

*SHALER AREA SCHOOL DISTRICT
Committee of the Whole Meeting
June 9, 2021 – Hybrid
Minutes*

The Board of School Directors of the Shaler Area School District held a Committee of the Whole Meeting on Wednesday, June 9, 2021, in a hybrid format, in person at the Shaler Area Administration Building, Glenshaw, PA, and on Zoom, a virtual meeting platform, with Mr. Jim Tunstall, School Board President, presiding. This meeting began at 7:20 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: Dr. 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. James Tunstall called the meeting to order at 7:20 p.m.

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 PA-Educator.net Contract of Service agreement for 2021-22 at a cost of \$3,000.00	A.1	_____
A.2	Approve the Allegheny Intermediate Unit Services Agreement and Special Education Services Addendum for 2021-22.	A.2	_____
A.3	Approve the following out-of-state/overnight trip:	A.3	
	a. Shaler Area High School Performing Arts Department travel to Orlando, Florida – Thursday, April 21 to Tuesday, April 26, 2022, to participate in a national event and attend educational workshops. Students will fundraise through district-approved fundraisers. Cost to the district 8 substitute teachers for 4 days.		_____

- Mr. Romac asked for clarification on what workshops students may be participating in under Item A.3. Dr. O'Black explained that workshops are available to musicians when they are not involved in competition. More than 200 Shaler Area students will participate. Dr. Kwiatkowski pointed out that it didn't seem appropriate that one of the individuals to approve the trip at the building level would also be going on the trip. Mr. Romac agreed. Dr. Kwiatkowski also asked if a custodial position would need to be filled as part of the trip.

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

Information Items:

1. Shaler Area Education Foundation – Mrs. Phillips shared that the Foundation plans to mail a card to every graduate on behalf of the Foundation board to congratulate them. SAEF also is hosting a raffle for the leftover Taste of Shaler Area raffle items. Staff will be invited to acknowledge something positive from the school year and all submissions will be entered into the raffle. Additionally, pizza gift cards will be donated to the buildings to use for student incentive or PBIS. The board is currently working on creating a way for people to submit electronic donations from the website as well as creating an online grant application on the website. Dr. Aiken added that within 48 hours of the raffle opening, there were more than 120 nominations.
2. Shaler Area will host two free coding camps this summer:
 - a. Coding Camp – for students currently in grades 2-3 – June 21-24 from 8:30 to 10:30 at Scott Primary.
 - b. APP Design Camp – for students currently in grades 4-5 – June 28-July1 from 10:00 to 12:00 at Scott Primary Computer Lab.
- Dr. O'Black said both Coding Camps will be offered for free thanks to a \$15,000 AIU grant to work with an organization in Pittsburgh.
3. Superintendent's Report – Dr. Aiken said after a difficult year, the Kim Baysek-Young memorial trail dedication event came to fruition. A committee was created to determine how best to honor Mrs. Baysek-Young, teacher at Reserve Primary. The high school technology education department created the signs for the trail, which also features informational signs about Pittsburgh history. He said he is really proud of the students and teachers coming together to make the day really special. Additionally, a committee has been formed to review ideas to honor Melissa Ravas, teacher at the high school. Dr. Aiken said the district also plans to honor Mr. Andrew Koller as well. Graduation will occur on Friday night. As part of the special celebrations for the 50th graduating class, there will be a keynote speaker. Dr. Aiken shared some of the expectations for masking and social distancing and confirmed that the event would be live streamed. He also unveiled the 50th anniversary banner that will be hung at the stadium. The sale of Jeffery Primary is in the final stages of finalization. The Township of Shaler unanimously approved the purchase of the property the previous evening. The end of the school year also is coming to an end with finals, field days, early dismissals, etc. The district thanked the bus drivers on Friday morning and held a luncheon yesterday. Dr. Aiken said he is completing his 27th year in education, which has been unlike any other. Finally, Dr. Aiken said a parent sent the district a letter highlighting the people and staff who impacted her son during his school career. A copy of the encouraging letter was shared with each board member.

Discussion Items:

1. Class of 1970 Memorial Tree – Dr. Aiken said the class of 1970 wanted to plant a tree last year for their 50th reunion. Because of COVID, this didn't happen, however they are still interested in planting a tree for the 50th anniversary of that class. Dr. Aiken said he spoke with John Kaib, supervisor of buildings and grounds, who said this can happen. Mr. Gapsky said he disagreed with the idea and believed anything the district does should be for Shaler Area. Dr. Aiken said the Class of 1970 would like to include a plaque with the tree, however, it is not a deal breaker if the board is opposed to the idea. Mr. Tunstall said the Class of 1970 is a part of the district as

much as anyone else. Mrs. Phillips said she was unsure about the plaque because she is concerned it would be a mess if everyone wanted one. She said she is OK with the idea of it as a one-time thing but she would not want to see everyone coming out of the woodwork to do the same thing. Dr. Kwiatkowski and Mrs. Petrovich voiced favor for planting trees. After additional discussion by the board, the majority was OK with a small plaque.

2. Boys & Girls Club – Dr. Aiken said over the past few weeks a lot of discussion has occurred about this topic. There are significant programs already happening in the school district and administration expressed to school board members its concern of supporting one group and not the others. He said the district wrestled with the right thing to do and how it could make supporting the new Boys and Girls Club program in Etna work as well as all the groups and students in the entire district. Dr. Aiken said he would like to present a compromise that will benefit students from all four municipalities. He recommends taking the \$20,000 requested by the Boys and Girls Club and divide it into three parts to benefit the Millvale Community Library, the Etna Boys and Girls Club startup and the Shaler North Hills Library. All three programs would touch all four municipalities and the district would ensure the academic programs and students involved. Mrs. Petrovich said she feels it is a nice compromise and on the mark. Mr. Tunstall confirmed that the money would be used for educational purposes and would benefit Shaler Area students. Dr. Aiken thanked Mrs. Petrovich for bringing the opportunity to the district. Mr. Gapsky asked if there was any furniture from Jeffery Primary that could be offered to the Etna Boys and Girls Club to support them. Dr. Aiken said that didn't seem to be the case but he would extend the offer again. Dr. O'Black said the district had to purchase additional furniture this school year for the cafeterias, therefore the district may have something additional to offer at the end of the summer.

Ms. Ludwig then announced the following Finance Items:

<u>ITEM</u> #	<u>FINANCE & OPERATION ITEMS RECOMMENDED FOR APPROVAL</u>	<u>SUP.</u> #	<u>ACTION</u> <u>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. 2019 Bond Fund – Schedule of Bills	C.1C	_____
	D. Year-to-Date Financial Reports	C.1D	_____
	E. Fund Profiles and Investments	C.1E	_____
	F. Student Activity Funds & Investments – High School, Middle School and Elementary School – January 1, 2021 – March 31, 2021	C.1F	_____
C.2	Cafeteria Operating Statement	C.2	_____
C.3	Approve 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 2021-22 credit is a reduction in assessments for approximately \$7,254 which equates to a tax reduction of \$170.07 from the gross amount.	C.3	_____
C.4	Approval to close the 2020-21 Shaler Area School District books as of June 30, 2021; and that all bills that arrive and are accrued to 2020-21 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 2020-21.		_____

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| C.5 | Approve a resolution authorizing the collection and payment of school real estate property taxes in installments as required by Act 1. | C.5 | _____ |
| C.6 | Approval authorizing Sherri L. Ludwig, Director of Business Affairs, 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. <i>(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.)</i> | | |
| C.7 | 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.8 | Approve a three-year contract with Shaler Township for a School Resource Officer beginning July 1, 2021 through June 30, 2024 upon solicitor approval. | C.8 | |
| C.9 | Approve additional ABC Transit personnel | C.9 | _____ |
| C.10 | Approval of a three-year contract with UPMC Center for Sports Medicine for the Athletic Training Services Agreement beginning July 1, 2021 through June 30, 2024 upon solicitor approval. | C.10 | _____ |
| C.11 | Approval of the contract with _____ for the New Fire Alarm System for Burchfield Primary School the amount of _____. | C.11 | _____ |
| C.12 | Approval of the contract with Professional Service Industries, Inc, (PSI) for the Paving Construction Materials Inspection & Testing at Marzolf Elementary School in the amount of \$6,340 with an amount not to exceeds \$7K. | C.12 | _____ |
| C.13 | Approval of the contract with _____ for the installation of electrical outlets district wide to prepare for the wall-mounted projector project. | C.13 | _____ |
| C.14 | Approval of the contract with Horizon Information Services for the Burchfield Clock System in the amount of \$17,190. | C.14 | _____ |
| C.15 | Approval of the contract with _____ for the Marzolf Paving Project in the amount of _____. | C.15 | _____ |
| C.16 | Approval of the contract with Dobil Laboratories for the Burchfield PA System in the amount of \$12,400. | C.16 | _____ |
| C.17 | Approval of the contract with _____ for the Reserve Primary School Waterline repair and authorize the use of the emergency bid procedures according to PDE guidelines. | C.17 | _____ |
| C.18 | Approval to dispose of surplus items from the Technology Department | C.18 | _____ |

- C.19 Approve the FINAL General Fund Operating Budget for the 2021-22 fiscal year estimated at \$92,964,983 with the levying of 23.5319 mills. A 2% discount shall be allowed for real estate tax payments made within two months of the date of the tax notice & taxpayers who fail to make payment within four months of the tax notice shall be assessed a penalty of 10%. C.19

REVENUES	2020-21 FINAL BUDGET	2021-22 FINAL BUDGET
6000-Local Sources	\$53,784,387	\$55,478,241
7000-State Sources	\$28,781,076	\$29,185,813
8000-Federal Sources	\$1,335,000	\$2,295,446
9000-Other (Fund Balance/Pro)	\$6,125,968	\$6,005,483
TOTAL REVENUES	\$90,026,431	\$92,964,983
EXPENDITURES	2020-21 FINAL BUDGET	2021-22 FINAL BUDGET
1100-Regular Instruction	\$37,270,621	\$38,831,756
1200-Special Education Instruction	\$14,489,027	\$14,996,882
1300-Vocational Education Instruction	\$1,626,848	\$1,609,369
1400-Other Instructional Programs	\$1,240,692	\$1,865,082
1500-Non-Public School Programs	0	\$16,000
2100-Pupil Personnel	\$3,762,007	\$3,860,612
2200-Instructional Staff Services	\$1,669,534	\$1,568,595
2300-Administration	\$3,974,022	\$4,237,694
2400-Pupil Health	\$1,020,167	\$871,822
2500-Support Services-Business	\$794,026	\$844,277
2600-Operation & Maintenance	\$7,905,587	\$8,025,358
2700-Student Transportation	\$4,987,413	\$5,056,144
2800-Support Services-Central	\$1,453,358	\$1,395,244
2900-Other Support Services	\$65,000	\$70,000
3200-Student Activities & Athletics	\$1,742,717	\$1,712,779
3300-Community Services	\$131,019	\$121,142
4600-Building Improvement	\$10,000	\$10,000
5100-Refunds from Prior Years' Expenditures/Beattie Debt Service	\$221,981	\$214,854
5200-Debt Service Fund Transfer	\$7,662,412	\$7,657,373
Total Expenditures	\$90,026,431	\$92,964,983

- Mr. Romac pointed out a typo in Item C.14.
- Mrs. Donahue asked if the district checked with any other organizations for cost estimates for Item C.10. Clint Rauscher, athletic director, said generally the district does solicit multiple estimates, however when UPMC came to the district with a proposal to replace their expiring contract, it was only slightly higher than what the district was paying with the option to add time over the summer for trainers. Finally, continuity is important. Mr. Rauscher said the last time the district solicited estimates, the difference between UPMC and AHN was minimal so the district decided to maintain continuity. Dr. Aiken said the district has developed a very strong partnership between district staff, officials and school nurses, especially in the last year with COVID. Mr. Rauscher said he can't speak highly enough of the communication between the trainers and school nurses with contact tracing and safety. They were essential during the school year.

- Dr. Kwiatkowski said she requested a report of the custodial and maintenance overtime over the last three years. She said she has concerns with the amount of overtime, and the district budgeting for less next year. Dr. Aiken thanked her for raising her concerns. He said he sat down with the department to understand what is causing the overtime and COVID is part of it. Dr. Kwiatkowski argued that with virtual instruction and shortened athletic seasons, COVID can't be the answer. Dr. Aiken explained that every Sunday, the district brought in additional staff to clean, and the substitute pool had dwindled to nonexistent. A pandemic was not the time to let sections go. The district did bring in part time custodians and now the district is looking at keeping them on or making them floaters throughout the district buildings. He said he understands the concern, and it is something the district will continue to investigate. Mr. Gapsky argued that the district doesn't have subs because of the pay rate. Dr. Kwiatkowski said she just wants the district to acknowledge the issue and fix it. Mr. Kaib explained that the staff receive sick days and vacation days, and while his department limits overlap so there are not too many people off at the same time, he was not able to control staff who got sick throughout the year or needed to quarantine. Dr. Kwiatkowski said she doesn't think it would be right for a substitute custodian to make more than a substitute teacher. Dr. Aiken said it is an issue that the district needs to look at and explore solutions. Mr. Fisher asked about the cost for one full-time custodian and if the district could manage with one floater in the district. Dr. Aiken said the district is looking at eliminating the part-time positions and making those individuals floaters. Mr. Romac asked about the staff recommendations in the PASBO report and if the staff is being managed properly. Mr. Kaib explained that overtime occurs when staff calls off unexpectedly. Dr. O'Black explained that the staff receives sick days and an emergency day for a qualifying event. Ms. Ludwig further explained the average custodial salary in the PASBO report is not full compensation and only reflects the salary. She said it was an important designation to put the charts and graphs into context. Dr. O'Black said many organizations are having a difficult time finding hourly rate employees, and it is the same for school districts whether it is custodians or substitute teachers. He said the district can look at raising the sub rate but he doesn't expect it to miraculously fix the problem.
- Dr. Kwiatkowski asked if the charter school funds increased from families who left the district and what the district is doing to get them back. Ms. Ludwig said the district had 50 additional students in charter schools this year so she budgeted for that amount and a slight increase. Dr. O'Black said the district began the communication process to reach out to families with targeted communication.

Ms. Ludwig then announced the following Discussion Items:

Discussion Items:

1. Fitness Center – Dr. Aiken said Mr. Gapsky made the suggestion to close the fitness center to the public during last month's meeting. The public has not had access to the fitness center for the past year. After discussing the topic, the administration recommends moving forward with limiting access to the fitness center to students and staff. Mr. Gapsky said 20 years ago there weren't as many fitness options. Shaler Area is a school district and should be focused on students. Dr. Aiken said the district would retain Mr. DiPofi to maintain the equipment and center space and provide training. Mr. Rauscher concurs with the recommendation. Dr. Aiken said the decision would be a motion for next month's voting meeting.
2. LERTA – Dr. Aiken said in May the Etna Borough approved the LERTA and the ball now rests with the school district. The borough approved a 10-year abatement schedule. Mr. Hoffman confirmed that the next step is for the school district to formally express interest to enter into a LERTA and part of the adoption is to establish an abatement schedule. Ms. Ludwig expressed her support of the 10-year schedule and its benefit to the district. Mr. Romac said he is sticking with the five-year abatement schedule at 100 percent. Mr. Romac said he feels 10 years is too long because it will take two years to develop the property. Mr. Tunstall said the board needs to decide first whether or not to enter in to the LERTA. He reiterated that the majority of the board is comfortable with moving forward with the LERTA. Then he said the board needs to decide on the 10-year abatement schedule or

something different. Mr. Fisher, Mrs. Donahue, Mrs. Petrovich, and Mrs. Phillips said they would move forward with the 10-year schedule. Dr. Kwiatkowski said she preferred the 5-year schedule but it was not a deal breaker for her. Mr. Gapsky said he preferred 5 years but was OK with 10. Mr. Tunstall said the school board would move forward with the 10-year schedule, which is the same as Etna. Dr. Aiken said he would ask Mr. Hoffman to create a detailed resolution for the following week.

3. Jeffery Surplus – a motion to dispose of any surplus equipment from the former school would be finalized for the board.
- Mr. Tunstall then invited the board to speak on any other business.
 - Mr. Gapsky asked where the district stood with the HVAC position. Mr. Kaib said the district is still looking. There were a couple of candidates who rejected the position when offered. Dr. Aiken said the first candidate felt there wasn't any room for advancement and the second candidate couldn't take the position based on where he was with family and the insurance available. Dr. Aiken said he plans to reach out to A.W. Beattie Career Center to see if there is a graduate who may want that type of position. He said it is difficult to recruit people away from the trades because of the opportunities available. Mr. Gapsky asked if there was any way to make an exception for insurance for a specialty position. Mr. Hoffman said it would need to be negotiated with the union. Mr. Kaib said there also is a plumber and electrician position that will need to be filled in the near future. Dr. Kwiatkowski pointed out that the group has a new contract and if it was an issue, why wasn't it addressed at that time. Mrs. Donahue said she didn't feel that it is wise to change benefits for one position, and it should be across the board. Mr. Hoffman suggested the board discuss the topic in executive session.
 - Dr. Aiken said that during the next week's voting meeting there would be a number of projects to come before the board. The bids will close next Tuesday and administration will provide a summary to the board in preparation for Wednesday's meeting. It's important to vote on the items next week due to the nature of the work.
 - Mr. Tunstall then recognized the public to speak on any other items:
 - Dorothy Petrancosta, of Skylark Drive, said she objects to hearing that the district is considering bolstering a position with a consultant when the district is paying a 5-figure salary with benefits for a position. She said the district should be putting the right people in the right positions to complete the jobs. Ms. Petrancosta said Dr. O'Black's responsibilities have expanded exponentially and the district needs a real human resources person who can evaluate the human resources at the administrative level. She argued the district does not have real facilities management and the district has millions of dollars in facilities that it is addressing like fire fighters. She said she does not agree with paying a consultant to oversee that position. She also argued that Reserve Primary needs to be eliminated and the district should be right-sized. She said the student population has continued to decrease, and the district should right-size personnel as well. Ms. Petrancosta also identified preventative and maintenance measures that are not being taken. She also suggested a buy-out to help teachers right-size the larger number on the high end of the salary scale. Mr. Tunstall thanked her for her comments and said many of the concerns she brought up have been discussed in executive sessions.

After no further items were presented, final adjournment occurred at 9:13 p.m.

Respectfully submitted,

Bethany Baker
Assistant Board Secretary