

KEYSTONE OAKS SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

WORK SESSION
Tuesday, November 10, 2015
7:00 PM

MINUTES

Call to Order

President Patricia Ann Shaw called the meeting to order at 7:12 p.m.

Pledge

The meeting opened with the pledge to the flag.

Attendance

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

Mr. Finucan was absent.

History Bowl Winners

History Bowl Competition Winners – **Ms. Nancy Scureman**

Ms. Scureman introduced the following students who earned second place in the History Bowl Competition held at the Allegheny Intermediate Unit:

- **Gavin Fehl and Jane Harvey** – Dormont Elementary
- **Alison Leung** – Aiken Elementary
- **Andrew Palmer** – Myrtle Elementary

Update on Curriculum

Dr. Shannon Varley presented a PowerPoint update on Curriculum, Instruction, and Assessment.

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 November 17, 2015 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Board Minutes

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of October 13, 2015, and the Business/Legislative Minutes of October 20, 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*
 - *No state budget*
- 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, an Executive Session was held regarding personnel, litigation, possible litigation, and sale or purchase of real estate.

Superintendent's Report

SUPERINTENDENT'S REPORT – Dr. William Stropkaj

The following action items will be considered at the November 17, 2015 Business/Legislative Meeting:

BOARD ACTION REQUESTED

**Act 93 Administrative
Employee Compensation
2015/2016**

I. ACT 93 ADMINISTRATIVE EMPLOYEE COMPENSATION 2015/2016

In compliance with the *Act 93 Administrative Employee Compensation July 1, 2014 – June 30, 2016*, it is recommended that the Board approve the Administrators' salaries, retroactive to July 1, 2015, (as listed below) for the 2015/2016 school year:

Joseph Arcuri	<i>To Be Provided</i>	Principal, Myrtle Avenue Elementary School
Mark Iampietro	<i>To Be Provided</i>	Principal, Aiken Elementary School

Jeffrey Kattan	<i>To Be Provided</i>	Principal, Keystone Oaks Middle School
Brian Werner	<i>To Be Provided</i>	Principal, Dormont Elementary School
*Scott Hagy	<i>To Be Provided</i>	Principal, Keystone Oaks High School

* Mr. Hagy’s salary is prorated for the period of July 1, 2015 through his retirement date of September 20, 2015.

**SECOND READING
Policy No. 809**

II. SECOND READING OF POLICY NO. 809: SUICIDE AWARENESS

It is recommended that the Board approve the SECOND READING of Policy No. 809: *Suicide Awareness, Prevention and Response*.

**SECOND READING
Policy No. 809
Attachment**

III. SECOND READING OF POLICY NO. 809 – ATTACHMENT: SUICIDE PREVENTION RESOURCES

It is recommended that the Board approve the SECOND READING of Policy No. 809 - Attachment: *Suicide Prevention Resources*.

**SECOND READING
Policy No. 919**

IV. SECOND READING OF POLICY NO. 919: TITLE I PARENTAL INVOLVEMENT

It is recommended that the Board approve the SECOND READING of Policy No. 919: *Title I Parental Involvement*. This policy is renewed annually by the School Board in compliance with the state law. It does not have any revisions/changes made to it.

**SECOND READING
Policy No. 919.1**

V. SECOND READING OF POLICY NO. 919.1: TITLE I DORMONT PARENTAL INVOLVEMENT

It is recommended that the Board approve the SECOND READING of Policy No. 919.1: *Title I Dormont Parental Involvement*.

**SECOND READING
Policy No. 919.2**

VI. SECOND READING OF POLICY NO. 919.2: TITLE I MYRTLE PARENTAL INVOLVEMENT

It is recommended that the Board approve the SECOND READING of Policy No. 919.2: *Title I Myrtle Parental Involvement*.

**FIRST READING
Policy No. 105.1**

VII. FIRST READING OF POLICY NO. 105.1: REVIEW OF INSTRUCTIONAL MATERIALS BY PARENTS/GUARDIANS, STUDENTS

It is recommended that the Board approve the FIRST READING of Policy No. 105.1: *Review of Instructional Materials by Parents/Guardians, Students*.

**FIRST READING
Policy No. 256**

VIII. FIRST READING OF POLICY NO. 256: ANTI-BULLYING

It is recommended that the Board approve the FIRST READING of Policy No. 256: *Anti-Bullying*.

FIRST READING
Policy No. 256 – AR-1
Form A – Incident Report

IX. FIRST READING OF POLICY NO. 256: ANTI-BULLYING – ATTACHMENT AR-1 FORM A – INCIDENT REPORT

It is recommended that the Board approve the FIRST READING of Policy No. 256: *Anti-Bullying Attachment AR-1 Form A – Incident Report*.

FIRST READING
Policy No. 256 – AR-2
Form B – Fact Finding

X. FIRST READING OF POLICY NO. 256: ANTI-BULLYING – ATTACHMENT AR-2 FORM B – FACT-FINDING

It is recommended that the Board approve the FIRST READING of Policy No. 256: *Anti-Bullying Attachment AR-2 Form B- Fact-Finding*.

Education Report

EDUCATION REPORT – Ms. Raeann Lindsey

The following action items will be considered at the November 17, 2015 Business/Legislative Meeting:

BOARD ACTION REQUESTED

PA Department of Education Comprehensive Plan

I. PENNSYLVANIA DEPARTMENT OF EDUCATION – COMPREHENSIVE PLAN

The Administration recommends that the Board approve submission of the Keystone Oaks School District Comprehensive Plan to the Pennsylvania Department of Education at the conclusion of the public display period (November 22, 2015).

2015/2016 Last Day for Kindergarten Students

II. 2015/2016 LAST DAY FOR KINDERGARTEN STUDENTS

The Administration recommends that the Board change the last day of kindergarten for the 2015/2016 school year to June 3, 2016 and to use June 6, 7, 8 and 9, 2016 to screen incoming kindergarten students and create rosters for the 2016/2017 school year.

- A discussion by Board Members followed regarding the last day of the 2015/2016 school year for kindergarten students.

2016/2017 First Day for Kindergarten Students

III. 2016/2017 FIRST DAY FOR KINDERGARTEN STUDENTS

The Administration recommends that the Board begin kindergarten for the 2016/2017 school year with a transition week with orientation on the first day of school, three early dismissal days, and a full day on the fifth day of the first week.

- A discussion by Board Members followed regarding the first day of the 2016/2017 school year for kindergarten students.

Personnel Report

PERSONNEL REPORT – Mr. David Hommrich

The following action items will be considered at the November 17, 2015 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Appointments

I. APPOINTMENTS

**Paraprofessional
Raechel Baricevic
Dormont**

1. Paraprofessional-Dormont

In compliance with *Board Policy No. 504 – Employment of Classified Employees*, it is recommended that the Board approve **Raechel Baricevic** as a paraprofessional, Dormont Elementary School, effective November 23, 2015. Salary is in compliance with the Keystone Oaks Educational Support Personnel Association/PSEA/NEA Agreement 2009-2014.

**Food Service Employee
Christi Anderson**

2. Food Service Personnel

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 pending receipt of all legal documents and clearances, for the 2015/2016 school year:

<u>Name</u>	<u>School</u>	<u>Hourly Wage</u>
Christi Anderson	Dormont	\$ 9.00

**After-School Tutoring
Program – Jamie Barbin
Dormont**

3. After-School Tutoring Program

It is recommended that the Board approve **Jamie Barbin**, Dormont Elementary School, to participate in the After-School Tutoring Program. The range of pay for the individual teacher is between \$27.83 and \$44.12 per period based on the years of service to the District.

- A discussion by Board Members followed regarding the pay rate.

**KO Swim Program
Lifeguard – Ethan Hay**

4. Keystone Oaks Recreational Swim Program - Lifeguard

It is recommended that the Board approve **Ethan Hay** as a lifeguard for the Keystone Oaks Recreational Swim Program at a rate of \$7.25 per hour.

Finance Report

FINANCE REPORT – Mr. Daniel Domalik

The following action items will be considered at the November 17, 2015 Business/Legislative Meeting:

BOARD ACTION REQUESTED

**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 | <i>To Be Provided</i> |
| B. Risk Management | <i>To Be Provided</i> |
| C. Food Service Fund | <i>To Be Provided</i> |
| D. Athletics | <i>To Be Provided</i> |
| E. Renovations | <i>To Be Provided</i> |

**Appointment of Deputy
Tax Collector**

II. APPOINTMENT OF DEPUTY TAX COLLECTOR

In compliance with the Department of Community and Economic Development, the Administration recommends that the Board approve **Loretta J. Miller** as the Deputy Tax Collector for Castle Shannon Borough in the event of **Ms. Shirley S. Torris'** (current Tax Collector) incapacitation as the Borough Tax Collector.

- A discussion by Board Members followed regarding the appointment of a Deputy Tax Collector.
- The minutes of the October 8, 2015 Finance Committee Meeting were reviewed.

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2015 - 2016 BUDGET to ACTUAL / PROJECTION
To Be Provided

ACCT	DESCRIPTION	2015-2016 BUDGET TOTAL	2015-2016 4 MONTH OCTOBER/ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources				
7000	State Revenue Sources				
8000	Federal Revenue Sources				
Total Revenue					
					(OVER) UNDER BUDGET
Expenditures					
100	Salaries				
200	Benefits				
	Professional/Technical				
300	Services				
400	Property Services				
500	Other Services				
600	Supplies/Books				
700	Equipment/Property				
800	Other Objects				
900	Other Financial Uses				
Total Expenditures					
Revenues exceeding Expenditures					

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF OCTOBER 2015
To Be Provided

Cash Balance		
Deposits (General Fund transfer)		
Subtotal		
Expenditures		
Cash Balance		

III. FOOD SERVICE EXPENDITURE/REVENUE 2015 - 2016 BUDGET to ACTUAL
To Be Provided

ACCT	DESCRIPTION	2015-2016 BUDGET TOTAL	2015-2016 OCTOBER ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources/Sales				
7000	State Revenue Subsidy				
8000	Federal Revenue Subsidy				
Total Revenue					
					(OVER)
					UNDER
					BUDGET
Expenditures					
100	Salaries				
200	Benefits Professional/Technical				
300	Services				
400	Property Services				
500	Other Services				
600	Supplies/Food				
700	Equipment/Property				
800	Other Objects				
900	Other Financial Uses				
Total Expenditures					
INCOME / (LOSS)					

Facilities Report

FACILITIES REPORT – Mr. Matthew Cesario

The following action items will be considered at the November 17, 2015 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Repair of Storm Drain Pipe

I. REPAIR OF STORM DRAIN PIPE – KEYSTONE OAKS HIGH SCHOOL TRACK

The Administration recommends that the Board authorize the repair of the 30 feet of storm drain pipe at the sink hole (high school track), at a cost of \$29,400.00. The Keystone Oaks Grounds Crew will repair all of the surface damage.

- A discussion by Board Members followed regarding the track.

Final Set of Change Orders

II. FINAL SET OF CHANGE ORDERS – PARKING LOT PROJECT

The Administration recommends that the Board approve the final set of engineering change orders with respect to the parking lot project at a cost not to exceed \$10,457.00.

- A discussion by Board Members followed regarding the parking lot project.

Activities & Athletics Report

ACTIVITIES & ATHLETICS REPORT – Mr. Robert Brownlee

The following action item will be considered at the November 17, 2015 Business/Legislative Meeting:

BOARD ACTION REQUESTED

I. AGREEMENT BETWEEN POINT PARK UNIVERSITY AND KEYSTONE OAKS SCHOOL DISTRICT – UTILIZATION OF RUNNING TRACK

It is recommended that the Board approve the *Agreement between Point Park University and the Keystone Oaks School District* to provide the Point Park University Track Team access to the District's running track, retroactive to November 1, 2015 through July 31, 2017.

For Information Only

The District will charge and the University will pay as rent the amount of four-thousand dollars (\$4,000.00) for a fifteen (15) week period during the 2015/2016 and 2016/2017 school years, for a total of \$8,000.00.

Public Comment

PUBLIC COMMENT

Marian Randazzo
Castle Shannon

Re: Sale or Purchase of Real Estate

Adjournment

ADJOURNMENT

On the motion of Mr. Hommrich, seconded by Ms. Crowell, the meeting was adjourned at 8:54 p.m.

Motion passed 8-0

Respectfully submitted,

Sharon Gologram
Board Secretary

Charmaine Masztak
Assistant Board Secretary
Recording Board Secretary