

*SHALER AREA SCHOOL DISTRICT  
Combined COW/Voting Meeting  
July 19, 2023 – Hybrid  
Minutes*

The Board of School Directors of the Shaler Area School District held a Combined Committee of the Whole/Voting Meeting on Wednesday, July 19, 2023, 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 7:24 p.m.

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

Board Members Not Present:           Ms. Elizabeth Dunn

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 opened the meeting at 7:24 p.m.
- Dr. Kwiatkowski recognized the Public to Speak on Agenda Items.
  - There was none.
- Dr. Kwiatkowski then called the meeting to order at 7:25 p.m. and invited all in attendance to stand for the Pledge of Allegiance.
- On a motion by Mrs. Phillips and a second by Mr. Tunstall, the following Minutes were approved by all in attendance:
  - Special Voting Meeting – June 14, 2023
  - Committee of the Whole Meeting – June 14, 2023
  - Voting Meeting – June 21, 2023
- Dr. Kwiatkowski then announced items tabled or removed from the agenda:
  - There were none.
- On a motion by Mrs. Phillips and a second by Mrs. Petrovich, the agenda was unanimously approved.

Dr. Aiken introduced Mr. Steven Balsomico, Japanese teacher, and four of his students who spent three weeks in Japan in June. The group of 12 students visited Tokyo and Kyoto for sightseeing and the homestay/school visit was in Joyo. It is customary to exchange gifts with the schools they visited. Mr. Balsomico presented the board with two handmade pictures. The four students in attendance talked briefly about their experiences and answered questions from the board. Each student spoke very enthusiastically about their experiences and hoped to travel to Japan again in the future.

Dr. Aiken then presented the following Education items for approval:

<u>ITEM</u> #	<u>EDUCATION ITEMS RECOMMENDED FOR APPROVAL</u>	<u>SUP</u> #	<u>ACTION</u> <u>TAKEN</u>
A.1	Approve a Settlement Agreement with Student #1, in substantially the same form, as presented, pending solicitor review.	A.1	<u>Settlement Agreement</u> <u>Student #1</u>
A.2	Approve the Shaler Area School District Student Code of Conduct for the 2023-24 school year.	A.2	<u>Student Code of</u> <u>Conduct 2023-24</u>
A.3	Approve a memorandum of understanding with Crisis Center North to provide school-based counseling services during the 2023-24 school year.	A.3	<u>School-Based</u> <u>Counseling</u>
A.4	Approve an agreement with Crisis Center North to provide prevention education programs during the 2023-24 school year.	A.4	<u>Prevention Education</u> <u>Programs</u>
A.5	Approve a contract with Keysolution Education Staffing, L.L.C. to provide interim special education director services to the Shaler Area School District per the contract terms and conditions.	A.5	<u>Interim Special</u> <u>Education Director</u>
A.6	Approve the first reading of the following revised policy: a. Policy No. 808 – Food Services	A.6	<u>First Reading – Policy</u> <u>808</u>
A.7	Approve the second 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.7	<u>Second Reading –</u> <u>Policies 137.2, 137.3</u>
A.8	Approve the second reading of the following revised policies: 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	A.8	<u>Second Reading –</u> <u>Policies 137, 137.1,</u> <u>906</u>

➤ Dr. Kwiatkowski asked if there were any questions about the Education Agenda.

- There were none.

Dr. Aiken then announced the following Information Items:

Information Items:

1. Shaler Area Education Foundation – Mrs. Phillips reported that the committee has not met since June 5 as many of the trustees were on vacation. The next meeting is scheduled for Monday, August 7. The committee is still taking grant applications. The Alumni Committee will be manning a table at Homecoming and they are currently working on a survey for alumni to complete. The next meeting of the Alumni Relations Committee is scheduled for Monday, August 21.

2. Superintendent's Report – Dr. Aiken reported that a special event is being planned for the Committee of the Whole meeting on August 9th. The softball, baseball and volleyball teams that competed at the state level will be honored by local, county and state representatives. The meeting will be held in the middle school auditorium to accommodate the anticipated crowd.
3. Mr. Kaib reported on the progress of some of the summer projects. All tile work and carpeting has been finished related to the flooding in December. The high school pipe replacement project is ahead of schedule and the workers have been doing a good job. The old press box is gone and prep work is being done for the new box. The apron in the middle school parking lot has been paved. The swimming pool has been painted and needs to sit for 10 days before filling. Bids for the Matulevic Field repairs are due July 31. Mr. Kress asked if some of the costs involved with this repair could be funded by donations from private companies. Mr. Kaib will talk to Mr. Rauscher to see if this is a possibility. The air conditioning at Scott Primary is up and running after being damaged by the power outage due to storms on June 30. Costs associated with this project have been turned over to our insurance carrier.

A motion was made by Mr. Gapsky with a second by Mr. Tunstall to approve Items A.1 and A.3-A.8

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

Motion Carried: 8 aye; 0 nay; 1 absent

ACTION:  
Approved  
Items A.1  
and A.3-A.8

Dunn	Fisher	Gapsky	Kress	Kwiatkowski	Machajewski	Petrovich	Phillips	Tunstall
Absent	Y	Y	Y	Y	Y	Y	Y	Y

A motion was made by Mr. Fisher with a second by Mrs. Phillips, to approve Item A.2.

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

Motion Carried: 6 aye; 2 nay; 1 absent

ACTION:  
Approved  
Item A.2

Dunn	Fisher	Gapsky	Kress	Kwiatkowski	Machajewski	Petrovich	Phillips	Tunstall
Absent	Y	N	Y	N	Y	Y	Y	Y

Dr. Aiken 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 <b>Resignation:</b>		<u>Resignation</u>
a.	Lauren Way, Elementary Education teacher, Elementary School, effective July 7, 2023.		
B.2	Approve the following <b>Retirements:</b>		<u>Retirements</u>
a.	Susan Strackhouse, Class I Administrative Secretary, Guidance Office, High School, effective on or about August 2, 2023.		
b.	Mary Lynn Miksic, Class I Administrative Secretary, Activities Office, High School, effective on or about September 15, 2023.		

*July 19, 2023 – Combined COW/Voting Meeting*

- |      |                                                                                                                                                                                                                                                                           |                                                      |                                        |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|----------------------------------------|
| B.3  | Approve a <b>Voluntary Retirement Incentive</b> for an Act 93 Administrator.                                                                                                                                                                                              | B.3                                                  | <u>Voluntary Retirement Incentive</u>  |
| B.4  | Rescind the following <b>Building Substitute Agreement</b> :                                                                                                                                                                                                              |                                                      | <u>Bldg. Substitute</u>                |
| a.   | Tracy Tuchin, Marzolf Primary, as Building Substitute for the 2023-24 school year.                                                                                                                                                                                        |                                                      |                                        |
| B.5  | Approve the following FT 1.0 <b>Professional Employee (PE)</b> :                                                                                                                                                                                                          |                                                      | <u>PE</u>                              |
| a.   | Ashley Ferguson, a graduate of Slippery Rock University, as a FT 1.0 PE Special Education Teacher, Burchfield Primary, effective on or about September 12, 2023, at a Master’s Step 8 salary level.                                                                       |                                                      |                                        |
| B.6  | Approve the following FT <b>1.0 Long-Term Substitute (LTS)</b> :                                                                                                                                                                                                          |                                                      | <u>LTS</u>                             |
|      | Tracy Tuchin, a graduate of Chatham University, as a FT 1.0 LTS, Elementary Teacher, for K. Campazano, Marzolf Primary, effective for the 1 <sup>st</sup> Semester of the 2023-24 school year, at 85% of a Master’s Step 3 salary level (prorated).                       |                                                      |                                        |
| B.7  | Approve the following FT 1.0 <b>Custodian</b> :                                                                                                                                                                                                                           |                                                      | <u>FT – Custodian</u>                  |
| a.   | Gene Demchsin, as a FT 1.0 Custodian, replacing S. Pampena, effective on or about August 3, 2023.                                                                                                                                                                         | B.7a                                                 |                                        |
| B.8  | Approve the following employee for the <b>Extended School Year (ESY) Program</b> , Scott Primary, effective retroactive to 7/10/23 to 8/3/23. Compensation will be in accordance with the Collective Bargaining Agreement.                                                |                                                      | <u>ESY</u>                             |
| a.   | Speech Clinician                                                                                                                                                                                                                                                          | Brittany Kachline                                    |                                        |
| B.9  | Approve the following <b>Building Substitutes</b> per the terms and conditions as outlined in the Memorandum of Understanding between the Shaler Area School District and Shaler Area Education Association effective for the 2023-23 school year, except as noted below: |                                                      | <u>Building Substitutes</u>            |
| a.   | Marzolf Primary                                                                                                                                                                                                                                                           | Tracy Tuchin (2 <sup>nd</sup> Semester 2023-24 only) |                                        |
| b.   | Reserve Primary                                                                                                                                                                                                                                                           | Claire Pawlewicz                                     |                                        |
| B.10 | Rescind the following Supplemental Contracts for <b>Coaches</b> for the Fall Season of the 2023-24 school year:                                                                                                                                                           |                                                      | <u>Supplemental Contract – Coaches</u> |
|      | <b>SOCCER (Fall)</b>                                                                                                                                                                                                                                                      |                                                      |                                        |
| a.   | Girls 7-8-9                                                                                                                                                                                                                                                               | Caleb Paladin                                        |                                        |
| b.   | Girls JV Coach                                                                                                                                                                                                                                                            | Samantha Bahorich                                    |                                        |
| B.11 | Approve the following Supplemental Contracts for <b>Coaches</b> for the Fall Season of the 2023-24 school year:                                                                                                                                                           |                                                      | <u>Supplemental Contract – Coaches</u> |
|      | <b>SOCCER (Fall)</b>                                                                                                                                                                                                                                                      |                                                      |                                        |
| a.   | Boys 6-8-9 Assistant                                                                                                                                                                                                                                                      | Brandt Kepreos                                       |                                        |
| b.   | Girls 7-8-9 Assistant                                                                                                                                                                                                                                                     | Lucy Bender                                          |                                        |

**FOOTBALL (Fall)**

- c. Volunteer Assistant Coach George Gordon B.11c

**VOLLEYBALL (Fall)**

- d. Girls Assistant Varsity Jena Denardo B.11d.

- B.12 Approve the following Supplemental Contracts for **Sponsors** for the 2023-24 school year. Compensation will be in accordance with the terms and conditions of the Collective Bargaining Agreement. B.12 Supplemental Contract - Sponsors

- B.13 Approve the following **Changes in Status** from Temporary Professional Employee (**TPE**) to Professional Employee (**PE**) for the following Teachers and Certified School Nurses: TPE to PE

	<b>Name</b>	<b>Start Date</b>
a.	Lucy Bender	8/18/2020
b.	Danielle McDonald	8/18/2020
c.	Tyler Schultz	8/18/2020
d.	Chloe Stanczyk	8/18/2020
e.	Jessica Wilson	8/18/2020
f.	Darcy Lutz	8/28/2020

- B.14 Approve the following Applicant(s) in the **Shaler Area Community Swim Program**: Community Rec Swim

- a. Jacob Klugh, Lifeguard

- B.15 Approve a salary adjustment for **Act 93 Administrators and Contracted Administrators**, effective for the 2023-24 school year. B.15 Act 93 & Contracted Administrators Salary

- B.16 Approve John Vogel, Esq., Tucker Arensberg PC, as a **Title IX Decision Maker** regarding matters of the Shaler Area School District. Title IX Decision Maker

- Item B.6 a. Mr. Fisher asked if we will need to look for another sub for the first semester. Dr. Aiken replied that we will look for a new building sub for Marzolf Primary for the first semester.
- Mr. Kress asked about Item B.12 and wanted to know the costs involved. Dr. Aiken said the district plans to do an internal audit to make sure the clubs are need-based and not always social clubs. Mrs. Phillips would like the funds to be distributed equally among all schools to provide an equal opportunity for all students to participate.
- Dr. Kwiatkowski wished a happy retirement to Susan Strackhouse and Mary Lynn Miksic.

A motion was made by Mrs. Petrovich with a second by Mr. Fisher, to approve Items B.1-B.14, B.16.

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

Motion Carried: 8 aye; 0 nay; 1 absent

**ACTION:**  
**Approved**  
**Items B.1-**  
**B.14, B.16**

Dunn	Fisher	Gapsky	Kress	Kwiatkowski	Machajewski	Petrovich	Phillips	Tunstall
Absent	Y	Y	Y	Y	Y	Y	Y	Y

A motion was made by Mrs. Petrovich with a second by Mrs. Philips, to approve Item B.15

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

Motion Carried: 7 aye; 1 nay; 1 absent

ACTION:  
Approved  
Items B.1-  
B.14, B.16

Dunn	Fisher	Gapsky	Kress	Kwiatkowski	Machajewski	Petrovich	Phillips	Tunstall
Absent	Y	N	Y	Y	Y	Y	Y	Y

Mrs. Jaffee introduced Mr. Ron Brown, Bond Counsel, who is available to answer questions. Mr. Kress asked about C.3. If you have a payment plan does it still goes to PAMS. Mr. Vogel stated that if it's not collected by PAMS then the money goes to Tucker. Mrs. Jaffee explained that this is for the current year so they are not on a payment plan. Mr. Kress asked Mr. Brown to explain C.6. Mr. Brown explained that the budget approved in June by the school board using a \$1.5M millage increase and a fund balance reduction of \$4.5M. A debt restructure would defer a portion of the large payments on a 2013 note to future years to lessen a portion of the use of fund balance. This will enable us to get budgetary relief for the next two years.

Mrs. Jaffee then presented the following Finance items for approval:

<u>ITEM</u> #	<u>FINANCE &amp; OPERATION ITEMS RECOMMENDED FOR APPROVAL</u>	<u>SUP.</u> #	<u>ACTION</u> <u>TAKEN</u>
C.1	<b>APPROVE FUND PROFILES:</b>		
	A. General Fund – Schedule of Bills and Addendum	C.1A	<u>Fund Profiles</u>
	B. Cafeteria Fund – Schedule of Bills	C.1B	
	C. Bond Proceeds – Schedule of Bills	C.1C	
	D. Year-to-Date Financial Reports	AA	
	E. Fund Profiles and Investments	C.1E	
C.2	Cafeteria Operating Statement	C.2	<u>Cafeteria Operating Statement</u>
C.3	Acknowledge receipt of the lists of unpaid taxes as submitted and further, the Board charges PA Municipal Service (PAMS) with the responsibility for delinquent tax collections. <b>Background:</b> <i>The tax collectors responsible for collection of the real estate taxes have submitted lists of unpaid 2022 taxes for exoneration from collection and appointing PAMS for collection.</i>	C.3	<u>Unpaid Taxes - 2022</u>

The following represents unpaid taxes as of 06/30/2023:

<b>Municipality</b>	<b>Properties</b>	<b>Amount</b>
Etna Borough	218	\$172,323.13
Millvale Borough	342	\$259,736.56
Reserve Township	251	\$195,768.67
Shaler Township	515	\$850,013.69

C.4	Approve the disposal of technology surplus equipment.	C.4	<u>Disposal of Surplus Tech. Equipment</u>
-----	-------------------------------------------------------	-----	--------------------------------------------

July 19, 2023 – Combined COW/Voting Meeting

C.5 Approve a contract of services agreement with Carrie On Communication to provide communications and public relations services from July 11, 2023 to June 30, 2024.

C.5 Carrie On Communication

C.6 Approve Resolution No. B-2023 authorizing the issuance of the Shaler Area School District General Obligation Refunding Bonds, Series of 2023, not to exceed \$ 11 million in principal amount, for the purpose of restructuring District debt to refund in full the District's General Obligation Note, Series of 2013, terminate the related swap and authorize all other actions as stated in the Resolution.

C.6 Bond Refinance

A motion was made by Mr. Fisher with a second by Mr. Tunstall, to approve Items C.1-C.4

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

Motion Carried: 7 aye; 1 nay; 1 absent

ACTION:  
Approved  
Items C.1-  
C.4

Dunn	Fisher	Gapsky	Kress	Kwiatkowski	Machajewski	Petrovich	Phillips	Tunstall
Absent	Y	Y	Y	N	Y	N	N	Y

A motion was made by Mrs. Phillips with a second by Mr. Machajewski, to approve Item C.5-

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

Motion Carried: 7 aye; 1 nay; 1 absent

ACTION:  
Approved  
Item C.5

Dunn	Fisher	Gapsky	Kress	Kwiatkowski	Machajewski	Petrovich	Phillips	Tunstall
Absent	Y	Y	Y	Y	Y	N	Y	Y

A motion was made by Mr. Fisher with a second by Mrs. Phillips, to approve Item C.6

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

Motion Carried: 7 aye; 1 nay; 1 absent

ACTION:  
Approved  
Item C.6

Dunn	Fisher	Gapsky	Kress	Kwiatkowski	Machajewski	Petrovich	Phillips	Tunstall
Absent	Y	Y	Y	Y	Y	N	Y	Y

➤ Dr. Kwiatkowski then announced the following upcoming meetings:

- Wednesday, August 9, 2023- Committee of the Whole Meeting
  - 6:00 p.m. – Executive Session
  - 7:15 p.m. – Public Meeting
- Wednesday, August 16 2023 – Voting Meeting
  - 6:15 p.m. – Executive Session
  - 7:15 p.m. – Public Meeting

*July 19, 2023 – Combined COW/Voting Meeting*

- Announcement of Past Executive Sessions was made by Dr. Kwiatkowski.
- Dr. Kwiatkowski then asked if there was any other business to come before the board.
  - Dr. Kwiatkowski reminded the board that the August 9, 2023, Combined COW/Voting meeting will be held in the Shaler Area Middle School Library.
  - Mr. Gapsky asked Dr. Aiken to invite the municipalities and boroughs to this meeting.

After no further items were presented, on a motion by Mr. Gapsky and second by Mrs. Phillips, the Business Meeting was adjourned at 8:50 p.m.

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

- There was none

When no one else approached to speak, the meeting's Final Adjournment occurred at 8:50 p.m.

Respectfully submitted,

Sherri M. Jaffee  
Board Secretary