March 27, 2014 – Business/Legislative Meeting

7:00 PM Meeting

- Call To Order
  President Finucan called the meeting to order at 7:07 p.m.
- Pledge Of Allegiance
  Present: Mr. Finucan, Ms. Lindsey, Mr. Cesario, Mr. Brownlee, Ms. Crowell, Mr. Domalik, Mr. Hommrich, Mr. Howard, Ms. Shaw, Dr. Stropkaj, Superintendent; Dr. Foster, Assistant Superintendent; Mr. Brandenburg, Director of Fiscal Services; and Mr. Brungo, Solicitor

- Public Comment – NONE
- Approval of Reports
- Public Comment – NONE
- Adjournment – 9:30 p.m.

April 15, 2014 – Work Session

7:00 PM Meeting

- Call To Order
- Pledge Of Allegiance
- Public Comment
- Review of Reports
- Public Comment
- Adjournment
BOARD PRESIDENT’S REPORT
MARCH 27, 2014

Mr. Joseph Finucan

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of February 18, 2014 and the Business/Legislative Minutes of February 27, 2014 as enclosed.

- Motion by Mr. Howard
- Seconded by Mr. Hommrich
- Motion passed 9-0

II. KEYSTONE OAKS HIGH SCHOOL HOCKEY ASSOCIATION

As in past years, the Board authorizes a $2,000.00 donation to the Keystone Oaks High School Hockey Association.

- Motion by Mr. Finucan
- Seconded by Ms. Crowell
- Motion passed 9-0

FOR INFORMATION ONLY

I. Parkway West Career and Technology Center Report
   No report. Mr. Donald Howard - Alternate

II. SHASDA Report
    No report. Mr. Daniel Domalik

III. Golden Wings Foundation, Inc. Report
    Three additional Board Members are being sought for Golden Wings. Mr. Donald Howard

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)
BOARD ACTION REQUESTED

I. ELIMINATION OF BOARD POLICIES

It is recommended that the Board eliminate Policies 357: Unlawful Harassment/Discrimination – Administrative Employees; 457: Harassment by Professional Employees, and 557: Harassment by Classified Employees, which have all been superseded by Policy 848: Unlawful Harassment, adopted on June 20, 2013.

• Motion by Ms. Shaw
• Seconded by Mr. Cesario
• Motion passed 9-0

II. FIRST READING OF POLICY NO. 000: BOARD POLICY/PROCEDURES/ADMINISTRATIVE PROCEDURES

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 000: Board Policy/Procedures/Administrative Procedures.

• Motion by Ms. Shaw
• Seconded by Mr. Cesario
• Motion passed 9-0

III. FIRST READING OF REVISED POLICY NO. 001: NAME AND CLASSIFICATION

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 001: Name and Classification.

• Motion by Ms. Shaw
• Seconded by Mr. Finucan
• Motion passed 9-0
IV. FIRST READING OF REVISED POLICY NO. 002: AUTHORITY AND POWERS

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 002: *Authority and Powers.*

- Motion by Ms. Shaw
- Seconded by Mr. Domalik
- Motion passed 9-0

V. FIRST READING OF REVISED POLICY NO. 003: FUNCTIONS

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 003: *Functions.*

- Motion by Ms. Shaw
- Seconded by Mr. Howard
- Motion passed 9-0

VI. FIRST READING OF REVISED POLICY NO. 004: MEMBERSHIP

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 004: *Membership.*

- Motion by Ms. Shaw
- Seconded by Ms. Lindsey
- Motion passed 9-0

VII. FIRST READING OF REVISED POLICY NO. 005: ORGANIZATION

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 005: *Organization.*

- Motion by Ms. Shaw
- Seconded by Mr. Cesario
- Motion passed 9-0

VIII. FIRST READING OF REVISED POLICY NO. 006: MEETINGS

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 006: *Meetings.*

- Motion by Ms. Shaw
- Seconded by Mr. Finucan
- Motion passed 9-0
IX. FIRST READING OF REVISED POLICY NO. 007: DISTRIBUTION

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 007: *Distribution*.

- Motion by Ms. Shaw
- Seconded by Mr. Cesario
- Motion passed 9-0

X. FIRST READING OF REVISED POLICY NO. 011: BOARD GOVERNANCE STANDARDS/CODE OF CONDUCT

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 011: *Board Governance Standards/Code of Conduct*.

- Motion by Ms. Shaw
- Seconded by Mr. Howard
- Motion passed 9-0

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

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 903: Public Participation in Board Meetings.

- Motion by Ms. Shaw
- Seconded by Mr. Howard
- Motion passed 9-0
FOR INFORMATION ONLY

I. Assessment Updates

II. Secondary

- Program of Studies
- AP Classes
- Graduation Requirements

III. Teacher Evaluation/Student Learning Objectives

IV. Olweus Elementary Bullying Prevention Program

V. STEAM Classroom

- Robotics Curriculum
- 3-D Printer

VI. Kindergarten Orientation Program

VII. Extended School Year Program

VIII. CPI Training

IX. Safe Sports School

X. Head Start/Dart Classrooms

XI. Health

- Epi-Pens
- AEDs

XII. Out-of-District Placements & KOSD Cyber

XIII. PSBA
Discussion Items:

- There were a number of information items from the Education Committee meeting that Dr. Foster reviewed with the committee members during their meeting. Ms. Lindsey summarized the items.

- Mr. Finucan asked about having the AEDs and Epi pens out in an unlocked area for events that take place after school and in the evening.

- Ms. Lindsey is checking with local school districts to determine how many offer a strings program.

- Mr. Cesario commented that he believed there may be a requirement for schools to have carbon monoxide detectors.
BOARD ACTION REQUESTED

RESIGNATION

I. Food Service Employee

It is recommended the Board accept the resignation of Rebecca Motus, Food Service employee at Keystone Oaks High School, effective March 12, 2014.

- Motion by Ms. Shaw
- Seconded by Mr. Cesario
- Motion passed 9-0

APPOINTMENTS

I. SUBSTITUTE TEACHERS

In compliance with Board Policy No. 405 – Employment of Substitute Professional Employees, it is recommended that the Board approve the following individuals:

Janel Catherman – Elementary; Allison O’Connor – English 7-12

- Motion by Mr. Howard
- Seconded by Mr. Cesario
- Motion passed 9-0

II. Athletic Coaches

In compliance with the Keystone Oaks Education Association Agreement 2011-2016, it is recommended the Board approve the following individuals as coaches, pending receipt of all legal documents and clearances:

<table>
<thead>
<tr>
<th>Name</th>
<th>Sport</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danielle Kandrack</td>
<td>Middle School Track Assistant</td>
<td>$2,560</td>
</tr>
<tr>
<td>Michael O’Leary</td>
<td>Boys Volleyball Assistant</td>
<td>$2,605</td>
</tr>
<tr>
<td>Danielle Tate</td>
<td>Middle School Track Assistant</td>
<td>$2,560</td>
</tr>
</tbody>
</table>

- Motion by Ms. Lindsey
- Seconded by Mr. Howard
- Motion passed 9-0
BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS

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

A. Accounts Payable for February 28, 2014 $ 813,474.57
   Accounts Payable to March 14, 2014 $ 604,692.09

B. Food Service Accounts Payable for February 28, 2014 $ 41,172.84
   Food Service Accounts Payable to March 14, 2014 $ 41,173.54

   TOTAL $1,500,510.70

- Motion by Mr. Hommrich
- Seconded by Mr. Cesario
- Motion passed 9-0

Discussion:
- 2 itune cards for breakfast challenge
- Mr. Domalik: Purchase of cards is past the date

Amend: Motion to reflect the purchase of two itune cards requested by Mr. Lloyd which changed the total to $ 1500 listed in the Finance Packet from $1400.

- Motion by Mr. Cesario
- Seconded by Mr. Hommrich
- Motion passed 9-0
II. AIU PROGRAM OF SERVICES BUDGET

It is recommended the Board approve the proposed 2014/2015 Allegheny Intermediate Unit Program of Services Budget as presented. The budget totals $4,088,563. There is no increase in the total district allocation. The Keystone Oaks School District’s contribution to the AIU Program of Services Budget is $37,319.93.

FOR INFORMATION ONLY

This represents an increase of $865.10 from this school year.

- Motion by Mr. Finucan
- Seconded by Ms. Shaw
- Motion passed 9-0

Discussion:
- Mr. Howard questioned on cost; Dr. Stropka stated it was based on aid ratio set by PA School Code,

III. HAWLEY CONSULTING GROUP – GASB 45 VALUATION

It is recommended that the Board approve Hawley Consulting Group for GASB 45 valuation services at a cost of $5,800. GASB 45 is a statement recently issued by the Governmental Accounting Standards Board that says that organizations who follow GASB accounting must quantify the long term liability for providing medical benefits to retirees. The liability must then be recorded on the organization’s financial statements.

- Motion by Mr. Finucan
- Seconded by Mr. Howard
- Motion passed 9-0

IV. RE-FINANCING OF BONDS

It is recommended that the Board adopt Resolution 14-01 to re-fund Series 2003 and Series 2009C Bonds in an amount not to exceed $9,000,000, as presented.

- Motion by Mr. Fincan
- Seconded by Mr. Cesario
- Roll call vote
- Motion passed 9-0
V. DELIQUENT REAL ESTATE TAX COLLECTOR

It is recommended that the Board adopt Resolution 14-02 to appoint MBM Collection Services, LLC as the tax collector for delinquent real estate taxes within the Keystone Oaks School District with the authority to use Maiello, Brungo & Maiello, LLP as attorneys in all delinquent real estate tax collection matters, effective March 27, 2014.

- Motion by Mr. Howard
- Seconded by Mr. Hommrich
- Motion passed 9-0

For Information Only

In the past, these services have been provided by Jordan Tax Services.

VI. ATTORNEY FEES IN CONNECTION WITH THE COLLECTION OF DELINQUENT REAL ESTATE TAXES

It is recommended that the Board adopt Resolution 14-03 providing a schedule of attorney’s fees, charges, and expenses as well as servicing expenses and fees established in accordance with Act 1 of 1996 and Act 20 of 2003 to be charged in connection with the collection of delinquent real estate taxes.

- Motion by Mr. Finucan
- Seconded by Ms. Shaw
- Discussion: Mr. Howard – How do fees compare to Jordan Tax – Maiello Rep. assumes these are similar to Jordan and are the same as the county; comparable to others in the market.
- Motion passed 9-0

For Information Only

All fees involved with the paying of delinquent taxes are the responsibility of the taxpayer.
## I. EXPENDITURE/REVENUE 2013/2014 BUDGET to ACTUAL/PROJECTION

<table>
<thead>
<tr>
<th>ACCT</th>
<th>DESCRIPTION</th>
<th>TOTAL 2013-2014</th>
<th>2013-2014 MONTH END + ESTIMATED</th>
<th>8 MONTH (OVER)</th>
<th>PROJECTION</th>
<th>BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2013-2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6000</td>
<td>Local Revenue Sources</td>
<td>$ 25,101,155</td>
<td>$ 26,748,215</td>
<td>$ 27,521,556</td>
<td>$ 2,420,401</td>
<td></td>
</tr>
<tr>
<td>7000</td>
<td>State Revenue Sources</td>
<td>$ 9,917,008</td>
<td>$ 5,521,880</td>
<td>$ 9,840,001</td>
<td>$ (77,007)</td>
<td></td>
</tr>
<tr>
<td>8000</td>
<td>Federal Revenue Sources</td>
<td>$ 446,504</td>
<td>-</td>
<td>$ 440,504</td>
<td>$ (6,000)</td>
<td></td>
</tr>
</tbody>
</table>

**Total Revenue**

$ 35,464,667 $ 32,270,095 $ 37,802,061 $ 2,337,394

<table>
<thead>
<tr>
<th>ACCT</th>
<th>DESCRIPTION</th>
<th>TOTAL 2013-2014</th>
<th>2013-2014 MONTH END + ESTIMATED</th>
<th>8 MONTH (OVER)</th>
<th>PROJECTION</th>
<th>BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Salaries</td>
<td>$ 14,673,483</td>
<td>$ 7,814,856</td>
<td>$ 14,634,102</td>
<td>$ 39,381</td>
<td></td>
</tr>
<tr>
<td>200</td>
<td>Benefits</td>
<td>$ 7,848,904</td>
<td>$ 4,400,587</td>
<td>$ 7,728,228</td>
<td>$ 120,676</td>
<td></td>
</tr>
<tr>
<td>300</td>
<td>Professional/Technical Services</td>
<td>$ 1,060,408</td>
<td>$ 816,696</td>
<td>$ 1,358,826</td>
<td>$ (298,418)</td>
<td></td>
</tr>
<tr>
<td>400</td>
<td>Property Services</td>
<td>$ 1,468,919</td>
<td>$ 1,021,265</td>
<td>$ 1,421,389</td>
<td>$ 47,530</td>
<td></td>
</tr>
<tr>
<td>500</td>
<td>Other Services</td>
<td>$ 4,208,192</td>
<td>$ 2,673,286</td>
<td>$ 4,351,034</td>
<td>$ (142,842)</td>
<td></td>
</tr>
<tr>
<td>600</td>
<td>Supplies/Books</td>
<td>$ 1,419,255</td>
<td>$ 1,090,245</td>
<td>$ 1,361,496</td>
<td>$ 57,759</td>
<td></td>
</tr>
<tr>
<td>700</td>
<td>Equipment/Property</td>
<td>$ 111,475</td>
<td>$ 66,824</td>
<td>$ 86,028</td>
<td>$ 25,447</td>
<td></td>
</tr>
<tr>
<td>800</td>
<td>Other Objects</td>
<td>$ 1,441,760</td>
<td>$ 1,419,656</td>
<td>$ 2,236,227</td>
<td>$ (794,467)</td>
<td></td>
</tr>
<tr>
<td>900</td>
<td>Other Financial Uses</td>
<td>$ 3,703,500</td>
<td>$ 3,466,566</td>
<td>$ 3,703,500</td>
<td>$ -</td>
<td></td>
</tr>
</tbody>
</table>

**Total Expenditures**

$ 35,935,896 $ 22,769,981 $ 36,880,830 $ (944,934)

**Expenditures exceeding Revenues**

$ (471,229) $ 9,500,114 $ 921,231 $ 1,392,460
## II. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF FEBRUARY 28, 2014

<table>
<thead>
<tr>
<th></th>
<th>1/31/2014</th>
<th></th>
<th></th>
<th>2/28/2014</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENDING BALANCE</td>
<td>DEBIT RECEIVED</td>
<td>CREDIT DISBURSED</td>
<td>INTEREST INCOME</td>
<td>ENDING BALANCE</td>
</tr>
<tr>
<td>GENERAL FUND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNC BANK</td>
<td>$7,021,696</td>
<td>$655,607</td>
<td>$(2,999,719)</td>
<td>$ -</td>
<td>$4,677,584</td>
</tr>
<tr>
<td>PLGIT</td>
<td>$11,391,221</td>
<td>$600,496</td>
<td>$ -</td>
<td>$90</td>
<td>$11,991,806</td>
</tr>
<tr>
<td>PSDLAF - 4/08/2014 Maturity</td>
<td>$153,700</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$153,700</td>
</tr>
<tr>
<td>INVEST PTOGRAM</td>
<td>$170,677</td>
<td>$7</td>
<td></td>
<td></td>
<td>$170,684</td>
</tr>
<tr>
<td></td>
<td>$18,737,294</td>
<td>$1,256,103</td>
<td>$(2,999,719)</td>
<td>$97</td>
<td>$16,993,774</td>
</tr>
<tr>
<td>CAFETERIA FUND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNC BANK</td>
<td>$100,388</td>
<td>$53,512</td>
<td>$(73,483)</td>
<td>$ -</td>
<td>$80,417</td>
</tr>
<tr>
<td>PLGIT</td>
<td>$380,699</td>
<td>$29,935</td>
<td>$ -</td>
<td>$3</td>
<td>$410,636</td>
</tr>
<tr>
<td></td>
<td>$481,087</td>
<td>$83,447</td>
<td>$(73,483)</td>
<td>$3</td>
<td>$491,053</td>
</tr>
<tr>
<td>CONSTRUCTION FUND / CAP RESERVE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNC BANK</td>
<td>$224,450</td>
<td>$ -</td>
<td>$(47,980)</td>
<td>$24</td>
<td>$176,494</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$19,442,830</td>
<td>$1,339,549</td>
<td>$(3,121,182)</td>
<td>$124</td>
<td>$17,661,321</td>
</tr>
</tbody>
</table>
### III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF FEBRUARY 28, 2014

<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 January 31, 2014</td>
<td>$124,803.75</td>
<td>$57,977.71</td>
</tr>
<tr>
<td>Deposits (General Fund transfer)</td>
<td>$8,387.95</td>
<td>$5,008.52</td>
</tr>
<tr>
<td>Subtotal</td>
<td>133,191.70</td>
<td>$62,986.23</td>
</tr>
<tr>
<td>Expenditures</td>
<td>$11,410.54</td>
<td>$4,216.09</td>
</tr>
<tr>
<td>Cash Balance as of February 28, 2014</td>
<td>$121,781.16</td>
<td>$58,770.14</td>
</tr>
</tbody>
</table>
BOARD ACTION REQUESTED

I. REQUEST FROM GREEN TREE BOROUGH

It is recommended the Board grant permission for the Borough of Green Tree to plant trees on the District property at Aiken Elementary School adjacent to the public right-of-way along Parkway Center Drive, if Green Tree Borough is successful in obtaining a grant to acquire the trees through the Tree Vitalize Program.

- Motion by Mr. Cesario
- Seconded by Ms. Lindsey
- Motion passed 9-0

II. ALLEGHENY INTERMEDIATE UNIT LEASE AGREEMENT WITH THE KEYSTONE OAKS SCHOOL DISTRICT

It is recommended that the Board approve the Lease Agreement between the Allegheny Intermediate Unit and the Keystone Oaks School District for the lease of one classroom at Dormont Elementary School for the purpose of conducting a Head Start Program from September 1, 2014 through August 31, 2015 at an amount of $4,250.04 per year.

- Motion by Mr. Cesario
- Seconded by Mr. Finucan
- Motion passed 9-0
BOARD ACTION REQUESTED

I. OVERNIGHT TRIP

The Administration recommends the approval of the following overnight trip:

PJAS State Competition
Penn State University (Main Campus)
May 18-19-20, 2014
Chaperone: Nadine Pisani
Number of students participating: 3
Cost per student: $155
Total cost to the District - $290

- Motion by Mr. Finucan
- Seconded by Ms. Crowell
- Motion passed 9-0

FOR INFORMATION ONLY

Total cost includes transportation, lodging and meals.