SHALER AREA SCHOOL DISTRICT
Combined COW/Voting Meeting
July 17, 2019 – Administration Building
Minutes

The Board of School Directors of the Shaler Area School District held a Combined Committee of the Whole/Voting Meeting on Wednesday, July 17, 2019, at the Shaler Area Administration Building, Glenshaw, PA, with Mr. Jim Tunstall, School Board President, presiding. This meeting began at 7:23 p.m.

Board Members Present:
- Mrs. Suzanna Donahue
- Mr. James Fisher
- Mr. Tim Gapsky
- Dr. April Kwiatkowski
- Mr. Jason Machajewski
- Mrs. Jeanne Petrovic
- Mrs. Eileen Phillips
- Mr. Steve Romac
- Mr. James Tunstall

Others Present:
- Mr. Sean Aiken, Superintendent
- Ms. Sherri Ludwig, Director of Business Affairs
- Mr. David Mongillo, Solicitor

Notice of this meeting was posted as required.

Mr. Tunstall opened the meeting at 7:23 p.m. and recognized the Public to Speak on Agenda Items.
- There was none.

Mr. Tunstall then turned it over to Mr. Aiken who introduced Mr. Steve Balsomico, high school Japanese teacher. Mr. Balsomico reported on a two-week Japanese homestay and school visit that he and eight high school students participated in over the summer. Mr. Balsomico explained that gift-giving is an important part of Japanese culture and presented several gifts that the Japanese teachers and students gave to Shaler Area including a print from a traditional novel, candy, and a large poster of Japanese calligraphy that read “we are one world.”

Mr. Tunstall called the meeting to order at 7:50 p.m. and invited all to stand for the Pledge of Allegiance.

On a motion by Mrs. Donahue and a second by Mr. Gapsky, the following Minutes were approved by all in attendance:
- Committee of the Whole Meeting – June 12, 2019
- Voting Meeting – June 19, 2019
- Special Voting Meeting – June 26, 2019

Mr. Tunstall then announced items tabled or removed from the agenda:
- There were none.

On a motion by Mr. Romac and a second by Mrs. Donahue, the agenda was approved by all Board members in attendance.
Mr. Aiken then announced the following Educational Items:

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>EDUCATION ITEMS RECOMMENDED FOR APPROVAL</th>
<th>SUP #</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1</td>
<td>Approve the Shaler Area School District Student Code of Conduct for the 2019-20 school year.</td>
<td>A.1</td>
<td>Student Code of Conduct</td>
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<td>A.2</td>
<td>Approve the Waterfront Learning Contract with the Allegheny Intermediate Unit for the 2019-20 school year.</td>
<td>A.2</td>
<td>Waterfront Learning Contract</td>
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<tr>
<td>A.3</td>
<td>Approve a contract with Wesley Family Services to provide SAP and mental health interventions for the 2019-20 school year.</td>
<td>A.3</td>
<td>Wesley Family Services Contract</td>
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Mr. Aiken then announced the following Discussion Item:

**Discussion Item:**

1. Shaler Area Education Foundation – Dr. Kwiatkowski reported that Beth Sanchez is the new president and the Foundation is in a place of significant growth. The Foundation recently distributed $2,900 to educators to get their classrooms ready for the fall. They also are getting organized. Mr. Romac is the chair of the Taste of Shaler Area, and Mrs. Philips is the chair of external communications.

- Mr. Gapsky asked about the Student Code of Conduct to confirm that someone is making sure the SRO is not involved in level I and II offenses so that he can focus on other areas of his job. Dr. Kwiatkowski said she is interested in finding a way for the SRO to increase the time devoted to education and engagement because it is important for prevention. Mr. Aiken agreed that the relationships and preventative work is important to the SRO’s job.

- Dr. Kwiatkowski asked if the amount in the contract for Item A.2 is per student or a total rate. Mr. Aiken said it does depend on enrollment. The spending is about half of what the district was spending two years ago. He added that it depends on the number of students and how much the district uses the services.

A motion was made by Mr. Romac with a second by Mrs. Donahue, to approve Items A.1-3.

After no further discussion, these items were then approved by a roll call vote.

Motion Carried: 9 aye; 0 nay
Mr. Aiken then presented the following Personnel items for approval.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PERSONNEL ITEMS RECOMMENDED FOR APPROVAL</th>
<th>SUP</th>
<th>ACTION TAKEN</th>
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<tbody>
<tr>
<td>B.1</td>
<td>Approve the following <strong>Retirements:</strong></td>
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<td>b. Anna Plant, Nurse’s Aide, Elementary School, effective retroactive to the end of the workday June 10, 2019.</td>
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<td>B.2</td>
<td>Approve the following <strong>Resignations:</strong></td>
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<td>a. Andrew Kraus, Computer Media Technician, Central Office, effective at the end of the workday July 5, 2019.</td>
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<td>b. Rebecca Rose Snyder, as an FT PE Elementary Education teacher, Elementary School, effective June 28, 2019.</td>
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<td>B.3</td>
<td>Approve the following <strong>Medical Sabbatical:</strong></td>
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<td>a. Sharon Isherwood, French teacher, for a Medical Sabbatical effective August 22, 2019 to June 8, 2020, returning to work at the beginning of the 2020-21 school year.</td>
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<td>B.4</td>
<td>Approve the following <strong>Leaves of Absence (LOAs):</strong></td>
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<td>a. Georjette McDonnell, English teacher, High School, for an extension to her unpaid leave of absence, effective August 22, 2019 and returning to work on or about January 22, 2020.</td>
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<td>LOA</td>
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<td>b. Ashley DiCriscio, Special Education teacher, High School, for a leave of absence, effective on or about November 12, 2019 and returning to work at the beginning of the 2020-21 school year.</td>
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<td>B.5</td>
<td>Approve the following <strong>FT 1.0 Professional Teachers (PEs)</strong> for the 2019-20 school year as follows:</td>
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<td>FT Professional Teachers</td>
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<td>a. Ryan Kinzler, a graduate of Penn State University and Arizona State University, as a FT 1.0 PE Middle School Math teacher, Middle School, effective August 22, 2019, at a Bachelor’s+20, Step 5 salary level.</td>
<td>B.5a.</td>
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<td>b. Luke Leiden, a graduate of the University of Pittsburgh, as a FT 1.0 PE Spanish Teacher, High School, effective August 22, 2019, at a Master’s+10, Step 7 salary level.</td>
<td>B.5b.</td>
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</tbody>
</table>
B.6 Approve the following FT 1.0 Temporary Professional Teachers (TPEs) for the 2019-20 school year as follows:

a. Erica McElhinny, a graduate of Slippery Rock University of Pennsylvania, as a FT 1.0 TPE Elementary Education teacher, Reserve Primary, effective August 20, 2019, at a Bachelor’s Steps 3/4 salary level.

b. Christine Landon, a graduate of the University of Pittsburgh, as a FT 1.0 TPE Middle School Math teacher, Middle School, effective August 20, 2019, at a Master’s Step 1 salary level.

B.7 Approve the following FT 1.0 Long Term Substitute Teachers (LTS) for the 2019-20 school year as follows:

a. Danielle McDonald, a graduate of Carlow University, as a FT 1.0 LTS Elementary Education teacher, Marzolf Primary, effective for the entire 2019-20 school year, at 85% of the Bachelor’s Step 2 salary level (prorated)

b. Amanda Facer, a graduate of La Roche College, as a FT 1.0 LTS English teacher, for Georjette McDonald, High School, effective August 22, 2019 to on or about January 21, 2020, at 85% of a Bachelor’s +20, Step 1 Salary level (prorated).

B.8 Approve the following Change in Status:

a. Lori Robinet,Mish from a FT Act 93 Administrator, Asst. Principal, Elementary School, to a Professional Employee, bargaining unit Family & Consumer Science teacher, Middle School, per her request, effective August 22, 2019, at a Master’s +20, Step 19 salary level.

B.9 Approve salary increases for Act 93 and Contracted Administrators, as per the Act 93 Agreement/Employment contracts, supplement attached, effective for the 2019-20 school year.

B.10 Rescind the following Supplemental Contracts for Coaches for the Fall Season of the 2019-20 school year:

Football (Fall)

a. Assistant 9th Bryan Gary

B.11 Approve the following Supplemental Contracts for Coaches for the Fall Season of the 2019-20 school year:

FOOTBALL (FALL)

a. Assistant JV Bryan Gary
b. Assistant 9th Blake Schaub
c. Assistant 9th Ben Yeckel

d. Boys Assistant Varsity Anthony Prodente

e. Girls 7th – 8th Stephen Borgen
B.12 Approve the Supplemental Contracts for Sponsors for the 2019-20 School Year. Compensation will be according to the terms and conditions of the Collective Bargaining Agreement:

B.13 Approve the following applicant in the Shaler Area Community Swim Program for the 2019-20 school year:

a. Aidan Brophy, Lifeguard

B.14 Approve the following Day-to-Day Substitute Teacher for the 2019-20 school year:

a. Lindsay Schirnhofer, Biology 7-12

Dr. Kwiatkowski asked if there were any adjustments to the supplements in Item B.12. Mr. Aiken said there are no changes but it is something that the district looks at every year.

Mr. Fisher asked what the difference was between the assistant JV coach and assistant 9th grade coach. Mr. Aiken said it was mainly a difference in pay.

Dr. Kwiatkowski asked if the district anticipated any additional hires. Mr. Aiken said there will be more in the month of August. Administration will share resumes with the board in the next board update.

Dr. Kwiatkowski also asked if there was any teacher movement with the class sizes. Mr. Aiken said the district is watching class sizes closely and that it is an ongoing process. Mr. Fisher asked specifically about Burchfield numbers. Mr. Aiken said they are fluctuating daily but at that moment the average size was under 25 students. The district is making calls to offer the option to move to Scott Primary to students in larger classes. Currently, Marzolf and Scott primaries are at 20 in K-1 and Reserve is under 20 students. Burchfield is at 25 students in 3rd grade and if it goes over that number, the district will need to do something.

A motion was made by Mrs. Donahue with a second by Mrs. Petrovich, to approve Items B.1-8, B.10-14.

After no further discussion, these items were then approved by a roll call vote.

Motion Carried: 9 aye; 0 nay

<table>
<thead>
<tr>
<th>Donahue</th>
<th>Fisher</th>
<th>Gapsky</th>
<th>Kwiatkowski</th>
<th>Machajewski</th>
<th>Petrovich</th>
<th>Phillips</th>
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A motion was made by Mrs. Donahue with a second by Dr. Kwiatkowski, to approve Item B.9.

After no further discussion, this item was then approved by a roll call vote.

Motion Carried:  7 aye; 2 nay

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<tr>
<th>Donahue</th>
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<td>Y</td>
<td>Y</td>
<td>N</td>
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Ms. Ludwig then presented the following Finance items for approval:

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>FINANCE &amp; OPERATION ITEMS RECOMMENDED FOR APPROVAL</th>
<th>SUP #</th>
<th>ACTION TAKEN</th>
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<tbody>
<tr>
<td>C.1</td>
<td>Approve Fund Profiles:</td>
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<tr>
<td>A.</td>
<td>General Fund – Schedule of Bills and Addendum</td>
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<td>Fund Profiles</td>
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<tr>
<td>B.</td>
<td>Cafeteria Fund – Schedule of Bills</td>
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<tr>
<td>C.</td>
<td>Bond Proceeds – Schedule of Bills</td>
<td></td>
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<tr>
<td>D.</td>
<td>Year-to-Date Financial Reports</td>
<td></td>
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<tr>
<td>E.</td>
<td>Fund Profiles and Investments</td>
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<tr>
<td>C.2</td>
<td>Approve a four-year lease agreement with Apple Financial Services for 860 iPads (650 for students in grades 7 and 10, and 210 for K-6 staff). Total cost is $252,840 pending solicitor review and approval.</td>
<td></td>
<td>Apple Financial Services Lease</td>
</tr>
<tr>
<td>C.3</td>
<td>Approve the E-rate Consulting Services agreement with Debra M. Kriete in the amount of $7.5K for the 2019-20 fiscal year.</td>
<td></td>
<td>E-rate Consulting Services Agreement</td>
</tr>
<tr>
<td>C.4</td>
<td>Approve the bid award to Woltz &amp; Wind Ford, Inc for 2019 Ford F-350 in the amount of $49,947.</td>
<td></td>
<td>Woltz &amp; Wind Ford Bid Award</td>
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</table>

➢ Mr. Fisher asked for clarification on Item C.3. Ms. Ludwig explained that the e-rate is the amount of money the district gets back from the government for investing in technology.

➢ Dr. Kwiatkowski asked about closing out the year for The Nutrition Group. Ms. Ludwig said they are hoping to break even, but the district is still guaranteed $10,000 profit.
Ms. Ludwig then presented the following Information Items:

Informational Items:

   - Mr. John Kaib, supervisor of Buildings and Grounds, said the utility truck is fully equipped to plow; it will not transport or spread salt. After a brief discussion, the board asked that the item be added to the July agenda and be voted on that evening.
   - Mr. Tunstall asked what the budgeted amount for the new vehicle was. Mr. Kaib said it was budgeted for $70,000.

2. ESCo, RFP submissions due today at 2PM.
   - Ms. Ludwig said the district received one bid from TEN and will review it as an administration. Mr. Aiken added that the administration hopes to bring in the company to present to the board. Mr. Romac asked why the other companies dropped out. Mr. Aiken said they dropped out because of the amount of work the RFP required. The district extended the deadline for one of the companies but it made the decision not to proceed. Ms. Ludwig said the ESCo project is in the capital improvement plan but the district has some time to analyze the plan to move forward. Mr. Romac asked if there is a better time to ask for a proposal since two companies dropped out. Ms. Ludwig said when it comes down to the RFP one company didn’t want to go in to a bidding war with another company. The district also made the decision to go beyond the RFQ process to require an RFP from the bidding companies. Mr. Kaib said the process of putting together an RFP is a lot of work and it costs the companies to do that work. TEN spent five to six weeks going through the district’s buildings, blue prints, bills, etc. He said if the company doesn’t meet its guarantees then they have to pay the school district. Ms. Ludwig said the process is something contractors and ESCos go through but ultimately it is the district’s decision what it chooses to do.

A motion was made by Mr. Romac with a second by Mrs. Petrovich, to approve Items C.1-4.

After no further discussion, these items were then approved by a roll call vote.

Motion Carried:  9 aye; 0 nay

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Mr. Tunstall then announced the following upcoming meetings:
- Wednesday, August 14, 2019
  - 6:00 p.m. – Executive Session
  - 7:15 p.m. – Combined COW/Voting Meeting
- Wednesday, August 21, 2019
  - 6:00 p.m. – Executive Session
  - 7:15 p.m. – Voting Meeting

Announcement of Past Executive Sessions was made by Mr. Tunstall.

Mr. Tunstall then asked if there was any other business to come before the board.
- There was none.
After no further items were presented, on a motion by Mrs. Phillips and second by Mrs. Petrovich, the Business Meeting was adjourned at 8:26 p.m.

Mr. Tunstall then recognized the public to speak on any non-agenda item:

- Jason Fedorek, of Lily Drive, is the Shaler Area boys lacrosse booster president. He said he applied for a permit on July 2 to host a skills clinic with the University of Pittsburgh men’s lacrosse team. He said he followed the same parameters for scheduling as he would during the school year, anticipating that the facility would not cost the booster group any additional funds, however, on Monday, he received notification that it would cost the group $408 to rent the facility for the event. He said when he submitted the permit, no one told him that no one works on Saturdays during the summer and therefore the booster group would be responsible for paying for someone from the district to work during that time. At the request of the school board, Mr. Fedorek went on to explain in detail the clinic planned for August 3. The fee for participants is $60 and the proceeds are a fundraiser to benefit the lacrosse program. He said the booster group currently has about $3,000 in its account which covers the program for the upcoming season. He requested a reduction of the rental fee or a change to the permit system to notify applicants when a fee will be incurred. Mr. Kaib said the permit office is able to inform applicants how much a rental would cost. Dr. Kwiatkowski said it’s not common knowledge that no one works on the weekends in the summer. Mr. Fedorek emphasized that he’d like for it to be possible to know immediately when a fee will be incurred, not wait until after the permit is approved. Discussion continued on the clinic, the permit process, and number of students in the program. Mr. Fedorek also addressed a misunderstanding in advertising that led some to believe the program was a Pitt program, not one hosted by the booster group. Discussion continued on whether or not the permit should have been processed as an outside organization. Mr. Aiken said the district and board understood his concern and will work on the process. He then directed the board to decide as a group if it wants to waive the rental fee. Mr. Gapsky suggested that since there was a problem with timing and people being on vacation which delayed the approval of the permit, he recommended the district split the cost with the booster group. Mr. Tunstall said there is a policy in place, but since the situation has never happened before, he was in agreement with Mr. Gapsky’s suggestion. A straw poll resulted in the board agreeing to split the cost with the boosters. Mr. Aiken said the bigger concern is the timing, especially with people on vacations, the issue is more about the summertime.

When no one approached the podium, the meeting’s Final Adjournment occurred at 9:03 p.m.

Respectfully submitted,

Bethany Baker
Assistant Board Secretary