

*SHALER AREA SCHOOL DISTRICT  
Combined COW/Voting Meeting  
December 7, 2022 – 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 8, 2021, in person at the Shaler Area Middle School Library, Glenshaw, PA, and on Zoom, a virtual meeting platform, with Dr. April Kwiatkowski, School Board President, presiding. This meeting began at 7:18 p.m.

Board Members Present:

- Mrs. Elizabeth Dunn
- 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: Mr. James Fisher

Others Present:

- Dr. Sean Aiken, Superintendent
- Dr. Bryan O’Black, Assistant Superintendent
- Mrs. Sherri Jaffee, Director of Business Affairs
- Mr. John Vogel, Solicitor
- Avery Gallant, Student Representative
- Isabelle Dutkovic

Notice of this meeting was posted as required.

- Dr. Kwiatkowski opened the meeting at 7:19 p.m.
- Dr. Kwiatkowski recognized the Public to Speak on Agenda Items.
  - There was none.
- Dr. Kwiatkowski then called the meeting to order at 7:19 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:
  - Committee of the Whole Meeting – November 9, 2022
  - Voting Meeting – November 16, 2022
- Dr. Kwiatkowski then announced items tabled or removed from the agenda:
  - The Education Agenda was amended to add A.2 Girls Varsity Basketball team travel to Washington, D.C. – December 9-10, 2022.
  - The Personnel Agenda was amended to add B.6a. High School Musical Assistant Choreographer
  - The Finance Agenda was amended to add C.8 Replacement of Press Box at Titan Stadium
- On a motion by Mrs. Phillips and a second by Mr. Tunstall, the agenda was approved 7-1.

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 a Disciplinary Action for Student #5 for the remainder of the 2022-23 school year.	A.1	<u>Disciplinary Action – Student #5</u>
A.2	Approve the following out-of-district travel: a. Girls Varsity Basketball Team – travel to Washington, D.C. – December 9-10, 2022 to attend the She got Game Basketball Tournament – no cost to the district.	A.2	<u>Out-of-district travel</u>
➤ Mr. Gapsky asked about A.2 and why it was so late to be added to the agenda. Dr. O’Black explained that there was a miss communication between the coach and the athletic director.			

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

Information Items:

- Student Representatives – Avery Gallant and Isabelle Dutkovic gave the following building reports:
  - Burchfield Primary – During the week of November 14-17 we celebrated “Gratitude Week” focusing on ways in which we can be grateful for the various things in our lives. Our themes centered around family, school, friends, and loved ones. Duquesne Light came to speak to the 2<sup>nd</sup> and 3<sup>rd</sup> grade students regarding circuits, power supplies, and conserving energy.
  - Marzolf Primary – On December 11 third grade students will participating in a caroling event. Santa Shop is scheduled for the week of December 12-16.
  - Scott Primary – In November Scott Primary celebrated our friendships. We shared activities that would help us find ways to make new friends and to become even better friends. Our announcements focused on friendships and we had visual displays about friendship throughout the building. Families have made donations to the Backpack Initiative and constructed 21 blankets for the patients at Children's Hospital through Project Linus. Cards were made for soldiers and decorations were made for Meals on Wheels. Students commemorated Student Grief Awareness Day by wearing blue. Activities were planned in conjunction with the Caring Place.
  - SAES – Gratitude was discussed in each House, with students then creating a gratitude leaf by writing something they are grateful for. The leaves were then gathered and used to create a building Gratitude Tree which is displayed outside the gym. Mr. Phil Little from the PA Office of Public Engagement visited with students and presented on the dangers of social media and online safety.
  - SAMS – Guest speaker and Native American storyteller, Miguel Sague, came to speak about the Native American culture. The Veterans’ Breakfast returned this year. The program included recognition of veterans, the 8<sup>th</sup> grade chorus, Veterans Day essay winners, and speeches by District Administrators.
  - SAHS – Students in the National Art Honor Society painted Dr. Royall’s parking space. The painting is of a sun with colorful designs, ultimately giving off the message to “be the light for others. This year’s PowderPuff football game was a big success. A total of \$1,618 was raised from ticket sales and donations. The senior class came out on top with a score of 807. This year’s musical is “Catch Me if You Can” and will be held the first two weekends in March.

Dr. Aiken thanked Avery and Isabelle for taking time to reach out to the building principals to get updates.

- Shaler Area Education Foundation – Mrs. Phillips reported that the next meeting is scheduled for Monday, December 12 at 6:00 and is open to the public. The Taste of Shaler Area will be held on Saturday, April 1<sup>st</sup>. The

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Alumni Group has established a presence on Facebook and Instagram. They have been making strides to connect with alumni. Grants are going very well.

3. Superintendent's Report – Dr. Aiken reported that during the month of December nominations are being accepted for the Kim Baysek-Young Extra Mile Award. In the past between 75 and 100 nominations have been received. The District Parent Council met this morning and the elementary school gave a presentation on their newly created House system, similar to Scott Primary but more age appropriate. Five of our schools are being recognized at the state level for PBIS creating an inclusive climate. The music department holiday concert schedule is posted on our website.
4. Dr. O'Black announced that the Education Committee will meet on Wednesday, January 25, 2023 at 6:00 p.m. in the Duss Board Room.

A motion was made by Mrs. Dunn with a second by Mrs. Phillips, to approve Item A.1.

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

ACTION:  
Approved  
Item A.1

Motion Carried: 7 aye; 0 nay; 1 abstain

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

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

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

ACTION:  
Approved  
Item A.2

Motion Carried: 8aye; 0 nay

Dunn	Fisher	Gapsky	Kress	Kwiatkowski	Machajewski	Petrovich	Phillips	Tunstall
Y	Absent	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 <b>Retirements</b> :		<u>Retirements</u>
a.	Christina Erdlen, School Nurse, Middle School, effective at the end of the workday January 20, 2023.		
b.	Glenn White, Maintenance, Bldg. & Grounds, effective at the end of the workday February 2, 2023.		
c.	Edward Lightner, Custodian, Reserve Primary, effective at the end of the workday February 1, 2023		
B.2	Approve the following <b>Resignation</b> :		<u>Resignation</u>
a.	Lauren West, Special Education teacher, Elementary School, effective December 7, 2022.		

B.3 Approve the following Day-to-Day **Substitute Teacher**:

Day-to-Day  
Substitute Teacher

- a. Nadege Flint, French 7-12 and English 7-12

B.4 Approve the following **Day to-Day Substitute Clerical**:

Day-to-Day  
Substitute Clerical

- a. Desiree Sandle

B.5 Approve a **Memorandum of Understanding (MOU)** between the Shaler Area School District and the Shaler Area Education Association (SAEA) regarding the creation of building substitutes for the remainder of the 2022-23 school year.

MOU – Building  
Substitutes

B.6 Approve the following Supplemental Contract for **Sponsors** for the 2022-23 school year:

Sponsor – High  
School Musical

**HIGH SCHOOL**

- a. Musical – Asst. Choreographer Casey Bruchwalski

**B.6a.**

B.7 Approve the following Supplemental Contracts for **Coaches** for the Winter Season of the 2022-23 school year:

Coaches – Winter  
Season

**Wrestling (Winter)**

- a. Volunteer Asst. Coach Ethan Swope

- Dr. Kwiatkowski asked when we will be advertising for building substitutes for Item B.5. Dr. O'Black explained that we are in the process of looking at our current subs.

A motion was made by Mr. Tunstall with a second by Mrs. Dunn, to approve Items B.1-7.

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

**ACTION:**  
Approved  
Items B.1-7

Motion Carried: 8 aye; 0 nay

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

Mrs. Jaffee introduced Matt Franz and Steve Affeltranger from HHSDR and Mark Klopfer from Stadium Solutions to speak about Item C.8 – replacement of the press box at Titan Stadium. Mr. Franz stated that in the Facility Study that was done in November one of the immediate need projects was the replacement of the Titan Stadium Press Box. The approximate cost is \$199,950. Mr. Kress asked how the specifications were determined. Mr. Klopfer explained that this box is the same manufacturer as on the visitor's side. Dr. Aiken told the board that Seneca Valley's new press box cost of one million dollars. Mr. Klopfer explained that KPN is a state contract competitively bid and Stadium Solutions recently won the state contract. Dr. Aiken explained that the challenge we are facing is time. We could push the project back but it won't be completed until the middle of August. Mr. Machajewski asked if anyone has gone out to bid for a press box. Dr. Kwiatkowski explained that that's the purpose of using a vetted company to avoid going through the bidding process. Dr. Aiken told the board that they could look at more options and have a special voting meeting on December 21<sup>st</sup>.

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 Construction – Schedule of Bills	C.1C	
	D. CR&R Fund – Schedule of Bills	C.1D	
	E. Budget Transfers	C.1E	
	F. Year-to-Date Financial Reports	C.1F	
	G. Fund Profiles and Investments	C.1G	
C.2	Cafeteria Operating Statement	C.2	<u>Cafeteria Operating Statement</u>
C.3	Approve additional ABC Transit Personnel.	C.3	<u>ABC Transit Personnel</u>
C.4	Approve the disposal of surplus furniture from Reserve Primary School.	C.4	<u>Disposal of Surplus Furniture</u>
C.5	Approval of 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, 2023	C.5	<u>IN Shaler Area Magazine</u>
C.6	Approval of the Shaler Area Middle School camera bid to Horizon Information Services in the amount of \$148,833.	C.6	<u>Camera Bid</u>
C.7	Approval of the purchase of a 2022 Chevrolet 4500 Silverado with options and dump body to Frederick Chevrolet located in Lebanon, PA in the amount of \$102,621.59.	C.7	<u>Purchase Dump Truck</u>
C.8	Approval of the contract utilizing Keystone Purchasing Network pricing (KPN-202001-01) for the replacement of the Press Box at Titan Stadium to Stadium Solutions, Inc., in the amount of \$199,950.	C.8	<u>Press Box Replacement</u>

- Mrs. Petrovich asked about Item C.6. Were there any other camera bids? Mr. Kaib feels that this is a good company.
- Mr. Kress asked how many cameras will we be receiving. Dr. O’Black said 32 interior and 15 exterior cameras.

Mrs. Jaffee then presented the following information item:

1. The Shaler Area School District has submitted its 2021-22 Annual Financial Report (PDE-2057) to the PA Department of Education.

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A motion was made by Mr. Kress with a second by Mrs. Petrovich, to table Item C.8 until December 21, 2023.

ACTION:  
Tabled  
Item C.8

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

Motion Carried: 6 aye; 2 nay

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

A motion was made by Mr. Tunstall with a second by Mrs. Petrovich, to approve Items C.1-C.4, C.6, C.7

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

ACTION:  
Approved  
Items C.1-  
C.4, C.6,  
C.7

Motion Carried: 8 aye; 0 nay

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

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

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

ACTION:  
Approved  
Items C.5

Motion Carried: 8 aye; 0 nay

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

- Dr. Kwiatkowski then announced the following upcoming meetings:
  - Thursday, December 15, 2022
    - 6:00 p.m. – A. W. Beattie Committee, Babcock Blvd.
  - Wednesday, January 11, 2023- Committee of the Whole Meeting
    - 6:00 p.m. – Executive Session
    - 7:15 p.m. – Public Meeting
  - Wednesday, January 18, 2023 – Voting Meeting
    - 6:15 p.m. – Executive Session
    - 7:15 p.m. – Public 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.
  - Mr. Gapsky asked if the board would consider changing the policy to allow board members to phone in during Executive Session as his work schedule has changed. Dr. Kwiatkowski asked the members to suspend our current policy to allow for Mr. Gapsky to participate. On a motion by Mr. Tunstall with a second by Mrs. Petrovich, the motion was approved by voice vote by all in attendance.

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- Dr. Aiken invited the board to attend the A. W. Beattie Holiday Party on Thursday, December 15 at 6:00. Mr. Tunstall and Mr. Gapsky indicated they would like to attend.
- Dr. Aiken also reported that the Equity, Inclusion and Belonging Committee meeting has been postponed until January.

After no further items were presented, on a motion by Mr. Gapsky and second by Mrs. Petrovich, the Business Meeting was adjourned at 9:04 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 9:05p.m.

Respectfully submitted,

Sherri M. Jaffee  
Board Secretary