

BOARD OF SCHOOL DIRECTORS

WORK SESSION
Tuesday, January 8, 2019
7:00 PM

MINUTES

Call to Order

President Patricia Ann Shaw called the meeting to order at 7:02 p.m.

Pledge

The meeting opened with the pledge to the flag.

Attendance

Those present included: Mr. Cesario, Ms. Crowell, Mr. Hommrich, Ms. Lindsey, Mrs. Lydon, Ms. Pauchnik, Mr. Raso and Ms. Shaw. Also present were Dr. William Stropkaj, Superintendent; Dr. Shannon Varley, Director of Curriculum, Instruction, Assessment and Staff Development; Mr. Joseph Kubiak, Business Manager; and Mr. Michael Brungo, Solicitor.

Mr. Brownlee and Mrs. Myers (Board Secretary/Recording Secretary) were absent.

Ms. Lindsey entered the meeting at 7:14 p.m.

Public Comment

PUBLIC COMMENT – None

Board President's Report

BOARD PRESIDENT'S REPORT – Ms. Patricia Ann Shaw

The following action items will be considered at the January 15, 2019 Business/Legislative Meeting:

Board Minutes

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

FOR INFORMATION ONLY

I. Parkway West Career and Technology Center Report *Ms. Annie Shaw*

II. SHASDA Report *Mr. Santo Raso*

III. PSBA/Legislative Report *Mrs. Theresa Lydon*

- Mrs. Lydon and Ms. Shaw attend the training at Seneca Valley. There is an upcoming webinar on January 16, 2019 and an event at Upper St. Clair School District on March 6, 2019.

IV. News from the Boroughs

Executive Session

EXECUTIVE SESSION

Executive Session was held prior to tonight’s meeting to discuss personnel matters and collective bargaining.

Board Committees 2019

BOARD COMMITTEES 2019

Activities/Athletics	*Ms. Pauchnik, Mr. Brownlee, Mr. Hommrich, Ms. Lindsey
Budget and Finance	*Ms. Lindsey, Mr. Brownlee, Ms. 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

SUPERINTENDENT’S REPORT – Dr. William P. Stropkaj

The following action items will be considered at the January 15, 2019 Business/Legislative Meeting:

Adoption of the 2019/2020 School Year

I. 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.

- A discussion was had regarding the 2019/2020 school year calendar.

Professional Development

II. PROFESSIONAL DEVELOPMENT

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

Ms. Emily Brill PAFCS Annual Conference \$750.00
Blair County Convention Center
Altoona, PA 16602
April 12-13, 2019

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
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

 Two Hour Late Start 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 7	Two Hour Late Start 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 9	Two Hour Late Start for Students (Professional Development/Act 80 for Staff)			
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 10	Two Hour Late Start for Students (Professional Development/Act 80 for Staff)			
February 17	Presidents' Day (No School)	February	19	19
March 9	Two Hour Late Start for Students (Professional Development/Act 80 for Staff)			
March 27	Professional Development/Clerical	March	21	22
April 9-13	Spring Break			
April 28	Professional Development Day	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	9	10
			<u>184</u>	<u>192</u>

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 19	School Start-Up Activities / Training
August 20	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

EDUCATION REPORT – Mrs. Theresa Lydon

The following action items will be considered at the January 15, 2019 Business/Legislative Meeting:

KOMS: Program of Studies

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.

KOHS: Program of Studies

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

PERSONNEL REPORT – Ms. Patricia A. Shaw & Mr. Matthew Cesario

The following action items will be considered at the January 15, 2019 Business/Legislative Meeting:

Retirement

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

Resignation

II. RESIGNATION

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

Appointments

III. APPOINTMENTS

Food Service Personnel

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.

Classified Employee-Custodian

2. Classified Employee – Custodian

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

Long-Term Substitutes

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)

Mentor Teacher

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).

Teaching Load Compensation

V. TEACHING LOAD COMPENSATION

In compliance with the *Keystone Oaks Education Association Agreement 2017/2020*, it is recommended that the following

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. 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

Leave of Absence

VI. 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 – Ms. Raeann Lindsey

The following action items will be considered at the January 15, 2019 Business/Legislative Meeting:

**Accounts Payable
List Through Dec 31.**

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

**Continued Membership
In Joint Purchasing Board**

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.

**Discussion of 2019/2020
Budget**

III. DISCUSSION OF THE 2019/2020 BUDGET

- A discussion was had regarding the 2019/2020 budget.

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)
				(OVER) UNDER BUDGET
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>

- Dr. Stropkaj recognized the School Board with certificates as a thank you for school board appreciation month.
- A discussion was had regarding a parent concern about the Kids of Steel marathon.

Public Comment

PUBLIC COMMENT - None

Adjournment

ADJOURNMENT

On the motion of Mr. Hommrich, seconded by Mrs. Lydon, the meeting was adjourned at 7:57 p.m.

Motion carried 7-0

Respectfully submitted,

Joseph A. Kubiak
Interim Board Secretary