

KEYSTONE OAKS SCHOOL DISTRICT BOARD OF SCHOOL DIRECTORS

WORK SESSION
Tuesday, February 9, 2016
7:00 PM

MINUTES

Call to Order

President Patricia Ann Shaw called the meeting to order at 7:02 p.m.

Pledge

The meeting opened with the pledge to the flag.

Attendance

Those present included: Mr. Cesario, Ms. Crowell, Mr. Howard, Mrs. Lydon, Ms. Pauchnik, Ms. Shaw. Also present were Dr. Stropkaj, Superintendent; Dr. Varley, Director of Curriculum, Instruction, Assessment and Staff Development; Mrs. Gologram, Director of Fiscal Services; Mr. Brungo, Solicitor; and Mrs. Masztak, Assistant Board Secretary/ Recording Secretary.

Mr. Brownlee, Mr. Hommrich and Ms. Lindsey were absent.

Cypher & Cypher

Mr. Charles Rupert from Cypher & Cypher presented a PowerPoint review of the 2014/2015 Keystone Oaks School District's Audit.

Public Comment

PUBLIC COMMENT

Mary Jo Maggio
Dormont

Re: Keystone Oaks Middle School Best Friends Club

Board President's Report

BOARD PRESIDENT'S REPORT – Ms. Patricia Ann Shaw

The following action item will be considered at the February 16, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Board Minutes

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of January 12, 2016, and the Business/Legislative Minutes of January 19, 2016.

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 - None

Superintendent's Report

SUPERINTENDENT'S REPORT – Dr. William Stropkaj

The following action items will be considered at the February 16, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

**SECOND READING
Policy No. 103.1**

I. SECOND READING OF POLICY NO. 103.1: NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

It is recommended that the Board approve the SECOND READING of Policy No. 103.1: *Nondiscrimination – Qualified Students with Disabilities*.

**SECOND READING
Policy No. 127**

II. SECOND READING OF POLICY NO. 127: ASSESSMENT SYSTEM

It is recommended that the Board approve the SECOND READING of Policy No. 127: *Student Assessment*.

**SECOND READING
Policy No. 711**

III. SECOND READING OF POLICY NO. 711: NAMING RIGHTS

It is recommended that the Board approve the SECOND READING of Policy No. 711: *Naming Rights*.

**SECOND READING
Policy No. 920**

IV. SECOND READING OF POLICY NO. 920: COMMERCIAL ADVERTISING ON SCHOOL PROPERTY/WEBSITE

It is recommended that the Board approve the SECOND READING of Policy No. 920: *Commercial Advertising on School Property/Website.*

**FIRST READING
Policy No. 105**

V. FIRST READING OF POLICY NO. 105: CURRICULUM

It is recommended that the Board approve the FIRST READING of Policy No. 105: *Curriculum*

**FIRST READING
Policy No. 108**

VI. FIRST READING OF POLICY NO. 108: ADOPTION OF TEXTBOOKS AND SUPPLEMENTAL RESOURCE MATERIALS

It is recommended that the Board approve the FIRST READING of Policy No. 108: *Adoption of Textbooks and Supplemental Resource Materials.*

**FIRST READING
Policy No. 237**

VII. FIRST READING OF POLICY NO. 237: EDUCATIONAL USE OF STUDENT OWNED TECHNOLOGY DEVICES

It is recommended that the Board approve the FIRST READING of Policy No. 237: *Educational Use of Student Owned Technology Devices*

**FIRST READING
Policy No. 240**

VIII. FIRST READING OF POLICY NO. 240: HOMELESS STUDENTS

It is recommended that the Board approve the FIRST READING of Policy No. 240: *Homeless Students*

KOMS Best Friends Club

IX. KEYSTONE OAKS MIDDLE SCHOOL – BEST FRIENDS CLUB

The Administration recommends the implementation of the Keystone Oaks Middle School Best Friends Club with one (1) sponsor at a stipend of \$1,100 per year, to be prorated for the 2015/2016 school year, effective February 17, 2016.

**Adoption of 2016/2017
School Calendar**

X. ADOPTION OF THE 2016/2017 SCHOOL CALENDAR

It is recommended that the Board adopt the 2016/2017 school year calendar as presented by the Superintendent.

**KEYSTONE OAKS SCHOOL DISTRICT
2016 – 2017 SCHOOL CALENDAR**

August 2016				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	(18)	(19)
(22)	(23)	(24)	(25)	(26)
29	30	31		

September 2016				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2016				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 2016				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 2016				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 2017				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February 2017				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March 2017				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 2017				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May 2017				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 2017				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

July 2017				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

() One (1) pre-year work day must be completed during this window.

 First & Last Student Day

 Inservice

 Holiday Dates – No School

 Kennywood Picnic

Make-Up Days:

1. Monday, February 20, 2017
2. Thursday, April 13, 2017
3. Monday, April 17, 2017

**KEYSTONE OAKS SCHOOL DISTRICT
2016 – 2017 SCHOOL CALENDAR**

STUDENT / TEACHER DAYS

		<u>Month</u>	<u>Student</u>	<u>Teacher</u>
August 24, 25, 26	Preparation / Inservice / Clerical	August	3	6
August 29	First Day for Students			
September 5	Labor Day (No School)	September	21	21
October 10	Columbus Day (No School)	October	20	20
November 8	Inservice Professional Development / Clerical			
November 24, 25, 28	Thanksgiving Vacation (No School)	November	18	19
December 26-30	Winter Recess (No School)	December	17	17
January 2	Winter Recess (No School)			
January 16	Martin Luther King Day (Inservice)			
January 23	Clerical	January	19	21
February 20	Presidents' Day (No School)	February	19	19
March 31	Inservice / Clerical	March	22	23
April 13, 14, 17	Spring Break	April	17	17
May 29	Memorial Day (No School)	May	22	22
June 8	Last Day for Students	June	6	7
June 9	Last Day for Teachers / Clerical			
			<hr/>	<hr/>
			184	192

STAFF DAYS

August 24.....	Final Day for Room Preparation
August 25, 26.....	Professional Development
November 8	Professional Development / Clerical
January 16.....	Professional Development
January 23.....	Clerical
March 31.....	Professional Development /Clerical
June 9.....	Clerical

PARAPROFESSIONAL DAYS

August 25.....	School Start-Up Activities / Training
August 26.....	Training / Preparation Duties
January 16	Training

VACATION DAYS

September 5.....	Labor Day
October 10	Columbus Day
November 24, 25, 28.....	Thanksgiving Vacation
December 26 – January 2.....	Winter Recess
February 20.....	Presidents' Day
April 13, 14, 17.....	Spring Break
May 29.....	Memorial Day

IMPORTANT DAYS

August 29, 2016.....	First Day for Students
June 8, 2017.....	Last Day for Students
June 9, 2017.....	Last Day for Teachers
June 21, 2017.....	Kennywood Picnic

Education Report

EDUCATION REPORT – Ms. Raeann Lindsey

The following action item will be considered at the February 16, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

KOMS – Revised Program of Studies

**I. KEYSTONE OAKS MIDDLE SCHOOL:
REVISED PROGRAM OF STUDIES AND COURSE CHANGES**

The Administration recommends the approval of the revised Keystone Oaks Middle School Program of Studies and course changes for the 2016/2017 school year.

- A discussion by Board Members followed regarding the revisions to the Middle School schedule.

Personnel Report

PERSONNEL REPORT – Mr. David Hommrich

The following action items will be considered at the February 16, 2015 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Paraprofessional – Myrtle Natalie Zivic

I. PARAPROFESSIONAL – MYRTLE AVENUE ELEMENTARY SCHOOL

In compliance with *Board Policy No. 504 – Employment of Classified Employees*, it is recommended that the Board approve **Natalie Zivic**, as a paraprofessional, Myrtle Avenue Elementary School, effective February 8, 2016. Salary is in compliance with the Keystone Oaks Educational Support Personnel Association/PSEA/NEA Agreement 2009-2014.

Tenure

II. 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:

Kelly Connolly

Kelly Connolly
Keystone Oaks Middle School
Effective: February 22, 2016

Finance Report

FINANCE REPORT – Mrs. Theresa Lydon, Chairperson

The following action items will be considered at the February 16, 2016 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 ***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***

Parkway West Career and Technology Center Budget

II. PARKWAY WEST CAREER & TECHNOLOGY CENTER BUDGET

1. The Administration recommends that the Board approve the Parkway West General Operating and Jointure Budget for the 2016/2017 school year as follows:

	<u>2016/2017</u>
● Parkway West General Operating Budget	\$5,919,322.00
● Parkway West Jointure Budget	\$476,534.00

2. Keystone Oaks School District's Estimated Share of Budget:

● Parkway West General Operating Budget	\$496,803.37
● Parkway West Jointure Budget	\$31,919.70

For Information Only

The District's estimated share toward the General Operating Budget reflects an increase of \$50,282.97. The District's estimated share toward the Jointure Budget is an increase of \$2,461.08.

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2015 - 2016 BUDGET to ACTUAL / PROJECTION
To Be Provided

ACCT	DESCRIPTION	2015-2016 BUDGET TOTAL	2015-2016 DECEMBER ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources				
7000	State Revenue Sources				
8000	Federal Revenue Sources				
Total Revenue					
					(OVER) UNDER BUDGET
Expenditures					
100	Salaries				
200	Benefits				
	Professional/Technical				
300	Services				
400	Property Services				
500	Other Services				
600	Supplies/Books				
700	Equipment/Property				
800	Other Objects				
900	Other Financial Uses				
Total Expenditures					
Revenues exceeding Expenditures					

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF DECEMBER 2015
To Be Provided

Cash Balance		
Deposits (General Fund transfer)		
Subtotal		
Expenditures		
Cash Balance		

III. FOOD SERVICE EXPENDITURE/REVENUE 2015 - 2016 BUDGET to ACTUAL
To Be Provided

ACCT	DESCRIPTION	2015-2016 BUDGET TOTAL	2015-2016 DECEMBER ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources/Sales				
7000	State Revenue Subsidy				
8000	Federal Revenue Subsidy				
Total Revenue					
					(OVER)
					UNDER
					BUDGET
Expenditures					
100	Salaries				
200	Benefits Professional/Technical				
300	Services				
400	Property Services				
500	Other Services				
600	Supplies/Food				
700	Equipment/Property				
800	Other Objects				
900	Other Financial Uses				
Total Expenditures					
INCOME / (LOSS)					

IV. BANK BALANCES
To Be Provided

BANK BALANCES PER STATEMENT AS OF JANUARY 31, 2016

	01/31/2016
	BALANCE
	<hr/>
GENERAL FUND	
FNB BANK	\$
PAYROLL (pass-thru account)	\$
FNB SWEEP ACCOUNT	\$
PLGIT	\$
PSDLAF	\$
INVEST PROGRAM	\$
	<hr/>
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CAFETERIA FUND	
FNB BANK	\$
PLGIT	\$
	<hr/>
	<hr/>
	<hr/>
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$
PLGIT - GENERAL ACCOUNT	\$
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$
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	<hr/>
RISK MANAGEMENT FUND/TAX REFUNDS	
FNB BANK	\$
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	<hr/>
GRAND TOTAL	\$
	<hr/>
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Facilities Report

FACILITIES REPORT – Mr. Matthew Cesario

The following action items will be considered at the February 16, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

**Electricity Agreement
Extension Opportunity**

I. ELECTRICITY AGREEMENT EXTENSION OPPORTUNITY

It is recommended that the Board authorize participation of the Keystone Oaks School District in the West Pennsylvania Electricity Consortium Extension for the purchase of electricity from Direct Energy **only** if the price is **at** or **below** our current price. The extended agreement will begin after the final meter read date in January 2018 under our current agreement for a period of 12 months and the price will include all costs except distribution, sales taxes, and other local utility charges as contained in the original agreement.

- A discussion by Board Members followed regarding the electricity agreement.

**Schneider Electric
Investment Grade Audit**

II. SCHNEIDER ELECTRIC – INVESTMENT GRADE AUDIT

It is recommended that the Board approve Schneider Electric to perform the Investment Grade Audit on all of the Keystone Oaks High School's HVAC/Boiler System.

For Information Only

Schneider Electric is the chosen contractor from the recent Request for Qualifications advertisements. All costs will be included in the equipment upgrade. If no renovations are requested, the cost will be \$15,000.00.

- Mr. David Kramer, Schneider Electric, answered questions by Board Members regarding the Investment Grade Audit.

**NIRA Engineering
McDonough's Run
Storm Drain Project**

III. NIRA ENGINEERING – McDONOUGH'S RUN STORM DRAIN PROJECT

It is recommended that the Board approve NIRA Engineering to design, create bid specifications, oversee and inspect the rehabilitation of the McDonough's Run storm drain project. The cost is not to exceed \$21,700.00

- A discussion by Board Members followed regarding the storm drain and its cost.

**Janson Industries
Upgrade Stage Rigging**

IV. JANSON INDUSTRIES – UPGRADE STAGE RIGGING

It is recommended that the Board approve Janson Industries to upgrade the stage rigging as described in the inspection report from Pittsburgh Hoist & Sandbag, LLC. The cost is not to exceed \$46,204.00.

- A discussion by Board Members followed regarding the upgrade to the stage rigging.

Technology Report

TECHNOLOGY REPORT – Mr. Donald Howard

The following action item will be considered at the February 16, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

**Regional Wide Area
Network**

I. REGIONAL WIDE AREA NETWORK

The Administration recommends that the Board approve the Keystone Oaks School District's continued participation in the Regional Wide Area Network in accordance with the Service Order and E-Rate Letter of Agency, effective through June 30, 2021.

For Information Only

The price for the RWAN circuits will be reduced from the current price of \$1,950.00 per month to \$550.00 per month. The E-rate discount will then be applied to this cost so that the District will be responsible for paying the amount not paid by E-rate.

The price for Internet access service will be reduced from the current price of \$7.00 per mbps to \$1.00 per mbps. The E-rate discount will then be applied to this cost so that the District will be responsible for paying the amount not paid by E-rate.

The total cost will be \$5,760.00. This past year, the total cost was \$13,680.00.

**Activities & Athletics
Report**

ACTIVITIES & ATHLETICS REPORT – Mr. Robert Brownlee

The following action items will be considered at the February 16, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

**Competition and
Overnight Trips**

I. COMPETITION AND OVERNIGHT TRIPS

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

**Future Business Leaders
Of America (FBLA)**

Future Business Leaders of America (FBLA)

Hershey, PA

Sunday-Wednesday – April 10-13, 2016

Sponsor– **Beth Smith**

Approximate number of students participating – 12

Approximate cost per student - \$617.00

District funds requested – \$4,689.00

**Golden Eagles Marching
Band**

Golden Eagles Marching Band

Niagara Falls, NY and Niagara Falls, Canada

Wednesday-Sunday – April 27-May 1, 2016

Sponsors – **William Eibeck, Cynthia Mancini**

Chaperones – Beverly Bronder, Sheila Gunia, Sean Henke, Barbara Hollick, Dianne Kowalski, Elizabeth Merieweher, Jan Palashoff, Cathy Zaharko

Approximate number of students participating – 60-70

Approximate cost per student - \$700.00 (Raised through fund raisers & student payments)

District funds requested - \$270.00 (Cost of one substitute teacher for three days)

Odyssey of the Mind (OM)

Odyssey of the Mind (OM)

Pittsburgh, PA (Moon Area High School)

Saturday – March 12, 2016

Sponsor– **Geoffrey Dobson**

Chaperones – To be announced

Approximate number of students participating – 40-45

Approximate cost per team (7 teams) - \$300.00

District funds requested – \$2,100.00

- Dr. Stropkaj related to the Board Members information about the overnight High School Dance Team Competition being held in Kentucky on February 12-14, 2016. It was explained that the paperwork was misplaced and the trip will have retroactive approval. There was no cost to the District.

**Advertise for Athletic
Bids – Fall 2016/2017**

II. ADVERTISE FOR ATHLETIC BIDS – FALL 2016/2017

It is recommended that the Board approve the advertisement for athletic bids for the Fall of the 2016/2017 school year.

Public Comment

PUBLIC COMMENT – None

Adjournment

ADJOURNMENT

On the motion of Mr. Cesario, seconded by Mr. Howard, the meeting was adjourned at 8:14 p.m.

Motion passed 6-0

Respectfully submitted,

Sharon Gologram
Board Secretary

Charmaine Masztak
Assistant Board Secretary
Recording Board Secretary