

# KEYSTONE OAKS SCHOOL DISTRICT BOARD OF SCHOOL DIRECTORS

**WORK SESSION**  
**Thursday, September 12, 2013**  
**7:00 PM**

## *MINUTES*

<b>Call to Order</b>	President Marian Randazzo called the meeting to order at 7:27 p.m.
<b>Pledge</b>	The meeting opened with the pledge to the flag.
<b>Attendance</b>	<p>Those present included: Mr. Alward, Mr. Brownlee, Mrs. Cancelliere, Mr. Finucan, Mr. Homrich, 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</p> <p>Mr. Domalik was absent; Ms. Lindsey left the meeting at 8:35 p.m.</p>
<b>UPMC Trainer Presentation</b>	<p>UPMC Trainer Presentation</p> <p>UPMC Sports Medicine personnel, <b>Mr. Guy Sanchioli</b>, Athletic Trainer II and <b>Ms. Heather Kinney</b>, Certified Athletic Trainer, presented information on the importance of following rules and regulations regarding athletic injuries.</p>
<b>Board President's Report</b>	<p><b>BOARD PRESIDENT'S REPORT – Mrs. Marian Randazzo</b></p> <p>The following action items will be considered at the September 19 , 2013 Business/Legislative Meeting:</p> <p><b><u>BOARD ACTION REQUESTED</u></b></p>
<b>Voting for PSBA Officers</b>	<p><b>I. VOTING FOR PSBA OFFICERS</b></p> <p>As per the new process for voting for officers of the Pennsylvania School Board Association, it is recommended that the Board approve the following candidates for the mentioned positions:</p>

**Minutes – Work Session – September 12, 2013**

President-Elect \_\_\_\_\_  
Vice-President \_\_\_\_\_  
Treasurer \_\_\_\_\_  
At-Large Representative \_\_\_\_\_

**Work Session Minutes  
August 8, 2013  
Business/Legislative Minutes  
August 15, 2013**

**II. BOARD MINUTES**

It is recommended that the Board approve the Work Session Minutes of August 8, 2013, and the Business/Legislative Minutes of August 15, 2013, as enclosed.

**FOR INFORMATION ONLY**

- I. Parkway West Career and Technology Center Report *Mr. Alward*
  - Ratified Teachers' Contract
- II. SHASDA Report *Mr. Alward*
- III. Golden Wings Foundation, Inc. Report *Mrs. Randazzo*
- IV. PSBA/Legislative Report *Ms. Lindsey*
  - School Leadership Conference
- 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 Act 93 negotiations with the Administrators; no meeting dates have been currently scheduled.

**Superintendent's Report**

**SUPERINTENDENT'S REPORT – Dr. William Stropkaj**

The following action items will be considered at the September 19, 2013 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

Memorandum of Understanding – KOSD and KOEA Regarding Extended Day Services

**I. MEMORANDUM OF UNDERSTANDING BETWEEN THE KEYSTONE OAKS SCHOOL DISTRICT AND THE KEYSTONE OAKS EDUCATION ASSOCIATION PSEA/NEA REGARDING EXTENDED DAY SERVICES**

The Administration recommends that the Board approve the Memorandum of Understanding between the Keystone Oaks School District and the Keystone Oaks Education Association PSEA/NEA regarding Extended Day Services.

School Police Officer and Safety Coordinator 2013-14 Salary

**II. SCHOOL POLICE OFFICER AND SAFETY COORDINATOR – 2013/2014 SALARY**

The Administration recommends approval for the 2013/2014 salary for the School Police Officer and Safety Coordinator, **Aaron Vanatta**, at \$\_\_\_\_\_, retroactive to July 1, 2013.

Confidential Employee Plan 2014 – 2017

**III. CONFIDENTIAL EMPLOYEE PLAN 2014 – 2017**

The Administration recommends to the Board that the *Confidential Employee Plan Contract* be renewed for the time period of July 1, 2014 through June 30, 2017.

Professional Development

**IV. PROFESSIONAL DEVELOPMENT**

The Administration recommends approval of the following conference request:

<b>Aaron Vanatta</b>	School Crime Prevention Through Environmental Design Mt. Lebanon Police Department Pittsburgh, PA 15228 October 28, 29, 30, 2013	\$345.00 (General Funds)
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**FOR INFORMATION ONLY**

Executive Session Report

**I. EXECUTIVE SESSION REPORT**

Prior to the Work Session, the Board met in Executive Session to discuss two employee compensation matters.

Education

**EDUCATION – Mr. Rob Brownlee**

**FOR INFORMATION ONLY**

Mrs. Foster presented a Power Point (attached) on numbers I, II and III:

PA School Performance Profile

**I. PA SCHOOL PERFORMANCE PROFILE**

PA Teacher Evaluation

**II. PA TEACHER EVALUATION**

Keystone & PSSA Summary Report

**III. KEYSTONE & PSSA SUMMARY REPORT**

**IV. DIGITAL PLAYGROUND UPDATE**

- Made possible from a STEAM grant submitted by Mrs. Foster;
- Room is wired; half of the furniture has been delivered; and
- Students are excited to implement the new technology.

Pupil Personnel

**PUPIL PERSONNEL – Mr. Rob Brownlee**

The following action items will be considered at the September 19, 2013 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

Title I Services – St. Anne’s School

**I. TITLE I SERVICES – ST. ANNE’S SCHOOL**

The Administration recommends that the Board approve the *Title I Non-Public School Contract between the Keystone Oaks School District and the Allegheny Intermediate Unit* for the 2013-2014 school year for Title I services to students at St. Anne’s School.

Title I Services - Hillcrest Academy

**II. TITLE I SERVICES – HILLCREST CHRISTIAN ACADEMY**

The Administration recommends that the Board approve the *Title I Non-Public School Contract between the Keystone Oaks School District and the Allegheny Intermediate Unit* for the 2013-2014 school year for Title I services to students at Hillcrest Christian Academy.

Watson Institute – Private  
Academic License

**III. WATSON INSTITUTE – PRIVATE ACADEMIC LICENSE**

The Administration recommends that the Board approve the tuition for a student at DT Watson (license private school) in the amount of \$42,599 for the 2013-2014 school year.

**FOR INFORMATION ONLY**

ESL Update

**I. ESL UPDATE**

Mrs. Foster explained that after ESL students exit the program, they are monitored by the ESL teachers to assure the students of a continued transition.

Personnel Report

**PERSONNEL REPORT – Ms. Raeann Lindsey**

The following action items will be considered at the September 19, 2013 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

Appointments

**I. APPOINTMENTS**

Professional Employees

**A. PROFESSIONAL EMPLOYEES**

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 personnel:

Aaron Colf – Third Grade  
Aiken Elementary School

**Aaron Colf** – Aiken Elementary School  
Third Grade  
Effective August 22, 2013  
Salary – \$41,550 (B, Level 15)

Amy Guiliani  
Half-Day Kindergarten  
Aiken Elementary School

**Amy Guiliani** – Aiken Elementary School  
Half-Day Kindergarten  
Effective August 22, 2013  
Salary – \$20,275 (B, Level 16)

Cyber School Program

**B. CYBER SCHOOL PROGRAM**

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016*, it is recommended that the Board approve the following individuals as Cyber School teachers for the 2013-2014 school year:

<b>Jennifer Bogdanski</b>	English
<b>Mark Elphinstone</b>	Special Education
<b>Ken Hustava</b>	Physical Education
<b>Joshua Kirchner</b>	Mathematics
<b>Joan Young</b>	Social Studies

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

Substitute Teachers

**C. SUBSTITUTE TEACHERS**

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

<u>Name</u>	<u>Subject</u>
<b>Rosa Arzenti</b>	Pre K-4
<b>Lauren Caumo</b>	English 7-12
<b>Christine Davis</b>	English 7-12
<b>Devon DeJesus</b>	Elementary/Special Education
<b>Danielle DiRaimo</b>	Library Science K-12
<b>Chelsea Faynor</b>	Elementary/Special Education
<b>Michael Gaitaniella</b>	Social Studies
<b>Nina Griffith</b>	Elementary K-6
<b>Kyle Huwait</b>	English 7-12 Communications 7-12
<b>Cailin Irvine</b>	Elementary K-6
<b>Kristen Kalakos</b>	Elementary K-6
<b>Kimberly Jackson</b>	Early Childhood Mid-Level English Special Education
<b>Jennifer Kuglar</b>	Elementary/Special Education
<b>Heather Loveland</b>	Elementary/Special Education
<b>Dena Mihalsky</b>	Elementary/Special Education
<b>Margaret Nee</b>	Social Studies 7-12
<b>April Ramsey</b>	Elementary K-6
<b>Susan Siegert</b>	Elementary K-6
<b>David Silverstein</b>	Social Studies

**Teresa Smith** Elementary K-6  
**Ashley Stegich** Elementary K-6  
 Mid-Level English  
 Mid-Level Mathematics  
**Patrick Vetter** Music

**Food Service Personnel**

**D. FOOD SERVICE PERSONNEL**

In compliance with *Board Policy No. 504 – Employment of Classified Employees*, it is recommended that the Board approve the following individuals as Food Service employees for the 2013-2014 school year:

<u>Name</u>	<u>School</u>	<u>Hourly Wage</u>
<b>Karen Bridge</b>	Aiken	\$ 8.75
<b>Ryan Briggs</b>	High School	\$16.00
<b>Tracee Burrell</b>	High School	\$ 9.00
<b>Barbara Routh</b>	Middle School	\$ 8.75

**Full-Time Paraprofessionals**

**E. FULL-TIME PARAPROFESSIONALS**

In compliance with *Board Policy No. 504 – Employment of Classified Employees, and the Keystone Oaks Education Support Agreement 2009-2014*, it is recommended that the Board approve for employment:

**Christine Castro**

**Christine Casto - Paraprofessional**  
 Myrtle Elementary  
 One-half (1/2) days only /3.5 hours/day – 5 days/week  
 Effective August 22, 2013  
 Salary - \$11.51 per hour

**Kim Moran Pillage**

**Kim Moran Pillage – Health Paraprofessional**  
 Myrtle Elementary  
 2 days per week  
 Effective August 22, 2013  
 Salary - \$15.89 per hour

**Danielle Tate**

**Danielle Tate – Paraprofessional**  
 Keystone Oaks Middle School  
 Effective August 29, 2013  
 Salary - \$11.51 per hour

Substitute Secretary/Health Paraprofessional

**F. SUBSTITUTE SECRETARY/ HEALTH PARAPROFESSIONAL**

In compliance with *Board Policy No. 505 – Employment of Classified Substitute Employees*, it is recommended that the Board approve the following substitute secretary and health paraprofessional, pending receipts of all legal documents and clearances for the 2013-2014 school year:

**Cynthia Mentzer** Secretary  
**Brenda White** Health Paraprofessional

Athletic Coaches

**G. ATHLETIC COACHES**

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

<u>Coach</u>	<u>Sport</u>	<u>Compensation</u>
<b>Maria Dayka</b>	Assistant Golf Coach	\$2,605.00
<b>Michael Smith</b>	Volunteer Assistant Baseball Coach	

Finance Report

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

The following action items will be considered at the September 19, 2013 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 **July 31, 2013** \$786,507.79
- B. Accounts Payable for **August 31, 2013** \$672,959.97
- C. Food Service Fund Accounts Payable for **July 31, 2013** \$93,450.49
- D. Food Service Fund Accounts Payable for **August 31, 2013** \$4,601.09

Substitute Custodians  
Pay Rate

**II. SUBSTITUTE CUSTODIANS – PAY RATE**

The Administration recommends an increase in the substitute custodial pay rate to \$9.25 per hour, effective immediately.

**For Information Only**

This represents a \$1.25 increase.

Pitney Bowes

**III. PITNEY BOWES**

The Administration recommends that the Board approve a 60-month lease with Pitney Bowes for a postage meter at a cost of \$240.47 per month, effective October 1, 2013.

**FOR INFORMATION ONLY**

**IV. EXPENDITURE/REVENUE 2012-2013 FORECAST**

**EXPENDITURE/REVENUE 2012 - 2013 BUDGET to ACTUAL / PROJECTION**

ACCT	DESCRIPTION	2013-2014 BUDGET TOTAL	2013-2014 2 MONTH AUGUST/ACTUAL		OVER (UNDER) BUDGET
<b>Revenue</b>					
6000	Local Revenue Sources	\$ 25,101,155	\$ 11,936,107	\$ -	\$ 13,165,048
7000	State Revenue Sources	\$ 9,917,008	\$ 1,437,398	\$ -	\$ 8,479,610
8000	Federal Revenue Sources	\$ 446,504	\$ -	\$ -	\$ 446,504
<b>Total Revenue</b>		<b>\$ 34,312,408</b>	<b>\$ 35,464,667</b>		<b>\$ 22,091,163</b>
					<u>(OVER)</u>
					<u>UNDER</u>
					BUDGET
<b>Expenditures</b>					
100	Salaries	\$ 14,673,483	\$ 529,562	\$ -	\$ 14,143,921
200	Benefits	\$ 7,848,904	\$ 783,802		\$ 7,065,102
	Professional/Technical				
300	Services	\$ 1,060,408	\$ 53,650		\$ 1,006,758
400	Property Services	\$ 1,468,919	\$ 217,983		\$ 1,250,936
500	Other Services	\$ 4,208,192	\$ 723,719		\$ 3,484,473
600	Supplies/Books	\$ 1,419,255	\$ 665,424		\$ 753,831
700	Equipment/Property	\$ 111,475	\$ 15,320		\$ 96,155
800	Other Objects	\$ 1,441,760	\$ 444,712		\$ 997,048
900	Other Financial Uses	\$ 3,703,500	\$ 2,955,000		\$ 748,500
<b>Total Expenditures</b>		<b>\$ 35,383,995</b>	<b>\$ 35,935,896</b>		<b>\$ -</b>
<b>Expenditures Exceeding Revenues</b>		<b>\$ (471,221)</b>	<b>\$ 6,984,332</b>	<b>\$</b>	<b>\$ (7,455, 561)</b>

**V. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF  
JULY 31, 2013**

	<b>6/30/2013</b>				<b>7/31/2013</b>
	<b>ENDING</b>	<b>DEBIT</b>	<b>CREDIT</b>	<b>INTEREST</b>	<b>ENDING</b>
	<b>BALANCE</b>	<b>RECEIVED</b>	<b>DISBURSED</b>	<b>INCOME</b>	<b>BALANCE</b>
<b>GENERAL FUND</b>					
PNC BANK	\$ 1,155,220	\$ 3,425,130	\$ (2,900,505)	\$ 198	\$ 1,680,042
PLGIT	\$ 7,421,124	\$ 260,251	\$ (750,000)	\$ 176	\$ 6,931,551
PSDLAF -interest paid quarterly	\$ 153,700		\$ -	\$ -	\$ 153,700
INVEST PTOGRAM	\$ 170,627			\$ 7	\$ 170,634
	<u>\$ 8,900,671</u>	<u>\$ 3,685,381</u>	<u>\$ (3,650,505)</u>	<u>\$ 381</u>	<u>\$ 8,935,927</u>
<b>CAFETERIA FUND</b>					
PNC BANK	\$ 59,499	\$ 51,970	\$ (93,410)		\$ 18,058
PLGIT	\$ 322,510	\$ 5,444	\$ (50,000)	\$ 7	\$ 277,961
	<u>\$ 382,009</u>	<u>\$ 57,414</u>	<u>\$ (143,410)</u>	<u>\$ 7</u>	<u>\$ 296,020</u>
<b>CONSTRUCTION FUND / CAP RESERVE</b>					
PNC BANK	\$ 253,491	\$ -	\$ -	\$ 11	\$ 253,503
<b>GRAND TOTAL</b>	<u><b>\$ 9,536,171</b></u>	<u><b>\$ 3,742,794</b></u>	<u><b>\$ (3,793,915)</b></u>	<u><b>\$ 400</b></u>	<u><b>\$ 9,485,450</b></u>

**VI. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF JULY 31, 2013**

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance as of June 30, 2013	\$ 102,290.46	\$ 61,795.06
Deposits	\$ -	\$ -
Subtotal	\$ 102,290.46	\$ 61,795.06
Expenditures	\$ 4,775.00	\$ -
Cash Balance as of July 31, 2013	\$ 97,515.46	\$ 61,795.06

**VII. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF  
AUGUST 31, 2013**

	<b>7/31/2013</b>				<b>8/31/2013</b>
	<b>ENDING</b>	<b>DEBIT</b>	<b>CREDIT</b>	<b>INTEREST</b>	<b>ENDING</b>
	<b>BALANCE</b>	<b>RECEIVED</b>	<b>DISBURSED</b>	<b>INCOME</b>	<b>BALANCE</b>
<b>GENERAL FUND</b>					
PNC BANK	\$ 1,680,042	\$ 9,552,367	\$ (5,386,336)	\$ 579	\$ 5,846,653
PLGIT	\$ 6,931,551	\$ 1,249,222	\$ -	\$ 93	\$ 8,180,866
PSDLAF -interest paid quarterly	\$ 153,700		\$ -	\$ -	\$ 153,700
INVEST PTOGRAM	\$ 170,634			\$ 8	\$ 170,642
	<u>\$ 8,935,927</u>	<u>\$ 10,801,589</u>	<u>\$ (5,386,336)</u>	<u>\$ 680</u>	<u>\$ 14,351,861</u>
<b>CAFETERIA FUND</b>					
PNC BANK	\$ 18,058	\$ 22,668	\$ (7,276)		\$ 33,450
PLGIT	\$ 277,961	\$ -	\$ -	\$ 4	\$ 277,965
	<u>\$ 296,020</u>	<u>\$ 22,668</u>	<u>\$ (7,276)</u>	<u>\$ 4</u>	<u>\$ 311,415</u>
<b>CONSTRUCTION FUND / CAP RESERVE</b>					
PNC BANK	\$ 253,503	\$ -	\$ (29,190)	\$ 10	\$ 224,323
	<u>\$ 253,503</u>	<u>\$ -</u>	<u>\$ (29,190)</u>	<u>\$ 10</u>	<u>\$ 224,323</u>
<b>GRAND TOTAL</b>	<u><b>\$ 9,485,450</b></u>	<u><b>\$ 10,824,258</b></u>	<u><b>\$ (5,422,802)</b></u>	<u><b>\$ 694</b></u>	<u><b>\$ 14,887,599</b></u>

**VIII. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF AUGUST 31, 2013**

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance as of July 31, 2013	\$ 97,515.46	\$ 61,795.06
Deposits	\$ 40,000.00	\$ -
Subtotal	\$ 137,515.46	\$ 61,795.06
Expenditures	\$ 4,534.00	\$ 3,940.00
Cash Balance as of August 31, 2013	\$ 132,981.46	\$ 57,855.06

Facilities Report

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

**FOR INFORMATION ONLY**

Improvement Plan of  
High School / Middle School  
Campus

**I. IMPROVEMENT PLAN OF HIGH SCHOOL / MIDDLE SCHOOL  
CAMPUS**

A discussion by the Board followed:

- Asphalt at high school is deteriorating;
- Was not impressed with the two presenters last month – too much talk about gardens, plants, etc. and not enough information on the actual paving needed; and
- Have contacted some civil engineer companies for estimates.

Athletics Report

**ATHLETICS REPORT – Mr. Thomas Nee**

On October 24, 2013, there will be a ceremony to rename the high school gymnasium in honor of the late **David Kling**, former social studies teacher and coach.

An Athletics Committee Meeting has been scheduled for Tuesday, October 1, 2013 at 6:30 p.m. in the Board Conference Room.

Public Comment

**PUBLIC COMMENT**

Annie Shaw  
Castle Shannon

Re: Presentation regarding High  
School/Middle School Campus

Matthew Cesario  
Green Tree

Re: UPMC Presentation  
Mrs. Foster's Presentation  
Memorandum of Understanding

Neely Crowell  
Dormont

Re: PSSA Scores

Adjournment

**ADJOURNMENT**

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

*Motion passed 7-0*

Respectfully submitted,

Eric Brandenburg  
Board Secretary

Charmaine Masztak  
Assistant Board Secretary  
Recording Board Secretary