

*SHALER AREA SCHOOL DISTRICT
C.O.W. Meeting
February 10, 2016 – Administration Building
Minutes*

The Board of School Directors of the Shaler Area School District held a COW Meeting on Wednesday, February 10, 2016, at the Shaler Area Administration Office, Glenshaw, PA, with Dr. April Kwiatkowski, School Board President, presiding. This meeting began at 7:03 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

Not Present: Mr. Tim Gapsky
Mr. James Tunstall

Others Present: Mr. Sean Aiken, Superintendent
Dr. Bryan O’Black, Assistant Superintendent
Mr. Peter J. Camarda, Acting Director of Business Affairs
Mr. Gary Mignogna, Director of Human Resources
Mr. William Watson, Director of Pupil Services
Mr. John Vogel, Solicitor
Mr. James Belany, Student Representative
Ms. Sage Wilson, Student Representative

Notice of this meeting was posted as required.

- Dr. Kwiatkowski called the meeting to order at 7:03 p.m.
- Mr. Aiken and Dr. O’Black recognized Monica McElwain, Shaler Area Elementary School art teacher for being one of eight teachers honored as an “Unboxed Teacher” by the Allegheny Intermediate Unit for leading her classroom with creativity and by pushing boundaries and encouraging her students to do the same.

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

<u>Item</u>	<u>SUP</u>	<u>ACTION</u>
#	#	<u>TAKEN</u>
<u>EDUCATION ITEMS RECOMMENDED FOR APPROVAL</u>		
A.1	Approve an adjudication for Student #1 for the 2015-16 school year	Board Only _____
A.2	Approve the Shaler Area School District Calendar for 2016-17	A.2 _____
A3	Approve the PA School Code, Section 1502 Resolution – Official Local School District Holidays for the 2016-17 school year as follows: November 25, 2016 December 23, 2016 December 27, 2016 April 14, 2017	_____

- A.4 Approve the dates of Extended School Year (ESY) for 2016:
July 5 – 8, 2016
July 11 – 14, 2016
July 18 – 21, 2016
July 25 – 28, 2016 _____
- A.5 Approve the agreement with Pro Grass LLC to remove, excavate, and install synthetic turf in the batting cage area of Hilltop Field at Shaler Area High School. Cost to the district \$6,975.00. A.5 _____
- A.6 Approve the first reading of the following revised policies: A.6 _____
- a. Policy No. 115 – Career & Technical Education
 - b. Policy No. 116 – Tutoring
 - c. Policy No. 137 – Home Education Programs
 - d. Policy No. 138 – ESL/Bilingual Education Program
 - e. Policy No. 212 – Reporting Student Progress
 - f. Policy No. 317 – Conduct/Disciplinary Procedures
- A.7 Approve the following out-of-district/overnight trips: A.7 _____
- a. Eighth Grade travel to Mt. Vernon Estate and Gardens – April 1, 2016 to visit George Washington’s home. Cost per student approximately \$65. Cost to the district 3 substitute teachers for one day.
 - b. National Latin Honor Society travel to Penn State University – May 20-22, 2016 to participate in academic, artistic and athletic competitions centered around the Roman culture. Cost per student approximately \$225 to be off-set by district-approved fundraisers. Cost to the district 4 substitute teachers for one day. _____

➤ Dr. O’Black said A.5 would be moved to the Finance agenda as C.7 and the revisions to the policies in A.6 mostly include programming language as recommended by the state.

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

Discussion Items:

1. Student Representatives – James Belany & Sage Wilson: James Belany said the math honor society organized a fundraiser to collect money to purchase calculators for those who can’t afford one. He also announced the upcoming high school musical “The Addams Family.” Sage Wilson said the National Honor Society collected loose change for the Leukemia and Lymphoma Society, and the student council still is gathering student opinions regarding athletic attendance, which the board previously requested.
2. Shaler Area Education Foundation – Dr. Kwiatkowski said the Foundation met the previous meeting and flyers are available to advertise the March 19 Taste of Shaler Area event.
3. Mr. Mignogna then introduced the SmartSTART program offered through the AIU. Mr. Mignogna said the program would address the shrinking pool of available substitute teachers. The program is set up to provide training for individuals who have a bachelor’s degree to receive emergency certification that would qualify them to serve as a day-to-day substitute teacher. The cost to the district would be \$200 per person to be emergency

certified. The individual would pay \$125 to the AIU for materials and course licensing to participate in the program. Mr. Mignogna also proposed increasing the daily substitute rate from \$85 per day to \$90. Mr. Mignogna said both of these actions could help the district fill more substitute positions. A discussion about the pros and cons of the program followed between the school board and administration that included the merit of having emergency certified individuals subbing in place of certified teachers, how to attract individuals to participate in the program and the current daily fill rate for needed substitutes.

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

Information Items:

1. PDE Safe Schools Grant - \$25,000 – Dr. O’Black said the district received this grant last year to install the card reader system at the middle school and central office. This year’s grant will be used to install a card reader system at the high school.
 2. PDE School Resource Officer Year 2 Grant - \$30,000 – Dr. O’Black said the district is grateful to the township for its support of this program to continue to fund the School Resource Officer.
 3. Sarah Neaves, Grade 8 Science Teacher, received a \$1,000 grant from PPG Industries to purchase Lego kits for classroom use.
 4. Mike LaGamba, Middle School STEAM Coach, received two \$1,000 grants from PPG Industries. One of the grants will be used to purchase a new 3D printer. The other \$1,000 grant will be used to purchase Arduino components.
- Mr. Camarda then introduced the Finance agenda by turning the floor over to Peter Vancheri, a CPA with Hosack, Specht, Muetzel and Wood, LLP, to present the audit report.
 - Peter Vancheri, a CPA with Hosack, Specht, Muetzel and Wood, LLP presented a summary of the audit report and financial statements for the year (Item C.4). The audit summary reviewed the statements of revenues, expenditures and changes in fund balance as well as the funds for capital projects, debt service and food service. Mr. Vancheri noted the footnotes include various required disclosures including the new PSERS Net Pension Liability disclosure, which is the district’s share of the state’s pension liability. Dr. Kwiatkowski asked if the weaknesses identified in the audit report last year had been revisited. Mr. Vancheri said that last year’s weaknesses had been resolved.

Mr. Camarda then presented the following Finance items for approval:

<u>Item #</u>	<u>FINANCE AND 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	C.1A	_____
B.	Cafeteria Fund – Schedule of Bills	C.1B	_____
C.	CR&R – Schedule of Bills	C.1C	_____
D.	Fund Profiles and Investments	C.1D	_____
E.	Year-to-Date Financial Reports	C.1E	_____
F.	Cafeteria Fund Operating Statement	C.1F	_____
G.	Student Activity Funds & Investments - High School, Middle School, and Elementary School Accounts – October, 1 2015 through December 31, 2015	C.1G	_____

- H. Budget Transfers C.1H _____
- I. Bond Proceeds – Schedule of Bills C.1I _____

- C.2 Approve agreement with AKS to provide supplemental transportation as needed. C.2 _____

- C.3 RESOLVED, the Board authorizes the Shaler Area School District to enter into the attached Service Order and sign an E-rate Letter of Agency with Allegheny Intermediate Unit 3 at a cost not to exceed \$1,000.00 per month (prior to E-rate discounts) effective July 1, 2016 through June 20, 2021, in accordance with the terms and conditions of Service Order; that the Board authorizes AIU3 to enter into a Master Service Agreement with DQE Communications, and authorizes AIU3 apply for E-Rate funding on behalf of the District for the RWAN services. The Board further authorizes the extension of the Service Order for up to an additional five years in the event that the Allegheny Intermediate Unit in consultation with the District exercises the right to extend the Master Service Agreement with DQE Communications. C.3 _____

- C.4 Approval of the Shaler Area School District's Audit Report and Financial Statements for year ending June 30, 2015 as prepared by Hosack, Specht, Muetzel and Wood, LLP. (Peter Vancheri will review with the Board the audit at the COW meeting on February 10th). C.4 _____

- C.5 Recommend approval of a contract with _____ for Asbestos Abatement at the existing Rogers Primary School in the amount of \$ _____. C.5 _____

- C.6 Recommend approval to authorize Wallace & Pancher, Inc. to prepare Sewage Facilities Planning Module for the Rogers Project per their proposal in the amount of \$4,500. C.6 _____

- C.7 Approve the agreement with Pro Grass LLC to remove, excavate, and install synthetic turf in the batting cage area of Hilltop Field at Shaler Area High School. Cost to the district \$6,975.00, to be paid from CR&R. C.7 _____

➤ Mr. Camarda said the administration is working with the activity funds to make sure they are in compliance and with the booster groups to collect financial statements. Mr. Camarda said the C.1 items are the standard reports. He also added that his department is working on a process to look at where the district is in the current year and where it will be in years to come. AKS in Item C.2 will have the same rates as the other transportation companies and C.5 will have the company and cost filled in after bids open on Friday.

Mr. Camarda then presented the following Information item:

Information: A RFP for Construction Management Services for the Rogers Project will be issued shortly with the expectation for approval of a contract in March 2016.

➤ Mr. Camarda said the district has met with two of three companies and he hopes to have a contract in March.

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- Mr. Romac said there would be a district-wide Staff vs. Steelers basketball game fundraiser on April 22. Mr. Romac then said he has received emails from people in the district regarding some interest in organizing a girls cheerleading squad that is not competitive but would cheer at district events. Discussion occurred and it was recommended to take the idea to the coach and athletic director before proceeding.

After no further items were presented, Dr. Kwiatkowski adjourned the Committee of the Whole meeting at 8:13 p.m.

Respectfully submitted,

Bethany Baker
Assistant Board Secretary