KEYSTONE OAKS SCHOOL DISTRICT
1000 Kelton Avenue
Pittsburgh, PA 15216

BOARD OF SCHOOL DIRECTORS

WORK SESSION
TUESDAY, JANUARY 14, 2020
7:00 PM

BUSINESS/LEGISLATIVE SESSION
TUESDAY, JANUARY 21, 2020
7:00 PM
KEYSTONE OAKS SCHOOL DISTRICT
SCHOOL DIRECTORS’ CALENDAR OF COMING EVENTS

January 14, 2020 – Work Session

7:00 PM  Meeting

• Call to Order – President
• Pledge of Allegiance
• Presentation by Myers, Patsy & Associates
• Board Recognition
• Public Comment
• Review of Reports
• Public Comment
• Adjournment

January 21, 2020 – Business/Legislative

7:00 PM  Meeting

• Call to Order – President
• Pledge of Allegiance
• Public Comment
• Approval of Reports
• Public Comment
• Adjournment
BOARD PRESIDENT’S REPORT
January 21, 2020
Ms. Patricia A. Shaw

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Reorganization/Work Session Minutes of December 3, 2019 and the Business/Legislative Minutes of December 10, 2019.

II. MEMORANDUM OF UNDERSTANDING

It is recommended that the Board approve the Memorandum of Understanding between the Keystone Oaks School District and the Keystone Oaks Education Support Personnel Association.

FOR INFORMATION ONLY

I. Parkway West Career and Technology Center Report  Ms. Annie Shaw
II. SHASDA Report  Mr. Santo Raso
III. PSBA/Legislative Report  Mrs. Theresa Lydon
IV. News from the Boroughs

V. EXECUTIVE SESSION

VI. BOARD COMMITTEES 2020

• Activities and Athletics  *Ms. Lindsey, Ms. Donahue, Mr. LaPorte, Mrs. Lydon

• Budget and Finance  *Ms. Lindsey, Mrs. Lydon, Mr. Raso, Ms. Shaw

• Buildings, Grounds & Transportation  *Mr. Raso, Mr. Cesario, Mr. LaPorte, Ms. Shaw

• Communications  *Ms. Crowell, Ms. Evans, Mr. LaPorte, Mr. Raso

• Education  *Mrs. Lydon, Ms. Crowell, Mrs. Donahue, Ms. Lindsey

• Personnel  *Ms Shaw, *Mr. Cesario,
- Policy

- PSBA Representative

- SHASDA Representative

Ms. Crowell, Mrs. Lydon

*Ms. Shaw, Mr. Cesario,
Mrs. Donahue, Ms. Evans

Mrs. Lydon

Mr. Raso

*Denotes Chairperson(s)
Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. PROFESSIONAL DEVELOPMENT

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

Mrs. Emily Brill
PAFCS Annual Conference
Blair County Convention Center
Altoona, PA 16602
April 17 – 18, 2020

For Information Only

Ms. Brill is on the Board of Directors of the organization.

Mr. Jesse Jeznis
Certified Pool & Spa Operator Certification Program
Pittsburgh, PA
March 25-26, 2020

$359.00

Mr. John Lyon
Building Operating Management’s NFMT 2020
Baltimore Convention Center
Baltimore, MD
March 17 – 19, 2020

$1,200.00

Mrs. Carol Persin
PA Education Technology Expo & Conference
David L. Lawrence Convention Center
Pittsburgh, PA
February 23 – 26, 2020

$574.00

Mrs. Sarah Welch
2020 PenSPRA Symposium
Conference Center Shippensburg University
Shippensburg, PA 17257
March 25 – 27, 2020

$740.00
BOARD ACTION REQUESTED

I. ALLEGHENY INTERMIDATE UNIT MEMORANDUM OF UNDERSTANDING

The Administration recommends that the Board approve the AIU Transition Memorandum of Understanding between the Keystone Oaks School District and Head Start, in accordance with the Every Student Succeeds Act (ESSA) and Title I.

II. KEYSTONE OAKS MIDDLE SCHOOL: PROGRAM OF STUDIES

The Administration recommends the approval of the Keystone Oaks Middle School Program of Studies for the 2020/2021 school year.

III. KEYSTON EOAKS HIGH SCHOOL: PROGRAM OF STUDIES

The Administration recommends the approval of the Keystone Oaks High School Program of Studies for the 2020/2021 school year.
BOARD ACTION REQUESTED

I. RETIREMENT

It is recommended that the Board accept the letter of retirement from the following individual, effective June 30, 2020:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Years of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dawn Bartolomeo</td>
<td>Benefits/Payroll Secretary</td>
<td>14 Years</td>
</tr>
</tbody>
</table>

II. RESIGNATION

It is recommended that the Board accept the following resignation:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aretina Gdovic</td>
<td>Food Service Worker</td>
<td>January 6, 2020</td>
</tr>
</tbody>
</table>

III. APPOINTMENTS

1. **Paraprofessional**

   In compliance with the *Keystone Oaks Education Support Personnel Association Agreement 2018-2022*, the Administration recommends the employment of:

   **Robert Litzenberger**  
   Paraprofessional – Myrtle Avenue Elementary  
   Salary - $13.50/hour  
   Effective – January 6, 2020

2. **After-School Tutoring Program**

   It is recommended that the Board approve the following individual to participate in the After-School Tutoring Program for the 2019/2020 school year:

<table>
<thead>
<tr>
<th>Employee</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paige Passatore</td>
<td>Fred L. Aiken Elementary School</td>
</tr>
</tbody>
</table>
3. **Change in Stipend Amounts**

It is recommended that the Board approve the following change in stipend amount for the below stipends:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Position</th>
<th>Coach</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>Assistant</td>
<td>Steve McCormick</td>
<td>$5,800.00</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Russ Klein</td>
<td>$5,100.00</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>James Feeney</td>
<td>$5,100.00</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Jeff Sieg</td>
<td>$5,100.00</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Kobe Phillippi</td>
<td>$3,152.00</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Joe Kazalas</td>
<td>$3,152.00</td>
</tr>
<tr>
<td></td>
<td>Middle School</td>
<td>Paula Jankowiak</td>
<td>$2,784.00</td>
</tr>
<tr>
<td>Wrestling</td>
<td>Assistant</td>
<td>John Cerminara</td>
<td>$1,000.00</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Al Harris</td>
<td>$4,300.00</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Joe Kazalas</td>
<td>$4,500.00</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Mike Kazalas</td>
<td>$3,400.00</td>
</tr>
</tbody>
</table>

For Information Only

The Football Stipends were approved at the June 18, 2019 Business/Legislative Meeting but due to staffing responsibilities, stipend amounts were adjusted.

This Wrestling Stipends were approved at the October 22, 2019 Business/Legislative Meeting but due to staffing responsibilities, stipend amounts were adjusted.

IV. **TEACHING LOAD COMPENSATION**

In compliance with the *Keystone Oaks Education Association Agreement 2017/2020*, it is recommended that the following individuals be compensated for the first semester of the 2019/2020 school year:

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

   - Christine Chimento $1,000
   - Ken Hustava $2,000
   - Mark Kopper $2,000
   - Nancy Kraemer $1,000
   - Steve McCormick $1,000
   - John Murphy $1,000
   - Nadine Pisani $2,000
   - Joan Young $1,000

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

   - Emily Brill $1,000
Rebekah Brooks $1,000
Allyson Culp $200
Suzanne Deemer $600
William Eibeck $1,000
Nancy Kraemer $1,000
Tricia Kreitzer $400
Michelle McSwigan $400
Madeline Morris $200
Lainey Resetar $1,000
Kimberly Smykal $1,000
Randy Tobias $1,000

3. **Stipends for Teaching Two Preparations in One Period**

Nicole Kochanski $1,000
Kathy Morrow $1,000

4. **Elementary Teacher Stipends for First Semester**

Deborah Bucek $2,000
Elisa DeTullio $1,000
Daniel Galentine $710
Jennifer Harke $500
Kristie Rosgone $1,210
Judy Tredway $1,000
Zachary Whitfield $2,590

V. **LEAVE OF ABSENCE**

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

L.O. – Effective January 6, 2020 through March 30, 2020

S.S. – Effective February 13, 2020 through May 12, 2020
BOARD ACTION REQUESTED

I. APPROVAL OF THE 2020/2021 PRELIMINARY BUDGET

The Administration recommends the adoption of the 2020/2021 Preliminary Budget in accordance with Section 687 of the School Code of Pennsylvania.

For Information Only

The 2020/2021 Preliminary Budget is estimated at Expenditures of ________. The expected Revenues will be ___________ with the levying of ________ mills.

II. AUDITED FINANCIAL STATEMENTS

The Administration recommends that the Board accept the Audited Financial Statements as of June 30, 2019 as presented.

III. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH DECEMBER 31, 2019

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

A. General Fund as of December 31, 2019 (Check No. 61198-61344) $924,438.57
B. Food Service Fund as of December 31, 2019 (Check No. 9192-9203) $41,233.35
C. Athletics as of December 31, 2019 (Check No. 3163-3176) $11,909.87
D. Capital Reserve as of December 31, 2019 (None) $0.00

TOTAL $977,581.79

IV. CONTINUED MEMBERSHIP IN THE JOINT PURCHASING BOARD

It is recommended that the Board approve continued membership in the Allegheny Intermediate Unit’s Joint Purchasing Program for the 2019/2020 school year in the following areas, but not limited to:

- Electricity
- Gasoline and Diesel Fuel
- Natural Gas
- Copier Paper

The regular member position for the Joint Purchasing Program will be assigned to Joseph Kubiak,
Business Manager, and the alternate member position will be assigned to John Lyon, Director of Building, Grounds & Transportation.

For Information Only

This does not obligate the District to purchase materials from the AIU Joint Purchasing Program.

V. PARKWAY WEST CAREER & TECHNOLOGY CENTER BUDGET

1. The Administration recommends that the Board approve the Parkway West General Operating and Jointure Budget for the 2020/2021 school year as follows:

   2020/2021

   • Parkway West General Operating Budget $ 6,994,089
   • Parkway West Jointure Budget $ 723,154


   • Parkway West General Operating Budget $ 432,044.92
   • Parkway West Jointure Budget $ 38,527.28

For Information Only

The District’s estimated share toward the General Operating Budget reflects an increase of $30,606.91. The District’s estimated share toward the Jointure Budget is an increase of $974.21.
## I. EXPENDITURE/REVENUE 2019 – 2020 BUDGET to ACTUAL / PROJECTION

<table>
<thead>
<tr>
<th>ACCT</th>
<th>DESCRIPTION</th>
<th>2019-2020 BUDGET TOTAL</th>
<th>2019-2020 6 MONTH DECEMBER/ACTUAL</th>
<th>OVER (UNDER) BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000</td>
<td>Local Revenue Sources</td>
<td>$30,223,490</td>
<td>$27,226,632</td>
<td>$(2,996,858)</td>
</tr>
<tr>
<td>7000</td>
<td>State Revenue Sources</td>
<td>$12,272,835</td>
<td>$4,634,187</td>
<td>$(7,638,648)</td>
</tr>
<tr>
<td>8000</td>
<td>Federal Revenue Sources</td>
<td>$666,330</td>
<td>$182,643</td>
<td>$(483,687)</td>
</tr>
</tbody>
</table>

**Total Revenue**

<table>
<thead>
<tr>
<th></th>
<th>2019-2020 BUDGET TOTAL</th>
<th>2019-2020 6 MONTH DECEMBER/ACTUAL</th>
<th>OVER (UNDER) BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$43,162,655</td>
<td>$32,043,462</td>
<td>$(11,119,193)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCT</th>
<th>Description</th>
<th>2019-2020 BUDGET TOTAL</th>
<th>2019-2020 6 MONTH DECEMBER/ACTUAL</th>
<th>OVER (UNDER) BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Salaries</td>
<td>$17,552,090</td>
<td>$6,745,029</td>
<td>$10,807,061</td>
</tr>
<tr>
<td>200</td>
<td>Benefits</td>
<td>$11,027,539</td>
<td>$4,094,328</td>
<td>$6,933,211</td>
</tr>
<tr>
<td>300</td>
<td>Professional/Technical Services</td>
<td>$1,558,997</td>
<td>$926,327</td>
<td>$632,670</td>
</tr>
<tr>
<td>400</td>
<td>Property Services</td>
<td>$1,122,100</td>
<td>$443,985</td>
<td>$678,115</td>
</tr>
<tr>
<td>500</td>
<td>Other Services</td>
<td>$5,399,722</td>
<td>$2,271,906</td>
<td>$3,127,816</td>
</tr>
<tr>
<td>600</td>
<td>Supplies/Books</td>
<td>$1,444,142</td>
<td>$998,722</td>
<td>$445,420</td>
</tr>
<tr>
<td>700</td>
<td>Equipment/Property</td>
<td>$635,152</td>
<td>$599,158</td>
<td>$35,994</td>
</tr>
<tr>
<td>800</td>
<td>Other Objects</td>
<td>$566,455</td>
<td>$287,089</td>
<td>$279,366</td>
</tr>
<tr>
<td>900</td>
<td>Other Financial Uses</td>
<td>$4,645,250</td>
<td>$4,055,420</td>
<td>$589,830</td>
</tr>
</tbody>
</table>

**Total Expenditures**

<table>
<thead>
<tr>
<th></th>
<th>2019-2020 BUDGET TOTAL</th>
<th>2019-2020 6 MONTH DECEMBER/ACTUAL</th>
<th>OVER (UNDER) BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$43,951,447</td>
<td>$20,421,964</td>
<td>$23,529,483</td>
</tr>
</tbody>
</table>

### Revenues exceeding Expenditures

<table>
<thead>
<tr>
<th></th>
<th>2019-2020 BUDGET TOTAL</th>
<th>2019-2020 6 MONTH DECEMBER/ACTUAL</th>
<th>OVER (UNDER) BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$(788,792)</td>
<td>$11,621,498</td>
<td>$12,410,290</td>
</tr>
</tbody>
</table>

### Other Financing Sources/(Uses)

<table>
<thead>
<tr>
<th>Description</th>
<th>2019-2020 BUDGET TOTAL</th>
<th>2019-2020 6 MONTH DECEMBER/ACTUAL</th>
<th>OVER (UNDER) BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interfund Transfers In</td>
<td>$</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF DECEMBER 31, 2019

<table>
<thead>
<tr>
<th>Bank Account - Status</th>
<th>Middle / High School</th>
<th>Athletics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Balance - 12/1/2019</td>
<td>$81,371.40</td>
<td>$21,257.00</td>
</tr>
<tr>
<td>Deposits</td>
<td>$14,644.06</td>
<td>$5,195.66</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$96,015.46</td>
<td>$26,452.66</td>
</tr>
<tr>
<td>Expenditures</td>
<td>$3,567.06</td>
<td>$11,920.18</td>
</tr>
<tr>
<td>Cash Balance - 12/31/2019</td>
<td>$92,448.40</td>
<td>$14,532.48</td>
</tr>
</tbody>
</table>

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF DECEMBER 31, 2019

<table>
<thead>
<tr>
<th>BALANCE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL FUND</td>
<td></td>
</tr>
<tr>
<td>FNB BANK</td>
<td>$1,850,866</td>
</tr>
<tr>
<td>PAYROLL (pass-thru account)</td>
<td>$12,768</td>
</tr>
<tr>
<td>FNB SWEEP ACCOUNT</td>
<td>$628,102</td>
</tr>
<tr>
<td>ATHLETIC ACCOUNT</td>
<td>$14,532</td>
</tr>
<tr>
<td>PLGIT</td>
<td>$9,531,270</td>
</tr>
<tr>
<td>FNB MONEY MARKET</td>
<td>$5,470,449</td>
</tr>
<tr>
<td>PSDLAF</td>
<td>$161,738</td>
</tr>
<tr>
<td>INVEST PROGRAM</td>
<td>$180,182</td>
</tr>
<tr>
<td>OTHER POST-EMPLOYMENT BENEFITS</td>
<td>$1,968,204</td>
</tr>
<tr>
<td>COMPENSATED ABSENCES</td>
<td>$426,609</td>
</tr>
<tr>
<td></td>
<td>$20,244,720</td>
</tr>
<tr>
<td>CAFETERIA FUND</td>
<td></td>
</tr>
<tr>
<td>FNB BANK</td>
<td>$554,567</td>
</tr>
<tr>
<td>PLGIT</td>
<td>$685,257</td>
</tr>
<tr>
<td></td>
<td>$685,257</td>
</tr>
<tr>
<td>CONSTRUCTION FUND / CAP RESERVE</td>
<td></td>
</tr>
<tr>
<td>FNB BANK</td>
<td>$213,328</td>
</tr>
<tr>
<td>PLGIT - G.O. BOND SERIES C OF 2014/ 12-19</td>
<td>$796</td>
</tr>
<tr>
<td></td>
<td>$214,124</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$21,144,101</td>
</tr>
</tbody>
</table>
BOARD ACTION REQUESTED

I. MIDDLE SCHOOL FLOORING

It is recommended that the Board approve the replacement of the VCT Tile in the Middle School Cafeteria by Wilmac Floors at a cost not to exceed $14,995.00.
BOARD ACTION REQUESTED

I. ADVERTISE FOR ATHLETIC BIDS

It is recommended that the Board approve the advertisement of athletic bids for the Fall, Winter and Spring of the 2020/2021 school year.

II. COMPETITIVE EVENT

It is recommended that the Board approve the following competitive events:

Dance Team
GLCC Events
February 29, 2020
Number of Students – 16
District Funds - $800 ($50 per student) (Level I)

III. OVERNIGHT TRIP

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

Golden Eagles Marching Band – Washington, DC
Thursday, April 30 – Sunday, May 3, 2020
Sponsors – Mr. Eibeck, Ms. Caron, Ms. Fredrickson, Ms. Langhorst
Chaperones – Parent’s names to be provided closer to trip time
Approximate number of students participated – 60 – 65
Approximate cost per student: $750
No District funds requested