KEYSTONE OAKS SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS

WORK SESSION
Thursday, November 14, 2013
7:00 PM

MINUTES

Call to Order
President Marian Randazzo called the meeting to order at 7:08 p.m.

Pledge
The meeting opened with the pledge to the flag.

Attendance
Those present included: Mr. Brownlee, Mrs. Cancelliere, Mr. Domalik, Mr. Finucan, Mr. Hommrich, Ms. Lindsey, Mr. Nee and Mrs. Randazzo. Also present were Dr. William P. Stropkaj, Superintendent; Mr. Brandenburg, Director of Fiscal Services; Mr. Ira Weiss, Solicitor; and Mrs. Masztak, Assistant Board Secretary/ Recording Secretary.

Mr. Alward and Mrs. Foster, Assistant Superintendent, were absent.

Mr. Hommrich video-taped the meeting.

Mr. Aaron Smith
Director of Technology

Mr. Aaron Smith presented the following update to the School Board regarding the Keystone Oaks’ State of Technology:

♦ STEAM Room
♦ Video Conferences
♦ Office 2013
♦ Office 365
♦ Build Technology Department
♦ Increase Communication
♦ Network Infrastructure/Wireless Expansion

A discussion followed by the Board Members:

♦ Collaboration between the elementary buildings and other buildings to share lesson plans as a group;
♦ Good feedback from the staff?
♦ Positive feedback;
♦ Younger students dive right into the learning of new technology;
♦ Mr. Smith’s vision for technology in the District matched Dr. Stropkaj’s vision;
How many ticket items are addressed on a daily basis?
Mr. Reese does the elementary tickets and Mrs. Fuga does the high school and middle school tickets.

PUBLIC COMMENT – NONE

BOARD PRESIDENT’S REPORT – Mrs. Marian Randazzo

The following action item will be considered at the November 21, 2013 Business/Legislative Meeting:

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of October 10, 2013, and the Business/Legislative Minutes of October 17, 2013, as enclosed.

FOR INFORMATION ONLY

I. Parkway West Career and Technology Center Report Mr. Alward

II. SHASDA Report Mr. Alward

- What is Vendor Appreciation with SHASDA?
- Vendors who fund SHASDA programs, for example: Architects, Law Firms, Bus Companies

III. Golden Wings Foundation, Inc. Report Mrs. Randazzo

- Day of Giving – How much was raised?

IV. PSBA/Legislative Report Ms. Lindsey

(V Available Online)

V. Castle Shannon Borough Council Minutes (Available Online)

VI. Dormont Borough Council Minutes (Available Online)

VII. Green Tree Borough Council Minutes (Available Online)

Status of Act 93 Negotiations

Mrs. Randazzo asked Mr. Hommrich and Ms. Lindsey the status of the Act 93 negotiations; Mr. Hommrich stated that it would be discussed in Executive Session after the meeting.
<table>
<thead>
<tr>
<th>David Kling Dedication</th>
<th>Mrs. Randazzo thanked Mr. Cromie for organizing the David Kling Dedication of the high school gymnasium; the evening was very well received.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veteran’s Day</td>
<td>Mr. Nee congratulated the students of Dormont Elementary School for their assembly on Veteran’s Day and also mentioned that Myrtle Elementary had a program honoring the veterans.</td>
</tr>
</tbody>
</table>
| Superintendent’s Report| **SUPERINTENDENT’S REPORT – Dr. William Stropkaj**  
The following action items will be considered at the November 21, 2013 Business/Legislative Meeting: |
| **BOARD ACTION REQUESTED** |   |
| **SECOND READING of Revised Policy No. 008: Organization Charts** | I. **SECOND READING OF REVISED POLICY NO. 008: ORGANIZATION CHARTS**  
In accordance with Board Policy No. 011, the Administration recommends the SECOND READING of revised Policy No. 008: Organization Charts. |
| **SECOND READING of Revised Policy No. 201: Admission of Students** | II. **SECOND READING OF REVISED POLICY NO. 201: ADMISSION OF STUDENTS**  
In accordance with Board Policy No. 011, the Administration recommends the SECOND READING of revised Policy No. 201: Admission of Students. |
| **SECOND READING of Revised Policy No. 233: Suspension and Expulsion** | III. **SECOND READING OF REVISED POLICY NO. 233: SUSPENSION AND EXPULSION**  
In accordance with Board Policy No. 011, the Administration recommends the SECOND READING of revised Policy No. 233: Suspension and Expulsion. |
| **SECOND READING of Revised Policy No. 808: Food Services** | IV. **SECOND READING OF REVISED POLICY NO. 808: FOOD SERVICES**  
In accordance with Board Policy No. 011, the Administration recommends the SECOND READING of revised Policy No. 808: Food Services. |
V. SECOND READING OF REVISED POLICY NO. 826: RECORDS MANAGEMENT PLAN

In accordance with Board Policy No. 011, the Administration recommends the SECOND READING of revised Policy No. 826: Records Management Plan.

VI. SECOND READING OF REVISED POLICY NO. 835: FAMILY AND MEDICAL LEAVE

In accordance with Board Policy No. 011, the Administration recommends the SECOND READING of revised Policy No. 835: Family and Medical Leave.

FOR INFORMATION ONLY

I. RECOGNITION OF MR. MARK ELPHINSTONE

Mr. Mark Elphinstone, high school teacher, was publicly recognized by Dr. Stropkaj for saving a student’s life during a lunch period, by performing the Heimlich Maneuver.

II. EXECUTIVE SESSION REPORT

Prior to the Work Session, the Board met in Executive Session to discuss personnel issues.

A brief discussion by the Board followed:

- Does the District have a policy on Cyber School students attending social events in school?
- Cyber students are allowed to attend events.
- Is it written down anywhere? Policy?
- This topic can be discussed about making it a policy at the beginning of the year.

PUPIL PERSONNEL REPORT – Mr. Robert Brownlee

The following action items will be considered at the November 21, 2013 Business/Legislative Meeting:
### BOARD ACTION REQUESTED

#### I. WESLEY SPECTRUM SERVICES AGREEMENT

The Administration recommends that the Board retroactively approve the Agreement between Wesley Spectrum Services and the Keystone Oaks School District, effective on a month-to-month basis commencing October 14, 2013 and expiring on June 16, 2014 at a monthly cost of $7,200.00.

#### II. INDEPENDENT SERVICES CONTRACT

The Administration recommends that the Board retroactively approve the Independent Services Contract (Step-By-Step, Inc.) for vocational placement for a special education student, effective October 1, 2013 through January 31, 2014 at a cost of $1,188.00.

#### PERSONNEL REPORT – Ms. Raeann Lindsey

The following action items will be considered at the November 21, 2013 Business/Legislative Meeting:

#### BOARD ACTION REQUESTED

#### I. RETIREMENT

It is recommended that the Board accept the retirement of **Michael J. Crossey**, special education teacher, who currently is the President of **PSEA**, effective November 27, 2013. Mr. Crossey has been an employee with Keystone Oaks since September 1978.

#### II. APPOINTMENTS

**A. LONG-TERM SUBSTITUTE – COLLEEN REILLY**

In compliance with *Board Policy No. 405 – Employment of Substitute Professional Employees*, it is recommended the Board approve Colleen Reilly, elementary and special education teacher, Aiken Elementary School, as a long-term substitute, starting November 4, 2013 through May 1, 2014. Ms. Reilly’s salary will be $40,550 (B, Level 16). Ms. Reilly is replacing Ms. Molly Karlovich while she is on a leave of absence.
B. PROJECT SUCCEED

It is recommended that the Board approve Michael Orsi as the Special Education instructor for Project Succeed for the balance of the 2013/2014 school year.

C. SUBSTITUTE TEACHERS – 2013/2014

In compliance with Board Policy No. 405 – Employment of Substitute Professional Employees, it is recommended the Board approve the following individuals as substitute teachers for the 2013/2014 school year:

<table>
<thead>
<tr>
<th>Name</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Bosco</td>
<td>Health &amp; Physical Education</td>
</tr>
<tr>
<td>Lisa Brestensky</td>
<td>Elementary / Special Education</td>
</tr>
<tr>
<td>Susan Tybl</td>
<td>Mathematics 7-12</td>
</tr>
</tbody>
</table>

D. ATHLETIC COACHES

In compliance with the Keystone Oaks Education Association Agreement 2011-2016, it is recommended that the Board approve the following individuals as coaches, pending receipt of all legal documents and clearances, for the 2013/2014 school year:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Bonaccorsi</td>
<td>Head Wrestling Coach</td>
<td>$6,050.00</td>
</tr>
<tr>
<td>Mark Schrier</td>
<td>6th Grade Basketball Coach</td>
<td>$1,940.00</td>
</tr>
</tbody>
</table>

E. ACTIVITIES SPONSORS

In compliance with the Keystone Oaks Education Association Agreement 2011-2016, it is recommended that the Board approve payment to the following individuals:

<table>
<thead>
<tr>
<th>Name</th>
<th>Activity</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shane Hallam</td>
<td>MS Musical</td>
<td>$2,325.00</td>
</tr>
<tr>
<td>Nancy Kraemer</td>
<td>Varieties</td>
<td>$2,950.00</td>
</tr>
</tbody>
</table>

F. PARAPROFESSIONALS

In compliance with Board Policy No. 504 – Employment Classified Employees, and the Keystone Oaks Education Support Agreement 2009-2014, it is recommended that the Board retroactively approve the following individuals as paraprofessionals:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tara Klousnitzer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desiré Krawchyk</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Tara Klousnitzer  
Personal Care Paraprofessional  
Myrtle Elementary School  
Effective: October 21, 2013

Desiré Krawchyk  
Personal Care Paraprofessional  
Myrtle Elementary School  
Effective: October 28, 2013

Tenure

Nicole Kochanski

In compliance with Board Policy No. 404 – Employment of Professional Employees, it is recommended that the Board retroactively recognize the following individual as having completed the requirements according to the Commonwealth of Pennsylvania and achieving tenure with a Professional Contract:

Nicole Kochanski  
Special Education (Autistic Support)  
Keystone Oaks High/Middle Schools  
Effective: November 2, 2013

- Mr. Domalik requested a master list of all activities and athletics information that would include the positions, name of coaches/sponsors and the stipends.

Finance Report

FINANCE REPORT – Mrs. Marian Randazzo and Mr. Gary Alward

The following action items will be considered at the November 21, 2013 Business/Legislative Meeting:

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 October 31, 2013 $1,226,847.80

B. Food Service Fund Accounts Payable for October 31, 2013 $ 84,375.25

II. JOINT PURCHASING AGREEMENT

It is recommended that the Board approve the Keystone Oaks School District’s participation in the Allegheny Intermediate Unit Joint Purchasing Board for bid and purchase of supplies for the District, and approve Christopher Swickline, high school head custodian, as the regular member for the purposes of this Agreement.
Dr. Stropkaj presented information to the Board regarding the PA-Educator.net Clearinghouse that would appear as an action item on the November 21, 2013 Business/Legislative Agenda.

### III. EXPENDITURE/REVENUE 2013 - 2014 BUDGET to ACTUAL / PROJECTION

<table>
<thead>
<tr>
<th>ACCT</th>
<th>DESCRIPTION</th>
<th>2013-2014 BUDGET</th>
<th>2013-2014 4 MONTH TOTAL</th>
<th>OCTOBER/ACTUAL</th>
<th>OVER (UNDER) BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000</td>
<td>Local Revenue Sources</td>
<td>$ 25,101,155</td>
<td>$ 23,306,070</td>
<td>-</td>
<td>$ (1,795,085)</td>
</tr>
<tr>
<td>7000</td>
<td>State Revenue Sources</td>
<td>$ 9,917,008</td>
<td>$ 3,311,275</td>
<td>-</td>
<td>$ (6,605,733)</td>
</tr>
<tr>
<td>8000</td>
<td>Federal Revenue Sources</td>
<td>$ 446,504</td>
<td>-</td>
<td>-</td>
<td>$ (446,504)</td>
</tr>
<tr>
<td></td>
<td><strong>Total Revenue</strong></td>
<td><strong>$ 35,464,667</strong></td>
<td><strong>$ 26,617,345</strong></td>
<td>-</td>
<td><strong>$ (8,847,322)</strong></td>
</tr>
<tr>
<td>100</td>
<td>Salaries</td>
<td>$ 14,673,483</td>
<td>$ 2,823,602</td>
<td></td>
<td>$ 11,849,881</td>
</tr>
<tr>
<td>200</td>
<td>Benefits</td>
<td>$ 7,848,904</td>
<td>$ 1,889,791</td>
<td></td>
<td>$ 5,959,113</td>
</tr>
<tr>
<td>300</td>
<td>Professional/Technical Services</td>
<td>$ 1,060,408</td>
<td>$ 245,020</td>
<td></td>
<td>$ 815,388</td>
</tr>
<tr>
<td>400</td>
<td>Property Services</td>
<td>$ 1,468,919</td>
<td>$ 518,695</td>
<td></td>
<td>$ 950,224</td>
</tr>
<tr>
<td>500</td>
<td>Other Services</td>
<td>$ 4,208,192</td>
<td>$ 1,272,409</td>
<td></td>
<td>$ 2,935,783</td>
</tr>
<tr>
<td>600</td>
<td>Supplies/Books</td>
<td>$ 1,419,255</td>
<td>$ 815,927</td>
<td></td>
<td>$ 603,328</td>
</tr>
<tr>
<td>700</td>
<td>Equipment/Property</td>
<td>$ 111,475</td>
<td>$ 18,015</td>
<td></td>
<td>$ 93,460</td>
</tr>
<tr>
<td>800</td>
<td>Other Objects</td>
<td>$ 1,441,760</td>
<td>$ 1,048,479</td>
<td></td>
<td>$ 393,281</td>
</tr>
<tr>
<td>900</td>
<td>Other Financial Uses</td>
<td>$ 3,703,500</td>
<td>$ 3,080,450</td>
<td></td>
<td>$ 623,050</td>
</tr>
<tr>
<td></td>
<td><strong>Total Expenditures</strong></td>
<td><strong>$ 35,935,896</strong></td>
<td><strong>$ 11,712,386</strong></td>
<td>-</td>
<td><strong>$ 24,223,510</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Expenditures exceeding Revenues</strong></td>
<td><strong>$ (471,229)</strong></td>
<td><strong>$ 14,904,959</strong></td>
<td>-</td>
<td><strong>$ 15,376,188</strong></td>
</tr>
</tbody>
</table>
IV. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF October 31, 2013

<table>
<thead>
<tr>
<th></th>
<th>9/30/2013</th>
<th></th>
<th></th>
<th>10/31/2013</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>$13,966,082</td>
<td>$1,205,551</td>
<td>$(3,929,906)</td>
<td>$2,210</td>
<td>$11,243,937</td>
</tr>
<tr>
<td>PNC BANK</td>
<td>$8,611,941</td>
<td>$1,496,808</td>
<td>$-</td>
<td>$103</td>
<td>$10,108,853</td>
</tr>
<tr>
<td>PLGIT</td>
<td>$153,700</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$153,700</td>
</tr>
<tr>
<td>INVEST PROGRAM</td>
<td>$170,649</td>
<td>$-</td>
<td>$7</td>
<td></td>
<td>$170,656</td>
</tr>
<tr>
<td></td>
<td>$22,902,372</td>
<td>$2,702,359</td>
<td>$(3,929,906)</td>
<td>$2,321</td>
<td>$21,677,146</td>
</tr>
<tr>
<td>CAFETERIA FUND</td>
<td>$72,538</td>
<td>$65,559</td>
<td>$(109,386)</td>
<td>$3</td>
<td>$28,712</td>
</tr>
<tr>
<td>PNC BANK</td>
<td>$237,968</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$237,971</td>
</tr>
<tr>
<td></td>
<td>$310,506</td>
<td>$65,559</td>
<td>$(109,386)</td>
<td>$3</td>
<td>$266,682</td>
</tr>
<tr>
<td>CONSTRUCTION FUND / CAP RESERVE</td>
<td>$224,333</td>
<td>$-</td>
<td>$-</td>
<td>$10</td>
<td>$224,342</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$23,437,211</td>
<td>$2,767,918</td>
<td>$(4,039,292)</td>
<td>$2,333</td>
<td>$22,168,171</td>
</tr>
</tbody>
</table>

V. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF OCTOBER 31, 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 September 30, 2013</td>
<td>$123,044.09</td>
<td>$60,755.78</td>
</tr>
<tr>
<td>Deposits (General Fund Transfer)</td>
<td>$2,135.00</td>
<td>$6,139.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$125,179.09</td>
<td>$66,894.78</td>
</tr>
<tr>
<td>Expenditures</td>
<td>$7,217.55</td>
<td>$6,545.71</td>
</tr>
<tr>
<td>Cash Balance as of October 31, 2013</td>
<td>$117,961.54</td>
<td>$60,349.07</td>
</tr>
</tbody>
</table>
FACILITIES REPORT – Mrs. Marian Randazzo and Mr. Gary Alward

The following action items will be considered at the November 21, 2013 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

I. HIGH SCHOOL AND MIDDLE SCHOOL SITE IMPROVEMENTS

It is recommended that the Board approve Nira Consulting Engineers, Inc. to identify a definitive scope of the work to be performed and the estimated cost of construction for the improvements to the driveways and parking areas, replacement of the curbs, walkways and exterior stairways. The cost for this service will be $2,500.00.

II. SWIM PROGRAM

The Administration recommends the approval of the Recreational and Community Swim Program fees, rental fees, pool staff pay rates and the pool staff for the 2013/2014 school year as follows:

**Program Fees**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Pass (2 adults and 3 kids)</td>
<td>$60.00</td>
</tr>
<tr>
<td>Adult Pass</td>
<td>$30.00</td>
</tr>
<tr>
<td>Student Pass</td>
<td>$15.00</td>
</tr>
<tr>
<td>Daily Admission Fee – Resident</td>
<td>$2.00</td>
</tr>
<tr>
<td>Daily Admission Fee – Non Resident</td>
<td>$4.00</td>
</tr>
<tr>
<td>Children Swim Lessons (6 lessons)</td>
<td>$35.00</td>
</tr>
<tr>
<td>Preschool Swim Lessons (5 lessons)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Lifeguard Training (includes first aid and CPR)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Water Aerobics (20 classes)</td>
<td>$70.00</td>
</tr>
<tr>
<td>Water Safety Instructor Training</td>
<td>$195.00</td>
</tr>
<tr>
<td>CPR for the Professional Rescuer classes</td>
<td>$50.00</td>
</tr>
<tr>
<td>Other Programs in response to need</td>
<td>TBA</td>
</tr>
</tbody>
</table>

**Rental Fees**

*Residents* (Copy of photo ID with permit; compared on day of rental)

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residents (1-30 people)</td>
<td>$50.00/hr</td>
</tr>
<tr>
<td>Residents (31-60 people)</td>
<td>$55.00/hr</td>
</tr>
</tbody>
</table>

*Non-Residents*

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Resident (1-30 people)</td>
<td>$75.00/hr</td>
</tr>
<tr>
<td>Non Resident (31-60 people)</td>
<td>$80.00/hr</td>
</tr>
</tbody>
</table>
**Pool Staff Pay Rates**

- Water Aerobics Instructors $20.00/hr
- Adult Supervising Instructor (WSI) $14.00/hr
- Instructors with WSI $10.00/hr
- Student Instructors without WSI $7.25/hr
- Adult Program Supervisor $10.00/hr
- Lifeguards $7.25/hr

**Pool Staff**

- Jacob Cofini
- Zachary Cofini
- Rachel Constantini
- Joanne Dressler
- Kaitlin Flaherty
- Kathleen Guglielmi
- Kevin Koontz
- Mike Lydon
- Jacob Maley
- Tom McMullen
- Lori Oleksak
- Zach Olsen
- Jakeb Pagesh
- Jana Pahler
- April Ramsey
- Janet Russo
- Amy Torcaso

A discussion by the Board followed:

- The pool is not making a profit, but it should be left as status quo until next year’s review.
- Mrs. Torcaso is working with Mr. Cromie to have more publicity regarding the pool.
- Too many lifeguards at the pool at one time?
- How do hotels get away with not having a lifeguard on duty?
- Sign usually says “swim at your own risk.”
- A school district has more liability than a hotel; it’s better to err on the side of more than you need (lifeguards).
- It would be great to operate the pool and make a profit.
- Green Tree and Dormont have public swimming pools, but Castle Shannon does not.

**ACTIVITIES REPORT – Mr. Dan Domalik**

The following action item will be considered at the November 21, 2013 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Overnight Trip**

1. **OVERNIGHT TRIP / COMPETITION**
Keystone Oaks Dance Team  
Friday-Sunday – February 14 – 16, 2014  
Sponsors– Megan Kamberis  
Chaperones – None  
Approximate number of students participating: 15  
Approximate cost per student - $300.00 - $400.00  
No District funds requested  

Mr. Domalik asked where the competition was being held and how many chaperones would be accompanying the dance team.  

This information will be available at the November 21, 2013 Business/Legislative Meeting.  

Public Comment  
PUBLIC COMMENT – NONE  

Adjournment  
ADJOURNMENT  

On the motion of Mr. Nee, seconded by Mrs. Cancelliere, the meeting was adjourned at 8:09 p.m.  

Motion passed 8-0  

Respectfully submitted,  

Eric Brandenburg  
Board Secretary  

Charmaine Masztak  
Assistant Board Secretary  
Recording Board Secretary