

# BOARD OF SCHOOL DIRECTORS

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

## *MINUTES*

### Call to Order

President Matthew Cesario called the meeting to order at 7:26 p.m.

### Pledge

The meeting opened with the pledge to the flag.

### Attendance

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

### Public Comment

#### **PUBLIC COMMENT**

Heather DiGiacomo                      RE: Mt. Lebanon Rifle Range  
Castle Shannon                              Beauty & The Beast, Jr.

### Board President's Report

#### **BOARD PRESIDENT'S REPORT – Mr. Matthew Cesario**

The following action items will be considered at the January 16, 2018 Business/Legislative Meeting:

#### **BOARD ACTION REQUESTED**

### Board Minutes

#### **I. BOARD MINUTES**

It is recommended that the Board approve the Reorganization Minutes of December 5, 2017, the Work Session Minutes of December 5, 2017 and the Business/Legislative Minutes of December 12, 2017.

#### **FOR INFORMATION ONLY**

I. Parkway West Career and Technology Center Report

*Ms. Annie Shaw*

- II. SHASDA Report *Ms. Raeann Lindsey*
- III. PSBA/Legislative Report *To Be Announced*
- IV. Castle Shannon Borough Council Minutes *(Available Online)*
- V. Dormont Borough Council Minutes *(Available Online)*
- VI. Green Tree Borough Council Minutes *(Available Online)*

**EXECUTIVE SESSION**

Executive Session was held prior to tonight’s Work Session for personnel matters and collective bargaining issues.

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

The following action items will be considered at the January 16, 2018 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**I. REMOVAL OF POLICIES**

It is recommended that the Board abolish the following policies:

- *Policy 334: Sick Leave*
- *Policy 336: Personal Leave*
- *Policy 337: Vacation*
- *Policy 339: Uncompensated Leave*
- *Policy 434: Sick leave*
- *Policy 436: Personal Leave*
- *Policy 534: Sick Leave*
- *Policy 536: Personal Leave*
- *Policy 537: Vacation*
- *Policy 539: Uncompensated Leave*
- *Policy 551: Drug Use*

**II. PROFESSIONAL DEVELOPMENT**

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

- |                            |  |            |
|----------------------------|--|------------|
| <b>Mr. William Eibeck</b>  | PMEA All State Conference<br>Lancaster Convention Center<br>Lancaster, PA 17603<br>April 18 – 21, 2018 | \$1,881.58 |
| <b>Mrs. Anna Benvenuti</b> | Pennsylvania Educational Technology Expo & Conference  |            |

Executive Session

Superintendent’s Report

Removal of Policies

Professional Development

**Mrs. Carol Persin (Presenter)** Hershey Convention Center  
Hershey, PA  
February 11 – 14, 2018

\$1,235.86  
(total for both)

- A discussion was had regarding Professional Development

**Personnel Report**

**PERSONNEL REPORT – Mr. David Hommrich & Ms. Patricia Shaw**

The following action items will be considered at the January 16, 2018 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Retirement**

**I. RETIREMENT**

It is recommended that the Board accept the letter of retirement from Mr. William Neuman, Head Custodian, Dormont Elementary, effective March 2, 2018.

**Appointments**

**II. APPOINTMENTS**

**A. Lunchtime Supervisor**

It is recommended that the Board approve the following individual as a Lunchtime Supervisor at the rate of \$10.00 per hour for two (2) hours per day:

**Jenni Seymour** Fred L. Aiken Elementary

**B. Long-Term Substitute**

It is recommended that the Board approve the following individual as a Long-Term Substitute:

**Matthew Sartore**  
Reading Specialist – Dormont Elementary (2<sup>nd</sup> semester)  
Effective: January 15, 2018  
Salary: \$43,250.00 (pro-rated) (B, Level 1)

**Teaching Load Compensation**

**III. TEACHING LOAD COMPENSATION**

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 at 30 or Above**

Christine Chimento	\$2,000.00
Shane Hallam	\$1,000.00
Ken Hustava	\$3,000.00

Michele Lowers	\$1,000.00
Carolyn Manko	\$1,000.00
Steve McCormick	\$ 250.00
John Murphy	\$1,000.00
Diana Vitenas	\$1,000.00
Joan Young	\$1,000.00

**Total: \$11,250.00**

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

Jennifer Bogdanski	\$1,000.00
Emily Brill	\$1,000.00
Candance Bush	\$1,000.00
Christine Chimento	\$1,000.00
Allyson Culp	\$ 200.00
Suzanne Deemer	\$ 400.00
Madeline Kay	\$ 400.00
Tricia Kreitzer	\$1,000.00
Michelle McSwigan	\$ 400.00
Kathy Morrow	\$1,000.00
Dennis Sarchet	\$1,000.00

**Total: \$8,400.00**

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

Kathy Morrow	\$1,000.00
Mike Turner	\$1,000.00

**Total: \$2,000.00**

**4. Elementary Teacher Stipends for First Semester**

Andrew Bell	\$3,000.00
Katie Boris	\$3,000.00
Kristie Rosgone	\$4,000.00
Jamie Snyder	\$ 800.00

**Total: \$10,800.00**

**Extra Duty**

**IV. EXTRA DUTY**

In compliance with the *Keystone Oaks Educational Association 2017/2020*, it recommended that the Board approve the following Spring sports, coaches, and stipends for the 2017/2018 school year:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
<b>Baseball</b>	Head Coach	<b>Joe Aul</b>	\$4,750.00
	Asst. Varsity	<b>Matt McCartney</b>	\$2,500.00
	Asst. Varsity	<b>Mike Smith</b>	\$1,700.00
	Assistant	<b>Jayson Monroe</b>	\$2,100.00
	JV/Assistant	<b>Zach Galasso</b>	\$1,800.00
	JV/ Assistant	<b>Adam Dodson</b>	\$1,800.00
	<b>Softball</b>	Head Coach	<b>Mark Kaminski</b>
Assistant		<b>Kristin Kaminski</b>	\$3,450.00
JV/Assistant		<b>Lainey Resatar</b>	\$3,450.00
Middle School		<b>Keith Buckley</b>	\$3,000.00
MS Assistant		<b>Bill Brooks</b>	\$2,700.00
<b>Tennis (Boys)</b>	Head Coach	<b>Leslie Leopold</b>	\$4,200.00
	Assistant	<b>James Svidron</b>	\$2,800.00
<b>Track</b>	Head Coach	<b>Felix Yerace</b>	\$6,300.00
	Assistant	<b>Adam Mitchell</b>	\$4,080.00
	Assistant	<b>Randy McCann</b>	\$4,080.00
	Assistant	<b>Kaitlin Hogel</b>	\$4,080.00
	Assistant	<b>Jeff Sieg</b>	\$4,080.00
	Middle School	<b>Dennis Sarchet</b>	\$3,380.00
	MS Assistant	<b>Russ Klein</b>	\$2,700.00
	MS Assistant	<b>Sarah Hardner</b>	\$2,700.00
	MS Assistant	<b>Daniell Kandrack</b>	\$2,700.00
<b>Volleyball (Boys)</b>	Head Coach	<b>Mike Mull</b>	\$4,250.00
	Assistant	<b>Jordan Zange</b>	\$2,800.00

Leave of Absence

**V. LEAVE OF ABSENCE**

It is recommended that the Board approve P.K. for Family and Medical Leave effective January 3, 2018.

Unpaid Leave

**VI. UNPAID LEAVE**

It is recommended that the Board approve J.S. for an unpaid leave effective January 19, 2018 until March 28, 2018.

Finance Report

**FINANCE REPORT – Mrs. Theresa Lydon**

The following action items will be considered at the January 16, 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 December 31, 2017 (Check No. 55737 – 55951)	\$695,401.15
B. Risk Management as of December 31, 2017 (None)	\$0.00
C. Food Service Fund as of December 31, 2017 (None)	\$0.00
D. Athletics as of December 31, 2017 (None)	\$0.00
E. Capital Reserve as of December 31, 2017 (Check No. 1581)	\$26,392.50
<b>TOTAL</b>	<b>\$721,793.65</b>

**Fund Balance**

**II. FUND BALANCE**

It is recommended that the Board uncommit all funds currently in the fund balance and commit the funds as follows:

1. Commit \$415,426.00 for compensated absences in a separate fund
2. Commit \$1,916,610.00 for Other Post Employment Benefits in a separate fund
3. Transfer \$1,700,000.00 to the Capital Fund

- A discussion was had regarding Fund Balance

**Continued Membership  
In the Joint Purchasing  
Board**

**III. 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 2018 in the following areas, but not limited to:

Custodial Supplies	Natural Gas
Electricity	Paper Supplies
Gasoline, Diesel Fuel & Heating Oil	

The regular member position for the Joint Purchasing Program will be assigned to **Joseph Kubiak**, Accountant 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.

**Resolution of 01-18 Tax**

**IV. RESOLUTION 01-18 TAX INDEX**

It is recommended that the Board adopt Resolution 01-18 certifying to the PA Department of Education that the Keystone Oaks Board of School Directors will not raise the tax rate of any tax for the 2018/2019 fiscal year by more than its 2.4% index.

**KEYSTONE OAKS SCHOOL DISTRICT  
BOARD OF DIRECTORS  
RESOLUTION 01-18**

**WHEREAS**, on June 27, 2006, the Pennsylvania legislature passed Act 1 of Special Session 2006, entitled the “Taxpayer Relief Act” (hereinafter Act 1”);

**WHEREAS**, Act 1 requires school districts to limit tax increases to the level set by an inflation index unless the tax increase is approved by voters in a referendum or the school district obtains from the Department of Education or a court of common pleas certain referendum exceptions:

**WHEREAS**, Act 1 does, however, allow a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than its index, provided this resolution must be adopted no later than 110 days prior to the date of the election immediately preceding the upcoming fiscal year;

**WHEREAS**, the Keystone Oaks School District index for the 2018/2019 fiscal year is 2.4%;

**WHEREAS**, the Keystone Oaks School District Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the Keystone Oaks School District for the 2018/2019 fiscal year by more than its index.

**AND NOW**, on this 16th day of January 2018, it is hereby RESOLVED by the Keystone Oaks School District (hereinafter “District”) Board of Directors (hereinafter “Board”) the following:

1. The Board certifies that it will not increase any school district tax for the 2018/2019 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code (hereinafter “School Code”), 24 P.S. §6-687, for the adoption of its proposed and final budget.
3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2018/2019 fiscal year.
4. The Administration of the District will submit the District’s information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania

Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.

5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2018/2019 fiscal year.
7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided however:
  - (a) The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 5 and 6 above, the Pennsylvania Department of Education shall compare the District's proposed percentage increase in the rate of the tax with the index.
  - (b) Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
  - (c) If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

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BOARD PRESIDENT

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MAUREEN S. MYERS, BOARD SECRETARY



**FOR INFORMATION ONLY**

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

ACCT	DESCRIPTION	2017-2018 BUDGET TOTAL	2017-2018 DECEMBER ACTUAL	OVER (UNDER) BUDGET
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 29,205,575	\$ 26,431,657	\$ (2,773,918)
7000	State Revenue Sources	\$ 11,884,614	\$ 4,821,007	\$ (7,063,607)
8000	Federal Revenue Sources	\$ 847,073	\$ 195,605	\$ (651,468)
<b>Total Revenue</b>		<b>\$ 41,937,262</b>	<b>\$ 31,448,269</b>	<b>\$ (10,488,993)</b>
				<b>(OVER)</b>
				<b>UNDER</b>
				<b>BUDGET</b>
<b>Expenditures</b>				
100	Salaries	\$ 16,193,174	\$ 5,886,738	\$ 10,306,436
200	Benefits	\$ 10,647,423	\$ 4,003,105	\$ 6,644,318
300	Professional/Technical Services	\$ 1,420,450	\$ 650,353	\$ 770,097
400	Property Services	\$ 1,245,450	\$ 522,175	\$ 723,275
500	Other Services	\$ 5,051,476	\$ 2,554,538	\$ 2,496,938
600	Supplies/Books	\$ 1,476,761	\$ 841,875	\$ 634,886
700	Equipment/Property	\$ 749,916	\$ 684,182	\$ 65,734
800	Other Objects	\$ 767,612	\$ 417,111	\$ 350,501
900	Other Financial Uses	\$ 4,385,000	\$ 3,563,991	\$ 821,009
<b>Total Expenditures</b>		<b>\$ 41,937,262</b>	<b>\$ 19,124,068</b>	<b>\$ 22,813,194</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ -0-</b>	<b>\$ 12,324,201</b>	<b>\$ (12,324,201)</b>
<b>Other Financing Sources/(Uses)</b>				
	Interfund Transfers In (Out)	\$ -0-	\$ 926,714	\$ (926,714)

**II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF DECEMBER 31, 2017**

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance – 12/01/2017	\$ 100,626.64	\$ 59,885.54
Deposits	\$ 7,828.49	\$ 6,027.82
Subtotal	\$ 108,455.13	\$ 59,885.54
Expenditures	\$ 3,846.80	\$ 0.00
Cash Balance - 12/31/2017	\$ 104,608.33	\$ 59,885.54

**III. BANK BALANCES**

**BANK BALANCES PER STATEMENT AS OF DECEMBER 31, 2017**

	<b>BALANCE</b>
<b>GENERAL FUND</b>	
FNB BANK	\$ 1,846,613
PAYROLL (pass-thru account)	\$ 2,128
FNB SWEEP ACCOUNT	\$ 7,543
ATHLETIC ACCOUNT	\$ 59,886
PLGIT	\$ 11,861,495
FNB Money Market	\$ 6,277,006
PSDLAF	\$ 156,139
INVEST PROGRAM	<u>\$ 172,937</u>
	<u><b>\$ 20,383,747</b></u>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 184,210
PLGIT	<u>\$ 275,861</u>
	<u><b>\$ 460,071</b></u>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 272,635
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	<u>\$ 766</u>
	<u><b>\$ 273,401</b></u>
<b>RISK MANAGEMENT FUND/TAX REFUNDS</b>	
FNB BANK	<u><b>\$ 272,909</b></u>
<b>GRAND TOTAL</b>	<b>\$ 21,390,128</b>

**Public Comment**

**PUBLIC COMMENT - None**

**Adjournment**

**ADJOURNMENT**

The meeting was adjourned at 8:08 p.m.

*Motion passed 5-0*

Respectfully submitted,

Maureen S. Myers  
Board Secretary  
Recording Board Secretary