



**KEYSTONE OAKS SCHOOL DISTRICT**  
**1000 Kelton Avenue**  
**Pittsburgh, PA 15216**

**BOARD OF SCHOOL DIRECTORS**

**WORK SESSION**  
**TUESDAY, OCTOBER 10, 2017**  
**7:00 PM**

**BUSINESS/LEGISLATIVE MEETING**  
**TUESDAY, OCTOBER 24, 2017**  
**7:00 PM**

**KEYSTONE OAKS SCHOOL DISTRICT  
SCHOOL DIRECTORS' CALENDAR OF COMING EVENTS**

**October 10, 2017 – Work Session**

**7:00 PM Meeting**

- Call to Order – President
- Pledge of Allegiance
- **Highlighting Excellence Presentation – Mrs. Sarah Welch**
- Public Comment
- Review of Reports
- Public Comment
- Adjournment

**October 24, 2017 –Business/Legislative Meeting**

**7:00 PM Meeting**

- Call to Order – President
- Pledge of Allegiance
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

# BOARD PRESIDENT'S REPORT

October 24, 2017

Mr. Matthew Cesario

## BOARD ACTION REQUESTED

### I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of September 12, 2017 and the Business/Legislative Minutes of September 19, 2017.

### II. SUPERINTENDENT GOALS

It is recommended that the Board approve the following goals for William P. Stropkaj, Superintendent as per the Superintendent's Contract 2017/2022:

1. By December 22, 2017, revise Board Policy 122: Co-curricular Activities to become Extracurricular Activities and create administrative procedures for such policy.
2. By April 1, 2018, update the Job Description Manual that describes all positions within the organization using clearly defined language so that all employees are clear on the expectations of their position, that administration can more competently evaluate performance of those whom they supervise, and that all employees can develop their careers and understand their role within the organization.
3. By May 1, 2018, analyze the academic achievement of student subgroups (Special Education, ESL, and Economically Disadvantaged) and develop strategies to improve the academic achievement of these students.
4. By May 1, 2018, develop the leadership team by involving the administrative staff in a book study of *Total Leader 2.0: Leading in the Age of Empowerment* by Charles Schwahn and William Spady so as to create a professional leadership vocabulary and to foster professional dialogue that promotes the development of all present and future leaders within the District.

**FOR INFORMATION ONLY**

- |              |   |   |
|--------------|---|---|
| <b>I.</b>    | Parkway West Career and Technology Center Report    | <i>Ms. Annie Shaw<br/>Mr. Donald Howard - Alternate</i> |
| <b>II.</b>   | SHASDA Report                                       | <i>Ms. Raeann Lindsey</i>                               |
| <b>III.</b>  | Keystone Oaks Foundation for Educational Excellence | <i>Mr. Donald Howard</i>                                |
| <b>IV.</b>   | PSBA/Legislative Report                             | <i>Mr. Donald Howard</i>                                |
| <b>V.</b>    | Castle Shannon Borough Council Minutes              | <i>(Available Online)</i>                               |
| <b>VI.</b>   | Dormont Borough Council Minutes                     | <i>(Available Online)</i>                               |
| <b>VII.</b>  | Green Tree Borough Council Minutes                  | <i>(Available Online)</i>                               |
| <b>VIII.</b> | <b>EXECUTIVE SESSION</b>                            |   |

# EDUCATION REPORT

September 19, 2017

Ms. Raeann Lindsey, Chairperson

## **BOARD ACTION REQUESTED**

### **I. COLLABORATION WITH DUQUESNE UNIVERSITY**

It is recommended that the Board approve the collaboration with Duquesne University and the Keystone Oaks School District at a cost of \$19,080.00.

#### For Information Only

The collaboration will improve student motivation and engagement with content learning and initiate innovative and research-based models of teacher professional development focused on dynamic teacher and student learning. This will be an eight month project that would involve 28 special education teachers, three (3) English as a Second Language teachers, Mrs. Suzanne Lochie, Supervisor of Pupil Services and Ms. Desiree Burns, Supervisor of Special Education.

# PERSONNEL REPORT

October 24, 2017

Mr. David Hommrich, Chairperson  
Ms. Patricia A. Shaw, Co-Chairperson

## BOARD ACTION REQUESTED

### I. APPOINTMENTS

#### A. Professional Employee

In compliance with *Board Policy No. 404 – Employment of Professional Employees*, and the *Keystone Oaks Education Association Agreement 2017-2020*, the Administration recommends the employment of:

##### **Ramona Klein**

Part Time Librarian – Aiken Elementary School  
Effective October 20, 2017  
Salary - \$23,250.00 (pro-rated) (M+24, Step 3)

#### B. Classified Employees - Paraprofessional

In compliance with *Board Policy No. 504 – Employment of Classified Employees*, and the *Keystone Oaks Educational Support Personnel Association/PSEA/NEA 2014-2017*, the Administration recommends the employment of the following individuals, pending receipt of all legal documents:

##### **Janet Domalik**

Paraprofessional – Aiken Elementary  
Effective: September 25, 2017  
Salary - \$12.22 per hour

##### **Juliette Rusinko**

Paraprofessional – Myrtle Elementary  
Effective: September 28, 2017  
Salary - \$12.22 per hour

##### **Maddison Wycoff**

PCA Paraprofessional – Myrtle Elementary  
Effective: September 18, 2017  
Salary - \$12.72 per hour

**C. Food Service Personnel**

In compliance with *Board Policy No. 504 – Employment of Classified Employees*, it is recommended that the Board approve **Pamela Carrozzi**, effective September 25, 2017, as a Food Service Worker at the Middle School/High School at a rate of \$9.25/hour.

**D. Substitute Custodians**

In compliance with *Board Policy No. 504 – Employment of Classified Employees*, it is recommended that the Board approve the following employees.

Beverly Wallace  
Effective September 18, 2017

Diana Connolly  
Effective September 18, 2017

**E. After-School Tutoring Program**

It is recommended that the Board approve the following individuals to participate in the After-School Tutoring Program.

<u>Employee</u>	<u>School</u>
Dana Goimarac	Aiken Elementary School
Kaitlin Hensel	Aiken Elementary School
William Opperman	Aiken Elementary School
Elisa DiTullio	Myrtle Avenue Elementary School
Kristen Leitch	Myrtle Avenue Elementary School
Valerie Moore	Myrtle Avenue Elementary School
Nicole Niccolai	Myrtle Avenue Elementary School
Zachary Whitfield	Myrtle Avenue Elementary School
Jamie Barbin	Dormont Elementary School
Kristin Leitch	Dormont Elementary School
Hope Muno	Dormont Elementary School
Kelly Seltzer	Dormont Elementary School
Kylie Smith	Dormont Elementary School
Judith Tredway	Dormont Elementary School
Lisa Waskiewicz	Dormont Elementary School

**For Information Only**

The *After School Tutoring Program* is supported through the Ready to Learn Block Grant.

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

In compliance with the *Keystone Oaks Educational Association 2017-2020, Article XXVIII, Activities Positions and Compensation*, it is recommended that the following individuals be approved as sponsors for the 2017/2018 school year, pending receipt of all legal documents:

<u>Employee</u>	<u>Position</u>	<u>Compensation</u>
Nicole Zalek	MS Musical Director	\$2,500.00
Shane Hallam	Auditorium Coordinator	\$2,500.00
Pat Falsetti	Activities Coordinator	\$2,500.00
Beth Smith	Activities Coordinator	\$2,500.00

**G. Approval of Athletic Positions and Stipends**

In compliance with the *Keystone Oaks Education Associate Collective Bargaining Agreement 2017-2020, Article XXVII, Extra Duty Compensation, Sub-Section B: Athletic Positions and Compensation*, it is recommended that the Board approve the following individuals for the 2017/2018 school year:

<u>Sport</u>	<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Basketball (Boys)	Head Coach	<b>Phil McGivney</b>	\$6,300.00
	Assistant	<b>Corey Belovich</b>	\$4,090.00
	Assistant	<b>Jason Overand</b>	\$3,470.00
	Middle School	<b>Keith Buckley</b>	\$3,070.00
	Middle School	<b>Jim Feeney</b>	\$3,070.00
	Middle School	<b>Mike Orosz</b>	\$2,000.00
Basketball (Girls)	Volunteer	<b>Ben O'Connor</b>	
	Head Coach	<b>Ron Muszynski</b>	\$6,300.00
	Assistant	<b>Chuck Bogdan</b>	\$4,090.00
	Assistant	<b>Jennifer Martin</b>	\$3,470.00
	Middle School	<b>Keith Buckley</b>	\$3,070.00
	Middle School	<b>Jim Feeney</b>	\$3,070.00
Swimming	Middle School	<b>Taylor Hudson</b>	\$2,000.00
	Head Coach	<b>Jeff DiGiacomo</b>	\$5,800.00
Wrestling	Assistant	<b>Madeline Kay</b>	\$3,000.00
	Head Coach	<b>Andrew Bell</b>	\$6,300.00
	Assistant	<b>John Cerminra</b>	\$3,690.00
	Assistant	<b>Al Harris</b>	\$3,800.00
	Assistant	<b>Joseph Kazalas</b>	\$1,300.00
	Middle School	<b>Jason Neuman</b>	\$2,310.00
Middle School	<b>Mark Hutchin</b>	\$2,100.00	



## **H. Project Succeed**

It is recommended that the Board approve the following individual as a Project Succeed instructor for the 2017/2018 school year effective October 27, 2017:

**Danielle Kandrack**      Mathematics

## **I. Substitute Nurse**

In compliance with *Board Policy No. 504 – Employment of Classified Employees* it is recommended that the Board approve **Shelby Keebler** as a substitute nurse effective October 2, 2017.

## **II. LEAVE OF ABSENCE**

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

N.K. – Effective November 20, 2017 until February 26, 2018

P.F. – Effective November 22, 2017 until January 12, 2018

## **III. PERSONAL LEAVE**

It is recommended that the Board approve the following individual for a Personal Leave:

C.M. – Effective December 5, 2017 until January 16, 2018

# FINANCE REPORT

October 24, 2017

Mrs. Theresa Lydon, Chairperson

## 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. General Fund as of September 30, 2017 (Check No. 54879 – 55270)	\$1,117,074.72
B. Risk Management as of September 30, 2017 (None)	\$0.00
C. Food Service Fund as of September 30, 2017 (Check No. 9130 – 9130)	\$4.20
D. Athletics as of September 30, 2017 (None)	\$0.00
E. Capital Reserve as of September 30, 2017 (1576-1578)	\$432,205.62
<b>TOTAL</b>	<b>\$1,549,284.54</b>

### II. TRANSFER FROM GENERAL FUND TO CAPITAL RESERVE FUND

The Administration recommends the approval of a transfer of \$926,714.12 from the General Fund to the Capital Reserve Fund to cover the cost of the roofing project.

**FOR INFORMATION ONLY**

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

ACCT	DESCRIPTION	2017-2018 BUDGET TOTAL	2017-2018 SEPTEMBER ACTUAL	OVER (UNDER) BUDGET
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 29,205,575	\$ 23,472,483	\$ (5,733,092)
7000	State Revenue Sources	\$ 11,884,614	\$ 1,614,117	\$ (10,270,497)
8000	Federal Revenue Sources	\$ 847,073	\$ 150,512	\$ (696,561)
<b>Total Revenue</b>		<b>\$ 41,937,262</b>	<b>\$ 25,237,112</b>	<b>\$ (16,700,150)</b>
				<b>(OVER)</b>
				<b>UNDER</b>
				<b>BUDGET</b>
<b>Expenditures</b>				
100	Salaries	\$ 16,193,174	\$ 1,914,499	\$ 14,278,675
200	Benefits Professional/Technical	\$ 10,647,423	\$ 1,572,553	\$ 9,074,870
300	Services	\$ 1,420,450	\$ 238,112	\$ 1,182,338
400	Property Services	\$ 1,245,450	\$ 246,396	\$ 999,054
500	Other Services	\$ 5,051,476	\$ 970,013	\$ 4,081,463
600	Supplies/Books	\$ 1,456,761	\$ 573,657	\$ 883,104
700	Equipment/Property	\$ 749,916	\$ 444,903	\$ 305,013
800	Other Objects	\$ 767,612	\$ 20,213	\$ 747,399
900	Other Financial Uses	\$ 4,405,000	\$ 11,860	\$ 4,393,140
<b>Total Expenditures</b>		<b>\$ 41,937,262</b>	<b>\$ 5,992,206</b>	<b>\$ 35,945,056</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ -0-</b>	<b>\$ 19,244,906</b>	<b>\$ (19,244,906)</b>

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

<b>Bank Account - Status</b>	<b>Middle / High School</b>	<b>Athletics</b>
Cash Balance – 09/01/2017	\$ 88,173.95	\$ 66,721.41
Deposits	\$ 6,910.95	\$ 11,668.48
Subtotal	\$ 95,084.90	\$ 78,389.89
Expenditures	\$ 1,011.09	\$ 56.29
Cash Balance - 09/30/2017	\$ 94,073.81	\$ 78,333.60

**III. BANK BALANCES**

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

	<b>BALANCE</b>
<b>GENERAL FUND</b>	
FNB BANK	\$ 1,707,515
PAYROLL (pass-thru account)	\$ 1,307
FNB SWEEP ACCOUNT	\$ 1,325,731
ATHLETIC ACCOUNT	\$ 78,334
PLGIT	\$ 7,703,387
FNB Money Market	\$ 14,015,835
PSDLAF	\$ 155,779
INVEST PROGRAM	<u>\$ 172,461</u>
	<u><b>\$ 25,160,349</b></u>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 526,106
PLGIT	<u>\$ 982,100</u>
	<u><b>\$ 1,508,206</b></u>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 343,527
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	<u>\$ 764</u>
	<u><b>\$ 344,291</b></u>
<b>RISK MANAGEMENT FUND/TAX REFUNDS</b>	
FNB BANK	<u><b>\$ 274,188</b></u>
<b>GRAND TOTAL</b>	<b>\$ 27,287,034</b>

# FACILITIES REPORT

October 24, 2017

Mr. Matthew Cesario, Chairperson

## **BOARD ACTION REQUESTED**

### **I. BIDS REJECTION**

It is recommended that Board approve the rejection of bids for the Softball Dugouts.

#### For Information Only:

All bids received were higher than the District anticipated.

### **II. FOR INFORMATION ONLY FOR DISCUSSION**

Mt. Lebanon municipality has requested that Keystone Oaks School District grant permission to allow Mt. Lebanon municipality to relocate their indoor shooting range to a new facility that will be constructed near the Mt. Lebanon Golf Course on Pine Avenue.

### **III. FOR INFORMATION ONLY FOR DISCUSSION**

The Borough of Dormont has requested that a school zone be set up by PaDOT on Dell Avenue due to complaints about speed and pedestrian safety. Speed data was collected by the Borough and it was determined that it does not qualify for standard traffic calming devices (such as speed humps).

# ACTIVITIES & ATHLETICS REPORT

October 24, 2017

Mr. Robert Brownlee, Chairperson

## BOARD ACTION REQUESTED

### I. OVERNIGHT TRIPS

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

**Girls Softball – Cookeville and Nashville, TN**

Wednesday – Sunday – March 28 – April 1, 2018

Coaches – **Mark Kaminski, Kristin Kaminski and Lainey Resetar**

Chaperones – Jodi Hoffman, Jennifer Mentz

Approximate number of students participating: 29

Approximate cost per student - \$730.00

No District funds requested

**Grade 6 – Cleveland, OH and Castaway Bay**

Saturday – Sunday – May 5-6, 2018

Sponsors – **Lisa McMahon, Amy Torcaso**

Chaperones – Parent's names to be provided closer to trip time

Approximate number of students participating: 40-50

Approximate cost per student - \$329.00

No District funds requested

**Grade 7 – Washington, DC**

Saturday – Sunday – November 18-19, 2017

Sponsors – **Lisa McMahon, Amy Torcaso**

Chaperones – Parent's names to be provided closer to trip time

Approximate number of students participating: 40-50

Approximate cost per student - \$329.00

No District funds requested

**Grade 8 – Gettysburg and Hershey, PA**

Saturday – Sunday – June 2-3, 2018

Sponsors – **Lisa McMahon, Amy Torcaso**

Chaperones – Parent's names to be provided closer to trip time

Approximate number of students participating: 40-50

Approximate cost per student - \$389.00

No District funds requested

## II. EXTRA ATHLETIC WORKERS' POSITIONS – 2017/2018 SCHOOL YEAR

It is recommended that the Board approve the following extra athletic workers' positions for the 2017/2018 school year:

<u>Sport</u>	<u>Title</u>	<u>Amount per Game</u>
<b>V- Varsity; JV – Junior Varsity; MS – Middle School</b>		
<b>Baseball/Softball</b>	Game Manager (V)	\$75
<b>Boys/Girls Soccer</b>	Game Manager (V, JV, MS)	\$75
	Clock (V, JV)	\$70
	Ticket Taker (V, JV)	\$40
<b>Boys/Girls Volleyball</b>	Game Manager (V, JV, MS)	\$75
	Extra Security (V, JV)	\$50
	Clock (V, JV, MS)	\$70
<b>Boys/ Girls Basketball</b>	Scoreboard (JV, V, MS)	\$70
	Clock (V, JV, MS)	\$70
	Book (V, JV)	\$60
	Game Manager (V, JV, MS)	\$75
	Extra Security (V, JV)	\$50
	Ticket Takers (V, JV)	\$40
	Announcer (V, JV)	\$50
<b>Football</b>	Sticks (V)	\$50
	Clock (V, JV, MS)	\$70
	Announcer (V)	\$50
	Scoreboard (V)	\$70
	Stats (V)	\$60
	Video (V)	\$30
	Parking/Security (V)	\$70
	Ticket Takers (V)	\$40
	25 Second Clock (V)	\$75
	Game Manager (V, JV, MS)	\$75
<b>Swimming</b>	Game Manager (V, MS)	\$75
	Ticket Taker (V)	\$40
<b>Wrestling</b>	Scoreboard (V, MS)	\$70
	Ticket Take (V)	\$40
	Game Manager (V, MS)	\$75
	Extra Security (V, MS)	\$50

### **III. EXTRA ATHLETIC WORKERS' – 2017/2018 SCHOOL YEAR**

It is recommended that the Board approve the following individuals as extra athletic workers for the 2017/2018 school year:

<b>Roiann Backstrom</b>	<b>Nancy Kramer</b>
<b>Andy Bell</b>	<b>Craig Lawhead</b>
<b>James Bolt</b>	<b>Louis Lippert</b>
<b>Don Bowlin</b>	<b>Amy Longo</b>
<b>Keith Buckley</b>	<b>John McCarthy</b>
<b>John Buffington</b>	<b>Steve McCormick</b>
<b>Marco Canello</b>	<b>Ron Muszynski</b>
<b>John Cerminara</b>	<b>Ed Nock</b>
<b>Nancy DeLallo</b>	<b>Meghan O'Brien</b>
<b>Jeremy Diven</b>	<b>TJ O'Farrel</b>
<b>Kelly Diven</b>	<b>Mike Orsi</b>
<b>Emily Doyle</b>	<b>Greg Perry</b>
<b>Paul Elphinstone</b>	<b>Lainey Resetar</b>
<b>Diane Ferguson</b>	<b>Jeff Sieg</b>
<b>Jennifer Freese</b>	<b>Bill Simon</b>
<b>Judith Fritz</b>	<b>Kim Smykal</b>
<b>Kevin Gallagher</b>	<b>James Svidron</b>
<b>Sue Grand</b>	<b>Donda Snell</b>
<b>John Hoffman</b>	<b>Amy Torcaso</b>
<b>Ken Hustava</b>	<b>Jerry Tuite</b>
<b>Bill Irvine</b>	<b>Ryan Warner</b>
<b>Nick Kamberis</b>	<b>Jordan Zange</b>
<b>Rick Keebler</b>	
<b>Josh Kirchner</b>	