Call to Order
President Theresa Lydon called the meeting to order at 7:01 p.m.

Pledge
The meeting opened with the pledge to the flag.

Attendance
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.

Public Comment
PUBLIC COMMENT
Elizabeth Buschbacher Re: Against mask wearing in schools
Dormont

Board President’s Report
BOARD PRESIDENT’S REPORT – Mrs. Theresa Lydon
The following action items will be considered at the November 16, 2021 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Board Minutes
BOARD MINUTES
It is recommended that the Board approve the Work Session Minutes of October 12, 2021 and the Business/Legislative Minutes of October 19, 2021.

Student Agreement
STUDENT AGREEMENT
It is recommended that the Board approve the Agreement between Student 105101 and the Keystone Oaks School District.

For Information Only
FOR INFORMATION ONLY
- Parkway West Career and Technology Center Report Ms. Annie Shaw
- SHASDA Report Mr. Santo Raso
Executive Session

EXECUTIVE SESSION

Executive Session was held prior to this evening’s 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

It is recommended that the Board accept the following retirement:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
<th>Years of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judith Fritz</td>
<td>Certified School Nurse</td>
<td>January 24, 2022</td>
<td>25</td>
</tr>
</tbody>
</table>

RESIGNATION

It is recommended that the Board accept the following resignation:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Androski</td>
<td>Paraprofessional</td>
<td>November 5, 2021</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Position</th>
<th>Sponsor</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Musical (HS)</td>
<td>Director</td>
<td>Sonya Caceres</td>
<td>$8,500.00</td>
</tr>
</tbody>
</table>

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
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 – Ms. Raeann Lindsey**

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

**BOARD ACTION REQUESTED**

**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

**TOTAL** $1,375,732.81

**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

<table>
<thead>
<tr>
<th>ACCT</th>
<th>DESCRIPTION</th>
<th>2021-2022 BUDGET TOTAL</th>
<th>2021-2022 4 MONTH OCTOBER/ACTUAL</th>
<th>OVER (UNDER) BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000</td>
<td>Local Revenue Sources</td>
<td>$ 31,108,214</td>
<td>$ 25,331,733</td>
<td>$(5,776,481)</td>
</tr>
<tr>
<td>7000</td>
<td>State Revenue Sources</td>
<td>$ 11,886,363</td>
<td>$ 3,999,549</td>
<td>$(7,886,814)</td>
</tr>
<tr>
<td>8000</td>
<td>Federal Revenue Sources</td>
<td>$ 691,742</td>
<td>$ 188,170</td>
<td>$(503,572)</td>
</tr>
<tr>
<td></td>
<td><strong>Total Revenue</strong></td>
<td><strong>$ 43,686,319</strong></td>
<td><strong>$ 29,519,452</strong></td>
<td><strong>$(14,166,867)</strong></td>
</tr>
</tbody>
</table>

#### Expenditures

<table>
<thead>
<tr>
<th>ACCT</th>
<th>Description</th>
<th>2021-2022 BUDGET TOTAL</th>
<th>2021-2022 4 MONTH OCTOBER/ACTUAL</th>
<th>OVER (UNDER) BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Salaries</td>
<td>$ 17,908,098</td>
<td>$ 3,292,413</td>
<td>$ 14,615,685</td>
</tr>
<tr>
<td>200</td>
<td>Benefits</td>
<td>$ 11,215,351</td>
<td>$ 2,547,598</td>
<td>$ 8,667,753</td>
</tr>
<tr>
<td>300</td>
<td>Professional/Technical Services</td>
<td>$ 1,805,796</td>
<td>$ 190,134</td>
<td>$ 1,615,662</td>
</tr>
<tr>
<td>400</td>
<td>Property Services</td>
<td>$ 1,117,100</td>
<td>$ 283,558</td>
<td>$ 833,542</td>
</tr>
<tr>
<td>500</td>
<td>Other Services</td>
<td>$ 5,855,294</td>
<td>$ 1,485,427</td>
<td>$ 4,369,867</td>
</tr>
<tr>
<td>600</td>
<td>Supplies/Books</td>
<td>$ 1,469,483</td>
<td>$ 671,078</td>
<td>$ 798,405</td>
</tr>
<tr>
<td>700</td>
<td>Equipment/Property</td>
<td>$ 420,929</td>
<td>$ 443,386</td>
<td>$(22,457)</td>
</tr>
<tr>
<td>800</td>
<td>Other Objects</td>
<td>$ 347,620</td>
<td>$ 135,808</td>
<td>$ 211,812</td>
</tr>
<tr>
<td>900</td>
<td>Other Financial Uses</td>
<td>$ 3,958,000</td>
<td>$ 26,000</td>
<td>$ 3,932,000</td>
</tr>
<tr>
<td></td>
<td><strong>Total Expenditures</strong></td>
<td><strong>$ 44,097,671</strong></td>
<td><strong>$ 9,075,402</strong></td>
<td><strong>$ 35,022,269</strong></td>
</tr>
</tbody>
</table>

**Revenues exceeding Expenditures**

<table>
<thead>
<tr>
<th>Description</th>
<th>2021-2022 BUDGET TOTAL</th>
<th>2021-2022 4 MONTH OCTOBER/ACTUAL</th>
<th>OVER (UNDER) BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interfund Transfers In (Out)</td>
<td>$ (411,352)</td>
<td>$ 20,444,051</td>
<td>$ 20,855,403</td>
</tr>
</tbody>
</table>

**Other Financing Sources/(Uses)**

<table>
<thead>
<tr>
<th>Description</th>
<th>2021-2022 BUDGET TOTAL</th>
<th>2021-2022 4 MONTH OCTOBER/ACTUAL</th>
<th>OVER (UNDER) BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interfund Transfers In (Out)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>
II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF OCTOBER 31, 2021

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

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF OCTOBER 31, 2021

BALANCE

GENERAL FUND
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
$                                                27,515,138

CAFETERIA FUND
FNB BANK                                      $         52,122
PLGIT                                         $         394,269
$                                                446,391

CONSTRUCTION FUND / CAP RESERVE
FNB BANK                                      $         44,692
PLGIT - G.O. BOND SERIES C OF 2014/12-19      $          801
$                                                45,493

GRAND TOTAL                                   $        28,007,022
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 – 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 22nd at 7:00 p.m.

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Purpose</th>
<th>Policy No. 212</th>
<th>Reporting Pupi l Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 1</strong></td>
<td><strong>Purpose</strong></td>
<td>The Board believes that cooperation recognizes that communication between school and home is a vital component in the growth and education of each student. The Board acknowledges the school’s responsibility to keep person(s) in parental relation informed of student welfare and academic progress. It also recognizes the effects of State and federal laws and regulations governing school records.</td>
<td>Pol. 216</td>
</tr>
<tr>
<td><strong>Section 2</strong></td>
<td><strong>Authority</strong></td>
<td>The Board directs that the District’s instructional program shall include a system of measuring all students’ academic progress. The Board directs the Superintendent to establish a system of reporting student progress that requires all appropriate staff members to comply as part of their teaching responsibility, with a reporting system which includes academic progress reports, grade reports, report cards, and parent/guardian conferences between the teachers and the person in parental relation.</td>
<td>SC 1531, 1532, Title-22 PA Code Sec. 4.11, Pol. 127</td>
</tr>
<tr>
<td><strong>Section 3</strong></td>
<td><strong>Delegation of Responsibility</strong></td>
<td>The Superintendent or designee, in conjunction with appropriate</td>
<td>SC 1531, 1532</td>
</tr>
</tbody>
</table>
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 parents/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 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 party.
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