President Joseph Finucan called the meeting to order at 7:02 p.m.

The meeting opened with the pledge to the flag.

Those present included: Mr. Cesario, Ms. Crowell, Mr. Domalik, Mr. Finucan, 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; Mr. Ira Weiss, Solicitor; and Mrs. Masztak, Assistant Board Secretary/ Recording Secretary

Mr. Brownlee was absent.

The winners of the History Bowl Competition, fourth grade, Myrtle Avenue Elementary, were recognized for their achievement as the First Place Team.

Many of our athletes from soccer, golf, football, girls volleyball and cross country were honored for their outstanding accomplishments during their season.

PUBLIC COMMENT – NONE

Mr. Hommrich, Chairperson, opened up a discussion regarding the football head coach position:

- Recruiting for the position
- Run ads in the local newspapers; information on Facebook, emails
- Received about 30 résumés
- Formed a Selection Committee to assist in the hiring process
- Have representatives from Green Tree and Dormont, but no volunteers were found from Castle Shannon
- Need to review all the résumés
Minutes – Business/Legislative Meeting – December 12, 2013

- December 16, 2013 is the deadline
- Review résumés during the week of Christmas
- Have everyone involved
- During the Christmas week, would it be a problem bringing candidates in?
- Football banquets are coming up
- All concerns are valid, but timing doesn’t matter if the wrong person is hired; make a right decision; a good hire later is better than a fast hire
- Two rounds of interviews?
- Time frame for interviews per candidate?
- Can we interview on a Saturday?
- If people are looking for a teaching position, the list will be weeded out
- Interview during the day or on weekend?
- Should the communities see/review the résumés?
- Confidentially is important; go with recommendation
- Make an offer and retro it at the January Board Meeting
- Will references be checked from previous jobs?
- Will the selected candidate push the players academically? That is a very important part of being head football coach.

Board President’s Report

BOARD PRESIDENT’S REPORT – Mr. Joseph Finucan

RESCINDING OF PREVIOUS BOARD MOTION

The following motion was made by Mr. Finucan:

I make the recommendation to rescind the direction provided to the Administration and Solicitor at the October 17, 2013 Keystone Oaks Business/Legislative Meeting relating to providing Mr. James Cromie (Communications Specialist) with a new contract under the conditions voted upon.

Mr. Homrich seconded the motion.

A discussion by the Board followed:

- The legal cases cited previously were recorded in the November 21, 2013 Business/Legislative Board Minutes
- The motion is focused giving Administration direction and guidance
- Current contract is up on June 30, 2014
- Any legality that needs an explanation, Mr. Weiss, Solicitor, will explain
• Review the case of the Supreme Court’s decision of Lobolito, Inc. v. North Pocono School District
• New Board had a difficult opinion
• Lame Duck Board was on its way out; abuse of power
• Plenty of reason for this motion

Motion passed 8-0

BOARD MINUTES

The following motion was made by Ms. Lindsey:

It is recommended that the Board approve the Work Session Minutes of November 14, 2013, and the Business/Legislative Minutes of November 21, 2013, as enclosed.

Mr. Howard seconded the motion.

A discussion by the Board followed:

• What should be included in the Minutes?
• Robert’s Rules of Order?
• Board Members need to be in agreement of what’s in and what’s out
• A separate document with motions only and a document with discussions by the Board – commentary
• Video and audio-tape the Minutes
• Will do the will of the Board
• Mrs. Masztak does a good job with the Board Minutes; never had to modify
• Will start to record the Board Minutes to archive

Motion passed 8-0

FOR INFORMATION ONLY

I. Parkway West Career and Technology Center Report  Ms. Shaw
   Mr. Donald Howard
   Alternate

   • Ms. Shaw is in contact with Parkway as the new Representative

II. SHASDA Report  Mr. Daniel Domalik

   • Mr. Domalik will provide updated information
     Is the fee for SHASDA $250?

III. Golden Wings Foundation, Inc. Report  Mr. Donald Howard
IV. PSBA/Legislative Report

Ms. Lindsey

- Ms. Lindsey provided information regarding teachers’ and principals’ evaluations; core standards; measuring students’ performance on tests.

- Dr. Foster added that PA uses their own assessments, not national;

- Mr. Finucan suggested common core standards may be a topic for the Education Committee.

V. Castle Shannon Borough Council Minutes

(Available Online)

VI. Dormont Borough Council Minutes

(Available Online)

VII. Green Tree Borough Council Minutes

(Available Online)

SUPERINTENDENT’S REPORT – Dr. William Stropkaj

DIRECTOR OF FISCAL SERVICES – PROFESIONAL DEVELOPMENT

On the motion of Mr. Finucan, seconded by Ms. Crowell, the Board approved the following conference request:

Eric Brandenburg  
PASBO 59th Annual Conference & Exhibits  
$1,100.00

Hershey Lodge  
Hershey, PA  
March 11-14, 2014  
(General Funds)

Motion passed 8-0

- Mr. Cesario inquired if a conference report is provided; Dr. Stropkaj answered that all conferences attended by employees send him a written account of the information provided at the conference.

EXECUTIVE SESSION REPORT

Prior to the December 12, 2013 Business/Legisative Meeting, the Board met in Executive Session to discuss personnel.

PERSONNEL REPORT – Ms. Raeann Lindsey

RETIREMENT – MRS. DARRYL SIEGEL – ADMINISTRATIVE ASSISTANT

On the motion of Ms. Lindsey, seconded by Mr. Cesario, the Board accepted the retirement of Mrs. Darryl Siegel, Administrative Assistant, Personnel/Fiscal
Services, effective June 30, 2014. Mrs. Siegel has been an employee of the District since 1979.

Motion passed 8-0

- Mr. Cesario stated that all personnel deserve recognition for their years of service with the District; notification can be made to all staff via email, etc.

APPOINTMENTS

CLASSIFIED EMPLOYEE – MR. JOSEPH RUFFALO

On the motion of Mr. Cesario, seconded by Ms. Shaw, in compliance with Board Policy No. 504 – Employment of Classified Employees, and the SEIU Collective Bargaining Agreement Local 32B, the Board approved Joseph Ruffalo as a full-time custodian, effective December 12, 2013. Salary will be prorated at $25,035.

Motion passed 8-0

ACTIVITIES

- Dr. Stropkaj stated that all the information relating to Mr. Vetter was in his previous Executive Capsule Report.

High School Musical

On the motion of Mr. Hommrich, seconded by Mr. Howard, in compliance with the Keystone Oaks Education Association 2011-2016, Article XXVII, Activities Positions and Compensation, the Board approved the following individuals and stipends for the High School Musical:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Producer</td>
<td>Shane Hallam</td>
<td>$1,465</td>
</tr>
<tr>
<td>Musical/Book Director</td>
<td>Shane Hallam</td>
<td>$1,465</td>
</tr>
<tr>
<td>Instrumental Director</td>
<td>William Eibeck</td>
<td>$1,160</td>
</tr>
<tr>
<td>Choreographer</td>
<td>Alivia Owen</td>
<td>$1,465</td>
</tr>
</tbody>
</table>
### Choral Director
Lisa Harrier $751

### Make-Up Director
Lisa Harrier $445

### Accompanist
Lisa Harrier $854

### Technical Stage Director
Fran Gorman $650

### Set Construction Director
Michael Magri $1,160

### Design & Paint Director
Heather Hakos-Hruby $1,160

*Motion passed 8-0*

- Mr. Cesario inquired about a column showing when the activity was voted on to pay; Dr. Stropkaj explained that seasonal approval for activities is current, but during the course of the year for activities, they are usually approved in August and September.

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**POST SEASON COACHING STIPENDS**

On the motion of Mr. Hommrich, seconded by Mr. Howard, in compliance with the *Keystone Oaks Educational Association 2011-2016, Article XXVII, Athletic Positions and Compensation*, the Board approved payment to the following individuals for coaching in the post season at $50.00 per week:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country</td>
<td>Emily Bogden</td>
<td>$50 (2 weeks – split)</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Judi Fritz</td>
<td>$50 (2 weeks – split)</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Kaitlin Yasko</td>
<td>$100 (2 weeks)</td>
</tr>
<tr>
<td>Golf Team</td>
<td>Maria Dayka</td>
<td>$50 (1 week)</td>
</tr>
<tr>
<td>Golf Team</td>
<td>Shane Rice</td>
<td>$50 (1 week)</td>
</tr>
</tbody>
</table>

*Motion passed 8-0*

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**Tenure**

**TENURE**

On the motion of Mr. Hommrich, seconded by Ms. Lindsey, in compliance with **Board Policy No. 404 – Employment of Professional Employees**, the Board retroactively recognized **Lainey Resetar**, Librarian, Keystone Oaks Middle School/Aiken Elementary as having completed the requirements according to the

Motion passed 8-0

FINANCE REPORT – Mr. Daniel Domalik

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 for **November 29, 2013**  $630,437.09

B. Food Service Fund Accounts Payable for **November 29, 2013**  $16,151.30

Motion passed 8-0

MEDICAL RESCUE TEAM SOUTH AUTHORITY

On the motion of Mr. Domalik, seconded by Mr. Howard, the Board approved the Medical Rescue Team South Authority (MRTSA) membership for Keystone Oaks School District in the amount of $1,925.00. The membership is effective January 1, 2014 through December 31, 2014.

Motion passed 8-0

Information Only

The membership provides coverage for emergency medical care and transportation provided by MRTSA to any District employee or student at any time that they are on District property, or participating in a school event (other than as a spectator), and provides coverage for visiting school teams when participating in Keystone Oaks sponsored events.

Budget Discussion

A discussion by Board Members regarding the budget followed:

- Does the fund balance include the reserve?
- 5.8 million dollars
- How many assessments have been appealed? Paid?
- Still an ongoing process
- Is there a windfall danger?
- Can review information with Mr. Weiss; have the information to the Board before the next Board meeting
- Windfall would not be good; bad assessment also not good
- What is the target range? Beginning? Middle? Near the ending?
- March 30, 2014 is the deadline for tax appeals
- Would like an explanation of the chart of accounts, e.g. 6000, 7000, etc.
- PDE has the *PA Manual Chart of Accounts* with descriptions
- Is Board action necessary for approving different accounts?
- Fund transfers?
- Facilities Committee Meeting this month; also need a Finance Meeting – maybe on the same night?
- Meetings need to be advertised
- Is there an update on the bond issue?
- Saved 1 million dollars

**Substitute Teachers Discussion** A discussion by Board Members regarding the substitute teachers followed:

- Not enough substitute teachers
- Excessive illnesses
- Have approximately 79 substitutes
- AESOP System working; many substitutes are familiar with the system because of working with it in other districts
- Students left unattended in the high school
- Matter is being addressed
- No substitute for 4 days – no English period
- This will be addressed at a Staff Meeting
- Does AESOP work for pre-planned absences?
- Yes
- Lesson plans should be in place
- Any thoughts of a permanent substitute? Cost?
### Revenue

<table>
<thead>
<tr>
<th>ACCT</th>
<th>DESCRIPTION</th>
<th>2013-2014 BUDGET</th>
<th>2013-2014 MONTH END + ESTIMATED</th>
<th>OVER (UNDER)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000</td>
<td>Local Revenue Sources</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 25,101,155</td>
<td>$ 24,755,196</td>
<td>$ 889,717</td>
</tr>
<tr>
<td>7000</td>
<td>State Revenue Sources</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 9,917,008</td>
<td>$ 3,684,616</td>
<td>$ 2,422</td>
</tr>
<tr>
<td>8000</td>
<td>Federal Revenue Sources</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 446,504</td>
<td>-</td>
<td>$ (8,304)</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td></td>
<td>$ 35,464,667</td>
<td>$ 28,439,812</td>
<td>$ 883,835</td>
</tr>
</tbody>
</table>

### Expenditures

<table>
<thead>
<tr>
<th>ACCT</th>
<th>DESCRIPTION</th>
<th>2013-2014 BUDGET</th>
<th>2013-2014 MONTH END + ESTIMATED</th>
<th>OVER (UNDER)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Salaries</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 14,673,483</td>
<td>$ 4,203,300</td>
<td>$ 31,524</td>
</tr>
<tr>
<td>200</td>
<td>Benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 7,848,904</td>
<td>$ 2,544,905</td>
<td>$ 54,671</td>
</tr>
<tr>
<td>300</td>
<td>Professional/Technical Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 1,060,408</td>
<td>$ 303,457</td>
<td>$ (56,759)</td>
</tr>
<tr>
<td>400</td>
<td>Property Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 1,468,919</td>
<td>$ 629,067</td>
<td>$ 68,358</td>
</tr>
<tr>
<td>500</td>
<td>Other Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 4,208,192</td>
<td>$ 1,693,588</td>
<td>$ (169,842)</td>
</tr>
<tr>
<td>600</td>
<td>Supplies/Books</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 1,419,255</td>
<td>$ 885,883</td>
<td>$ 7,370</td>
</tr>
<tr>
<td>700</td>
<td>Equipment/Property</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 111,475</td>
<td>$ 32,764</td>
<td>$ 11,712</td>
</tr>
<tr>
<td>800</td>
<td>Other Objects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 1,441,760</td>
<td>$ 1,087,277</td>
<td>$ (376,242)</td>
</tr>
<tr>
<td>900</td>
<td>Other Financial Uses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ 3,703,500</td>
<td>$ 3,081,350</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td></td>
<td>$ 35,935,896</td>
<td>$ 14,461,590</td>
<td>$ (429,208)</td>
</tr>
</tbody>
</table>

**Expenditures exceeding Revenues**

<table>
<thead>
<tr>
<th></th>
<th>2013-2014 BUDGET</th>
<th>2013-2014 MONTH END + ESTIMATED</th>
<th>OVER (UNDER)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expenditures exceeding Revenues</strong></td>
<td></td>
<td>$ (471,229)</td>
<td>$ 13,978,222</td>
</tr>
</tbody>
</table>
II. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF November 30, 2013

<table>
<thead>
<tr>
<th></th>
<th>10/31/2013</th>
<th>11/30/2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENDING BALANCE</td>
<td>DEBIT RECEIVED</td>
</tr>
<tr>
<td>GENERAL FUND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNC BANK</td>
<td>$ 11,243,937</td>
<td>$ 1,415,683</td>
</tr>
<tr>
<td>PLGIT</td>
<td>$ 10,108,853</td>
<td>$ 300,024</td>
</tr>
<tr>
<td>PSDLAF -interest paid quarterly</td>
<td>$ 153,700</td>
<td>$ -</td>
</tr>
<tr>
<td>INVEST PTOGRAM</td>
<td>$ 170,656</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td><strong>$ 21,677,146</strong></td>
<td><strong>$ 1,715,707</strong></td>
</tr>
<tr>
<td>CAFETERIA FUND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNC BANK</td>
<td>$ 28,712</td>
<td>$ 47,191</td>
</tr>
<tr>
<td>PLGIT</td>
<td>$ 237,971</td>
<td>$ 9,051</td>
</tr>
<tr>
<td></td>
<td><strong>$ 266,682</strong></td>
<td><strong>$ 56,242</strong></td>
</tr>
<tr>
<td>CONSTRUCTION FUND / CAP RESERVE</td>
<td>$ 224,344</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td><strong>$ 22,168,173</strong></td>
<td><strong>$ 1,771,948</strong></td>
</tr>
</tbody>
</table>

III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF NOVEMBER 29, 2013

<table>
<thead>
<tr>
<th>Bank Account - Status</th>
<th>Middle / High School</th>
<th>Athletics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Balance as of October 31, 2013</td>
<td>$ 117,961.54</td>
<td>$ 60,349.07</td>
</tr>
<tr>
<td>Deposits (General Fund Transfer)</td>
<td>$ 24,615.39</td>
<td>$ 7,197.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$ 142,576.93</td>
<td>$ 67,546.07</td>
</tr>
<tr>
<td>Expenditures</td>
<td>$ 8,445.99</td>
<td>$ 4,035.07</td>
</tr>
<tr>
<td>Cash Balance as of</td>
<td>$ 134,130.94</td>
<td>$ 63,511.00</td>
</tr>
</tbody>
</table>
Public Comment

PUBLIC COMMENT

David Jacobs  Re: Benefit Fees for Substitutes
Dormont

Adjournment

ADJOURNMENT

On the motion of Mr. Finucan, seconded by Mr. Hommrich, the meeting was adjourned at 9:32 p.m.

Motion passed 8-0

Respectfully submitted,

Eric Brandenburg
Board Secretary

Charmaine Masztak
Assistant Board Secretary
Recording Board Secretary