

*SHALER AREA SCHOOL DISTRICT  
Committee of the Whole Meeting  
June 14, 2023 – Hybrid  
Minutes*

The Board of School Directors of the Shaler Area School District held a Committee of the Whole Meeting on Wednesday, June 14, 2023, in a hybrid format, in person at the Shaler Area Administrative Offices, Glenshaw, PA and on Zoom, a virtual meeting platform, with Dr. April Kwiatkowski, School Board President, presiding. This meeting began at 7:54 p.m.

Board Members Present:                   Ms. Elizabeth Dunn  
  Mr. James Fisher  
  Mr. Tim Gapsky  
  Mr. Edward Kress  
  Dr. April Kwiatkowski  
  Mr. Jason Machajewski  
  Mrs. Jeanne Petrovich  
  Mrs. Eileen Phillips  
  Mr. James Tunstall

Others Present:                               Dr. Sean Aiken, Superintendent  
  Mrs. Sherri Jaffee, Director of Business Affairs  
  Mr. John Vogel, Solicitor

Notice of this meeting was posted as required.

➤ Dr. Kwiatkowski called the meeting to order at 7:54 p.m.

Dr. Aiken 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 a Settlement Agreement with Student #9.	A.1	_____
A.2	Approve the Agreement Addendum with Maxim Healthcare Staffing Services, Inc., retroactive to April 14, 2023.	A.2	_____
A.3	Approve the MOU’s with the Borough of Etna Police Department, Borough of Millvale Police Department, Shaler Township Police Department, and Reserve Township Police Department to foster a relationship of cooperation and mutual support between the parties as we work together to maintain the physical security and safety of our school buildings.	A.3	_____
A.4	Approve the first reading of the following new policies: a. Policy No. 137.2 – Participation in Cocurricular Activities & Academic Courses by Home Education Students b. Policy No. 137.3 – Participation in Career & Technical Education Programs by Home Education Students	A.4	_____

- A.5 Approve the first reading of the following revised policies: A.5
- a. Policy No. 137 – Home Education Program
  - b. Policy No. 137.1 – Extracurricular Participation by Home Education Students
  - c. Policy No. 906 – Public Complaint Procedures
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- A.6 Approve the following overnight/out-of-state travel: A.6
- a. Shaler Area High School Performing Arts Dept. travel to Virginia Beach & Norfolk, VA, April 18-22, 2024, to participate in a national competition and NATO Parade of Nations. Cost to the district seven substitute teachers for three days.
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- Dr. Kwiatkowski asked if there were any questions from the board.
- Mrs. Petrovich asked for a hard copy of Policy 906 in Item A.5c.
  - Mrs. Phillips asked if we sent buildings & grounds personnel on the out-of-state band trips. Dr. Aiken explained that they drive the band equipment but we do not get substitutes to replace them.
  - Dr. Kwiatkowski asked about Item A.2. Dr. Aiken explained that this was the sub nurse at the middle school.

Dr. Aiken then announced the following Information Items:

1. Shaler Area Education Foundation – Mrs. Phillips reported the committee is working to update the grant application to ask that each recipient give a report or presentation on how they used the money they were given. Mrs. Evans reported on how she took a group of students on a field trip to Millvale Library on Indigenous Peoples’ Day. Mrs. Phillips also mentioned that the Alumni Relations subcommittee gave every graduating senior a drawstring backpack designed by GPSA in Millvale. SAEF will have a presence at this year’s homecoming. The grant application process is being revised and streamlined.
2. Superintendent’s Report
  - Dr. Aiken reported that the End of the Year celebration at Biles Field was a huge success attended by over 500 people. The car cruise was a great addition as we had over 100 classic, antique cars participate. Dr. Aiken thanked district parents for their planning, with a special thank you to our custodial and maintenance team for their efforts in setting up and breaking down the event. He mentioned that the committee is looking to change the date for next year’s celebration.
  - Dr. Aiken reported that three of Shaler Area sports teams are making history by competing in state championships in baseball, softball and volleyball. Penn State is hosting 4 events and Shaler Area is represented in three of them. PCN will be broadcasting the games. A champions parade is being planned for Tuesday, June 20 at 7:00. The parade will be held at Shaler Area High School and will be similar to the senior sendoff that we hosted for our 2020 graduates.
  - Dr. Aiken travelled to Harrisburg on Tuesday, June 6 to meet with elected officials at the Capitol. He met with Senator Lindsey Williams, the new Secretary of Education, and other officials, discussing/expressing concern over issues such as additional funding/unfunded mandates; charter school tuition; special education; educator workforce shortages; school facilities funding; and universal free school meals.
3. Buildings & Grounds
  - Mr. Kaib gave an update on the summer projects. The press box is scheduled to be dismantled tomorrow. Tile work has begun in the buildings that were affected by the flooding over the Christmas break. The high school pipe replacement is going well. The swimming pool was emptied and pressure washed.

Summer cleaning has begun. Trees were trimmed at Biles Field. The backstop at Marzolf is finished. It is on wheels so it will be easily transportable.

Mrs. Jaffee then announced the following Finance Items:

<u>ITEM</u>		<u>SUP</u>	<u>ACTION</u>
#	<u>FINANCE &amp; OPERATION ITEMS RECOMMENDED FOR APPROVAL</u>	#	<u>TAKEN</u>
C.1	<b>APPROVE FUND PROFILES:</b>		
A.	General Fund – Schedule of Bills and Addendum	C.1A	_____
B.	Cafeteria – Schedule of Bills	C.1B	_____
C.	2019 Bond Fund – Schedule of Bills	C.1C	_____
D.	Budget Transfers	C.1D	_____
E.	Year-to-Date Financial Reports	C.1E	_____
F.	Fund Profiles and Investments	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 2023-24 credit is a reduction in assessments for approximately \$8,793.09 which equates to a tax reduction of \$217.26 from the gross amount.	C.3	
C.4	Approval to close the 2022-23 Shaler Area School District books as of June 30, 2023; and that all bills that arrive and are accrued to 2022-23 be approved for payment providing the administration reviews the bills and is 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 2022-23.	C.4	
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 M. Jaffee, 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 &amp; records of all transactions, as deemed necessary by the independent auditors.)</i>	C.6	_____

- C.7 Approval authorizing Sherri M. Jaffee, 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.7

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- C.8 Approve additional ABC Transit personnel.

C.8

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- C.9 Approval of resolution to amend the 2013 note and related swap to address LIBOR benchmark termination.

C.9

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- C.10 Approval of the contract with Fountain Products for the Marzolf Primary School Combi Oven in the amount of \$38,930.00.

C.10

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- C.11 Approval of the contract with McKamish for the Shaler Area High School Holding Tank replacement in the amount of \$26,680.00.

C.11

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- C.12 Approve the FINAL General Fund Operating Budget for the 2023-24 fiscal year estimated at \$96,894,664 with the levying of 24.7084 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.12

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REVENUES	2022-23 FINAL BUDGET	2023-24 FINAL BUDGET
6000-Local Sources	\$57,590,186	\$61,059,112
7000-State Sources	\$29,751,053	\$31,350,409
8000-Federal Sources	\$2,041,440	\$2,869,890
9000-Other (Fund Balance/Pro)	\$6,383,669	\$1,615,253
<b>TOTAL REVENUES</b>	<b>\$95,766,348</b>	<b>\$96,894,664</b>
EXPENDITURES	2022-23 FINAL BUDGET	2023-24 FINAL BUDGET
1100-Regular Instruction	\$41,448,674	\$43,821,763
1200-Special Education Instruction	\$14,819,251	\$15,545,160
1300-Vocational Education Instruction	\$1,470,000	\$1,520,747
1400-Other Instructional Programs	\$1,989,886	\$2,084,956
1500-Non-Public School Programs	\$16,000	\$16,000
2100-Pupil Personnel	\$4,337,561	\$4,400,182
2200-Instructional Staff Services	\$1,431,775	\$1,538,842
2300-Administration	\$4,369,989	\$4,432,864
2400-Pupil Health	\$822,575	\$950,331
2500-Support Services-Business	\$854,149	\$813,276
2600-Operation & Maintenance	\$8,366,016	\$8,757,378
2700-Student Transportation	\$4,808,425	\$4,281,145
2800-Support Services-Central	\$1,315,217	\$1,231,431
2900-Other Support Services	\$63,000	\$63,000
3200-Student Activities & Athletics	\$1,829,707	\$2,016,972
3300-Community Services	\$112,310	\$78,700
4600-Building Improvement	\$10,000	\$10,000

5100-Refunds from Prior Years' Expenditures/Beattie Debt Service	\$168,183	\$88,800
5200-Debt Service Fund Transfer	\$7,533,630	\$5,243,117
<b>Total Expenditures</b>	<b>\$95,766,348</b>	<b>\$96,894,664</b>

Information Item: We would like to acknowledge the donation of a digital piano to the Shaler Area Elementary School from the estate of Norma Leveycky.

- Dr. Kwiatkowski asked if there were any questions from the board.
  - Mrs. Petrovich asked about C.11. Mr. Kaib explained that the holding tank is below Biles Field.
  - Dr. Kwiatkowski asked about C. 10. Mrs. Jaffee explained that we applied for a grant for a new oven at Burchfield and Marzolf. Burchfield got the grant, not Marzolf.
- Dr Kwiatkowski invited the board to speak on any other business.
  - There was none.
- Dr. Kwiatkowski then recognized the public to speak on any other items:
  - There was none.
- Dr. Kwiatkowski then invited the remote public to speak on any other items:
  - There was none.

After no further items were presented, final adjournment occurred at 8:34 p.m.

Respectfully submitted,

Sherri M. Jaffee,  
Board Secretary