KEYSTONE OAKS SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS

WORK SESSION
Thursday, October 10, 2013
7:00 PM

MINUTES

Call to Order
President Marian Randazzo called the meeting to order at 7:01 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, Mr. Nee and Mrs. Randazzo. Also present were Dr. William P. Stropkaj, Superintendent; Mrs. Foster, Assistant Superintendent; Mr. Brandenburg, Director of Fiscal Services; Ms. Lisa Colautti, Solicitor; and Mrs. Masztak, Assistant Board Secretary/Recording Secretary

Mr. Alward and Ms. Lindsey were absent.

Mr. Kevin Lloyd
Director of Dining Services
Mr. Kevin Lloyd presented the following update to the School Board regarding Keystone Oaks’ Dining Services:

- Finalization of hiring new staff;
- Meal participation in the middle school has increased by 50 meals per day;
- New online service for Point of Sale access, the prepay program, is working very well;
- Automatic emails sent out when accounts are low;
- Will give an update mid-year.

Public Comment
PUBLIC COMMENT – NONE

Board President’s Report
BOARD PRESIDENT’S REPORT – Mrs. Marian Randazzo

The following action item will be considered at the October 17, 2013 Business/Legislative Meeting:

BOARD ACTION REQUESTED
I. BOARD MINUTES

It is recommended that the Board approve the Special Voting Minutes of September 4, 2013, the Work Session Minutes of September 12, 2013, and the Business/Legislative Minutes of September 19, 2013, as enclosed.

FOR INFORMATION ONLY

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

II. SHASDA Report  
    Mr. Alward

III. Golden Wings Foundation, Inc. Report  
     Mrs. Randazzo
     • Day of Giving – How much was raised?

IV. PSBA/Legislative Report  
    Ms. Lindsey

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 the status of the Act 93 negotiations; Mr. Hommrich stated that he and Ms. Lindsey had a great meeting with Mrs. Barnes and Mr. Konyk.

Superintendent’s Report

SUPERINTENDENT’S REPORT – Dr. William Stropkaj

The following action items will be considered at the October 17, 2013 Business/Legislative Meeting:

BOARD ACTION REQUESTED

I. FIRST READING OF REVISED POLICY NO. 008: ORGANIZATION CHARTS

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 008: Organization Charts.

II. FIRST READING OF REVISED POLICY NO. 201: ADMISSION OF STUDENTS
In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 201: Admission of Students.

III. FIRST READING OF REVISED POLICY NO. 233: SUSPENSION AND EXPULSION

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 233: Suspension and Expulsion.

IV. FIRST READING OF REVISED POLICY NO. 808: FOOD SERVICES

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 808: Food Services

V. FIRST READING OF REVISED POLICY NO. 826: RECORDS MANAGEMENT PLAN

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

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

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

VII. FIRST READING OF REVISED POLICY NO. 906: PUBLIC COMPLAINTS

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 906: Public Complaints.

The Board discussed Policy No. 906: Public Complaints:

- Emails not being answered;
- Nothing gets done;
Four levels for the proper procedures to follow are too much; you get your stories straight after going through four levels;
Board Member to be a Protocol Officer;
Parent has a complaint to a Board Member, pass it onto the Superintendent;
Community needs a voice in it;
Don’t ignore any complaints;
Sometimes the answer is “no” and the complainant needs to accept the answer;
Policies are neglected, need updated;
Revising should reflect anything prior to 2010; and
Need a Policy Committee.

The Board decided to table Policy No. 906: Public Complaints until further discussion.

VIII. PROFESSIONAL DEVELOPMENT

The Administration recommends approval of the following conference requests:

Beth Salibene
Kelly Tolley

Beth Salimbene
Kelly Tolley
Building Auditory and Social Learning Skills
Crowne Plaza South
Pittsburgh, PA 15241

$760.00

Cindy Mentzer

Cindy Mentzer
PA Speech & Debate Association
26th Annual Conference
The Atherton Hotel
State College, PA 16802

$346.16

(General Funds)

(Activities Fund)

FOR INFORMATION ONLY

I. EXECUTIVE SESSION REPORT

After the Work Session, the Board met in Executive Session to discuss potential litigation.

EDUCATION – Mr. Rob Brownlee
FOR INFORMATION ONLY

Mrs. Foster gave a brief update on the following:

I. SCHOOL PERFORMANCE PROFILE

- Dates are incomplete; will be completed in January 2014;
- Significant growth in the elementary buildings;
- Middle/High Schools are not finalized.

II. READ 180 – KEYSTONE OAKS MIDDLE SCHOOL

- As recommended in the Comprehensive Plans, the teachers have been trained, materials are in;
- Double period; 34 students in program, getting good results.

III. ELEMENTARY MATH

- Looking to adopt a new math program for next year;
- How old is our current math program?
  - 8-9 years old.

IV. AEDs & NEW LEGISLATION

- KOSD has been in compliance with the new House Bill requiring all school districts to have AEDS (Automated External Defibrillator);
- AEDs verbally directs the procedure when in use;
- New signage to be placed at entrance of buildings indicating the location of the AEDs.

PERSONNEL REPORT – Ms. Raeann Lindsey

The following action items will be considered at the October 17, 2013 Business/Legislative Meeting:

BOARD ACTION REQUESTED

I. APPOINTMENTS

A. PROFESSIONAL EMPLOYEE
In compliance with *Board Policy No. 404 – Employment of Professional Employees*, and the *Keystone Oaks Education Association Agreement 2011/2016*, the Administration recommends the employment of the following individual:

**Kelly McGuire** – Keystone Oaks Middle School  
Remedial Language Arts Teacher  
Salary - $ 40,550 (B, Level 16)  
Retroactive to August 22, 2013

**B. AFTER SCHOOL TUTORING PROGRAM**

It is recommended that the Board approve the following individuals to participate in the *After School Tutoring Program* at Aiken, Dormont, and Myrtle Elementary Schools. The range of pay for the individuals is between $26.40 and $42.37 per period based on years of service to the District:

<table>
<thead>
<tr>
<th>Aiken Elementary</th>
<th>Dormont Elementary</th>
<th>Myrtle Elementary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandra McCann</td>
<td>Jamie Barbin</td>
<td>Marilyn Kennedy</td>
</tr>
<tr>
<td>Meghan O’Brien</td>
<td>Kristen Leitch</td>
<td>Nancy Jean Morrison</td>
</tr>
<tr>
<td>William Opperman</td>
<td>Hope Muno</td>
<td>Lauren Obringer</td>
</tr>
<tr>
<td>Kate Sobocinski</td>
<td>Ashley Todd</td>
<td>Mary Poe</td>
</tr>
<tr>
<td></td>
<td>Judy Tredway</td>
<td>Cari Worley</td>
</tr>
<tr>
<td></td>
<td>Lisa Waskiewicz</td>
<td>Nicole Niccolai</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Teresa Zimmerman</td>
</tr>
</tbody>
</table>

**C. CYBER SCHOOL PROGRAM**

In compliance with the *Keystone Oaks Education Association Agreement 2011/2016*, it is recommended that the Board approve *John Buffington* as a Cyber School science teacher for the 2013-2014 school year.

The range of pay is between $26.40 and $42.37 per period based on years of service to the District.

**D. ACTIVITIES SPONSORS**

In compliance with the Keystone Oaks Education Association Agreement 2011/2016, it is recommended that the Board approve the following individuals as sponsors for the 2013/2014 school year:

<table>
<thead>
<tr>
<th>Jennifer Chambers</th>
<th>Students In Action</th>
<th>$1,300.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Diven</td>
<td>Intramurals – Myrtle</td>
<td>$2,200.00</td>
</tr>
<tr>
<td>Nadine Pisani</td>
<td>PJAS – High School</td>
<td>$2,950.00</td>
</tr>
<tr>
<td>Ben Stewart</td>
<td>PJAS – Middle School</td>
<td>$3,050.00</td>
</tr>
</tbody>
</table>
E. FOOD SERVICE

In compliance with Board Policy No. 504 – Employment of Classified Employees, it is recommended that the Board approve the following individual as a Food Service employee for the 2013/2014 school year effective September 23, 2013:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Hourly Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jodi Hoffman</td>
<td>High School</td>
<td>$8.75</td>
</tr>
</tbody>
</table>

F. CORRECTED HOURLY SALARY INCREASE

It is recommended that the Board approve the following hourly increase for the listed individuals who are employed in the Food Service Department:

- **Ryan Briggs**: From $16.00 To $17.00  
  Production Manager

- **Jennifer Lashley**: From $12.00 To $13.00  
  Head Cook

G. SUBSTITUTE PROFESSIONAL

In compliance with Board Policy No. 405 – Employment of Substitute Professional Employees, it is recommended that the Board approve for the substitute roster Jamie Ford, Elementary Guidance Counselor, for the 2013/2014 school year.

H. SUBSTITUTE CUSTODIAN

In compliance with Board Policy No. 505 – Employment of Substitute and Short-Term Employees, it is recommended that the Board approve Joseph Ruffalo as a substitute custodian, retroactive to September 30, 2013.

II. EXTRA DUTY COMPENSATION

A. ATHLETIC EMPLOYEES

In compliance with the Keystone Oaks Educational Association 2011/2016, Article XXVII, Athletic Positions and Compensation,
it is recommended that the Board authorize extra-duty compensation (payable in February) to the following individuals:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Status</th>
<th>Coach</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball (Boys)</td>
<td>Head Coach</td>
<td>Anthony Cherico</td>
<td>$6,050.00</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Brian Partyka</td>
<td>$3,895.00</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Jim Taylor</td>
<td>$3,280.00</td>
</tr>
<tr>
<td></td>
<td>8th Grade</td>
<td>Keith Buckley</td>
<td>$2,970.00</td>
</tr>
<tr>
<td></td>
<td>7th Grade</td>
<td>Andy Bochicchio</td>
<td>$2,970.00</td>
</tr>
<tr>
<td></td>
<td>6th Grade</td>
<td>Open</td>
<td>$1,940.00</td>
</tr>
<tr>
<td>Basketball (Girls)</td>
<td>Head Coach</td>
<td>Nikki Presto</td>
<td>$6,050.00</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Bill Isbir</td>
<td>$1,947.50</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Chris Walker</td>
<td>$1,947.50</td>
</tr>
<tr>
<td></td>
<td>Freshman</td>
<td>Maria Costanza</td>
<td>$3,280.00</td>
</tr>
<tr>
<td></td>
<td>8th Grade</td>
<td>Keith Buckley</td>
<td>$2,970.00</td>
</tr>
<tr>
<td></td>
<td>7th Grade</td>
<td>Andy Bochicchio</td>
<td>$2,970.00</td>
</tr>
<tr>
<td></td>
<td>6th Grade</td>
<td>John Hoffman</td>
<td>$1,940.00</td>
</tr>
<tr>
<td>Swimming (B&amp;G)</td>
<td>Head Coach</td>
<td>Bill Straw</td>
<td>$5,535.00</td>
</tr>
<tr>
<td></td>
<td>*Assistant</td>
<td>Adriann Grand</td>
<td>$3,890.00</td>
</tr>
<tr>
<td>Wrestling</td>
<td>Head Coach</td>
<td>Open</td>
<td>$6,050.00</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Rich Bonaccorsi</td>
<td>$4,150.00</td>
</tr>
<tr>
<td></td>
<td>Freshman Assistant</td>
<td>Steve McCormick</td>
<td>$3,280.00</td>
</tr>
<tr>
<td></td>
<td>Middle School</td>
<td>Jared Shields</td>
<td>$3,025.00</td>
</tr>
<tr>
<td></td>
<td>Middle School</td>
<td>CJ Seitzinger</td>
<td>$3,025.00</td>
</tr>
<tr>
<td></td>
<td>6th Grade</td>
<td>Mark Hutchin</td>
<td>$1,945.00</td>
</tr>
</tbody>
</table>

* Incorrect compensation on the Business/Legislative Agenda for August 15, 2013.

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

The following action items will be considered at the October 17, 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 September 30, 2013 $768,837.22
B. Food Service Fund Accounts Payable for September 30, 2013 $66,534.56

FOR INFORMATION ONLY

II. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF September 30, 2012

<table>
<thead>
<tr>
<th></th>
<th>8/31/2013</th>
<th>9/30/2013</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>$ 5,846,653</td>
<td>$ 10,361,670</td>
</tr>
<tr>
<td>PLGIT</td>
<td>$ 8,180,867</td>
<td>$ 430,963</td>
</tr>
<tr>
<td>PSDLAF -interest paid quarterly</td>
<td>$ 153,700</td>
<td>$ -</td>
</tr>
<tr>
<td>INVEST PTOGRAM</td>
<td>$ 170,642</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>$ 14,351,861</td>
<td>$ 10,792,634</td>
</tr>
</tbody>
</table>

CAFETERIA FUND

<table>
<thead>
<tr>
<th></th>
<th>8/31/2013</th>
<th>9/30/2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENDING BALANCE</td>
<td>DEBIT RECEIVED</td>
</tr>
<tr>
<td>PNC BANK</td>
<td>$ 33,450</td>
<td>$ 88,561</td>
</tr>
<tr>
<td>PLGIT</td>
<td>$ 277,965</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>$ 311,415</td>
<td>$ 88,561</td>
</tr>
</tbody>
</table>

CONSTRUCTION FUND / CAP RESERVE

<table>
<thead>
<tr>
<th></th>
<th>8/31/2013</th>
<th>9/30/2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENDING BALANCE</td>
<td>DEBIT RECEIVED</td>
</tr>
<tr>
<td>PNC BANK</td>
<td>$ 224,323</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>$ 14,887,600</td>
<td>$ 10,881,195</td>
</tr>
</tbody>
</table>
III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF SEPTEMBER 30, 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 August 31, 2013</td>
<td>$132,981.46</td>
<td>$57,855.06</td>
</tr>
<tr>
<td>Deposits (General Fund Transfer)</td>
<td>$1,841.23</td>
<td>$11,500.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$134,822.69</td>
<td>$69,355.06</td>
</tr>
<tr>
<td>Expenditures</td>
<td>$11,778.60</td>
<td>$8,599.28</td>
</tr>
<tr>
<td>Cash Balance as of September 30, 2013</td>
<td>$123,044.09</td>
<td>$60,755.78</td>
</tr>
</tbody>
</table>

Facilities Report

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

FOR INFORMATION ONLY

I. RECREATIONAL SWIM PROGRAM

- Costs are problematic;
- Losing money;
- Salaries are top heavy compared to what the pool is taking in;
- In 2010-2011, the District lost $10,000; in 2011-2012, the District lost $7,700; in 2012-2013, the District lost a little under $10,000;
- It is not paying for itself;
- Time and availability for classes need to change;
- Swim classes should be utilized for health and physical education classes.

II. PARKING LOTS

- Information was in the Capsule;
- Engineering firms toured the lots.

After discussion, a Facilities Committee Meeting date was scheduled for Wednesday, November 6, 2013 at 6:30 p.m. in the Board Room.
ATHLETICS REPORT – Mr. Thomas Nee

The following action item will be considered at the October 17, 2013 Business/Legislative Meeting:

BOARD ACTION REQUESTED

I. OVERNIGHT TRIP

The Administration recommends the approval of the following overnight trip:

KOHS Softball Team

Keystone Oaks High School Softball Team
Cookeville, Tennessee
Wednesday-Saturday – March 26, 27, 28, 29, 2014
Coaches – Mark Kaminski, Ron McMillen, Ashley Lowery
Approximate number of students participating – 20-25
Approximate cost per student – $600.00 paid through Fund Raisers and Student Payments
No District funds requested

- Mr. Cromie reminded the Board and Administration of the David Kling Dedication Ceremony scheduled for Thursday, October 24, 2013 at 7:00 p.m. in the high school gym.

ACTIVITIES REPORT – Mr. Dan Domalik

The following action items will be considered at the October 17, 2013 Business/Legislative Meeting:

BOARD ACTION REQUESTED

I. OVERNIGHT TRIP

Forensics – Erie, PA

M & M Speech & Debate Tournament (McDowell High School)
Friday-Saturday – November 1-2, 2013
Sponsor – Cindy Mentzer
Chaperones – Diane Flaherty
Approximate number of students participating: 8
Approximate cost per student - $140.87
Funds from Activity Account
Golden Eagle Marching Band Spring Trip – Washington, DC
Thursday-Sunday – April 10 – April 13, 2014
Sponsor – William Eibeck
Chaperone(s) – Kathy Enright, Sean Henke, Christie Hay, Karen Wong, Diane Flaherty, Dena Yamalis, Jan Palashoff
Approximate number of students participating – 60 – 65
Approximate cost per student - $650.00
Total cost to the District - $170.00 (Cost of one (1) substitute teacher for two (2) days)

Grade 6 – Cleveland, OH
Erie, PA

Grade 6 – Cleveland, OH and Erie, PA
Saturday-Sunday, April 12-13, 2014
Sponsors– Lisa McMahon, Amy Torcaso, Nicole Varrenti-Redlinger
Chaperones – Parents’ names to be provided closer to trip time
Approximate number of students participating: 70 – 95
Approximate cost per student - $300.00
No District funds requested

Grade 7 – Washington, DC

Grade 7 – Washington, DC
Saturday-Sunday, November 23-24, 2013
Sponsors– Lisa McMahon, Amy Torcaso, Nicole Varrenti-Redlinger
Chaperones – Parents’ names to be provided closer to trip time
Approximate number of students participating: 70 - 95
Approximate cost per student - $300.00
No District funds requested

Grade 8 – Gettysburg and Hershey, PA

Grade 8 – Gettysburg and Hershey, PA
Saturday-Sunday, May 31 – June 1, 2014
Sponsors– Lisa McMahon, Amy Torcaso, Nicole Varrenti-Redlinger
Chaperones – None
Approximate number of students participating: 70 – 95
Approximate cost per student - $300.00
No District funds requested

Public Comment

PUBLIC COMMENT

Donald Howard Re: Pitney Bowes
Castle Shannon Pool

Matthew Cesario Re: Pool
Green Tree
ADJOURNMENT

On the motion of Mr. Nee, seconded by Mr. Brownlee, the meeting was adjourned at 8:27 p.m.

Motion passed 7-0

Respectfully submitted,

Eric Brandenburg
Board Secretary

Charmaine Masztak
Assistant Board Secretary
Recording Board Secretary