

KEYSTONE OAKS SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

WORK SESSION
Tuesday, April 15, 2014
7:00 PM

MINUTES

Call to Order

President Joseph Finucan called the meeting to order at 7:10 p.m.

Pledge

The meeting opened with the pledge to the flag.

Attendance

Those present included: Mr. Brownlee, Mr. Cesario, Ms. Crowell, 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. Michael Brungo, Solicitor; and Mrs. Masztak, Assistant Board Secretary/ Recording Secretary

Mr. Domalik was absent.

**Officer Aaron Vanatta
Safety Update**

Officer Aaron Vanatta presented a thorough update assessment on the safety of our District schools, including certain lockdown procedures and the ongoing training for the staff and students.

**Guy Sanchioli
Heather Kinney**

Mr. Guy Sanchioli and **Ms. Heather Kinney**, the District's Athletic Trainers, talked about their training and knowledge of their positions, the scope of their services and how they handle emergency cases for the District. Keystone Oaks School District was the fourth school district in Pennsylvania to be awarded the **Safe Sports School Award**.

Public Comment

PUBLIC COMMENT

Mrs. Gina Dedig Re: Revisit Cell Phone Policy for Safety Measures
Green Tree

Ms. Michelle Ross Re: Resignation of Mr. Ken Hustava, Athletic Director
Dormont

Ms. Wendy Buckley Re: Other Forums to Address District Issues
Green Tree Many Policies Updated at One Time

Mr. Chuck Dewick Re: Resignation of Mr. Ken Hustava, Athletic Director
Dormont

During and following Public Comment, the Board discussed:

- Cell phone policy;
- Process of how Committee Chairs were selected;
- Athletic Director’s resignation;
- Sunshine Law;
- Televising meetings;
- Many policies updated at one time concerning Board functions; and
- Does Solicitor review all updated policies?

Board President’s Report

BOARD PRESIDENT’S REPORT – Mr. Joseph Finucan

The following action item will be considered at the April 24, 2014,
Business/Legislative Meeting:

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of March 18, 2014 and the Business/Legislative Minutes of March 27, 2014. **TO BE PROVIDED**

FOR INFORMATION ONLY

- | | |
|---|---|
| I. Parkway West Career and Technology Center Report | <i>Ms. Annie Shaw</i>
<i>Mr. Donald Howard – Alternate</i> |
| II. SHASDA Report | <i>Mr. Daniel Domali</i> |
| III. Golden Wings Foundation, Inc. Report | <i>Mr. Donald Howard</i> |
| IV. PSBA/Legislative Report | <i>Ms. Raeann Lindsey</i> |
| V. Castle Shannon Borough Council Minutes | <i>(Available Online)</i> |
| VI. Dormont Borough Council Minutes | <i>(Available Online)</i> |
| VII. Green Tree Borough Council Minutes | <i>(Available Online)</i> |

Executive Session

II. EXECUTIVE SESSION REPORT – FOR INFORMATION ONLY

Prior to the April 15, 2014 Work Session, an Executive Session was held to discuss Personnel issues and Act 93.

Superintendent's Report

SUPERINTENDENT'S REPORT – Dr. William Stropkaj

The following action items will be considered at the April 24, 2014, Business/Legislative Meeting:

BOARD ACTION REQUESTED

Elimination of Ten-Month Secretarial Positions

I. ELIMINATION OF TEN-MONTH SECRETARIAL POSITIONS

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 Administration recommends that the Board approve 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

Creation of Full-Time Secretarial Position

II. CREATION OF FULL-TIME SECRETARIAL POSITION

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 Administration recommends that the Board approve the following full-time (12-month) secretarial position, effective July 1, 2014:

- Secretary to the Athletic Director / Attendance Secretary

Elimination of Technical Facilitator Position

III. ELIMINATION OF TECHNICAL FACILITATOR POSITION

In compliance with **Board Policy No. 511 – Classified Employees: *Suspensions or Furloughs***, the Administration recommends that the Board approve the elimination of the following position, effective June 30, 2014:

- Technical Facilitator

Creation of Technology Integration Specialist

IV. CREATION OF TECHNOLOGY INTEGRATION SPECIALIST

The Administration recommends that the Board approve the following full-time (12 month) position, effective July 1, 2014:

- Technology Integration Specialist

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

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

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

Second Reading of
Policy 001

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

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

Second Reading of
Policy No. 002

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

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

Second Reading of
Policy No. 003

VIII. SECOND READING OF REVISED POLICY NO. 003: FUNCTIONS

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

Second Reading of
Policy No. 004

IX. SECOND READING OF REVISED POLICY NO. 004: MEMBERSHIP

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

Second Reading of
Policy No. 005

X. SECOND READING OF REVISED POLICY NO. 005: ORGANIZATION

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

Second Reading of Policy No. 006

XI. SECOND READING OF REVISED POLICY NO. 006: MEETINGS

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

Second Reading of Policy No. 007

XII. SECOND READING OF REVISED POLICY NO. 007: DISTRIBUTION

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

Second Reading of Policy No. 011

XIII. SECOND READING OF REVISED POLICY NO. 011: BOARD GOVERNANCE

In accordance with Board Policy No. 011, the Administration recommends the SECOND READING of revised Policy No. 011: *Board Governance*

Second Reading of Policy No. 903

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

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

Professional Development

XV. PROFESSIONAL DEVELOPMENT

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

Jeffrey Oestreich

Jeffrey Oestreich	National Robotics Engineering Center Carnegie Mellon University Pittsburgh, PA August 4-8, 2014	\$980.00
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Jeffrey Sieg

Jeffrey Sieg	AP Summer Institute – AP US History South Fayette High School Pittsburgh, PA June 23-26, 2014	\$962.20
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Joan Young

Joan Young	AP Summer Institute – AP Psychology South Fayette High School Pittsburgh, PA June 23-26, 2014	\$1,016.00
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Education Report

EDUCATION REPORT – Ms. Raeann Lindsey

The following action items will be considered at the April 24, 2014, Business/Legislative Meeting:

BOARD ACTION REQUESTED

Adoption of Textbooks

I. ADOPTION OF TEXTBOOKS

The Administration recommends that the Board adopt 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)

Student Summer Work Program

II. STUDENT SUMMER WORK PROGRAM

The Administration recommends that the Board approve 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.

Camp Invention

III. CAMP INVENTION

The Administration recommends that the Board approve 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.

For Information Only

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

Online Courses

IV. ONLINE COURSES – GIFTED IEP GOALS

Gifted IEP Goals

The Administration recommends that the Board approve 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

Personnel Report

PERSONNEL REPORT – Mr. Joseph Finucan

The following action items will be considered at the April 24, 2014, Business/Legislative Meeting:

BOARD ACTION REQUESTED

Retirements

I. RETIREMENTS

A. Professional Staff

It is recommended the Board accept the retirements of the following professional personnel, effective June 11, 2014:

<u>Name</u>	<u>Years of KO Service</u>	<u>Subject</u>
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Georgene Bemis

Georgene Bemis	17	Art
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Katherine Perry

Katherine Perry	20	Elementary Guidance Counselor
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B. Classified Staff

It is recommended the Board accept the retirement of the following classified secretary, effective June 10, 2014:

<u>Name</u>	<u>Years of Service</u>	<u>Position</u>
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Sherry Worton

Sheridan Worton (Sherry)	28	Secretary to the Athletic Director
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Substitute Teacher

II. SUBSTITUTE TEACHER – 2013/2014

In compliance with *Board Policy No. 405 – Employment of Substitute Professional Employees*, it is recommended the Board approve **Ashley Todd**, English 7-12 and Library Science K-12, as a substitute teacher for the 2013/2014 school year.

**Administrative Assistant
To the Director of Fiscal
Services/Personnel**

III. ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF FISCAL SERVICES/ PERSONNEL SECRETARY

Secretary

In compliance with the *Confidential Employee Compensation Plan – July 1, 2014 through June 30, 2017*, Administration recommends **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.

Middle School Softball Assistant Coach
Roman Nardozi

IV. MIDDLE SCHOOL SOFTBALL ASSISTANT COACH

In compliance with the **Keystone Oaks Educational Association 2011/2016, Article XXVII, Athletic Positions and Compensation**, it is recommended that the Board approve **Roman Nardozi** as the Middle School Softball Assistant Coach for the 2013/2014 school year, effective immediately, with a stipend of \$2,560.

Paid Holiday for Full-Time Food Service Employees

V. PAID HOLIDAYS FOR FULL-TIME FOOD SERVICE EMPLOYEES

It is recommended that the Board approve 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 |

Finance Report

FINANCE REPORT – Mr. Daniel Domalik

The following action items will be considered at the April 24, 2014, Business/Legislative Meeting:

BOARD ACTION REQUESTED

Accounts Payable Approval Funds

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 | TO BE PROVIDED |
| B. | Food Service Fund Accounts Payable for | TO BE PROVIDED |
| | TOTAL | TO BE PROVIDED |

Parkwy West Career &
Technology Center
Budgets for 2014/2015

General Operating Budget

Building Rental Budget

II. PARKWAY WEST CAREER & TECHNOLOGY CENTER BUDGETS FOR 2014-2015

A. The Administration recommends that the Board approve the Parkway West General Operating Budget of \$5,864,251.00 for the 2014 – 2015 school year.

B. The Administration recommends that the Board approve the Parkway West Building Rental Budget of \$742,742.00 for the 2014 – 2015 school year.

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

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	\$ 7,848,904	\$ 4,700,236	\$ 7,579,834	\$ 269,070
300	Professional/Technical 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
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

The following action items will be considered at the April 24, 2014, Business/Legislative Meeting:

BOARD ACTION REQUESTED

I. TREMCO – INFRARED ROOF ANALYSIS

It is recommended that the Board approve **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.

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.

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

The following action items will be considered at the April 24, 2014, Business/Legislative Meeting:

BOARD ACTION REQUESTED

Com Doc

I. COMDOC – DOCUMENT SOLUTION PROVIDER

It is recommended that the Board approve **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.

Public Comment

PUBLIC COMMENT – NONE

Adjournment

ADJOURNMENT

On the motion of, Mr. Finucan, seconded by Mr. Cesario, the meeting was adjourned at 10:00 p.m.

Motion passed 8-0

Respectfully submitted,

Eric Brandenburg
Board Secretary

Charmaine Masztak
Assistant Board Secretary
Recording Board Secretary