

*SHALER AREA SCHOOL DISTRICT
Committee of the Whole Meeting
May 10, 2017 – Administration Building
Minutes*

The Board of School Directors of the Shaler Area School District held a Committee of the Whole Meeting on Wednesday, May 10, 2017, at the Shaler Area Administration Building, Glenshaw, PA, with Dr. April Kwiatkowski, School Board President, presiding. This meeting began at 7:18 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
 Mr. Gary Mignogna, Director of Human Resources
 Ms. Sherri Ludwig, Director of Business Affairs
 Ms. Kathleen Graczyk, Director of Student Services
 Mr. Matt Hoffman, Solicitor
 Ms. Sophia Kachur, Student Representative
 Ms. Sage Wilson, Student Representative

Notice of this meeting was posted as required.

➤ Dr. April Kwiatkowski called the meeting to order at 7:18 p.m.

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

<u>Item</u>		<u>SUP</u>	<u>ACTION</u>
<u>#</u>	<u>EDUCATION ITEMS RECOMMENDED FOR APPROVAL</u>	<u>#</u>	<u>TAKEN</u>
A.1	Approve MOU’s with the following Law Enforcement Authorities as required by the Safe Schools Act: <ul style="list-style-type: none">• Etna Boro Police Department• Millvale Boro Police Department• Reserve Township Police Department• Shaler Township Police Department	A.1	<hr/>

- A.2 Approve the purchase of the following Science textbooks for grades 7-12:
- a. *Life Science* (Grade 7) ©2017 by McGraw Hill Education. 40 student texts @ \$92.64, and 340 eStudent subscriptions @ \$76.59. Shipping cost is \$189.96. Total cost to the district \$29,936.16.
 - b. *Physical Science* (Grade 8) ©2017 by McGraw Hill Education. 40 student texts @ \$92.64, and 334 iScience subscriptions @\$76.59. Shipping cost is \$208.50. Total cost to the district \$29,495.16.
 - c. *Miller Levine Biology - CP* (Grades 9 & 10) ©2017 by Pearson Education. 75 student texts @ \$101.47, and 140 student licenses @\$86.47. Shipping cost is \$570.77. Total cost to the district \$20,286.82.
 - d. *Miller Levine Biology - Honors* ©2017 by Pearson Education. 75 student texts @ \$101.47, and 45 student licenses @ \$86.47. Shipping cost is \$570.77. Total cost to the district \$12,072.17.
 - e. *Introductory Chemistry* (Grades 10 & 11) ©2015 by Pearson Education. 90 student texts @ \$128.97, and 140 student licenses @ \$105.47. Shipping cost is \$1,977.98. Total cost to the district \$28,351.08.
 - f. *Chemistry – the Central Science AP Edition* (Grades 11 & 12) ©2018 by Pearson Education. 25 student texts @ \$163.47, and 40 student licenses @120.97. Shipping cost is \$306.51. Total cost to the district \$9,232.06.
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- A.3 Approve the first reading of the following new policies: A.3
- a. Policy No. 209.3 – Diabetes Management
 - b. Policy No. 626.1 – Travel Reimbursement – Federal Programs
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- A.4 Approve the first reading of the following revised policies: A.4
- a. Policy No. 246 – Student Wellness
 - b. Policy No. 609 – Investment of District Funds
 - c. Policy No. 626 – Federal Fiscal Compliance
 - d. Policy No. 808 – Food Services

- A.5 Approve the following out-of-state class trip: A.5
- a. Shaler Area High School Music Department (band, chorus, and orchestra) travel to Orlando, FL – April 12 to April 17, 2018 to attend Festival Disney Adjudication & Parade. Students will fundraise individually through booster-sponsored fundraisers. Cost to the district 8 substitute teachers for 4 days.
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Dr. O’Black then announced the following Discussion Items:

Discussion Items:

1. Student Representatives – Sage Wilson & Sophia Kachur shared information about the upcoming spring concert series, the High School art show, and prom. They also shared information about the student-run plays, the week of

kindness at the high school and a group of students who attended an Allegheny County Council meeting with Ed Kress.

- Mr. Aiken and Dr. O’Black then recognized both students for their time and commitment to the District and their position as student representatives and presented them with small gifts on behalf of the District.
- 2. Shaler Area Education Foundation – Dr. Kwiatkowski spoke about the Foundation’s newly created funding cycle and bimonthly meeting schedule. She also thanked the student representatives for their service.

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

Information Item:

- 1. Compliance Monitoring – Ms. Graczyk said the District went through the special education compliance monitoring in the spring and the monitors came back with areas of improvement. The process is meant to be an ongoing process and Shaler Area did pass the first round of the improvement plan. Ms. Graczyk credited the great team of teachers who helped get the District to that point. Mr. Aiken said he received an email from someone at the state level who said they were pleasantly surprised with the improvements the District made in such a short amount of time.
- Dr. Kwiatkowski asked if any of the proposed textbooks are from new publishers. Mr. Dennis Dudley, science department chair, said the books the department is currently using are 10-11 years old. The new books will be updated, and in the AP courses, it is required that the oldest text is no more than 7 years old. Ms. Sondra Jodkin, middle school teacher, said the books they are requesting is a change in publishers because the new textbook will provide a way for students to access the text at home on their iPads and not Wi-Fi dependent. Dr. O’Black added that there would be one login to access the math, social studies and science text because they are all through the same publisher.

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. CR&R - Schedule of Bills	C.1C	_____
	D. Bond Fund – Schedule of Bills	C.1D	_____
	E. Budget Transfers	C.1E	_____
	F. Year-to-Date Financial Reports	C.1F	_____
	G. Fund Profiles and Investments	C.1G	_____
	H. Student Activity Funds & Investments – High School, Middle School, and Elementary School Accounts – January 1, 2017 through March 31, 2017	C.1H	_____
C.2	Cafeteria Operating Statement	C.2	_____
C.3	Resolved, that the proposed 2017-18 A.W. Beattie Center Budget dated 03/23/17, as approved by the A.W. Beattie Center Joint Operating Committee on 04/27/17, totaling \$9,160,985. The Shaler Area School District share is as follows:	C.3	_____

	2017-18 School Year	Change
Beattie Operating Budget	\$1,279,474	\$34,244
Capital Budget	\$3,348	(\$13)
Debt Service	\$190,099	(\$15)
Total	\$1,472,921	\$34,246

C.4 Recommend the award of the following bids that were opened on April 3, 2017. C.4

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 Approval to renew the School District Physician agreement with Ted. C. Schaffer, MD., for a period of three years beginning July 2017 through 2020. Annual compensation shall be \$21,450 for each year of the agreement and to be paid in quarterly installments (this price reflects NO increase from the current agreement). C.5

C.6 Approval to appoint Gary Mignogna as District Treasurer effective July 1, 2017 through June 30, 2018.

C.7 Approval of the Pennsylvania Department of Education’s Division of Food and Nutrition Annual Food Service Management Company (FSMC) renewal year contract with The Nutrition Group to provide the operation of the food service program for the District. Approval of the Nutrition Group’s budget which includes a breakeven amount. C.7

C.8 Recommend the adoption of the 2017-18 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 20 days beginning not later than May 31, 2017. The 2017-18 Proposed Final Budget is estimated at \$83,836,735 with the levying of 23.2819 mills. Approval of the 2017-18 Final General Fund Budget is scheduled for June 21, 2017. C.8

REVENUES	2016-17 FINAL BUDGET	2017-18 BUDGET
6000-Local Sources	\$50,571,721	\$52,082,629
7000-State Sources	\$26,322,640	\$27,057,283
8000-Federal Sources	\$1,018,988	\$908,426
9000-PSERS Retirement Reserve		
9000-Other (Fund Balance)		\$3,788,397
TOTAL REVENUES	\$77,913,349	\$83,836,735
EXPENDITURES	2016-17 FINAL BUDGET	2017-18 BUDGET
1100-Regular Instruction	\$35,403,899	\$35,609,799
1200-Special Education Instruction	\$11,453,779	\$11,984,079
1300-Vocational Education Instruction	\$1,360,070	\$1,412,027

1400-Other Instructional Programs	\$1,465,768	\$1,466,695
2100-Pupil Personnel	\$2,572,729	\$2,660,969
2200-Instructional Staff Services	\$1,509,932	\$1,113,137
2300-Administration	\$3,675,349	\$3,970,904
2400-Pupil Health	\$1,153,415	\$1,207,218
2500-Support Services-Business	\$766,244	\$791,584
2600-Operation & Maintenance	\$7,487,677	\$7,673,563
2700-Student Transportation	\$4,888,708	\$5,232,844
2800-Support Services-Central	\$1,516,203	\$1,617,885
2900-Other Support Services	\$58,500	\$61,425
3200-Student Activities & Athletics	\$1,419,541	\$1,469,380
3300-Community Services	\$53,3239	\$10,700
4600-Building Improvement	0	\$45,000
5100-Refunds from Prior Years' Expenditures/Beattie Debt Service	\$237,206	\$474,884
5200-Debt Service Fund Transfer	\$2,891,000	\$7,034,642

- C.9 Approve change orders with Plavchak Construction Co., Inc. as follows:
- a. Unused 4" PVC conduit allowance (Item 33-DCB). Deduct \$18,750
 - b. Unused conduit (Base Bid) Deduct \$3,213.20
 - c. Wiring at scoreboard due to insufficient size of flex conduit. Add \$1,372.64
 - d. Additional asphalt repair for 118 sf @ \$30.80. Add \$3,634.40
 - e. Placing aggregate backfill in lieu of spoils inside oval due to soil/cement. Add \$2,958.36
 - f. Add stub ups in pullboxes. Add \$3,696
 - g. Add temporary repair @ pole. Add \$1,078

For information: The total amount of change orders amount to a deduct of \$9,223.80. As of the last payment in September, the District has paid a total of \$356,478.49 of the \$398,400 contract.

- Kim Cassidy, regional manager for The Nutrition Group, reviewed the food service budget with the board and discussed the NutriSlice app. She said The Nutrition Group is guaranteeing a break-even budget for the District. Ms. Cassidy went on to explain the budget in detail. Ms. Cassidy said The Nutrition Group met with principals about how best to provide breakfast to students and The Nutrition Group feels the numbers provided in next year's budget are achievable. Ms. Cassidy explained the challenges of May with field trips and cafeteria workers' PTO days cutting into the budget. She also explained how The Nutrition Group is working to entice students to purchase their lunches again.
- Mr. Romas asked for details regarding Item C.9. Ms. Ludwig explained the need for additional soils, and Mr. John Kaib, Supervisor of Buildings and Grounds, talked about the process for turning the lights on and off at the stadium.

Ms. Ludwig then announced the following Discussion Items:

Discussion:

Titan Stadium Storage

- Mr. Kaib said the storage would be at the track and used for sports teams and the turf cleaners. The buildings would be a 14 x 20 foot sheds at about \$50,000 each. One would be used for maintenance and one for athletics. The units are portable and they can be repurposed if the District moves forward with phase two of the Titan Stadium project. Mr.

Kaib said the owner of the company that produces the sheds would visit the district to discuss appropriate locations for the units.

- Mr. Aiken announced a number of teams who are competing in playoffs, including track athletes, boys baseball, girls softball, boys lacrosse, and boys volleyball.
- Mrs. Donahue announced the next meet and greet for the board members at Marzolf Primary.
- Mr. Aiken also announced the upcoming Human-Centered Design activity to take place with community members and District employees, which will lay a foundation for the mission and vision of the school district.

Dr. Kwaitkowski invited the public to speak.

- Kathy Shepard, of Church Avenue, asked if the District planned to raise taxes and questioned the reasoning. Ms. Ludwig said the budget discussion began at the beginning of the year. There have also been two public finance committee meetings to discuss the budget as well as building-level meetings and parent meetings. Mrs. Petrovich explained how Shaler Area's lack of commercial industry hurts the District's tax base. Mr. Aiken explained how the District has made significant cuts and has looked at the curriculum, activities and athletics. Shaler Area continues to work with the staff and look at its finances. More discussion occurred to explain the Act 1 Index, millage rate and how the state retirement system (PSERS) has affected Shaler Area's budget.
- Dorothy Petrancosts, of Skylark Drive, emphasized the need for students to hydrate and not wear spikey heels the night of graduation to prevent injuries. She also said she will be prepared with extra collared shirts and ties for gentlemen who do not come appropriately dressed, so they are able to participate in graduation.

After no further items were presented, final adjournment occurred at 8:51 p.m.

Respectfully submitted,

Bethany Baker
Assistant Board Secretary