

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

**WORK SESSION
Thursday, November 13, 2014
7:00 PM**

MINUTES

Call to Order	President Joseph Finucan 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. Cesario, Ms. Crowell, Mr. Domalik, 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. Brungo, Solicitor; and Mrs. Masztak, Assistant Board Secretary/ Recording Secretary Mr. Brownlee was absent; Mr. Cesario left the meeting at 7:58 p.m.
History Bowl Winners	The elementary History Bowl Winners were introduced by Mrs. Nancy Scureman and recognized for their outstanding achievement by Administration and the School Board.
Affordable Care Act	Ms. Jan Klein and Mr. Michael Garafalo presented information on the Affordable Care Act.
Student Achievement Report	Dr. Kathleen Foster , Assistant Superintendent, gave a presentation on the <i>Report of Student Achievement</i> for the 2013/2014 school year.
Public Comment	PUBLIC COMMENT – None
Board President’s Report	BOARD PRESIDENT’S REPORT – Mr. Joseph Finucan The following action items will be considered at the November 20, 2014, Business/Legislative Meeting:

BOARD ACTION REQUESTED

Board Minutes

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of October 21, 2014, and the Business/Legislative Minutes of October 30, 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

VIII. EXECUTIVE SESSION REPORT

Prior to the November 13, 2014 Work Session, an Executive Session was held to discuss Personnel matters and reorganizing of the staff.

Superintendent's Report

SUPERINTENDENT'S REPORT – Dr. William Stropkaj

The following action items will be considered at the November 20, 2014, Business/Legislative Meeting:

BOARD ACTION REQUESTED

FIRST READING
Policy No. 919: Title I
Parental Involvement

I. FIRST READING OF POLICY NO. 919: TITLE I PARENTAL INVOLVEMENT

It is recommended that the Board approve the FIRST READING of Policy No. 919: *Title I Parental Involvement*.

SECOND READING

Policy No. 609: Investment of District Funds

II. SECOND READING OF POLICY NO. 609: INVESTMENT OF DISTRICT FUNDS

It is recommended that the Board approve the SECOND READING of Policy No. 609: *Investment of District Funds*.

SECOND READING

Policy No. 610: Purchases Subject to Bid

III. SECOND READING OF POLICY NO. 610: PURCHASES SUBJECT TO BID

It is recommended that the Board approve the SECOND READING of revised Policy No. 610: *Purchases Subject to Bid*.

SECOND READING

Policy No. 622: GASB Statement 34

IV. SECOND READING OF POLICY NO. 622: GASB STATEMENT 34

It is recommended that the Board approve the SECOND READING of Policy No. 622: *GASB Statement 34*.

SECOND READING

Policy No. 624: Taxable Fringe Benefits

V. SECOND READING OF POLICY NO. 624: TAXABLE FRINGE BENEFITS

It is recommended that the Board approve the SECOND READING of Policy No. 624: *Taxable Fringe Benefits*.

SECOND READING

Policy No. 625: Procurement Cards

VI. SECOND READING OF POLICY NO. 625: PROCUREMENT CARDS

It is recommended that the Board approve the SECOND READING of Policy No. 625: *Procurement Cards*.

SECOND READING

Policy No. 626: Fund Balance

VII. SECOND READING OF POLICY NO. 626: FUND BALANCE

It is recommended that the Board approve the SECOND READING of Policy No. 626: *Fund Balance*.

SECOND READING

Policy No. 803: Nepotism

VIII. SECOND READING OF POLICY NO. 803: NEPOTISM

It is recommended that the Board approve the SECOND READING of Policy No. 803: *Nepotism*.

Pupil Personnel Report

PUPIL PERSONNEL REPORT – Dr. Kathleen Foster

The following action items will be considered at the November 20, 2014, Business/Legislative Meeting:

BOARD ACTION REQUESTED

School Physicals

I. SCHOOL PHYSICALS

It is recommended that the Board approve **Katie LaMendola**, a Certified Registered Nurse Practitioner with Kids Plus Pediatrics to perform the mandated school physicals at a cost of \$20.00 per physical for the 2014/2015 school year.

Phase 4 Learning Center

II. PHASE 4 LEARNING CENTER INC. AGREEMENT

It is recommended that the Board approve the Phase 4 Learning Center, Inc., Agreement with the Keystone Oaks School District.

For Information Only

Phase 4 Learning Center, Inc.'s primary operation is an approved independent contractor for the delivery of alternative education services for disruptive youth.

Personnel Report

PERSONNEL REPORT – Mr. Joseph Finucan

The following action items will be considered at the November 20, 2014, Business/Legislative Meeting:

BOARD ACTION REQUESTED

Resignation

I. RESIGNATION

It is recommended that the Board accept the resignation of the following individual:

Bradley Bengele
Dormont Elementary

Bradley Bengele Physical Education Teacher Dormont Elementary
Effective November 13, 2014

Appointments

II. APPOINTMENTS

Project Succeed

1. PROJECT SUCCEED

It is recommended that the Board approve **Matthew Erkel**, Mid-Level Science 7-9 and Earth and Space Science 7-12, as a Project Succeed instructor for the 2014/2015 school year.

Extension of Competitive Season

2. Athletic Employees - Extension of Competitive Season

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016, Article XXVIII, Section A – General Guidelines for Extracurricular Activities, No. 9*, it is recommended that the Board approve the extension of a competitive season compensation to the following individuals:

<u>Coach</u>	<u>Sport</u>	<u>Compensation</u>
Maria Dayka	Golf	\$50.00
Shane Rice	Golf	\$50.00

Middle School Wrestling Coach – Alan Harris

3. Middle School Wrestling Coach

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016*, it is recommended that the Board approve **Alan Harris** as the middle school wrestling coach at a stipend of \$3,075.00, pending receipt of all legal documents and clearances, for the 2014/2015 school year.

Finance Report

FINANCE REPORT – Mr. Daniel Domalik

The following action item will be considered at the November 20, 2014, Business/Legislative Meeting:

BOARD ACTION REQUESTED

Accounts Payable

I. ACCOUNTS PAYABLE APPROVAL LISTS

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

- A. General Fund as of (Check No. 45234-) **TO BE PROVIDED**
- B. Risk Management as of (Check No. 1063-) **TO BE PROVIDED**
- C. Food Service Fund as (Check No. 4195-) **TO BE PROVIDED**
- D. Athletics as of (Check No. 1207-) **TO BE PROVIDED**

TOTAL

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2014 - 2015 BUDGET to ACTUAL / PROJECTION

ACCT	DESCRIPTION	2014-2015 BUDGET TOTAL	2014-2015 4 MONTH OCTOBER/ACTUAL		OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources	\$ 26,889,445	\$ 22,913,006	\$	\$ (3,976,439)
7000	State Revenue Sources	\$ 10,281,927	\$ 2,870,571	\$	\$ (7,411,356)
8000	Federal Revenue Sources	\$ 442,155	\$ 15,977	\$	\$ (426,178)
Total Revenue		\$ 37,613,527	\$ 25,799,553	\$	- \$(11,813,974)
					(OVER)
					UNDER
					BUDGET
Expenditures					
100	Salaries	\$ 15,242,379	\$ 2,933,440	\$	\$ 12,308,939
200	Benefits	\$ 8,471,404	\$ 2,170,696	\$	\$ 6,300,708
	Professional/Technical				
300	Services	\$ 1,326,005	\$ 200,728	\$	\$ 1,125,277
400	Property Services	\$ 1,333,191	\$ 363,511	\$	\$ 969,680
500	Other Services	\$ 4,721,747	\$ 1,508,441	\$	\$ 3,213,306
600	Supplies/Books	\$ 1,217,885	\$ 744,996	\$	\$ 472,889
700	Equipment/Property	\$ 202,100	\$ 145,553	\$	\$ 56,547
800	Other Objects	\$ 993,796	\$ 440,728	\$	\$ 553,068
900	Other Financial Uses	\$ 4,086,200	\$ 3,295,000	\$	\$ 791,200
Total Expenditures		\$ 37,594,707	\$ 11,803,093	\$	- \$ 25,791,614
Revenues exceeding Expenditures		\$ 18,820	\$ 13,996,460	\$	- \$ 13,977,640

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

	9/30/2014				10/31/2014
	ENDING	DEBIT	CREDIT	INTEREST	ENDING
	BALANCE	RECEIVED	DISBURSED	INCOME	BALANCE
GENERAL FUND					
PNC BANK	\$ 12,095,897	\$ 1,290,032	\$ (2,896,047)	\$ 370	\$ 10,490,252
PAYROLL (pass-thru account)	\$ 15,229	\$ 785,842	\$ (787,002)		\$ 14,069
PLGIT	\$ 9,056,340	\$ 1,100,774	\$ -	\$ 158	\$ 10,157,272
PSDLAF	\$ 154,623		\$ -	\$ 4	\$ 154,627
INVEST PTOGRAM	\$ 170,734			\$ 7	\$ 170,741
	<u>\$ 21,492,824</u>	<u>\$ 3,176,647</u>	<u>\$ (3,683,049)</u>	<u>\$ 539</u>	<u>\$ 20,986,961</u>
CAFETERIA FUND					
PNC BANK	\$ 100,478	\$ 46,149	\$ (1,302)		\$ 145,325
PLGIT	\$ 239,716	\$ 56,672	\$ -	\$ 6	\$ 296,394
	<u>\$ 340,194</u>	<u>\$ 102,821</u>	<u>\$ (1,302)</u>	<u>\$ 6</u>	<u>\$ 441,719</u>
CONSTRUCTION FUND / CAP RESERVE					
PNC BANK	\$ 2,409,974	\$ -	\$ -	\$ 102	\$ 2,410,076
RISK MANAGEMENT FUND/TAX REFUNDS					
PNC BANK	\$ 1,045,472	\$ -	\$ (18,121)	\$ 44	\$ 1,027,395
GRAND TOTAL	<u>\$ 25,288,464</u>	<u>\$ 3,279,468</u>	<u>\$ (3,702,472)</u>	<u>\$ 691</u>	<u>\$ 24,866,151</u>

III. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF October 31, 2014

Bank Account - Status	Middle / High School	Athletics
Cash Balance as of September 30, 2014	\$ 130,475.64	\$ 46,515.24
Deposits (General Fund Transfer)	\$ 11,885.00	\$ 8,518.00
Subtotal	\$ 142,360.64	\$ 55,033.24
Expenditures	\$ 15,343.54	\$ 5,335.00
Cash Balance as of October 31, 2014	\$ 127,017.10	\$ 49,698.24

IV. FOOD SERVICE EXPENDITURE/REVENUE 2014 - 2015 BUDGET to ACTUAL

ACCT	DESCRIPTION	2014-2015 BUDGET TOTAL	2014-2015 4 MONTH OCTOBER/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources/Sales	\$ 475,355	\$ 95,789	\$ (379,566)
7000	State Revenue Subsidy	\$ 87,647	\$ 4,407	\$ (83,240)
8000	Federal Revenue Subsidy	\$ 385,159	\$ 64,254	\$ (320,905)
Total Revenue		\$ 948,161	\$ 164,450	\$ (783,711)
				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 347,018	\$ 85,861	\$ 261,157
200	Benefits	\$ 139,201	\$ 35,740	\$ 103,461
300	Professional/Technical Services	\$ 200	\$ -	\$ 200
400	Property Services	\$ 8,750	\$ 269	\$ 8,481
500	Other Services	\$ 2,725	\$ 728	\$ 1,997
600	Supplies/Food	\$ 438,206	\$ 73,227	\$ 364,979
700	Equipment/Property	\$ 1,000	\$ 32,915	\$ (31,915)
800	Other Objects	\$ -	\$ -	\$ -
900	Other Financial Uses	\$ -	\$ -	\$ -
Total Expenditures		\$ 937,100	\$ 228,739	\$ 708,361
INCOME / (LOSS)		\$ 11,061	\$ (64,289)	\$ (75,350)

Facilities Report

FACILITIES REPORT – Mr. Matthew Cesario

The following action item will be considered at the November 20, 2014, Business/Legislative Meeting:

BOARD ACTION REQUESTED

**Vincent Lighting Systems
Replacement Lighting**

I. VINCENT LIGHTING SYSTEMS – REPLACEMENT LIGHTING

It is recommended that that Board approve **Vincent Lighting Systems** to provide the replacement lighting, as proposed, for the high school stage at a cost of \$64,445.00.

Activities & Athletics Report

ACTIVITIES & ATHLETICS REPORT – Mr. David Hommrich

The following action item will be considered at the November 20, 2014, Business/Legislative Meeting:

BOARD ACTION REQUESTED

**Overnight Trips
Competitions**

I. OVERNIGHT TRIPS / COMPETITIONS

It is recommended that the Board approve the following overnight trip:

Forensics – Martin Luther King Jr Speech & Debate Tournament

Wilkes-Barre, PA

Thursday-Saturday, January 16-18, 2015

Sponsors – **Cindy Mentzer, Judy Copenheaver**

Chaperones – Cindy Mentzer, Judy Copenheaver

Number of students participating - 7

Approximate cost per student - \$221.09

Total cost to District – \$1,547.62

Public Comment

PUBLIC COMMENT – None

Adjournment

ADJOURNMENT

On the motion of Mr. Finucan, seconded by Ms. Neely, the meeting was adjourned at 9:18 p.m.

Motion passed 8-0

Respectfully submitted,

Eric Brandenburg
Board Secretary

Charmaine Masztak
Assistant Board Secretary
Recording Board Secretary