

# BOARD OF SCHOOL DIRECTORS

**WORK SESSION**  
**TUESDAY, NOVEMBER 9, 2021**  
**7:00 PM**

## *MINUTES*

<b>Call to Order</b>	President Theresa Lydon called the meeting to order at 7:01 p.m.
<b>Pledge</b>	The meeting opened with the pledge to the flag.
<b>Attendance</b>	Those present included: Mr. Cesario, Ms. Crowell, Mrs. Donahue, Ms. Evans, Mr. LaPorte, Ms. Lindsey, Mrs. Lydon, Mr. Raso and Ms. Shaw. Also present were Dr. William P. Stropkaj, Superintendent; Mr. Joseph Kubiak, Director of Finance and Human Resources/Board Secretary; Mr. Michael Brungo, Solicitor and Mrs. Maureen S. Myers, Assistant Board Secretary/Recording Secretary were present.
<b>Public Comment</b>	<p><b>PUBLIC COMMENT</b></p> <p><b>Elizabeth Buschbacher</b>                      Re: Against mask wearing in schools <b>Dormont</b></p>
<b>Board President's Report</b>	<p><b>BOARD PRESIDENT'S REPORT – Mrs. Theresa Lydon</b></p> <p>The following action items will be considered at the November 16, 2021 Business/Legislative Meeting:</p> <p><b><u>BOARD ACTION REQUESTED</u></b></p>
<b>Board Minutes</b>	<p><b>BOARD MINUTES</b></p> <p>It is recommended that the Board approve the Work Session Minutes of October 12, 2021 and the Business/Legislative Minutes of October 19, 2021.</p>
<b>Student Agreement</b>	<p><b>STUDENT AGREEMENT</b></p> <p>It is recommended that the Board approve the Agreement between Student 105101 and the Keystone Oaks School District.</p>
<b>For Information Only</b>	<p><b><u>FOR INFORMATION ONLY</u></b></p> <ul style="list-style-type: none"><li>• Parkway West Career and Technology Center Report                      <i>Ms. Annie Shaw</i></li><li>• SHASDA Report    <i>Mr. Santo Raso</i></li></ul>

- PSBA/Legislative Report
- News from the Boroughs

*Mrs. Theresa Lydon*

**Executive Session**

**EXECUTIVE SESSION**

Executive Session was held prior to this evenings Work Session to discuss personnel.

Dr. Stropkaj announced that there will also be an Executive Session following the Work Session to discuss a confidential student matter.

**Superintendent’s Report**

**SUPERINTENDENT’S REPORT – Dr. William P. Stropkaj**

The following action items will be considered at the November 16, 2021 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Policy 212**

**SECOND READING POLICY 212: REPORTING PUPIL PROGRESS**

It is recommended that the Board approve the SECOND READING of Policy 212: *Reporting Pupil Progress*.

**Pupil Personnel Report**

**PUPIL PERSONNEL REPORT – Dr. William P. Stropkaj**

The following action items will be considered at the November 16, 2021 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Maxim Health Services**

**LETTER OF AGREEMENT – MAXIM HEALTH SERVICES**

It is recommended that the Board approve the Letter of Agreement between Maxim Health Services and the Keystone Oaks School District to provide nursing services to a student in the District.

**Transperfect**

**TRANSPERFECT REMOTE TELEPHONE INTERPRETING SERVICES RENEWAL**

It is recommended that the Board approve the renewal of a contract with the Allegheny Intermediate Unit for Transperfect Remote Telephone Interpreting Services at a cost of \$120.00 per year plus \$0.90 per minute for translation services based on student/parent need, effective February 2022 through February 2023.

**Personnel Report**

**PERSONNEL REPORT – Mr. Matthew Cesario**

The following action items will be considered at the November 16, 2021 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

Retirement

**RETIREMENT**

It is recommended that the Board accept the following retirement:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Years of Service</u>
Judith Fritz	Certified School Nurse	January 24, 2022	25

Resignation

**RESIGNATION**

It is recommended that the Board accept the following resignation:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Lisa Androski	Paraprofessional	November 5, 2021

Appointments

**APPOINTMENTS**

**1. Homebound Instructors**

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2020 – 2026*, it is recommended that the Board approve the following individuals as Homebound Instructors for the 2021/2022 school year:

- Candace Bush
- Rebekah Brooks
- Nancy Kraemer
- Kimberly Smykal

**2. Approval of Activity Stipends**

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 2021/2022 school year:

<u>Activity</u>	<u>Position</u>	<u>Sponsor</u>	<u>Stipend</u>
Musical (HS)	Director	Sonya Caceres	\$8,500.00

Tenure

**TENURE**

It is recommended that the Board grant a professional contract to the following individual for having completed the requirements for tenure according to the Commonwealth of Pennsylvania effective November 22, 2021.

**Caitlin Lucas** Myrtle Avenue Elementary

Sabbatical Leave

**SABBATICAL LEAVE**

It is recommended that the Board approve **Lisa Plowman**, Sixth Grade Teacher, Keystone Oaks Middle School, for a sabbatical leave for the second semester of the 2021/2022 school year.

**Finance Report**

**FINANCE REPORT – Ms. Raeann Lindsey**

The following action items will be considered at the November 16, 2021 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Accounts Payable**

**ACCOUNTS PAYABLE APPROVAL LISTS THROUGH OCTOBER 31, 2021**

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

A.	General Fund as of October 31, 2021 (Check No. 65611-65790)	\$1,337,195.39
B.	Food Service Fund as of October 31, 2021 (Check No. 9595-9602)	\$28,968.52
C.	Athletics as of October 31, 2021 (Check No. 3294-3302)	\$9,568.90
D.	Capital Reserve as of October 31, 2021 (None)	\$0.00
	<b>TOTAL</b>	<b>\$1,375,732.81</b>

**Joint Purchasing Board**

**CONTINUED MEMBERSHIP IN THE JOINT PURCHASING BOARD**

It is recommended that the Board approve the continued membership in the Allegheny Intermediate Unit’s Joint Purchasing Program for the 2022/2023 school year in the following areas, but not limited to:

Electricity  
Gasoline and Diesel Fuel  
Natural Gas  
Copier Paper

The regular member position for the Joint Purchasing Program will be assigned to **Joseph Kubiak**, Director of Finance and Human Resources, and the alternate member position will be assigned to **John Lyon**, Director of Buildings, Grounds and Transportation.

**For Information Only**

This does not obligate the District to purchase materials from the AIU Joint Purchasing Program.

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2021 – 2022 BUDGET to ACTUAL / PROJECTION**

<b>ACCT</b>	<b>DESCRIPTION</b>	<b>2021-2022 BUDGET TOTAL</b>	<b>2021-2022 4 MONTH OCTOBER/ACTUAL</b>	<b>OVER (UNDER) BUDGET</b>
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 31,108,214	\$ 25,331,733	\$ (5,776,481)
7000	State Revenue Sources	\$ 11,886,363	\$ 3,999,549	\$ (7,886,814)
8000	Federal Revenue Sources	\$ 691,742	\$ 188,170	\$ (503,572)
<b>Total Revenue</b>		<b>\$ 43,686,319</b>	<b>\$ 29,519,452</b>	<b>\$ (14,166,867)</b>
				<b>(OVER) UNDER BUDGET</b>
<b>Expenditures</b>				
100	Salaries	\$ 17,908,098	\$ 3,292,413	\$ 14,615,685
200	Benefits	\$ 11,215,351	\$ 2,547,598	\$ 8,667,753
300	Professional/Technical Services	\$ 1,805,796	\$ 190,134	\$ 1,615,662
400	Property Services	\$ 1,117,100	\$ 283,558	\$ 833,542
500	Other Services	\$ 5,855,294	\$ 1,485,427	\$ 4,369,867
600	Supplies/Books	\$ 1,469,483	\$ 671,078	\$ 798,405
700	Equipment/Property	\$ 420,929	\$ 443,386	\$ (22,457)
800	Other Objects	\$ 347,620	\$ 135,808	\$ 211,812
900	Other Financial Uses	\$ 3,958,000	\$ 26,000	\$ 3,932,000
<b>Total Expenditures</b>		<b>\$ 44,097,671</b>	<b>\$ 9,075,402</b>	<b>\$ 35,022,269</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ (411,352)</b>	<b>\$ 20,444,051</b>	<b>\$ 20,855,403</b>
<b>Other Financing Sources/(Uses)</b>				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

**II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF OCTOBER 31, 2021**

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance - 10/1/2021	\$ 80,321.96	\$ 14,968.36
Deposits	\$ 21,008.45	\$ 17,625.68
Subtotal	\$ 101,330.41	\$ 32,594.04
Expenditures	\$ -	\$ 9,125.80
Cash Balance - 10/31/2021	\$ 101,330.41	\$ 23,468.24

**III. BANK BALANCES**

**BANK BALANCES PER STATEMENT AS OF OCTOBER 31, 2021**

	<b>BALANCE</b>
<b>GENERAL FUND</b>	
FNB BANK	\$ 2,850,999
PAYROLL (pass-thru account)	\$ 5,036
FNB SWEEP ACCOUNT	\$ -
ATHLETIC ACCOUNT	\$ 23,468
PLGIT	\$ 7,717,867
FNB MONEY MARKET	\$ 14,154,493
PSDLAF	\$ 162,301
INVEST PROGRAM	\$ 181,728
OTHER POST-EMPLOYMENT BENEFITS	\$ 1,988,321
COMPENSATED ABSENCES	\$ 430,925
	<u><u>\$ 27,515,138</u></u>
 <b>CAFETERIA FUND</b>	
FNB BANK	\$ 52,122
PLGIT	\$ 394,269
	<u><u>\$ 446,391</u></u>
 <b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 44,692
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 801
	<u><u>\$ 45,493</u></u>
 <b>GRAND TOTAL</b>	 <u><u>\$ 28,007,022</u></u>

Activities & Athletics

**ACTIVITIES & ATHLETICS REPORT – Mr. Santo Raso**

The following action items will be considered at the November 16, 2021 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

Extra Athletic Workers

**EXTRA ATHLETIC WORKERS – 2021/2022 SCHOOL YEAR**

It is recommended that the Board approve the following individuals as extra athletic workers for the 2021/2022 school year:

Alex Oleksak  
Dani Sakulsky

- Mr. Raso announced that there will be a Buildings, Grounds & Transportation Committee Meeting on November 22<sup>nd</sup> at 7:00 p.m.

Adjournment

**ADJOURNMENT**

On the motion of Mrs. Shaw, seconded by Mr. LaPorte, the meeting was adjourned at 7:14 p.m.

*Motion passed 9-0*

Respectfully submitted,

Joseph A. Kubiak  
Board Secretary

Maureen S. Myers  
Assistant Board Secretary

KEYSTONE OAKS SCHOOL DISTRICT

# Policy Guide



Policy No. 212

Section PUPILS

Title REPORTING PUPIL PROGRESS

Adopted AUGUST 21, 1989

Last Revised ~~OCTOBER 20, 2015~~  
~~NOVEMBER 20, 2008;~~  
~~OCTOBER 19, 1998~~

POLICY NO. 212 REPORTING PUPIL PROGRESS		
Section 1	<p><b><u>Purpose</u></b></p> <p>The Board <del>believes that cooperation</del> recognizes that communication between school and home is a vital component in the growth and education of each the student. The Board acknowledges the school's responsibility to keep person(s) in parental relation parents/guardians informed of student welfare and academic progress. <del>in school. It also recognizes the effects of State and federal laws and regulations governing school records.</del></p>	Pol. 216
Section 2	<p><b><u>Authority</u></b></p> <p>The Board directs that the District's instructional program shall include a system of measuring all students' academic progress.</p> <p>The Board directs the Superintendent Administration to establish a system of reporting student progress that <del>requires all appropriate staff members to comply as part of their teaching responsibility, with a reporting system which</del> includes academic progress reports, grade reports report cards, and parent/guardian conferences between with the teachers and the person in parental relation.</p>	SC 1531, 1532 Title 22 PA Code Sec. 4.11 Pol. 127
Section 3	<p><b><u>Delegation of Responsibility</u></b></p> <p>The Superintendent or designee, <del>in conjunction with appropriate</del></p>	SC 1531, 1532



**POLICY NO. 212  
REPORTING PUPIL PROGRESS**

~~staff members,~~ shall develop procedures and methods for reporting student progress to ~~the person in parental relation~~parents/guardians.

All appropriate staff members, as part of their professional responsibility, shall comply with the systems established for measuring and reporting student progress.

**Section 4**

**Guidelines**

~~The Superintendent or designee, in conjunction with appropriate staff members, shall develop~~ Procedures and methods for reporting student progress to ~~the person in parental relation~~parents/guardians shall be developed that:

1. Utilize various methods of reporting appropriate to grade level and curriculum content.
2. Ensure that both student and ~~the person in parental relation~~parent/guardian shall receive prior warning of a pending grade of “failure,” or one that would adversely affect the student’s status.  
  
~~2.~~ A student shall not receive a failing grade or a change of two (2) letter grades without prior person in parental relation contact by the individual teacher. Contact shall be made via personal phone call, email or letter. If no response is received from the person in parental relation, the teacher shall involve the guidance counselor and a registered letter shall be sent.
3. ~~Establish~~Determine a time frame in which grades are to be posted by a teacher ~~in his/her grade book~~ once the graded test/assignment/project etc. has been given back to the students for review.
4. Enable the scheduling of ~~person in parental relation~~parent/guardian-teacher conferences at such time and in such places as will ensure the greatest degree of participation by ~~person(s) in parental relation~~parents/guardians and not preclude the participation of ~~any~~either partyent.

**POLICY NO. 212  
REPORTING PUPIL PROGRESS**

~~5. Specify the mandatory issuance of report cards in intervals of nine (9) weeks.~~

~~6. Specify the mandatory issuance of progress reports at approximate midpoint of each nine (9) week report period by every teacher.~~

~~A student shall not receive a failing grade or a change of two (2) letter grades without prior parental/guardian contact by the individual teacher. Contact shall be made via personal phone call, email or letter. If no response is received from the parent/guardian, the teacher shall involve the guidance counselor and a registered letter shall be sent.~~

~~A written progress report may also be issued if student performance is further characterized by:~~

~~1. Failure to complete homework assignments; or~~

~~2. Exhibiting poor work habits or improper behavior in the classroom; or failure to attend class on a regular basis.~~

~~A written progress report may be sent home at any time during the report period.~~

~~Written progress reports shall be indicated on the comment section of the report card each nine (9) week grading period.~~

~~A teacher initiated phone call or parent/guardian conference shall occur if a pattern of student deficiency is evident. The teacher shall initiate a plan to address the student's needs with the advice and assistance of the school counselor and parents/guardians.~~

~~The high school principal will notify the parents/guardians of any student who is in danger of failing a required course for graduation. The notification will take place after the first semester and a parent/guardian meeting will be encouraged.~~

~~If the student is a senior and is in jeopardy of not graduating, a personal or phone conference between the parent/guardian, teacher, and counselor, if needed, must be held.~~

**POLICY NO. 212  
REPORTING PUPIL PROGRESS**

~~Review and evaluation of methods of reporting student progress to parents/guardians shall be conducted on a periodic basis.~~

**Section 5**

**Reporting**

Every student shall have access to their grades through the District's Student Management System.

All person(s) in parental relation shall have online access to the Student Management System in order to view academic student progress.

A paper version of a report card will be distributed upon person in parental relation request.

*Unexcused Absence and Grades –*

Where absences are due to truancy or cutting classes, the student will not be given the privilege of making up any work which they missed. The student will be given a (0) grade for any class work which resulted in letter grades for those student present. If test(s) were given on the day of such absence, the student would receive a (0) grade for the test(s). If some homework assignments were handed in that were given a letter grade for the rest of the students, the absent student would be given a (0) for such work. In case of student suspension see Policy 233.

Previously Revised: October 20, 2015; November 20, 2008;  
October 19, 1998

**References:**

School Code – 24 P.S. Sec. 510, 1531, 1532

State Board of Education Regulations – 22 PA Code Sec. 4.11

Board Policy – 127, 216