

**KEYSTONE OAKS SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS**

**WORK SESSION
Tuesday, May 19, 2015
7:00 PM**

MINUTES

Call to Order

President Patricia Ann Shaw called the meeting to order at 7:54 p.m.

Attendance

Those present included: Mr. Brownlee, Mr. Cesario, Ms. Crowell, Mr. Domalik, Mr. Hommrich, Mr. Howard, Ms. Lindsey and Ms. Shaw. Also present were Dr. Stropkaj, Superintendent; Mr. Brandenburg, Director of Fiscal Services; and Mr. Brungo, Solicitor

Mr. Finucan and Dr. Foster, Assistant Superintendent, were absent.

Public Comment

PUBLIC COMMENT – None

Board President's Report

BOARD PRESIDENT'S REPORT – Ms. Patricia Ann Shaw

The following action items will be considered at the May 28, 2015 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Nominations for Office of Treasurer

I. NOMINATIONS FOR THE OFFICE OF TREASURER

It is recommended that the Board accept nominations for the Office of Treasurer to serve for a one-year term beginning July 1, 2015.

Board Minutes

II. BOARD MINUTES

It is recommended that the Board approve the Special Voting Minutes of April 9, 2015, Work Session Minutes of April 21, 2015 and the Business/Legislative Minutes of April 30, 2015.

**FIRST READING
Policy No. 218**

III. FIRST READING OF POLICY NO: 218: STUDENT DISCIPLINE

It is recommended that the Board approve the FIRST READING of Policy No. 218: *Student Discipline*.

**FIRST READING
Policy No. 227**

**IV. FIRST READING OF POLICY NO: 227:
CONTROLLED SUBSTANCES/PARAPHERNALIA**

It is recommended that the Board approve the FIRST READING of Policy No. 227: *Controlled Substances/Paraphernalia*.

**FIRST READING
Policy No. 250**

V. FIRST READING OF POLICY NO: 250: WEAPONS

It is recommended that the Board approve the FIRST READING of Policy No. 250: *Weapons*.

**FIRST READING
Policy No. 251**

VI. FIRST READING OF POLICY NO: 251: TERRORISTIC THREATS

It is recommended that the Board approve the FIRST READING of Policy No. 251: *Terroristic Threats*.

**AIU – Notices of Adoption
Policies Procedures and
Use of Funds**

**VII. ALLEGHENY INTERMEDIATE UNIT – NOTICES OF ADOPTION POLICIES,
PROCEDURES AND USE OF FUNDS**

The Administration recommends the approval of the Allegheny Intermediate Unit's *Notice of Adoption of Policies, Procedures and Use of Funds* in compliance with the federal requirements of 34 CFR 300.101 through 300.624 as part of the IDEIA Application for the 2015/2016 school year.

**Formation of Keystone
Oaks Alumni Band**

VIII. FORMATION OF KEYSTONE OAKS ALUMNI BAND

It is recommended that the Board recognize the formation of the Keystone Oaks Alumni Band beginning with the 2015/2016 school year.

For Information Only

This organization will be composed of graduates of the Keystone Oaks High School and the preceding local high school graduates from Dormont, Green Tree, and Castle Shannon. The organization would be self-run, self-financed, and provide an annual report to the School Board each May. The organization will present instrumental music as a positive contribution to community cohesion and advancement, a skill learned in school that is useful for a lifetime. The first anticipated event will be Homecoming 2015

in support of the current Marching Band Pre-Game show. For additional information see the webpage at: <http://koalumniband.org/>. This concept was brought to the attention of the Board and Superintendent by Mr. Patrick Flaherty, a resident and Band Alumni of the District.

Education Report

EDUCATION REPORT – Ms. Raeann Lindsey

The following action item will be considered at the May 28, 2015 Business/Legislative Meeting:

BOARD ACTION REQUESTED

**Adoption of Textbooks
2015/2016**

I. ADOPTION OF TEXTBOOKS FOR 2015/2016

The Administration recommends the adoption and purchase of the following textbooks for AP Comparative Governments and Politics:

- **Introduction to Comparative Politics: Political Challenges and Changing Agendas** at a cost of \$4,719.00
- **Doing Comparative Politics: An Introduction to Approaches and Issues** at a cost of \$859.00

For Information Only

The total cost of \$5,578.00 includes both textbooks and electronic access to materials.

Pupil Personnel Report

PUPIL PERSONNEL REPORT – Dr. Kathleen Foster

The following action item will be considered at the May 28, 2015 Business/Legislative Meeting:

BOARD ACTION REQUESTED

**Agreement with Wesley
Spectrum Services**

I. AGREEMENT WITH WESLEY SPECTRUM SERVICES

The Administration recommends that the Board approve the *Agreement with Wesley Spectrum Services and the Keystone Oaks School District* (elementary, middle, and high schools) for the 2015/2016 school year. This agreement includes the professional services of two Intervention Specialists at the cost of \$149,800.00 (\$74,900.00 for each individual).

Communications Report

COMMUNICATIONS REPORT – Ms. Neely Crowell

The following action item will be considered at the May 28, 2015 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Alumni Achievement Award

I. ALUMNI ACHIEVEMENT AWARD

It is recommended that the Board approve the “Alumni Achievement Award” rules and nomination form as presented.

For Information Only

The Alumni Achievement Award Committee will accept nominations through July 31, 2015 and a reception recognizing the recipients will be held prior to Homecoming on October 9, 2015.

Personnel Report

PERSONNEL REPORT – Mr. David Hommrich

The following action items will be considered at the May 28, 2015 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Retirements

I. RETIREMENTS

Classified Employees

A. Classified Employees

It is recommended the Board accept the retirement of the following employees:

<u>Name</u>	<u>Years of KO Service</u>	<u>Retirement Date</u>
Loretta Angotti Food Service Worker	19	March 27, 2015
Stephen Messes Maintenance	20	October 29, 2015
Darlene Strauch Paraprofessional	19	June 11, 2015
Donald Tambellini Custodian	13	June 26, 2015
Dorothy Zangrilli Paraprofessional	13	June 11, 2015

Resignation

II. RESIGNATION

DEBRA ARGENTO – FOOD SERVICE WORKER

It is recommended that the Board accept the letter of resignation from **Debra Argento**, Food Service Worker, effective May 8, 2015.

Substitute Teachers

III. SUBSTITUTE TEACHERS

In compliance with *Board Policy No. 405 – Employment of Substitute Professional Employees*, it is recommended that the Board approve the following individuals as substitute teachers for the 2014/2015 school year:

Blithe Brouwers	Music K-12
Lisa Over	Mathematics 7-12
Dennis Reft, Jr	Mid-Level Math; Elementary K-6

Teaching Load Compensation

IV. TEACHING LOAD COMPENSATION

In compliance with the **Keystone Oaks Education Association Agreement 2011-2016, Article VII, Teaching Load**, it is recommended that the following individuals be compensated as per this Article:

A. Secondary Teacher Stipends for Class Sizes at 30 or Above

Secondary Teacher Stipends – Class Size

<u>Employee</u>	<u>Compensation</u>
Kelly Connolly	\$1,000
Lisa Forlini	\$2,000
Kevin Gallagher	\$1,000
Kenneth Hustava	\$2,000
Nicholas Kamberis	\$1,000
Joshua Kirchner	\$1,000
Mark Kopper	\$1,000
Nancy Kraemer	\$1,000
Michael Magri	\$1,000
Vivian McManus	\$2,000
Kim Smykal	\$1,000
Ben Stewart	\$1,000
Joan Young	\$2,000
Total:	\$17,000

Secondary Teacher
Stipends 7 Out of 8 Periods

B. Secondary Teacher Stipends for Teaching 7 out of 8 Periods

<u>Employee</u>	<u>Compensation</u>
Donald Bowlin	\$ 200
Candice Bush	\$1,000
Suzanne Deemer	\$ 400
Karen Hagy	\$1,000
Heather Hakos-Hruby	\$1,000
Nicole Kochanski	\$1,000
Tricia Kreitzer	\$ 400
Michael Magri	\$1,000
Michael Orsi	\$1,000
Joseph Vallani	\$1,000
Total:	\$8,000

Secondary Teacher
Stipends – More than One
Prep – Same Period

C. Secondary Teacher Stipends for Teaching More than One Prep during the Same Period

<u>Employee</u>	<u>Compensation</u>
Candice Bush	\$3,400
Linda Celli	\$3,000
Heather Hakos-Hruby	\$5,000
Jeffrey Oestreich	\$1,000
Beth Smith	\$2,000
Nancy Stadler	\$3,000
Total:	\$17,400

Elementary Teacher
Stipends

D. Elementary Teacher Stipends for Second Semester

<u>Employee</u>	<u>Compensation</u>
Deborah Bucek	\$3,000
Lori DeMartino	\$1,000
Jennifer Harke	\$2,000
Scott Mizikar	\$1,000
Kristie Rosgone	\$2,000
Total:	\$9,000

Tenure
Shane Hallam

V. TENURE

In compliance with **Board Policy No. 404 – *Employment of Professional Employees***, it is recommended that the Board recognize the following

individual as having completed the requirements according to the Commonwealth of Pennsylvania and achieving tenure with a Professional Contract:

<u>Employee</u>	<u>Effective</u>	<u>School</u>
Shane Hallam	April 30, 2015	Keystone Oaks High School

Finance Report

FINANCE REPORT – Mr. Daniel Domalik

BOARD ACTION REQUESTED

The following action item will be considered at the May 28, 2015 Business/Legislative Meeting:

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 **TO BE PROVIDED**
- B. Risk Management **TO BE PROVIDED**
- C. Food Service Fund **TO BE PROVIDED**
- D. Athletics **TO BE PROVIDED**
- E. Renovations **TO BE PROVIDED**

TOTAL

Contract to Sell or Purchase Meals Head Start

II. CONTRACT TO SELL OR PURCHASE MEALS –HEAD START

It is recommended the Board approve the *Contract to Sell or Purchase Meals from Schools* between the Keystone Oaks School District and the Allegheny Intermediate Unit Head Start Program located in Dormont Elementary School, for the 2015/2016 school year.

Budget Transfers

III. BUDGET TRANSFERS

It is recommended that the Board approve the following athletic budget transfers on page 9:

KEYSTONE OAKS SCHOOL DISTRICT
BUDGET TRANSFERS - REQUEST
 Thursday, May 28, 2015

TO / FROM	DESCRIPTION	ACCOUNT	ASN	DEBIT	CREDIT
TO	General Fund -ATLELETICS Equipment	10-0101	8012	\$ 23,800.00	
FROM	ATHLETIC FUND - 29 CASH	29-0101	6675	\$ -	\$ 23,800.00
	Transfer from Fund 20 Athletic Fund to General Fund Athletics for the purchase of the following:				
	New Gym Chairs includes rack	\$ 5,000			
	Middle School Soccer Uniforms - new team - 60	\$ 4,200			
	Basketball Shooting Machine refurbish	\$ 1,000			
	All Star Chisel Drag	\$ 3,600			
	Wrestling Mats for Team Room	\$ 10,000			
				\$ 23,800.00	\$ 23,800.00

For Information Only

Explanations for monies being transferred:

- **Gym chairs-** Current chairs are 10 years old, falling apart, torn and damaging the gym floor
- **Middle School soccer uniforms-** Old varsity uniforms sizes did not match, short uniforms and uniforms are discolored
- **Basketball shooting machine-** Machine is over 10 years old, has not been updated or maintained over the years; nets are torn and belts need upgraded or adjusted
- **Drag-** Current field drag is damaged and beyond repair; drag lasted 8 years
- **Wrestling mats for team room-** Current mats are over 15 years old; athletes are getting injuries due to mats hardening

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2014 - 2015 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2014-2015 BUDGET TOTAL	2014-2015 10 MONTH MARCH/ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources	\$ 26,889,445	\$ 26,867,855	\$ 27,467,936	\$ 578,491
7000	State Revenue Sources	\$ 10,281,927	\$ 7,205,655	\$ 10,295,423	\$ 13,496
8000	Federal Revenue Sources	\$ 442,155	\$ 151,346	\$ 430,132	\$ (12,023)
Total Revenue		\$ 37,613,527	\$ 34,224,856	\$ 38,193,491	\$ 579,964
					(OVER) UNDER BUDGET
Expenditures					
100	Salaries	\$ 15,192,379	\$ 10,628,964	\$ 15,223,105	\$ (30,726)
200	Benefits Professional/Technical	\$ 8,471,404	\$ 6,355,853	\$ 8,418,565	\$ 52,839
300	Services	\$ 1,376,005	\$ 1,193,119	\$ 1,455,710	\$ (79,705)
400	Property Services	\$ 1,333,191	\$ 1,142,857	\$ 1,293,095	\$ 40,096
500	Other Services	\$ 4,721,747	\$ 3,684,333	\$ 4,658,156	\$ 63,591
600	Supplies/Books	\$ 1,217,885	\$ 1,171,534	\$ 1,237,408	\$ (19,523)
700	Equipment/Property	\$ 202,100	\$ 154,867	\$ 171,868	\$ 30,232
800	Other Objects	\$ 993,796	\$ 937,807	\$ 984,445	\$ 9,351
900	Other Financial Uses	\$ 4,086,200	\$ 4,072,264	\$ 4,094,515	\$ (8,315)
Total Expenditures		\$ 37,594,707	\$ 29,341,598	\$ 37,536,867	\$ 57,840
Revenues exceeding Expenditures		\$ 18,820	\$ 4,883,258	\$ 656,624	\$ 637,804

**II. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF
APRIL 30, 2015**

	3/31/2015					4/30/2015
	ENDING	DEBIT	CREDIT	INTEREST		ENDING
	BALANCE	RECEIVED	DISBURSED	INCOME		BALANCE
GENERAL FUND						
PNC BANK	\$ 1,272,846	\$ 1,865,021	\$ (2,760,461)	\$ -		\$ 377,406
PAYROLL (pass-thru account)	\$ 15,018	\$ 787,812	\$ (779,089)			\$ 23,741
PLGIT	\$ 11,021,019	5,844,056	\$ (6,735,093)	\$ 52		\$ 10,130,033
PSDLAF	\$ 154,635		\$ -	\$ -		\$ 154,635
INVEST PTOGRAM	\$ 170,776			\$ 7		\$ 170,784
	<u>\$ 12,634,294</u>	<u>\$ 8,496,888</u>	<u>\$ (10,274,643)</u>	<u>\$ 59</u>		<u>\$ 10,856,598</u>
CAFETERIA FUND						
PNC BANK	\$ 11,724	\$ 39,900	\$ (5,470)			\$ 46,154
PLGIT	\$ 311,341	\$ -	\$ -	\$ 7		\$ 311,349
	<u>\$ 323,065</u>	<u>\$ 39,900</u>	<u>\$ (5,470)</u>	<u>\$ 7</u>		<u>\$ 357,503</u>
CONSTRUCT FUND / CAP RES						
PNC BANK	\$ 3,086,144	\$ -	\$ (5,356)	\$ 25		\$ 3,080,813
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 3,503,582	\$ -	\$ -	\$ 7		\$ 3,503,589
	<u>\$ 6,589,726</u>	<u>\$ -</u>	<u>\$ (5,356)</u>	<u>\$ 32</u>		<u>\$ 6,584,402</u>
RISK MANAGEMENT FUND/TAX REFUNDS						
PNC BANK	\$ 942,581	\$ -	\$ (4,898)	\$ 8		\$ 937,691
GRAND TOTAL	<u>\$ 20,489,666</u>	<u>\$ 8,536,788</u>	<u>\$ (10,290,367)</u>	<u>\$ 106</u>		<u>\$ 18,736,194</u>

III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF APRIL 30, 2015

Bank Account - Status	Middle / High School	Athletics
Cash Balance as of March 31, 2015	\$ 115,872.25	\$ 64,000.42
Deposits (General Fund Transfer)	\$ 12,963.73	\$ 30.00
Subtotal	\$ 128,835.98	\$ 64,030.42
Expenditures	\$ 19,702.77	\$ 2,365.00
Cash Balance as of April 30, 2015	\$ 109,133.21	\$ 61,665.42

IV. FOOD SERVICE EXPENDITURE/REVENUE 2014 - 2015 BUDGET to ACTUAL

ACCT	DESCRIPTION	2014-2015 BUDGET TOTAL	2014-2015 10 MONTH APRIL/ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources/Sales	\$ 475,355	\$ 389,610	\$ 465,000	\$ (10,355)
7000	State Revenue Subsidy	\$ 87,647	\$ 17,060	\$ 48,498	\$ (39,149)
8000	Federal Revenue Subsidy	\$ 385,159	\$ 239,388	\$ 356,000	\$ (29,159)
Total Revenue		\$ 948,161	\$ 646,059	\$ 869,059	\$ (78,663)
Expenditures					
100	Salaries	\$ 347,018	\$ 282,710	\$ 314,995	\$ 32,023
200	Benefits Professional/Technical	\$ 139,201	\$ 110,525	\$ 129,341	\$ 9,860
300	Services	\$ 200	\$ 1,434	\$ 1,500	\$ (1,300)
400	Property Services	\$ 8,750	\$ 4,756	\$ 6,650	\$ 2,100
500	Other Services	\$ 2,725	\$ 1,605	\$ 1,800	\$ 925
600	Supplies/Food	\$ 438,206	\$ 310,166	\$ 329,666	\$ 108,540
700	Equipment/Property	\$ 1,000	\$ 65,414	\$ 66,514	\$ (65,514)
800	Other Objects	\$ -	\$ -	\$ -	\$ -
900	Other Financial Uses	\$ -	\$ -	\$ -	\$ -
Total Expenditures		\$ 937,100	\$ 776,610	\$ 850,466	\$ 86,634
INCOME / (LOSS)		\$ 11,061	\$ (130,551)	\$ 19,032	\$ (7,971)

Facilities Report

FACILITIES REPORT – Mr. Matthew Cesario

The following action items will be considered at the May 28, 2015 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Installation of Cameras at Elementary Buildings

I. INSTALLATION OF CAMERAS AT ELEMENTARY BUILDINGS

It is recommended that the Board approve **North Star Communications, Inc.** for the installation of cameras at Aiken, Dormont and Myrtle Avenue Elementary Schools at an amount not to exceed \$25,000.00.

For Information Only

The funds for the School Security Camera Project are from the Safe Schools Grant.

Public Comment

PUBLIC COMMENT – None

Adjournment

ADJOURNMENT

On the motion of Ms. Shaw, seconded by Ms. Crowell, the meeting was adjourned at 8:24 p.m.

Motion passed 8-0

Respectfully submitted,

Eric Brandenburg
Board Secretary