

# BOARD OF SCHOOL DIRECTORS

## WORK SESSION TUESDAY, NOVEMBER 14, 2023 7:00 PM

### *MINUTES*

Call to Order	President Theresa Lydon called the meeting to order at 7:01 p.m.
Pledge	The meeting opened with the pledge to the flag.
Attendance	<p>Those present included: Mrs. Donahue, Ms. Evans, Mr. Hill, Mr. LaPorte, Ms. Lindsey, Mrs. Lydon, Mr. Raso, and Mrs. Shaw. Also present were Dr. William P. Stropkaj, Superintendent; Mr. Joseph A. Kubiak, Assistant to the Superintendent for Operations/Board Secretary; Mr. Michael Brungo, Solicitor; Dr. Shannon Varley, Assistant to the Superintendent for Student Achievement and Mrs. Maureen S. Myers, Assistant Board Secretary/Recording Secretary were present.</p> <p>Ms. Snyder was absent.</p>
Moment of Silence	Dr. Stropkaj asked Board Members and members of the audience to please take a moment of silence for Keystone Oaks High School Teacher, Ms. Tricia Kreitzer, who passed away following an illness.
Recognitions	<p>Dr. Stropkaj recognized the following groups of students for their accomplishment thus far this school year:</p> <ul style="list-style-type: none"><li>• 2023 Young Playwrights Festival Recognition</li><li>• PIAA Golf Championship Recognition</li><li>• College Board Academic Achievement Recognition</li></ul>
Public Comment	<b>Public Comment - None</b>
Board President's Report	<p><b>BOARD PRESIDENT'S REPORT – Mrs. Theresa Lydon</b></p> <p>The following action items will be considered at the November 21, 2023 Business/Legislative Meeting:</p> <p><b><u>BOARD ACTION REQUESTED</u></b></p>
Board Minutes	<p><b>BOARD MINUTES</b></p> <p>It is recommended that the Board approve the Work Session Minutes of October 10, 2023 and the Business/Legislative Minutes of October 17, 2023.</p>
Student Agreement	<b>STUDENT AGREEMENT</b>

Student Agreement	<p>It is recommended that the Board approve the Agreement between Student 103097 and the Keystone Oaks School District.</p> <p><b>STUDENT AGREEMENT</b></p>
Student Agreement	<p>It is recommended that the Board approve the Agreement between Student 103608 and the Keystone Oaks School District.</p> <p><b>STUDENT AGREEMENT</b></p>
	<p>It is recommended that the Board approve the Agreement between Student 106520 and the Keystone Oaks School District.</p> <p><b><u>FOR INFORMATION ONLY</u></b></p> <ul style="list-style-type: none"> <li>• Parkway West Career and Technology Center Report <i>Mrs. Annie Shaw</i></li> <li>• SHASDA Report <i>Mr. Santo Raso</i></li> <li>• PSBA/Legislative Report <i>Mrs. Theresa Lydon</i> <ul style="list-style-type: none"> <li>• New and Veteran New Director Training will take place in January at the AIU.</li> <li>• News from the Boroughs</li> </ul> </li> </ul>
Executive Session	<p><b>Executive Session</b> – Executive Session was held prior to this evenings Work Session to discuss information on a confidential student matter and personnel.</p>
Superintendent’s Report	<p><b>SUPERINTENDENT REPORT – Dr. William P. Stropkaj</b></p> <p>The following action items will be considered at the November 21, 2023 Business/Legislative Meeting:</p> <p><b><u>BOARD ACTION REQUESTED</u></b></p>
Policy 137	<p><b>FIRST READING POLICY 137: HOME EDUCATION</b></p> <p>It is recommended the Board approve the FIRST READING of Policy 137: <i>Home Education</i>.</p>
Policy 137.1	<p><b>FIRST READING POLICY 137.1: EXTRACURRICULAR PARTICIPATION BY HOME EDUCATION STUDENTS</b></p> <p>It is recommended the Board approve the FIRST READING of Policy 137.1: <i>Extracurricular Participation by Home Education Students</i>.</p>
Policy 137.2	<p><b>FIRST READING POLICY 137.2: PARTICIPATION IN CO-CURRICULAR AND ACADEMIC COURSES BY HOME EDUCATION STUDENTS</b></p>

	It is recommended the Board approve the FIRST READING of Policy 137.2: <i>Participation in Co-Curricular and Academic Courses by Home Education Students</i> .			
Policy 137.3	<p><b>FIRST READING POLICY 137.3: PARTICIPATION IN CAREEER AND TECHNICAL EDUCATION PROGRAMS BY HOME EDUCATION STUDENTS</b></p> <p>It is recommended the Board approve the FIRST READING of Policy 137.3: <i>Participation in Career and Technical Education Programs by Home Education Students</i>.</p>			
Policy 216.1	<p><b>FIRST READING POLICY 216.1: SUPPLEMENTAL DISCIPLINE RECORDS</b></p> <p>It is recommended the Board approve the FIRST READING of Policy 216.1: <i>Supplemental Discipline Records</i>.</p>			
Policy 233	<p><b>FIRST READING POLICY 233: SUSPENSION AND EXPULSION</b></p> <p>It is recommended that the Board approve the FIRST READING of Policy 233: <i>Suspension and Expulsion</i>.</p>			
Policy 252	<p><b>FIRST READING POLICY 252: DATING VIOLENCE</b></p> <p>It is recommended that the Board approve the FIRST READING of Policy 252: <i>Dating Violence</i>.</p>			
PD	<p><b>PROFESSIONAL DEVELOPMENT</b></p> <p>It is recommended that the Board approve the following Professional Development request:</p> <table><tr><td><b>Emily Brill</b></td><td>Solutions that are Working in PA 2023 Summit Capital Area IU Enola, PA November 13, 2023</td><td>\$320.00</td></tr></table>	<b>Emily Brill</b>	Solutions that are Working in PA 2023 Summit Capital Area IU Enola, PA November 13, 2023	\$320.00
<b>Emily Brill</b>	Solutions that are Working in PA 2023 Summit Capital Area IU Enola, PA November 13, 2023	\$320.00		
Pupil Personnel Report	<p><b>PUPIL PERSONNEL REPORT – Dr. William P. Stropkaj</b></p> <p>The following action items will be considered at the November 21, 2023 Business/Legislative Meeting:</p> <p><b><u>BOARD ACTION REQUESTED</u></b></p>			
Stericycle, Inc. Agreement	<p><b>STERICYCLE, INC. AGREEMENT</b></p> <p>It is recommended that the Board approve the Standard Agreement between Stericycle and the Keystone Oaks School District to secure the collection, transportation, treatment and disposal of all regulated medical waste at a monthly service fee of \$25.00 beginning November 2023.</p> <p><u>For Information Only</u></p>			

Personnel Report

Two (2) containers are included in the monthly service fee. Additional charges may occur for more containers.

**PERSONNEL REPORT – Mrs. Theresa Lydon**

The following action items will be considered at the November 21, 2023 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

Appointments

**APPOINTMENTS**

**1. Secretary**

In compliance with *The Keystone Oaks Educational Support Personnel Association/PSEA/NEA 2022-2025*, it is recommended that the Board approve the employment of:

**Quinn Lema**

Accounts Payable/Athletics Secretary

Effective – November 13, 2023

Salary - \$36,810.00 (pro-rated)

**2. Paraprofessional – Nurses’ Assistant**

In compliance with *The Keystone Oaks Educational Support Personnel Association/PSEA/NEA 2022-2025*, it is recommended that the Board approve the employment of the following individual:

**Mandy Burkett**

Paraprofessional – Nurses’ Assistant (Districtwide)

Effective – November 9, 2023

Salary - \$20.45/hour

**3. Long Term Substitute**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the employment of the following long term substitute:

**Julie Brooks**

Teacher – Special Education – Myrtle Avenue Elementary School

Effective – November 9, 2023

Salary - \$47,000.00 (pro-rated)

**4. After-School Tutoring Program**

It is recommended that the Board approve the following individuals to participate in the After-School Tutoring Program for the 2023/2024 school year:

<u>Employee</u>	<u>School</u>
Katie Boris	Dormont Elementary
Kelly Seltzer	Dormont Elementary

For Information Only

After-School Tutors are paid through the Ready to Learn Block Grant.

**5. Approval of Activity Sponsor**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve the following individual for the 2023/2024 school year:

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
Dance	Head Coach	Dani Sakulsky	\$2,000.00

**6. Change in Stipend Amounts**

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

<u>Activity</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Tennis (Girls)	Assistant	Hope Harris	\$1,650.00
	Assistant	Kieran Gorman	\$850.00

**Post Season Stipends**

**POST SEASON COACHING STIPENDS**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020-2026*, it is recommended that the Board approve payment of \$100.00 per week to the following individuals for coaching in the post season:

<u>Activity</u>	<u>Coach</u>	<u>Stipend</u>
Cross Country	Lauryn Greggs	\$100.00
	Melissa Bowers	\$100.00
Football	Steve McCormick	\$100.00
	Jim Feeney	\$100.00
	Russ Klein	\$100.00
	Casey Phillips	\$100.00
	Mike Orosz	\$100.00
Golf	Dennis Sarchet	\$400.00
	Craig Wetzal	\$300.00

**FMLA**

<b>Soccer (Boys)</b>	<b>John McCarthy</b>	\$100.00
	<b>Pat Simmons</b>	\$100.00
	<b>John Paul Nicola</b>	\$100.00
<b>Soccer (Girls)</b>	<b>Roman Nardozi</b>	\$100.00
	<b>Bryan Taylor</b>	\$100.00
	<b>Haley Frederick</b>	\$100.00
<b>Tennis (Girls)</b>	<b>Leslie Leopold</b>	\$200.00
	<b>Kieran Gorman</b>	\$200.00
	<b>Hope Harris</b>	\$200.00
<b>Volleyball (Girls)</b>	<b>Michael O’Leary</b>	\$100.00
	<b>Megan Jolly</b>	\$100.00
	<b>Nicole Detorakis</b>	\$100.00

**FAMILY AND MEDICAL LEAVE**

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

Employee #1954 – October 26, 2023 – November 10, 2023

Employee #2422 – November 13, 2023 – February 1, 2024

**Intermittent FMLA****INTERMITTENT FAMILY AND MEDICAL LEAVE**

It is recommended that the Board approve the following individual for an intermittent Family and Medical Leave:

Employee #5259 – Beginning October 3, 2023

**Finance Report****FINANCE REPORT – Mr. Nafis Hill**

The following action items will be considered at the November 21, 2023 Business/Legislative Meeting:

**BOARD ACTION REQUESTED****Accounts Payable****ACCOUNTS PAYABLE APPROVAL LISTS THROUGH OCTOBER 31, 2023**

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

A. General Fund as of October 31, 2023 (Check No. 70628-70877)	\$1,340,725.24
B. Food Service Fund as of October 31, 2023 (Check No. 9771-9778)	\$54,515.70
C. Athletics as of October 31, 2023 (None)	\$0.00

D. Capital Reserve as of October 31, 2023 (None)

\$0.00

**TOTAL \$1,395,240.94**

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2023 – 2024 BUDGET to ACTUAL / PROJECTION**

ACCT	DESCRIPTION	2023-2024 BUDGET TOTAL	2023-2024 4 MONTH OCTOBER/ACTUAL	OVER (UNDER) BUDGET
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 32,672,317	\$ 25,943,670	\$ (6,728,647)
7000	State Revenue Sources	\$ 13,333,933	\$ 4,735,442	\$ (8,598,491)
8000	Federal Revenue Sources	\$ 805,962	\$ 690,726	\$ (115,236)
<b>Total Revenue</b>		<b>\$ 46,812,212</b>	<b>\$ 31,369,838</b>	<b>\$ (15,442,374)</b>
<b>Expenditures</b>				
100	Salaries	\$ 20,607,107	\$ 3,781,294	\$ 16,825,813
200	Benefits	\$ 13,416,990	\$ 2,275,114	\$ 11,141,876
300	Professional/Technical Services	\$ 1,929,206	\$ 543,634	\$ 1,385,572
400	Property Services	\$ 1,493,800	\$ 377,723	\$ 1,116,077
500	Other Services	\$ 5,446,273	\$ 1,267,392	\$ 4,178,881
600	Supplies/Books	\$ 1,715,234	\$ 976,400	\$ 738,834
700	Equipment/Property	\$ 1,015,150	\$ 1,159,107	\$ (143,957)
800	Other Objects	\$ 87,100	\$ 102,715	\$ (15,615)
900	Other Financial Uses	\$ 1,101,352	\$ 3,116,613	\$ (2,015,261)
<b>Total Expenditures</b>		<b>\$ 46,812,212</b>	<b>\$ 13,599,990</b>	<b>\$ 33,212,222</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ -</b>	<b>\$ 17,769,848</b>	<b>\$ 17,769,848</b>
<b>Other Financing Sources/(Uses)</b>				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

## II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF OCTOBER 31, 2023

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 10/01/2023	\$ 216,037.97	\$ 14,929.55
Deposits	\$ 5,990.46	\$ 10,866.18
Subtotal	\$ 222,028.43	\$ 25,795.73
Expenditures	\$ -	\$ 425.00
Cash Balance -10/31/2023	\$ 222,028.43	\$ 25,370.73

## III. BANK BALANCES

### BANK BALANCES PER STATEMENT AS OF OCTOBER 31, 2023

	BALANCE
<b>GENERAL FUND</b>	
FNB BANK	\$ 2,385,472
PAYROLL (pass-thru account)	\$ 6,316
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 25,371
PLGIT	\$ 13,084,883
FNB MONEY MARKET	\$ 9,695,647
PSDLAF	\$ 171,271
INVEST PROGRAM	\$ 191,387
OTHER POST-EMPLOYMENT BENEFITS	\$ 2,079,400
COMPENSATED ABSENCES	\$ 450,660
	<b>\$ 28,090,407</b>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 857,255
PLGIT	\$ 1,082,918
	<b>\$ 1,940,173</b>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 43,239
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 847
	<b>\$ 44,086</b>
<b>GRAND TOTAL</b>	<b>\$ 30,074,666</b>

**Buildings, Grounds & Transportation Report**

**BUILDINGS, GROUNDS & TRANSPORTATION REPORT – Mr. Santo Raso**

The following action items will be considered at the November 21, 2023 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Scissor Lift**

**LOADING DOCK SCISSOR LIFT**

It is recommended that the Board approve Quote QT-244768 with Arbon Equipment Corporation for the replacement of the loading dock scissor lift on the Keystone Oaks High School/Middle School Campus at a cost not to exceed \$22,310.00.

**Tailgate – Box Truck**

**TAILGATE – BOX TRUCK**

It is recommended that the Board approve Quote 49400 with Push-N-Pull for the installation of a tailgate on the new box truck at a cost not to exceed \$12,987.79.

**Adjournment**

**ADJOURNMENT**

On the motion of Mrs. Shaw, seconded by Mr. Hill, the meeting was adjourned at 7:27 p.m.

*Motion passed 8-0*

Respectfully submitted,

Joseph A. Kubiak  
Board Secretary

Maureen S. Myers  
Assistant Board Secretary