

BOARD OF SCHOOL DIRECTORS

WORK SESSION
Tuesday, April 10, 2018
7:00 PM

MINUTES

Call to Order

President Matthew Cesario 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, Mrs. Lydon, 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.

Ms. Lindsey entered the meeting at 7:40 p.m.

Mr. Hommrich and Ms. Pauchnik were absent.

Odyssey of the Mind

Four Odyssey of the Mind teams along with their coaches were recognized for their hard work and determination which sent them onto a regional competition.

Public Comment

PUBLIC COMMENT

Jeff DiGiacomo
Castle Shannon

RE: Thank you to Mr. Elphinstone in regards to Athletics
Thank you to custodians for all of there help with Odyssey
of the Mind

Heather DiGiacomo
Castle Shannon

RE: Requirements for NHS Induction

Activities & Athletics Report

ACTIVITIES & ATHLETIC'S REPORT – Mr. Robert Brownlee

The following action items will be considered at the April 17, 2018
Business/Legislative Meeting:

BOARD ACTION REQUESTED

2018/2019 Athletic Bids

I. 2018/2019 FALL ATHLETIC BIDS

It is recommended that the Board approve the **Fall Athletic Bids** for the 2018/2019 school year in the amount of \$60,576.50 to the following companies:

Century Sports Inc.	\$57,174.06
L.L. Terry Keenweg	\$1,391.25
Pyramid School Products	\$ 234.19
The Fitness Doctor	\$1,777.00

**Extra Athletic Workers' -
2017/2018 School Year**

II. EXTRA ATHLETIC WORKERS' – 2017/2018 SCHOOL YEAR

It is recommended that the Board approve the following individuals as extra athletic workers' for the remainder of the 2017/2018 school year:

**Christina DeAngelis
Clare Moore
Hope Harris
Beth Papotnik**

For Information Only

The above individuals will be track timers.

- A discussion was had regarding the Softball Dugouts Plaque
- A discussion was had regarding Charging Admission for Sporting Events
- A discussion was had regarding the mandatory Coaching Principals and First Aid Coaches course.

Board President's Report

BOARD PRESIDENT'S REPORT – Mr. Matthew Cesario

The following action items will be considered at the March 20, 2018 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Board Minutes

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of March 13, 2018 and the Business/Legislative Minutes of March 20, 2018.

**Allegheny County Schools
Health Consortium - Ballot**

II. ALLEGHENY COUNTY SCHOOLS HEALTH CONSORTIUM – BALLOT

In compliance with the Allegheny County Schools Health Consortium, it is recommended that the Board approve the vote for **William L. Cooper**, Board Member, Mt. Lebanon School District, as the School Board Trustee for the Western Region effective April 30, 2018 through April 2020.

III. 2018/2019 BOARD MEETING DATES

It is recommended that the Board approve the 2018/2019 Board Meeting dates listed below through the month of June, 2019.

Tuesday, August 14, 2018	Work Session
Tuesday, August 21, 2018	Business/Legislative Meeting
Tuesday, September 11, 2018	Work Session
Tuesday, September 18, 2018	Business/Legislative Meeting
Tuesday, October 9, 2018	Work Session
Tuesday, October 23, 2018	Business/Legislative Meeting
Tuesday, November 13, 2018	Work Session
Tuesday, November 20, 2018	Business/Legislative Meeting
Tuesday, December 4, 2018	Reorganization/Work Session
Tuesday, December 11, 2018	Business/Legislative Meeting
Tuesday, January 8, 2019	Work Session
Tuesday, January 15, 2019	Business/Legislative Meeting
Tuesday, February 12, 2019	Work Session
Tuesday, February 19, 2019	Business/Legislative Meeting
Tuesday, March 12, 2019	Work Session
Tuesday, March 19, 2019	Business/Legislative Meeting
Tuesday, April 9, 2019	Work Session
Tuesday, April 16, 2019	Business/Legislative Meeting
Tuesday, May 7, 2019	Special Voting Meeting (Budget)/Work Session
Tuesday, May 21, 2019	Business/Legislative Meeting
Tuesday, June 11, 2019	Work Session
Tuesday, June 18, 2019	Business/Legislative Meeting

For Information Only

FOR INFORMATION ONLY

- I. Changes to the May 2018 and June 2018 Board Meetings
 - The May 8, 2018 Work Session will start with a Special Voting Meeting for the purpose of voting on the Proposed Final Budget for 2018/2019.
 - The June Work Session Meeting will now be held on June 12, 2018 and the Business/Legislative Meeting will be held on June 19, 2018.
- II. Parkway West Career and Technology Center Report *Ms. Annie Shaw*

III. SHASDA Report

Mr. Santo Raso

IV. PSBA/Legislative Report

Mrs. Theresa Lydon

V. News from the Boroughs

Executive Session

EXECUTIVE SESSION

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

- Personnel – Maintenance positions
- Personnel – Extra-curricular positions
- Potential litigation matters
- To receive legal advice

Superintendent’s Report

SUPERINTENDENT’S REPORT – Dr. William P. Stropkaj

The following action items will be considered at the April 17, 2018 Business/Legislative Meeting:

BOARD ACTION REQUESTED

First Reading Policy 122

I. FIRST READING OF POLICY NO. 122: COCURRICULAR ACTIVITIES

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

First Reading Policy 123

II. FIRST READING OF POLICY NO. 123: INTERSCHOLASTIC ATHLETICS

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

First Reading Policy 123.1

III. FIRST READING OF POLICY NO. 123.1: CONCUSSION MANAGEMENT

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

Attachment 123.1

IV. ATTACHMENT 123.1-AR-1: CONCUSSION MANAGEMENT

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

First Reading Policy 123.2

V. FIRST READING OF POLICY NO. 123.2: SUDDEN CARDIAC ARREST

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

Attachment 123.2

VI. ATTACHMENT 123.2: SUDDENT CARDIAC ARREST

First Reading Policy 150

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

VII. FIRST READING OF POLICY NO. 150: TITLE I – COMPARIBILITY OF SERVICES

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

Removal of Policies

VIII. REMOVAL OF POLICIES

It is recommended that the Board abolish the following policies:

- *Policy 248: Unlawful Harassment of Students by Employees*
- *Policy 848: Unlawful Harassment*

Education Report

EDUCATION REPORT – Ms. Raeann Lindsey

The following action items will be considered at the April 17, 2018 Business/Legislative Meeting:

Adoption of Textbooks For 2018/2019

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>Environmental Science: Sustaining Your World</i> ; 2017 (50 copies @ \$103.75 (includes online subscription))	Cengage	\$5,187.50
<i>Earth and Space Science</i> ; 2017 (170 copies @ \$99.63 (includes 6 year work text subscription and online resources))	McGraw Hill	\$16,937.10
<i>Life Science</i> ; 2017 (170 copies @ \$99.63 (includes 6 year work text subscription and online resources))	McGraw Hill	\$16,937.10
<i>Physical Science</i> ; 2017 (170 copies @ \$99.63 (includes 6 year work text subscription and online resources))	McGraw Hill	\$16,937.10
<i>iAsi se dice!</i> (Spanish 2); 2016 (125 copies @ \$77.43 (includes online subscription))	McGraw Hill	\$9,678.75

- A discussion was had regarding the adoption of textbooks.

II. TEXTBOOKS ON DISPLAY FOR THE 2018/2019 SCHOOL YEAR

The Administration recommends that the following textbooks be place on display for review for thirty (30) days:

<u>Textbook</u>	<u>Publisher</u>
<i>Earth Science – Grade 3 National Geographic Big Ideas Book</i>	National Geographic
<i>Earth Science – Grade 4 National Geographic Big Ideas Book</i>	National Geographic
<i>Earth Science – Grade 5 National Geographic Big Ideas Book</i>	National Geographic
<i>Life Science – Grade 3 National Geographic Big Ideas Book</i>	National Geographic
<i>Life Science – Grade 4 National Geographic Big Ideas Book</i>	National Geographic
<i>Life Science – Grade 5 National Geographic Big Ideas Book</i>	National Geographic
<i>Physical Science – Grade 3 National Geographic Big Ideas Book</i>	National Geographic
<i>Physical Science – Grade 4 National Geographic Big Ideas Book</i>	National Geographic
<i>Physical Science – Grade 5 National Geographic Big Ideas Book</i>	National Geographic

- A discussion had held regarding the textbooks on display for the 2018/2019 school year.

III. STUDENT INSTRUCTIONAL SUMMER WORK PROGRAM

The Administration recommends that the Board approve the Student Instructional Summer Work Program at the Keystone Oaks High School from June 11-14; June 18, 19, 21, 22; June 25-28, 2018 through July 2, 3, 5, 6, 2018 (7:00 a.m.–12:00 p.m.) for approximately 15 students and two (2) instructors, Mark Elphinstone and Michael Orsi. The program has both an instructional component and a custodial component.

- A discussion was help regarding the Student Instructional Summer Work Program.

PUPIL PERSONNEL REPORT – Dr. William P. Stropkaj

The following action items will be considered at the April 17, 2018

Business/Legislative Meeting:

BOARD ACTION REQUESTED

AIU Head Start Lease Agreement

I. ALLEGHENY INTERMEDIATE UNIT HEAD START LEASE AGREEMENT

It is recommended that the Board approve the Allegheny Intermediate Unit Head Start Program Lease Agreement with the Keystone Oaks School District at an amount of \$4,500.00, payable in twelve (12) installments of \$375.00, effective September 1, 2018 through August 31, 2019. The space rental is a classroom at Dormont Elementary School.

Personnel Report

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

The following action items will be considered at the April 17, 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 June 8, 2018

<u>Name</u>	<u>Position</u>	<u>Years of Service</u>
Marie Rayman	Teacher Keystone Oaks Middle School	25

Termination of Employment of Non-Professional Employee 2018-01

II. TERMINATION OF EMPLOYMENT OF NON-PROFESSIONAL EMPLOYEE 2018-01

It is recommended that the Board, having issued a Letter of Termination placing employee 2018-01 on Notice of Potential Termination of the Employment of employee 2018-01 as a custodial employee, and said employee having elected not to respond to said Notice of Termination, the Board does hereby dismiss the employee from further employment, effective immediately.

Termination of Employment of Non-Professional Employee 2018-02

III. TERMINATION OF EMPLOYMENT OF NON-PROFESSIONAL EMPLOYEE 2018-02

It is recommended that the Board, having issued a Letter of Termination placing employee 2018-02 on Notice of Potential Termination of the Employment of employee 2018-02 as a custodial employee, and said employee having elected not to respond to said Notice of Termination, the Board does hereby dismiss the employee from further employment, effective immediately.

Post Season Coaching Stipends

IV. POST SEASON COACHING STIPENDS

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve payment of \$50 per week to the following individuals for coaching in the post season:

<u>Sport</u>	<u>Coach</u>	<u>Stipend</u>
Basketball – Girls	Chuck Bogden	\$100.00 (2 weeks)
	Jennifer Martin	\$100.00 (2 weeks)
	Ron Muszynski	\$100.00 (2 weeks)
Swimming	Jeff DiGiacomo	\$150.00 (3 weeks)
	Madeline Kay	\$150.00 (3 weeks)
Wrestling	Andrew Bell	\$100.00 (2 weeks)
	John Cerminara	\$100.00 (2 weeks)
	Al Harris	\$100.00 (2 weeks)
	Joe Kazalas	\$100.00 (2 weeks)

Finance Report

FINANCE REPORT – Mrs. Theresa Lydon

The following action items will be considered at the April 17, 2018 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 as of March 31, 2018 (Check No. 56367-56596)	\$760,105.74
B. Risk Management as of March 31, 2018 (None)	\$0.00
C. Food Service Fund as of March 31, 2018 (None)	\$0.00
D. Athletics as of March 31, 2018 (None)	\$0.00
E. Capital Reserve as of March 31, 2018 (Check No. 1586-1593)	\$8,683.63
TOTAL	\$768,789.37

FOR INFORMATION ONLY

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

ACCT	DESCRIPTION	2017-2018 BUDGET TOTAL	2017-2018 9 MONTH MARCH/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 29,205,575	\$ 28,226,583	\$ (978,992)
7000	State Revenue Sources	\$ 11,884,614	\$ 7,061,572	\$ (4,823,042)
8000	Federal Revenue Sources	\$ 847,073	\$ 364,287	\$ (482,786)
Total Revenue		\$ 41,937,262	\$ 35,652,442	\$ (6,284,820)
				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 16,193,174	\$ 10,279,922	\$ 5,913,252
200	Benefits			
	Professional/Technical	\$ 10,647,423	\$ 6,544,398	\$ 4,103,025
300	Services	\$ 1,420,450	\$ 1,138,936	\$ 281,514
400	Property Services	\$ 1,245,450	\$ 810,077	\$ 435,373
500	Other Services	\$ 5,051,476	\$ 3,964,925	\$ 1,086,551
600	Supplies/Books	\$ 1,476,761	\$ 1,054,093	\$ 422,668
700	Equipment/Property	\$ 749,916	\$ 645,280	\$ 104,636
800	Other Objects	\$ 767,612	\$ 559,312	\$ 208,300
900	Other Financial Uses	\$ 4,385,000	\$ 4,066,665	\$ 318,335
Total Expenditures		\$ 41,937,262	\$ 29,063,608	\$ 12,873,654
Revenues exceeding Expenditures		\$ -	\$ 6,588,834	\$ 6,588,834
Other Financing Sources/(Uses)				
	Interfund Transfers In (Out)	\$ -	\$ 2,626,714	\$ (2,626,714)

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF MARCH 31, 2018

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 3/1/2018	\$ 99,482.72	\$ 67,206.94
Deposits	\$ 1,661.50	\$ 3,048.46
Subtotal	\$ 101,144.22	\$ 70,255.40
Expenditures	\$ 10,382.59	\$ -
Cash Balance - 3/31/2018	\$ 90,761.63	\$ 70,255.40

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF MARCH 31, 2018

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,404,064
PAYROLL (pass-thru account)	\$ 5,135
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 70,255
PLGIT	\$ 10,651,925
FNB Money Market	\$ 811,951
PSDLAF	\$ 156,590
INVEST PROGRAM	\$ 173,494
	\$ 13,273,414
CAFETERIA FUND	
FNB BANK	\$ 86,789
PLGIT	\$ 91,222
	\$ 178,011
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 1,966,220
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 768
	\$ 1,966,988
RISK MANAGEMENT / TAX REFUNDS	
FNB BANK	\$ 493,506
GRAND TOTAL	\$ 15,911,919

Facilities Report

FACILITIES REPORT – Mr. Matthew Cesario

The following action items will be considered at the April 17, 2018 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Advertise for Furniture - High School Library

I. ADVERTISE FOR FURNITURE – HIGH SCHOOL LIBRARY

The Administration recommends that the Board approve the advertisement for bids for new furniture for the High School Library.

Carpet-Middle School Library

II. CARPET – MIDDLE SCHOOL LIBRARY

It is recommended that the Board approve Wilmac Carpet as the successful bidder for the carpet project at the Middle School at a cost not to exceed \$12,000.00.

Myrtle Elementary Restroom Floor

III. MYRTLE ELEMENTARY RESTROOM FLOOR

It is recommended that the Board approve Allegheny Installations as the successful bidder for the Myrtle Elementary Restroom Floor project at a cost not to exceed \$8,950.00

Middle School Boys and Girls Restroom Floor

IV. MIDDLE SCHOOL BOYS AND GIRLS RESTROOM FLOOR

It is recommended that the Board approve Allegheny Installations as the successful bidder for the Middle School Boys and Girls Restroom Floor project at a cost not to exceed \$12,700.00.

For Information Only

The cost of each restroom floor is \$6,350.00.

- A discussion was held regarding the Middle School Boys and Girls Restroom Floor

Cafeteria Report

CAFETERIA REPORT – Mr. Matthew Cesario

The following action items will be considered at the April 17, 2018 Business/Legislative Meeting:

BOARD ACTION REQUESTED

National School Lunch Program Agreement

I. NATIONAL SCHOOL LUNCH PROGRAM AGREEMENT

It is recommended that the Board approve the agreement between the Keystone Oaks School District and the Pennsylvania Department of Agriculture, National School Lunch Program

**Summer Food Service
Program**

II. SUMMER FOOD SERVICE PROGRAM

The Administration recommends the approval of the Summer Food Program, effective **Monday, June 11, 2018 through Friday, August 17, 2018.**

For Information Only

Anyone 18 or under may participate; locations will be held in Castle Shannon, Dormont, and Green Tree Boroughs.

- May 8th there were be a presentation in regards to the Budget prior to the Special Voting Meeting
- The Education Committee Meeting has been cancelled for April 24th, 2018.
- The Finance Committee Meeting has been cancelled for April 24th, 2018.

Public Comment

PUBLIC COMMENT - None

Adjournment

ADJOURNMENT

On the motion of Ms. Shaw, seconded by Mrs. Lydon, the meeting was adjourned at 8:35 p.m.

Motion passed 7-0

Respectfully submitted,

Maureen S. Myers
Board Secretary
Recording Board Secretary