

*SHALER AREA SCHOOL DISTRICT  
Combined COW/Voting Meeting  
July 14, 2021 – 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 14, 2021, in person at the Shaler Area Administration Building, Glenshaw, PA, and on Zoom, a virtual meeting platform, with Mr. Jim Tunstall, School Board President, presiding. This meeting began at 7:21 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. James Tunstall

Not Present:                                Mr. Steve Romac

Others Present:                         Dr. Sean Aiken, Superintendent  
    Dr. Bryan O'Black, Assistant Superintendent  
    Ms. Sherri Ludwig, Director of Business Affairs  
    Dr. Kathleen Graczyk, Director of Student Services  
    Mr. Matt Hoffman, Solicitor

Notice of this meeting was posted as required.

- Mr. Tunstall opened the meeting at 7:21 p.m.
- Mr. Tunstall recognized the Public to Speak on Agenda Items.
  - Dorothy Petrancosta asked for an explanation of Item B.14. Dr. Aiken explained that the motion is a way to honor the work Dr. O'Black has done in Shaler Area over the past 16 years and solidify the district's administrative team. The motion also is in recognition of the work he's taken on in the school district and is a title of respect.
- Mr. Tunstall then called the meeting to order at 7:23 p.m. and invited all in attendance to stand for the Pledge of Allegiance.
- On a motion by Mrs. Donahue and a second by Mrs. Phillips, the following Minutes were approved by all in attendance:
  - Committee of the Whole Meeting – June 9, 2021
  - Voting Meeting – June 16, 2021
- On a motion by Mrs. Donahue and a second by Mrs. Phillips, the following motion was approved by all in attendance:
  - Motion to suspend any applicable Shaler Area School District policies in order to authorize the conduct of this special voting meeting of the Board of School Directors via telephone conference in consideration of the public health concerns and governmental directives arising from the COVID-19 pandemic. Notice of such action, along with information as to how members of the public may access the telephone conference meeting, previously was posted at the District Administration office and to the District website.

- Mr. Tunstall then announced items tabled or removed from the agenda:
  - There were none.
- On a motion by Mrs. Petrovich and a second by Mrs. Donahue, the agenda was approved by all Board members in attendance.

Dr. O’Black then presented the following Education Items for approval:

| <u>ITEM</u><br># | <u>EDUCATION ITEMS RECOMMENDED FOR APPROVAL</u>  | <u>SUP</u><br># | <u>ACTION TAKEN</u>  |
|------------------|--|-----------------|--|
| A.1              | Approve an agreement with Crisis Center North to provide school-based counseling services during the 2021-22 school year.  | A.1             | <u>Crisis Center North Agreement – Counseling Services</u> |
| A.2              | Approve an agreement with Crisis Center North to provide a consultant to provide education programs to matters relating to educating students regarding healthy relationships; how to keep themselves safe; and whom to contact for help. Cost of services is \$4,000 to be offset by grant funds secured jointly by the District and Crisis Center North. | A.2             | <u>Crisis Center North Agreement – Consultant</u>          |
| A.3              | Approve the submission of the PA Department of Education Emergency Instructional Time Template for the 2021-2022 year per Section 520.1 of the School Code.  | A.3             | <u>PDE Emergency Instructional Time Template</u>           |
| A.4              | Approve the submission of the ARP ESSER Health and Safety Plan as required by the Pennsylvania Department of Education and the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund.  | A.4             | <u>ARP ESSER Health and Safety Plan</u>                    |
| A.5              | Approve an agreement with the Department of Human Services (DHS) and its contractors, Public Consulting Group (PCG) and Sivic Solutions Group (SSR) to participate in the PA School-Based ACCESS Program (SBAP) during the 2021-22 school year.  | A.5             | <u>ACCESS Program Agreement</u>                            |
| A.6              | Approve the Shaler Area School District Student Code of Conduct for the 2021-22 school year.   | A.6             | <u>Student Code of Conduct</u>                             |
| A.7              | Approve the first reading of the following new policies: <ul style="list-style-type: none"> <li>a. Policy No. 137.1 – Extracurricular Participation by Home Education Students</li> <li>b. Policy No. 150 – Comparability of Services</li> </ul>   | A.7             | <u>New Policies – 1<sup>st</sup> Reading</u>               |
| A.8              | Approve the first reading of the following revised policies: <ul style="list-style-type: none"> <li>a. Policy No. 810.1 – School Bus Drivers and School Commercial Motor Vehicle Drivers</li> <li>b. Policy No. 810.3 – School Vehicle Drivers</li> </ul>  | A.8             | <u>Revised Policies – 1<sup>st</sup> Reading</u>           |

- Dr. Kwiatkowski asked if the Crisis Center North contract focused on a specific grade level. Dr. O’Black said the programs are mainly targeted at the secondary level.
- Dr. Kwiatkowski asked if Item A.8 established a new procedure for drug and alcohol screening. Dr. O’Black said it is currently handled through the transportation contractor as part of the employment screening. The drug and alcohol screening is covered in the collective bargaining agreement for the custodial employees and is done at random. Dr. Kwiatkowski asked if there are records kept for moving violations and if it will be more proactive with the policy. Mr. Hoffman explained that the policy doesn’t necessarily extend to keeping track of every violation. With the policy in the first reading, revisions can be made before the second reading. Dr. Aiken said the district can determine what it means on a yearly basis for the school district. Dr. Kwiatkowski suggested the district start the conversation with its insurance provider. Mr. Fisher suggested going to PSBA for clarification.
- Mrs. Petrovich asked if the district has used the providers listed in Item A.5 previously. Ms. Ludwig said the service is state mandated so the district does not choose the providers. They will handle all reporting and billing associated with ACCESS.

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

Information Items:

1. Shaler Area Education Foundation – Mrs. Phillips said she was unable to attend the most recent meetings. Dr. Aiken reviewed the mini grants and staff recognitions program completed at the end of the school year. He said that the graduation cards that the Foundation sent out were well received and the Foundation is looking to build on that tradition. It also is focusing on its bylaws and strategic plan.
2. Education Committee Meeting – Wednesday, July 28, 2021 – 6:00 PM
3. Superintendent’s Report – Dr. Aiken shared that the CDC released guidelines on Friday and the PDE is reviewing the guidelines now before releasing its recommendations so the district is in a holding pattern. He said the district is excited to return to a more normal environment. ESY and summer camps are currently going on and engaging and more programs will be held in August. The district also is planning its 50<sup>th</sup> anniversary and Homecoming events in September. Members of the administrative team also are attending a redevelopment kickoff event at 51 Bridge Street in Etna later in the week. Dr. Graczyk added that the ESY program was a challenge to staff this year as was the case for many school districts, however Shaler Area was fortunate to be able to pull all of its teachers together and launch one of the smoothest starts.

Dr. O’Black then presented the following Discussion Item:

Discussion Item:

1. Act 66 of 2021 – Student Grade Level Retainment – Dr. O’Black explained that Act 66 allows students to repeat a grade level and this year, parents are able to make that decision unilaterally. The Act also allows students with disabilities and who have turned 21 an additional year of service. The district communicated this information with parents last week and the deadline to apply is tomorrow.

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

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

ACTION:  
Approved  
Items A.1-8

Motion Carried: 8 aye; 0 nay

|         |        |        |             |             |           |          |        |          |
|---------|--------|--------|-------------|-------------|-----------|----------|--------|----------|
| Donahue | Fisher | Gapsky | Kwiatkowski | Machajewski | Petrovich | Phillips | Romac  | Tunstall |
| Y       | Y      | Y      | Y           | Y           | Y         | Y        | Absent | Y        |

Dr. O’Black then presented the following Personnel items for approval:

| <u>ITEM</u> |  | <u>SUP</u>   | <u>ACTION</u>                |
|-------------|--|--------------|------------------------------|
| #           | <u>PERSONNEL ITEMS RECOMMENDED FOR APPROVAL</u>  | #            | <u>TAKEN</u>                 |
| B.1         | Approve the following <b>Leave of Absence (LOA)</b> :  |              | <u>LOA</u>                   |
| a.          | Georjette McDonnell, for an extension to her current unpaid Parental Leave of Absence, effective for 2021-22 school year, and returning to work at the beginning of the 2022-23 school year.   |              |                              |
| B.2         | Approve the following FT 1.0 <b>Professional Employee (PE)</b> :   |              | <u>Professional Employee</u> |
| a.          | Charles Rhoads, a graduate of Duquesne University, as a FT 1.0 PE Guidance Counselor, replacing D. Grimaldo, High School, effective August 17, 2021, at a Master’s Step 6 salary level.  | <b>B.2a.</b> |                              |
| B.3         | Approve the following FT 1.0 <b>Temporary Professional Employees (TPE’s)</b> :   |              | <u>TPE</u>                   |
| a.          | Ann Harmon, a graduate of Eastern University, as a FT 1.0 TPE School Nurse, replacing L. Scheuer, but located at Marzolf & Reserve Primaries, effective August 17, 2021, at a Bachelor’s Step 1 salary level.  | <b>B.3a.</b> |                              |
| b.          | Kimberly Campuzano, a graduate of George Mason University, as a FT 1.0 TPE Elementary Education teacher, replacing A. Myroniuk, Marzolf Primary, effective August 17, 2021, at a Master’s Step 5 salary level.   | <b>B.3b.</b> |                              |
| B.4         | Approve the following FT 1.0 <b>Long-Term Substitutes (LTS’s)</b> :  |              | <u>LTS</u>                   |
| a.          | Gavin Hohn, a graduate of Edinboro University, as a FT 1.0 LTS Health & Physical Education teacher, High School, effective retroactive from October 12, 2020 to June 14, 2021, at 85% of a Bachelor’s Step 1 salary level (prorated).                                    | <b>B.4a.</b> |                              |
| b.          | Joshua Rectenwald, a graduate of Slippery Rock University, for an extension to his LTS contract, Business Education, for L. Megliorino, High School, effective August 17, 2021 to on or about January 19, 2022, at 85% of a Bachelor’s Step 2-3 salary level (prorated). | <b>B.4b.</b> |                              |

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- c. Kaitlyn Corcoran, a graduate of LaRoche University, for an extension to her LTS contract, Elementary Education, 3<sup>rd</sup> Grade, Reserve Primary, effective August 17, 2021, to on or about January 19, 2022, at 85% of a Bachelor's, Step 1-2 salary level (prorated). **B.4c.**
- B.5 Approve the following FT 1.0 **Custodians:** FT 1.0 Custodians
- a. David Flory, as a FT 1.0 Custodian, replacing Ron Trader, Elementary School, effective July 15, 2021. **B.5a.**
- b. Dawn Sperl, as a FT 1.0 Custodian, replacing Karl Blackstock, High School, effective August 9, 2021. **B.5b.**
- B.6 Approve the new **Substitute Employee Rates** for 2021-22 (see attached Pay Rate Schedule). **B.6** Substitute Employee Rates
- B.7 Approve the supplement contracts for **Sponsors** for the 2021-22 school year. Compensation will be in accordance with the terms of the Collective Bargaining Agreement. **B.7** Supplemental Contracts – Sponsors
- B.8 Approve the following Supplemental Contracts for **Coaches** for the Fall Season of the 2021-22 School year: Supplemental Contracts – Coaches
- Soccer (Fall)**
- a. Boys 7<sup>th</sup> – 8<sup>th</sup> – 9<sup>th</sup> Assistant Chad Palucka **B.8a.**
- b. Girls Volunteer Asst. Coach Caleb Paladin **B.8b.**
- B.9 Approve the following applicants in the **Shaler Area Community Rec Swim Program:** Community Rec Swim Program Applicants
- a. Lifeguard & Instructor Aide Lorenzo Basa
- b. Instructor Aide Kaysia Chelli
- c. Instructor Aide Hannah Milliken
- d. Instructor Aide William Nebiolo
- e. Instructor Aide Dalaney Vaughn
- f. Instructor Aide Madeline Walker
- B.10 Approve the following employees for the **Extended School Year (ESY) Program**, Scott Primary, effective retroactive from 7/6/21 to 7/29/21. Compensation will be in accordance with the Collective Bargaining Agreement. ESY Employees
- a. Jean Sheets (Elementary Teacher)
- b. Jessica Wilson (School Nurse) (Week 1 only)
- c. Shari Roth (Nurse) (Week 3 only)
- d. Tina Cafasso (Substitute Teacher)
- B.11 Approve the following employee in the **Summer STEM/Coding Camp**, effective retroactive from June 21 to July 1, 2021: Summer STEM/Coding Camp Employee
- a. Coordinator/Teacher Cari Kelm

B.12 Approve the updated **Act 93 Salary Compensation** targets per Article II of the agreement approved by the Board of School Directors for the period of July 1, 2018 – June 30, 2023.

**B.12** Act 93 Salary Compensation Target Updates

B.13 Approve salary increases for **Act 93 and Contracted Administrators**, as per the Act 93 Agreement/Employment contracts, supplement attached, effective for the 2021-22 school year.

**B.13** Act 93 and Contracted Administrators Salary Increases

B.14 Approve the redesignation of Dr. Bryan O’Black’s local position title from Assistant Superintendent to Deputy Superintendent, effective immediately.

Redesignation of Position Title

- Dr. Aiken presented Item B.14 for approval and provided his recommendation to the school board to recognize and honor the work Dr. O’Black has done and solidify and strengthen the district’s administrative team. Dr. Aiken said he feels this title fits Dr. O’Black’s leadership style and expertise.
- Dr. Kwiatkowski said it appeared that there were some inequities in the supplemental contracts, specifically at the primary level. Dr. O’Black explained that each contract is allotted so many sessions and each building level is given some autonomy in determining the need and interests of those students. Additionally, the list is only the first approval, and does not reflect the final list of all sponsorships in the schools. He said the board can expect to see additional sponsorships up to the beginning of the school year.

A motion was made by Mrs. Petrovich with a second by Mr. Fisher, to approve Items B.1-4, B.6-11, B.14.

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

Motion Carried: 8 aye; 0 nay

ACTION:  
Approved  
Items B.1-4,  
B.6-11, B.14

| Donahue | Fisher | Gapsky | Kwiatkowski | Machajewski | Petrovich | Phillips | Romac  | Tunstall |
|---------|--------|--------|-------------|-------------|-----------|----------|--------|----------|
| Y       | Y      | Y      | Y           | Y           | Y         | Y        | Absent | Y        |

A motion was made by Mr. Fisher with a second by Mrs. Petrovich, to approve Item B.5.

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

Motion Carried: 7 aye; 1 nay

ACTION:  
Approved  
Item B.5

| Donahue | Fisher | Gapsky | Kwiatkowski | Machajewski | Petrovich | Phillips | Romac  | Tunstall |
|---------|--------|--------|-------------|-------------|-----------|----------|--------|----------|
| Y       | Y      | Y      | N           | Y           | Y         | Y        | Absent | Y        |

A motion was made by Dr. Kwiatkowski with a second by Mr. Fisher, to approve Items B.12-13.

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

Motion Carried: 7 aye; 1 nay

ACTION:  
Approved  
Items B.12-  
13

|         |        |        |             |             |           |          |        |          |
|---------|--------|--------|-------------|-------------|-----------|----------|--------|----------|
| Donahue | Fisher | Gapsky | Kwiatkowski | Machajewski | Petrovich | Phillips | Romac  | Tunstall |
| Y       | Y      | N      | Y           | Y           | Y         | Y        | Absent | Y        |

- Dr. O’Black thanked the board for its support and added that it continues to be an honor to serve the school district and students.

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

| <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       | <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  | C.1D       |                                      |
|             | E. Fund Profiles and Investments   | C.1E       |                                      |
| C.2         | Cafeteria Operating Statement  | C.2        | <u>Cafeteria Operating Statement</u> |
| C.3         | Approve the disposal of surplus furniture and equipment from Jeffery Primary School and Shaler Area Elementary School. | C.3        | <u>Disposal of Surplus Items</u>     |

- Ms. Ludwig then announced that John Kaib, supervisor of buildings and grounds, was in attendance to outline the district’s summer projects. Mr. Kaib provided details on the sidewalk and track projects at Biles Field, the stage flooring project, the parking lot repairs, the main disconnect project, and tennis court resurfacing work being done at the high school. He also announced that the air conditioning project for the high school gyms is being advertised for bid. Mr. Kaib outlined the seal coating and repaving projects at the Elementary School and Burchfield and Marzolf Primaries. He provided an update on the water line replacement at Reserve Primary and updated the board on the project to replace the clocks in the middle school, flooring in the computer labs, and the asphalt work at Titan Stadium. Additional flooring replacement projects will be completed in areas of Marzolf and the high schools.
- Mr. Tunstall said he recently was at the high school at night and commended the new lighting in the parking lot.

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A motion was made by Mr. Fisher with a second by Mrs. Petrovich, to approve Items C.1-3.

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

ACTION:  
Approved  
Items C.1-3

Motion Carried: 8 aye; 0 nay

| Donahue | Fisher | Gapsky | Kwiatkowski | Machajewski | Petrovich | Phillips | Romac  | Tunstall |
|---------|--------|--------|-------------|-------------|-----------|----------|--------|----------|
| Y       | Y      | Y      | Y           | Y           | Y         | Y        | Absent | Y        |

- Mr. Tunstall then announced the following upcoming meetings:
  - Wednesday, July 28, 2021
    - 6:00 p.m. – Education Committee Meeting
  - Wednesday, August 11, 2021
    - 6:00 p.m. – Executive Session
    - 7:15 p.m. – Combined COW/Voting Meeting
  - Wednesday, August 18, 2021
    - 6:15 p.m. – Executive Session
    - 7:15 p.m. – Voting Meeting
  
- Announcement of Past Executive Sessions was made by Mr. Tunstall.
  
- Mr. Tunstall then asked if there was any other business to come before the board.
  - Mrs. Donahue asked for an update on class sizes. Dr. O’Black said there are about 247 students in kindergarten, however it is still early and the district has not balanced any of the exceptions yet. He projected that the kindergarten class would be in the 260s.
  - Mrs. Donahue asked when the district should start the conversation about changing the graduation gowns to one color. Dr. Aiken said administration discussed this with the high school administration in June, and the high school will prepare a presentation for the fall.
  - Dr. Kwiatkowski asked about the Etna Boys and Girls Club program. Dr. Aiken said there are currently nine Shaler Area students but that number is expected to change. Dr. Kwiatkowski asked if the district would change its commitment since it cut the program to four weeks. Dr. Aiken said the district would evaluate that as the program moves forward. Dr. Kwiatkowski said the district committed the dollar amount based on the program weeks and the number of participants.
  - Dr. Kwiatkowski shared her congratulations with Dr. O’Black.

After no further items were presented, on a motion by Mr. Gapsky and second by Mrs. Donahue, the Business Meeting was adjourned at 8:14 p.m.

Mr. Tunstall then recognized the public to speak on any non-agenda item:

- Dorothy Petrancosta, of Skylark Drive, asked about the motion made at the beginning of the board meeting that references COVID standards and what those are. Mr. Hoffman said the motion has to do with the school board convening its meeting virtually.
- Dr. Kwiatkowski said that she appreciates parent participation and the board has talked for years about recording options. She said she would hate to see the virtual option go away.



- Ms. Petrancosta asked if the district planned to do anything with the stadium painting project it started talking about two seasons ago. Dr. Aiken said the district is working with HHS DR to identify a number of different strategies to address the paint, however, in doing so, there were a number of other concerns identified with the stadium. The district hopes to formulate a plan in the following months.
- Ms. Petrancosta also brought up a concern about how the district is writing its RFPs and why there was only one bidder for a project the previous month. She also expressed concern over the potential HVAC position the district is considering and if it is justified. Mr. Kaib explained the district's relationship with Huckestein Mechanical, and Dr. Aiken added that the company is doing work in the district for the ESCO project as well as addressing mechanical issues. Ms. Petrancosta said she plans to file a Right to Know because she wants to look at how many hours the district is paying Huckestein in labor. Ms. Ludwig said when the district gets a bill from a vendor, it is for all aspects of the work. For Huckestein, the payments include many bid projects. Dr. Kwiatkowski added that when looking at an HVAC hire and Huckestein, it would be comparing apples and oranges because Huckestein does work on other projects. Dr. Aiken said much of the work is for emergencies and major issues. Ms. Petrancosta questioned if the work justified paying an in-house employee. Mr. Gapsky pointed out that the potential hire would be on the maintenance staff and do other work throughout the district.
- Ms. Petrancosta asked what last year's enrollment was. Dr. O'Black said it was 285. Ms. Petrancosta made the argument that the district needs to have a serious discussion about keeping Reserve Primary School open. The enrollment numbers do not justify the building, staff, principal, administrative assistant, etc. She said there is enough room in the district to redistribute students without increasing class size. Mr. Gapsky said the board has discussed the need for Reserve in the past. Mrs. Donahue agreed that the district should talk seriously about it again. Mr. Tunstall suggested having a discussion about it at a committee meeting and putting together information about it. Dr. Aiken said it is deeper than a buildings and grounds conversation.

When no one else approached to speak, the meeting's Final Adjournment occurred at 8:40 p.m.

Respectfully submitted,

Bethany Baker  
Assistant Board Secretary