

BOARD OF SCHOOL DIRECTORS

WORK SESSION
Tuesday, May 8, 2018
7:00 PM

MINUTES

Call to Order	President Matthew Cesario called the meeting to order at 8:52 p.m.
Pledge	The meeting opened with the pledge to the flag.
Attendance	Those present included: Mr. Cesario, Ms. Crowell, Mr. Hommrich, Mrs. Lydon, Ms. Pauchnik, Mr. Raso and Ms. Shaw. Also present were Dr. William Stropkaj, Superintendent; Dr. Varley, Director of Curriculum, Instruction, Assessment and Staff Development; Mr. Joseph Kubiak, Accountant; Mr. Brungo, Solicitor; Mrs. Maureen S. Myers, Board Secretary/Recording Secretary. Mr. Brownlee and Ms. Lindsey were absent.
Public Comment	PUBLIC COMMENT – None
Board President’s Report	BOARD PRESIDENT’S REPORT – Mr. Matthew Cesario The following action items will be considered at the May 22, 2018 Business/Legislative Meeting: <u>BOARD ACTION REQUESTED</u> I. NOMINATIONS FOR THE OFFICE TREASURER It is recommended that the Board accept the nominations for the Office of Treasurer to serve for a one-year term beginning July 1, 2018. II. BOARD MINUTES It is recommended that the Board approve the Work Session Minutes of April 10, 2018 and the Business/Legislative Minutes of April 17, 2018. III. APPOINTMENT OF VOTING DELEGATE FOR THE PSBA DELEGATE ASSEMBLY MEETING It is recommended that the Board appoint Mrs. Theresa Lydon as the voting delegate to participate in the PSBA Delegate Assembly to be held on Friday, October 19, 2018. This occurs at the conclusion of the regularly scheduled events of
Nominations for the Office Treasurer	
Board Minutes	
Appointment of Voting Delegate for PSBA	

the main PASA-PSBA School Leadership Conference. Voting delegates are not required to pay a registration fee in order to participate in the Delegate Assembly.

Creating a Position

IV. CREATING A POSITION

In compliance with **Board Policy 852: Creating a Position**, it is recommended that the Board approve the position of **First Shift Supervisor**.

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*
- IV. News from the Boroughs

Executive Session

EXECUTIVE SESSION

Executive Session was held prior to tonight's meeting to discuss the following:

- Confidential student matters
- To receive legal advice on potential litigation matter and existing litigation
- Personnel matters

The Board also received information on curriculum matters.

Superintendent's Report

SUPERINTENDENT'S REPORT – Dr. William P. Stropkaj

The following action items will be considered at the May 22, 2018 Business/Legislative Meeting:

BOARD ACTION REQUESTED

First Shift Supervisor

I. FIRST SHIFT SUPERVISOR

The Administration recommends the employment of **Jesse Jeznis**, First Shift Supervisor, effective July 1, 2018 at a salary of _____.

Second Reading Policy
No. 122

II. SECOND READING OF POLICY NO. 122: COCURRICULAR ACTIVITIES

It is recommended that the Board approve the SECOND READING of Policy No. 122: *Cocurricular Activities*.

Second Reading Policy
No. 123

III. SECOND READING OF POLICY NO. 123: INTERSCHOLASTIC ATHLETICS

It is recommended that the Board approve the SECOND READING of Policy No. 123: *Interscholastic Athletics*.

Second Reading Policy No 123.1

IV. SECOND READING OF POLICY NO. 123.1: CONCUSSION MANAGEMENT

It is recommended that the Board approve the SECOND READING of Policy No. 123.1: *Concussion Management*.

Second Reading Attachment 123.1-AR-1

V. ATTACHMENT 123.1-AR-1: CONCUSSION MANAGEMENT

It is recommended that the Board approve the SECOND READING of Attachment 123.1-AR-1: *Concussion Management*.

Second Reading Policy No 123.2

VI. SECOND READING OF POLICY NO. 123.2: SUDDEN CARDIAC ARREST

It is recommended that the Board approve the SECOND READING of Policy No. 123.2: *Sudden Cardiac Arrest*.

Attachment 123.2

VII. ATTACHMENT 123.2: SUDDEN CARDIAC ARREST

It is recommended that the Board approve the SECOND READING of Attachment 123.2-AR-1: *Sudden Cardiac Arrest*.

Second Reading Policy 150

VIII. SECOND READING OF POLICY NO. 150: TITLE I – COMPARIBILITY OF SERVICES

It is recommended that the Board approve the SECOND READING of Policy No. 150: *Title I – Comparability of Services*.

Professional Development

IX. PROFESSIONAL DEVELOPMENT

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

Mr. Scott Mizikar	Pennsylvania Principals Conference – LEAD18 Hershey Lodge Hershey, PA October 14 – 15, 2018	\$1,626.00
Ms. Emily Brill	Temple University FCS Academy Temple University Ambler, PA July 30, 2018	\$450.00

Education Report

EDUCATION REPORT – Ms. Raeann Lindsey

The following action items will be considered at the May 22, 2018 Business/Legislative Meeting:

BOARD ACTION REQUESTED

I. ADOPTION OF TEXTBOOKS FOR 2018/2019

The Administration recommends the adoption and purchase (approximate cost listed below) of the following textbooks for the 2018/2019 school year:

<u>Textbook</u>	<u>Publisher</u>	<u>Price</u>
<i>Earth Science – Grade 3</i> <i>National Geographic Big Ideas Book</i>	National Geographic	\$11,942.50
<i>Life Science – Grade 3</i> <i>National Geographic Big Ideas Book</i>	National Geographic	
<i>Physical Science – Grade 3</i> <i>National Geographic Big Ideas Book</i>	National Geographic	
(170 copies @ 70.25 (includes an online subscription for 6 years)) (Textbooks are bundled per grade level for bulk pricing)		
<i>Earth Science – Grade 4</i> <i>National Geographic Big Ideas Book</i>	National Geographic	\$11,942.50
<i>Life Science – Grade 4</i> <i>National Geographic Big Ideas Book</i>	National Geographic	
<i>Physical Science – Grade 4</i> <i>National Geographic Big Ideas Book</i>	National Geographic	
(170 copies @ 70.25 (includes an online subscription for 6 years)) (Textbooks are bundled per grade level for bulk pricing)		
<i>Earth Science – Grade 5</i> <i>National Geographic Big Ideas Book</i>	National Geographic	\$11,942.50
<i>Life Science – Grade 5</i> <i>National Geographic Big Ideas Book</i>	National Geographic	
<i>Physical Science – Grade 5</i> <i>National Geographic Big Ideas Book</i>	National Geographic	
(170 copies @ 70.25 (includes an online subscription for 6 years)) (Textbooks are bundled per grade level for bulk pricing)		

**Unusable and Unnecessary
Supplies**

II. UNUSABLE AND UNNECESSARY SUPPLIES

The Administration recommends declaring the following supplies unusable and unnecessary:

<u>Supply</u>	<u>Quantity</u>
Singer Model 717 with tables sewing machine	20
Brother xl-3510 sewing machine	6

For Information Only

The District will either sell, recycle, or donate the unusable and unnecessary supplies to a worthy cause.

Pupil Personnel Report

PUPIL PERSONNEL REPORT – Dr. William P. Stropkaj

The following action items will be considered at the May 22, 2018 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Extended School Year Program

I. EXTENDED SCHOOL YEAR PROGRAM

The Administration recommends that the Board approve the Keystone Oaks School District *Extended School Year Program* from June 25-29; July 2,3,5; July 9-11, 2018 from 8:45 a.m. – 11:30 a.m.

ESY Agreement with the Day School at the Children’s Institute

II. ESY AGREEMENT WITH THE DAY SCHOOL AT THE CHILDREN’S INSTITUTE

The Administration recommends that the Board approve the ESY Service Agreement between The Children’s Institute Day School and the Keystone Oaks School District for services related to a District student effective June 27, 2018 through July 26, 2018.

Agreement with the Day School at the Children’s Institute

III. AGREEMENT WITH THE DAY SCHOOL AT THE CHILDREN’S INSTITUTE

The Administration recommends that the Board approve the agreement between The Day School at the Children’s Institute and the Keystone Oaks School District for the 2018/2019 school year.

For Information Only

The District student will be participating in the Job Span program at the Day School at the Children’s Institute.

Personnel Report

PERSONNEL REPORT – Mr. Matt Cesario & Ms. Patricia Shaw

The following action items will be considered at the May 22, 2018 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Retirement

I. RETIREMENT

It is recommended that the Board accept the letter of retirement from the following individual, effective May 22, 2018:

<u>Name</u>	<u>Position</u>	<u>Years of Service</u>
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Diana Vitenas Teacher 25 Years
Keystone Oaks High School

Resignation

II. RESIGNATION

The Administration recommends that the Board accept the resignation from employee 03-2018 in accordance with the agreed upon terms and conditions, effective April 18, 2018.

Appointment - Substitute Custodian

III. APPOINTMENT – SUBSTITUTE CUSTODIAN

It is recommended that the Board approve **Nevin Kelly** as a substitute custodian at a pay rate of \$10.50 per hour, effective May 23, 2018.

High School Musical Payments

IV. HIGH SCHOOL MUSICAL PAYMENTS

It is recommended that the Board approve payments to the following individuals for the Keystone Oaks High School Musical:

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Steve Flory	Drums	\$560.00
Marena Grondziowski	Reeds	\$420.00
Elise Henkelman	Cello	\$490.00
Kirk Howe	Keyboard 1	\$210.00
Abby Langhorst	Percussion	\$560.00
Ed Poellot	Keyboard 2	\$560.00

Mentor Teachers

V. MENTOR TEACHERS

In compliance with the *Keystone Oaks Education Association Agreement 2017/2020*, it is recommended that the following **mentor teachers** be approved and receive payment for the 2017/2018 school year:

Year 1 Inductees:

Sally Burgman	\$ 725.00
Candy Bush	\$ 725.00
Hope Harris	\$ 725.00
Kerry Karapandi	\$ 725.00
Debby Leonard	\$ 725.00
Wendy Mariutto	\$ 725.00
Nicole McKiernan	\$ 725.00
Mike Orsi (0.5 teacher)	\$ 362.50
Melissa Palmieri	\$ 725.00
Lainey Resetar	\$ 725.00
Beth Salimbene	\$ 362.50
Dennis Sarchet	\$ 725.00
Jennifer Tom	\$ 725.00

Michael Turner \$ 725.00

Year 2 Inductees:

Suzanne Deemer \$ 725.00
Lori DeMartino \$ 725.00
Elisa DiTullio (2 teachers) \$1,450.00
Judith Fritz \$ 725.00
Molly Karlovich \$ 725.00
Nicole Kochanski (.25 teacher) \$ 181.25
Michelle McSwigan \$ 725.00
Mike Orsi \$ 543.75
Matthew Passarello \$ 725.00
Mary Poe (2 teachers) \$1,450.00
Lainey Resetar (1.5 teachers) \$1,087.50
Lisa Thoft \$ 725.00

Leave of Absence

VI. LEAVE OF ABSENCE

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

M.P. – Tentative May 7, 2018 until October 15, 2018.

Teaching Load
Compensation - First
Semester

VII. TEACHING LOAD COMPENSATION –FIRST SEMESTER

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

1. Secondary Teacher Stipends for Class Sizes 30 or Above

Matthew Paradise \$1,000.00

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

Beth Papotnik \$1,000.00

Mark Iampietro \$1,000.00

Teaching Load
Compensation - Second
Semester

VIII. TEACHING LOAD COMPENSATION – SECOND SEMESTER

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

1. Secondary Teacher Stipends for Class Sizes 30 or Above

Rebekah Brooks \$1,000.00

Christine Chimento \$1,000.00

Kevin Gallagher	\$1,000.00
Shane Hallam	\$2,000.00
Ken Hustava	\$2,000.00
Carolyn Manko	\$1,500.00
Steve McCormick	\$1,000.00
John Murphy	\$1,000.00
Matthew Paradise	\$1,000.00
Marie Rayman	\$1,500.00
Diana Vitenas	\$1,000.00
Joan Young	\$1,000.00

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

Kara Biroscak	\$1,000.00
Emily Brill	\$1,000.00
Rebekah Brooks	\$1,000.00
Candace Bush	\$1,000.00
Allyson Culp	\$ 200.00
Dena DeChellis	\$1,000.00
Suzanne Deemer	\$ 400.00
Mark Iampietro	\$1,000.00
Madeline Kay	\$ 400.00
Michelle McSwigan	\$ 400.00
Kathy Morrow	\$1,000.00
Beth Papotnik	\$1,000.00
Lisa Pentland	\$1,000.00
Dennis Sarchet	\$1,000.00
Diana Vitenas	\$1,000.00

3. Secondary Teacher Stipends for Teaching more than One Course during the Same Period

Candace Bush	\$1,000.00
Michael Turner	\$1,000.00

4. Elementary Teacher Stipends for Second Semester

Andrew Bell	\$2,000.00
Katie Boris	\$1,000.00
Nicole Niccolai	\$3,000.00
Kristie Rosgone	\$4,000.00
Jamie Snyder	\$2,000.00

- A discussion was had regarding the Teaching Load Compensations for the Second Semester

In compliance with the *Keystone Oaks Education Association Agreement 2017/2020*, it is recommended that the Board approve the following coaches for the 2018 Summer/Pre-Season with payment of \$20.00 per hour:

<u>Sport</u>	<u>Coach</u>
Baseball	Joe Aul Adam Dobson Zach Galasso Matt McCarthy Jayson Monroe
Boys Basketball	Phil McGivney
Boys Soccer	Sotiri Tsourekis
Cross Country	Judi Fritz Sarah Hardner Lainey Resetar
Football	Jim Feeney Russ Klein Steve McCormick Greg Perry Jeff Sieg
Girls Basketball	Ron Muszynski
Girls Soccer	Danielle Kandrack Michael Kandrack Jen Leciew
Girls Tennis	Leslie Leopold James Svidron
Girls Volleyball	Dave Harouse Mike O'Leary
Golf	Dennis Sarchet
Softball	Kristen Kaminski Mark Kaminski
Wrestling	Andy Bell Al Harris Joe Kazalas

Staff

The Administration recommends that the Board approve the following personnel for the Extended School Year Program at the Keystone Oaks Middle School:

<u>Name</u>	<u>Position</u>
Kara Biroscak	Special Education
Hope Harris	Special Education
Caitlin Kelly	Special Education
Samantha Self	Special Education
Ellie Tecza	Special Education
Diana Ferguson	Paraprofessional
Leslie Romano	Paraprofessional
Lisa Androski	Personal Care Assistant
Mary Ranalli	Personal Care Assistant

Finance Report

FINANCE REPORT – Mrs. Theresa Lydon

The following action items will be considered at the May 22, 2018 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Pennsylvania School Board Association

I. PENNSYLVANIA SCHOOL BOARD ASSOCIATION

It is recommended that the Board approve the annual membership in the *Pennsylvania School Boards Association* for the 2018/2019 school year in the amount of \$13,264.68.

For Information Only

This is an increase of \$63.08 from last years membership.

- A discussion was held regarding the Pennsylvania School Board Association yearly membership.

Accounts Payable Approval Lists

II. 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 April 30, 2018 (Check No. 56597-56773)\$765,196.78
- B. Risk Management as of April 30, 2018 (None) \$0.00
- C. Food Service Fund as of April 30, 2018 (None) \$0.00
- D. Athletics as of April 30, 2018 (None) \$0.00

E. Capital Reserve as of April 30, 2018 (None) \$0.00

TOTAL \$765,196.78

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2017 – 2018 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2017-2018 BUDGET TOTAL	2017-2018 10 MONTH APRIL/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 29,205,575	\$ 28,632,348	\$ (573,227)
7000	State Revenue Sources	\$ 11,884,614	\$ 7,763,377	\$ (4,121,237)
8000	Federal Revenue Sources	\$ 847,073	\$ 408,287	\$ (438,786)
Total Revenue		\$ 41,937,262	\$ 36,804,012	\$ (5,133,250)
				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 16,193,174	\$ 11,495,308	\$ 4,697,866
200	Benefits			
	Professional/Technical	\$ 10,647,423	\$ 7,323,875	\$ 3,323,548
300	Services	\$ 1,420,450	\$ 1,290,798	\$ 129,652
400	Property Services	\$ 1,245,450	\$ 897,601	\$ 347,849
500	Other Services	\$ 5,051,476	\$ 4,507,980	\$ 543,496
600	Supplies/Books	\$ 1,476,761	\$ 1,099,973	\$ 376,788
700	Equipment/Property	\$ 749,916	\$ 660,582	\$ 89,334
800	Other Objects	\$ 767,612	\$ 759,796	\$ 7,816
900	Other Financial Uses	\$ 4,385,000	\$ 4,493,721	\$ (108,721)
Total Expenditures		\$ 41,937,262	\$ 32,529,634	\$ 9,407,628
Revenues exceeding Expenditures		\$ -	\$ 4,274,378	\$ 4,274,378
Other Financing Sources/(Uses)				
	Interfund Transfers In (Out)	\$ -	\$ 2,846,479	\$ (2,846,479)

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF APRIL 30, 2018

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 4/1/2018	\$ 90,761.63	\$ 70,255.40
Deposits	\$ 4,681.99	\$ 92.25
Subtotal	\$ 95,443.62	\$ 70,347.65
Expenditures	\$ 3,867.70	\$ 2,752.17
Cash Balance - 4/30/2018	\$ 91,575.92	\$ 67,595.48

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF APRIL 30, 2018

GENERAL FUND

BALANCE

FNB BANK

PAYROLL (pass-thru account)	\$	1,765,592
FNB SWEEP ACCOUNT	\$	5,418
ATHLETIC ACCOUNT	\$	4
PLGIT	\$	67,595
FNB Money Market	\$	8,502,040
PSDLAF	\$	562,661
INVEST PROGRAM	\$	156,773
	\$	173,726
	\$	11,233,809

CAFETERIA FUND

FNB BANK

PLGIT	\$	32,864
	\$	68
	\$	32,932

CONSTRUCTION FUND / CAP RESERVE

FNB BANK

PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$	1,967,090
	\$	769
	\$	1,967,859

RISK MANAGEMENT / TAX REFUNDS

FNB BANK

\$ 494,072

GRAND TOTAL

\$ 13,728,672

**Please note that included in the General Fund balance is \$415,426.00 designated to a separate fund for compensated absences, as well as \$1,916,610.00 designated to a separate fund for other post employment benefits. These monies are not spendable in the General Fund.

Facilities Report

FACILITIES REPORT – Mr. Matthew Cesario

The following action items will be considered at the May 22, 2018 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Student Summer Work Program

I. STUDENT SUMMER WORK PROGRAM

The Administration recommends that the Board approve a maximum of twenty (20) students for the *Student Summer Work Program* at a starting rate of \$7.25/hour and an increase of \$0.25 per year of employment, effective June 11, 2018 through August 10, 2018.

For Information Only

Students applying for the *Student Summer Work Program* must be at least 16 years old.

Tractor Purchase

II. TRACTOR PURCHASE

It is recommended that the Board approve the purchase of a New Holland Tractor from Vernon Dell Tractor at a cost of \$24,038.00.

- A discussion was held regarding the tractor purchase.

Activities & Athletics Report

ACTIVITIES & ATHLETIC’S REPORT – Mr. Robert Brownlee

The following action items will be considered at the May 22, 2018 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Winter Athletic Bids - 2018/2019 School Year

I. WINTER ATHLETIC BIDS – 2018/2019 SCHOOL YEAR

It is recommended that the Board approve the Winter Athletic Bids for the 2018-2019 school year in the amount of \$14,729.62 to the following companies:

BSN Sports	\$ 39.28
Century Sports	\$14,690.34
Total	\$14,729.62

Spring Athletic Bids - 2018/2019 School Year

II. SPRING ATHLETIC BIDS – 2018/2019 SCHOOL YEAR

It is recommended that the Board approve the Spring Athletic Bids for the 2018-2019 school year in the amount of \$15,947.02 to the following companies:

BSN Sports	\$ 1,365.74
Century Sports	\$14,581.28
Total	\$15,947.02

- A discussion was held regarding Extra Athletic Workers’

PUBLIC COMMENT - None

ADJOURNMENT

On the motion of Mr. Hommrich, seconded by Ms. Pauchnik, the meeting was adjourned at 9:07 p.m.

Motion passed 7-0

Respectfully submitted,

Maureen S. Myers
Board Secretary
Recording Board Secretary

Public Comment

Adjournment