service Employees' International Union Local 32BJ Collective Bargaining Agreement 2021 – 2026*, it is recommended that the Board approve the employment of:

Frank Mastandrea
Custodian
Effective: October 4, 2021
Salary: \$29,459.00 (pro-rated)

3. Substitute Custodian

It is recommended that the Board approve the employment of the following substitute custodian at a rate of \$11.50/hour:

<u>Name</u>	<u>Effective Date</u>
Judy Nagy	October 18, 2021

4. After-School Tutoring Program

It is recommended that the Board approve the following individuals to participate in the After-School Tutoring Program for the 2021/2022 school year:

<u>Employee</u>	<u>School</u>
Cailin Irvine	Fred L. Aiken Elementary School
Becca Mazzarini	Fred L. Aiken Elementary School
Kate Sobocinski	Fred L. Aiken Elementary School
Kim Douglass	Dormont Elementary School
Val Moore	Myrtle Avenue Elementary School
Jen Sadowski	Myrtle Avenue Elementary School
Kelly Connolly	Keystone Oaks Middle School
Teresa Davidson	Keystone Oaks Middle School
Elizabeth Ruse	Keystone Oaks Middle School
Rebekah Brooks	Keystone Oaks High School
Allyson Culp	Keystone Oaks High School
Rebecca Hritz	Keystone Oaks High School
Jeff Kelly	Keystone Oaks High School
Danielle Kandrack	Keystone Oaks High School
Nancy Kraemer	Keystone Oaks High School

For Information Only

Teachers' compensations for After School Tutoring are paid from the Ready to Learn Block Grant.

5. Approval of Activity Stipends

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the following individuals for the 2021/2022 school year:

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
Basketball (Boys)	Head Coach	Gary Goga	\$6,500.00
	Assistant	Johnny Lee	\$3,250.00
	Volunteer	Ian Barrett	
	Volunteer	Clayton Yeates	
Basketball (MS, Boys)	Head Coach	Keith Buckley	\$3,000.00
	Assistant	Mike Orosz	\$1,500.00
Basketball (Girls)	Head Coach	Ron Muszynski	\$6,500.00

	Assistant	Belma Nurkic	\$3,250.00
Basketball (MS, Girls)	Head Coach	Keith Buckley	\$3,000.00
	Assistant	Amy Torcaso	\$1,000.00
FBLA		Josh Kirchner	\$2,700.00
Junior/Senior Class Sponsor		Amy Cesario	\$1,333.33
Musical (MS)	Director	Nicole Zalak	\$6,500.00
Pep Club		Melissa Benincasa	\$666.67
		Lauryn Greggs	\$666.67
Swimming (HS)	Head Coach	Jeff DiGiacomo	\$5,000.00
	Assistant	Rachel Ragen	\$2,500.00
Volleyball (MS, Girls)	Head Coach	Hope Harris	\$3,000.00
	Assistant	Gina Huss	\$1,500.00
Wrestling	Head Coach	Brian Hutchin	\$5,000.00
	Assistant	Joe Kazalas	\$2,500.00
Wrestling (MS)	Head Coach	Steve McCormick	\$3,000.00

For Information Only

This hiring requires the waiver of **Board Policy No. 803: Nepotism** by six (6) disinterested Board Members considering the critical staffing need of the position. The minutes of this meeting will reflect that this is a vote to over-ride the *Nepotism Policy*, and also that there were no other qualified/experienced candidates for the position in question.

III. KELLY EDUCATION SERVICES

It is recommended that the Board raise the daily sub rate from \$100.00 to \$125.00 per day and the building sub rate from \$100.00 to \$135.00 per day, effective October 20, 2021.

**FINANCE REPORT
OCTOBER 19, 2021**

Ms. Raeann Lindsey, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH SEPTEMBER 30, 2021

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

A. General Fund as of September 30, 2021 (Check No. 65269-65610)	\$890,612.96
B. Food Service Fund as of September 30, 2021 (Check No. 9582-9594)	\$48,184.85
C. Athletics as of September 30, 2021 (Check No. 3290-3293)	\$1,191.00
D. Capital Reserve as of September 30, 2021 (None)	\$0.00
TOTAL	\$939,988.81

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2021 – 2022 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2021-2022 BUDGET TOTAL	2021-2022 3 MONTH SEPTEMBER/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 31,108,214	\$ 23,156,453	\$ (7,951,761)
7000	State Revenue Sources	\$ 11,886,363	\$ 2,778,704	\$ (9,107,659)
8000	Federal Revenue Sources	\$ 691,742	\$ 149,366	\$ (542,376)
Total Revenue		\$ 43,686,319	\$ 26,084,522	\$ (17,601,797)
Expenditures				
100	Salaries	\$ 17,908,098	\$ 1,984,330	\$ 15,923,768
200	Benefits	\$ 11,215,351	\$ 1,423,952	\$ 9,791,399
300	Professional/Technical Services	\$ 1,805,796	\$ 139,513	\$ 1,666,283
400	Property Services	\$ 1,117,100	\$ 207,487	\$ 909,613
500	Other Services	\$ 5,855,294	\$ 874,053	\$ 4,981,241
600	Supplies/Books	\$ 1,469,483	\$ 620,309	\$ 849,174
700	Equipment/Property	\$ 420,929	\$ 443,386	\$ (22,457)
800	Other Objects	\$ 347,620	\$ 135,313	\$ 212,307
900	Other Financial Uses	\$ 3,958,000	\$ 26,000	\$ 3,932,000
Total Expenditures		\$ 44,097,671	\$ 5,854,343	\$ 38,243,328
Revenues exceeding Expenditures		\$ (411,352)	\$ 20,230,180	\$ 20,641,532
Other Financing Sources/(Uses)				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF SEPTEMBER 30, 2021

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 9/1/2021	\$ 77,079.91	\$ 211.43
Deposits	\$ 3,242.05	\$ 16,107.93
Subtotal	\$ 80,321.96	\$ 16,319.36
Expenditures	\$ -	\$ 1,351.00
Cash Balance - 9/30/2021	\$ 80,321.96	\$ 14,968.36

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF SEPTEMBER 30, 2021

	BALANCE
GENERAL FUND	
FNB BANK	\$ 4,655,387
PAYROLL (pass-thru account)	\$ 5,036
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 14,968
PLGIT	\$ 6,458,023
FNB MONEY MARKET	\$ 12,653,031
PSDLAF	\$ 162,300
INVEST PROGRAM	\$ 181,727
OTHER POST-EMPLOYMENT BENEFITS	\$ 1,988,116
COMPENSATED ABSENCES	\$ 430,880
	<u><u>\$ 26,549,468</u></u>
 CAFETERIA FUND	
FNB BANK	\$ 70,573
PLGIT	\$ 347,604
	<u><u>\$ 418,176</u></u>
 CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 44,687
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 801
	<u><u>\$ 45,488</u></u>
 GRAND TOTAL	 <u><u>\$ 27,013,132</u></u>

ACTIVITIES & ATHLETICS REPORT

OCTOBER 19, 2021

Mr. Thomas LaPorte, Chairperson

BOARD ACTION REQUESTED

I. EXTRA ATHLETIC WORKERS – 2021/2022 SCHOOL YEAR

It is recommended that the Board approve the following individuals as extra athletic workers for the 2021/2022 school year:

Selena Canello
Gary Goga
Shane Holden

II. OVERNIGHT TRIPS

It is recommended that the Board approve the following overnight trips:

Golden Eagles Marching Band – Orlando, Florida

April 5 – 12, 2022

Sponsors – **Mr. Eibeck, Ms. Langhorst, Ms. Schmid, Ms. Bonenberger**

Chaperones – A complete list of parent's names to be provided closer to trip time

Approximate number of students participating – 65

No District Funds requested

Softball, Girls – Myrtle Beach, South Carolina

March 31 – April 3, 2022

Coaches – **Mark Kaminski, Melissa Benincasa, Brianna Fischer**

Approximate number of students participating – 19

No District Funds requested

BUILDINGS & GROUNDS REPORT

OCTOBER 19, 2021

Mr. Santo Raso, Chairperson

BOARD ACTION REQUESTED

I. REJECTION OF BIDS – ROOF

It is recommended that the Board reject all bids for the replacement of the Middle School and High School Roof due to not receiving the federal funding expected for the projects.

II. REJECTION OF BIDS – ROOFTOP UNITS

It is recommended that the Board reject the bids for the Middle School Rooftop Units due to not receiving the federal funding expected for the projects.

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 212

Section PUPILS

Title REPORTING PUPIL PROGRESS

Adopted AUGUST 21, 1989

Last Revised ~~OCTOBER 20, 2015~~
~~NOVEMBER 20, 2008;~~
~~OCTOBER 19, 1998~~

POLICY NO. 212 REPORTING PUPIL PROGRESS		
Section 1	<p><u>Purpose</u></p> <p>The Board believes that cooperation recognizes that communication between school and home is a vital component in the growth and education of each the student. The Board acknowledges the school's responsibility to keep person(s) in parental relation parents/guardians informed of student welfare and academic progress. in school. It also recognizes the effects of State and federal laws and regulations governing school records.</p>	Pol. 216
Section 2	<p><u>Authority</u></p> <p>The Board directs that the District's instructional program shall include a system of measuring all students' academic progress.</p> <p>The Board directs the Superintendent Administration to establish a system of reporting student progress that requires all appropriate staff members to comply as part of their teaching responsibility, with a reporting system which includes academic progress reports, grade reports report cards, and parent/guardian conferences between with the teachers and the person in parental relation.</p>	SC 1531, 1532 Title 22 PA Code Sec. 4.11 Pol. 127
Section 3	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee, in conjunction with appropriate</p>	SC 1531, 1532

**POLICY NO. 212
REPORTING PUPIL PROGRESS**

~~staff members,~~ shall develop procedures and methods for reporting student progress to ~~the person in parental relation~~parents/guardians.

All appropriate staff members, as part of their professional responsibility, shall comply with the systems established for measuring and reporting student progress.

Section 4

Guidelines

~~The Superintendent or designee, in conjunction with appropriate staff members, shall develop P~~rocedures and methods for reporting student progress to ~~the person in parental relation~~parents/guardians shall be developed that:

1. Utilize various methods of reporting appropriate to grade level and curriculum content.
2. Ensure that both student and ~~the person in parental relation~~parent/guardian shall receive prior warning of a pending grade of “failure,” or one that would adversely affect the student’s status.

~~2.~~ A student shall not receive a failing grade or a change of two (2) letter grades without prior person in parental relation contact by the individual teacher. Contact shall be made via personal phone call, email or letter. If no response is received from the person in parental relation, the teacher shall involve the guidance counselor and a registered letter shall be sent.
3. ~~Establish~~Determine a time frame in which grades are to be posted by a teacher ~~in his/her grade book~~ once the graded test/assignment/project etc. has been given back to the students for review.
4. Enable the scheduling of ~~person in parental relation~~parent/guardian-teacher conferences at such time and in such places as will ensure the greatest degree of participation by ~~person(s) in parental relation~~parents/guardians and not preclude the participation of ~~any~~either partyent.

**POLICY NO. 212
REPORTING PUPIL PROGRESS**

~~5. Specify the mandatory issuance of report cards in intervals of nine (9) weeks.~~

~~6. Specify the mandatory issuance of progress reports at approximate midpoint of each nine (9) week report period by every teacher.~~

~~A student shall not receive a failing grade or a change of two (2) letter grades without prior parental/guardian contact by the individual teacher. Contact shall be made via personal phone call, email or letter. If no response is received from the parent/guardian, the teacher shall involve the guidance counselor and a registered letter shall be sent.~~

~~A written progress report may also be issued if student performance is further characterized by:~~

~~1. Failure to complete homework assignments; or~~

~~2. Exhibiting poor work habits or improper behavior in the classroom; or failure to attend class on a regular basis.~~

~~A written progress report may be sent home at any time during the report period.~~

~~Written progress reports shall be indicated on the comment section of the report card each nine (9) week grading period.~~

~~A teacher initiated phone call or parent/guardian conference shall occur if a pattern of student deficiency is evident. The teacher shall initiate a plan to address the student's needs with the advice and assistance of the school counselor and parents/guardians.~~

~~The high school principal will notify the parents/guardians of any student who is in danger of failing a required course for graduation. The notification will take place after the first semester and a parent/guardian meeting will be encouraged.~~

~~If the student is a senior and is in jeopardy of not graduating, a personal or phone conference between the parent/guardian, teacher, and counselor, if needed, must be held.~~

**POLICY NO. 212
REPORTING PUPIL PROGRESS**

~~Review and evaluation of methods of reporting student progress to parents/guardians shall be conducted on a periodic basis.~~

Section 5 **Reporting**

Every student shall have access to their grades through the District's Student Management System.

All person(s) in parental relation shall have online access to the Student Management System in order to view academic student progress.

A paper version of a report card will be distributed upon person in parental relation request.

Unexcused Absence and Grades –

Where absences are due to truancy or cutting classes, the student will not be given the privilege of making up any work which they missed. The student will be given a (0) grade for any class work which resulted in letter grades for those student present. If test(s) were given on the day of such absence, the student would receive a (0) grade for the test(s). If some homework assignments were handed in that were given a letter grade for the rest of the students, the absent student would be given a (0) for such work. In case of student suspension see Policy 233.

Previously Revised: October 20, 2015; November 20, 2008;
October 19, 1998

References:

School Code – 24 P.S. Sec. 510, 1531, 1532

State Board of Education Regulations – 22 PA Code Sec. 4.11

Board Policy – 127, 216