

KEYSTONE OAKS SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

WORK SESSION
Tuesday, September 16, 2014
7:00 PM

MINUTES

Call to Order	President Joseph Finucan called the meeting to order at 7:15 p.m.
Pledge	The meeting opened with the pledge to the flag.
Attendance	<p>Those present included: Mr. Brownlee, 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. Michael Brungo, Solicitor; and Mrs. Masztak, Assistant Board Secretary/ Recording Secretary</p> <p>Mr. Cesario was absent.</p>
Public Comment	PUBLIC COMMENT – None
Board President’s Report	<p>BOARD PRESIDENT’S REPORT – Mr. Joseph Finucan</p> <p>The following action items will be considered at the September 25, 2014, Business/Legislative Meeting:</p> <p><u>BOARD ACTION REQUESTED</u></p>
Board Minutes	<p>I. BOARD MINUTES</p> <p>It is recommended that the Board approve the Work Session Minutes of August 19, 2014, and the Business/Legislative Minutes of August 28, 2014.</p>
Professional Development	<p>II. PROFESSIONAL DEVELOPMENT</p> <p>It is recommended that the Board approve the following conference request:</p>

Donald Howard PSBA 2014 Delegate Assembly \$1,085.00
School Leadership Conference
October 20, 21, 22, 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 – Mr. Joseph Finucan

Prior to the September 16, 2014 Work Session, an Executive Session was held to discuss Personnel matters; there will be an Executive Session after this evening's meeting to discuss tax appeals.

Education Report

EDUCATION REPORT – Ms. Raeann Lindsey

FOR INFORMATION ONLY

Education Committee

I. EDUCATION COMMITTEE MEETING

Dr. Foster shared the following information with the Board and audience:

Assessment Information

II. ASSESSMENT INFORMATION

The School Performance Profile is scheduled for public release in late September. The PDE data tools including e-Metric and PVAAS have been populated with state assessment data from 2013-2014 for both PSSA and

Keystones. Staff is reviewing data to determine instructional focus for this school year

Math Adoption

III. MATH ADOPTION

The District will be adopting a new math program for the 2015-2016 school year. Currently, sample materials are being ordered and access to online sampling is being acquired. All teachers at the K-5 level who teach math will participate in the preview and selection of a new math program which aligns to the PA Core Standards in Math.

Graduation Requirements

IV. GRADUATION REQUIREMENTS

The District's current graduation requirements were updated to reflect having the Keystone Exams as a graduation requirement for the current sophomore class and beyond. The secondary staff and administrators are considering other recommendations to the graduation requirements which include a realignment of the current distribution of studies, the possibility of additional science requirements, world language requirements, and community service.

Online Textbooks

V. ONLINE TEXTBOOKS

Information about online access to materials currently in use is being collected and will be made available on the District website.

Keystone Exams

VI. KEYSTONE EXAMS

The Keystone Exams will be administered in January for students currently enrolled in supplemental instruction in Algebra I, Biology, and Literature.

Pupil Personnel Report

PUPIL PERSONNEL REPORT – Dr. Kathleen Foster

The following action item will be considered at the September 25, 2014, Business/Legislative Meeting:

BOARD ACTION REQUESTED

**Student Placement
Education Agreement**

I. STUDENT PLACEMENT EDUCATION AGREEMENT

It is recommended that the Board approve the *Student Placement Education Agreement* between the Keystone Oaks School District and Hope Academy Wexford for the 2014/2015 school year in the amount of \$33,750. Bus transportation will be made available at a cost to be determined.

A discussion by Board Members followed:

- Transportation cost?
- Roughly \$70/day; not sure if dedicated vehicle or shared vehicle;
- May be possible to apply for reimbursement.

Personnel Report

PERSONNEL REPORT – Mr. Joseph Finucan

The following action items will be considered at the September 25, 2014, Business/Legislative Meeting:

BOARD ACTION REQUESTED

Appointments

I. APPOINTMENTS

Professional Employees

A. PROFESSIONAL EMPLOYEES

Long-Term Substitute

1. Long-Term Substitute

In compliance with *Board Policy No. 405 – Employment of Substitute Professional Employees*, it is recommended the Board approve **Monica Dugan**, Grade 7 Science, Middle School, as a long-term substitute for the 2014/2015 school year. Ms. Dugan’s salary will be \$41,900.00 (B+24, Level 16).

Substitute Teachers

2. 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 for the 2014/2015 school year:

<u>Name</u>	<u>Subject</u>
Nina Griffith	Elem K-6/Reading K-12
Nicole Gumina	Elem K-6
Charles Kakel Mid-Level Math 7-9	Social Studies 7-12/English 7-12/
Justin Kuhar	Elem K-6
Stephanie Simmons	Elem K-6/Mid-Level Math 7-9
Jennifer Shuniak	Elem K-4
Jaelyn Walsh	Elem K-6
Robert Zazac	Social Studies 7-12

A discussion by Board Members followed:

- Do we have a substitute nurse problem?
- Looking to hire another health aide; the situation has improved;
- Is the sub pay rate comparable to other Districts?
- Yes;
- Looking to re-initiate the Smart Start Program through the AIU regarding emergency certifications;
- Other Districts are struggling with substitute shortages.

Curriculum Leader
2014/2015 – Grade 5

3. Curriculum Leader 2014/2015

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016 Article XXVI-Curriculum Leader*, it is recommended that the following teacher be approved as a Curriculum Leader for the 2014/2015 school year:

<u>Employee</u>	<u>Grade/Subject</u>	<u>Compensation</u>
Jennifer Harke	Fifth Grade	\$3,000.00

Cyber School Program

4. 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 2014/2015 school year:

Jennifer Bogdanski	English
Mark Elphinstone	Special Education
Ken Hustava	Physical Education
Joshua Kirchner	Mathematics
Joan Young	Social Studies
John Buffington	Science

The range of pay is between \$27.12 and \$43.60 per period based on years of service to the District.

After-School Tutoring
Program

5. After School Tutoring Program

It is recommended that the Board approve the following individuals to participate in the *After School Tutoring Program*. The range of pay for the individuals is between \$27.12 and \$43.60 per period based on years of service to the District:

Jamie Barbin	Meghan O'Brien
Kelly Connolly	Lauren Obringer
Dena DeChellis	Mary Poe
Debra Dietrich	Marie Raymond
Dan Galentine	Kate Sobocinski

Hope Muno	Christina Thomas
Joshua Kirchner	Randy Tobias
Kristen Leitch	Judy Tredway
Lisa McMahon	Lisa Waskiewicz
Nancyjean Morrison	Cari Worley – Sub
Nicole Niccolai	Teresa Zimmerman – Sub

For Information Only

The *After School Tutoring Program* is supported through the Accountability Block Grant.

Classified Employees

B. CLASSIFIED EMPLOYEES

Food Service Employees

1. 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 2014/2015 school year:

<u>Name</u>	<u>School</u>	<u>Hourly Wage</u>
Loretta Angotti	Aiken	\$13.29
Tammy Oswald	Aiken	\$10.00
Lori Donahue	Dormont	\$ 8.75
Sandy Kaminski	Dormont	\$12.75
Karen Schmaus	Dormont	\$10.30
Ryan Briggs	High School	\$17.85
Tracee Burrell	High School	\$ 9.30
Tina Conn	High School	\$ 9.27
Fran Edwards	High School	\$11.60
Laura Gibson	High School	\$10.05
Jennifer Lashley	High School	\$15.00
Dawn Natto	High School	\$17.85
Barbara Routh	High School	\$ 9.01
Penny Walters	High School	\$11.07
Dell Welding	High School	\$ 9.01
Annie Amoroso	Middle School	\$11.07
Trista Boyes	Middle School	\$12.65
Jodi Hoffman	Middle School	\$ 9.01
Kris Malia	Middle School	\$10.05
Jenn McIntyre	Middle School	\$ 9.27

Lynn Mathews	Myrtle	\$10.30
Tracey Slagle	Myrtle	\$12.25
Eileen Shields	Myrtle	\$ 9.50
Kim Stubinger	Myrtle	\$10.05

Substitute Custodians

2. Substitute Custodians

In compliance with *Board Policy No. 505 – Employment of Classified Substitute Employees*, it is recommended that the Board retroactively approve the following substitute custodians for the 2014/2015 school year:

Effective August 28, 2014

Effective August 25, 2014

Jason Connolly

Terri Hilley

Athletic Coach

Emily Doyle

3. Athletic Coach

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016*, it is recommended that the Board approve the following individual as a coach, pending receipt of all legal documents and clearances, for the 2014/2015 school year:

<u>Coach</u>	<u>Sport</u>	<u>Compensation</u>
Emily Doyle	KOMS Soccer Assistant Coach	\$2,610.00

Sponsors & Stipends

4. Approval of Activities - Sponsors and Stipends

In compliance with the *Keystone Oaks Educational Association 2011-2016, Article XXVIII, Activities Positions and Compensation*, it is recommended that the following individuals be approved as sponsors for the 2014/2015 school year:

<u>Employee</u>	<u>Position</u>	<u>Compensation</u>
Michelle McSwigan	Academic Compensation	\$1,300.00
Michele Lowers	Adventure Club	\$1,100.00
Heather Hakos-Hruby	Art Club	\$1,100.00
William Eibeck	Auditorium Director	\$2,650.00
Shane Hallam	Auditorium Director	\$2,650.00
Joyelle Galiszewski	Best Friends Club	\$1,100.00
William Eibeck	Choir (Chorus)	\$1,100.00
William Eibeck	Concert Band	\$1,100.00
TBD	Environmental Club	\$1,100.00
Cindy Mentzer	Forensics – High School	\$3,050.00
Judith Copenheaver	Forensics – High School	\$3,050.00
Cindy Mentzer	Forensics – Middle School	\$3,050.00
Julie Schindehette	French Club	\$1,100.00

Beth Smith	Future Business Leaders	\$1,650.00
Rebekah Brooks	GSA Club	\$1,100.00
Linda Celli	HS Yearbook	\$2,950.00
Donald Bowlin	Junior Class	\$1,100.00
Kim Smykal	Keynote	\$1,650.00
Teresa Limerick	KOTV Video Club	\$1,100.00
Jeffrey Chmay	Marching Band Assistant	\$2,400.00
Randy Tobias	Math Club	\$1,100.00
Sue Grand	Medical Careers	\$1,100.00
Shane Hallam	MS Musical	\$2,325.00
TBD	MS Outdoor Environment	\$1,100.00
Lisa McMahon	MS Yearbook	\$1,100.00
Nancy Kraemer	Modern Dance	\$1,100.00
Jen Bogdanski	National Honor Society	\$1,100.00
Kelly Connolly	Pep Club	\$1,100.00
Jeffrey Chmay	Percussion Coordinator	\$1,800.00
John Buffington	PJAS – High School	\$2,950.00
TBD	PJAS Assistant	\$1,650.00
TBD	PJAS – Middle School	\$3,050.00
Nancy Kraemer	SADD	\$1,100.00
Michelle McSwigan	Science Club	\$1,100.00
Donald Bowlin	Senior Class/Prom	\$1,100.00
Michele Lowers	Spanish Club	\$1,100.00
William Eibeck	Stage Crew	\$1,100.00
Jeffrey Sieg	Strength Club	\$1,100.00
Jennifer Chambers	Students-In-Action	\$1,300.00
Joan Young	Student Senate	\$1,100.00
Michael Magri	Technology Club	\$1,100.00
Nancy Kraemer	Varieties	\$2,950.00
Paul Kirsch	Young Marines	\$ 550.00
Bettina Radcliff	Young Marines	\$ 550.00

Bus Duty

Michael Magri	Middle School – AM	\$1,350.00
Dennis Sarchet	Middle School – AM	\$1,350.00
Andrew Bocchicchio	Middle School – AM	\$1,350.00
Amy Longo	High School – PM	\$1,350.00
Cynthia Soberg	High School – PM	\$1,350.00
Michele Lowers	High School – PM	\$1,350.00
Diana Vitenas	High School – PM	\$1,350.00
Bill Opperman	Aiken Elementary	\$ 675.00
Jennifer Watenpool	Aiken Elementary	\$ 675.00
Lori DeMartino	Dormont Elementary	\$1,350.00
Patricia Peterson	Dormont Elementary	\$1,350.00
Kristie Rosgone	Myrtle Elementary	\$1,350.00
Lauren Obringer	Myrtle Elementary	\$1,350.00

A discussion by Board Members followed:

- TBD means “to be determined” and the District is anticipating applicants;
- Are we tracking how many students are in each club?
- Will start receiving reports after school is underway; too early;
- Can a club be eliminated if not enough students participate?
- Yes.

Finance Report

FINANCE REPORT – Mr. Daniel Domalik

The following action item will be considered at the September 25, 2014, 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 as of **(TO BE PROVIDED)**
- B. Food Service Fund Accounts Payable as **(TO BE PROVIDED)**

TOTAL

FOR INFORMATION ONLY

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

ACCT	DESCRIPTION	2014-2015 BUDGET TOTAL	2014-2015 2 MONTH AUGUST/ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
Revenue					
6000	Local Revenue Sources	\$ 26,889,445	\$ 10,920,371	\$	\$(15,969,074)
7000	State Revenue Sources	\$ 10,281,927	\$ 1,351,543	\$	\$ (8,930,384)
8000	Federal Revenue Sources	\$ 442,155	\$ 1,163	\$	\$ (440,992)
Total Revenue		\$ 37,613,527	\$ 12,273,078	\$ -	\$(25,340,449)
					(OVER) UNDER BUDGET
Expenditures					
100	Salaries	\$ 15,242,379	\$ 531,550	\$	\$ 14,710,829
200	Benefits Professional/Technical	\$ 8,471,404	\$ 795,034	\$	\$ 7,676,370
300	Services	\$ 1,326,005	\$ 56,241	\$	\$ 1,269,764
400	Property Services	\$ 1,333,191	\$ 124,437	\$	\$ 1,208,754
500	Other Services	\$ 4,721,747	\$ 682,199	\$	\$ 4,039,548
600	Supplies/Books	\$ 1,217,885	\$ 555,504	\$	\$ 662,381
700	Equipment/Property	\$ 202,100	\$ 144,874	\$	\$ 57,226
800	Other Objects	\$ 993,796	\$ 219,846	\$	\$ 773,950
900	Other Financial Uses	\$ 4,086,200	\$ 3,150,000	\$	\$ 936,200
Total Expenditures		\$ 37,594,707	\$ 6,259,685	\$ -	\$ 31,335,022
Revenues exceeding Expenditures		\$ 18,820	\$ 6,013,393	\$ -	\$ 5,994,573

A discussion by Board Members followed:

- Budget adjustments;
- Delinquent tax appeals;
- Categorization of taxes;
- Debt report;
- General fund balance.

**II. CASH, CASH EQUIVALENTS AND RELATED INTEREST INCOME AS OF
August 31, 2014**

	7/31/2014				8/31/2014
	ENDING	DEBIT	CREDIT	INTEREST	ENDING
	BALANCE	RECEIVED	DISBURSED	INCOME	BALANCE
GENERAL FUND					
PNC BANK	\$ 1,049,963	\$ 10,157,993	\$ (7,105,092)	\$ 7	\$ 4,102,872
PAYROLL (pass-thru account)	\$ 8,750	\$ 716,200	\$ (709,198)		\$ 15,751
PLGIT	\$ 7,207,715	\$ 1,404,369	\$ -	\$ 67	\$ 8,612,151
PSDLAF	\$ 154,623		\$ -	\$ -	\$ 154,623
INVEST PTOGRAM	\$ 170,719			\$ 7	\$ 170,727
	<u>\$ 8,591,770</u>	<u>\$ 12,278,561</u>	<u>\$ (7,814,290)</u>	<u>\$ 82</u>	<u>\$ 13,056,123</u>
CAFETERIA FUND					
PNC BANK	\$ 46,242	\$27,870	\$ (749)		\$ 73,363
PLGIT	\$ 239,711	\$ -	\$ -	\$ 2	\$ 239,713
	<u>\$ 285,953</u>	<u>\$ 27,870</u>	<u>\$ (749)</u>	<u>\$ 2</u>	<u>\$ 313,076</u>
CONSTRUCTION FUND / CAP RESERVE					
PNC BANK	\$ 2,409,772	\$ -	\$ -	\$ 96	\$ 2,409,868
RISK MANAGEMENT FUND/TAX REFUNDS					
PNC BANK	\$ 1,061,720	\$ -	\$ (1,902)	\$ 45	\$ 1,059,863
GRAND TOTAL	<u>\$ 12,349,216</u>	<u>\$ 12,306,431</u>	<u>\$ (7,816,940)</u>	<u>\$ 225</u>	<u>\$ 16,838,931</u>

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

Bank Account - Status	Middle / High School	Athletics
Cash Balance as of July 31, 2014	\$ 97,377.10	\$ 43,710.29
Deposits (General Fund Transfer)	\$ 30,000.00	\$ -
Subtotal	\$ 127,377.10	\$ 43,710.29
Expenditures	\$ -	\$ 2,092.83
Cash Balance as of August 31, 2014	\$ 127,377.10	\$ 41,617.46

Facilities Report

FACILITIES REPORT – Mr. Matthew Cesario

The following action item will be considered at the September 25, 2014, Business/Legislative Meeting:

BOARD ACTION REQUESTED

I. ROOF REPAIR – WEATHERPROOFING TECHNOLOGIES, INC

It is recommended that the Board approve Weatherproofing Technologies, Inc., to repair all the leaking wet areas on the following buildings' roofs at a cost of:

• Aiken Elementary	\$1,785.06
• Dormont Elementary	\$8,410.97
• Myrtle Elementary	\$6,334.18
• Middle/High Schools	\$57,734.75
TOTAL	\$74,264.96

A discussion by Board Members followed:

- Wet spots on roofs were identified with thermal imaging;
- Is it soaked up by the insulation, etc.?
- Did it show actual leaking with the thermal imaging?
- Would be interested to see what is in the damaged roofs when wet spots are removed

FOR INFORMATION ONLY

I. LIGHTING AND SOUND EQUIPMENT FOR STAGE UPGRADE

- Reviewing all information

II. SPECIAL SEALANT FOR SOME PARKING LOTS

III. PARKING LOT ENGINEERING RFP

- To be available shortly

IV. HVAC CONTROLS CONSULTING

- Many issues

Public Comment

PUBLIC COMMENT – None

Adjournment

ADJOURNMENT

On the motion of Mr. Finucan, seconded by Ms. Lindsey, the meeting was adjourned at 8:37 p.m.

Motion passed 8-0

Respectfully submitted,

Eric Brandenburg
Board Secretary

Charmaine Masztak
Assistant Board Secretary
Recording Board Secretary