

# BOARD OF SCHOOL DIRECTORS

**WORK SESSION**  
**Tuesday, December 5, 2017**  
**7:00 PM**

## *MINUTES*

### **Call to Order**

President Matthew Cesario called the meeting to order at 7:17 p.m.

### **Pledge**

The meeting opened with the pledge to the flag.

### **Attendance**

Those present included: Mr. Cesario, Ms. Crowell, Ms. Lindsey, Mrs. Lydon, Mr. Raso and Ms. Shaw. Also present were Dr. Varley, Director of Curriculum, Instruction, Assessment and Staff Development; Mr. Brungo, Solicitor; Mrs. Maureen S. Myers, Board Secretary/Recording Secretary.

Mr. Brownlee, Mr. Hommrich and Dr. William Stropkaj, Superintendent were absent.

### **Public Comment**

**PUBLIC COMMENT – None**

### **Board President's Report**

**BOARD PRESIDENT'S REPORT – Mr. Matthew Cesario**

The following action items will be considered at the December 12, 2017 Business/Legislative Meeting:

### **BOARD ACTION REQUESTED**

### **Board Minutes**

#### **I. BOARD MINUTES**

It is recommended that the Board approve the Work Session Minutes of November 14, 2017 and the Business/Legislative Minutes of November 21, 2017.

### **Mt. Lebanon Indoor Shooting Range**

#### **II. MT. LEBANON INDOOR SHOOTING RANGE**

It is recommended that the Board approve the usage of the “to be constructed” rifle range, by the Municipality of Mt. Lebanon, on the Mt. Lebanon Golf Course, for law enforcement only.

### **FOR INFORMATION ONLY**

- I. Parkway West Career and Technology Center Report *Ms. Annie Shaw*
- II. SHASDA Report *Ms. Raeann Lindsey*
- III. Keystone Oaks Foundation for Educational Excellence *To Be Announced*
- IV. PSBA/Legislative Report *To Be Announced*
- V. Castle Shannon Borough Council Minutes *(Available Online)*
- VI. Dormont Borough Council Minutes *(Available Online)*
- VII. Green Tree Borough Council Minutes *(Available Online)*

**Superintendent’s Report**

**SUPERINTENDENT’S REPORT – Dr. William P. Stropkaj**

The following action items will be considered at the December 12, 2017 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Act 93 Administrative Employee Compensation 2017/2018**

**I. ACT 93 ADMINISTRATIVE EMPLOYEE COMPENSATION 2017/2018**

In compliance with the *Act 93 Administrative Employee Compensation July 1, 2016 – June 30, 2019*, it is recommended that the Board approve the Administrators’ salaries, retroactive to July 1, 2017, (as listed below) for the 2017/2018 school year:

<b>Desiree Burns</b>	\$_____	Supervisor of Special Education
<b>Jeffrey Kattan</b>	\$_____	Principal, Keystone Oaks Middle School
<b>Suzanne Lochie</b>	\$_____	Supervisor of Pupil Services
<b>Dr. Shannon Varley</b>	\$_____	Director of Curriculum, Instruction, Assessment and Staff Development
<b>Brian Werner</b>	\$_____	Principal, Dormont Elementary School

**Memorandum of Understanding Between Mt. Lebanon School District and the Keystone Oaks School District**

**II. MEMORANDUM OF UNDERSTANDING BETWEEN MT. LEBANON SCHOOL DISTRICT AND THE KEYSTONE OAKS SCHOOL DISTRICT**

It is recommended that the Board approve the Memorandum of Understand between Mt. Lebanon School District and the Keystone Oaks School District which allows Keystone Oaks School District students to participate in the Classroom Theory (CT) and/or Behind-the-Wheel (BTW) Driver’s Education courses currently offered through Mt. Lebanon School District.

For Information Only

The Driver's Education courses are held during the evening hours or on the weekends.

Attachment No. 216-AR-1  
Student Records  
Attachment-Release of  
Directory Information Opt  
Out

**III. ATTACHMENT NO. 216-AR-1: STUDENT RECORDS ATTACHMENT –  
RELEASE OF DIRECTORY INFORMATION OPT OUT**

It is recommended that the Board approve the SECOND READING of Policy No. 216-AR-1: *Student Records Attachment – Release Form.*

Second Reading of Policy  
No. 220: Student  
Expression/Distribution  
and Posting of Materials

**IV. SECOND READING OF POLICY NO. 220: STUDENT  
EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS**

It is recommended that the Board approve the SECOND READING of Policy No. 220: *Student Expression/Distribution and Posting of Materials.*

Second Reading of Policy  
No. 223: Use of Bicycles  
and Motor Vehicles

**V. SECOND READING OF POLICY NO 223: USE OF BICYCLES AND  
MOTOR VEHICLES**

It is recommended that the Board approve the SECOND READING of Policy No. 223: *Use of Bicycles and Motor Vehicles.*

Second Reading of Policy  
No. 224: Care of School  
Property

**VI. SECOND READING OF POLICY NO. 224: CARE OF SCHOOL  
PROPERTY**

It is recommended that the Board approve the SECOND READING of Policy No. 224: *Care of School Property.*

Second Reading of Policy  
No. 712: Parking on  
School District Property

**VII. SECOND READING OF POLICY NO. 712: PARKING ON SCHOOL  
DISTRICT PROPERTY**

It is recommended that the Board approve the SECOND READING of Policy No. 712: *Parking on School District Property.*

Second Reading of Policy  
No. 807: Opening Exercises  
/Flag Display

**VIII. SECOND READING OF POLICY NO. 807: OPENING EXERCISES/FLAG  
DISPLAY**

It is recommended that the Board approve the SECOND READING of Policy No. 807: *Opening Exercises/Flag Display.*

Second Reading of Policy  
No. 852: Creating a Position

**IX. SECOND READING OF POLICY NO. 852: CREATING A POSITION**

It is recommended that the Board approve the SECOND READING of Policy No. 852: *Creating a Position.*

Second Reading of Policy  
No. 863: Social Media/  
Electronic Communications

**X. SECOND READING OF POLICY NO. 863: SOCIAL MEDIA/ELECTRONIC  
COMMUNICATIONS**

It is recommended that the Board approve the SECOND READING of Policy No. 863: *Social Media/Electronic Communications.*

Second Reading of Policy No. 919: Title I Parent/Guardian and Family Engagement

**XI. SECOND READING OF POLICY NO. 919: TITLE 1 PARENT/GUARDIAN AND FAMILY ENGAGEMENT**

It is recommended that the Board approve the SECOND READING of Policy No. 919: *Title I Parent/Guardian and Family Engagement*.

Second Reading of Policy No. 919.1: Title I Dormont Elementary School Parent/Guardian and Family Engagement

**XII. SECOND READING OF POLICY NO. 919.1: TITLE I DORMONT ELEMENTARY SCHOOL PARENT/GUARDIAN AND FAMILY ENGAGEMENT**

It is recommended that the Board approve the SECOND READING of Policy No. 919.1: *Title I Dormont Elementary School Parent/Guardian and Family Engagement*

Second Reading of Policy No. 919.2: Title I Myrtle Avenue Elementary School Parent/Guardian and Family Engagement

**XIII. SECOND READING OF POLICY NO. 919.2: TITLE I MYRTLE AVENUE ELEMENETARY SCHOOL PARENT/GUARDIAN AND FAMILY ENGAGEMENT**

It is recommended that the Board approve the SECOND READING of Policy No. 919.2: *Title I Myrtle Avenue Elementary School Parent/Guardian and Family Engagement*.

Professional Development

**XIV. PROFESSIONAL DEVELOPMENT**

**Ms. Carly Devine** Nonviolent Crisis Intervention Trainer Certification \$3,170.00  
Sheraton – Pittsburgh International Airport  
Pittsburgh, PA  
January 23 – 26, 2018

**Mr. Craig Lawhead** Nonviolent Crisis Intervention Trainer Re-Certification \$1,520.00  
Sheraton – Pittsburgh International Airport  
Pittsburgh, PA  
January 23 – 26, 2018

- A discussion was had regarding Professional Development

Education Report

**EDUCATION REPORT – Ms. Raeann Lindsey**

The following action items will be considered at the December 12, 2017 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**I. KEYSTONE OAKS MIDDLE SCHOOL: PROGRAM OF STUDIES**

The Administration recommends the approval of the Keystone Oaks Middle School Program of Studies for the 2018/2019 school year.

KOMS: Program of Studies

**KOHS: Program of Studies**

- A discussion was had regarding the Keystone Oaks Middle School: Program of Studies

**II. KEYSTONE OAKS HIGH SCHOOL: PROGRAM OF STUDIES**

The Administration recommends the approval of the Keystone Oaks High School Program of Studies for the 2018/2019 school year.

- A discussion was had regarding the Keystone Oaks High School: Program of Studies.

**III. DUAL ENROLLMENT MEMORANDUM OF AGREEMENT BETWEEN THE COMMUNITY COLLEGE OF ALLEGHENY COUNTY AND THE KEYSTONE OAKS SCHOOL DISTRICT**

It is recommended that the Board approve the Dual Enrollment Memorandum Agreement between the Community College of Allegheny County and the Keystone Oaks School District

For Information Only

Under the terms of this agreement students will have the opportunity to begin taking college-level course work while completing their high school degrees. Students will have the ability to apply for Federal Pell Grants to assist with payment of these courses.

- A discussion was had regarding the Dual Enrollment Memorandum of Agreement between the Community College of Allegheny County and the Keystone Oaks School District.

**Dual Enrollment Memorandum of Agreement between the Community College of Allegheny County and KOSD**

**Personnel Report**

**PERSONNEL REPORT – Mr. David Hommrich & Ms. Patricia Shaw**

The following action items will be considered at the December 12, 2017 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**Appointments**

**I. APPOINTMENTS**

**A. Classified Employee - Paraprofessional Nurses' Assistant**

In compliance with the Keystone Oaks Education Support Personnel Association/PSEA/NEA 2014-2018, the Administration recommends the employment of **Shelby Keebler**, Paraprofessional Nurses' Assistant, at a rate of \$16.52 per hour effective December 18, 2017.

**B. Substitute Nurse**

**Substitute Nurse**

Approval of Activities -  
Sponsors and Stipends

In compliance with *Board Policy No. 850 – Employment of District Staff*, it is recommended that the Board approve the following individual as a substitute nurse, **Jennifer Reinard**, effective November 21, 2017 at a rate of \$12.00 per hour.

**C. Approval of Activities – Sponsors and Stipends**

In compliance with the *Keystone Oaks Education Associate Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve the following individuals for the 2017/2018 school year:

<u>Employee</u>	<u>Position</u>	<u>Compensation</u>
Rebecca Hersan	Aiken Art Club	\$778.88
Jennifer Watenpool	Aiken Mileage Club	\$778.88

Approval of Activities -  
Specialized and Support  
Positions

**D. Approval of Activities – Specialized and Support Positions**

In compliance with the *Keystone Oaks Education Associate Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve the following individual for the 2017/2018 school year:

<u>Employee</u>	<u>Position</u>	<u>Compensation</u>
Shane Hallam	Bus Duty	\$1,450.00
Greg Pegher	Stage Manager – KOMS Musical	\$2,750.00
Nicole Zeak	Properties – KOMS Musical	\$1,750.00
Laura Hucik Bough	Assistant – KOMS Musical	\$500.00

- A discuss was had regarding the Approval of Activities – Specialized and Support Positions.

Unpaid Leave

**II. UNPAID LEAVE**

It is recommended that the Board approve the following individuals for an Unpaid Leave:

J.S. – Effective December 15, 2017 until January 18, 2018

N.K. – Effective February 27, 2018 until March 27, 2018.

Finance Report

**FINANCE REPORT – Mrs. Theresa Lydon**

The following action items will be considered at the December 12, 2017 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

Accounts Payable  
Approval Lists

**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 November 30, 2017 (Check No. 55500 – 55736)	\$923,330.55
B. Risk Management as of November 30, 2017 (None)	\$0.00
C. Food Service Fund as of November 30, 2017 (Check No. 9134)	\$100.00
D. Athletics as of November 30, 2017 (Check No. 2056)	\$950.00
E. Capital Reserve as of November 30, 2017 (None)	\$0.00
<b>TOTAL</b>	<b>\$924,380.55</b>

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2017 – 2018 BUDGET to ACTUAL / PROJECTION**

ACCT	DESCRIPTION	2017-2018 BUDGET TOTAL	2017-2018 NOVEMBER ACTUAL	OVER (UNDER) BUDGET
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 29,205,575	\$ 25,935,544	\$ (3,270,031)
7000	State Revenue Sources	\$ 11,884,614	\$ 3,073,086	\$ (8,811,528)
8000	Federal Revenue Sources	\$ 847,073	\$ 150,714	\$ (696,359)
<b>Total Revenue</b>		<b>\$ 41,937,262</b>	<b>\$ 29,159,344</b>	<b>\$ (12,777,918)</b>
<b>(OVER) UNDER BUDGET</b>				
<b>Expenditures</b>				
100	Salaries	\$ 16,193,174	\$ 4,593,855	\$ 11,599,319
200	Benefits	\$ 10,647,423	\$ 3,200,084	\$ 7,447,339
300	Professional/Technical Services	\$ 1,420,450	\$ 513,133	\$ 907,317
400	Property Services	\$ 1,245,450	\$ 429,043	\$ 816,407
500	Other Services	\$ 5,051,476	\$ 2,043,731	\$ 3,007,745
600	Supplies/Books	\$ 1,476,761	\$ 833,830	\$ 642,931
700	Equipment/Property	\$ 749,916	\$ 633,532	\$ 116,384
800	Other Objects	\$ 767,612	\$ 416,468	\$ 351,144
900	Other Financial Uses	\$ 4,385,000	\$ 4,487,169	\$ (102,169)
<b>Total Expenditures</b>		<b>\$ 41,937,262</b>	<b>\$ 17,150,845</b>	<b>\$ 24,786,417</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ -0-</b>	<b>\$ 12,008,499</b>	<b>\$ (12,008,499)</b>

**II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF NOVEMBER 30, 2017**

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance – 11/01/2017	\$ 100,271.34	\$ 97,294.18
Deposits	\$ 7,838.36	\$ 376.57
Subtotal	\$ 108,109.70	\$ 97,670.75
Expenditures	\$ 7,483.06	\$ 43,813.03
Cash Balance - 11/30/2017	\$ 100,626.64	\$ 53,857.72

**III. BANK BALANCES**

**BANK BALANCES PER STATEMENT AS OF NOVEMBER 30, 2017**

	<b>BALANCE</b>
<b>GENERAL FUND</b>	
FNB BANK	\$ 1,760,589
PAYROLL (pass-thru account)	\$ 53,880
FNB SWEEP ACCOUNT	\$ 848,512
ATHLETIC ACCOUNT	\$ 53,858
PLGIT	\$ 9,346,560
FNB Money Market	\$ 8,274,158
PSDLAF	\$ 156,004
INVEST PROGRAM	<u>\$ 172,776</u>
	<u><b>\$ 20,666,337</b></u>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 148,870
PLGIT	<u>\$ 275,624</u>
	<u><b>\$ 424,494</b></u>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 298,909
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	<u>\$ 765</u>
	<u><b>\$ 299,674</b></u>
<b>RISK MANAGEMENT FUND/TAX REFUNDS</b>	
FNB BANK	<u><b>\$ 272,801</b></u>
	<b>\$ 21,663,306</b>
<b>GRAND TOTAL</b>	



**FACILITIES REPORT – Mr. Matthew Cesario**

The following action item will be considered at the December 12, 2017 Business/Legislative Meeting:

**BOARD ACTION REQUESTED**

**District Slope Tractor**

**I. DISTRICT SLOPE TRACTOR**

It is recommended that the Board approve the purchase of a Ventrac Slope Tractor from TBD at a cost of TBD.

**District Track Resurfacing**

**II. DISTRICT TRACK RESURFACING**

It is recommended that the Board approve the resurfacing of the entire track by TBD at a cost of TBD.

**High School Tennis Court Resurfacing**

**III. HIGH SCHOOL TENNIS COURT RESURFACING**

It is recommended that the Board approve the resurfacing of the entire High School (upper) tennis courts by TBD at a cost not to exceed TBD.

**Aiken Chiller, Penthouse Air Handling Unit (PAHU) and Insulation Replacement**

**IV. AIKEN CHILLER, PENTHOUSE AIR HANDLING UNIT (PAHU) AND INSULATION REPLACEMENT**

It is recommended that the Board approve the replacement of the Aiken chiller, PAHU and associated damaged insulation by TBD at a cost of TBD.

**High School HVAC Controls Upgrade**

**V. HIGH SCHOOL HVAC CONTROLS UPGRADE**

It is recommended that the Board approve the installation of StructureWare controls in the High School HVAC systems by TBD at a cost of TBD.

**Aiken Methane Monitoring Circuit Board Installation**

**VI. AIKEN METHANE MONITORING CIRCUIT BOARD INSTALLATION**

It is recommended that the Board approve the installation of a new circuit board in the Aiken methane monitoring system by TBD at a cost of TBD.

**Advertise for Roofing Bids**

**VII. ADVERTISE FOR ROOFING BIDS**

The Administration recommends that the Board approve the advertisement for roofing bids for Myrtle Avenue Elementary, Keystone Oaks Middle School, and Keystone Oaks High School, effective immediately.

**Advertise for Lift Bids**

**VII. ADVERTISE FOR LIFT BIDS**

The Administration recommends that the Board approve the advertisement for bids for a replacement elevator/lift for Dormont Stadium, effective immediately.

**Compressor Disposal**

- A discussion was had regarding the Advertisement for Lift Bids.

**IX. COMPRESSOR DISPOSAL**

The Administration recommends declaring the pneumatic compressors from the former HVAC systems at Aiken Elementary, Dormont Elementary, Myrtle Elementary, and Keystone Oaks Middle School as unusable and unnecessary.

For Information Only

The Administration will pursue the sale of these items.

**Public Comment**

**PUBLIC COMMENT - None**

**Adjournment**

**ADJOURNMENT**

On the motion of Mrs. Lydon, seconded by Ms. Crowell, the meeting was adjourned at 8:04 p.m..

*Motion passed 7-0*

Respectfully submitted,

Maureen S. Myers  
Board Secretary  
Recording Board Secretary