

*SHALER AREA SCHOOL DISTRICT
Committee of the Whole Meeting
February 8, 2017 – Administration Building
Minutes*

The Board of School Directors of the Shaler Area School District held a Committee of the Whole Meeting on Wednesday, February 8, 2017, at the Shaler Area Administration Building, Glenshaw, PA, with Dr. April Kwiatkowski, School Board President, presiding. This meeting began at 7:13 p.m.

Board Members Present:

- Mrs. Suzanna Donahue
- Mr. James Fisher
- Mr. Tim Gapsky
- Dr. April Kwiatkowski
- Mr. Jason Machajewski
- Mrs. Jeanne Petrovich
- Mrs. Eileen Phillips
- Mr. Steve Romac
- Mr. James Tunstall

Others Present:

- Mr. Sean Aiken, Superintendent
- Dr. Bryan O’Black, Assistant Superintendent
- Mr. Gary Mignogna, Director of Human Resources
- Ms. Sherri Ludwig, Director of Business Affairs
- Ms. Kathleen Graczyk, Director of Student Services
- Mr. John Vogel, Solicitor
- Ms. Sage Wilson, Student Representative
- Ms. Sophia Kachur, Student Representative

Notice of this meeting was posted as required.

- Dr. April Kwiatkowski called the meeting to order at 7:13 p.m.
- Gary Mignogna introduced Jennifer Hartz who was approved as the temporary Administrative Secretary for Buildings and Grounds and Rebecca Kusar who is on February’s agenda to be approved as the Transportation/Business Office Support Administrative Secretary. Ms. Hartz and Ms. Kusar each introduced themselves.

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 the Shaler Area School District Calendar for the 2017-18 school year.	A.1 _____
A.2	Approve the PA School Code, Section 1502 Resolution – Official Local School District Holidays for the 2016-17 school year as follows: November 24, 2017 December 26, 2017 December 29, 2017 March 30, 2018	_____ _____

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- A.3 Approve the dates of Extended School Year (ESY) for 2017:
July 6 – 7, 2017
July 10 – 14, 2017
July 17 – 21, 2017
July 24 – 27, 2017 _____
- A.4 Approve the dates of the Shaler Area STEAM Camp for June 12 – 15, 2017 to be held at the Shaler Area Elementary School. _____
- A.5 Approve the contract with Grade Point Resources to provide special education behavior specialist supports from March 6, 2017 to June 1, 2018 at a cost of \$84,500 pending review by our Solicitor. (This will replace the previous contract voided by Glade Run Lutheran Services.) A.5 _____
- A.6 Approve the first reading of the following revised policy: A.6
a. Policy No. 701.1 – Naming/Renaming District Facilities _____
- A.7 Approve the following out-of-district class trip: A.7
a. Varsity Boys Volleyball travel to State College, PA – April 28-29, 2017 to participate in the State College Boys Volleyball Invitational. Booster Cost: Approximately \$3,000 to be offset by district-approved fundraisers. Cost to the district approximately \$500. _____
- Dr. O’Black and Mrs. Graczyk explained that the motion for A.5 is because the person in the Glade Run position was taking an extended leave and the position could not be filled every day. The new contract is a savings to the District.
 - Dr. Kwiatkowski asked if there were any changes to the STEAM Camp. Dr. O’Black said there will be no significant changes.

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

Discussion Items:

1. Student Representatives – Sage Wilson & Sophia Kachur: Sophia announced that musical tickets for “Les Miserables” go on sale on Monday and the high school will present its STEAM expo on Feb. 23. During February and March, high school students will be doing projects with the preschool students. Sage announced the Shalerpalooza concert event on Feb. 18 and the upcoming Sadie Hawkins dance. She also updated the board on the National Honor Society fundraiser for the Leukemia and Lymphoma Society netted a couple thousand dollars.
2. Shaler Area Education Foundation – Dr. Kwiatkowski reminded those in attendance of the Taste of Shaler Area event on March 25 and the Foundation’s meeting next Tuesday. Mr. Aiken said the Foundation will be soliciting grantees soon and encouraged applicants to apply for the Foundation’s financial grants.

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

Information Item:

1. February 15, 2017 – Presentation by Shaler Area teachers and administration on math intervention strategies and professional learning.

- Ms. Ludwig introduced Peter Vancheri, a CPA Partner with Hosack, Specht, Muetzel and Wood, LLP to review the audit report. Mr. Vancheri reviewed the balance sheet, statement of revenues, expenditures and changes in fund balance, debt service, food service fund, footnotes and construction commitments.
- Mrs. Donahue asked what a healthy general fund balance would be. Mr. Vancheri responded that it is generally 8-12 percent, unassigned. He said his company audits 25 school districts and they range from -25 percent to 25 percent.

Ms. Ludwig then announced the following Finance Items:

<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. Budget Transfers	C.1C	_____
	D. Year-to-Date Financial Reports	C.1D	_____
	E. Fund Profiles and Investments	C.1E	_____
	F. CR&R – Schedule of Bills	C.1F	_____
	G. Bond Proceeds – Schedule of Bills	C.1G	_____
C.2	Cafeteria Fund Operating Statement	C.2	_____
C.3	Approval of the Shaler Area School District's Audit Report and Financial Statements for year ending June 30, 2016 as prepared by Hosack, Specht, Muetzel and Wood, LLP. (Peter Vancheri will review with the Board the audit at the COW meeting on February 8 th).	C.3	_____
C.4	Motion to consent to Borough of Millvale’s Amended Petition of Exonerate and Strike Tax Liens of the School District (GD 16-24691), except for Lots 79-C-120, 79-C-201-01 and 79-C-120-02. Consent shall be given also to these lots if the Solicitor advises upon further review.	C.4	_____
C.5	To approve a change order as follows with Nello Construction for the Rogers Primary Project: <ul style="list-style-type: none"> a. Install a rock toe at the fill area below the new rear retaining wall as recommended by Geotechnical Engineer at a final cost not to exceed \$161,332. 	C.5	_____
	<u>For Information:</u> This construction change directive was approved at the October 19, 2016 voting meeting in the amount to not exceed \$161,400.00. The funds for this change order will come from the field quantity allowances in the contract and the contingency line item in the project budget.		_____
C.6	Approval of the Memorandum of Understanding with the Allegheny County Department of Human Services, Office of Children, Youth and Families (CYE) agreement. The purpose of this agreement is to establish procedures and agreed upon processes between Shaler Area School District and CYF to ensure the provision of services to optimize academic success for children and youth in foster care who are enrolled in the LEA.	C.6	_____

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| C.7 | Approval of the transportation procedures established with the Allegheny County Department of Human Services, Office of Children, Youth and Families (CYF). Based on this school placement decision, the LEA will work collaboratively with CYF and placement agencies to identify and establish the most cost-effective method of transport. | C.7 | _____ |
| C.8 | Approve the property damage release with R&B Contracting and Excavation sustained during the Primary School Construction. The total payment recovery will be \$11,179.05 which is the cost of the repairs. | C.8 | _____ |
| C.9 | To approve a contract with BSN Sports for the BSN Sports Rewards Program for the purchase and supply of Nike apparel and footwear along with any and all other equipment and apparel offered for sale by BSN, for use by the District and athletic programs. | C.9 | _____ |

- Ms. Ludwig said Item C.5 is the official change order with final cost. The initial approval was given by the board on Oct. 19, 2016 for a “not to exceed” amount.
- Mr. Vogel explained that Item C.4 was a request received by the solicitors’ office from Millvale.
- Dr. Kwiatkowski asked for clarification on Item C.8. Mr. John Kaib, supervisor of Buildings and Grounds, said there were some sewer problems in the parking lot. All water from the Elementary School parking lot goes across the street. During construction, a pipe was inadvertently crushed, and Item C.8 is the cost to repair and clean the pipes.
- Dr. Kwiatkowski asked if the District was going to use a single vendor if the board approved Item C.9. Mr. Aiken said BSN offers a number of vendors. Ms. Ludwig said the company gives premier pricing on Nike products and offers an annual rebate reward program. There is a clause in the contract that the District is subject to the bidding process. Mr. Vogel said if anything needs to go to bid, the bidding rules superseded the BSN contract. It also doesn’t obligate the District to buy from BSN. Dr. Kwiatkowski asked if anyone talked to the coaches about the contract and expressed concern with Nike products. Mr. Aiken pointed out that BSN has a number of different vendors. Ms. Ludwig said the contract just provides discounted rates for Nike products and a rebate if the District purchases a certain amount. School Board members then debated the merits of the contract.

Discussion Items:

1. Delinquent Earned Income Tax collection Borough of Millvale – Ms. Ludwig said Act 32 of 2012 took the EIT collection from individual collectors to a group and Shaler Area entered a contract with Keystone. The delinquent collection stayed with the municipalities. Other municipalities have Keystone or Jordan collecting the taxes and they bill the taxpayer a fee. In Millvale, the District pays the borough to collect the taxes. Ms. Ludwig expressed concern with the fee structure and spoke with the municipality about changing the structure so the taxpayer pays the fee. She said, for example, Shaler Area received a bill for two quarters for \$10,000 and the District only collected \$6,000. The board members discussed possibilities for moving forward, and Mr. Vogel suggested the board hold an executive session at the end of the board meeting to review the legalities.
2. Food Service charge policy – Mr. Aiken said the District changed the charge policy for food service in October and from that month to the current date, there has been a sharp increase in debt incurred by the District. The concern is that this has a direct effect on the District’s general fund. He said the administration has come up with action steps and recommendations moving forward. The District will continue to communicate with parents. In order to keep negative balances from getting too high, the District will retrain food service personnel and have social workers reach out to families and help them fill out paperwork for free/reduced lunches if necessary. At the K-6 level there will be no charge limit, but at the 7-12 level, install a \$25 charge limit, which is consistent with other school districts.

- Kim Cassidy, regional manager for The Nutrition Group, said putting restrictions in place has made a difference in other middle and high schools. She discussed some procedures adopted by other school districts and what the restrictions look like on a day-to-day basis. Sage Wilson said having a debt limit was the only reason she remembered to bring money to school. Jim McDermott, Shaler Area High School teacher, said while some kids may be taking advantage of the current lack of limits, some may just not be getting the message that their account has no balance. Administrators explained the processes in place now to help families in need and board members discussed possible payment options.
- 3. Recommend the Board approve the partial exoneration of current and delinquent taxes due, tax liens, penalties, interest and costs upon property located at 1326 Walters Avenue, Shaler Township, Pittsburgh Pennsylvania, 15209, Block & Lot No. 165-K-133, in furtherance of the proposed conveyance of the property from the Estate of Rose Marie Wiskowski to Sharon Zaborowski for the purchase price of at least \$20,000 provided that: (1) similar approval is provided by Allegheny County and Township of Shaler and; (2) the exoneration is approved by the Court of Common Pleas of Allegheny County pursuant to a petition to compromise taxes. The exoneration if deemed appropriate will be included in the Board agenda for approval.
- Mr. Vogel said in collecting delinquent taxes, they became aware of a property with more than \$30,000 in taxes. The purchaser is willing to put down \$20,000 on the property with no value to it. Mr. Vogel recommended exonerating the current delinquent taxes due in order to ensure the buyer is someone the District knew would be invested in the property. Ms. Zaborowski thanked the board for considering the request. She said the home has been gutted, but she would like to purchase it and renovate it for her daughter and grandchildren in order to keep her grandchildren in the District. Mr. Fisher said the District has approved similar motions in the past, especially when the owner is known, and the board directed administration to put the item on the agenda for approval at the voting meeting.
- Dr. Kwiatkowski invited the public to speak.
 - Dorothy Petrancosta, of Skylark Drive, expressed support for exonerating the properties with delinquent taxes. She also said the Eden Hall Campus of Chatham University, in Richland, may be a good partnership with the District's STEAM programs or summer camp.
 - Chris Weaver, of Northview Drive, said he has a senior and is recognizing the importance of a student's QPA. He asked the District to reconsider its grading scale and moving to the more commonly used 10-point scale. Mr. Aiken said the District has done the same research as Mr. Weaver and last summer started conversations to move toward a 10-point scale. He said the administration is working to revise the policy which he anticipates being in place for the following school year. Mr. Aiken also said in addition to the grading scale, the district is looking at class rank and the elementary report cards.
 - Sage Wilson said there is a group of students for whom grades were changed from the first nine weeks because courses were changed from a 3pt to 2pt scale. She said her concern was that students went into a class with the understanding of one grading scale that was then changed. Mr. Aiken said the administration is looking into the issue, which he understands as the courses being advertised as AP course and then changed to non-AP course.
 - Sage Wilson also expressed concern with cheating at the upper levels of high school courses. Mr. Aiken said her concern is shared with administrators who are looking at revising the class rank policy to help curb this as the motivation for cheating.

After no further items were presented, final adjournment occurred at 9:08 p.m.

Respectfully submitted,

Bethany Baker
Assistant Board Secretary