KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

WORK SESSION
TUESDAY, JANUARY 10, 2017

BUSINESS/LEGISLATIVE MEETING
TUESDAY, JANUARY 17, 2017
7:00 PM
KEYSTONE OAKS SCHOOL DISTRICT
SCHOOL DIRECTORS’ CALENDAR OF COMING EVENTS

January 10, 2017 – Work Session

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- Recognition: Aaron Colf and Jennie Martin – STEAM
- Mr. Maurice Strul – Amendment to the TIF for the Shannon Village Transit Project
- Public Comment
- Review of Reports
- Public Comment
- Adjournment

January 17, 2017 – Business/Legislative Meeting

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- Megan Mooney – Aiken 5th Grade Class President
  RE: Food Allergy Management Policy
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment
Mr. Matthew Cesario

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Reorganization Minutes and the Work Session Minutes of December 6, 2016, and the Business/Legislative Minutes of December 13, 2016.

II. OFFICIAL NEWSPAPER – PITTSBURGH POST-GAZETTE

The Administration recommends that the Board adopt the *Pittsburgh Post-Gazette* as the District’s official newspaper.

FOR INFORMATION ONLY

I. Parkway West Career and Technology Center Report  
   Ms. Annie Shaw  
   Mr. Donald Howard - Alternate

II. SHASDA Report  
    Ms. Raeann Lindsey

III. Golden Wings Foundation, Inc. Report  
     Mr. Donald Howard

IV. PSBA/Legislative Report  
    Mr. Donald Howard

V. Castle Shannon Borough Council Minutes  
   (Available Online)

VI. Dormont Borough Council Minutes  
    (Available Online)

VII. Green Tree Borough Council Minutes  
     (Available Online)

VIII. EXECUTIVE SESSION
BOARD ACTION REQUESTED

I. INTERIM PRINCIPAL – MYRTLE ELEMENTARY

The Administration recommends that the Board appoint Karen Brown as the Interim Principal for the remainder of the 2016/2017 school year.

II. PROFESSIONAL DEVELOPMENT

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

Carol Persin  
Anna Benvenuti  
PA Educational Technology Expo & Conference  
Hershey, PA  
February 12-15, 2017  
$965.00 Total

Beth Smith  
Future Business Leaders of America:  
2017 State Leadership Conference  
Hershey, PA  
April 2-5, 2017  
$1,939.00

Abigail Ubinger  
(Presenter)  
Advanced Autism Intervention Training  
Harrisburg, PA  
March 28-29, 2017  
$615.00
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 2017/2018 school year.

II. KEYSTONE OAKS HIGH SCHOOL: PROGRAM OF STUDIES

The Administration recommends the approval of the Keystone Oaks High School Program of Studies for the 2017/2018 school year.

III. CAMP INVENTION

It is recommended that the Board approve Camp Invention for the following dates: June 26, 27, 28, 29, and 30, 2017, from 8:00 a.m. – 4:00 p.m., located at Dormont Elementary School. Ms. Jennie Martin, Elementary STEAM teacher, will be the Program Director.
BOARD ACTION REQUESTED

I. PRESSLEY RIDGE AGREEMENT

The Administration recommends that the Board approve the Agreement between Pressley Ridge and the Keystone Oaks School District for the purpose of collaboration in assisting children and their families, effective January 18, 2017, until either party deems it necessary to terminate the Agreement.
BOARD ACTION REQUESTED

I. RESIGNATION

It is recommended that the Board accept the letter of resignation from John Rago, custodian, Keystone Oaks High School, effective December 23, 2016.

II. APPOINTMENT

In compliance with Board Policy No. 850 – Employment of District Staff, and the Keystone Oaks Education Association Agreement 2011-2016, the Administration recommends the employment of:

Jocelyn Hiber
Emotional Support - Dormont Elementary School
January 18, 2017
Salary-$47,500.00 (M, Level 12)

III. SABBATICAL LEAVE

In compliance with Board Policy No. 338: Sabbatical Leave, it is recommended that the Board approve Joyelle Galiszewski, Special Education teacher, Keystone Oaks High School, for a sabbatical leave for the second semester of the 2016/2017 school year and the first semester of the 2017/2018 school year.

IV. LEAVE OF ABSENCE

It is recommended that the Board approve the following individual for Family and Medical Leave:


V. 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 for the first semester of the 2016/2017 school year:

1. Secondary Teacher Stipends for Class Sizes at 30 or Above

<table>
<thead>
<tr>
<th>Employee</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7
Christine Chimento $1,000
Danielle Kandrack $900
Russ Klein $1,000
Nancy Kramer $1,000
Kevin Gallagher $1,000
John McCarthy $1,000
Dennis Sarchet $2,000

Total: $7,900

2. Secondary Teacher Stipends for Teaching 7 out of 8 Periods

<table>
<thead>
<tr>
<th>Employee</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Brill</td>
<td>$1,000</td>
</tr>
<tr>
<td>Candace Bush</td>
<td>$1,000</td>
</tr>
<tr>
<td>Rebecca Brooks</td>
<td>$1,000</td>
</tr>
<tr>
<td>Linda Celli</td>
<td>$1,000</td>
</tr>
<tr>
<td>Christine Chimento</td>
<td>$600</td>
</tr>
<tr>
<td>Suzanne Deemer</td>
<td>$400</td>
</tr>
<tr>
<td>Karen Hagy</td>
<td>$1,000</td>
</tr>
<tr>
<td>Heather Hakos-Hruby</td>
<td>$1,000</td>
</tr>
<tr>
<td>Lauren Harvilla</td>
<td>$1,000</td>
</tr>
<tr>
<td>Nicholas Kamberis</td>
<td>$1,000</td>
</tr>
<tr>
<td>Madeline Kay</td>
<td>$400</td>
</tr>
<tr>
<td>Michelle McSwigan</td>
<td>$400</td>
</tr>
<tr>
<td>Hope Muno-Harris</td>
<td>$1,000</td>
</tr>
<tr>
<td>Dennis Sarchet</td>
<td>$1,000</td>
</tr>
<tr>
<td>Elizabeth Venturella</td>
<td>$1,000</td>
</tr>
<tr>
<td>Diana Vitenas</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

Total: $13,800

3. Secondary Teacher Stipends for Teaching More than One Course during the Same Period

<table>
<thead>
<tr>
<th>Employee</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candace Bush</td>
<td>$1,000</td>
</tr>
<tr>
<td>Julie O’Mara</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

Total $2,000

4. Elementary Teacher Stipends for First Semester

<table>
<thead>
<tr>
<th>Employee</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jill Graham</td>
<td>$3,000</td>
</tr>
<tr>
<td>Kristie Rosgone</td>
<td>$280</td>
</tr>
</tbody>
</table>

Total: $3,280

Grand Total: $26,980
VI. SUBSTITUTE CUSTODIAN

In compliance with Board Policy No. 505- Employment of Substitute and Short-Term Employees and the Keystone Oaks Service Employees International Union Agreement 2009-2017, it is recommended that the Board approve Michael Kercher as a substitute custodian at a pay rate of $10.50 per hour, effective December 19, 2016.

VII. EXTRA DUTY

1. Spring Sports

In compliance with the Keystone Oaks Educational Association 2011-2016, Article XXVII, Athletic Positions and Compensation, it is recommended that the Board approve the following Spring sports, coaches, and stipends for the 2016/2017 school year:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Position</th>
<th>Coach</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Head Coach</td>
<td>Joseph Aul</td>
<td>$4,010</td>
</tr>
<tr>
<td></td>
<td>Asst. Varsity</td>
<td>Matthew McCartney</td>
<td>$2,500</td>
</tr>
<tr>
<td></td>
<td>Asst. Varsity</td>
<td>Michael Smith</td>
<td>$2,000</td>
</tr>
<tr>
<td></td>
<td>Junior Varsity</td>
<td>Zach Galasso</td>
<td>$2,100</td>
</tr>
<tr>
<td></td>
<td>JV/Assistant</td>
<td>Jayson Monroe</td>
<td>$1,800</td>
</tr>
<tr>
<td></td>
<td>JV/Assistant</td>
<td>Adam Dodson</td>
<td>$1,800</td>
</tr>
<tr>
<td>Softball</td>
<td>Head Coach</td>
<td>Mark Kaminski</td>
<td>$4,700</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Kristin Kaminski</td>
<td>$3,270</td>
</tr>
<tr>
<td></td>
<td>JV/Assistant</td>
<td>Lainey Resetar</td>
<td>$3,270</td>
</tr>
<tr>
<td></td>
<td>Middle School</td>
<td>Keith Buckley</td>
<td>$2,970</td>
</tr>
<tr>
<td></td>
<td>MS Assistant</td>
<td>William Brooks</td>
<td>$2,660</td>
</tr>
<tr>
<td></td>
<td>Volunteer</td>
<td>Eryn Caragein</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Volunteer</td>
<td>Candice Drzik</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Volunteer</td>
<td>Bri Fischer</td>
<td></td>
</tr>
<tr>
<td>Tennis (Boys)</td>
<td>Head Coach</td>
<td>OPEN</td>
<td>$4,190</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Robert Svidron</td>
<td>$2,755</td>
</tr>
<tr>
<td>Track</td>
<td>Head Coach</td>
<td>Felix Yerace</td>
<td>$6,250</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Adam Mitchell</td>
<td>$4,040</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Randy McCann</td>
<td>$4,040</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Kaitlin Hogel</td>
<td>$4,040</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Jeff Sieg</td>
<td>$4,040</td>
</tr>
<tr>
<td></td>
<td>Middle School</td>
<td>Dennis Sarchet</td>
<td>$3,275</td>
</tr>
<tr>
<td></td>
<td>MS Assistant</td>
<td>Russell Klein</td>
<td>$2,660</td>
</tr>
<tr>
<td></td>
<td>MS Assistant</td>
<td>Sarah Hardner</td>
<td>$2,660</td>
</tr>
<tr>
<td></td>
<td>MS Assistant</td>
<td>Judi Fritz</td>
<td>$2,660</td>
</tr>
<tr>
<td>Volleyball (Boys)</td>
<td>Head Coach</td>
<td>Matthew Donovan</td>
<td>$4,190</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Michael Mull</td>
<td>$2,755</td>
</tr>
</tbody>
</table>
2. Middle School Girls Basketball – Grade 8

In compliance with the *Keystone Oaks Educational Association 2011-2016, Article XXVII, Athletic Positions and Compensation*, it is recommended that the Board approve the following individuals as coaches (with shared/split stipends) for the 2017 season:

- **Keith Buckley**  
  Coach  
  $1,535 (Stipend split)

- **James Feeney**  
  Coach  
  $1,535 (Stipend split)
BOARDS ACTION REQUESTED

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 December 31, 2016 (Check No. 52856 – 53060) $633,999.50
B. Risk Management as of December 31, 2016 (None) $0.00
C. Food Service Fund as of December 31, 2016 (Check No. 91111 – 9112) $2,960.97
D. Athletics as of December 31, 2016 (None) $0.00
E. Capital Reserve as of December 31, 2016 (Check No. 1554 – 1556) $176,130.26

TOTAL $813,090.73

II. RESOLUTION 01-17 TAX INDEX

It is recommended that the Board adopt Resolution 01-17 certifying to the PA Department of Education that the Keystone Oaks Board of School Directors will not raise the tax rate of any tax for the 2017/2018 fiscal year by more than its 2.5% index.

KEYSTONE OAKS SCHOOL DISTRICT
BOARD OF DIRECTORS
RESOLUTION 01-17

WHEREAS, on June 27, 2006, the Pennsylvania legislature passed Act 1 of Special Session 2006, entitled the “Taxpayer Relief Act” (hereinafter Act 1”);

WHEREAS, Act 1 requires school districts to limit tax increases to the level set by an inflation index unless the tax increase is approved by voters in a referendum or the school district obtains from the Department of Education or a court of common pleas certain referendum exceptions:

WHEREAS, Act 1 does, however, allow a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than its index, provided this resolution must be
adopted no later than 110 days prior to the date of the election immediately preceding the
upcoming fiscal year;

WHEREAS, the Keystone Oaks School District index for the 2017/2018 fiscal year is 2.5%;

WHEREAS, the Keystone Oaks School District Board of Directors has made the decision
that it shall not raise the rate of any tax for the support of the Keystone Oaks School District
for the 2017/2018 fiscal year by more than its index.

AND NOW, on this 17th day of January 2017, it is hereby RESOLVED by the Keystone
Oaks School District (hereinafter “District”) Board of Directors (hereinafter “Board”) the
following:

1. The Board certifies that it will not increase any school district tax for the 2017/2018 school
year at a rate that exceeds the index as calculated by the Pennsylvania Department of
Education.

2. The Board certifies that it will comply with the procedures set forth in Section 687, of the
Pennsylvania Public School Code (hereinafter “School Code”), 24 P.S. §6-687, for the
adoption of its proposed and final budget.

3. The Board certifies that increasing any tax at a rate less than or equal to the index will be
sufficient to balance its final budget of the 2017/2018 fiscal year.

4. The Administration of the District will submit the District’s information on a proposed
increase in the rate of a tax levied for the support of the District to the Pennsylvania
Department of Education on the uniform form prepared by the Pennsylvania Department of
Education no later than five days after the Board’s adoption of this Resolution.

5. The Administration of the District will send a copy of this Resolution to the Pennsylvania
Department of Education no later than five days after the Board’s adoption of this Resolution.

6. The Board understands and agrees that by passing this Resolution it is not eligible to seek
referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval
from the voters through a referendum to increase a tax rate by more than the index as
established for the 2017/2018 fiscal year.

7. Once this Resolution is passed, the Administration of the District is not required to comply
with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311
of Act 1. Provided however:

(a) The Board understands and agrees that, upon receipt of the information submitted by the
District as set forth in paragraphs 5 and 6 above, the Pennsylvania Department of Education
shall compare the District’s proposed percentage increase in the rate of the tax with the index.

(b) Within ten days of the receipt of this information, the Pennsylvania Department of Education
shall inform the District whether its proposed tax rate increase is less than or equal to the
index.
(c) If the Pennsylvania Department of Education determines that the District’s proposed increase in the rate of the District’s tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

BOARD PRESIDENT

CHARMAINE M. MASZTAK, ASSISTANT BOARD SECRETARY
## I. EXPENDITURE/REVENUE 2016 – 2017 BUDGET to ACTUAL / PROJECTION

<table>
<thead>
<tr>
<th>ACCT</th>
<th>DESCRIPTION</th>
<th>2016-2017 TOTAL</th>
<th>2016-2017 DECEMBER ACTUAL</th>
<th>OVER (UNDER) BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000</td>
<td>Local Revenue Sources</td>
<td>$28,874,424</td>
<td>$26,897,374</td>
<td>$(1,977,050)</td>
</tr>
<tr>
<td>7000</td>
<td>State Revenue Sources</td>
<td>$10,811,514</td>
<td>$3,984,116</td>
<td>$(6,827,398)</td>
</tr>
<tr>
<td>8000</td>
<td>Federal Revenue Sources</td>
<td>$847,073</td>
<td>$295,446</td>
<td>$(551,627)</td>
</tr>
<tr>
<td></td>
<td>Total Revenue</td>
<td>$40,533,011</td>
<td>$31,176,936</td>
<td>$(9,356,075)</td>
</tr>
</tbody>
</table>

**Revenue**

<table>
<thead>
<tr>
<th>ACCT</th>
<th>DESCRIPTION</th>
<th>2016-2017 TOTAL</th>
<th>2016-2017 DECEMBER ACTUAL</th>
<th>OVER (UNDER) BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Salaries</td>
<td>$15,839,295</td>
<td>$5,651,554</td>
<td>$10,187,741</td>
</tr>
<tr>
<td>200</td>
<td>Benefits</td>
<td>$10,401,758</td>
<td>$3,724,112</td>
<td>$6,677,646</td>
</tr>
<tr>
<td>300</td>
<td>Services</td>
<td>$1,660,250</td>
<td>$527,821</td>
<td>$1,132,429</td>
</tr>
<tr>
<td>400</td>
<td>Property Services</td>
<td>$1,215,100</td>
<td>$579,001</td>
<td>$636,099</td>
</tr>
<tr>
<td>500</td>
<td>Other Services</td>
<td>$4,886,463</td>
<td>$2,065,168</td>
<td>$2,821,295</td>
</tr>
<tr>
<td>600</td>
<td>Supplies/Books</td>
<td>$1,219,475</td>
<td>$841,001</td>
<td>$378,474</td>
</tr>
<tr>
<td>700</td>
<td>Equipment/Property</td>
<td>$870,175</td>
<td>$671,910</td>
<td>$198,265</td>
</tr>
<tr>
<td>800</td>
<td>Other Objects</td>
<td>$967,570</td>
<td>$473,324</td>
<td>$494,246</td>
</tr>
<tr>
<td>900</td>
<td>Other Financial Uses</td>
<td>$3,895,000</td>
<td>$3,281,017</td>
<td>$613,983</td>
</tr>
<tr>
<td></td>
<td>Total Expenditures</td>
<td>$40,955,086</td>
<td>$17,814,908</td>
<td>$23,140,178</td>
</tr>
</tbody>
</table>

**Expenditures**

<table>
<thead>
<tr>
<th>ACCT</th>
<th>DESCRIPTION</th>
<th>2016-2017 TOTAL</th>
<th>2016-2017 DECEMBER ACTUAL</th>
<th>OVER (UNDER) BUDGET</th>
</tr>
</thead>
<tbody>
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<td>Federal Revenue Sources</td>
<td>$847,073</td>
<td>$295,446</td>
<td>$(551,627)</td>
</tr>
<tr>
<td></td>
<td>Total Revenue</td>
<td>$40,533,011</td>
<td>$31,176,936</td>
<td>$(9,356,075)</td>
</tr>
</tbody>
</table>

**Revenues exceeding Expenditures**

<table>
<thead>
<tr>
<th>Description</th>
<th>2016-2017 TOTAL</th>
<th>2016-2017 DECEMBER ACTUAL</th>
<th>OVER (UNDER) BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$(422,075)</td>
<td>$13,362,028</td>
<td>$13,784,103</td>
</tr>
</tbody>
</table>
II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF DECEMBER 2016

<table>
<thead>
<tr>
<th>Bank Account - Status</th>
<th>Middle / High School</th>
<th>Athletics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Balance – 12/1/2016</td>
<td>$91,486.10</td>
<td>$42,473.02</td>
</tr>
<tr>
<td>Deposits</td>
<td>$2,746.44</td>
<td>$7,740.69</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$94,232.54</td>
<td>$50,213.71</td>
</tr>
<tr>
<td>Expenditures</td>
<td>$6,657.23</td>
<td>$0.00</td>
</tr>
<tr>
<td>Cash Balance - 12/31/2016</td>
<td>$87,575.31</td>
<td>$50,213.71</td>
</tr>
</tbody>
</table>

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF December 31, 2016

GENERAL FUND
- FNB BANK: $1,832,514
- PAYROLL (pass-thru account): $10,250
- FNB SWEEP ACCOUNT: $815,834
- ATHLETIC ACCOUNT: $50,214
- PLGIT: $12,669,804
- FNB Money Market: $3,502,072
- PSDLAF: $155,058
- INVEST PROGRAM: $171,347

BALANCE: $19,207,093

CAFETERIA FUND
- FNB BANK: $251,384
- PLGIT: $590,668

BALANCE: $842,052

CONSTRUCTION FUND / CAP RESERVE
- FNB BANK: $152,596
- PLGIT - GENERAL ACCOUNT: $1,100,000
- PLGIT - G.O. BOND SERIES C OF 2014/12-18: $760

BALANCE: $1,253,356

RISK MANAGEMENT FUND/TAX REFUNDS
- FNB BANK: $274,504

GRAND TOTAL: $21,577,005