

*SHALER AREA SCHOOL DISTRICT
Combined COW/Voting Meeting
December 6, 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, December 6, 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:

- Ms. Elizabeth Dunn
- Mr. Tim Gapsky
- Mr. Edward Kress
- Dr. April Kwiatkowski
- Mr. Jason Machajewski
- Ms. Dorothy Petrancosta
- Mrs. Eileen Phillips
- Mr. James Tunstall

Others Present:

- Dr. Sean Aiken, Superintendent
- Dr. Bryan O'Black, Deputy Superintendent
- Mrs. Sherri Jaffee, Director of Business Affairs
- Dr. Joseph Testa, Director of Student Services
- Mr. John Vogel, Solicitor
- Mr. John Kaib, Supervisor of Buildings & Grounds
- Isabelle Dutkovic, Student Representative
- Eleni Karnavas, Student Representative

Notice of this meeting was posted as required.

- Dr. Kwiatkowski opened the meeting at 7:33 p.m.
- Dr. Kwiatkowski recognized the Public to Speak on Agenda Items.
 - There was none.
- Dr. Kwiatkowski then called the meeting to order at 7:33 p.m. and invited all in attendance to stand for the Pledge of Allegiance.
- On a motion by Mr. Fisher and a second by Mrs. Phillips, the following Minutes were approved by all in attendance:
 - Committee of the Whole Meeting – November 8, 2023
 - Voting Meeting – November 15, 2023
- Dr. Kwiatkowski then announced items tabled or removed from the agenda:
 - There were none.
- On a motion by Mr. Tunstall and a second by Ms. Petrancosta, the agenda was unanimously approved.

Dr. O’Black 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 the second reading of the following new policies: a. Policy No. 236.1 – Threat Assessment b. Policy No. 805.2 – School Security Personnel	A.1	<u>2nd Reading – New Policies</u>
A.2	Approve the second reading of the following revised policies: a. Policy No. 805 – Emergency Preparedness & Response a. Policy No. 808 – Food Services	A.2	<u>2nd Reading – Revised Policies</u>
A.3	Approve the following out-of-district travel: a. Boys Varsity Volleyball – travel to Northeastern High School, April 5-6, 2024, to participate in a volleyball tournament. Cost to students offset by booster fundraising. Cost to the district one substitute teacher for ½ day. b. Boys Varsity Volleyball – travel to Central York High School, April 12-13, 2024, to participate in a volleyball tournament. Cost to students offset by booster fundraising. Cost to the district two substitute teachers for ½ day.	A.3	<u>Out-of- District Travel</u>

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

- Dr. Kwiatkowski asked if every student can go on the out of district trips. Dr. Aiken explained that the boosters do lots of group fundraising to make this possible.

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

Information Items:

- Student Representatives – The following information was shared by the student representatives:
Burchfield Primary – The middle school is bringing a section of their band to play holiday music on December 21. Partnership with “Team Up” is beginning this month. Some high school athletes came to work with our students.
Marzolf Primary – First grade enjoyed a trip to the Pittsburgh Symphony. Our PBIS team spent time reviewing and celebrating successes and each student and staff member received a t-shirt courtesy of a SAEF grant and generous donations from others. Yearly Santa Shop is scheduled for the week of December 11-15. Winter holiday parties will be held on December 21 and an all-school sing-along is scheduled for the morning of December 22.
Reserve Primary – The entire school will be taking a field trip to the Heinz History Center. Second and third graders will be going to the Nutcracker this Friday. The Pittsburgh Zoo will be visiting this month for an assembly. Santa will be visiting our students on December 21 for a sing-along and a day of celebration.
Scott Primary – Holiday Shop – December 4-8, December 6 – last day to return giving tree gifts to school, K & 2nd family lunch – December 13, 1st and 3rd family lunch – December 20.
Elementary School – Chorus concert is on December 6; Band concert is December 13 and strings concert is on December 19.
Middle School – held a Hollywood-themed school dance. Ray Milligan, a local beekeeper, came and educated students on how a hive operates and how to maintain. The middle school received an award at the PAPBIS conference in Hershey for obtaining fidelity in all three tiers of our positive behavior support plan.

High School – Keystone exams for English and Math took place. On December 4 the seniors had their caps and gowns assembly, Band concert is December 12, Choir concert is December 14, Spirit Week – December 18-22, Junior Class is hosting the winter classic on December 22, Midterms are scheduled for the week of December 8-12 signaling the end of the 1st semester.

2. Shaler Area Education Foundation – Mrs. Phillips reported that the foundation met this past Monday and has been working on a lot of things behind the scenes. One area of interest is to expand volunteer recruitment. A Taste of Shaler Area is scheduled for Saturday, April 6, 2024 at Scott Primary School. Tickets will go on sale in January. Alumni Relations is welcoming new people who are well-connected with lots of experience. The next foundation meeting will be January 8 and Alumni Relations will meet on January 22.
3. Superintendent's Report – Dr. Aiken reported on the following:
 - Team Up – 15 student athletes traveled to Reserve to play games with the students. Next week they will travel to Burchfield. The students plan to visit a different building on the second Tuesday of each month to promote mentoring.
 - On Wednesday, January 24 we will be hosting the Learning 2025 Educational Walk. We are partnering with Hampton Township School District. Our focus will be K-6, and educators will be touring Scott Primary and the Elementary School. In the afternoon, the group will travel to Hampton to tour their 7-12 facilities.
 - We held a Meet and Greet for Dr. Testa this morning. He then had the opportunity to meet with DPC.
 - Nominations for the Kim Baysek-Young Extra Mile Award are being accepted. Winners will be recognized at the in-service on January 16.

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

Dunn	Fisher	Gapsky	Kress	Kwiatkowski	Machajewski	Petrancosta	Phillips	Tunstall
Y	Y	Y	Y	Y	Y	Y	Y	Y

Dr. O'Black hen 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 Resignation:		<u>Resignation</u>
a.	Gene Demchin, Custodian, High School, effective at the end of the workday on December 10, 2023		
B.2	Approve a Voluntary Retirement Incentive for Professional Employees (Teachers) (B.3a.) and Act 93 Administrators (B.3b.) for the 2023-24 and 2024-25 school years, per the terms and conditions set forth in the agreements.	B.2	<u>Voluntary Retirement Incentive</u>
B.3	Approval to revise the effective Retirement date of Kathryn Wilcox, Librarian, High School, from the end of day December 31, 2023 to the end of the day on January 2, 2024.	B.3	<u>Change of Retirement Date</u>

- B.4 Rescind the following Supplemental Contract for **Sponsors** for the 2023-24
School year:
Middle School

Supplemental
Contracts

- a. Student Council Advisor Samantha Robbins

- B.5 Approve the following Supplemental Contracts for **Sponsors** for the 2023-24
School year. Compensation will be in accordance with the terms of the
Collective Bargaining Agreement.

Middle School

- a. Student Council Advisor Jill Millard

- B.6 Approve the following **Day-to-Day Substitute Teachers:**

Substitute Teacher

- a. Victor Morrissey, Elementary K-6 (retroactive to 11/20/23)

- B.7 Approve the following **Day-to-Day Substitute Clericals:**

Substitute Clericals

- a. Mariana Velasquez Troncoso
b. Amanda Torres Rubio

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

- Mr. Gapsky and Ms. Petrancosta feel that all groups should be included in Item B.2 Voluntary Retirement Incentive.

A motion was made by Ms. Petrancosta with a second by Mr. Gapsky, to approve Items B.1, B.3-B.7

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,
B.3-B.7

Dunn	Fisher	Gapsky	Kress	Kwiatkowski	Machajewski	Petrancosta	Phillips	Tunstall
Y	Y	Y	Y	Y	Y	Y	Y	Y

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

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

Motion Carried: 7 aye; 2 nay

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

Dunn	Fisher	Gapsky	Kress	Kwiatkowski	Machajewski	Petrancosta	Phillips	Tunstall
Y	Y	N	Y	Y	Y	N	Y	Y

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

<u>ITEM</u> <u>#</u>	<u>FINANCE & OPERATION ITEMS RECOMMENDED FOR APPROVAL</u>	<u>SUP.</u> <u>#</u>	<u>ACTION</u> <u>TAKEN</u>
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. Bond Construction – 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	
	G. Student Activity Funds & Investments – High School, Middle School and Elementary School – September 30, 2023	C.1G	
C.2	Cafeteria Operating Statement (September Revised & October)	C.2	<u>Cafeteria Operating Statement</u>
C.3	Approve additional ABC Transit personnel	C.3	<u>ABC Transit</u>
C.4	Approve the contract with “IN Community Magazines, Inc.” for the district’s quarterly inclusion in the “IN Shaler Area Magazine” for the amount of \$1,380 per quarter, for a total of \$5,520 beginning January 1, 2024. Additional pages can be purchased for \$345. TABLED	C.4	<u>IN Community Magazines Contract - Tabled</u>
C.5	Approve the independent contractor agreement with Carl Dawson for the district’s payroll for a fixed monthly fee of \$4,500 for a six-month period, upon solicitor final contract approval.	C.5	<u>Independent Contractor Agreement</u>
C.6	Approval of HHSDR Engineers to prepare and execute bid specifications for the Titan Stadium Bleacher Structure Improvements project to be completed during the summer of 2024.	C.6	<u>Titan Stadium Bleacher Improvements</u>
C.7	Approve a resolution to authorize the district to not raise taxes in an amount that exceeds the Act 1 index for the 2024-25 budget.	C.7	<u>Act 1 Index</u>
C.8	Approve the agreement with Crown Castle for the Regional Wide Area Network (RWAN) for our internet provider beginning 7/01/2024 and ending 6/30/2029 for an annual cost of \$8,496 which is a reduction of \$708 annually from the previous contract.	C.8	<u>RWAN Agreement</u>
C.9	Approve the appointment of the Etna Tax Collector when appointed by the Borough of ETNA, upon retirement of the current elected tax collector.		<u>Appointment of Tax Collector</u>

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

- Ms. Petrancosta questioned C.6. She does not believe the district is responsible for incurring costs for bid specifications until we have a plan to fund these projects.
- Mr. Tunstall feels that the majority of the board is willing to go forward and we have funding available.
- Mrs. Phillips stated that there are some safety issues and the improvements are not just cosmetic.

December 6, 2023 – Combined COW/Voting Meeting

- Mr. Kress wants to make it safer for our community. He asked Mrs. Jaffee if funds were available for this project. Mrs. Jaffee informed the board that we have a million dollars we can use and anything over that amount might have to roll into a future bond.
- Dr. Kwiatkowski asked what Pandora's box we are opening in starting this project.
- Dr. Aiken stated that the plan is pretty extensive in order to deal with safety issues and ADA compliance.
- Ms. Dunn feels that we must make sure our bleachers are safe and asked what else we need to do to make the stadium ADA accessible.
- Ms. Petrancosta believes the restrooms are a nightmare.
- Mr. Matt Franz, HHSDR, explained that when you renovate a structure state code dictates you make ADA improvements. For areas you are not touching, you do not need to improve.
- Ms. Dunn asked if a new stadium could be built somewhere else. Dr. Aiken explained that this was explored about 8-10 years ago. Challenges at Biles Field prevented us from building a stadium at the high school. It was then determined that Titan Stadium was going to be a part of our future plan.
- Mr. Kress reminded the board he was not in favor of a new press box – that was a want not a need. He is concerned about people attending our events and the possibility of being sued if they are injured.
- Mr. Gapsky agrees with Mr. Kress – safety is a priority.
- Dr. Kwiatkowski asked about item C.5. Are we locked in for six months? Mrs. Jaffee explained that we can get out of the agreement if we hire a permanent payroll person.
- Mr. Gapsky asked about item C.4. He does not receive In Shaler Area magazine and would like assurance from In Community Magazines that all zip codes in the district are part of the distribution list. Mrs. Jaffee will review this with In Community Magazines. A motion was made by Mr. Gapsky with a second by Ms. Petrancosta to table Item C.4. The motion carried: 9 aye; 0 nay.
- Mr. Fisher asked about item C.7 and why we are approving in December and not in January. Mr. Vogel explained that in a presidential primary year this motion must be approved in December.

Information Item:

- The Shaler Area School District has submitted its 2022-23 Annual Financial Report (PDE-2057) to the PA Department of Education.

Discussion Item:

- Statistical Forecast – Demographic Study. Dr. Aiken reported that Richard Grip was no longer on the call. Dr. Aiken spoke with Mr. Grip a week ago to explore other options. He reported that not a lot of companies do this work. Statistical Forecast mostly works in New Jersey and New York. Dr. Aiken would like to make a comparison between Davis and Statistical Forecast and will share with the board in his weekly report.

A motion was made by Mr. Machajewski with a second by Mr. Tunstall, to approve Items C.1a-C.1f, C.2-C.3, C.5, C.7-C.9

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

Motion Carried: 9 aye; 0 nay

ACTION:
Approved
Items C.1a-
C.1f, C.2-
C.3, C.5,
C.7-C.9

Dunn	Fisher	Gapsky	Kress	Kwiatkowski	Machajewski	Petrancosta	Phillips	Tunstall
Y	Y	Y	Y	Y	Y	Y	Y	Y

December 6, 2023 – Combined COW/Voting Meeting

A motion was made by Mr. Fisher with a second by Mrs. Phillips, to approve Item C.1g

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

Motion Carried: 7 aye; 2 nay

ACTION:
Approved
Item C.1g

Dunn	Fisher	Gapsky	Kress	Kwiatkowski	Machajewski	Petrancosta	Phillips	Tunstall
Y	Y	N	Y	N	Y	N	Y	Y

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

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

Motion Carried: 7 aye; 2 nay

ACTION:
Approved
Item C.6

Dunn	Fisher	Gapsky	Kress	Kwiatkowski	Machajewski	Petrancosta	Phillips	Tunstall
Y	Y	Y	Y	N	Y	N	Y	Y

- Dr. Kwiatkowski then announced the following upcoming meetings:
 - Thursday, December 14, 2023
 - 5:30 p.m. – A. W. Beattie Joint Operating Committee Holiday Dinner & Reorganization Meeting
 - Wednesday, January 10, 2024 – COW Meeting
 - 6:00 p.m. – Executive Session
 - 7:15 p.m. – Public Meeting
 - Wednesday, January 17, 2024 – Voting Meeting
 - 6:15 p.m. – Executive Session
 - 7:15 p.m. – Public Meeting
- The 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.
 - Mr. Fisher reminded the board that they are invited to attend the A.W. Beattie Holiday Dinner and Reorganization Meeting on December 14. He also informed the board that he is no longer serving on the Land Bank.
 - Mr. Kaib reported on the sink hole at Scott Primary School. HHSDR will look into the problem and have a camera put down to further investigate the problem.

After no further items were presented, on a motion by Mrs. Phillips and second by Ms. Petrancosta, the Business Meeting was adjourned at 9:15 p.m.

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

- Kelly Toth, 320 Faber Street, presented letters to the board which were written by Reserve families and members of the community to support keeping the school open.

December 6, 2023 – Combined COW/Voting Meeting

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

- Tiffany Johnson, 4355 Spring Garden Road, addressed the repairs to the stadium and wondered if we could expect correct information in the feasibility study. She is nervous that our district could be Penn Hills, part 2.

When no one else approached to speak, the meeting's Final Adjournment occurred at 9:20 p.m.

Respectfully submitted,

Sherri M. Jaffee
Board Secretary