

*SHALER AREA SCHOOL DISTRICT
Combined COW/Voting Meeting
July 13, 2016 – Administration Building
Minutes*

The Board of School Directors of the Shaler Area School District held a Combined Committee of the Whole/Voting Meeting on Wednesday, July 13, 2016, at the Shaler Area Administration Building, Glenshaw, PA, with Dr. April Kwiatkowski, School Board President, presiding. This meeting began at 7:28 p.m.

Board Members Present:

- Mrs. Suzanna Donahue
- Mr. James Fisher (by phone)
- Mr. Tim Gapsky
- Dr. April Kwiatkowski
- Mr. Jason Machajewski
- Mrs. Jeanne Petrovich
- Mrs. Eileen Phillips
- Mr. Steve Romac
- Mr. James Tunstall (by phone)

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
- Mr. John Vogel, Solicitor

Notice of this meeting was posted as required.

- Dr. Kwiatkowski opened the meeting at 7:28 p.m.
- Dr. Kwiatkowski recognized the Public to Speak on Agenda Items.
 - Dorothy Petrancosta, Skylark Drive, said she would like to hear questions about accountability related to the intergovernmental agreement on the agenda. She said she was shocked when she learned the amount of delinquent taxes. She said she would like to know what Shaler Area would do to make sure the other tools in the toolbox are used to fight blighted properties. She also said she is concerned about the use of taxpayer money.
- Dr. Kwiatkowski called the meeting to order at 7:32 p.m. and asked the Board and audience to stand for the Pledge of Allegiance.
- On a motion by Mr. Gapsky and a second by Mr. Romac, the following Minutes were approved by all in attendance:
 - Committee of the Whole Meeting – June 8, 2016
 - Voting Meeting – June 15, 2016
- Dr. Kwiatkowski then announced items tabled or removed from the agenda:
 - There were none.
- On a motion by Mrs. Petrovich and a second by Mr. Romac, the agenda was approved by all Board members in attendance.

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

<u>Item #</u>	<u>EDUCATION ITEMS RECOMMENDED FOR APPROVAL</u>	<u>SUP #</u>	<u>ACTION TAKEN</u>
A.1	Approve the Student Code of Conduct for the 2016-17 school year.	A.1	<u>Student Code of Conduct</u>
A.2	Approve an agreement with Shaler Area Medical Services Inc. to utilize the EMS facility located at 339 Wetzel Road, Glenshaw, PA, as a temporary and emergency shelter for the students and staff of Jeffery Primary School.	A.2	<u>EMS facility agreement</u>
A.3	Approve an agreement with The Watson Institute to provide Autism Consultation Services and Transitioning Consultation during the 2016-17 school year. (To be paid thru ACCESS funds)	A.3	<u>Watson Institute agreement</u>
A.4	Approve a contract with the Allegheny Intermediate Unit to provide ESL supervision and mentoring for the 2016-17 school year at a cost of \$8,405.	A.4	<u>AIU contract for ESL services</u>
A.5	Approve an agreement with the Shaler Township Police Department to provide a School Resource Officer for three years from August 1, 2016 to June 30, 2018.	A.5	<u>SRO agreement</u>
A.6	Approve IDEA Section 619 Pass-Through Funds from the Allegheny Intermediate Unit for the 2016-17 school year in the amount of \$6,530. Funds will be used for contracted services for 5-year old Kindergarten students who have an IEP.		<u>IDEA Pass-Through Funds</u>
A.7	Approve the second reading of the following new policies: a. Policy No. 626.1 – Travel Reimbursement – Federal Programs b. Policy No. 827 – Conflict of Interest	A.7	<u>New policies – 2nd reading</u>
A.8	Approve the second reading of the following revised policies: a. Policy No. 626 – Federal Fiscal Compliance b. Policy No. 808 – Food Services	A.8	<u>Revised policies – 2nd reading</u>

Discussion Item:

1. Shaler Area Education Foundation – Dr. Kwiatkowski announced the first annual SAEF Family Wellness 5K Run/Walk would be Oct. 8, the morning of Homecoming. Packet pickup will be from 6:30 a.m. to 8 a.m. with the race beginning at 8 a.m. She directed people to the Foundation website for more information. Dr. Kwiatkowski also thanked Dorothy Petrancosta for her generous donation.

A motion was made by Mrs. Petrovich with a second by Mr. Gapsky, to approve Items A.1-8.

Mr. Romac asked about the cost associated with Item A.5. Dr. O’Black said a grant funded the initiative for year 1 and now costs are split between the township and the school district with costs not to exceed \$30,000 for the district. After no further discussion, these items were then approved by a roll call vote.

ACTION:
Approved
Items A.1-8

Motion Carried: 9 aye; 0 nay

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 Resignations:		<u>Resignations</u>
a.	Rachel Anton, Spanish teacher, High School, effective July 1, 2016		
b.	Jennie O’Dell, Art teacher, Burchfield Primary, effective July 1, 2016.		
B.2	Approve the following FT Act 93 employee:		
a.	Mitchel Stivason, as a FT 1.0 Act 93, Coordinator of Technology, effective July 14, 2016, at a salary of \$70,000 (prorated for actual days worked), including all salary and benefits entitled to an Act 93 employee.		<u>Coordinator of Technology</u>
B.3	Renee Catanzaro, a graduate of Indiana University of Pennsylvania, as a part-time School Psychologist effective from September 1, 2016 through August 31, 2017 at \$31.00 per hour, not to exceed \$25,000 a year.		<u>PT school psychologist</u>
B.4	Approve the following Intern for the 2016-17 school year:		
a.	Jamie Piazza, University of Pittsburgh, as a Social Work Intern, with Lee Ann Guido, High School, effective August 29, 2016 to April 28, 2017, at no cost to the District.	B.4a.	<u>Social Work Intern</u>
B.5	Approve the following Supplemental Contracts for Sponsors for the 2016-17 school year. Compensation will be according to the terms and conditions of the Collective Bargaining Agreement:	B.5	<u>Supplemental Contracts – Sponsors</u>
B.6	Approve the following Supplemental Contracts for Coaches for the 2016-17 school year. Compensation will be according to the terms and conditions of the Collective Bargaining Agreement:		<u>Supplemental Contracts – Coaches</u>
	Volleyball (Fall)		
a.	Assistant Varsity	Holly Yurek	
b.	Assistant Varsity	Sean McTigue	B.6a.
B.7	Approve the following Changes in Status from Temporary Professional Employee (TPE) to Professional Employee (PE) for the following teachers:		<u>Change in Status</u>

<u>Name</u>	<u>Start Date</u>
Tiffany Rosensteel	8/22/2013
Kristin Barbour	8/22/2013
C. Camile Barrett	8/22/2013
Laura Roth	9/12/2013
Victoria Zima	8/29/2013
Amy Filo	8/22/2013
Rachel Anton	8/22/2013
Andrew Koller	8/22/2013
Georjette McDonnell	8/22/2013
William Mitchell	8/22/2013
Bryan Seybert	8/22/2013

B.8 Approve the following day-to-day **Substitute Teacher** for the 2016-17 school year: Substitute Teacher

a. JoAnn Walsh, Elementary & Special Education (SASD Retiree)

B.9 Approve salary increases for Act 93 Administrators, as per the Act 93 Agreement (supplement attached, effective for the 2016-17 school year. **B.9** Salary increases for Act 93 administrators

ADDENDUM

<u>Item</u>		<u>SUP</u>	<u>ACTION</u>
<u>#</u>	<u>PERSONNEL ITEMS RECOMMENDED FOR APPROVAL</u>	<u>#</u>	<u>TAKEN</u>

B.10 Approve the following **FT 1.0 Act 93 employee:** **B.10a.**

a. Kathleen Graczyk, a graduate of the Pennsylvania State University, as a 1.0 FT Director of Student Services, Central Office, replacing William Watson, at an annual salary of \$110,000 (prorated for actual days worked), including all benefits entitled to an Act 93 employee, effective upon release from her current school district. Director of Student Services

A motion was made by Mrs. Petrovich 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

A motion was made by Mr. Romac with a second by Mrs. Petrovich, to approve Item B.9.

After no further discussion, this item was then approved by a roll call vote.

Motion Carried: 8 aye; 1 nay

ACTION:
Approved
Item B.9

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

A motion was made by Mrs. Petrovich with a second by Mr. Romac, to approve Item B.10.

Mr. Aiken said the district went through an extensive process to find a replacement for Mr. Watson. Administration looked internally and externally. After three rounds of interviews, Ms. Graczyk impressed the district administration with her knowledge of special education, leadership and experience. She has a wealth of experience and knowledge and the district feels strongly that she will be an excellent team member. After no further discussion, this item was then approved by a roll call vote.

Motion Carried: 9 aye; 0 nay

ACTION:
Approved
Item B.10

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

Ms. Ludwig then presented the following Finance items for approval:

<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	<u>Fund Profile</u>
	B. Cafeteria Fund – Schedule of Bills	C.1B	
	C. CR&R– Schedule of Bills	C.1C	
	D. Year-to-Date Financial Reports	C.1D	
	E. Budget Transfers	C.1E	
	F. Fund Profiles and Investments	C.1F	
	G. Bond Proceeds – Schedule of Bills	C.1G	
C.2	Approve the disposal of surplus technology equipment (list attached).	C.2	<u>Disposal of Surplus Tech. Equipment</u>
C.3	Approve the rejection of the bids for the Shaler Area Middle School door replacements.		<u>Reject bids for SAMS doors</u>
C.4	Approval to enter into an intergovernmental cooperation agreement with participating school districts, municipalities and taxing jurisdictions of Allegheny County for the purpose of forming, establishing, and joining a land bank to be known as the Tri-Cog Land Bank for an approximate initial cost of \$18,000- \$25,000.	C.4	<u>Land Bank agreement</u>

C.5 Approval of a pending change order related to the northeast subsurface void at Titan Stadium in an amount not to exceed \$30K.

Change order at Titan Stadium

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

Ms. Ludwig said Item C.1 is the usual expenditures and schedule of bills. After no further discussion, this item was then approved by a roll call vote.

ACTION:
Approved
Item C. 1

Motion Carried: 7 aye; 2 nay

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

A motion was made by Mrs. Petrovich with a second by Mrs. Donahue, to approve Items C.2-4.

Mrs. Donahue asked where the district is going to come up with the money to finance Item C.4. Ms. Ludwig said that has been a concern. Currently, there is no funding for the item and the district is still in the position of balancing the underages for 2016-17. She said she doesn't have a number for the board because there are still gaps in line items for 2016-17. Mr. Aiken said the district has talked about a lot of creative options because the budget is not a one-year challenge and the district does not have the answers yet. Ms. Ludwig said her answer is "no" because not only is the 2016-17 budget a challenge but also the 2017-18 budget and PSERS is going up again. From an accounting perspective, she doesn't see where the money will come from. Mr. Romac suggested the board separate Item C.4. Mr. Romac also asked why the recommendation was to reject the bids in Item C.3. Mr. John Kaib, supervisor of buildings and grounds, said the prices came in very high and going back out to bid will save the district money and still be in an appropriate timeline.

ACTION:
None

A motion was made by Mr. Romac with a second by Mrs. Donahue, to separate Item C.4.

After no further discussion, this motion was then approved by a roll call vote.

ACTION:
Separate
Item C. 4

Motion Carried: 8 aye; 1 nay

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

A motion was made by Mrs. Petrovich with a second by Mrs. Phillips, to approve Items C.2-3.

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

ACTION:
Approved
Items C. 2-3

Motion Carried: 9 aye; 0 nay

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

July 13, 2016 – Combined COW/Voting Meeting

A motion was made by Mr. Gapsky with a second by Mrs. Petrovich, to approve Item C.4.

ACTION:
Approved
Item C. 4

Mrs. Donahue said she believes in the land bank but feels guilty because the district does not have the funds. She said she will vote yes but is not sure it's the right answer. Mr. Fisher said he is in favor of the land bank as a concept but not at the present time to use district money so he would be voting no. After no further discussion, this item was then approved by a roll call vote.

Motion Carried: 7 aye; 2 nay

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

A motion was made by Mr. Gapsky with a second by Mr. Romac, to approve Item C.5.

ACTION:
Approved
Item C. 5

Mr. Romac asked for more details regarding Item C.5. R.C. Schultz, of Massaro Construction Management, said there is a void near light pole #4 and HHSDR is looking into options to find the most economical and best product to address the issue. The voting item is intended to get a decision from the board so as to not lose time on the project. Mr. Kaib said the team still needs to identify the extent of the damage. Mr. Schultz said the drain system is necessary because the plan it to utilize the existing pipes but now one has been compromised. Mr. Kaib said all three pipes will be videoed to determine the structural integrity. Additional questions from board members were answered about the timeline and possible options. After no further discussion, this item was then approved by a roll call vote.

Motion Carried: 8 aye; 1 nay

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

Dr. Kwiatkowski then announced the following upcoming meetings:

- Wednesday, August 10, 2016
 - 7:00 p.m. – Combined COW/Voting Meeting
- Wednesday, August 17, 2016
 - 7:00 p.m. – Voting Meeting
- Thursday, August 18, 2016
 - 6:00 p.m. – A.W. Beattie Committee, Babcock Blvd.

The announcement of past executive sessions was made by Dr. Kwiatkowski:

- July 13, 2016

The announcement of attached committee meeting minutes was made by Dr. Kwiatkowski:

- Athletic Committee – June 29, 2016

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

- Mrs. Donahue asked about the status of the grading policy for the primary level. Dr. O'Black said the administration is looking at it as well as some other issues that they would like to look at for next school year. He said administration would like to make all changes at the same time.

July 13, 2016 – Combined COW/Voting Meeting

- Mr. Romac asked if there was any more information about Athletic Director Clint Rauscher's proposal to get smaller buses or vans for sports team. Ms. Ludwig said the coach would be allowed to drive, but the insurance agent suggested the district look at the driving records and develop procedures before moving forward.
- Mr. Romac also asked if the district was looking into eligibility requirements. Mr. Aiken said the administration hopes to bring additional information to the board in August.
- Dr. Kwiatkowski added that 6:30 p.m. Aug. 9 would be the next SAEF meeting.
- Mr. Gapsky requested Titan Stadium be renamed the Lou Martig Stadium. He said the district dedicated the field to Lou Martig in 1994 and he feels it's the right thing to do to rededicate the stadium to him. He would like the board to take it into consideration next month. Mr. Romac said he feels it goes along with the culture and Mr. Gapsky makes a valid point. Mr. Gapsky said Lou Martig died 25 years ago this year.

➤ After no further items were presented, on a motion by Mrs. Petrovich and second by Mr. Romac, the Business Meeting was adjourned at 8:21 p.m.

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

- Mary Ellen Ramage, Etna Borough manager, said thank you to the board for approving the Land Bank agreement. She said the communities appreciate what the district did. She said the boroughs understand the district's financial situation and concerns and said the municipalities are going to work very hard.

When no one approached the podium, the meeting's Final Adjournment occurred at 8:22 p.m.

Respectfully submitted,

Bethany Baker
Assistant Board Secretary