

*SHALER AREA SCHOOL DISTRICT
Combined COW/Voting Meeting
December 2, 2020 – Virtual
Minutes*

The Board of School Directors of the Shaler Area School District held a Combined Committee of the Whole/Voting Meeting on Wednesday, December 2, 2020, on Zoom, a virtual meeting platform, with Mr. James Tunstall, School Board President, presiding. This meeting began at 7:27 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. Bryan O’Black, Assistant Superintendent
 Ms. Sherri Ludwig, Director of Business Affairs
 Dr. Kathleen Graczyk, Director of Student Services
 Mr. Matt Hoffman, Solicitor
 Catherine Clark, Student Representative

Notice of this meeting was posted as required.

- Mr. Tunstall opened the meeting at 7:27 p.m..
- Mr. Tunstall recognized the Public to Speak on Agenda Items.
 - There was none.
- Mr. Tunstall called the meeting to order at 7:27 p.m.
- On a motion by Mr. Fisher and a second by Mr. Romac, the following Minutes were approved by all in attendance:
 - Committee of the Whole Meeting – November 11, 2020
 - Voting Meeting – November 18, 2020
- On a motion by Mr. Gapsky and a second by Mr. Romac, 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 Mr. Fisher 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	Approval of Resolution calling for Charter School Funding Reform by the Board of School Directors of the Shaler Area School District.	A.1	<u>Charter School Funding Reform Resolution</u>
A.2	Approve a Services Agreement with The Children’s Institute of Pittsburgh from August 1, 2020 to July 31, 2021.	A.2	<u>The Children’s Institute Services Agreement</u>
A.3	Approve the second reading of the following new policies: a. Policy No. 332 – Working Periods b. Policy No. 340 – Responsibility for Student Welfare	A.3	<u>New Policies – 2nd Reading</u>
A.4	Approve the second reading of the following revised policies: a. Policy No. 111 – Lesson Plans b. Policy No. 334 – Sick Leave c. Policy No. 705 – Facilities & Workplace Safety	A.4	<u>Revised Policies – 2nd Reading</u>

- Dr. Kwiatkowski confirmed the charter school resolution came from PSBA. Dr. O’Black clarified that the purpose of the resolution is to get the conversation into legislature.
- Dr. Kwiatkowski also asked if the August date is accurate in the Service Agreement in Item A.2. Dr. Graczyk said The Children’s Institute inadvertently forgot to send this year’s contract for a student who has been attending the school for years. The contract contains all the same parameters that the previous contracts contained. This is approved annually.
- Mr. Gapsky congratulated Dr. O’Black on becoming president-elect for PASCD and thanked him for all he does.

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

Information Items:

1. Student Representatives – Catherine Clark reported that the district transitioned back to virtual which wasn’t completely unexpected with the county numbers. The difference is the attendance taking procedures. Students are attending every class every day and teachers are taking attendance. On Monday, Tuesday, Thursday, Friday students are in class for the length of the class. Wednesday is more asynchronous. There is much more synchronous work than the beginning of the year. Students also are being encouraged to turn on their cameras. She thanked the food service program for its work to provide breakfast and lunch to students and sending home letters. The tech department is still putting in many hours and everything is going smoothly because of it. The fall play was held and the technology to livestream it worked very well. It gave the students hope that activities may still go on this year. The powderpuff football game was rescheduled for the spring. And the high school is sponsoring a giving tree and food drive to give back.

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2. Shaler Area Education Foundation – Dr. Kwiatkowski said the Foundation will meet next week. There is currently a rolling process for grants and the Foundation members are available to help with the grant writing process. She congratulated Mrs. Phillips on her new role as the representative and shared that it is very fulfilling work.
3. Attestation Ensuring Implementation of Mitigation Efforts – Dr. O’Black shared that the district did submit the attestation form to the state Department of Health and Department of Education. The district will continue to abide by the mitigation efforts, and it will implement these once it transitions out of virtual instruction.
4. Virtual Learning Update – Mr. Aiken & Dr. O’Black said they would provide a report later in the meeting.

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

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

ACTION:
Approved
Items A.1-4

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. O’Black 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 Leave of Absence:		<u>LOA</u>
a.	Michelle O’Keefe, for an unpaid Parental Leave of Absence beginning January 4, 2021 to on or about June 14, 2021 (the end of the 2020-21 school year).		
B.2	Approve the following Long-Term Substitute teachers (LTSS) for the 2020-21 school year:		<u>LTS</u>
a.	Kaitlyn Hindle, a graduate of LaRoche University, as a FT 1.0 LTS, Elementary Education, 3 rd Grade, Reserve Primary, effective from September 18, 2020 to on or about June 14, 2021, at 85% of a Bachelor’s, Step 1 salary level (prorated).	B.2a.	
b.	Steven Karscig, a graduate of Gannon University, as a FT 1.0 LTS, English, for G. McDonnell, High School, effective from October 5, 2020 to on or about June 14, 2021, at 85% of a Master’s Step 2 salary level (prorated).	B.2b.	
c.	McKayla Stoddart, a graduate of Kutztown University, as a FT 1.0 LTS, Library Science, Marzolf Primary & the High School, effective from October 14, 2020 to on or about June 14, 2021, at 85% of a Bachelor’s Step 1 salary level (prorated).	B.2c.	

- d. Kailey Woistman, a graduate of LaRoche University, as a FT 1.0 LTS, Elementary Education & Reading Specialist, for Heather DeAngelo, Marzolf Primary and also for Elizabeth Van Horne, Reserve Primary, effective retroactive from October 13, 2020 to on or about April 5, 2021, at 85% of a Bachelor’s Step 1 salary level (prorated). **B.2d.**
- e. Tina Cafasso, a graduate of Point Park University, as a FT 1.0 LTS, English, Middle School, effective retroactive from October 9, 2020 to on or about March 3, 2021, at 85% of a Master’s+20, Step 1 salary level (prorated). **B.2e.**
- B.3. Approve a one-year contract extension agreement between Shaler Area School District and Shaler Area Education Association through August 15, 2022. **B.3**
- B.4. Approve the following **Day-to-Day Substitute Teachers** for the 2020-21 school year: Day-to-Day Substitute – Teachers
 - a. Alexandra Barr, Gr. 4-8-All Subj., Gr. 7-8-Science, Special Education PK-8
 - b. Robert Morss, Social Studies

A motion was made by Dr. Kwiatkowski with a second by Mrs. Petrovich, to approve Items B.1-4.

Dr. Kwiatkowski asked if there were additional steps to orientation for the LTSs given that the district is using virtual platforms. Dr. O’Black said all of the LTSs have been with the district since the beginning of the school year or the beginning of hybrid. The department chairs and team leaders have helped because all educators are learning the platforms together. There also is more collaborative planning this year. After no further discussion, these items were then approved by a roll call vote.

ACTION:
Approved
Items B.1-4

Motion Carried: 9 aye; 0 nay

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>SUP.</u>	<u>ACTION</u>
#	<u>FINANCE & OPERATION ITEMS RECOMMENDED FOR APPROVAL</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.	Student Activity Funds & Investments – High School, Middle School and Elementary School – July 1, 2020 – September 30, 2020	C.1E	

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C.2	Approve a 3.5-year agreement with AmCom for the central office Xerox copier lease for the period January 1, 2021 to June 30, 2024 for \$245 per month upon final solicitor review.	C.2	<u>AmCom Agreement</u>
C.3	Approve Tri-Cog Land Bank’s Notice of Proposed Property Disposition for Lot Block 165-P-41 address 1134 North Avenue, Millvale, PA 15209	C.3	<u>Tri-Cog Land Bank Notice of Property Disposition</u>
C.4	Approve Tri-Cog Land Bank’s Notice of Proposed Property Acquisition for Lot Block 118-G-190 address 37 Lawrence Street, Pittsburgh, PA 15209	C.4	<u>Tri-Cog Land Bank Notice of Property Acquisition</u>
C.5	Approve the purchase of a John Deere X758 with West Central Equipment, LLC in the amount of \$11,415.84 for use at Scott Primary and the Elementary School. The final cash outlay may be reduced in the event of a trade-in of the current equipment.	C.5	<u>John Deere X759 Purchase</u>

➤ Mr. Romac asked for clarification on Item C.1e. Mr. Hoffman explained that the board acknowledges the report the Business Office is providing with the balances of the funds. The school district is the custodian of the funds. The board is acknowledging receipt of the report. Ms. Ludwig said there have been some changes to the items that were questioned in previous months such as the athletic funds without activity in three years were transferred to Athletics. Three accounts obtained booster organizations—cross country, track, and bowling—since the last the board spoke. The money collected on the district’s behalf—for things like textbooks and locks—was transferred to district accounts. Mr. Romac said the small balance accounts weren’t his concern. His concern was the large account balances—such as scholarships—that he doesn’t believe should be in district control. Dr. Kwiatkowski said she believes many accounts within the Activities accounts are district accounts. Mr. Hoffman explained that the district holds many accounts as a custodian, such as clubs.

Ms. Ludwig then presented the following Information Item:

Information Only:

- The Shaler Area School District has submitted its 2019-20 Annual Financial Report (PDE-2057) to the PA Department of Education.

Ms. Ludwig then presented the following Discussion Items:

Discussion Item:

- Stake Body Truck – Ms. Ludwig said there are a couple options to replace this truck. Mr. Romac asked if John Kaib, supervisor of buildings and grounds, had a plan for what truck is needed. Dr. Kwiatkowski said she wants an audit of the department to quantify if that is the truck that is needed. She requested a strategic plan. Mr. Romac asked where the district was with the PASBO report. Ms. Ludwig said the study began with a kick off meeting with PASBO and Mr. Kaib has an 8-page document of items requested. Part of the report will include an inventory of the vehicles, equipment and uses. Mr. Romac said he understood Dr. Kwiatkowski’s concern, however, the stake body truck the district currently has was deemed unsafe and it is used for plowing and transportation so it appears to be a necessity. He said he felt it was better to move forward with a purchase. Mr. Kaib said the stake body is used to move things in the district. He said the truck won’t pass inspection in April. Dr. Kwiatkowski argued that the district should assess what it needs and not just replace it because that’s what the

district has. Mr. Gapsky said Mr. Kaib runs the department and knows what it needs. After additional discussion, Mr. Romac suggested that the district expedite the PASBO study to have more information on the department. Mr. Kaib said the current stake body truck is a 2008 model and has 157,000 miles. Mr. Tunstall said he is hearing people just want to be as effective as possible with the district’s money. Mr. Tunstall asked if it was possible to put the vehicle out for bid just to see the cost. Ms. Ludwig said the district is required to advertise for three weeks in a row. Mr. Romac asked if there are any concerns in the meantime with being able to plow and salt the district properties. Mr. Kaib gave an update on the plowing and salting process and how he plans to accomplish this with the current fleet. Mr. Aiken said the district can move forward with advertising for a new vehicle and provide information to the board in January. Dr. Kwiatkowski asked why the vehicles were getting to this state of disrepair. Mr. Kaib said it was due to salt. Mr. Gapsky said it was impressive that the vehicle is 13 years old. Mr. Aiken thanked Mr. Kaib for all of the work his department is doing and for the additional work required for the PASBO report. Mr. Gapsky asked about the cost of Item C.5. Mr. Kaib said the cost includes the addition of a mower deck. Mr. Fisher asked if the district ever investigated leasing its vehicles. Ms. Ludwig said she worked with Enterprise on a lease option however it was \$15,000 per year per vehicle. She then spoke to another branch which might give the district a better option, but generally, lease isn’t better for the district.

A motion was made by Dr. Kwiatkowski with a second by Mr. Romac, to approve Items C.1a-d, C.2-6.

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

Motion Carried: 9 aye; 0 nay

ACTION:
Approved
Items C.1a-
d, C.2-6

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

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

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

Motion Carried: 6 aye; 3 nay

ACTION:
Approved
Item C.1e

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

- Mr. Tunstall then announced the following upcoming meetings:
 - Thursday, December 10, 2020
 - 6:00 p.m. – A. W. Beattie Committee, Babcock Blvd.
 - Wednesday, January 13, 2021
 - 6:00 p.m. – Executive Session
 - 7:15 p.m. – Committee of the Whole Meeting
 - Wednesday, January 20, 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.
 - Dr. Kwiatkowski asked if the Land Bank properties on the Finance agenda were being improved. Mr. Fisher said the property to be disposed of is going to a trust.
 - Mr. Aiken discussed the model of instruction the district is currently in and the timing of the decision to move forward. He said the plan is to stay in virtual through December 11 based on the county numbers. Then the district needs to make a decision this week to determine the best way to move forward: bring back the students in hybrid on Dec. 14 or consider staying in virtual through December and come back in hybrid Jan. 4. Mrs. Donahue asked what has changed beside COVID-19 getting worse. Mr. Aiken said that the district stance has been based on the numbers. And because of the new guidance from the Department of Health and Department of Education, there are more criteria to consider when opening a school and guidance for when a school should be in virtual. He said the district constantly asked what is the safest option for students. The district has taken the safe, cautious approach to the instruction model. He said it is a difficult decision. Based on the most recent two weeks of data, the safest option is to extend virtual instruction through winter break. Mr. Tunstall said it's hard to welcome students back when the county is in substantial spread. He said he also knows the district has done a lot to control the spread within the district. Mr. Aiken said there is no consistency with districts around the county. He said A.W. Beattie plans to extend virtual instruction to Jan. 11. Mr. Romac said people will be unhappy no matter what decision you make. He said the push should be to get students back in school. Mrs. Petrovich asked if the teachers have been consulted. Mr. Aiken said he continues to meet with Shaler Area Education Association leadership. Mrs. Petrovich said she is concerned with the teachers getting sick and then no one is available to teach in any instruction model. Mr. Aiken said staffing is definitely a concern for the district. Dr. Kwiatkowski said an additional concern is the report and projection that the spike from the holiday weekend hasn't been felt yet and that kids may not show symptoms but could take it home. Mr. Romac said that is why he argues for getting students in the classroom sooner because it will get worse. Dr. Kwiatkowski said the effects of this pandemic will be profound and beyond what anyone imagined. Dr. Kwiatkowski asked about the notion that many families chose the full virtual Cohort C right before Thanksgiving. Dr. O'Black said that was true, but the district didn't have hard data to track why. Dr. Kwiatkowski asked if there was a number or metric for opening school again. Mr. Aiken said the district has tried to keep the Cohorts as flexible as possible and follow the Department of Health and Department of Education metrics. Every day the students are missing a piece of coming into school and social interaction. He said he understands Mr. Romac's points as well. Dr. Kwiatkowski thanked the team because it is difficult to plan to create. She said her child's switch from Cohort A to Cohort C was seamless and she knows that wasn't an easy design. Mr. Aiken said many families think the easy way is to stay in remote, but there is no easy way right now. Not having students in school is the hardest decision to make. Mrs. Donahue said whatever the plan is, she asked that the district is consistent in what it does. She said her children don't like remote and nor does she, but the health and safety of the students is more important and it is better to err on the side of caution.

After no further items were presented, on a motion by Mrs. Petrovich and second by Dr. Kwiatkowski, the Business Meeting was adjourned at 8:57 p.m.

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

- Lisa Pierce, of Morewood Road, said she strongly believes students should be in school. When talking about safety, only physical safety is addressed, not mental. She asked what programs the district is putting into place so social and emotional health needs are met on a consistent basis. Mr. Aiken said she posed a great question and it is something the district has been talking about. He said the social and emotional concerns are a major focus over the last three weeks. The conversations started with the principals and school counselors, but it can't just be the counselors, it has to be everyone working together
- Mrs. Philips announced the middle school PTO's annual Vendor Fair will be provided online.
- Dr. Kwiatkowski said Mrs. Phillips will be an excellent addition to the Shaler Area Education Foundation.

When no one approached to speak, the meeting's Final Adjournment occurred at 9:05 p.m.

Respectfully submitted,

Bethany Baker
Assistant Board Secretary