

BOARD OF SCHOOL DIRECTORS

WORK SESSION
Tuesday, April 11, 2017
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	<p>Those present included: Mr. Brownlee, Mr. Cesario, Ms. Crowell, Mr. Howard, Ms. Lindsey, Mrs. Lydon, Ms. Pauchnik, and Ms. Shaw. Also present were Dr. William Stropkaj, Superintendent; Dr. Varley, Director of Curriculum, Instruction, Assessment and Staff Development; Mr. Brungo, Solicitor; and Mrs. Masztak, Assistant Board Secretary/ Recording Secretary.</p> <p>Mr. Hommrich and Mrs. Gologram were absent.</p>
My Favorite Teacher Award	Dr. Stropkaj recognized the two students who won a contest sponsored by Barnes & Noble for writing about their favorite teacher. Alexis Jenkins honored Elisa DiTuillio and Jordan Skaris honored Leslie Holmes , retired teacher.
Athletics Recognition	Mr. Elphinstone, Athletic Director, recognized the District's student athletes who participated in football, boys soccer, girls volleyball, boys basketball, girls basketball, wrestling, and swimming.
Public Comment	<p>PUBLIC COMMENT</p> <p>Heather DiGiacomo RE: Teachers' Contract Extension Castle Shannon Thank you for no work stoppage</p> <p>Jeff DiGiacomo RE: Teachers' Contract Extension Expires on June 30, 2017 Castle Shannon</p>
Board President's Report	<p>BOARD PRESIDENT'S REPORT – Mr. Matthew Cesario</p> <p>The following action item will be considered at the April 18, 2017 Business/Legislative Meeting:</p>

BOARD ACTION REQUESTED

Board Minutes

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of March 14, 2017, and the Business/Legislative Minutes of March 21, 2017.

FOR INFORMATION ONLY

- I.** Parkway West Career and Technology Center Report *Ms. Annie Shaw
Mr. Donald Howard
(Alternate)*
- II.** SHASDA Report *Ms. Raeann Lindsey*
- III.** Golden Wings Foundation, Inc. Report *Mr. Donald Howard*
- IV.** PSBA/Legislative Report *Mr. Donald Howard*
- V.** Castle Shannon Borough Council Minutes *(Available Online)*
- VI.** Dormont Borough Council Minutes *(Available Online)*
- VII.** Green Tree Borough Council Minutes *(Available Online)*

Executive Session

VIII. EXECUTIVE SESSION

Prior to the Work Session, an Executive Session was conducted to discuss the Collective Bargaining matters and various personnel matters.

Superintendent's Report

SUPERINTENDENT'S REPORT – Dr. William Stropkaj

The following action items will be considered at the April 18, 2017, Business/Legislative Meeting:

BOARD ACTION REQUESTED

**Interim Principal
Scott Mizikar**

I. INTERIM PRINCIPAL – MYRTLE AVENUE ELEMENTARY SCHOOL

It is recommended that the Board approve **Mr. Scott Mizikar** as the Interim Principal at Myrtle Avenue Elementary School, effective May 1, 2017 through December 31, 2017, at a rate of \$450.00 per day.

For Information Only

Mr. Mizikar is currently a fourth grade teacher at Dormont Elementary School. This amount reflects his new salary rate while in the position as Interim Principal of Myrtle Avenue Elementary School.

Summer Food Service Program

II. SUMMER FOOD SERVICE PROGRAM

The Administration recommends the approval of the Summer Food Service Program, effective **Monday, June 12, 2017 through Friday, August 11, 2017.**

For Information Only

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

**SECOND READING
Policy No. 107.2**

III. SECOND READING OF POLICY NO. 107.2: COURSE SYLLABI

It is recommended that the Board approve the SECOND READING of Policy No. 107.2: *Course Syllabi*.

**SECOND READING
Policy No. 112**

IV. SECOND READING OF POLICY NO. 112: SCHOOL COUNSELING

It is recommended that the Board approve the SECOND READING of Policy No. 112: *School Counseling*.

**SECOND READING
Policy No. 116**

V. SECOND READING OF POLICY NO. 116: TUTORIAL INSTRUCTION

It is recommended that the Board approve the SECOND READING of Policy No. 116: *Tutorial Instruction*.

**SECOND READING
Policy No. 117**

VI. SECOND READING OF POLICY NO. 117: HOMEBOUND INSTRUCTION

It is recommended that the Board approve the SECOND READING of Policy No. 117: *Homebound Instruction*.

**FIRST READING
Policy No. 146**

VII. FIRST READING OF POLICY NO. 146: STUDENT SERVICES

It is recommended that the Board approve the FIRST READING of Policy No. 146: *Student Services*.

**FIRST READING
Policy No. 207**

VIII. FIRST READING OF POLICY NO. 207: CONFIDENTIAL COMMUNICATIONS OF STUDENTS

It is recommended that the Board approve the FIRST READING of Policy No. 207: *Confidential Communications of Students*.

**FIRST READING
Policy No. 216.1**

**IX. FIRST READING OF POLICY NO. 216.1: SUPPLEMENTAL
DISCIPLINE RECORDS**

It is recommended that the Board approve the FIRST READING of Policy No. 216.1: *Supplemental Discipline Records*.

**FIRST READING
Policy No. 834**

X. FIRST READING OF POLICY NO. 834: SICK LEAVE

It is recommended that the Board approve the FIRST READING of Policy No. 834: *Sick Leave*.

**FIRST READING
Policy No. 837**

**XI. FIRST READING OF POLICY NO. 837: PERSONAL NECESSITY
LEAVE**

It is recommended that the Board approve the FIRST READING of Policy No. 837: *Personal Necessity Leave*.

**FIRST READING
Policy No. 838.1**

**XII. FIRST READING OF POLICY NO. 838.1: COMPENSATED
PROFESSIONAL LEAVE**

It is recommended that the Board approve the FIRST READING of Policy No. 838.1: *Compensated Professional Leave*.

**FIRST READING
Policy No. 838.1-AR-1**

**XIII. FIRST READING OF POLICY NO. 838.1-AR-1: REQUEST FOR
COMPENSATED LEAVE**

It is recommended that the Board approve the FIRST READING of Policy No. 838.1-AR-1: *Request for Compensated Leave*.

**FIRST READING
Policy No. 838**

XIV. FIRST READING OF POLICY NO. 838: VACATION

It is recommended that the Board approve the FIRST READING of Policy No. 838: *Vacation*.

**FIRST READING
Policy No. 839**

XV. FIRST READING OF POLICY NO. 839: UNCOMPENSATED LEAVE

It is recommended that the Board approve the FIRST READING of Policy No. 839: *Uncompensated Leave*.

**FIRST READING
Policy No. 851**

**XVI. FIRST READING OF POLICY NO. 851: DRUG AND SUBSTANCE
ABUSE**

It is recommended that the Board approve the FIRST READING of Policy No. 851: *Drug and Substance Abuse*.

Education Report

EDUCATION REPORT – Dr. William Stropkaj

The following action items will be considered at the April 18, 2017, Business/Legislative Meeting:

BOARD ACTION REQUESTED

Textbook on Display
Asi se dice!

I. TEXTBOOK ON DISPLAY FOR THE 2017/2018 SCHOOL YEAR

The Administration recommends for the 2017/2018 school year, that *Asi se dice! (Spanish 1) 2016, McGraw-Hill* be placed on display for review.

AIU 2017/2018 Services Agreement

II. ALLEGHENY INTERMEDIATE UNIT 2017/2018 SERVICES AGREEMENT

The Administration recommends that the Board approve the Allegheny Intermediate Unit 2017/2018 Services Agreement.

For Information Only

This Agreement includes terms and conditions related to the services that the District could choose to purchase and does not obligate the District to purchase these services from the AIU.

Author Visit – Title I Families

III. AUTHOR VISIT – TITLE I FAMILIES

The Administration recommends that the Board approve **Gina Crossey** to conduct an author visit on May 11, 2017 at Myrtle Avenue Elementary School at 6:30 p.m. for Dormont and Myrtle Title I families at a cost of \$500.00 to be paid from the Title I Parent Involvement Grant Funds.

Duquesne University Agreement with KOSD

IV. AFFILIATION AGREEMENT BETWEEN DUQUESNE UNIVERSITY & KOSD

The Administration recommends that the Board approve the Affiliation Agreement between Duquesne University and the Keystone Oaks School District regarding the implementation of field placements, student teachers, and internships, effective June 11, 2017 through June 11, 2022.

Pupil Personnel Report

PUPIL PERSONNEL REPORT – Dr. William Stropkaj

The following action items will be considered at the April 18, 2017, Business/Legislative Meeting:

BOARD ACTION REQUESTED

AIU Head Start Lease

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, 2017 through August 31, 2018. The space rental is a classroom at Dormont Elementary School.

AIU Notice of Adoption of Policies Procedures

II. ALLEGHENY INTERMEDIATE UNIT: NOTICE OF ADOPTION OF POLICIES, PROCEDURES & USE OF FUNDS FOR 2017/2018

The Administration recommends that the Board approve the Allegheny Intermediate Unit's *Notice of Adoption of Policies, Procedures and Use of Funds* for the 2017/2018 school year in compliance with the federal requirements of 34 CFR PART 300.

**IDEA – PART B
Use of Funds Agreement**

III. IDEA – PART B: USE OF FUNDS AGREEMENT 2017/2018

The Administration recommends that the Board approve the sub-grant agreement for Implementation of Individuals with Disabilities Act – Part B, by and between the Allegheny Intermediate Unit and the Keystone Oaks School District, effective July 1, 2017 through June 30, 2018.

**Student Instructional
Summer Work Program**

IV. 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 12-15; June 19, 20, 22; June 26-29, 2017 through July 3, 5, 6, 2017 (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.

Personnel Report

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

The following action items will be considered at the April 18, 2017 Business/Legislative Meeting:

BOARD ACTION REQUESTED

**Paraprofessional
Leslie Romano-Toppetta**

I. PARAPROFESSIONAL

In compliance with *Board Policy No. 850 – Employment of District Staff*, the *Keystone Oaks Educational Support Personnel Association/PSEA/NEA Agreement 2014-2018*, and receipt of all required legal documents, the Administration recommends the employment of:

Leslie Romano-Toppetta
Paraprofessional – Myrtle Avenue Elementary School
Effective April 10, 2017
Salary – \$12.04 per hour

**High School Musical
Payments**

II. HIGH SCHOOL MUSICAL PAYMENTS

It is recommended that the Board approve payments to the following individuals for the Keystone Oaks High School Musical pending receipt of all required legal documents:

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
William Finn	Guitar	\$960.00
Steve Flory	Drums	\$560.00
Abby Langhorst	Percussion	\$640.00
Steve Palko	Bass	\$640.00
Ed Poellot	Keyboard 2	\$560.00
Emilio Suarez	Reeds	\$300.00

Finance Report

FINANCE REPORT – Mrs. Theresa Lydon

The following action item will be considered at the April 18, 2017 Business/Legislative Meeting:

BOARD ACTION REQUESTED

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, 2017 (Check No. 53474 – 53733)	\$805,771.23
B.	Risk Management as of March 31, 2017 (Check No. 2042 – 2044)	\$1,201.37
C.	Food Service Fund as of March 31, 2017 (Check No. 9118 – 9121)	\$7,622.55
D.	Athletics as of March 31, 2017 (None)	\$0.00
E.	Capital Reserve as of March 31, 2017 (Check No. 1564 – 1569)	\$244,644.68
	TOTAL	\$1,059,239.83

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2016 – 2017 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2016-2017 BUDGET TOTAL	2016-2017 MARCH ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 28,874,424	\$ 28,530,809	\$ (343,615)
7000	State Revenue Sources	\$ 10,811,514	\$ 7,585,979	\$ (3,225,535)
8000	Federal Revenue Sources	\$ 847,073	\$ 420,261	\$ (426,812)
Total Revenue		\$ 40,533,011	\$ 36,537,049	\$ (3,995,962)
(OVER)				
UNDER				
BUDGET				
Expenditures				
100	Salaries	\$ 15,839,295	\$ 9,464,081	\$ 6,375,214
200	Benefits	\$ 10,401,758	\$ 6,063,242	\$ 4,338,516
	Professional/Technical			
300	Services	\$ 1,660,250	\$ 837,316	\$ 822,934
400	Property Services	\$ 1,215,100	\$ 877,656	\$ 337,444
500	Other Services	\$ 4,886,463	\$ 3,489,989	\$ 1,396,474
600	Supplies/Books	\$ 1,219,475	\$ 1,039,999	\$ 179,476
700	Equipment/Property	\$ 870,175	\$ 782,835	\$ 87,340
800	Other Objects	\$ 967,570	\$ 866,631	\$ 100,939
900	Other Financial Uses	\$ 3,895,000	\$ 3,974,466	\$ (79,466)
Total Expenditures		\$ 40,955,086	\$ 27,396,215	\$ 13,558,871
Revenues exceeding Expenditures		\$ (422,075)	\$ 9,140,834	\$ 9,562,909

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF MARCH 2017

Bank Account - Status	Middle / High School	Athletics
Cash Balance – 03/01/2017	\$ 94,791.84	\$ 58,763.37
Deposits	\$ 4,435.75	\$ 3,422.77
Subtotal	\$ 99,227.59	\$ 62,186.14
Expenditures	\$ 6,857.05	\$ 0.00
Cash Balance - 03/31/2017	\$ 92,370.54	\$ 62,186.14

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF MARCH 31, 2017

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,708,422
PAYROLL (pass-thru account)	\$ 7,968
FNB SWEEP ACCOUNT	\$ 257,179
ATHLETIC ACCOUNT	\$ 62,186
PLGIT	\$ 7,259,627
FNB Money Market	\$ 3,504,629
PSDLAF	\$ 155,229
INVEST PROGRAM	<u>\$ 171,643</u>
	<u>\$ 13,126,883</u>
CAFETERIA FUND	
FNB BANK	\$ 368,633
PLGIT	<u>\$ 714,636</u>
	<u>\$ 1,083,269</u>
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 695,926
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	<u>\$ 761</u>
	<u>\$ 696,687</u>
RISK MANAGEMENT FUND/TAX REFUNDS	
FNB BANK	<u><u>\$ 274,709</u></u>
GRAND TOTAL	\$ 15,181,548

Facilities Report

FACILITIES REPORT – Mr. Matthew Cesario

The following action item will be considered at the April 18, 2017 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Student Summer Work Program

I. STUDENT SUMMER WORK PROGRAM

The Administration recommends that the Board approve a maximum of twenty (20) students for the *Student Summer Work Program* at a starting rate of \$7.25/hour and an increase of \$0.25 per year of employment, effective June 12, 2017 through August 11, 2017.

- A discussion followed by Board Members on the District's roofing situation.

Activities & Athletics Report

ACTIVITIES & ATHLETICS REPORT – Mr. Robert Brownlee

The following action items will be considered at the April 18, 2017 Business/Legislative Meeting:

BOARD ACTION REQUESTED

I. ADVERTISE FOR ATHLETIC BIDS – FALL/WINTER/SPRING 2017/2018

It is recommended that the Board approve the advertisement for athletic bids for the Fall and Winter/Spring of the 2017/2018 school year.

II. COMPETITION AND OVERNIGHT TRIPS

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

PJAS Middle School and High School State Competition

Penn State University

University Park, PA

Sunday-Tuesday – May 14-16, 2017

Sponsor – **Ben Stewart**

Approximate number of students participating – 1

Approximate cost per student - \$155.00

Total Cost: \$310.00 (Includes cost for sponsor)

Public Comment

PUBLIC COMMENT - None

Adjournment

ADJOURNMENT

On the motion of Mrs. Lydon, seconded by Ms. Neely, the meeting was adjourned at 7:53 p.m.

Motion passed 8-0

Respectfully submitted,

Charmaine Masztak
Assistant Board Secretary
Recording Board Secretary