

# BOARD OF SCHOOL DIRECTORS

**WORK SESSION**  
**Tuesday, January 14, 2020**  
**7:00 PM**

## *MINUTES*

<b>Call to Order</b>	President Patricia Ann Shaw called the meeting to order at 7:03 p.m.
<b>Pledge</b>	The meeting opened with the pledge to the flag.
<b>Attendance</b>	Those present included: Mr. Cesario, Ms. Crowell, Mrs. Donahue, Ms. Evans, Mr. LaPorte, Mrs. Lydon, Mr. Raso and Ms. Shaw. Also present were Dr. William P. Stropkaj, Superintendent; Dr. Shannon Varley, Director of Curriculum, Instruction, Assessment and Staff Development; Mr. Joseph Kubiak, Business Manager/Board Secretary; Mr. Michael Brungo, Solicitor; and Mrs. Maureen S. Myers, Assistant Board Secretary/Recording Secretary.  Ms. Lindsey entered the meeting at 7:08 p.m.
<b>Audit Report Presentation</b>	Ms. Kim Wetzel, CPA for Myers, Patsy & Associates gave a presentation in regard to the 2018/2019 Audit Report.
<b>Board Recognition</b>	Dr. Stropkaj recognized the Board of School Directors.
<b>Board President's Report</b>	<b>BOARD PRESIDENT'S REPORT – Ms. Patricia Ann Shaw</b>  The following action items will be considered at the January 21, 2020 Business/Legislative Meeting:  <b><u>BOARD ACTION REQUESTED</u></b>
<b>Board Minutes</b>	<b>BOARD MINUTES</b>  It is recommended that the Board approve the Reorganization/Work Session Minutes of December 3, 2019 and the Business/Legislative Minutes of December 10, 2019.
<b>MOU</b>	<b>MEMORANDUM OF UNDERSTANDING</b>  It is recommended that the Board approve the Memorandum of Understanding between the Keystone Oaks School District and the Keystone Oaks Education Support Personnel Association.

**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 this evenings Work Session meeting to discuss personnel and potential sale of a property.

Executive Session was held after this evenings Work Session meeting to discuss personnel.

**Board Committees**

**BOARD COMMITTEES 2020**

- Activities and Athletics *\*Ms. Lindsey, Mrs. Donahue, Mr. LaPorte, Mrs. Lydon*
- Budget and Finance *\*Ms. Lindsey, Mrs. Lydon, Mr. Raso, Ms. Shaw*
- Buildings, Grounds & Transportation *\*Mr. Raso, Mr. Cesario, Mr. LaPorte, Ms. Shaw*
- Communications *\*Ms. Crowell, Ms. Evans, Mr. LaPorte, Mr. Raso*
- Education *\*Mrs. Lydon, Ms. Crowell, Mrs. Donahue, Ms. Lindsey*
- Personnel *\*Ms Shaw, \*Mr. Cesario, Ms. Crowell, Mrs. Lydon*
- Policy *\*Ms. Shaw, Mr. Cesario, Mrs. Donahue, Ms. Evans*
- PSBA Representative *Mrs. Lydon*
- SHASDA Representative *Mr. Raso*

**\*Denotes Chairperson(s)**

**Superintendent's Report**

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

The following action items will be considered at the January 21, 2020

Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**PROFESSIONAL DEVELOPMENT**

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

<b>Mrs. Emily Brill</b>	PAFCS Annual Conference Blair County Convention Center Altoona, PA 16602 April 17 – 18, 2020	\$725.00
-------------------------	---	----------

For Information Only

Ms. Brill is on the Board of Directors of the organization.

<b>Mr. Jesse Jeznis</b>	Certified Pool & Spa Operator Certification Program Pittsburgh, PA March 25- 26, 2020	\$359.00
<b>Mr. John Lyon</b>	Building Operating Management’s NFMT 2020 Baltimore Convention Center Baltimore, MD March 17 – 19, 2020	\$1,200.00
<b>Mrs. Carol Persin</b>	PA Education Technology Expo & Conference David L. Lawrence Convention Center Pittsburgh, PA February 23 – 26, 2020	\$574.00
<b>Mrs. Sarah Welch</b>	2020 PenSPRA Symposium Conference Center Shippensburg University Shippensburg, PA 17257 March 25 – 27, 2020	\$740.00

**EDUCATION REPORT – Mrs. Theresa Lydon**

The following action items will be considered at the January 21, 2020 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**ALLEGHENY INTERMEDIATE UNIT MEMORANDUM OF UNDERSTANDING**

The Administration recommends that the Board approve the AIU Transition Memorandum of Understanding between the Keystone Oaks School District and Head Start, in accordance with the Every Student Succeeds Act (ESSA) and Title I.

**KEYSTONE OAKS MIDDLE SCHOOL: PROGRAM OF STUDIES**

Professional Development

Education Report

AIU MOU

Program of Studies

The Administration recommends the approval of the Keystone Oaks Middle School Program of Studies for the 2020/2021 school year.

**Program of Studies**

**KEYSTONE OAKS HIGH SCHOOL: PROGRAM OF STUDIES**

The Administration recommends the approval of the Keystone Oaks High School Program of Studies for the 2020/2021 school year.

- A discussion was had regarding the High School Program of Studies

**Personnel Report**

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

The following items will be considered at the December 10, 2019 Business/Legislative Meeting.

**BOARD ACTION REQUESTED**

**Retirement**

**RETIREMENT**

It is recommended that the Board accept the letter of retirement from the following individual, effective June 30, 2020:

<u>Name</u>	<u>Position</u>	<u>Years of Service</u>
Dawn Bartolomeo	Benefits/Payroll Secretary	14 Years

**Resignation**

**RESIGNATION**

It is recommended that the Board accept the following resignation:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Aretina Gdovic	Food Service Worker	January 6, 2020

**Appointments**

**APPOINTMENTS**

**Paraprofessional**

**1. Paraprofessional**

In compliance with the *Keystone Oaks Education Support Personnel Association Agreement 2018-2022*, the Administration recommends the employment of:

**Robert Litzenberger**  
Paraprofessional – Myrtle Avenue Elementary  
Salary - \$13.50/hour  
Effective – January 6, 2020

**After-School Tutoring**

**2. After-School Tutoring Program**

It is recommended that the Board approve the following individual to participate in the After-School Tutoring Program for the 2019/2020 school year:

<u>Employee</u>	<u>School</u>
Paige Passatore	Fred L. Aiken Elementary School

Change in Stipend Amounts

**3. Change in Stipend Amounts**

It is recommended that the Board approve the following change in stipend amount for the below stipends:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Football	Assistant	Steve McCormick	\$5,800.00
	Assistant	Russ Klein	\$5,100.00
	Assistant	James Feeny	\$5,100.00
	Assistant	Jeff Sieg	\$5,100.00
	Assistant	Kobe Phillippi	\$3,152.00
	Assistant	Joe Kazalas	\$3,152.00
	Middle School	Paula Jankowiak	\$2,784.00
Wrestling	Assistant	John Cerminara	\$1,000.00
	Assistant	Al Harris	\$4,300.00
	Assistant	Joe Kazalas	\$4,500.00
	Assistant	Mike Kazalas	\$3,400.00

For Information Only

The Football Stipends were approved at the June 18, 2019 Business/Legislative Meeting but due to staffing responsibilities, stipend amounts were adjusted.

This Wrestling Stipends were approved at the October 22, 2019 Business/Legislative Meeting but due to staffing responsibilities, stipend amounts were adjusted.

Teaching Load Compensation

**TEACHING LOAD COMPENSATION**

In compliance with the *Keystone Oaks Education Association Agreement 2017/2020*, it is recommended that the following individuals be compensated for the first semester of the 2019/2020 school year:

**1. Secondary Teacher Stipends for Class Sizes at 30 or Above**

Christine Chimento	\$1,000
Ken Hustava	\$2,000
Mark Kopper	\$2,000
Nancy Kraemer	\$1,000
Steve McCormick	\$1,000
John Murphy	\$1,000

Nadine Pisani	\$2,000
Joan Young	\$1,000

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

Emily Brill	\$1,000
Rebekah Brooks	\$1,000
Allyson Culp	\$ 200
Suzanne Deemer	\$ 600
William Eibeck	\$1,000
Nancy Kraemer	\$1,000
Tricia Kreitzer	\$ 400
Michelle McSwigan	\$ 400
Madeline Morris	\$ 200
Lainey Resetar	\$1,000
Kimberly Smykal	\$1,000
Randy Tobias	\$1,000

**3. Stipends for Teaching Two Preparations in One Period**

Nicole Kochanski	\$1,000
Kathy Morrow	\$1,000

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

Deborah Bucek	\$2,000
Elisa DeTullio	\$1,000
Daniel Galentine	\$ 710
Jennifer Harke	\$ 500
Kristie Rosgone	\$1,210
Judy Tredway	\$1,000
Zachary Whitfield	\$2,590

Leave of Absence

**LEAVE OF ABSENCE**

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

L.O. – Effective January 6, 2020 through March 30, 2020

S.S. – Effective February 13, 2020 through May 12, 2020

Finance Report

**FINANCE REPORT – Ms. Raeann Lindsey**

The following action items will be considered at the January 21, 2020 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

2020/2021 Preliminary Budget

**APPROVAL OF THE 2020/2021 PRELIMINARY BUDGET**

The Administration recommends the adoption of the 2020/2021 Preliminary Budget in accordance with Section 687 of the School Code of Pennsylvania.

**For Information Only**

The 2020/2021 Preliminary Budget is estimated at Expenditures of \_\_\_\_\_. The expected Revenues will be \_\_\_\_\_ with the levying of \_\_\_\_\_ mills.

Audited Financial Statements

**AUDITED FINANCIAL STATEMENTS**

The Administration recommends that the Board accept the Audited Financial Statements as of June 30, 2019 as presented.

Accounts Payable

**ACCOUNTS PAYABLE APPROVAL LISTS THROUGH DECEMBER 31, 2019**

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

A. General Fund as of December 31, 2019 (Check No. 61198-61344)	\$924,438.57
B. Food Service Fund as of December 31, 2019 (Check No. 9192-9203)	\$41,233.35
C. Athletics as of December 31, 2019 (Check No. 3163-3176)	\$11,909.87
D. Capital Reserve as of December 31, 2019 (None)	\$0.00
<b>TOTAL</b>	<b>\$977,581.79</b>

Joint Purchasing Board

**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 Building, Grounds & Transportation.

**For Information Only**

This does not obligate the District to purchase materials from the AIU Joint Purchasing Program.

- A discussion was had regarding the continued membership in the Joint Purchasing Board.

**PARKWAY WEST CAREER & TECHNOLOGY CENTER BUDGET**

1. The Administration recommends that the Board approve the Parkway West General Operating and Jointure Budget for the 2020/2021 school year as follows:

	<u><b>2020/2021</b></u>
• Parkway West General Operating Budget	\$ 6,994,089
• Parkway West Jointure Budget	\$ 723,154

2. Keystone Oaks School District’s Estimated Share of Budget

• Parkway West General Operating Budget	\$ 432,044.92
• Parkway West Jointure Budget	\$ 38,527.28

For Information Only

The District’s estimated share toward the General Operating Budget reflects an increase of \$30,606.91. The District’s estimated share toward the Jointure Budget is an increase of \$974.21.

- A discussion was had regarding Parkway West Career & Technology Budget.
- The Finance Committee Meeting on Tuesday, January 28<sup>th</sup>, 2020 will begin at 5:00 p.m.



**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2019 – 2020 BUDGET to ACTUAL / PROJECTION**

ACCT	DESCRIPTION	2019-2020 BUDGET TOTAL	2019-2020 6 MONTH DECEMBER/ACTUAL	OVER (UNDER) BUDGET
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 30,223,490	\$ 27,226,632	\$ (2,996,858)
7000	State Revenue Sources	\$ 12,272,835	\$ 4,634,187	\$ (7,638,648)
8000	Federal Revenue Sources	\$ 666,330	\$ 182,643	\$ (483,687)
<b>Total Revenue</b>		<b>\$ 43,162,655</b>	<b>\$ 32,043,462</b>	<b>\$ (11,119,193)</b>
				<b>(OVER) UNDER BUDGET</b>
<b>Expenditures</b>				
100	Salaries	\$ 17,552,090	\$ 6,745,029	\$ 10,807,061
200	Benefits	\$ 11,027,539	\$ 4,094,328	\$ 6,933,211
300	Professional/Technical Services	\$ 1,558,997	\$ 926,327	\$ 632,670
400	Property Services	\$ 1,122,100	\$ 443,985	\$ 678,115
500	Other Services	\$ 5,399,722	\$ 2,271,906	\$ 3,127,816
600	Supplies/Books	\$ 1,444,142	\$ 998,722	\$ 445,420
700	Equipment/Property	\$ 635,152	\$ 599,158	\$ 35,994
800	Other Objects	\$ 566,455	\$ 287,089	\$ 279,366
900	Other Financial Uses	\$ 4,645,250	\$ 4,055,420	\$ 589,830
<b>Total Expenditures</b>		<b>\$ 43,951,447</b>	<b>\$ 20,421,964</b>	<b>\$ 23,529,483</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ (788,792)</b>	<b>\$ 11,621,498</b>	<b>\$ 12,410,290</b>
<b>Other Financing Sources/(Uses)</b>				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

**II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF DECEMBER 31, 2019**

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance - 12/1/2019	\$ 81,371.40	\$ 21,257.00
Deposits	\$ 14,644.06	\$ 5,195.66
Subtotal	\$ 96,015.46	\$ 26,452.66
Expenditures	\$ 3,567.06	\$ 11,920.18
Cash Balance - 12/31/2019	\$ 92,448.40	\$ 14,532.48

**III. BANK BALANCES**

**BANK BALANCES PER STATEMENT AS OF DECEMBER 31, 2019**

	<b>BALANCE</b>
<b>GENERAL FUND</b>	
FNB BANK	\$ 1,850,866
PAYROLL (pass-thru account)	\$ 12,768
FNB SWEEP ACCOUNT	\$ 628,102
ATHLETIC ACCOUNT	\$ 14,532
PLGIT	\$ 9,531,270
FNB MONEY MARKET	\$ 5,470,449
PSDLAF	\$ 161,738
INVEST PROGRAM	\$ 180,182
OTHER POST-EMPLOYMENT BENEFITS	\$ 1,968,204
COMPENSATED ABSENCES	\$ 426,609
	<b>\$ 20,244,720</b>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 554,567
PLGIT	\$ 685,257
	<b>\$ 685,257</b>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 213,328
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 796
	<b>\$ 214,124</b>
<b>GRAND TOTAL</b>	<b>\$ 21,144,101</b>

**Facilities Report**

**FACILITIES REPORT – Mr. Santo Raso**

The following action items will be considered at the January 21, 2020 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**MS Flooring**

**MIDDLE SCHOOL FLOORING**

It is recommended that the Board approve the replacement of the VCT Tile in the Middle School Cafeteria by Wilmac Floors at a cost not to exceed \$14,995.00.

- A discussion was had regarding the Middle School Flooring.
- Dr. Stropkaj started a discussion about the new signage he is proposing for the Middle School and High School campus.

**Activities & Athletics Report**

**ACTIVITIES & ATHLETICS REPORT – Ms. Raeann Lindsey**

The following action items will be considered at the January 21, 2020 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Advertise for Athletic Bids**

**ADVERTISE FOR ATHLETIC BIDS**

It is recommended that the Board approve the advertisement of athletic bids for the Fall, Winter and Spring of the 2020/2021 school year.

- A discussion was had regarding the Advertisement for Athletic Bids.

**Competitive Event**

**COMPETITIVE EVENT**

It is recommended that the Board approve the following competitive events:

**Dance Team**

GLCC Events

February 29, 2020

Number of Students – 16

District Funds - \$800 (\$50 per student) (Level I)

**Overnight Trip**

**OVERNIGHT TRIP**

It is recommended that the Board approve the following overnight trip:

**Golden Eagles Marching Band – Washington, DC**

Thursday, April 30 – Sunday, May 3, 2020

Sponsors – **Mr. Eibeck, Ms. Caron, Ms. Fredrickson, Ms. Langhorst**

Chaperones – Parent’s names to be provided closer to trip time

Approximate number of students participated – 60 – 65  
Approximate cost per student: \$750  
No District funds requested

**Public Comment**

**PUBLIC COMMENT**

**Vicki Bruce – Castle Shannon**

Re: Playground at Myrtle  
KOEI Negotiations

**Adjournment**

**ADJOURNMENT**

On the motion of Mrs. Lydon, seconded by Mr. Cesario, the meeting was adjourned at 8:00 p.m.

*Motion passed 9-0*

Respectfully submitted,

Joseph A. Kubiak  
Board Secretary

Maureen S. Myers  
Assistant Board Secretary  
Board Recording Secretary