

# BOARD OF SCHOOL DIRECTORS

**WORK SESSION**  
**Tuesday, October 10, 2017**  
**7:00 PM**

## *MINUTES*

### **Call to Order**

President Matt Cesario called the meeting to order at 7:06 p.m.

### **Pledge**

The meeting opened with the pledge to the flag.

### **Attendance**

Those present included: 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; Ms. Connor, Board Secretary/Recording Secretary.

Mr. Brownlee and Mr. Hommrich were absent.

### **Public Comment**

**PUBLIC COMMENT - None**

### **Board President's Report**

**BOARD PRESIDENT'S REPORT – Mr. Matthew Cesario**

The following action items will be considered at the October 24, 2017 Business/Legislative Meeting:

### **Board Minutes**

#### **I. BOARD MINUTES**

It is recommended that the Board approve the Work Session Minutes of September 12, 2017 and the Business/Legislative Minutes of September 19, 2017.

### **Superintendent Goals**

#### **II. SUPERINTENDENT GOALS**

It is recommended that the Board approve the following goals for William P. Stropkaj, Superintendent as per the Superintendent's Contract 2017/2022:

1. By December 22, 2017, revise Board Policy 122: Co-curricular Activities to become Extracurricular Activities and create administrative procedures for such policy.
2. By April 1, 2018, update the Job Description Manual that describes all positions within the organization using clearly defined language so that all employees are clear on the expectations of their position, that administration can more competently evaluate performance of those

whom they supervise, and that all employees can develop their careers and understand their role within the organization

4. By May 1, 2018, analyze the academic achievement of student subgroups (Special Education, ESL, and Economically Disadvantaged) and develop strategies to improve the academic achievement of these students.
5. By May 1, 2018, develop the leadership team by involving the administrative staff in a book study of *Total Leader 2.0: Leading in the Age of Empowerment* by Charles Schwahn and William Spady so as to create a professional leadership vocabulary and to foster professional dialogue that promotes the development of all present and future leaders within the District.

**FOR INFORMATION ONLY**

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|-------------|---|---|
| <b>I.</b>   | Parkway West Career and Technology Center Report    | <i>Ms. Annie Shaw</i><br><i>Mr. Donald Howard - Alternate</i> |
| <b>II.</b>  | SHASDA Report                                       | <i>Ms. Raeann Lindsey</i>                                     |
| <b>III.</b> | Keystone Oaks Foundation for Educational Excellence | <i>Mr. Donald Howard</i>                                      |
| <b>IV.</b>  | PSBA/Legislative Report                             | <i>Mr. Donald Howard</i>                                      |
| <b>V.</b>   | Castle Shannon Borough Council Minutes              | <i>(Available Online)</i>                                     |
| <b>VI.</b>  | Dormont Borough Council Minutes                     | <i>(Available Online)</i>                                     |
| <b>VII.</b> | Green Tree Borough Council Minutes                  | <i>(Available Online)</i>                                     |

**VIII. EXECUTIVE SESSION**

An Executive Session was conducted prior to this evening's meeting to discuss several personnel matters.

Education Report

**EDUCATION REPORT – Ms. Raeann Lindsey**

The following action items will be considered at the October 24, 2017 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**I. COLLABORATION WITH DUQUESNE UNIVERSITY**

It is recommended that the Board approve the collaboration with Duquesne University and the Keystone Oaks School District at a cost of \$19,080.00.

For Information Only

The collaboration will improve student motivation and engagement with content learning and initiate innovative and research-based models of teacher professional development focused on dynamic teacher and student learning. This will be an eight month project that would involve 28 special education teachers, three (3) English as a Second Language teachers, Mrs. Suzanne Lochie, Supervisor of Pupil Services and Ms. Desiree Burns, Supervisor of Special Education.

- A discussion was had regarding the Collaboration with Duquesne University

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

The following action items will be considered at the October 24, 2017 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**I. APPOINTMENTS**

**A. Professional Employee**

In compliance with *Board Policy No. 404 – Employment of Professional Employees*, and the *Keystone Oaks Education Association Agreement 2017-2020*, the Administration recommends the employment of:

**Ramona Klein**

Part Time Librarian – Aiken Elementary School

Effective October 20, 2017

Salary - \$23,250.00 (pro-rated) (M+24, Step 3)

**B. Classified Employees - Paraprofessional**

In compliance with *Board Policy No. 504 – Employment of Classified Employees*, and the *Keystone Oaks Educational Support Personnel Association/PSEA/NEA 2014-2017*, the Administration recommends the employment of the following individuals, pending receipt of all legal documents:

**Janet Domalik**

Paraprofessional – Aiken Elementary

Effective: September 25, 2017

Salary - \$12.22 per hour

**Juliette Rusinko**

Paraprofessional – Myrtle Elementary

Effective: September 28, 2017

Salary - \$12.22 per hour

**Maddison Wycoff**

PCA Paraprofessional – Myrtle Elementary

Effective: September 18, 2017

Salary - \$12.72 per hour

**Food Service Personnel**

**C. Food Service Personnel**

In compliance with *Board Policy No. 504 – Employment of Classified Employees*, it is recommended that the Board approve **Pamela Carrozzi**, effective September 25, 2017, as a Food Service Worker at the Middle School/High School at a rate of \$9.25/hour.

**Substitute Custodians**

**D. Substitute Custodians**

In compliance with *Board Policy No. 504 – Employment of Classified Employees*, it is recommended that the Board approve the following employees.

Beverly Wallace

Effective September 18, 2017

Diana Connolly

Effective September 18, 2017

**After-School Tutoring Program**

**E. After-School Tutoring Program**

It is recommended that the Board approve the following individuals to participate in the After-School Tutoring Program.

<u>Employee</u>	<u>School</u>
<b>Dana Goimarac</b>	<b>Aiken Elementary School</b>
<b>Kaitlin Hensel</b>	<b>Aiken Elementary School</b>
<b>William Opperman</b>	<b>Aiken Elementary School</b>
<b>Elisa DiTullio</b>	<b>Myrtle Avenue Elementary School</b>
<b>Kristen Leitch</b>	<b>Myrtle Avenue Elementary School</b>
<b>Valerie Moore</b>	<b>Myrtle Avenue Elementary School</b>
<b>Nicole Nicolai</b>	<b>Myrtle Avenue Elementary School</b>
<b>Zachary Whitfield</b>	<b>Myrtle Avenue Elementary School</b>
<b>Jamie Barbin</b>	<b>Dormont Elementary School</b>
<b>Kristin Leitch</b>	<b>Dormont Elementary School</b>
<b>Hope Muno</b>	<b>Dormont Elementary School</b>
<b>Kelly Seltzer</b>	<b>Dormont Elementary School</b>

<b>Kylie Smith</b>	<b>Dormont Elementary School</b>
<b>Judith Tredway</b>	<b>Dormont Elementary School</b>
<b>Lisa Waskiewicz</b>	<b>Dormont Elementary School</b>

**For Information Only**

The *After School Tutoring Program* is supported through the Ready to Learn Block Grant.

Approval of Activities –  
Sponsors and Stipends

**F. Approval of Activities – Sponsors and Stipends**

In compliance with the *Keystone Oaks Educational Association 2017-2020, Article XXVIII, Activities Positions and Compensation*, it is recommended that the following individuals be approved as sponsors for the 2017/2018 school year, pending receipt of all legal documents:

<b><u>Employee</u></b>	<b><u>Position</u></b>	<b><u>Compensation</u></b>
Nicole Zalek	MS Musical Director	\$2,500.00
Shane Hallam	Auditorium Coordinator	\$2,500.00
Pat Falsetti	Activities Coordinator	\$2,500.00
Beth Smith	Activities Coordinator	\$2,500.00

**G. Approval of Athletic Positions and Stipends**

In compliance with the *Keystone Oaks Education Associate Collective Bargaining Agreement 2017-2020, Article XXVII, Extra Duty Compensation, Sub-Section B: Athletic Positions and Compensation*, it is recommended that the Board approve the following individuals for the 2017/2018 school year:

Approval of Athletic  
Positions and Stipends

<b><u>Sport</u></b>	<b><u>Position</u></b>	<b><u>Coach</u></b>	<b><u>Stipend</u></b>
Basketball (Boys)	Head Coach	<b>Phil McGivney</b>	\$6,300.00
	Assistant	<b>Corey Belovich</b>	\$4,090.00
	Assistant	<b>Jason Overand</b>	\$3,470.00
	Middle School	<b>Keith Buckley</b>	\$3,070.00
	Middle School	<b>Jim Feeney</b>	\$3,070.00
	Middle School	<b>Mike Orosz</b>	\$2,000.00
	Volunteer	<b>Ben O'Connor</b>	
Basketball (Girls)	Head Coach	<b>Ron Muszynski</b>	\$6,300.00
	Assistant	<b>Chuck Bogdan</b>	\$4,090.00
	Assistant	<b>Jennifer Martin</b>	\$3,470.00
	Middle School	<b>Keith Buckley</b>	\$3,070.00
	Middle School	<b>Jim Feeney</b>	\$3,070.00
	Middle School	<b>Taylor Hudson</b>	\$2,000.00

Swimming	Head Coach	<b>Jeff DiGiacomo</b>	\$5,800.00
	Assistant	<b>Madeline Kay</b>	\$3,000.00
Wrestling	Head Coach	<b>Andrew Bell</b>	\$6,300.00
	Assistant	<b>John Cerminra</b>	\$3,690.00
	Assistant	<b>Al Harris</b>	\$3,800.00
	Assistant	<b>Joseph Kazalas</b>	\$1,300.00
	Middle School	<b>Jason Neuman</b>	\$2,310.00
	Middle School	<b>Mark Hutchin</b>	\$2,100.00

**H. Project Succeed**

It is recommended that the Board approve the following individual as a Project Succeed instructor for the 2017/2018 school year effective October 27, 2017:

**Danielle Kandrack**      Mathematics

**I. Substitute Nurse**

In compliance with *Board Policy No. 504 – Employment of Classified Employees* it is recommended that the Board approve **Shelby Keebler** as a substitute nurse effective October 2, 2017.

Leave of Absence

**II. LEAVE OF ABSENCE**

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

N.K. – Effective November 20, 2017 until February 26, 2018

P.F. – Effective November 22, 2017 until January 12, 2018

Personal Leave

**III. PERSONAL LEAVE**

It is recommended that the Board approve the following individual for a Personal Leave:

C.M. – Effective December 5, 2017 until January 16, 2018

Finance Report

**FINANCE REPORT – Mrs. Theresa Lydon**

The following action items will be considered at the October 24, 2017 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 as of September 30, 2017 (Check No. 54879 – 55270)	\$1,117,074.72
B. Risk Management as of September 30, 2017 (None)	\$0.00
C. Food Service Fund as of September 30, 2017 (Check No. 9130 – 9130)	\$4.20
D. Athletics as of September 30, 2017 (None)	\$0.00
E. Capital Reserve as of September 30, 2017 (1576-1578)	\$432,205.62
<b>TOTAL</b>	<b>\$1,549,284.54</b>

**II. TRANSFER FROM GENERAL FUND TO CAPITAL RESERVE FUND**

The Administration recommends the approval of a transfer of \$926,714.12 from the General Fund to the Capital Reserve Fund to cover the cost of the roofing project.

- A discussion was had regarding the 2013A Bond Series Interest Rate Savings.

Transfer from General Fund to Capital Reserve Fund

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2017 – 2018 BUDGET to ACTUAL / PROJECTION**

ACCT	DESCRIPTION	2017-2018 BUDGET TOTAL	2017-2018 <b>SEPTEMBER</b> <b>ACTUAL</b>	OVER <b>(UNDER)</b> BUDGET
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 29,205,575	\$ 23,472,483	\$ (5,733,092)
7000	State Revenue Sources	\$ 11,884,614	\$ 1,614,117	\$ (10,270,497)
8000	Federal Revenue Sources	\$ 847,073	\$ 150,512	\$ (696,561)
<b>Total Revenue</b>		<b>\$ 41,937,262</b>	<b>\$ 25,237,112</b>	<b>\$ (16,700,150)</b>
<b>(OVER)</b>				
<b>UNDER</b>				
<b>BUDGET</b>				
<b>Expenditures</b>				
100	Salaries	\$ 16,193,174	\$ 1,914,499	\$ 14,278,675
200	Benefits Professional/Technical	\$ 10,647,423	\$ 1,572,553	\$ 9,074,870
300	Services	\$ 1,420,450	\$ 238,112	\$ 1,182,338
400	Property Services	\$ 1,245,450	\$ 246,396	\$ 999,054
500	Other Services	\$ 5,051,476	\$ 970,013	\$ 4,081,463

600	Supplies/Books	\$ 1,456,761	\$ 573,657	\$ 883,104
700	Equipment/Property	\$ 749,916	\$ 444,903	\$ 305,013
800	Other Objects	\$ 767,612	\$ 20,213	\$ 747,399
900	Other Financial Uses	\$ 4,405,000	\$ 11,860	\$ 4,393,140

<b>Total Expenditures</b>	<b>\$ 41,937,262</b>	<b>\$ 5,992,206</b>	<b>\$ 35,945,056</b>
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<b>Revenues exceeding Expenditures</b>	<b>\$ -0-</b>	<b>\$ 19,244,906</b>	<b>\$ (19,244,906)</b>
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## II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF SEPTEMBER 30, 2017

Bank Account - Status	Middle / High School	Athletics
Cash Balance – 09/01/2017	\$ 88,173.95	\$ 66,721.41
Deposits	\$ 6,910.95	\$ 11,668.48
Subtotal	\$ 95,084.90	\$ 78,389.89
Expenditures	\$ 1,011.09	\$ 56.29
Cash Balance - 09/30/2017	\$ 94,073.81	\$ 78,333.60

## III. BANK BALANCES

### BANK BALANCES PER STATEMENT AS OF SEPTEMBER 30, 2017

	BALANCE
<b>GENERAL FUND</b>	
FNB BANK	\$ 1,707,515
PAYROLL (pass-thru account)	\$ 1,307
FNB SWEEP ACCOUNT	\$ 1,325,731
ATHLETIC ACCOUNT	\$ 78.334
PLGIT	\$ 7,703,387
FNB Money Market	\$ 14,015,835
PSDLAF	\$ 155,779
INVEST PROGRAM	\$ 172,461
	<u>\$ 25,160,349</u>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 526,106
PLGIT	\$ 982,100
	<u>\$ 1,508,206</u>

### CONSTRUCTION FUND / CAP RESERVE



FNB BANK	\$	343,527
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$	<u>764</u>
	\$	<u><b>344,291</b></u>

**RISK MANAGEMENT FUND/TAX REFUNDS**

FNB BANK	\$	<u><b>274,188</b></u>
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**GRAND TOTAL** \$ **27,287,034**

**Facilities Report**

**FACILITIES REPORT – Mr. Matthew Cesario**

The following action item will be considered at the October 24, 2017 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Bids Rejection**

**I. BIDS REJECTION**

It is recommended that Board approve the rejection of bids for the Softball Dugouts.

For Information Only:

All bids received were higher than the District anticipated.

- A discussion was had regarding Bid Rejection.

**For Information Only  
For Discussion**

**II. FOR INFORMATION ONLY FOR DISCUSSION**

Mt. Lebanon municipality has requested that Keystone Oaks School District grant permission to allow Mt. Lebanon municipality to relocate their indoor shooting range to a new facility that will be constructed near the Mt. Lebanon Golf Course on Pine Avenue.

**For Information Only  
For Discussion**

**III. FOR INFORMATION ONLY FOR DISCUSSION**

The Borough of Dormont has requested that a school zone be set up by PaDOT on Dell Avenue due to complaints about speed and pedestrian safety. Speed data was collected by the Borough and it was determined that it does not qualify for standard traffic calming devices (such as speed humps).

**Activities and Athletics  
Report**

**ACTIVITIES AND ATHLETICS REPORT – Mr. Robert Brownlee**

The following action item will be considered at the October 24, 2017 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**I. OVERNIGHT TRIPS**

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

**Girls Softball – Cookeville and Nashville, TN**

Wednesday – Sunday – March 28 – April 1, 2018

Coaches – **Mark Kaminski, Kristin Kaminski and Lainey Resetar**

Chaperones – Jodi Hoffman, Jennifer Mentz

Approximate number of students participating: 29

Approximate cost per student - \$730.00

No District funds requested

**Grade 6 – Cleveland, OH and Castaway Bay**

Saturday – Sunday – May 5-6, 2018

Sponsors – **Lisa McMahan, Amy Torcaso**

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

Approximate number of students participating: 40-50

Approximate cost per student - \$329.00

No District funds requested

**Grade 7 – Washington, DC**

Saturday – Sunday – November 18-19, 2017

Sponsors – **Lisa McMahan, Amy Torcaso**

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

Approximate number of students participating: 40-50

Approximate cost per student - \$329.00

No District funds requested

**Grade 8 – Gettysburg and Hershey, PA**

Saturday – Sunday – June 2-3, 2018

Sponsors – **Lisa McMahan, Amy Torcaso**

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

Approximate number of students participating: 40-50

Approximate cost per student - \$389.00

No District funds requested

**II. EXTRA ATHLETIC WORKERS’ POSITIONS – 2017/2018 SCHOOL YEAR**

It is recommended that the Board approve the following extra athletic workers’ positions for the 2017/2018 school year:

<u>Sport</u>	<u>Title</u>	<u>Amount per Game</u>
<b>V- Varsity; JV – Junior Varsity; MS – Middle School</b>		
<b>Baseball/Softball</b>	Game Manager (V)	\$75
<b>Boys/Girls Soccer</b>	Game Manager (V, JV, MS)	\$75
	Clock (V, JV)	\$70

	Ticket Taker (V, JV)	\$40
<b>Boys/Girls Volleyball</b>	Game Manager (V, JV, MS)	\$75
	Extra Security (V, JV)	\$50
	Clock (V, JV, MS)	\$70
<b>Boys/ Girls Basketball</b>	Scoreboard (JV, V, MS)	\$70
	Clock (V, JV, MS)	\$70
	Book (V, JV)	\$60
	Game Manager (V, JV, MS)	\$75
	Extra Security (V, JV)	\$50
	Ticket Takers (V, JV)	\$40
	Announcer (V, JV)	\$50
<b>Football</b>	Sticks (V)	\$50
	Clock (V, JV, MS)	\$70
	Announcer (V)	\$50
	Scoreboard (V)	\$70
	Stats (V)	\$60
	Video (V)	\$30
	Parking/Security (V)	\$70
	Ticket Takers (V)	\$40
	25 Second Clock (V)	\$75
	Game Manager (V, JV, MS)	\$75
<b>Swimming</b>	Game Manager (V, MS)	\$75
	Ticket Taker (V)	\$40
<b>Wrestling</b>	Scoreboard (V, MS)	\$70
	Ticket Take (V)	\$40
	Game Manager (V, MS)	\$75
	Extra Security (V, MS)	\$50

- A discussion was had regarding the Extra Athletic Workers' Positions

### III. EXTRA ATHLETIC WORKERS' – 2017/2018 SCHOOL YEAR

It is recommended that the Board approve the following individuals as extra athletic workers for the 2017/2018 school year:

**Roiann Backstrom**  
**Andy Bell**  
**James Bolt**  
**Don Bowlin**  
**Keith Buckley**  
**John Buffington**  
**Marco Canello**  
**John Cerminara**  
**Nancy DeLallo**

**Nacy Kramer**  
**Craig Lawhead**  
**Louis Lippert**  
**Amy Longo**  
**John McCarthy**  
**Steve McCormick**  
**Ron Muszynski**  
**Ed Nock**  
**Meghan O'Brien**

**Jeremy Diven  
Kelly Diven  
Emily Doyle  
Paul Elphinstone  
Diane Ferguson  
Jennifer Freese  
Judith Fritz  
Kevin Gallagher  
Sue Grand  
John Hoffman  
Ken Hustava  
Bill Irvine  
Nick Kamberis  
Rick Keebler  
Josh Kirchner**

**TJ O'Farrel  
Mike Orsi  
Greg Perry  
Lainey Resetar  
Jeff Sieg  
Bill Simon  
Kim Smykal  
James Svidron  
Donda Snell  
Amy Torcaso  
Jerry Tuite  
Ryan Warner  
Jordan Zange**

**Public Comment**

**PUBLIC COMMENT - None**

**Adjournment**

**ADJOURNMENT**

The meeting was adjourned at 9:12 p.m.

*Motion passed 7-0*

Respectfully submitted,

Maureen S. Connor  
Board Secretary  
Recording Board Secretary

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