

*SHALER AREA SCHOOL DISTRICT  
Voting Meeting  
May 15, 2019 – Administration Building  
Minutes*

The Board of School Directors of the Shaler Area School District held a Voting Meeting on Wednesday, May 15, 2019, at the Shaler Area Administration Building, Glenshaw, PA, with Mr. James Tunstall, School Board President, presiding. This meeting began at 7:19 p.m.

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

Not Present: Mr. Tim Gapsky

Others Present: Mr. Sean Aiken, Superintendent  
Dr. Bryan O’Black, Assistant Superintendent  
Ms. Sherri Ludwig, Director of Business Affairs  
Mr. Matt Hoffman, Solicitor

Notice of this meeting was posted as required.

- Mr. Tunstall opened the meeting at 7:19 p.m. and recognized the Public to Speak on Agenda Items.
  - Dorothy Petrancosta, of Skylark Drive, said she was looking for an explanation for many of the increases in the proposed budget.
- Mr. Tunstall called the meeting to order at 7:21 p.m. and invited all to stand for the Pledge of Allegiance.
- On a motion by Mr. Fisher and a second by Mrs. Donahue, the following Minutes were approved by all in attendance:
  - Combined COW/Voting Meeting – April 17, 2019
- Mr. Tunstall then announced items tabled or removed from the agenda:
  - There were none.
- On a motion by Dr. Kwiatkowski and a second by Mrs. Donahue, the agenda was approved by all Board members in attendance.

Dr. O’Black then announced the following Education Items:

<u>ITEM</u>		<u>SUP</u>	<u>ACTION</u>
#	<u>EDUCATION ITEMS RECOMMENDED FOR APPROVAL</u>	#	<u>TAKEN</u>
A.1	Approve the adoption of the Pearson Education ReadyGEN K-5 English Language Arts program ©2016. Total cost of the program is \$380,292.91.	A.1	<u>K-5 ELA Program Adoption</u>
A.2	Approve the adoption of the Pearson Education MyPerspectives Grade 6 English Language Arts program ©2016. Total cost of the program is \$39,842.50.	A.2	<u>Grade 6 ELA Program Adoption</u>

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- |   |     |  |
|---|-----|--|
| A.3 Approve the second reading of the following new policy:     | A.3 | <u>New Policy – 2<sup>nd</sup> Reading</u>     |
| a. Policy No. 311 – Reduction of Staff                          |     |  |
| A.4 Approve the second reading of the following revised policy: | A.4 | <u>Revised Policy – 2<sup>nd</sup> Reading</u> |
| a. Policy No. 108 – Adoption of Textbooks                       |     |  |

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

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

ACTION:  
Approved  
Items A.1-4

Motion Carried: 8 aye; 0 nay

Donahue	Fisher	Gapsky	Kwiatkowski	Machajewski	Petrovich	Phillips	Romac	Tunstall
Y	Y	Absent	Y	Y	Y	Y	Y	Y

Dr. O’Black then presented the following Personnel items for approval.

<u>ITEM</u> #	<u>PERSONNEL ITEMS RECOMMENDED FOR APPROVAL</u>	<u>SUP</u> #	<u>ACTION</u> <u>TAKEN</u>
B.1	Approve the following <b>Retirements:</b>		<u>Retirements</u>
a.	G. Scott Lamphere, Math teacher, High School, effective at the end of the workday on June 10, 2019.		
b.	Sandra Werderitch, Health & Physical Education teacher, High School, effective at the end of the workday on June 10, 2019.		
c.	Kenneth Sharer, Maintenance, Buildings & Grounds, effective at the end of the workday on June 28, 2019.		
B.2	Approve the following <b>Resignation:</b>		<u>Resignation</u>
a.	Jennifer Joy-Hartz, PT Administrative Assistant, Buildings & Grounds, effective May 21, 2019.		
B.3	Approve the following <b>Leaves of Absence (LOAs):</b>		<u>LOA</u>
a.	Alyssa Cipriani, Academic Support Coach, Burchfield Primary, for a leave of absence effective on or about November 26, 2019, and returning to work at the beginning of the 2020-21 school year (the non-FMLA portion of her leave)		
b.	Amy Shine, Elementary Education teacher, Marzolf Primary, for an unpaid Parental leave of absence, effective May 13, 2019 and returning to work at the beginning of the 2019-20 school year.		

- B.4 Approve the following employees for the **Summer STEAM Camp Program**, held at the Elementary School, effective from 6/11/19 to 6/14/19. Compensation will be in accordance with the Collective Bargaining Agreement. Summer STEAM Camp Employees
- |    |                   |                  |
|----|-------------------|------------------|
| a. | Coordinator       | Cari Brandt-Kelm |
| b. | Nurse             | Kim Armstrong    |
| c. | Class Facilitator | Albert Dietrich  |
| d. | Class Facilitator | Joseph Malloy    |
| e. | Class Facilitator | Michael Penn     |
| f. | Class Facilitator | Heather Oros     |
| g. | Class Facilitator | Craig Wells      |
| h. | Class Facilitator | Tara Wells       |
| i. | Class Facilitator | Zachery Fisher   |
| j. | Class Facilitator | Tracy Driver     |
| k. | Class Facilitator | Chloe Stanczak   |
| l. | Class Facilitator | Therasa Joseph   |
| m. | Class Facilitator | Cathy Fischer    |
- B.5 Approve the following employees for the **Extended School Year (ESY) Program**, held at Scott Primary, effective from 7/8/19 to 8/1/19. Compensation will be in accordance with the Collective Bargaining Agreement. ESY Employees
- |    |                                     |  |
|----|-------------------------------------|--|
| a. | Julie Igims (Program Supervisor)    | i. Andrew Sieber (Counselor/Social Skills) |
| b. | Cathy Fischer (Primary Teacher)     | j. Marti Beer (Speech Clinician)           |
| c. | Kim Young (Primary Teacher)         | k. Christina Erdlen (Nurse)                |
| d. | Erin Abel (Primary Teacher)         | l. Robin Frye (Substitute Teacher)         |
| e. | Amanda Carter (Primary Teacher)     | m. Erika Carson (Substitute Teacher)       |
| f. | M. Ellen Helfrich (Primary Teacher) | n. Maria Swartzbaugh (Substitute Teacher)  |
| g. | Brunella Truby (Primary Teacher)    | o. Steve Seidelson (Substitute Teacher)    |
| h. | Linda Hrynyszak (Secondary Teacher) |  |
- B.6 Approve the supplement contracts for **Grade Level Chair Coaches – Grades K-3 (Non-Building Specific Positions)** for the 2019-20 school year. Compensation will be in accordance with the terms of the Collective Bargaining Agreement. B.6 Supplemental Contracts – Grade Level Chair Coaches
- B.7 Approve the supplemental contracts for **Building Support Coaches-Technology** for the 2019-20 school year. Compensation shall be in accordance with the terms of the Collective Bargaining Agreement. B.7 Supplemental Contracts – Building Support Coaches-Technology
- B.8 Approve the following teachers for the **PT Summer Math Program-Exact Path**, effective 7/23/19 to 8/16/19. Compensation will be in accordance with the terms of the Collective Bargaining Agreement. Summer Math Program-Exact Path Teachers
- |    |                           |
|----|---------------------------|
| a. | Kim Young – Instructor    |
| b. | Jan Larrimer – Instructor |

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B.9 Approve the employment of select Special Education, Speech and Gifted teachers for summer evaluations, Individual Education Plan (IEP) writing and Curriculum writing (cost estimate not to exceed \$5,000, including Social Security and other payroll costs).

Summer  
Employment  
Positions

B.10 Approve the following 8 students for **temporary summer employment** for 2019, according to the provisions set forth in the **Summer Employment Program** (up to 30 students), adopted by the Board on February 20, 2019. 20 applicants were approved at the April 17, 2019 Board Meeting, and all subsequent applicants will be approved in numbered order, in the event that previously approved students decline the position, then the next numbered applicant will be called.

Summer  
Employment  
Program Students

- 21. Brendan Porter June 10, 2019
- 22. Lacey Lippert June 10, 2019
- 23. Mackenzie Malone June 10, 2019
- 24. Douglas Giovengo June 10, 2019
- 25. Thomas Streiff June 10, 2019
- 26. Kiley Rowell June 10, 2019
- 27. Nicholas Rispoli June 10, 2019
- 28. Timothy Sutton June 10, 2019

B.11 Approve the following day-to-day **Substitute Teachers** for the 2018-19 school year:

Day-to-Day  
Substitutes –  
Teachers

- a. Hayley Brodt, Speech & Language Impaired PK-12 (retro to 4/29/19)
- b. Matthew Kamenicky, Early Childhood N-3 & Special Ed PK-8
- c. Ann Ryan, Elementary K-6, Special Ed PK-12, Mid-Level English 6-9, and Reading Specialist PK-12

B.12 Approve the following day-to-day **Substitute Clerical** for the 2018-19 school year:

Day-to-Day  
Substitutes –  
Clerical

- a. Courtney Skerlong

A motion was made by Mrs. Petrovich with a second by Dr. Kwiatkowski, to approve Items B.1-12.

Dr. Kwiatkowski asked what level Item B.8 addressed. Dr. O’Black said it was for primary students in Marzolf and Reserve and is grant-funded, specific to these schools. After no further discussion, these items were then approved by a roll call vote.

ACTION:  
Approved  
Items B.1-12

Motion Carried: 8 aye; 0 nay

Donahue	Fisher	Gapsky	Kwiatkowski	Machajewski	Petrovich	Phillips	Romac	Tunstall
Y	Y	Absent	Y	Y	Y	Y	Y	Y

Ms. Ludwig then presented the following Finance items for approval:

<u>ITEM #</u>	<u>FINANCE &amp; OPERATION ITEMS RECOMMENDED FOR APPROVAL</u>	<u>SUP. #</u>	<u>ACTION TAKEN</u>												
C.1	APPROVE FUND PROFILES A. General Fund – Schedule of Bills and Addendum B. Cafeteria Fund – Schedule of Bills C. Bond Fund – Schedule of Bills D. Budget Transfers E. Year-to-Date Financial Reports F. Fund Profiles and Investments G. Student Activity Funds & Investments – High School, Middle School, and Elementary School Accounts – January 1, 2019 through March 31, 2019	C.1A C.1B C.1C C.1D C.1E C.1F C.1G	<u>Fund Profiles</u>												
C.2	Cafeteria Operating Statement	C.2	<u>Cafeteria Operating Statement</u>												
C.3	Approve the proposed 2019-20 A.W. Beattie Center Budget as approved by the A.W. Beattie Center Joint Operating Committee on April 25, 2019, totaling \$9,885,290. The Shaler Area School District share is as follows:	C.3	<u>Proposed A.W. Beattie Center Budget</u>												
	<table border="1"> <thead> <tr> <th></th> <th>2019-20 School Year</th> <th>Change</th> </tr> </thead> <tbody> <tr> <td>Beattie Operating Budget</td> <td>\$1,359,771</td> <td>\$57,174</td> </tr> <tr> <td>Debt Service</td> <td>\$ 190,143</td> <td>\$ 308</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$1,549,914</b></td> <td><b>\$57,482</b></td> </tr> </tbody> </table>		2019-20 School Year	Change	Beattie Operating Budget	\$1,359,771	\$57,174	Debt Service	\$ 190,143	\$ 308	<b>Total</b>	<b>\$1,549,914</b>	<b>\$57,482</b>		
	2019-20 School Year	Change													
Beattie Operating Budget	\$1,359,771	\$57,174													
Debt Service	\$ 190,143	\$ 308													
<b>Total</b>	<b>\$1,549,914</b>	<b>\$57,482</b>													
C.4	Recommend the award of the following bids that were opened on March 25, 2019:	C.4	<u>Award Bids for Supplies</u>												
	<table border="1"> <tbody> <tr> <td>Art Supplies</td> <td>Recommend as submitted</td> </tr> <tr> <td>Consumable Products</td> <td>Recommend as submitted</td> </tr> <tr> <td>Lumber</td> <td>Recommend as submitted</td> </tr> <tr> <td>Science Supplies</td> <td>Recommend as submitted</td> </tr> <tr> <td>Physical Education</td> <td>Recommend as submitted</td> </tr> </tbody> </table>	Art Supplies	Recommend as submitted	Consumable Products	Recommend as submitted	Lumber	Recommend as submitted	Science Supplies	Recommend as submitted	Physical Education	Recommend as submitted				
Art Supplies	Recommend as submitted														
Consumable Products	Recommend as submitted														
Lumber	Recommend as submitted														
Science Supplies	Recommend as submitted														
Physical Education	Recommend as submitted														
C.5	Approve the appointment of Jeanne Hohlweg as District Treasurer effective July 1, 2019 through June 30, 2020.		<u>Appointment of District Treasurer</u>												
C.6	Approve the Pennsylvania Department of Education’s Division of Food and Nutrition Annual Food Service Management Company (FSMC) contract from July 1, 2019 through June 30, 2020 with The Nutrition Group to provide the operation of the food service program for the District. This contract is renewable for each school year up to June 30, 2023. The Nutrition Group’s 2019-20 budget is approximately \$63K profit.	C.6	<u>Food and Nutrition Service Management Contract</u>												
C.7	Recommend the adoption of the 2019-20 Proposed Final Budget in accordance with Section 687 of the School Laws of Pennsylvania and requests authorization for the budget to be made available for public inspection for 10 days beginning not later than May 30, 2019. The 2019-20 Proposed Final Budget is estimated at	C.7	<u>Proposed Final Budget</u>												

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\$88,568,892 with the levying of 23.5319 mills. Approval of the 2019-20 Final General Fund Budget is scheduled for June 19, 2019.

	<b>2018-19 Final Budget</b>	<b>2019-20 Proposed Final Budget</b>
<b>REVENUES</b>		
6000-Local Sources	\$53,487,335	\$55,236,100
7000-State Sources	\$27,978,578	\$28,432,019
8000-Federal Sources	\$720,000	\$1,046,000
9000-Other (Fund Balance)	\$2,781,762	\$3,854,773
<b>TOTAL REVENUES</b>	<b>\$84,967,675</b>	<b>\$88,568,892</b>
<b>EXPENDITURES</b>		
	<b>2018-19 Final Budget</b>	<b>2019-20 Proposed Final Budget</b>
1100-Regular Instruction	\$36,645,769	\$36,051,951
1200-Special Education Instruction	\$11,999,548	\$13,212,557
1300-Vocational Education Instruction	\$1,587,725	\$1,642,642
1400-Other Instructional Programs	\$1,444,435	\$1,401,274
2100-Pupil Personnel	\$2,792,876	\$3,625,817
2200-Instructional Staff Services	\$1,060,682	\$1,744,645
2300-Administration	\$3,982,275	\$4,093,863
2400-Pupil Health	\$1,237,227	\$1,220,439
2500-Support Services-Business	\$865,027	\$896,640
2600-Operation & Maintenance	\$7,714,118	\$7,805,769
2700-Student Transportation	\$4,897,181	\$5,552,876
2800-Support Services-Central	\$1,728,490	\$1,559,479
2900-Other Support Services	\$65,000	\$67,000
3200-Student Activities & Athletics	\$1,600,220	\$1,630,603
3300-Community Services	\$34,750	\$47,200
4600-Building Improvement	\$20,000	\$20,000
5100-Refunds from Prior Years' Expenditures, Lease/Loan Payments	\$252,342	\$201,173
5200-Debt Service Fund Transfer-Bonds	\$7,040,100	\$7,494,964
<b>TOTAL EXPENDITURES</b>	<b>84,967,675</b>	<b>\$88,268,892</b>

- Ms. Ludwig explained the district’s challenge with revenues not increasing in alignment with state and federal mandates. The district is receiving level funding from the state. There was a large increase in special education spending. She went on to explain that many of the large increases and decreases in the 2019-20 budget were due to changes made in reporting. Ms. Ludwig said her department went through and categorized people based on function to align everyone correctly. Moving forward, percent changes in the budget should be more stable because of that. Ms. Ludwig explained the two databases that the district uses for payroll and budgeting and how the district reconciled the two lists to make sure everyone was appropriately placed.
- Dr. Kwiatkowski asked if having one director budgeted in Item C.6 was a concern with 4,500 students in seven facilities and asked if it can be addressed if it does become a concern. Kim Cassidy, regional director for The Nutrition Group, said because the employee Sue Cook was previously the kitchen manager at the high school, she has a better handle on managing the staff. She added that The Nutrition Group will continue to meet once per month

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with the district, and if it becomes an issue, they will address it. Mrs. Petrovich added that she has heard that Sue Cook was missed and staff is glad to have her back.

- Mr. Tunstall asked about the transportation increase. Ms. Ludwig said the increase was about \$600,000 overall. The 2018-19 budget included a small increase, and Ms. Ludwig predicts that the district will be over budget, so in 2019-20, she factored in a larger increase.

A motion was made by Mrs. Petrovich with a second by Mr. Fisher, to approve Items C.1b-f, C.2-7.

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

Motion Carried: 7 aye; 1 nay; 1 absent

ACTION:  
Approved  
Items C.1b-  
f, C.2-7

Donahue	Fisher	Gapsky	Kwiatkowski	Machajewski	Petrovich	Phillips	Romac	Tunstall
N	Y	Absent	Y	Y	Y	Y	Y	Y

A motion was made by Mrs. Petrovich with a second by Mrs. Donahue, to approve Item C.1a.

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

Motion Carried: 6 aye; 2 nay; 1 absent

ACTION:  
Approved  
Item C.1a

Donahue	Fisher	Gapsky	Kwiatkowski	Machajewski	Petrovich	Phillips	Romac	Tunstall
Y	Y	Absent	Y	Y	Y	N	N	Y

A motion was made by Mrs. Petrovich with a second by Mrs. Donahue, to approve Item C.1g.

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

Motion Carried: 5 aye; 3 nay; 1 absent

ACTION:  
Approved  
Item C.1g

Donahue	Fisher	Gapsky	Kwiatkowski	Machajewski	Petrovich	Phillips	Romac	Tunstall
Y	Y	Absent	N	Y	Y	N	N	Y

- Mr. Tunstall then announced the following upcoming meetings:
  - Thursday, May 23, 2019
    - 6:00 p.m. – A.W. Beattie Committee, Babcock Blvd.
  - Wednesday, June 12, 2019 – Committee of the Whole Meeting
    - 6:00 p.m. – Executive Session
    - 7:15 p.m. – Public Session
  - Wednesday, June 19, 2019 – Voting Meeting
    - 6:15 p.m. – Executive Session
    - 7:15 p.m. – Public Session

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- 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.
  - Dr. Kwiatkowski asked why the district approves the entire A.W. Beattie budget. Mr. Hoffman explained that as part of the jointure agreement, a certain portion of the sending districts and a certain portion of all board members must approve the budget. The A.W. Beattie board approves the budget to be submitted to the sending districts.
  - Mr. Aiken extended an open invitation for the board members to attend the Vaping, Addiction and Your Child event. He also announced playoffs starting for baseball, softball, track, and volleyball.
  - Dr. Kwiatkowski shared a story about an ABC Transit bus driver and the company owner who got the lacrosse team to their game safely and towed the bus that was stuck in the mud so that it would be available to get the students home. She said that says a lot about the company's commitment to its contract.

After no further items were presented, on a motion by Dr. Kwiatkowski and second by Mrs. Petrovich, the Business Meeting was adjourned at 7:48 p.m.

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

- Dorothy Petrancosta, of Skylark Drive, expressed concern about the high school's ranking in the US News and World Report and asked if it was a meaningful benchmark. Mr. Aiken said he would share specific information about how the organization scores schools for that ranking. Ms. Petrancosta also asked if there was a way to see more than a two-year snap shot of the budget. Ms. Ludwig said that information is available from the January budget committee meeting. Ms. Petrancosta said she is also specifically interested in the special education increases. She said she appreciated the district's explanation of the budget. She also added that she liked the format of graduation from last year.

When no one approached the podium, the meeting's Final Adjournment occurred at 7:56 p.m.

Respectfully submitted,

Bethany Baker  
Assistant Board Secretary