

**KEYSTONE OAKS SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS**

**WORK SESSION  
Tuesday, May 20, 2014  
7:00 PM**

***MINUTES***

<b>Call to Order</b>	President Joseph Finucan called the meeting to order at 7:10 p.m.
<b>Pledge</b>	The meeting opened with the pledge to the flag.
<b>Attendance</b>	Those present included: Mr. Cesario, Ms. Crowell, Mr. Domalik, Mr. Finucan, Mr. Hommrich, 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. Brownlee arrived at 7:36 p.m.  Mr. Howard was absent.
<b>Officer Aaron Vanatta Peer Jury</b>	<b>Officer Aaron Vanatta</b> presented an update of the 2013/2014 school year's Peer Jury. He praised the District's Peer Jury Members for their dedication and implementation of this program.
<b>Public Comment</b>	<b>PUBLIC COMMENT – NONE</b>
<b>Board President's Report</b>	<b>BOARD PRESIDENT'S REPORT – Mr. Joseph Finucan</b>  The following action items will be considered at the May 29, 2014, Business/Legislative Meeting:  <b><u>BOARD ACTION REQUESTED</u></b>

Nominations for Office of Board Treasurer

**I. NOMINATIONS FOR THE OFFICE OF TREASURER**

It is recommended that the Board accept nominations for the Office of Treasurer to serve for a one-year term beginning July 1, 2014. **(TO BE PROVIDED)**

Board Minutes

**II. BOARD MINUTES**

It is recommended that the Board approve the Work Session Minutes of April 15, 2014 and the Business/Legislative Minutes of April 24, 2014.

**FOR INFORMATION ONLY**

- I. Parkway West Career and Technology Center Report *Ms. Annie Shaw*  
*Mr. Donald Howard - Alternate*
- II. SHASDA Report *Mr. Daniel Domalik*
- III. Golden Wings Foundation, Inc. Report *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)*

Executive Session

**III. EXECUTIVE SESSION REPORT – FOR INFORMATION ONLY**

Prior to the May 20, 2014 Work Session, an Executive Session was held to discuss contract negotiations for the secretaries and paraprofessionals, Act 93, and Personnel issues.

Superintendent's Report

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

The following action items will be considered at the May 29, 2014, Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

Elimination of Board Policies

**I. ELIMINATION OF BOARD POLICIES**

It is recommended that the Board eliminate the following polices since **Board Policy No. 903: *Public Participation in Board Meetings*** supersedes them:

- Board Policy No. 009: *Audio and Video Recording Devices*
- Board Policy No. 903.1: *Use of Recording Devices at Public Board Meetings and Committee Meetings*

First Reading – Board Policy No. 103

**II. FIRST READING OF REVISED POLICY NO. 103: NONDISCRIMINATION IN SCHOOL – CLASSROOM PRACTICES**

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 103: *Nondiscrimination in School – Classroom Practices*.

First Reading – Board Policy No. 104

**III. FIRST READING OF REVISED POLICY NO. 104: NONDISCRIMINATION IN EMPLOYMENT AND CONTRACT PRACTICES**

In accordance with Board Policy No. 011, the Administration recommends the FRIST READING of revised Policy No. 104: *Nondiscrimination in Employment and Contract Practices*.

First Reading – Board Policy No. 139.1

**IV. FIRST READING OF POLICY NO. 139.1: EXTRACURRICULAR PARTICIPATION BY CHARTER OR CYBER CHARTER STUDENTS**

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 139.1: *Extracurricular Participation by Charter or Cyber Charter Students*.

A discussion by the Board followed regarding Policy No. 139.1:

- Charter/cyber charter students are treated the same as KO students;
- If suspended, cannot participate in school activities;
- Guidelines if payment for extracurricular participation is required;
- Feedback on health insurance coverage during sports participation/field trips; and
- Is there an option to purchase student insurance?

First Reading – Board Policy No. 209.1

**V. FIRST READING OF POLICY NO. 209.1: FOOD ALLERGY MANAGEMENT**

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 209.1: *Food Allergy Management*.

A discussion by the Board followed regarding Policy No. 209.1:

- Parents need to evaluate their own child;
- Epi-pens;
- Safe food; list of ingredients given three days before food brought into classroom;
- Cross contamination;
- Teacher needs to react to special needs of student regarding food allergies;
- Parents can bring in snacks, but should be served in the cafeteria;
- No food in the classrooms;
- Have a designated room;
- District can provide safe food, work with parents, gluten free food; and
- Discipline teacher if policy not followed.

First Reading – Board  
Policy No. 217

**VI. FIRST READING OF REVISED POLICY NO. 217: GRADUATION REQUIREMENTS**

In accordance with Board Policy No. 011, the Administration recommends the FIRST READING of revised Policy No. 217: *Graduation Requirements*.

A discussion by the Board followed regarding Policy No. 217:

- Re-evaluate the policy and must be submitted to PDE

2015 Kennywood Picnic

**VII. 2015 KENNYWOOD PICNIC**

It is recommended that the Board approve **Wednesday, June 17, 2015** as the Kennywood Picnic Day for the 2014/2015 school year.

**For Information Only**

This new date will be adjusted for the adopted 2014/2015 school year calendar.

AIU – Notice of Adoption  
Policies, Procedures &  
Use of Funds

**VIII. ALLEGHENY INTERMEDIATE UNIT – NOTICES OF ADOPTION POLICIES, PROCEDURES AND USE OF FUNDS**

The Administration recommends the approval of the Allegheny Intermediate Unit's *Notice of Adoption of Policies, Procedures and Use of Funds* in compliance with the federal requirements of 34 CFR 300.101 through 300.624 as part of the IDEIA Application for the 2014/2015 school year.

Professional Development | **I X. PROFESSIONAL DEVELOPMENT**

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

<b>John Murphy</b>	<b>John Murphy</b>	AP Comparative Government & Politics Philadelphia Convention Center Philadelphia, PA July 10, 2014	\$1,215.16
<b>Beth Salimbene</b>	<b>Beth Salimbene</b>	American Speech Hearing Association (ASHA) David L. Lawrence Convention Center Pittsburgh, PA July 24-27, 2014	\$399.00

Education Report | **EDUCATION REPORT – Ms. Raeann Lindsey**

**FOR INFORMATION ONLY**

Staffing Update | **I. STAFFING UPDATE**

- Dr. Foster gave the student enrollment *projections* for the 2014/2015 school year:

High School	650
Middle School	425
Aiken Elementary	173
Dormont Elementary	344
Myrtle Elementary	310

ESL Core Program | **II. ESL CORE PROGRAM**

- More students enrolling;
- Will implement the National Geographic Read Program for ESL students.

AP Expanded Offerings | **III. AP EXPANDED OFFERINGS**

- Dr. Foster presented information on the District’s AP courses;
- Will survey other Districts for comparison to KOSD’s AP courses.

Extended School Year Update

**IV. EXTENDED SCHOOL YEAR UPDATE**

- Dr. Foster explained the Special Education Summer Work Program;
- Staffing and student rates; and
- Program very beneficial offering inhouse.

Evaluation Update for Professional Staff

**V. EVALUATION UPDATE FOR PROFESSIONAL STAFF**

- Dr. Foster explained the Teacher Evaluation Module for the first year;
- Collecting all the necessary data;
- Roster verification;
- Percentage of time teacher taught students; and
- Race-to-the-Top Grant money was used for new model to evaluate principals.

Epi-Pens and AED Signage

**VI. EPI-PENS AND AED SIGNAGE**

- Dr. Foster applied to Mylan’s lab for a grant to receive free Epi-pens; and
- AED signage is visible in the high school/middle school buildings, but need to be placed more prominently in the elementary buildings.

Personnel Report

**PERSONNEL REPORT – Mr. Joseph Finucan**

The following action items will be considered at the May 29, 2014, Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**I. RESIGNATIONS**

**A. Middle School Principal**

It is recommended that the Board accept the letter of resignation from **Keith Konyk**, Keystone Oaks Middle School Principal, effective June 30, 2014.

**B. Systems Administrator**

It is recommended that the Board accept the resignation from **Brian Reese**, Systems Administrator, effective June 16, 2014.

Keith Konyk  
Principal - KOMS

Brian Reese  
Systems Administrator

Kenneth Hustava  
Athletic Director

**C. Athletic Director**

It is recommended that the Board accept the resignation from **Kenneth Hustava**, Athletic Director, effective June 30, 2014.

- A discussion between Board Members and the audience followed regarding the above resignations.

Appointments

**II. APPOINTMENTS**

Extended School Year

**A. Extended School Year**

The Administration recommends the following individuals be approved for the *Extended School Year Program*, being held on Tuesdays, Wednesdays, and Thursdays (July 8 through July 31, 2014):

<u>Name</u>	<u>Position</u>	<u>Name</u>	<u>Position</u>
Deena DiChellis	Secondary Level	Desire Krawchyk	Guidance
Hope Muno	Elementary Level	Kelly Tolley	Speech Therapist
Marlo Ortiz	Middle School Level	Alexandra Polens	Paraprofessional
Terry Oberst	Elementary Level	Alicia Moon	Paraprofessional (PCA)

Salary in compliance with the KOEA Agreement 2011 – 2016 based on a per period rate of \$26.40 to \$42.37.

<u>Name</u>	<u>Position</u>
Jodi Bernhard	Paraprofessional (PCA)
Janet Shedlock	Paraprofessional

Salary in compliance with the KOESPA Agreement 2009 – 2014 based on an hourly rate of \$11.51 to \$14.31. (Additional \$0.50 per hour for Personal Care Aide)

Teaching Load  
Compensation

**III. TEACHING LOAD COMPENSATION**

In compliance with the **Keystone Oaks Education Association Agreement 2011-2016, Article VII, Teaching Load**, it is recommended that the following individuals be compensated as per this Article:

**A. Secondary Teacher Stipends for Class Sizes at 30 or Above**

Secondary Teacher  
Stipends – Class Sizes  
30 or Above

<u>Employee</u>	<u>School</u>	<u>Compensation</u>
Jennifer Bogdanski	High School	\$1,000
Patrick Falsetti	Middle School	\$2,000
Lisa Forlini	High School	\$1,000
Kevin Gallagher	High School	\$1,000
Sarah Hardner	Middle School	\$2,000
Nancy Kraemer	High School	\$1,000
Steve McCormick	High School	\$1,000
Roman Nardozi	High School	\$2,000
Kim Smykal	High School	\$1,000
Joan Young	High School	\$3,000
<b>Total:</b>		<b>\$15,000</b>

Secondary Teacher  
Stipends for Teaching  
7 out of 8 Periods\_

**B. Secondary Teacher Stipends for Teaching 7 out of 8 Periods**

<u>Employee</u>	<u>School</u>	<u>Compensation</u>
Andrew Bochicchio	High School	\$1,000
Jennifer Bogdanski	High School	\$1,000
Don Bowlin	High School	\$ 200
Emily Brill	Middle School	\$1,000
Kelly Connolly	High School	\$1,000
Maria Dayka	High School	\$1,000
Dena DeChellis	High School	\$1,000
Suzanne Deemer	High School	\$ 400
Lisa Forlini	High School	\$1,000
Joyelle Galizeswki	High School	\$1,000
Kevin Gallagher	High School	\$1,000
Karen Hagy	Middle School	\$1,000
Heather Hakos-Hruby	High School	\$1,000
Nick Kamberis	High School	\$1,000
Danielle Kandrack	High School	\$1,000
Joshua Kirchner	High School	\$1,000
Joseph Klipa	Middle School	\$ 400
Nicole Kochanski	High School	\$1,000
Tricia Kreitzer	High School	\$1,000
Michele Lowers	High School	\$1,000
Michael Magri	High School	\$1,000
Steve McCormick	High School	\$1,000
Michael Orsi	High School	\$1,000
Nadine Pisano	Middle School	\$1,000
Dennis Sarchet	Middle School	\$1,000
Julie Schindehette	High School	\$1,000
Michael Turner	High School	\$1,000
<b>Total:</b>		<b>\$25,000</b>



Secondary Teacher Stipends for Teaching More than One Prep During Same Period

**C. Secondary Teacher Stipends for Teaching More than One Prep during the Same Period**

<u>Employee</u>	<u>School</u>	<u>Compensation</u>
Georgene Bemis	High School	\$3,000
Jennifer Bogdanski	High School	\$1,000
Dena DeChellis	High School	\$1,000
Heather Hakos-Hruby	High School	\$5,000
Tricia Kreitzer	High School	\$ 200
Michael Magri	High School	\$1,000
Steve McCormick	High School	\$1,000
Jeffrey Oestreich	High School	\$3,000
Michael Orsi	High School	\$1,000
Beth Smith	High School	\$1,000
Michael Turner	High School	\$1,000
<b>Total:</b>		<b>\$18,200</b>

Elementary Teacher Stipends for Second Semester

**D. Elementary Teacher Stipends for Second Semester**

<u>Employee</u>	<u>School</u>	<u>Compensation</u>
Deborah Bucek	Dormont	\$1,000
Lori DeMartino	Dormont	\$2,000
Mary Ann Lucas	Dormont	\$2,000
Scott Mizikar	Dormont	\$2,000
Amy Guiliani	Aiken	\$2,000
Jill Graham	Aiken	\$4,000
Daniel Galentine	Myrtle	\$4,000
Jennifer Kusserow	Myrtle	\$4,000
<b>Total:</b>		<b>\$21,000</b>

Finance Report

**FINANCE REPORT – Mr. Daniel Domalik**

The following action items will be considered at the May 29, 2014, Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

Committed Real Estate Taxes

**I. COMMITTED REAL ESTATE TAX REFUNDS**

The Administration recommends that the Board approve the Committed Real Estate Tax Refunds to the General Fund to pay Real Estate Tax Refunds as of

April 30, 2014 in the amount of \$468,872.00 and the remaining amount of \$151,128.00 to Committed for PSERS Future Retirement increases.

**Accounts Payable  
Approval Lists**

**II. ACCOUNTS PAYABLE APPROVAL LISTS**

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

- A. Accounts Payable for May 20, 2014 **TO BE PROVIDED**
- B. Food Service Fund Accounts Payable for May 20, 2014 **TO BE PROVIDED**

**TOTAL**

**Athletic Bids**

**III. ATHLETIC BIDS**

It is recommended that the Board approve the following Athletic Bids for the 2014/2015 school year:

- Aluminum Athletic Equipment Company \$10.00
- Century Sports \$70,334.27
- M-F Athletic Company \$159.90
- Passon's Sports \$1,335.03

**TOTAL \$71,839.20**

A discussion by the Board followed regarding the Athletic Bids:

- One company only bidding?
- Called Dick's and Dunham's and both were interested in receiving bids;
- Dick's bids went to their accounting department and didn't know what to do with it;
- Why Dick's?
- Merchandise is cheaper;
- Should other companies be personally called to place bids?
- Price of golf balls varies among different companies;
- Right to advertise bids and respond to bids; if the company doesn't respond, not the District's fault.

Custodial Supply Bids

**IV. CUSTODIAL SUPPLY BIDS**

It is recommended that the Board approve the following Custodial Supply Bids for the 2014/2015 school year:

- AGF \$9.50
- Calico Industries \$277.60
- Central Poly Corporation \$5,330.00
- DH Bertenthal & Son \$269.00
- LM Colker \$6,940.36

**TOTAL \$12,826.46**

Contract to Sell or  
Purchase Meals  
Head Start

**V. CONTRACT TO SELL OR PURCHASE MEALS –HEAD START**

It is recommended the Board approve the *Contract to Sell or Purchase Meals from Schools* between the Keystone Oaks School District and the Allegheny Intermediate Unit Head Start Program located in Dormont Elementary School, for the 2014/2015 school year.

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2013 - 2014 BUDGET to ACTUAL / PROJECTION**

ACCT	DESCRIPTION	2013-2014 BUDGET TOTAL	2013-2014 10 MONTH APRIL/ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
<b>Revenue</b>					
6000	Local Revenue Sources	\$ 25,101,155	\$ 25,067,769	\$ 25,329,425	\$ 228,270
7000	State Revenue Sources	\$ 9,917,008	\$ 7,011,977	\$ 9,837,422	\$ (79,586)
8000	Federal Revenue Sources	\$ 446,504	\$ 112,054	\$ 462,345	\$ 15,841
<b>Total Revenue</b>		<b>\$ 35,464,667</b>	<b>\$ 32,191,800</b>	<b>\$ 35,629,192</b>	<b>\$ 164,525</b>
					<b>(OVER) UNDER BUDGET</b>
<b>Expenditures</b>					
100	Salaries	\$ 14,673,483	\$ 10,251,907	\$ 14,620,656	\$ 52,827
200	Benefits Professional/Technical	\$ 7,848,904	\$ 5,659,451	\$ 7,575,649	\$ 273,255
300	Services	\$ 1,060,408	\$ 1,011,031	\$ 1,348,086	\$ (287,678)
400	Property Services	\$ 1,468,919	\$ 1,181,639	\$ 1,440,405	\$ 28,514
500	Other Services	\$ 4,208,192	\$ 3,288,603	\$ 4,409,904	\$ (201,712)
600	Supplies/Books	\$ 1,419,255	\$ 1,270,278	\$ 1,397,466	\$ 21,789
700	Equipment/Property	\$ 111,475	\$ 70,228	\$ 77,139	\$ 34,336
800	Other Objects	\$ 1,441,760	\$ 1,664,142	\$ 1,664,142	\$ (222,382)
900	Other Financial Uses	\$ 3,703,500	\$ 3,747,810	\$ 3,747,810	\$ (44,310)
<b>Total Expenditures</b>		<b>\$ 35,935,896</b>	<b>\$ 28,145,090</b>	<b>\$ 36,281,257</b>	<b>\$ (345,361)</b>
<b>Expenditures exceeding Revenues</b>		<b>\$ (471,229)</b>	<b>\$ 4,046,710</b>	<b>\$ (652,065)</b>	<b>\$ (180,836)</b>

**II. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF  
April 30, 2014**

	<b>03/31/2014</b>				<b>4/30/2014</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	\$ 1,689,046	\$ 2,244,879	\$ (2,892,170)	\$ -	\$ 1,041,754
PLGIT	\$ 12,823,289	\$ 655,140	\$ (1,500,000)	\$ 308	\$ 11,978,737
PSDLAF -interest paid quarterly	\$ 153,700		\$ -	\$ 920	\$ 154,620
INVEST PTOGRAM	\$ 170,691			\$ 7	\$ 170,698
	<u>\$ 14,836,726</u>	<u>\$ 2,900,019</u>	<u>\$ (4,392,170)</u>	<u>\$ 1,234</u>	<u>\$ 13,345,809</u>
<b>CAFETERIA FUND</b>					
PNC BANK	\$ 144,476	\$ 187,251	\$ (224,880)		\$ 106,846
PLGIT	\$ 442,424	\$ 37,703	\$ (300,582)	\$ 11	\$ 179,555
	<u>\$ 586,900</u>	<u>\$ 224,954</u>	<u>\$ (525,463)</u>	<u>\$ 11</u>	<u>\$ 286,401</u>
<b>CONSTRUCTION FUND / CAP RESERVE</b>					
PNC BANK	\$ 176,505	\$ -	\$ -	\$ 7	\$ 176,512
<b>GRAND TOTAL</b>	<u><b>\$ 15,600,131</b></u>	<u><b>\$ 3,124,973</b></u>	<u><b>\$ (4,917,633)</b></u>	<u><b>\$ 1,252</b></u>	<u><b>\$ 13,808,722</b></u>

**III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF APRIL 30, 2014**

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance as of March 31, 2014	\$ 124,839.84	\$ 57,230.79
Deposits (General Fund Transfer)	\$ 16,344.00	\$ -
Subtotal	\$ 141,183.84	\$ 57,230.79
Expenditures	\$ 21,031.00	\$ 4,337.50
Cash Balance as of April 30, 2014	\$ 120,152.84	\$ 52,893.29

Facilities &  
Transportation Report

**FACILITIES & TRANSPORTATION REPORT – Mr. Matthew Cesario**

The following action item will be considered at the May 29, 2014,  
Business/Legislative Meeting:

Summer Work Program

**I. SUMMER WORK PROGRAM**

The Administration recommends the following individuals be approved to  
work for the *Summer Work Program* (pending receipt of all legal  
documents and clearances):

<u>NAME</u>	<u>RATE/HOUR</u>	<u>YEARS WITH DISTRICT</u>
<b>Bryanna Russo</b>	\$7.75	3
<b>Nina Braun</b>	\$7.50	2
<b>Khrisna Chhetri</b>	\$7.50	2
<b>Donald Daube</b>	\$7.50	2
<b>Josh Gulden</b>	\$7.50	2
<b>Surya Kafle</b>	\$7.50	2
<b>Nevin Kelly</b>	\$7.50	2
<b>Nikole Medved</b>	\$7.50	2
<b>Jessica Porter</b>	\$7.50	2
<b>Nirpa Tamang</b>	\$7.50	2
<b>Michael Cramer</b>	\$7.25	1
<b>Zachary DeNardo</b>	\$7.25	1
<b>Jake Dindak</b>	\$7.25	1
<b>Thomas Hustava</b>	\$7.25	1
<b>Parmila Kafley</b>	\$7.25	1
<b>Dinesh Nepal</b>	\$7.25	1

<b>Rikesh Sharma</b>	\$7.25	1
<b>Danielle Super</b>	\$7.25	1
<b>Charlie Wallander</b>	\$7.25	1
<b>David Yantz</b>	\$7.25	1

**Technology Report**

**TECHNOLOGY REPORT – Mr. Donald Howard**

The following action item will be considered at the May 29, 2014, Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Network Projects**

**I. NETWORK PROJECTS**

The Administration recommends the approval of the network switch and wireless projects pending the approval of the proposed district budget. Total cost is \$113,748 per year for three years.

- What is the District actually receiving?
- Have Mr. Smith, Director of Technology, explain the process;
- AT&T tower on top of high school generates money for the District.

**Public Comment**

**PUBLIC COMMENT**

Wendy Buckley                      Re: Athletic Director Resignation  
Green Tree

Chuck DeWitt                      Re: Athletic Director Resignation  
Dormont

**Adjournment**

**ADJOURNMENT**

On the motion of Ms. Shaw, seconded by Mr. Finucan, the meeting adjourned at 10:37 p.m.

Respectfully submitted,

Eric A. Brandenburg  
Board Secretary

Charmaine Masztak  
Assistant Board Secretary  
Recording Secretary