

KEYSTONE OAKS SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

BUSINESS/LEGISLATIVE MEETING

Thursday, April 24, 2014

7:00 PM

MINUTES

Call to Order

Vice-President Raeann Lindsey called the meeting to order at 7:14 p.m.

Pledge

The meeting opened with the pledge to the flag.

Attendance

Those present included: Mr. Cesario, Ms. Crowell, Mr. Domalik, Mr. Hommrich, Mr. Howard, Ms. Lindsey and Ms. Shaw. Also present were Dr. William P. Stropkaj, Superintendent; Dr. Foster, Assistant Superintendent, Mr. Brandenburg, Director of Fiscal Services; Ms. Judy Shoppe, Solicitor; and Mrs. Masztak, Assistant Board Secretary/ Recording Secretary

Mr. Brownlee and Mr. Finucan were absent.

Public Comment

PUBLIC COMMENT

Mr. Joseph Hartnett
Castle Shannon

Re: District Policies

Board President's Report

BOARD PRESIDENT'S REPORT – Mr. Joseph Finucan

BOARD MINUTES

On the motion of Mr. Howard, seconded by Ms. Lindsey, the Board approved the Work Session Minutes of March 18, 2014 and the Business/Legislative Minutes of March 27, 2014.

Motion passed 7-0

FOR INFORMATION ONLY

- I. Parkway West Career and Technology Center Report *Ms. Annie Shaw*
Mr. Donald Howard – Alternate
 - Three KOHS students inducted into Parkway's National Honor Society

- II. SHASDA Report *Mr. Daniel Domalik*
 - Spring Conference – April 25-26, 2014
- III. Golden Wings Foundation, Inc. Report *Mr. Donald Howard*
 - Day of Giving – May 6, 2014
- IV. PSBA/Legislative Report *Ms. Raeann Lindsey*
- 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

II. EXECUTIVE SESSION REPORT – FOR INFORMATION ONLY

Prior to the April 24, 2014 Business/Legislative Meeting, an Executive Session was held to discuss Personnel issues.

Superintendent’s Report

SUPERINTENDENT’S REPORT – Dr. William Stropkaj

**Elimination of
Ten-Month Secretarial
Positions**

ELIMINATION OF TEN-MONTH SECRETARIAL POSITIONS

On the motion of Mr. Howard, seconded by Mr. Cesario, in compliance with **Board Policy No. 511 – Classified Employees: *Suspensions or Furloughs*** and the **Keystone Oaks Educational Support Personnel Agreement Article X, Section C** the Board approved the elimination of the following ten-month secretarial positions, effective June 30, 2014:

- Secretary – Attendance Office
- Secretary to the Athletic Director
- Secretary to Coordinator of Pupil Personnel/Special Education K-12

Motion passed 7-0

**Creation of Full-Time
Secretarial Position**

CREATION OF FULL-TIME SECRETARIAL POSITION

On the motion of Mr. Howard, seconded by Ms. Shaw, in compliance with **Board Policy No. 501 – Classified Employees: *Creating a Position*** and the **Keystone Oaks Educational Support Personnel Agreement Article X, Section C**, the Board approved the following full-time (12-month) secretarial position, effective July 1, 2014:

- Secretary to the Athletic Director / Attendance Secretary

Motion passed 7-0

Elimination of Technical Facilitator Position

ELIMINATION OF TECHNICAL FACILITATOR POSITION

On the motion of Mr. Howard, seconded by Mr. Cesario, in compliance with **Board Policy No. 511 – Classified Employees: *Suspensions or Furloughs***, the Board approved the elimination of the following position, effective June 30, 2014:

- Technical Facilitator

Motion passed 7-0

Creation of Technology Integration Specialist

CREATION OF TECHNOLOGY INTEGRATION SPECIALIST

On the motion of Mr. Howard, seconded by Mr. Cesario, the Board approved the following full-time (12 month) position, effective July 1, 2014:

- Technology Integration Specialist

Motion passed 7-0

For Information Only

The **Technology Integration Specialist** will promote the use of technologies to support student achievement in the K-12 classroom, provide staff development and instructional support to all instructional staff.

Second Reading of Policy No. 000

**SECOND READING OF POLICY NO. 000:
BOARD POLICY/PROCEDURES/ADMINISTRATIVE PROCEDURES**

On the motion of Ms. Shaw, seconded by Mr. Cesario, in accordance with Board Policy No. 011, the Board approved the SECOND READING of revised Policy No. 000: *Board Policy/Procedures/Administrative Procedures*.

Motion passed 7-0

Second Reading of Policy 001

SECOND READING OF REVISED POLICY NO. 001: NAME AND CLASSIFICATION

On the motion of Ms. Shaw, seconded by Mr. Cesario, in accordance with Board Policy No. 011, the Board approved the SECOND READING of revised Policy No. 001: *Name and Classification*.

Motion passed 7-0

Second Reading of Policy No. 002

SECOND READING OF REVISED POLICY NO. 002: AUTHORITY AND POWERS

On the motion of Ms. Shaw, seconded by Mr. Cesario, in accordance with Board Policy No. 011, the Board approved the SECOND READING of revised Policy No. 002: *Authority and Powers*.

Motion passed 7-0

**Second Reading of
Policy No. 003**

SECOND READING OF REVISED POLICY NO. 003: FUNCTIONS

On the motion of Ms. Shaw, seconded by Mr. Cesario, in accordance with Board Policy No. 011, the Board approved the SECOND READING of revised Policy No. 003: *Functions*.

Motion passed 7-0

**Second Reading of
Policy No. 004**

SECOND READING OF REVISED POLICY NO. 004: MEMBERSHIP

On the motion of Ms. Shaw, seconded by Mr. Cesario, in accordance with Board Policy No. 011, the Board approved the SECOND READING of revised Policy No. 004: *Membership*.

Motion passed 7-0

**Second Reading of
Policy No. 005**

SECOND READING OF REVISED POLICY NO. 005: ORGANIZATION

On the motion of Ms. Shaw, seconded by Mr. Cesario, in accordance with Board Policy No. 011, the Board approved the SECOND READING of revised Policy No. 005: *Organization*.

Motion passed 7-0

**Second Reading of
Policy No. 006**

SECOND READING OF REVISED POLICY NO. 006: MEETINGS

On the motion of Ms. Shaw, seconded by Mr. Cesario, in accordance with Board Policy No. 011, the Board approved the SECOND READING of revised Policy No. 006: *Meetings*.

Motion passed 7-0

**Second Reading of
Policy No. 007**

SECOND READING OF REVISED POLICY NO. 007: DISTRIBUTION

On the motion of Ms. Shaw, seconded by Mr. Cesario, in accordance with Board Policy No. 011, the Board approved the SECOND READING of revised Policy No. 007: *Distribution*.

Motion passed 7-0

**Second Reading of
Policy No. 011**

SECOND READING OF REVISED POLICY NO. 011: BOARD GOVERNANCE

On the motion of Ms. Shaw, seconded by Mr. Cesario, in accordance with Board Policy No. 011, the Board approved the SECOND READING of revised Policy No. 011: *Board Governance*

Motion passed 7-0

**Second Reading of
Policy No. 903**

SECOND READING OF REVISED POLICY NO. 903: PUBLIC PARTICIPATION IN BOARD MEETINGS

On the motion of Ms. Shaw, seconded by Mr. Cesario, in accordance with Board Policy No. 011, the Board approved the SECOND READING of revised Policy No. 903: *Public Participation in Board Meetings*.

Motion passed 7-0

Professional Development

PROFESSIONAL DEVELOPMENT

On the motion of Mr. Howard, seconded by Mr. Cesario, the Board approved the following conference requests:

Jeffrey Oestreich	Jeffrey Oestreich	National Robotics Engineering Center Carnegie Mellon University Pittsburgh, PA August 4-8, 2014	\$980.00
Jeffrey Sieg	Jeffrey Sieg	AP Summer Institute – AP US History South Fayette High School Pittsburgh, PA June 23-26, 2014	\$962.20
Joan Young	Joan Young	AP Summer Institute – AP Psychology South Fayette High School Pittsburgh, PA June 23-26, 2014	\$1,016.00
Aaron Vanatta	Aaron Vanatta	National Annual School Safety Conference LaQuinta Resort & Conference Center LaQuinta, CA July 13-18, 2014	\$1,750.00

Motion passed 7-0

Education Report

EDUCATION REPORT – Ms. Raeann Lindsey

Adoption of Textbooks

ADOPTION OF TEXTBOOKS

On the motion of Mr. Howard, seconded by Mr. Hommrich, the Board adopted the following textbooks:

AP Psychology

AP Psychology

- *Advanced Placement Psychology* \$4,368.00 (30 books)

Science

Science

- *Glencoe Science Biology* \$15,754.68 (160 books)
- *Chemistry: The Central Science (AP Chemistry)* \$5,280.23 (30 books)

Mathematics

Mathematics

- *Algebra 2 Concepts and Skills* \$5,763.30 (50 books)
- *Statistics: Learning from Data (AP Statistics)* \$2,851.20 (16 books)
- *Calculus of a Single Variable (AP Calculus AB)* \$1,623.70 (20 books & ancillary materials)

Motion passed 7-0

Student Summer Work Program

STUDENT SUMMER WORK PROGRAM

On the motion of Mr. Howard, seconded by Mr. Cesario the Board approved the Student Summer Work Program at the Keystone Oaks High School from June 16, 2014 through July 17, 2014 (7:30 a.m. – 12:30 p.m.) for approximately 20 students and two (2) instructors. The program has both an instructional component and a custodial component.

Motion passed 7-0

Camp Invention

CAMP INVENTION

On the motion of Mr. Howard, seconded by Mr. Cesario, the Board approved Camp Invention to be held at Dormont Elementary School from June 23 – 27, 2014 from 8:30 a.m. – 3:00 p.m. at no cost to the District.

Motion passed 7-0

For Information Only

The District has been awarded a student scholarship for the program valued at \$220.00

Online Courses Gifted IEP Goals

ONLINE COURSES – GIFTED IEP GOALS

On the motion of Mr. Howard, seconded by Ms. Shaw, the Board approved three (3) online courses to fulfill gifted IEP goals for three (3) students at a cost of \$2,700.00. These are for courses not offered at Keystone Oaks High School.

- AP US Government & Politics
- AP World History
- Honors Latin

Motion passed 7-0

Pupil Personnel Report

PUPIL PERSONNEL REPORT – Dr. Kathleen Foster

MANDATED SCHOOL PHYSICALS

On the motion of Mr. Cesario, seconded by Ms. Shaw, the Board approved **Katie LaMendola**, a Certified Registered Nurse Practitioner with *Kids Plus Pediatrics*, to perform the mandated school physicals at a cost of \$20.00 per physical for the remainder of the 2013/2014 school year.

Motion passed 7-0

Personnel Report

PERSONNEL REPORT – Mr. Joseph Finucan

Retirements

RETIREMENTS

A. Professional Staff

On the motion of Mr. Cesario, seconded by Ms. Shaw, the Board accepted the retirements of the following professional personnel, effective June 11, 2014:

	<u>Name</u>	<u>Years of KO Service</u>	<u>Subject</u>
Georgene Bemis	Georgene Bemis	17	Art
Katherine Perry	Katherine Perry	20	Elementary Guidance Counselor

Motion passed 7-0

B. Classified Staff

On the motion of Mr. Cesario, seconded by Ms. Shaw, the Board accepted the retirement of the following classified secretary, effective June 10, 2014:

	<u>Name</u>	<u>Years of Service</u>	<u>Position</u>
Sherry Worton	Sheridan Worton (Sherry)	28	Secretary to the Athletic Director

Motion passed 7-0

Substitute Teachers

SUBSTITUTE TEACHERS – 2013/2014

On the motion of Ms. Shaw, seconded by Ms. Crowell, in compliance with **Board Policy No. 405 – Employment of Substitute Professional Employees**, the Board approved the following substitute teachers for the 2013/2014 school year:

Tara Klousnitzer	Elementary K-6 and Special Education K-8
Ashley Todd	English 7-12 and Library Science K-12

Motion passed 7-0

Administrative Assistant
To the Director of Fiscal
Services/Personnel
Secretary

ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF FISCAL SERVICES/ PERSONNEL SECRETARY

On the motion of Ms. Shaw, seconded by Mr. Hommrich, in compliance with the *Confidential Employee Compensation Plan – July 1, 2014 through June 30, 2017*, the Board appointed **Mrs. Karen Wong** as the Administrative Assistant

to the Director of Fiscal Services and Personnel Secretary, effective July 1, 2014 at a salary of \$35,000. Ms. Wong is currently the 12-month secretary in Pupil Services and will replace **Mrs. Darryl Siegel** who is retiring June 30, 2014.

Motion passed 7-0

**Middle School Softball
Assistant Coach
Roman Nardozi**

MIDDLE SCHOOL SOFTBALL ASSISTANT COACH

On the motion of Mr. Howard, seconded by Mr. Hommrich, in compliance with the **Keystone Oaks Educational Association 2011/2016, Article XXVII, Athletic Positions and Compensation**, the Board approved **Roman Nardozi** as the Middle School Softball Assistant Coach for the 2013/2014 school year, effective immediately, with a stipend of \$2,560.

Motion passed 7-0

**Paid Holiday for
Full-Time Food
Service Employees**

PAID HOLIDAYS FOR FULL-TIME FOOD SERVICE EMPLOYEES

On the motion of Mr. Howard, seconded by Ms. Shaw, the Board approved the following paid holidays to the six full-time Food Service employees beginning July 1, 2014:

- | | |
|---|---|
| Labor Day | New Year's Day |
| Thanksgiving Day and the following Friday | President's Day – when school is not in session |
| December 24 th | |
| Christmas Day | Good Friday |
| | Memorial Day |

Motion passed 7-0

Finance Report

FINANCE REPORT – Mr. Daniel Domalik

**Accounts Payable
Approval Funds**

ACCOUNTS PAYABLE APPROVAL LISTS

On the motion of Mr. Domalik, seconded by Ms. Shaw, the Board approved the following Accounts Payable lists as presented in the **Finance Package**:

A.	Accounts Payable as of April 21, 2014	\$691,458.25
B.	Food Service Fund Accounts Payable as of April 21, 2014	\$59,310.71
	TOTAL	\$750,768.96

Motion passed 7-0

Parkwy West Career & Technology Center Budgets for 2014/2015

PARKWAY WEST CAREER & TECHNOLOGY CENTER BUDGETS FOR 2014-2015

General Operating Budget

A. On the motion of Mr. Domalik, seconded by Ms. Shaw, the Board approved the Parkway West General Operating Budget of \$5,864,251.00 for the 2014 – 2015 school year.

Motion passed 7-0

Building Rental Budget

B. On the motion of Mr. Domalik, seconded by Ms. Shaw, the Board approved the Parkway West Building Rental Budget of \$742,742.00 for the 2014 – 2015 school year.

Motion passed 7-0

For Information Only

Keystone Oaks School District’s Share of Budget:

A. Parkway West General Operating Budget \$451,987.00

B. Parkway West Building Rental Budget \$28,877.00

Resolution 2014-04

RESOLUTION REGARDING A RISK MANAGEMENT FUND; TRANSFER OF FUNDS

On the motion of Mr. Domalik, seconded by Mr. Howard, the Board approved the following Resolution regarding the creation of a Risk Management Fund and transfer of funds:

RESOLUTION 2014-04

RESOLUTION OF THE BOARD OF DIRECTORS OF KEYSTONE OAKS SCHOOL DISTRICT CREATING A RISK MANAGEMENT FUND AND FOR THE DESIGNATION AND TRANSFER OF FUNDS FROM THE REAL ESTATE TAX ACCOUNT TO CERTAIN RESERVE ACCOUNTS

WHEREAS, pursuant to authority set forth in the Public School Code of 1949 as amended and sound fiscal management, Keystone Oaks School District that certain unencumbered funds be transferred from the real estate tax account to reserve accounts; and

WHEREAS, Keystone Oaks School District will be obligated to make real estate tax refunds as a result of pending and future Real Estate Tax Assessment Appeals, and is desirous of creating a Risk Management Fund to account for such refunds; and

Minutes – Business/Legislative Meeting – April 24, 2014

WHEREAS, the Board of School Directors is of the opinion that funds from the real estate tax account should be transferred to the Capital Reserve Account for the funding of anticipated capital projects and potential costs associated with risk management.

NOW, THEREFORE, be it resolved by the Board of School Directors of the Keystone Oaks School District, and it is hereby resolved by the authority of the same:

1. A Risk Management Fund is hereby created as a reserve fund for the purpose of addressing unforeseen expenses resulting from both pending and potential future Real Estate Tax Assessment Appeals as well as unexpected events which could cause financial stress to the school district
2. That the sum of \$1,132,149 be transferred from the Real Estate Tax Account to the newly created Risk Management Fund
3. That the sum of \$1,233,130 be transferred from the Real Estate Tax Account to the Capital Reserve Account.

RESOLVED this 24th day of April, 2014.

ATTEST:

KEYSTONE OAKS SCHOOL DISTRICT

Secretary

By _____
President of the Board

Motion passed 7-0

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2013 - 2014 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2013-2014 BUDGET TOTAL	2013-2014 9 MONTH MARCH/ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources	\$ 25,101,155	\$ 27,044,197	\$ 27,521,556	\$ 2,420,401
7000	State Revenue Sources	\$ 9,917,008	\$ 6,340,650	\$ 9,854,747	\$ (62,261)
8000	Federal Revenue Sources	\$ 446,504	\$ 59,187	\$ 461,691	\$ 15,187
Total Revenue		\$ 35,464,667	\$ 33,444,033	\$ 37,837,994	\$ 2,373,327
					(OVER) UNDER BUDGET
Expenditures					
100	Salaries	\$ 14,673,483	\$ 9,069,645	\$ 14,635,656	\$ 37,827
200	Benefits Professional/Technical	\$ 7,848,904	\$ 4,700,236	\$ 7,579,834	\$ 269,070
300	Services	\$ 1,060,408	\$ 892,419	\$ 1,351,707	\$ (291,299)
400	Property Services	\$ 1,468,919	\$ 1,075,408	\$ 1,404,530	\$ 64,389
500	Other Services	\$ 4,208,192	\$ 2,934,951	\$ 4,391,273	\$ (183,081)
600	Supplies/Books	\$ 1,419,255	\$ 1,167,573	\$ 1,351,102	\$ 68,153
700	Equipment/Property	\$ 111,475	\$ 70,109	\$ 80,053	\$ 31,422
800	Other Objects	\$ 1,441,760	\$ 1,429,754	\$ 2,078,477	\$ (636,717)
900	Other Financial Uses	\$ 3,703,500	\$ 3,467,810	\$ 3,703,500	\$ -
Total Expenditures		\$ 35,935,896	\$ 24,807,904	\$ 36,576,132	\$ (640,236)
Expenditures exceeding Revenues		\$ (471,229)	\$ 8,636,129	\$ 1,261,862	\$ 1,733,091

**II. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF
March 31, 2014**

	02/28/2014				3/31/2014
	ENDING	DEBIT	CREDIT	INTEREST	ENDING
	BALANCE	RECEIVED	DISBURSED	INCOME	BALANCE
GENERAL FUND					
PNC BANK	\$ 4,677,584	\$ 339,623	\$ (3,328,253)	\$ 92	\$ 1,689,046
PLGIT	\$ 11,991,806	\$ 831,352	\$ -	\$ 131	\$ 12,823,289
PSDLAF -interest paid quarterly	\$ 153,700		\$ -	\$ -	\$ 153,700
INVEST PTOGRAM	\$ 170,684			\$ 7	\$ 170,691
	<u>\$ 16,993,774</u>	<u>\$ 1,170,975</u>	<u>\$ (3,328,253)</u>	<u>\$ 230</u>	<u>\$ 14,836,726</u>
CAFETERIA FUND					
PNC BANK	\$ 80,417	\$ 64,311	\$ (252)		\$ 144,476
PLGIT	\$ 410,636	\$ 31,783	\$ -	\$ 4	\$ 442,424
	<u>\$ 491,053</u>	<u>\$ 96,095</u>	<u>\$ (252)</u>	<u>\$ 4</u>	<u>\$ 586,900</u>
CONSTRUCTION FUND / CAP RESERVE					
PNC BANK	\$ 176,494	\$ -	\$ -	\$ 11	\$ 176,505
	<u>\$ 176,494</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11</u>	<u>\$ 176,505</u>
GRAND TOTAL	<u>\$ 17,661,321</u>	<u>\$ 1,267,070</u>	<u>\$ (3,328,506)</u>	<u>\$ 246</u>	<u>\$ 15,600,131</u>

III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF MARCH 31, 2014

Bank Account - Status	Middle / High School	Athletics
Cash Balance as of February 28, 2014	\$ 121,781.16	\$ 58,770.14
Deposits (General Fund Transfer)	\$ 13,724.70	\$ 1,500.00
Subtotal	\$ 135,505.86	\$ 60,270.14
Expenditures	\$ 10,666.02	\$ 3,039.35
Cash Balance as of March 31, 2014	\$ 124,839.84	\$ 57,230.79

Facilities &
Transportation Report

FACILITIES & TRANSPORTATION REPORT – Mr. Matthew Cesario

TREMCO – INFRARED ROOF ANALYSIS

On the motion of Ms. Shaw, seconded by Mr. Howard, the Board approved **Tremco/Weatherproofing Technologies, Inc.** to conduct the infrared roof analysis to all five of our schools, at a cost of \$9,267.25; this includes a five percent (5%) discount.

Motion passed 7-0

For Information Only

The infrared roof analysis will use an infrared camera to detect where moisture has entered the roof system. This analysis will be a valuable tool in guiding the District to develop a proactive roof management plan that will extend the useful service lives of our roof systems.

Student Summer Work
Program

STUDENT SUMMER WORK PROGRAM

On the motion of Mr. Cesario, seconded by Mr. Hommrich, the Board approved the *Student Summer Work Program* at a starting rate of \$7.25/hour and an increase of \$0.25 per year of employment.

Motion passed 7-0

FOR INFORMATION ONLY

I. 2014/2015 CAPITAL PLANS

**II. MYRTLE ELEMENTARY WALK-THROUGH
TUESDAY, APRIL 29, 2014 @ 5:30 P.M.**

Technology Report

TECHNOLOGY REPORT – Mr. Donald Howard

ComDoc

COMDOC – DOCUMENT SOLUTION PROVIDER

On the motion of Mr. Cesario, seconded by Ms. Shaw, the Board approved **ComDoc** as the District's document solution provider, copier supplies, for a term of five years (60 months), effective May 1, 2014 at a cost of \$5,854.00 per month.

Motion passed 7-0

Public Comment

PUBLIC COMMENT – NONE

Adjournment

ADJOURNMENT

On the motion of, Mr. Hommrich, seconded by Mr. Howard, the meeting was adjourned at 8:53 p.m.

Motion passed 7-0

Respectfully submitted,

Eric Brandenburg
Board Secretary

Charmaine Masztak
Assistant Board Secretary
Recording Board Secretary