

# BOARD OF SCHOOL DIRECTORS

**WORK SESSION**  
**Tuesday, October 9, 2018**  
**7:00 PM**

## *MINUTES*

**Call to Order**

President Matthew Cesario called the meeting to order at 7:07 p.m.

**Pledge**

The meeting opened with the pledge to the flag.

**Attendance**

Those present included: Mr. Brownlee, Mr. Cesario, Ms. Crowell, Mr. Hommrich, Ms. Lindsey, Mrs. Lydon, Ms. Pauchnik, Mr. Raso. Also present were Dr. William Stropkaj, Superintendent; Dr. Shannon Varley, Director of Curriculum, Instruction, Assessment and Staff Development; Mr. Joseph Kubiak, Business Manager; Ms. Christina Lane, Solicitor; Mrs. Maureen S. Myers, Board Secretary/Recording Secretary.

Ms. Shaw was 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 October 23, 2018 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Board Minutes**

**I. BOARD MINUTES**

It is recommended that the Board approve the Work Session Minutes of September 11, 2018 and the Business/Legislative Minutes of September 18, 2018.

**Transfer of Parcel  
Number 17-B-25**

**II. TRANSFER OF PARCEL NUMBER 17-B-25**

It is recommended that the Board approve the transfer of Parcel Number 17-B-25, currently titled in the name of the Keystone Oaks School Authority, to the Keystone Oaks School District and authorize the necessary officials of the District to execute the appropriate documentation to transfer title.

For Information Only

The School Authority was dissolved in 1987 and the School District is the legal owner of this property by operation of law. This transfer is to ensure that the legal title is on record with Allegheny County as being vested in the appropriate entity.

**For Information Only**

**FOR INFORMATION ONLY**

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

II. SHASDA Report *Mr. Santo Raso*

- Mr. Raso reported on different SHASDA items that were discussed at last weeks SHASDA meeting.

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

IV. News from the Boroughs

- Mr. Raso reported on different items in regard to Castle Shannon.
- A discussion was held regarding the Crossing Guards in Dormont.

**Executive Session**

**EXECUTIVE SESSION**

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

- Personnel matters
- Discuss a litigation matter
- Receive legal advice

**Superintendent's Report**

**SUPERINTENDENT'S REPORT – Dr. William P. Stropkaj**

The following action items will be considered at the October 23, 2018 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Second Reading Policy 005**

**I. SECOND READING POLICY 005: LOCAL BOARD PROCEDURES**

It is recommended that the Board approve the SECOND READING of Policy 005: *Local Board Procedures.*

**Second Reading Policy 209.1**

**II. SECOND READING POLICY 209.1: FOOD ALLERGY MANAGEMENT**

It is recommended that the Board approve the SECOND READING of Policy 209.1: *Food Allergy Management.*

**Second Reading Policy 864**

**III. SECOND READING POLICY 864: NALOXONE**

It is recommended that the Board approve the SECOND READING of Policy 864: *Naloxone*.

First Reading Policy 256

**IV. FIRST READING POLICY 256: ANTI-BULLYING**

It is recommended that the Board approve the FIRST READING of Policy 256: *Anti-Bullying*.

First Reading Policy 609

**V. FIRST READING POLICY 609: INVESTMENT OF DISTRICT FUNDS**

It is recommended that the Board approve the FIRST READING of Policy 609: *Investment of District Funds*.

Removal of Policies

**VI. REMOVAL OF POLICIES**

It is recommended that the Board approve the removal of the following policies:

- Policy 125: *Adult Education*
- Policy 126: *Class Size*
- Policy 138: *Private Tutoring*
- Policy 264: *Student Recognition*
- Policy 264.2: *Honorary Diplomas*
- Policy 315: *Disqualification by Reason of Health*
- Policy 316: *Nontenured Employees*
- Policy 319.1: *Compensation for Outside Professional Services*
- Policy 327: *Management Team*
- Policy 415: *Disqualification by Reason of Health*
- Policy 416: *Nontenured Staff Members*
- Policy 515: *Disqualification by Reason of Health*
- Policy 617: *Petty Cash*
- Policy 707.1: *Use of Television Studio*
- Policy 713: *Technology Usage*
- Policy 714: *Software Peripheral Equipment Usage*
- Policy 802: *School Organization*
- Policy 819: *Privacy of Personal Health Information*
- Policy 820: *Employee Assistance Program*
- Policy 901: *Public Relations Objectives*
- Policy 902: *Publications Program*

Pupil Personnel Report

**PUPIL PERSONNEL REPORT – Dr. William P. Stropkaj**

The following action items will be considered at the October 23, 2018 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

Agreement with Wesley Spectrum

**I. AGREEMENT WITH WESLEY SPECTRUM**

The Administration recommends that the Board approve the Individual Student Enrollment Agreements between the Keystone Oaks School District and Wesley Spectrum for the 2018/2019 school year.

For Information Only

The Agreement with Wesley Spectrum is for two (2) students. Tuition is billed monthly and is \$3,000.00 per student.

Personnel Report

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

The following action items will be considered at the October 23, 2018 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

Appointments

**I. APPOINTMENTS**

Substitute Custodian

**1. Substitute Custodian**

It is recommended that the Board approve **Matthew Goff**, Substitute Custodian at a rate of \$10.00 per hour, effective September 17, 2018.

Approval of Athletic Positions and Stipends

**2. Approval of Athletic Positions and Stipends**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve the following individuals for the 2018/2019 school year:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Basketball (Boys)	Head Coach	Phil McGivney	\$6,300.00
	Assistant	Corey Belovich	\$4,090.00
	Assistant	Jason Overand	\$3,470.00
	Middle School	Keith Buckley	\$3,070.00
	Middle School	Jim Feeney	\$3,070.00
	Middle School	Mike Orosz	\$2,000.00
Basketball (Girls)	Head Coach	Ron Muszynski	\$6,300.00
	Assistant	Ian Barrett	\$4,300.00
	Assistant	Belma Nurkic	\$4,300.00
Girls Volleyball (MS)	Head Coach	Hope Harris	\$2,475.00
	Assistant	Donda Snell	\$2,270.00
Swimming	Head Coach	Jeff DiGiacomo	\$5,800.00
	Assistant	Madeline Morris	\$3,000.00
Wrestling	Head Coach	Andrew Bell	\$6,300.00

Assistant	John Cerminra	\$4,100.00
Assistant	Al Harris	\$4,100.00
Assistant	Joe Kazalas	\$3,000.00

**Approval of Club Sponsors and Stipends – 2018/2019 School Year**

**3. Approval of Club Sponsors and Stipends – 2018/2019 School Year**

It is recommended that Board amend the motion Approval of Club Sponsors and Stipends – 2018/2019 school year for the following club from the September 18, 2018 Business/Legislative Meeting:

<u>Sponsor</u>	<u>Club</u>	<u>Compensation</u>
Jeff Oestrich	Robotics	\$600.00 (split)
Dennis Sarchet	Robotics	\$600.00 (split)

**Approval of Club Sponsors and Stipends – 2018/2019 School Year**

**4. Approval of Club Sponsors and Stipends – 2018/2019 School Year**

It is recommended that the Board approve the following Club Sponsors and Stipends for the 2018/2019 school year:

<u>Sponsor</u>	<u>Club</u>	<u>Compensation</u>
Craig Wetzel	Technology	\$535.00 (pro-rated)
Dennis Sarchet	Technology	\$535.00 (pro-rated)

**Approval of Specialized Support Positions Sponsor and Stipends – 2018/2019 School Year**

**5. Approval of Specialized and Support Positions Sponsor and Stipends – 2018/2019 School Year**

It is recommended that the Board approve the following Specialized and Support Position Sponsors and Stipends for the 2018/2019 school year:

<u>Sponsor</u>	<u>Specialized and Support Position</u>	<u>Compensation</u>
Laura Hucik-Blough	Musical Assistant (MS) (Costume/Makeup Design/Wardrobe)	\$1,000.00
Greg Pegher	Musical Assistant (MS) (Stage Manager)	\$2,000.00
Mallory Walsh	Musical Assistant (MS) (Lighting Designer, Technical Assistant)	\$1,000.00
Nicole Zalak	Musical Director (MS)	\$2,500.00
Nicole Zeak	Musical Assistant (MS) (Properties Design/Manager, Assistant Stage Manager)	\$1,000.00

**After-School Tutoring Program**

**6. After-School Tutoring Program**

It is recommended that the Board approve the following individuals to participate in the After-School Tutoring Program for the 2018/2019 school year:

<u>Employee</u>	<u>School</u>
<b>Dana Goimarac</b>	Fred L. Aiken Elementary School
<b>Kaitlin Hensel</b>	Fred L. Aiken Elementary School
<b>Cailin Irvine</b>	Fred L. Aiken Elementary School
<b>Meghan O'Brien</b>	Fred L. Aiken Elementary School
<b>William Opperman</b>	Fred L. Aiken Elementary School
<b>Elizabeth Shephard</b>	Fred L. Aiken Elementary School
<b>Kathryn Sobocinski</b>	Fred L. Aiken Elementary School
<b>Katie Boris</b>	Dormont Elementary School
<b>Kristen Leitch</b>	Dormont Elementary School
<b>Christina Schneiders</b>	Dormont Elementary School
<b>Kelly Seltzer</b>	Dormont Elementary School
<b>Judy Tredway</b>	Dormont Elementary School
<b>Lisa Waskiewicz</b>	Dormont Elementary School
<b>Elisa DiTullio</b>	Myrtle Avenue Elementary School
<b>Daniel Galentine</b>	Myrtle Avenue Elementary School
<b>Valerie Moore</b>	Myrtle Avenue Elementary School
<b>Nicole Niccolai</b>	Myrtle Avenue Elementary School
<b>Mary Poe</b>	Myrtle Avenue Elementary School
<b>Melissa Purkiss</b>	Myrtle Avenue Elementary School
<b>Ellie Tecza</b>	Myrtle Avenue Elementary School
<b>Zachary Whitfield</b>	Myrtle Avenue Elementary School
<b>Rebekah Brooks</b>	Keystone Oaks High School
<b>Allyson Culp</b>	Keystone Oaks High School
<b>Dena DeChellis</b>	Keystone Oaks High School
<b>Jeff Kelly</b>	Keystone Oaks High School
<b>Madeline Morris</b>	Keystone Oaks High School
<b>Randy Tobias</b>	Keystone Oaks High School

- A discussion was had regarding After-School Tutoring.

## **7. Cyber School Program**

In compliance with the *Keystone Oaks Education Association Agreement 2017-2020*, it is recommended that the Board approve the following individuals as Cyber School teachers for the 2018/2019 school year:

<b>Josh Kirchner</b>	Mathematics
<b>Matthew Paradise</b>	Physical Education
<b>Jennifer Bogdanski</b>	English
<b>Joan Young</b>	Social Studies

Allyson Culp

Science

**8. Keystone Oaks Recreational Swim Program Staff**

It is recommended that the Board approve the following individuals for the Keystone Oaks Recreational Swim Staff at the rates listed below for the 2018/2019 school year:

Instructor (I), Supervisor (S), Guard (G)

Emily Brill	(I, S, G)
Dom Costantini	(I, G)
Rachel Constantini	(I, G)
Ryan Costantini	(I, G)
Joanne Dressler	(I)
Kaitlin Flaherty	(I, G)
Maria Lydon	(I, G)
Austin Oleksak	(I, G)
Lori Oleksak	(I, S, G)
Abby McGrath	(I, G)
Tom McMullen	(I, G)
Jana Pahler	(I, S, G)
Sarah Reilly	(I, G)
Janet Russo	(I, S, G)
Evan Serakowski	(I, G)
Mirabella Stump	(I, G)
Amy Torcaso	(I, S, G)
Gabrielle Wockenfuss	(I, G)

**Pay Rates**

Water Aerobics Instructors	\$20.00/hour
Adult Supervising Instructors	\$14.00/hour
Instructors with Water Safety Training	\$10.00/hour
Student Instructors without Water	\$7.25/hour
Safety Instruction	
Adult Program Supervisor	\$10.00/hour
Lifeguards	\$7.25/hour

**For Information Only**

The hiring of **Maria Lydon** requires the waiver of *Board Policy No. 803: Nepotism* by six (6) disinterested Board Members considering the 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.

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

E.B. – Effective August 22, 2018

K.B. – Effective November 5, 2019 through February 12, 2019

M.M. – Tentative December 10, 2018 through March 15, 2019

N.M. – Tentative November 9, 2018 through February 19, 2019

Unpaid Leave of Absence

**III. UNPAID LEAVE OF ABSENCE**

It is recommended that the Board approve the following individual for an Unpaid Leave of Absence:

K.M. – Effective November 15, 2018 through January 18, 2019

Finance Report

**FINANCE REPORT – Mrs. Theresa Lydon**

The following action items will be considered at the October 23, 2018 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

Accounts Payable Approval List through September 30, 2018

**I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH SEPTEMBER 30, 2018**

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

- A. General Fund as of September 30, 2018 (Check No. 57773-58044) \$969,381.07
- B. Risk Management as of September 30, 2018 (None) \$0.00
- C. Food Service Fund as of September 30, 2018 (Check No. 9143-9145) \$230.63
- D. Athletics as of September 30, 2018 (Check No. 2060-2071) \$6,616.76
- E. Capital Reserve as of September 30, 2018 (Check No. 1611-1612) \$50,250.00
- F. Compensated Absences Fund as of September 30, 2018 (None) \$0.00
- G. OPEB Fund as of September 30, 2018 (None) \$0.00

**TOTAL \$1,026,478.46**

Eidex Subscriber License Agreement

**II. EIDEX SUBSCRIBER LICENSE AGREEMENT**

The Administration recommends that the Board approve the Eidex Subscriber License Agreement between Eidex and the Keystone Oaks School District from November 1, 2018 through October 31, 2021.



For Information Only

The annual fee for the license is \$2,868.00.

- A discussion was had regarding the EIDEX Subscriber License Agreement.
- A discussion was had regarding the ACT 44 Grant
- A discussion was had regarding the 2017/2018 audit.

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2018 – 2019 BUDGET to ACTUAL / PROJECTION**

ACCT	DESCRIPTION	2018-2019 BUDGET TOTAL	2018-2019 3 MONTH SEPTEMBER/ACTUAL	OVER (UNDER) BUDGET
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 30,014,864	\$ 24,056,292	\$ (5,958,572)
7000	State Revenue Sources	\$ 12,065,343	\$ 2,436,566	\$ (9,628,777)
8000	Federal Revenue Sources	\$ 849,422	\$ 150,069	\$ (699,353)
<b>Total Revenue</b>		<b>\$ 42,929,629</b>	<b>\$ 26,642,927</b>	<b>\$ (16,286,702)</b>
				<b>(OVER)</b> UNDER BUDGET
<b>Expenditures</b>				
100	Salaries	\$ 16,783,162	\$ 1,968,634	\$ 14,814,528
200	Benefits	\$ 10,702,403	\$ 1,554,356	\$ 9,148,047
300	Professional/Technical Services	\$ 1,574,811	\$ 199,002	\$ 1,375,809
400	Property Services	\$ 1,079,511	\$ 207,425	\$ 872,086
500	Other Services	\$ 5,225,206	\$ 918,822	\$ 4,306,384
600	Supplies/Books	\$ 1,417,523	\$ 888,204	\$ 529,319
700	Equipment/Property	\$ 530,282	\$ 300,627	\$ 229,655
800	Other Objects	\$ 641,126	\$ 132,363	\$ 508,763
900	Other Financial Uses	\$ 4,975,605	\$ 51,730	\$ 4,923,875
<b>Total Expenditures</b>		<b>\$ 42,929,629</b>	<b>\$ 6,221,163</b>	<b>\$ 36,708,466</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ -</b>	<b>\$ 20,421,764</b>	<b>\$ 20,421,764</b>
<b>Other Financing Sources/(Uses)</b>				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

**II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF SEPTEMBER 30, 2018**

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance - 9/1/2018	\$ 81,630.27	\$ 68,693.55
Deposits	\$ 3,591.99	\$ 9,890.75
Subtotal	\$ 85,222.26	\$ 78,584.30
Expenditures	\$ 592.00	\$ 3,417.71
Cash Balance - 9/30/2018	\$ 84,630.26	\$ 75,166.59

**III. BANK BALANCES**

**BANK BALANCES PER STATEMENT AS OF SEPTEMBER 30, 2018**

	<b>BALANCE</b>
<b>GENERAL FUND</b>	
FNB BANK	\$ 1,812,584
PAYROLL (pass-thru account)	\$ 7,477
FNB SWEEP ACCOUNT	\$ 29,009
ATHLETIC ACCOUNT	\$ 75,167
PLGIT	\$ 8,039,413
FNB Money Market	\$ 13,050,351
PSDLAF	\$ 157,826
INVEST PROGRAM	\$ 175,132
	<u><u>\$ 23,346,959</u></u>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 129,466
PLGIT	\$ 60,975
	<u><u>\$ 190,441</u></u>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 720,788
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 775
	<u><u>\$ 721,563</u></u>
<b>RISK MANAGEMENT / TAX REFUNDS</b>	
FNB BANK	<u><u>\$ 497,208</u></u>
<b>OTHER POST-EMPLOYMENT BENEFITS FUND</b>	
FNB BANK	<u><u>\$ 1,917,563</u></u>
<b>COMPENSATED ABSENCES FUND</b>	
FNB BANK	<u><u>\$ 415,633</u></u>
<b>GRAND TOTAL</b>	<u><u>\$ 27,089,367</u></u>

**Facilities Report**

**FACILITIES REPORT – Mr. Matthew Cesario**

The following action items will be considered at the October 23, 2018 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Amendment to AT&T License**

**I. AMENDMENT TO AT&T LEASE AGREEMENT**

It is recommended that the Board approve the amendment to the AT&T lease agreement. The amendment will add the first responder network to the existing antennae.

- A discussion was had regarding the Amendment to the AT&T Lease Agreement

**Advertisement for MS/HS Roofing Project**

**II. ADVERTISEMENT FOR MIDDLE SCHOOL AND HIGH SCHOOL ROOFING PROJECT**

It is recommended that the Board approve the advertisements for the Middle School and High School Roofing Project.

- A discussion was had regarding the advertisement for the Middle School and High School Roofing Project.

**Swim Platforms**

**III. SWIM PLATFORMS**

It is recommended that the Board approve the replacement of the swim platforms located in the high school pool by BR Pool at a cost not to exceed \$26,450.00

- A discussion was had regarding the Swim Platforms

**Dormont Gym Floor**

**IV. DORMONT GYM FLOOR**

It is recommended that the Board approve the replacement of the Dormont Gym Floor by Sport Floors at a cost not to exceed \$67,441.00

- A discussion was had regarding Dormont Gym Floor

**For Information Only**

**V. FOR INFORMATION ONLY**

1. Middle School and High School Gym Floors – seeking quotes through COSTARS and/or NJPA

- A discussion was had regarding the Middle School and High School Gym Floors

2. Wireless Microphones – Auditorium – seeking quotes through COSTARS and/or NJPA

- A discussion was had regarding the Wireless Microphones in the Auditorium

**Activities & Athletics  
Report**

**ACTIVITIES & ATHLETICS REPORT – Mr. Robert Brownlee**

The following action items will be considered at the October 23, 2018  
Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Advertise for Athletic  
Bids – Fall 2019/2020  
School Year**

**I. ADVERTISE FOR ATHLETIC BIDS – FALL 2019/2020 SCHOOL YEAR**

It is recommended that the Board approve the advertisement of athletics bids  
for the Fall 2019/2020 school year.

- A discussion was had regarding the December Reorganization Meeting/Work  
Session and Business/Legislative Meeting
- A discussion was had regarding Committee Meetings.

**Public Comment**

**PUBLIC COMMENT - None**

**Adjournment**

**ADJOURNMENT**

On the motion of Mr. Hommrich, seconded by Ms. Lindsey, the meeting was  
adjourned at 8:31 p.m.

*Motion passed 8-0*

Respectfully submitted,

Maureen S. Myers  
Board Secretary  
Recording Board Secretary