Call to Order
President Patricia Ann Shaw called the meeting to order at 7:03 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, Mrs. Lydon, Mr. Raso and Ms. Shaw. Also present were Dr. William P. Stropkaj, Superintendent; Dr. Shannon Varley, Director of Curriculum, Instruction, Assessment and Staff Development; Mr. Joseph Kubiak, Business Manager/Board Secretary; Mr. Michael Brungo, Solicitor; and Mrs. Maureen S. Myers, Assistant Board Secretary/Recording Secretary.

Ms. Lindsey entered the meeting at 7:08 p.m.

Audit Report

Board Recognition
Dr. Stropkaj recognized the Board of School Directors.

Board President's Report
BOARD PRESIDENT’S REPORT – Ms. Patricia Ann Shaw
The following action items will be considered at the January 21, 2020 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Board Minutes
BOARD MINUTES
It is recommended that the Board approve the Reorganization/Work Session Minutes of December 3, 2019 and the Business/Legislative Minutes of December 10, 2019.

MOU
MEMORANDUM OF UNDERSTANDING
It is recommended that the Board approve the Memorandum of Understanding between the Keystone Oaks School District and the Keystone Oaks Education Support Personnel Association.
FOR INFORMATION ONLY

I. Parkway West Career and Technology Center Report  Ms. Annie Shaw
II. SHASDA Report  Mr. Santo Raso
III. PSBA/Legislative Report  Mrs. Theresa Lydon

Executive Session

EXECUTIVE SESSION

Executive Session was held prior to this evening's Work Session meeting to discuss personnel and potential sale of a property.

Executive Session was held after this evening's Work Session meeting to discuss personnel.

BOARD COMMITTEES 2020

- Activities and Athletics  *Ms. Lindsey, Mrs. Donahue, Mr. LaPorte, Mrs. Lydon
- Budget and Finance  *Ms. Lindsey, Mrs. Lydon, Mr. Raso, Ms. Shaw
- Buildings, Grounds & Transportation  *Mr. Raso, Mr. Cesario, Mr. LaPorte, Ms. Shaw
- Communications  *Ms. Crowell, Ms. Evans, Mr. LaPorte, Mr. Raso
- Education  *Mrs. Lydon, Ms. Crowell, Mrs. Donahue, Ms. Lindsey
- Personnel  *Ms. Shaw, *Mr. Cesario, Ms. Crowell, Mrs. Lydon
- Policy  *Ms. Shaw, Mr. Cesario, Mrs. Donahue, Ms. Evans
- PSBA Representative  Mrs. Lydon
- SHASDA Representative  Mr. Raso

*Denotes Chairperson(s)

Superintendent’s Report

SUPERINTENDENT’S REPORT – Dr. William P. Stropkaj

The following action items will be considered at the January 21, 2020
Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**PROFESSIONAL DEVELOPMENT**

It is recommended that the Board approve the following conference request:

**Mrs. Emily Brill**  
PAFCS Annual Conference  
Blair County Convention Center  
Altoona, PA 16602  
April 17 – 18, 2020  
For Information Only

Ms. Brill is on the Board of Directors of the organization.

**Mr. Jesse Jeznis**  
Certified Pool & Spa Operator Certification Program  
Pittsburgh, PA  
March 25- 26, 2020  
$359.00

**Mr. John Lyon**  
Building Operating Management’s NFMT 2020  
Baltimore Convention Center  
Baltimore, MD  
March 17 – 19, 2020  
$1,200.00

**Mrs. Carol Persin**  
PA Education Technology Expo & Conference  
David L. Lawrence Convention Center  
Pittsburgh, PA  
February 23 – 26, 2020  
$574.00

**Mrs. Sarah Welch**  
2020 PenSPRA Symposium  
Conference Center Shippensburg University  
Shippensburg, PA 17257  
March 25 – 27, 2020  
$740.00

**EDUCATION REPORT – Mrs. Theresa Lydon**

The following action items will be considered at the January 21, 2020 Business/Legislative Meeting:

**AIU MOU**

**ALLEGHENY INTERMEDIATE UNIT MEMORANDUM OF UNDERSTANDING**

The Administration recommends that the Board approve the AIU Transition Memorandum of Understanding between the Keystone Oaks School District and Head Start, in accordance with the Every Student Succeeds Act (ESSA) and Title I.

**Program of Studies**

**KEYSTONE OAKS MIDDLE SCHOOL: PROGRAM OF STUDIES**
The Administration recommends the approval of the Keystone Oaks Middle School Program of Studies for the 2020/2021 school year.

**KEYSTONE OAKS HIGH SCHOOL: PROGRAM OF STUDIES**

The Administration recommends the approval of the Keystone Oaks High School Program of Studies for the 2020/2021 school year.

- A discussion was had regarding the High School Program of Studies

**PERSONNEL REPORT – Ms. Patricia A. Shaw & Mr. Matthew Cesario**

The following items will be considered at the December 10, 2019 Business/Legislative Meeting.

**BOARD ACTION REQUESTED**

**RETIREMENT**

It is recommended that the Board accept the letter of retirement from the following individual, effective June 30, 2020:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Years of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dawn Bartolomeo</td>
<td>Benefits/Payroll Secretary</td>
<td>14 Years</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>Aretina Gdovic</td>
<td>Food Service Worker</td>
<td>January 6, 2020</td>
</tr>
</tbody>
</table>

**APPOINTMENTS**

1. **Paraprofessional**

   In compliance with the *Keystone Oaks Education Support Personnel Association Agreement 2018-2022*, the Administration recommends the employment of:

   **Robert Litzenberger**
   Paraprofessional – Myrtle Avenue Elementary
   Salary - $13.50/hour
   Effective – January 6, 2020

2. **After-School Tutoring Program**
It is recommended that the Board approve the following individual to participate in the After-School Tutoring Program for the 2019/2020 school year:

**Employee** | **School**
---|---
Paige Passatore | Fred L. Aiken Elementary School

### Change in Stipend Amounts

It is recommended that the Board approve the following change in stipend amount for the below stipends:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Position</th>
<th>Coach</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>Assistant</td>
<td>Steve McCormick</td>
<td>$5,800.00</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Russ Klein</td>
<td>$5,100.00</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>James Feeney</td>
<td>$5,100.00</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Jeff Sieg</td>
<td>$5,100.00</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Kobe Phillippi</td>
<td>$3,152.00</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Joe Kazalas</td>
<td>$3,152.00</td>
</tr>
<tr>
<td></td>
<td>Middle School</td>
<td>Paula Jankowiak</td>
<td>$2,784.00</td>
</tr>
<tr>
<td>Wrestling</td>
<td>Assistant</td>
<td>John Cerminara</td>
<td>$1,000.00</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Al Harris</td>
<td>$4,300.00</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Joe Kazalas</td>
<td>$4,500.00</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Mike Kazalas</td>
<td>$3,400.00</td>
</tr>
</tbody>
</table>

**For Information Only**

The Football Stipends were approved at the June 18, 2019 Business/Legislative Meeting but due to staffing responsibilities, stipend amounts were adjusted.

This Wrestling Stipends were approved at the October 22, 2019 Business/Legislative Meeting but due to staffing responsibilities, stipend amounts were adjusted.

### TEACHING LOAD COMPENSATION

In compliance with the *Keystone Oaks Education Association Agreement 2017/2020*, it is recommended that the following individuals be compensated for the first semester of the 2019/2020 school year:

1. **Secondary Teacher Stipends for Class Sizes at 30 or Above**

   - Christine Chimento: $1,000
   - Ken Hustava: $2,000
   - Mark Kopper: $2,000
   - Nancy Kraemer: $1,000
   - Steve McCormick: $1,000
   - John Murphy: $1,000
2. **Secondary Teacher Stipends for Teaching 7 out of 8 Periods**

- Emily Brill $1,000
- Rebekah Brooks $1,000
- Allyson Culp $200
- Suzanne Deemer $600
- William Eibeck $1,000
- Nancy Kraemer $1,000
- Tricia Kreitzer $400
- Michelle McSwigan $400
- Madeline Morris $200
- Lainey Resetar $1,000
- Kimberly Smykal $1,000
- Randy Tobias $1,000

3. **Stipends for Teaching Two Preparations in One Period**

- Nicole Kochanski $1,000
- Kathy Morrow $1,000

4. **Elementary Teacher Stipends for First Semester**

- Deborah Bucek $2,000
- Elisa DeTullio $1,000
- Daniel Galentine $710
- Jennifer Harke $500
- Kristie Rosgone $1,210
- Judy Tredway $1,000
- Zachary Whitfield $2,590

---

**Leave of Absence**

**LEAVE OF ABSENCE**

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

- L.O. – Effective January 6, 2020 through March 30, 2020
- S.S. – Effective February 13, 2020 through May 12, 2020

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**Finance Report**

**FINANCE REPORT – Ms. Raeann Lindsey**

The following action items will be considered at the January 21, 2020 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**
APPROVAL OF THE 2020/2021 PRELIMINARY BUDGET

The Administration recommends the adoption of the 2020/2021 Preliminary Budget in accordance with Section 687 of the School Code of Pennsylvania.

For Information Only

The 2020/2021 Preliminary Budget is estimated at Expenditures of ________. The expected Revenues will be ___________ with the levying of _________ mills.

AUDITED FINANCIAL STATEMENTS

The Administration recommends that the Board accept the Audited Financial Statements as of June 30, 2019 as presented.

ACCOUNTS PAYABLE APPROVAL LISTS THROUGH DECEMBER 31, 2019

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

A. General Fund as of December 31, 2019 (Check No. 61198-61344) $924,438.57
B. Food Service Fund as of December 31, 2019 (Check No. 9192-9203) $41,233.35
C. Athletics as of December 31, 2019 (Check No. 3163-3176) $11,909.87
D. Capital Reserve as of December 31, 2019 (None) $0.00

TOTAL $977,581.79

CONTINUED MEMBERSHIP IN THE JOINT PURCHASING BOARD

It is recommended that the Board approve continued membership in the Allegheny Intermediate Unit’s Joint Purchasing Program for the 2019/2020 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, Business Manager, and the alternate member position will be assigned to John Lyon, Director of Building, Grounds & Transportation.

For Information Only

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

- A discussion was had regarding the continued membership in the Joint Purchasing Board.
1. The Administration recommends that the Board approve the Parkway West General Operating and Jointure Budget for the 2020/2021 school year as follows:

<table>
<thead>
<tr>
<th></th>
<th>2020/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parkway West General Operating Budget</td>
<td>$ 6,994,089</td>
</tr>
<tr>
<td>Parkway West Jointure Budget</td>
<td>$ 723,154</td>
</tr>
</tbody>
</table>


<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Parkway West General Operating Budget</td>
<td>$ 432,044.92</td>
</tr>
<tr>
<td>Parkway West Jointure Budget</td>
<td>$ 38,527.28</td>
</tr>
</tbody>
</table>

**For Information Only**

The District’s estimated share toward the General Operating Budget reflects an increase of $30,606.91. The District’s estimated share toward the Jointure Budget is an increase of $974.21.

- A discussion was had regarding Parkway West Career & Technology Budget.
- The Finance Committee Meeting on Tuesday, January 28th, 2020 will begin at 5:00 p.m.
### 1. EXPENDITURE/REVENUE 2019 – 2020 BUDGET to ACTUAL / PROJECTION

<table>
<thead>
<tr>
<th>ACCT</th>
<th>DESCRIPTION</th>
<th>2019-2020 BUDGET TOTAL</th>
<th>2019-2020 6 MONTH DECEMBER/ACTUAL</th>
<th>OVER (UNDER) BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2019-2020</td>
<td>DECORBER/ACTUAL</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2019-2020</td>
<td>DECORBER/ACTUAL</td>
<td></td>
</tr>
<tr>
<td>6000</td>
<td>Local Revenue Sources</td>
<td>$ 30,223,490 $</td>
<td>$ 27,226,632 $</td>
<td>$(2,996,858) $</td>
</tr>
<tr>
<td>7000</td>
<td>State Revenue Sources</td>
<td>$ 12,272,835 $</td>
<td>$ 4,634,187 $</td>
<td>$(7,638,648) $</td>
</tr>
<tr>
<td>8000</td>
<td>Federal Revenue Sources</td>
<td>$ 666,330 $</td>
<td>$ 182,643 $</td>
<td>$(483,687) $</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$ 43,162,655 $</td>
<td>$ 32,043,462 $</td>
<td>$(11,119,193) $</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCT</th>
<th>DESCRIPTION</th>
<th>2019-2020 BUDGET TOTAL</th>
<th>2019-2020 6 MONTH DECEMBER/ACTUAL</th>
<th>OVER (UNDER) BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Salaries</td>
<td>$ 17,552,090 $</td>
<td>$ 6,745,029 $</td>
<td>$ 10,807,061 $</td>
</tr>
<tr>
<td>200</td>
<td>Benefits</td>
<td>$ 11,027,539 $</td>
<td>$ 4,094,328 $</td>
<td>$ 6,933,211 $</td>
</tr>
<tr>
<td>300</td>
<td>Professional/Technical Services</td>
<td>$ 1,558,997 $</td>
<td>$ 926,327 $</td>
<td>$ 632,670 $</td>
</tr>
<tr>
<td>400</td>
<td>Property Services</td>
<td>$ 1,122,100 $</td>
<td>$ 443,985 $</td>
<td>$ 678,115 $</td>
</tr>
<tr>
<td>500</td>
<td>Other Services</td>
<td>$ 5,399,722 $</td>
<td>$ 2,271,906 $</td>
<td>$ 3,127,816 $</td>
</tr>
<tr>
<td>600</td>
<td>Supplies/Books</td>
<td>$ 1,444,142 $</td>
<td>$ 998,722 $</td>
<td>$ 445,420 $</td>
</tr>
<tr>
<td>700</td>
<td>Equipment/Property</td>
<td>$ 635,152 $</td>
<td>$ 599,158 $</td>
<td>$ 35,994 $</td>
</tr>
<tr>
<td>800</td>
<td>Other Objects</td>
<td>$ 566,455 $</td>
<td>$ 287,089 $</td>
<td>$ 279,366 $</td>
</tr>
<tr>
<td>900</td>
<td>Other Financial Uses</td>
<td>$ 4,645,250 $</td>
<td>$ 4,055,420 $</td>
<td>$ 589,830 $</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 43,951,447 $</td>
<td>$ 20,421,964 $</td>
<td>$ 23,529,483 $</td>
<td></td>
</tr>
</tbody>
</table>

**Revenues exceeding Expenditures**

<table>
<thead>
<tr>
<th>Description</th>
<th>2019-2020</th>
<th>2019-2020</th>
<th>OVER (UNDER)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interfund Transfers In (Out)</td>
<td>$ (788,792)</td>
<td>$ 11,621,498</td>
<td>$ 12,410,290</td>
</tr>
</tbody>
</table>

**Other Financing Sources/(Uses)**

<table>
<thead>
<tr>
<th>Description</th>
<th>2019-2020</th>
<th>2019-2020</th>
<th>OVER (UNDER)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interfund Transfers In (Out)</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>

---

FOR INFORMATION ONLY
II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF DECEMBER 31, 2019

<table>
<thead>
<tr>
<th>Bank Account - Status</th>
<th>Middle / High School</th>
<th>Athletics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Balance - 12/1/2019</td>
<td>$81,371.40</td>
<td>$21,257.00</td>
</tr>
<tr>
<td>Deposits</td>
<td>$14,644.06</td>
<td>$5,195.66</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$96,015.46</td>
<td>$26,452.66</td>
</tr>
<tr>
<td>Expenditures</td>
<td>$3,567.06</td>
<td>$11,920.18</td>
</tr>
<tr>
<td>Cash Balance - 12/31/2019</td>
<td>$92,448.40</td>
<td>$14,532.48</td>
</tr>
</tbody>
</table>

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF DECEMBER 31, 2019

<table>
<thead>
<tr>
<th>BANK BALANCES</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL FUND</td>
<td>$20,244,720</td>
</tr>
<tr>
<td>FNB BANK</td>
<td>$1,850,866</td>
</tr>
<tr>
<td>PAYROLL (pass-thru account)</td>
<td>$12,768</td>
</tr>
<tr>
<td>FNB SWEEP ACCOUNT</td>
<td>$628,102</td>
</tr>
<tr>
<td>ATHLETIC ACCOUNT</td>
<td>$14,532</td>
</tr>
<tr>
<td>PLGIT</td>
<td>$9,531,270</td>
</tr>
<tr>
<td>FNB MONEY MARKET</td>
<td>$5,470,449</td>
</tr>
<tr>
<td>PSDLAF</td>
<td>$161,738</td>
</tr>
<tr>
<td>INVEST PROGRAM</td>
<td>$180,182</td>
</tr>
<tr>
<td>OTHER POST-EMPLOYMENT BENEFITS</td>
<td>$1,968,204</td>
</tr>
<tr>
<td>COMPENSATED ABSENCES</td>
<td>$426,609</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CAFETERIA FUND</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FNB BANK</td>
<td>$554,567</td>
</tr>
<tr>
<td>PLGIT</td>
<td>$685,257</td>
</tr>
<tr>
<td>$685,257</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONSTRUCTION FUND / CAP RESERVE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FNB BANK</td>
<td>$213,328</td>
</tr>
<tr>
<td>PLGIT - G.O. BOND SERIES C OF 2014/ 12-19</td>
<td>$796</td>
</tr>
<tr>
<td>$214,124</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRAND TOTAL</th>
<th>$21,144,101</th>
</tr>
</thead>
</table>
Facilities Report

FACILITIES REPORT – Mr. Santo Raso

The following action items will be considered at the January 21, 2020 Business/Legislative Meeting:

BOARD ACTION REQUESTED

MIDDLE SCHOOL FLOORING

It is recommended that the Board approve the replacement of the VCT Tile in the Middle School Cafeteria by Wilmac Floors at a cost not to exceed $14,995.00.

- A discussion was had regarding the Middle School Flooring.

- Dr. Stropkaj started a discussion about the new signage he is proposing for the Middle School and High School campus.

Activities & Athletics Report

ACTIVITIES & ATHLETICS REPORT – Ms. Raeann Lindsey

The following action items will be considered at the January 21, 2020 Business/Legislative Meeting:

BOARD ACTION REQUESTED

ADVERTISE FOR ATHLETIC BIDS

It is recommended that the Board approve the advertisement of athletic bids for the Fall, Winter and Spring of the 2020/2021 school year.

- A discussion was had regarding the Advertisement for Athletic Bids.

Competitive Event

COMPETITIVE EVENT

It is recommended that the Board approve the following competitive events:

Dance Team
GLCC Events
February 29, 2020
Number of Students – 16
District Funds - $800 ($50 per student) (Level I)

Overnight Trip

OVERNIGHT TRIP

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

Golden Eagles Marching Band – Washington, DC
Thursday, April 30 – Sunday, May 3, 2020
Sponsors – Mr. Eibeck, Ms. Caron, Ms. Fredrickson, Ms. Langhorst
Chaperones – Parent’s names to be provided closer to trip time
Approximate number of students participated – 60 – 65
Approximate cost per student: $750
No District funds requested

PUBLIC COMMENT

Vicki Bruce – Castle Shannon
Re: Playground at Myrtle
KOEA Negotiations

ADJOURNMENT

On the motion of Mrs. Lydon, seconded by Mr. Cesario, the meeting was adjourned at 8:00 p.m.

Motion passed 9-0

Respectfully submitted,

Joseph A. Kubiak
Board Secretary

Maureen S. Myers
Assistant Board Secretary
Board Recording Secretary