

BOARD OF SCHOOL DIRECTORS

WORK SESSION
Tuesday, October 11, 2016
7:00 PM

MINUTES

Call to Order

President Patricia Ann Shaw called the meeting to order at 7:06 p.m.

Pledge

The meeting opened with the pledge to the flag.

Attendance

Those present included: Mr. Brownlee Mr. Cesario, Ms. Crowell, Mr. Hommrich, Mr. Howard, Ms. Lindsey, Mrs. Lydon, Ms. Pauchnik, and 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.

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 October 18, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Board Minutes

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of September 13, 2016, and the Business/Legislative Minutes of September 20, 2016.

FOR INFORMATION ONLY

- I. Parkway West Career and Technology Center Report *Ms. Annie Shaw*
Mr. Donald Howard - Alternate
- II. SHASDA Report *Ms. Raeann Lindsey*
- III. Golden Wings Foundation, Inc. Report *Mr. Donald Howard*

- IV. PSBA/Legislative Report *Mr. Donald Howard*
- V. Castle Shannon Borough Council Minutes *(Available Online)*
- VI. Dormont Borough Council Minutes *(Available Online)*
- VII. Green Tree Borough Council Minutes *(Available Online)*

VIII. EXECUTIVE SESSION

Prior to the Work Session, the Board met in Executive Session regarding personnel matters and negotiations.

Superintendent’s Report

SUPERINTENDENT’S REPORT – Dr. William Stropkaj

The following action items will be considered at the October 18, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Addendums for Individual Contracts

I. ADDENDUMS FOR INDIVIDUAL CONTRACTS

It is recommended that the Board approve addendums to the following individuals’ contracts:

<u>Employees</u>	<u>Title</u>
• Anna Benvenuti	Technology Integration Specialist
• Sharon Gologram	Director of Fiscal Services
• Kevin Lloyd	Director of Food Service
• Carol Persin	Technology Integration Specialist
• Aaron Smith	Director of Technology
• Christopher Swickline	Director of Buildings, Grounds & Transportation
• Justin Talbert	Systems Administrator
• Sarah Welch	Coordinator of Communications/Public Relations

For Information Only

As stated in the individual contracts of the employees listed above: *“The (title of individual) shall be entitled to the same fringe benefits as are provided to the Administrators of the School whose positions are encompassed within the current Act 93 (Administrative Employee Compensation Plan) and any successor Plan approved by the School District during the term of this Agreement.”*

FIRST READING
Policy No. 627

II. FIRST READING OF POLICY NO. 627: FEDERAL FISCAL COMPLIANCE

It is recommended that the Board approve the FIRST READING of Policy No. 627: *Federal Fiscal Compliance*.

Attachment No. 627-AR-1

III. ATTACHMENT NO. 627-AR-1: ADMINISTRATION OF FEDERAL FUNDS, TYPE OF COSTS, OBLIGATIONS AND PROPERTY MANAGEMENT

It is recommended that the Board approve Attachment No. 627-AR-1: *Administration of Federal Funds, Type of Costs, Obligations and Property Management*.

Attachment No. 627-AR-2

IV. ATTACHMENT NO. 627-AR-2: ALLOWABILITY OF COSTS FEDERAL PROGRAMS

It is recommended that the Board approve Attachment No. 627-AR-2: *Allowability of Costs Federal Programs*.

Attachment No. 627-AR-3

V. ATTACHMENT NO. 627-AR-3: CASH MANAGEMENT

It is recommended that the Board approve Attachment No. 627-AR-3: *Cash Management*.

Attachment No. 627-AR-4

VI. ATTACHMENT NO. 627-AR-4: GRANT SUBRECIPIENT MONITORING PROCEDURES

It is recommended that the Board approve Attachment No. 627-AR-4: *Grant Subrecipient Monitoring Procedures*.

Attachment No. 627-AR-5

VII. ATTACHMENT NO. 627-AR-5: PROCUREMENT – FEDERAL PROGRAMS

It is recommended that the Board approve Attachment No. 627-AR-5: *Procurement – Federal Funds*.

FIRST READING
Policy No. 627.1

VIII. FIRST READING OF POLICY NO. 627.1: TRAVEL REIMBURSEMENT FEDERAL PROGRAMS

It is recommended that the Board approve the FIRST READING of Policy No. 627.1: *Travel Reimbursement Federal Programs*.

Education Report

EDUCATION REPORT – Ms. Raeann Lindsey

The following action item will be considered at the October 18, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Textbook on Display
KOHS English

I. TEXTBOOK ON DISPLAY FOR THE 2016/2017 SCHOOL YEAR

The Administration recommends the following textbook listed below be placed on display for review:

- **Collections – Grades 9-12, Harcourt 2017 (*For high school English*)**

A discussion by Board Members followed regarding:

- The high school English textbook;
- Education Committee on October 4, 2016 – Fine Arts teachers presented outstanding information;
- More involvement with the Fine Arts; and
- November 1, 2016 @ 6:30 p.m. next Education Committee Meeting

Personnel Report

PERSONNEL REPORT – Mr. David Hommrich

The following action items will be considered at the October 18, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Appointments

I. APPOINTMENTS

1. Professional Employee

In compliance with *Board Policy No. 850 – Employment of District Staff*, and the *Keystone Oaks Education Association Agreement 2011-2016*, the Administration recommends the employment of:

Allyson Hepler
Librarian–Aiken & KOMS

Allyson Hepler

Librarian – Keystone Oaks Middle School and Aiken Elementary School
October 3, 2016
Salary-\$43,500.00 (M, Level 16)

Curriculum Leaders

2. Curriculum Leaders 2016/2017

In compliance with the *Keystone Oaks Education Association Agreement 2011/2016 Article XXVI-Curriculum Leaders*, it is recommended that the following teachers be approved as Curriculum Leaders for the 2016/2017 school year:

<u>Employee</u>	<u>Grade/Subject</u>	<u>Compensation</u>
Mary Poe	Kindergarten	\$3,000.00
Kellie Dawson	First Grade	\$3,000.00
Patricia Peterson	Second Grade	\$3,000.00
Jamie Barbin	Third Grade	\$3,000.00
Kristie Rosgone	Fourth Grade	\$3,000.00
Jennifer Harke	Fifth Grade	\$3,000.00
Lisa McMahon	English 6-8	\$1,500.00 (split)
Jennifer Bogdanski	English 9-12	\$1,500.00 (split)
Heather Hruby	Fine Arts – Visual Arts	\$1,500.00 (split)
William Eibeck	Fine Arts – Music	\$1,500.00 (split)
Kevin Gallagher	Math 6-12	\$3,000.00
Tricia Kreitzer	Science 6-12	\$3,000.00

After-School Tutoring Program

3. After-School Tutoring Program

It is recommended that the Board approve the following individuals to participate in the *After-School Tutoring Program*. The range of pay for the individuals is between \$27.83 and \$42.66 per period based on the years of service to the District.

<u>Employee</u>	<u>School</u>
Dana Goimarac	Aiken
Meghan O’Brien	Aiken
William Opperman	Aiken
Beth Shephard	Aiken
Kate Sobocinski	Aiken
Jamie Barbin	Dormont
Lauren Harvilla	Dormont
Kristen Leitch	Dormont
Hope Muno	Dormont
Christina Thomas	Dormont
Judy Tredway	Dormont
Lisa Waskiewicz	Dormont

Coaches & Stipends

4. Approval of Athletics - Coaches and Stipends

In compliance with the *Keystone Oaks Educational Association 2011-2016, Article XXVIII, Athletic Positions and Compensation*, it is recommended that the Board approve the following winter sports, coaches, and stipends for the 2016/2017 school year:

<u>Coach</u>	<u>Sport</u>	<u>Compensation</u>
Daniel Elzer	Boys Basketball Head Coach	\$6,250.00

Justin Piot	Boys Basketball Assistant	\$4,045.00
Lorenzo Archer	Boys Basketball Assistant	\$3,380.00
Keith Buckley	Boys Basketball 8 th Grade	\$3,070.00
James Feeney	Boys Basketball 7 th Grade	\$3,070.00
Michael Orosz	Boys Basketball 6 th Grade	\$2,040.00
Ronald Muszynski	Girls Basketball Head Coach	\$6,250.00
Ian Barrett	Girls Basketball Assistant	\$4,045.00
Mollie Tuite	Girls Basketball Assistant	\$3,380.00
Keith Buckley	Girls Basketball 8 th Grade	\$3,070.00
Andrew Bochicchio	Girls Basketball 7 th Grade	\$3,070.00
OPEN	Girls Basketball 6 th Grade	\$2,040.00
William Straw	Swimming Head Coach	\$5,735.00
Andrew Bell	Wrestling Head Coach	\$6,250.00
John Cerminara	Wrestling Coach Assistant	\$4,300.00
Al Harris	Wrestling Freshman/Assistant	\$3,380.00
Mark Hutichin	Wrestling 6 th Grade	\$2,045.00

Sponsors & Stipends

5. Approval of Activities - Sponsors and Stipends

In compliance with the *Keystone Oaks Educational Association 2011-2016, Article XXVIII, Activities Positions and Compensation*, it is recommended that the following individuals be approved as sponsors for the 2016/2017 school year:

<u>Employee</u>	<u>Position</u>	<u>Compensation</u>
Patrick Falsetti	Middle School Activities Director	\$3,000.00
Beth Smith	High School Activities Director	\$3,000.00
Shane Hallam	HS Musical Director/Producer	\$4,000.00
Alivia Owen	HS Musical Choreographer/Acting Coach	\$3,500.00
Kirk Howe	HS Musical Vocal Director	\$3,500.00
Amanda Stefanowicz	HS Musical Costume Design	\$1,500.00
William Eibeck	HS Musical Orchestra Conductor	\$1,500.00
Heather Hruby	HS Musical – Paint	\$1,500.00

- A discussion by Board Members followed regarding the listed stipends for the high school musical.

KO Recreational Swim Program - Lifeguards

6. Keystone Oaks Recreational Swim Program - Lifeguards

It is recommended that the Board approve **Dante Klein** and **Sarah Reilly** as lifeguards for the 2016/2017 Keystone Oaks Recreational Swim Program at a rate of \$7.25 per hour.

Leave of Absence

II. LEAVE OF ABSENCE

It is recommended that the Board approve the following employee, K.S., for Family and Medical Leave, for the 2016/2017 school year.

Finance Report

FINANCE REPORT – Mrs. Theresa Lydon

The following action item will be considered at the October 18, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Accounts Payable

I. ACCOUNTS PAYABLE APPROVAL LISTS

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

A. General Fund as of September 30, 2016 (Check No. 52021 – 52226)	\$793,156.77
B. Risk Management as of September 30, 2016 (None)	\$0.00
C. Food Service Fund as of September 30, 2016 (Check No. 9092 - 9098)	\$3,358.29
D. Athletics as of September 30, 2016 (None)	\$0.00
E. Capital Reserve as of September 30, 2016 (Check No. 1546 - 1548)	\$217,813.65
TOTAL	\$1,014,328.71

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2016 – 2017 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2016-2017 BUDGET TOTAL	2016-2017 SEPTEMBER ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 28,874,424	\$ 23,585,168	\$ (5,289,256)
7000	State Revenue Sources	\$ 10,811,514	\$ 1,435,913	\$ (9,375,601)
8000	Federal Revenue Sources	\$ 847,073	\$ 84,360	\$ (762,713)
Total Revenue		\$ 40,533,011	\$ 25,105,441	\$ (15,427,571)
				(OVER)
				UNDER
				BUDGET
Expenditures				
100	Salaries	\$ 15,839,295	\$ 1,755,060	\$ 14,084,235
200	Benefits	\$ 10,401,758	\$ 1,430,320	\$ 8,971,438
	Professional/Technical			
300	Services	\$ 1,660,250	\$ 133,619	\$ 1,526,631
400	Property Services	\$ 1,215,100	\$ 209,208	\$ 1,005,892
500	Other Services	\$ 4,886,463	\$ 705,081	\$ 4,181,382
600	Supplies/Books	\$ 1,219,475	\$ 277,133	\$ 942,342
700	Equipment/Property	\$ 870,175	\$ 584,528	\$ 285,647
800	Other Objects	\$ 967,570	\$ 190,666	\$ 776,904
900	Other Financial Uses	\$ 3,895,000	\$ 3,024,832	\$ 870,168
Total Expenditures		\$ 40,955,086	\$ 8,310,447	\$ 32,644,639
Revenues exceeding Expenditures		\$ (422,075)	\$ 16,794,994	\$ 17,217,069

II. FOOD SERVICE EXPENDITURE/REVENUE 2016 - 2017 BUDGET to ACTUAL

September 2016		2016-2017 BUDGET TOTAL	2016-2017 SEPTEMBER ACTUAL	OVER (UNDER) BUDGET
ACCT	DESCRIPTION			
Revenue				
6000	Local Revenue Sources/Sales	\$ 475,355	\$ 51,785	\$ (423,570)
7000	State Revenue Subsidy	\$ 87,647	\$ -	\$ (87,647)
8000	Federal Revenue Subsidy	\$ 385,159	\$ -	\$ (385,159)
Total Revenue		\$ 948,161	\$ 51,785	\$ (896,376)
				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 347,018	\$ 28,636	\$ 318,382
200	Benefits	\$ 139,201	\$ 13,183	\$ 126,018
300	Professional/Technical Services	\$ 200	\$ 180	\$ 20
400	Property Services	\$ 8,750	\$ -	\$ 8,750
500	Other Services	\$ 2,725	\$ 203	\$ 2,523
600	Supplies/Food	\$ 438,206	\$ 4,265	\$ 433,941
700	Equipment/Property	\$ 1,000	\$ -	\$ 1,000
800	Other Objects	\$ -	\$ 10	\$ (10)
900	Other Financial Uses	\$ -	\$ -	\$ -
Total Expenditures		\$ 937,100	\$ 46,477	\$ 890,623
INCOME / (LOSS)		\$ 11,061	\$ 5,308	\$ (5,753)

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF SEPTEMBER 30, 2016

	DATE BALANCE
GENERAL FUND	
FNB BANK	\$ 1,717,214
PAYROLL (pass-thru account)	\$ 8,224
FNB SWEEP ACCOUNT	\$ 13,538,461
ATHLETIC ACCOUNT	\$ 42,719
PLGIT	\$ 7,467,629
PSDLAF	\$ 154,904
INVEST PROGRAM	\$ 171,142
	<u>\$ 23,100,293</u>
CAFETERIA FUND	
FNB BANK	\$ 140,061
PLGIT	\$ 536,816
	<u>\$ 676,877</u>
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 108,486
PLGIT - GENERAL ACCOUNT	\$ 1,100,000
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 759
	<u>\$ 1,209,245</u>
RISK MANAGEMENT FUND/TAX REFUNDS	
FNB BANK	\$ 274,299
	<u>\$ 274,299</u>
GRAND TOTAL	<u>\$ 25,260,713</u>

**Activities & Athletics
Report**

ACTIVITIES & ATHLETICS REPORT – Mr. Robert Brownlee

BOARD ACTION REQUESTED

Overnight Trips

I. OVERNIGHT TRIPS

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

Grade 6

Grade 6 – Cleveland, OH and Castaway Bay

Saturday-Sunday, April 29-30, 2017

Sponsors – **Lisa McMahan, Amy Torcaso**

Chaperones – Parents’ names to be provided closer to trip time

Approximate number of students participating: 40-50

Approximate cost per student - \$329.00

No District funds requested

Grade 7

Grade 7 – Washington, DC

Saturday-Sunday, November 19-20, 2016

Sponsors– **Lisa McMahan, Amy Torcaso**

Approximate number of students participating: 40-50

Approximate cost per student - \$309.00

No District funds requested

Grade 8

Grade 8 – Gettysburg and Hershey, PA

Saturday-Sunday, June 3-4, 2017

Sponsors– **Lisa McMahan, Amy Torcaso**

Approximate number of students participating: 40-50

Approximate cost per student - \$369.00

No District funds requested

Marching Band

Golden Eagles Marching Band

Orlando, FL (Disney World)

Friday-Thursday – April 7-13, 2017

Sponsors – **William Eibeck, Ms. Fredrickson, Ms. Grondziowski, Ms. Langhorst**

Chaperones –Jane Criswell, Sean Henke, Barbara Hollick, Ed Horgan, Dianne Kowalski, Elizabeth Merieweher, Samantha O’Brien, Cathy Zaharko

Approximate number of students participating – 75-85

Approximate cost per student - \$1,600.00 (Raised through fund raisers & student payments)

No District funds requested

Dance Team

High School Dance Team – Jamfest Dance Super Nationals

Covington, KY

Northern Kentucky Convention Center

Friday-Sunday – February 17-19, 2017

Sponsor – **Katie Boyle**

Approximate number of students participating – 9

Approximate cost – \$3,418.00 (Raised through fund raisers & student payments)

No District funds requested

- A discussion followed in which Mr. Cesario recommended postponing a potential change order for the Middle School lighting until the audit is completed.
- A discussion followed in which Mr. Cesario recommended pursuing the bidding of roofing work at the Middle School and Myrtle Elementary. Acceptance of the bids to be determined pending the completion of the audit.

Public Comment

PUBLIC COMMENT – None

Adjournment

ADJOURNMENT

On the motion of Mr. Hommrich, seconded by Mr. Howard, the meeting was adjourned at 7:59 p.m.

Motion passed 9-0

Respectfully submitted,

Sharon Gologram
Board Secretary

Charmaine Masztak
Assistant Board Secretary
Recording Board Secretary