

*SHALER AREA SCHOOL DISTRICT  
Committee of the Whole Meeting  
June 14, 2017 – Administration Building  
Minutes*

The Board of School Directors of the Shaler Area School District held a Committee of the Whole Meeting on Wednesday, June 14, 2017, at the Shaler Area Administration Building, Glenshaw, PA, with Dr. April Kwiatkowski, School Board President, presiding. This meeting began at 7:17 p.m.

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

Not Present:                               Mrs. Jeanne Petrovich  
  Mr. Steve Romac

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

Notice of this meeting was posted as required.

- Dr. April Kwiatkowski called the meeting to order at 7:17 p.m.
  - Dr. Kwiatkowski then introduced Mr. Aiken and Dr. O’Black for a special presentation recognizing staff who retired.
    - **Jackie Mozzetti** (administrative secretary, Central Office)               20 years
    - **Dennis Dudley** (science teacher, HS)   22 years
    - **Joyce Barna** (speech teacher, Burchfield)                                       22 years
    - **Karen Tobias** (kindergarten teacher, Marzolf)                               22 years
    - **Mary Lou Bentrem** (school psychologist)                                       26 years
    - **Steve Disk** (custodian, buildings & grounds)                               12 years
    - **Carol Kristoff** (paraprofessional, SAES)                                       14 years
- Mr. Disk and Ms. Tobias were in attendance to receive their retirement gifts from the District.
- Ms. Graczyk then introduced school counselors Mary Ann Swartz and Mary Beth Miller to present the Chapter 339 Plan.
    - Ms. Swartz and Ms. Miller presented details of the state-required plan that outlines the counseling plan and curriculum for K-12. The plan includes a program calendar and detailed curriculum action plan to address academic, and career and personal/social development. As part of the plan, an advisory council was created that includes individuals from the school district, community, student population, local businesses and parent group.
  - Mrs. Donahue asked how the counseling department handled career consultations and prevented students from feeling pigeonholed in a certain track or career trajectory. Ms. Swartz and Ms. Miller said the conversations start as early as kindergarten with talking about students’ interests and different types of careers. The counselors explained that as the students matriculate, conversations and activities hone in on their grades, their interests and their skills with multiple paths and options being laid out for them to follow.

- Mrs. Donahue also asked about how the advisory council was made up and the counselors’ crisis management work as well as the portfolio piece of the Ch. 339 plan. The counselors provided some additional details about the plan.
- Mrs. Graczyk said they are looking into an electronic system to maintain the documents of the students’ portfolios. Dr. Kwiatkowski asked if any of the district’s current systems could be used to maintain the portfolios. Dr. O’Black said they are not, but that is the kind of system the district is currently looking for. Since it is a state requirement, there are some services that are available that may be fiscally responsible.

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 the Shaler Area School District Chapter 339 Guidance Plan as required by the Pennsylvania Department of Education	A.1	_____
A.2	Approve an agreement with Wesley Spectrum to provide special education services for the 2017-18 school year.	A.2	_____
A.3	Approve the Waterfront Learning Contract for 2017-18.	A.3	_____
A.4	Approve an agreement with Dr. Robert Gregory, Independent Contractor, to provide additional school psychologist services for the 2017-18 school year at a rate of \$450 per evaluation.	A.4	_____
A.5	Approve the first reading of the following new policies: <ul style="list-style-type: none"> <li>a. Policy No. 213 – Assessment of Student Progress</li> <li>b. Policy No. 214 – Class Rank Index</li> <li>c. Policy No. 214.1 – Weighted Course Credit</li> <li>d. Policy No. 801 – Open Records</li> </ul>	A.5	_____
A.6	Approve the second reading of the following new policies: <ul style="list-style-type: none"> <li>a. Policy No. 209.3 – Diabetes Management</li> <li>b. Policy No. 626.1 – Travel Reimbursement – Federal Programs</li> </ul>	A.6	_____
A.7	Approve the second reading of the following revised policies: <ul style="list-style-type: none"> <li>a. Policy No. 246 – Student Wellness</li> <li>b. Policy No. 609 – Investment of District Funds</li> <li>c. Policy No. 626 – Federal Fiscal Compliance</li> <li>d. Policy No. 808 – Food Services</li> </ul>	A.7	_____
A.8	Approve the following out-of-district trip: <ul style="list-style-type: none"> <li>a. Shaler Area High School Dance Team travel to Slippery Rock – July 6-9, 2017 to participate in a summer dance camp. Cost per student is \$350 to be offset by district-approved fundraisers. No cost to the district.</li> </ul>	A.8	_____

- Dr. O’Black explained that Item A.5a will bring the district in line with other school districts in the area. It also will better solidify the primary level grades and K-2 report cards to make them more indicative of the work students are doing at that level and make the reports easier for parents to understand. The changes also include the AP and College in High School courses being weighted the same. Dr. O’Black and a number of teachers in attendance explained in further detail how the grading system would work at the primary level. Mrs. Donahue asked if it was possible for

printing class rank on transcripts to be optional. Dr. O’Black said that the computer system can’t print the class rank on only a portion of the transcripts, however, the district will be looking at the class rank policy moving forward.

- Mrs. Donahue also provided a couple of comments for Policy No. 246 pointing out a word omission and making sure the sit-down time for lunch is accurate. She also expressed concern with the growing number of students with food allergies only having access to an EpiPen in the nurse’s office. Mrs. Graczyk explained how each building has a crisis team that has access to information about student allergies and can be monitoring situations in the event of an emergency.

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

Discussion Items:

1. Shaler Area Education Foundation – Dr. Kwiatkowski said the Foundation did not meet that month but is planning for its second Homecoming 5K race on Sept. 23. The Foundation also is soliciting applications for grants for the summer term which includes a higher total dollar amount for the grants.
2. Chapter 339 Guidance Plan – Mrs. Graczyk, Mrs. Swartz presented at the beginning of the meeting.

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

Information Item:

1. STEAM Camp 2017 – Dr. O’Black said the STEAM Camp is currently taking place that week and involves district teachers as well as some outside groups presenting sessions to students focusing on science, technology, engineering, art and math.

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	_____
C.2	Cafeteria Operating Statement	C.2	_____
C.3	Approval/Renewal of the following insurance policies for the 2017-18 fiscal year.		

<b>Type of Policy</b>	<b>Company Name</b>	<b>Amount</b>
Property	Utica	\$ 95,721
Liability	Utica	\$ 53,469
Misc. Coverage	Utica	\$ 8,609
<b>Total Package</b>		<b>\$ 157,799</b>
Automobile	Utica	\$ 6,783
Fire Loss Reserve & Boiler	Utica	Included

& Machinery		
<b>Package &amp; Fire Loss, B&amp;M</b>		\$ 164,582
School Board Liability	Utica	Included
Umbrella	Utica	\$ 9,906
Student Accident Insurance	Utica	\$ 22,900
Cyber	Utica	\$ 2,264
<b>Property Total</b>		\$ 199,652
Worker's Compensation	UPMC	\$ 282,498
<b>Total Property and Worker's Compensation</b>		\$ 485,399

C.4 Approval of a resolution regarding the Homestead and Farmstead Exclusion Real Estate Tax Assessment Reduction under the PA Taxpayer Relief Act (ACT 1 of 2006). The amount of the 2017-18 credit is a reduction in assessments for approximately \$7,227 which equates to a tax reduction of \$168 from the gross amount. C.4 \_\_\_\_\_

C.5 Approval to close the 2016-17 Shaler Area School District books as of June 30, 2017; and that all bills that arrive and are accrued to 2016-17 be approved for payment providing the administration reviews the bills and it satisfied the same are just and proper obligations of the school district and providing said expenditures are within budget; that the transfer of funds necessary for the completion of budget expenditures be approved; and that the School District Auditors be directed to proceed with conducting the necessary audit for the close of the fiscal year 2016-17.

C.6 Approval of a resolution authorizing the collection and payment of school real property taxes in installments as required by Act 1. C.5 \_\_\_\_\_

C.7 Approval authorizing Sherri L. Ludwig, Director of Business Affairs be authorized to receive quotations and execute investment agreements with banks, savings institutions, or other financial organizations, for said purpose by law of the Commonwealth of Pennsylvania. This resolution also approves that the Director of Business Affairs will work with the District's investments advisors and professionals related to due diligence and risk mitigation measures.

**For information**

All investment records shall be subject to annual audit by the District's independent auditors. The audit shall include but not be limited to independent verification of amounts & records of all transactions, as deemed necessary by the independent auditors.

C.8 Approval authorizing Sherri L. Ludwig, Director of Business Affairs, to make any fund balance assignments in accordance with the requirements of the Shaler Area School District Board Policy Number 620 and Governmental Accounting Standards Board (GASB) Statement Number 54: Fund Balance Reporting and Governmental Fund Type Definitions.

C.9 Approval of the FINAL General Fund Operating Budget for the 2017-18 fiscal year estimated at \$83,836,735 with the levying of 23.2819 mills. A 2% discount shall be allowed for real estate tax payments made within two months of the date of the tax notice and taxpayers who fail to make payment within four months of the tax notice shall be assessed a penalty of 10%.

REVENUES	2016-17 FINAL BUDGET	2017-18 BUDGET
6000-Local Sources	\$50,571,721	\$52,129,178

7000-State Sources	\$26,322,640	\$26,979,160
8000-Federal Sources	\$1,018,988	\$940,000
9000-PSERS Retirement Reserve		
9000-Other (Fund Balance)		\$3,788,397
<b>TOTAL REVENUES</b>	<b>\$77,913,349</b>	<b>\$83,836,735</b>
<b>EXPENDITURES</b>	<b>2016-17 FINAL BUDGET</b>	<b>2017-18 BUDGET</b>
1100-Regular Instruction	\$35,403,899	\$35,599,799
1200-Special Education Instruction	\$11,453,779	\$12,014,343
1300-Vocational Education Instruction	\$1,360,070	\$1,412,027
1400-Other Instructional Programs	\$1,465,768	\$1,468,695
2100-Pupil Personnel	\$2,572,729	\$2,660,469
2200-Instructional Staff Services	\$1,509,932	\$1,113,787
2300-Administration	\$3,675,349	\$4,025,904
2400-Pupil Health	\$1,153,415	\$1,223,218
2500-Support Services-Business	\$766,244	\$791,584
2600-Operation & Maintenance	\$7,487,677	\$7,578,849
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	\$53,323	\$55,700
5100-Refunds from Prior Years' Expenditures/Beattie Debt Service	\$237,206	\$475,884
5200-Debt Service Fund Transfer	\$2,891,000	\$7,034,642
<b>Total Expenditures</b>	<b>\$77,913,349</b>	<b>\$83,836,735</b>

C.9 \_\_\_\_\_

C.10 Approval to declare the attached list of technology equipment as surplus and to dispose of accordingly.

C.10 \_\_\_\_\_

Ms. Ludwig then announced the following Discussion Items:

Discussion:

Sheriff sales/Real Estate tax exonerations

- Ms. Ludwig explained that the discussion item was addressed previously. Mr. Fisher asked if Utica was the lowest bidder in Item C.3. Ms. Ludwig confirmed that it was the lowest amount for the deductions and coverage the district receives.

After no further items were presented, final adjournment occurred at 8:35 p.m.

Respectfully submitted,

Bethany Baker  
Assistant Board Secretary