

*SHALER AREA SCHOOL DISTRICT
Combined C.O.W./Voting Meeting
December 2, 2015 – Administration Building
Minutes*

The Board of School Directors of the Shaler Area School District held a combined COW/Voting Meeting on Wednesday, December 2, 2015, at the Shaler Area Administration Office, Glenshaw, PA, with Dr. April Kwiatkowski, School Board President, presiding. This meeting began at 7:39 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. Vic Morrone, Acting Superintendent
- Dr. Bryan O'Black, Assistant Superintendent
- Mr. Charles Bennett, Director of Business Affairs
- Mr. Gary Mignogna, Director of Human Resources
- Mr. William Watson, Director of Pupil Services
- Mr. John Vogel, Solicitor
- Mr. James Belany, Student Representative
- Ms. Sage Wilson, Student Representative

Notice of this meeting was posted as required.

- Dr. Kwiatkowski welcomed Mr. Sean Aiken to Shaler Area as the new superintendent. Mr. Aiken said he has enjoyed the first two days of his tenure. He then thanked everyone for welcoming him to the district and said he looked forward to working with everyone.
- Dr. Kwiatkowski then recognized the Public to Speak on Agenda Items.
 - There were none.
- Dr. Kwiatkowski called the meeting to order at 7:39 p.m.
- On a motion by Mr. Gapsky and a second by Mr. Romac, the following Minutes were approved by a unanimous voice vote:
 - COW/Voting Meeting – 11/11/15
- Dr. Kwiatkowski then announced items tabled or removed from the agenda:
 - There were none.
- On a motion by Mr. Romac and a second by Mrs. Donahue, the agenda was approved by all Board members in attendance.
- Dorothy Petrancosta, of Skylark Drive, then came to the podium and apologized for not speaking on the agenda items earlier in the meeting but only just saw the personnel agenda and had a question. The board accepted Ms. Petrancosta's comments.
 - Ms. Petrancosta said she has spoken during the past two meetings about the need to look at the big picture. She asked if the Acting Director of Business Affairs position that limits the maximum days to four days per week is a long-term plan or short-term concept.

December 2, 2015 – Combined C.O.W./Voting Meeting

- Mr. Aiken said the Acting Director of Business Affairs will provide some transition and is a temporary plan while the district interviews candidates for the permanent full-time position.
- Dr. Kwiatkowski said Shaler Area is very lucky to have the Acting Director of Business Affairs candidate even temporarily as he is well qualified. She reiterated that Shaler Area is a large district and requires someone full time in that position.
- Ms. Petrancosta said she was comfortable with that plan and thanked the school board and administration for the information.

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

<u>Item</u> <u>#</u>	<u>EDUCATION ITEMS RECOMMENDED FOR APPROVAL</u>	<u>SUP</u> <u>#</u>	<u>ACTION</u> <u>TAKEN</u>
A.1	Approve the resolution authorizing Mr. Sean Aiken to utilize an e-Signature per PDE regulations to approve federal and state funding applications.	A.1	<u>e-Signature</u> <u>Approval</u>
A.2	Approve the second reading of the following revised policy: a. Policy No. 918 – Title I Parent Involvement	A.2	<u>Revised</u> <u>Policy – 2nd</u> <u>Reading</u>
A.3	Approve the following overnight/out-of-state travel: a. Competitive Varsity Cheerleaders travel to Orlando, FL, February 4-9, 2016 to compete at Universal Cheerleaders Association National High School Championship. Cost per student offset by district-approved fundraisers. Cost to district 2 substitute teachers for 4 days.	A.3	<u>Overnight/</u> <u>Out-of-</u> <u>State Travel</u>

Dr. O'Black then announced the following Discussion Item:

Discussion Item:

1. Student Representatives – James Belany & Sage Wilson – James Belany said the high school has a number of fundraisers scheduled to help the community including the Angel Tree drive. Sage Wilson added that the LAMP Club has helped raise money for the holiday help fund. James Belany added that there are a number of winter concerts coming up, and the Ecology Club is working on expanding the recycling program.

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

Information Items:

1. Shaler Area Education Foundation Update – Dr. Kwiatkowski said the Foundation is working on organizing its first formal fundraising event “Taste of Shaler Area.” It will be held around the time the high school holds its art show. She said tickets might be on sale as soon as next month.
2. Grable Foundation Grant - \$26,500 – IKS Titan/Dream Flight Adventures – Dr. O'Black said the money will be used for continued professional development and will benefit all the AIU flight simulator directors, including Shaler Area's Mike Penn.

December 2, 2015 – Combined C.O.W./Voting Meeting

A motion was made by Mr. Gapsky with a second by Mr. Romac, to approve Items A.1-3.

After no further discussion, these items were then approved by a roll call vote.

Motion Carried: 9 aye; 0 nay

ACTION:
Approved
Items A.1-3

Donahue	Fisher	Gapsky	Kwiatkowski	Machajewski	Petrovich	Phillips	Romac	Tunstall
Y	Y	Y	Y	Y	Y	Y	Y	Y

Mr. Mignogna then presented the following Personnel items for approval.

<u>ITEM</u> #	<u>PERSONNEL ITEMS RECOMMENDED FOR APPROVAL</u>	<u>SUP</u> #	<u>ACTION</u> <u>TAKEN</u>
B.1	Approve the following FT 1.0 Long-Term Substitute (LTS) for the 2015-16 school year:		<u>LTS</u>
a.	Mara Gilmartin, a graduate of Carlow University, as a FT 1.0 LTS English teacher, Middle School for Jennifer Birch, effective retroaction to November 13, 2015 to on or about May 31, 2016 at a Bachelor's Step 1 salary level (prorated).	B.1a.	
B.2	Approve the retention of Victor Morrone, Ed.D, as an independent contractor/consultant to assist Sean Aiken's transition to Superintendent, effective December 1, 2015 through June 30, 2016, on an as-needed basis, at a per diem rate (8-hour day) of \$500. Prorated on an hourly basis.		<u>Independent Contractor/Consultant</u>
B.3	Approve the following Supplemental Contract for Sponsors for the 2015-16 school year:		<u>Supplemental Contract – Sponsors</u>
a.	High School Ski Club Brad Susa		
B.4	Rescind the following Supplemental Contracts for Coaches for the 2015-16 school year:		<u>Rescind Supplemental Contract – Coaches</u>
a.	Basketball (Winter) Girls Volunteer Assistant Paul Jenkner		
b.	Wrestling (Winter) Asst. Varsity Mike Yuiska (100%)		

- B.5 Approve the following Supplemental Contracts for **Coaches** for the 2015-16 school year:

Supplemental
Contract –
Coaches

- Basketball (Winter)**
- a. Girls 9th Assistant Paul Jenkner
- Wrestling (Winter)**
- b. Asst. Varsity Mike Yuiska (50%)
- c. Jay Hellinger (50%)

- B.6 Approve the following day-to-day **Substitute Clericals** for the 2015-16 school year:

Day-to-Day
Substitute –
Clerical

- a. Debby DeMarco
- b. Kristina Francioni
- c. Krysten Opsatnik
- d. Amanda Thomas
- e. Amber Weidner
- f. Carrie Cook

- B.7 Approve the following in the **Community Rec Swim Program** effective December 3, 2015:

Community
Rec Swim
Program

- a. Cassidy Gray, Instructor
- b. Hunter Jamison, Instructor
- c. Brandon Lieb, Instructor
- d. Sierra Vogel, Lifeguard

ADDENDUM

Item

PERSONNEL ITEMS RECOMMENDED FOR APPROVAL

- B.8 Approve the hiring of Peter Camarda, as Acting Director of Business Affairs, effective December 3, 2015, at a per diem rate (8-hour/day) of \$400. Mr. Camarda's schedule will involve working 2-3 days per week while Charles Bennett is here, then a maximum of a 4-day workweek, not to exceed 16 days per month, after Charles Bennett's formal retirement.

Acting Director
of Business
Affairs

A motion was made by Mr. Fisher with a second by Mr. Romac, to approve Items B.1-8.

After no further discussion, these items were then approved by a roll call vote.

Motion Carried: 9 aye; 0 nay

ACTION:
Approved
Items B.1-8

Donahue	Fisher	Gapsky	Kwiatkowski	Machajewski	Petrovich	Phillips	Romac	Tunstall
Y	Y	Y	Y	Y	Y	Y	Y	Y

Mr. Bennett then presented the following Finance items for approval:

Item #	FINANCE AND OPERATION ITEMS RECOMMENDED FOR APPROVAL	Sup. #	ACTION TAKEN																																				
C.1	APPROVE FUND PROFILES:																																						
	A. General Fund – Schedule of Bills and Addendum	C.1A	<u>Fund Profiles</u>																																				
	B. Cafeteria Fund – Schedule of Bills	C.1B																																					
	C. CR&R – Schedule of Bills	C.1C																																					
	D. Bond Construction – Schedule of Bills	C.1D																																					
	E. Year-to-Date Financial Reports	C.1E																																					
	F. Budget Transfers	C.1F																																					
	G. Fund Profiles and Investments	C.1G																																					
C.2	Approval of a resolution regarding ACT 1 Whereas the Shaler Area School District Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the Shaler Area School District for the 2016-2017 fiscal year by more than the Adjusted Index of 3.2% as prepared by the PA Department of Education.	C.2	<u>ACT 1 resolution</u>																																				
C.3	Approval of a 60 month lease with ComDoc to replace the Business Office Copier, at a cost of \$194.00 per month.	C.3	<u>ComDoc copier lease</u>																																				
C.4	Approval of a Resolution Authorizing the Shaler Area School District’s Participation in the Allegheny Intermediate Unit #3 Joint Purchasing Board for year 2016.	C.4	<u>Resolution – AIU Joint Purchasing Board</u>																																				
C.5	Approval to lien various delinquent properties within the Shaler Area School District. The liens are for properties with a delinquent tax balance equal to or greater than \$300.00. The total cost is \$40,165.00		<u>Lien on Delinquent Properties</u>																																				
	<table><tr><th>Municipality</th><th>2013 Liens</th><th>2014 Liens</th><th>1994 Revivals</th><th>1995 Revivals</th><th>Total</th></tr><tr><td>Etna</td><td>\$2,520.00</td><td>\$3,100.00</td><td>\$75.00</td><td>\$375.00</td><td>\$6,070.00</td></tr><tr><td>Millvale</td><td>\$4,140.00</td><td>\$4,920.00</td><td>\$575.00</td><td>\$1,225.00</td><td>\$10,860.00</td></tr><tr><td>Reserve</td><td>\$2,880.00</td><td>\$3,100.00</td><td>\$75.00</td><td>\$175.00</td><td>\$6,230.00</td></tr><tr><td>Shaler</td><td>\$7,100.00</td><td>\$8,780.00</td><td>\$300.00</td><td>\$825.00</td><td>\$17,005.00</td></tr><tr><td>Total</td><td>\$16,640.00</td><td>\$19,900.00</td><td>\$1,025.00</td><td>\$2,600.00</td><td>\$40,165.00</td></tr></table>	Municipality	2013 Liens	2014 Liens	1994 Revivals	1995 Revivals	Total	Etna	\$2,520.00	\$3,100.00	\$75.00	\$375.00	\$6,070.00	Millvale	\$4,140.00	\$4,920.00	\$575.00	\$1,225.00	\$10,860.00	Reserve	\$2,880.00	\$3,100.00	\$75.00	\$175.00	\$6,230.00	Shaler	\$7,100.00	\$8,780.00	\$300.00	\$825.00	\$17,005.00	Total	\$16,640.00	\$19,900.00	\$1,025.00	\$2,600.00	\$40,165.00		
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C.6	Recommend approval of a contract with Pitt Electric, Inc for the removal of the light poles at the Mount Royal Stadium at a cost of \$23,410.00. The Contract includes the alternate bid to remove and dispose of the standard and lights from the site.	C.6	<u>Stadium Light Pole Removal</u>																																				
C.7	Recommend the approval of an additional bus stop at Dressel Road & Mica Drive (Primary only).	C.7	<u>Bus Stop</u>																																				

- Mr. Bennett said Items C.1 A-G were for the month ending in November. He thanked his staff for being able to close the books in one day. He said Item C.2 will ensure the taxpayers will not see a rate increase above the Act 1 index. Shaler Area has not exceeded the Act 1 index since its creation in 2006. Mr. Bennett added that the resolution would help the district conduct business as usual and not require the district to formulate a budget by next month. Mr. Romac asked what the index was. Mr. Bennett said the maximum tax increase allowed would be 0.7 mills. He said the index is driven by several factors and briefly explained the formula. Mr. Bennett said there is a \$40,000 upfront cost in Item

C.5; however, the motion is necessary to protect the school district's interests if the properties go to sheriff sale. Mr. Vogel said the majority of the properties are residential and in order to maintain a sheriff sale action, the properties have to have current liens. Mr. Bennett said in Item C.6, the company will remove five of the six light poles while the stadium facility and campus are closed for the winter break. Because the survey results indicated two of the six light poles were in poor condition, the district was able to expedite the bid process. The plans drawn up by HHSDR indicate that only four of the five light poles will need to be replaced and will be completed before the track and turf projects begin. Mr. Bennett added that Item C.7 came out of the safety committee and will be a stop for primary students only.

Mr. Bennett then presented the following Acknowledgement item:

Acknowledgement:

- Submission of the 2014/15 Annual Financial Report (PDE-2057) to the Department of Education – Mr. Bennett said this was completed on time.
- Mr. Bennett also stated that there still is no state budget. He said Shaler Area is good through February and hopefully the state will have something in place before the holidays.

A motion was made by Mrs. Petrovich with a second by Mrs. Donahue, to approve Items C.1-7.

Mr. John Fries, former school board president, spoke from the audience and asked the district to call D&D who may remove the light poles as scrap for free. Dr. Kwiatkowski asked if there were any other copiers in the district that should be looked at. Mr. Bennett said the copier listed is the only “odd ball” and all of the other copiers were on leases together and priced low. After no further discussion, these items were then approved by a roll call vote.

ACTION:
Approved
Items C.1-7

Motion Carried: 9 aye; 0 nay

Donahue	Fisher	Gapsky	Kwiatkowski	Machajewski	Petrovich	Phillips	Romac	Tunstall
Y	Y	Y	Y	Y	Y	Y	Y	Y

Dr. Kwiatkowski then announced the following upcoming meetings:

- Thursday, December 10, 2015 – Duss Board Room
 - 5:30 p.m. – Athletic Committee
- Thursday, December 17, 2015
 - 6:00 p.m. – A.W. Beattie Committee, Babcock Blvd.

Dr. Kwiatkowski then asked if there was any other business to come before the board.

- Mr. Fisher said the Dec. 17 A.W. Beattie meeting includes a very nice sit-down dinner cooked and served by the students. Board members do have to RSVP to attend.
- Mrs. Donahue said that she hopes to start the School Board Meet and Greet events back up next month. The Meet and Greets occur in each school building and provide a chance for school board members to meet teachers and administrators. Mrs. Donahue said unfortunately, the primary and elementary buildings prefer mornings and the middle school and high school prefer afternoons. Mrs. Donahue said that she also hopes to revamp the Adopt-a-Board-Member program in which teachers invite board members into their classroom. Mrs. Donahue requested feedback from the other board members as to how best to schedule these events with everyone's schedules. Mr. Romac asked if there was a way to connect with the teachers before a union meeting. Mr. Aiken suggested looking at another day that the teachers already are staying in their buildings. He said he would look into coordinating this.
- Dr. Kwiatkowski said she would like to personally thank Dr. Morrone for his service to the district during his term as interim superintendent. She said he was able to keep the district moving forward and achieve great successes.

December 2, 2015 – Combined C.O.W./Voting Meeting

- Dr. Morrone said being at Shaler Area again has been a wonderful experience with a great board and administration team. He said Shaler Area does a lot of things wonderfully, such as delivering Thanksgiving dinners to those in need without any fanfare or recognition. He added that the district is in great hands with Mr. Aiken.
- Mr. Gapsky pointed out that it was also Mr. Bennett's last meeting. Mr. Bennett said he has spent a lot of Wednesday nights at Shaler Area, but he appreciated the good staff and good Central Office administration.
- Mr. O'Black said on behalf of the administration that they couldn't have done it without him and thanked Mr. Bennett for everything he has done for the district.

After no further items were presented, on a motion by Mrs. Donahue and second by Mr. Romac, the Business Meeting was adjourned at 8:24 p.m.

Dr. Kwiatkowski then recognized the public to speak on any non-agenda item:

- Dorothy Petrancosta, of Skylark Drive, asked for more information regarding Item C.5 and how much the liens cost and other specifics. Mr. Vogel provided additional information about the costs and how they add up. Ms. Petrancosta also asked about the Local Service Tax Collectors approved during the reorganization meeting earlier in the evening and why the district goes through the Shaler Township office and not Keystone for that municipality. Mr. Bennett and Mr. Vogel said Shaler Township is very efficient.

When no one else approached the podium, the meeting's Final Adjournment occurred at 8:29 p.m.

Respectfully submitted,

Bethany Baker
Assistant Board Secretary