

SHALER AREA SCHOOL DISTRICT
Voting Meeting
April 19, 2017 – A.W. Beattie Career Center
Minutes

The Board of School Directors of the Shaler Area School District held a Voting Meeting on Wednesday, April 19, 2017, at the A.W. Beattie Career Center, Allison Park, PA, with Dr. April Kwiatkowski, School Board President, presiding. This meeting began at 7:03 p.m.

Board Members Present: Mrs. Suzanna Donahue (by phone)
 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
 Mr. Gary Mignogna, Director of Human Resources
 Ms. Sherri Ludwig, Director of Business Affairs
 Mr. Matt Hoffman, Solicitor

Notice of this meeting was posted as required.

- Dr. Kwiatkowski recognized the Public to Speak on Agenda Items.
 - There were none.
- Dr. Kwiatkowski called the meeting to order at 7:03 p.m. and invited all to stand for the Pledge of Allegiance.
- Dr. Kwiatkowski then yielded the floor to Mr. Aiken and Dr. O’Black for a special presentation.
- Mr. Aiken and Dr. O’Black recognized Jeffery Primary and Marzolf Primary for being named Title I Distinguished Schools and the principals in attendance, including Rich Pelkofer, JoAnne Townsend and Eloise Milligan. Dr. O’Black said it is the District’s goal to have all children reading by 3rd grade and talked about the importance of that goal.
- Ms. Townsend, interim principal at Jeffery, and Mr. Pelkofer, principal at Marzolf, then introduced the Title I teachers in attendance.
- Ms. Janel Biagiarelli spoke about the Title I program and assessments and credited the other reading support teachers for their work. She said Shaler Area is one of three schools chosen to speak at the upcoming conference in May.
- Ms. Amy Fowler spoke about the classroom application of guided reading. She said the role of an academic coach is to push in and look at all student data to make sure students do not fall through the cracks. The focus is on growth and working with the homeroom teachers. She talked about how guided reading is a very useful tool.
- Dr. Kwiatkowski asked about the transition from third to fourth grade. Ms. Fowler said the third grade is very comfortable with the guided reading style of reading, and it is a good program to explore. Dr. O’Black said as students move into fourth grade they focus on novels, but within the areas of instruction, the guided reading model of teaching can be modeled.

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- On a motion by Mr. Romac and a second by Mr. Gapsky, the following Minutes were approved by all in attendance:
 - Committee of the Whole Meeting – March 8, 2017
 - Voting Meeting – March 15, 2017

- Dr. Kwiatkowski then announced items tabled or removed from the agenda:
 - There were none.

- On a motion by Mr. Fisher and a second by Mr. Gapsky, 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</u> <u>TAKEN</u>
A.1	Approve the Educational Services Agreement with the Allegheny Intermediate Unit for 2017-18.	A.1	<u>AIU Services Agreement</u>
A.2	Approve the adoption of the Allegheny Intermediate Unit’s policies and procedures under the federal requirements of 34 CFR Part 300.	A.2	<u>AIU Policies & Procedures</u>
A.3	Approve the IDEA-Part B Use of Funds Agreement for 2017-18.	A.3	<u>IDEA-Part B Agreement</u>
A.4	Approve the purchase of the following textbooks for use in the Business & Information Technology Education Classes at the high school: <ul style="list-style-type: none"> a. <i>Entrepreneurship: Owning Your Future</i> 12th Edition by the Network for Teaching Entrepreneurship ©2017. 30 texts @\$103, total cost to the district approximately \$3,399 which includes 10% shipping. b. <i>Principles of Business 9e</i> by Dlabay, Burrow, Kleindl ©2017. 30 texts @\$110.50, total cost to the district approximately \$3,646 which includes 10% shipping. c. <i>Marketing, 4E</i> by Burrow/Fowler ©2016. 30 texts @\$107, total cost to the district approximately \$3,531 which includes 10% shipping. 	A.4	<u>Textbook Purchase</u>
A.5	Approve the second reading of the following new policy: <ul style="list-style-type: none"> a. Policy No. 827 – Conflict of Interest 	A.5	<u>New Policy – 2nd Reading</u>
A.6	Approve the second reading of the following revised policies: <ul style="list-style-type: none"> a. Policy No. 005 – Organization b. Policy No. 404 – Employment of Supplemental Contract Employees c. Policy No. 701.1 – Naming/Renaming District Facilities 	A.6	<u>Revised Policy – 2nd Reading</u>

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

Dr. Kwiatkowski thanked Dr. O’Black for the business teachers coming to the COW meeting the previous week to answer questions about the textbooks. After no further discussion, these items were then approved by a roll call vote.

ACTION:
Approved
Items A.1-7

Motion Carried: 9 aye; 0 nay

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

Mr. Mignogna 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 Leaves of Absence:		<u>LOA</u>
a.	Justin Eskra, for an Educational Sabbatical, effective for the entire 2017-18 school year.		
B.2	Approve the following Retirement:		<u>Retirement</u>
a.	Dennis Dudley, Science teacher, High School, effective at the end of the work day on June 5, 2017.		
B.3	Approve the following employees for the Summer School Program , held at the Middle School/High School, effective from 6/15/17 to 7/21/17, at an hourly rate of \$27.00, per the Collective Bargaining Agreement:		<u>Summer School</u> <u>Program</u> <u>Employees</u>
a.	Summer School Coordinator/Supervisor High School Program	David DiPasquale	
b.	Science & Math Instructor	Jeff Ward	
c.	English & Social Studies Instructor Middle School Program	Jared Dahlgren	
d.	English Instructor (AM Only)	Brian Duermeyer	
e.	Math & Science Instructor (AM Only)	Darren Herrle	
B.4	Approve the following employees for the Summer STEAM Camp Program , held at the Elementary School, effective from 6/12/17 to 6/15/17, at an hourly rate of \$27.00, per the Collective Bargaining Agreement:		<u>Summer STEAM</u> <u>Camp Employees</u>
a.	Coordinator/Teacher	Cari Brandt-Kelm	
b.	IKS Titan	Michael Penn	
c.	IKS Titan	Heather Oros	
d.	Art	Kristin Barbour	
e.	Math	William Schleicher	
f.	Music	Kelly West	
g.	Nurse	Christina Erdlen	

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- h. Robotics Albert Dietrich
- i. Science Joseph Malloy

B.5 Approve Bethany Baker, as an **Act 93 employee**, and FT 1.0 Communications Specialist, Central Office, effective July 1, 2017, including all salary and benefits entitled to an Act 93 employee. Act 93 Position

B.6 Approve the following supplemental contracts for **Coaches** for the 2016-17 school year (Spring Sports Season). Compensation will be in accordance with the terms and conditions of the Collective Bargaining Agreement. Supplemental Contract – Coaches

Track (Spring)

- a. Girls Volunteer Asst. Jessica Hamrick **B.6a.**

B.7 Approve the following day-to-day **Substitute Teacher** for the 2016-17 school year: Day-to-Day Substitute – Teacher

- a. Scott Hughes, Grades PK-4 & Special Ed PK-8
- b. Bryan Wigginton, Health & Phys Ed K-12 & Safety Ed/Driver Ed 7-12

B.8 Approve the following day-to-day **Clericals** for the 2016-17 school year: Day-to-Day Substitute – Clerical

- a. Janice Henry
- b. Eric Ramberg
- c. Rebecca Hirt
- d. Anupama Viswanath
- e. Kristen Warner

B.9 Approve the following 8 students for **temporary summer employment** for 2017, according to the provisions set forth in the **Summer Employment Program**, adopted by the Board on February 15, 2017, but reducing the total allowed to a maximum of 17, instead of 30, summer student employees. The 8 applicants below are college students, who can start in May. The remaining 9 positions will be presented for approval at the May Board Meeting. Temporary Summer Employees

Name Start Date

- a. Natalie Abt 5/15/17
- b. Christopher Kagle, Jr. 5/16/17
- c. Adam Kazmierczak 5/8/17
- d. Samuel Panza 5/8/17
- e. Emily Platania 5/1/17
- f. James Schafer 5/20/17
- g. Eddie Vance 5/15/17
- h. Zachary Weidner 5/15/17

B.10 Rescind the following Supplemental Contract for **Sponsors** for the 2016-17 school year: Rescind Supplemental Contract – Sponsors

Jeffery Primary

- a. Yoga Club Jen Rowe

B.11 Approve the following Supplemental Contract for **Sponsors** for the 2016-17 school year:

Supplemental Contract – Sponsors

Jeffery Primary

- a. Yoga Club Nicole Nowaczynski
- b. Art Show Coordinator Erin Remaley

A motion was made by Mrs. Petrovich with a second by Mr. Gapsky, to approve Items B.1, 3-8, 10, 11.

Mr. Romac asked about Mr. Eskra’s plans. Mr. Mignogna said he was enrolled in an accredited online program and will be taking 19 education-related credits. After no further discussion, these items were then approved by a roll call vote.

ACTION:
Approved
Items B.1, 3-8, 10, 11

Motion Carried: 9 aye; 0 nay

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

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

Dr. Kwiatkowski recognized the accomplishments of Mr. Dudley in light of his retirement. After no further discussion, this item was then approved by a roll call vote.

ACTION:
Approved
Item B.2

Motion Carried: 9 aye; 0 nay

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. Tunstall, to approve Item B.9.

Dr. Kwiatkowski asked if the 17 summer employees would be working with the buildings and grounds department. Mr. Aiken said 15 will be and two will be working with the IT department. After no further discussion, this item was then approved by a roll call vote.

ACTION:
Approved
Item B.9

Motion Carried: 9 aye; 0 nay

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

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

<u>Item #</u>	<u>FINANCE AND OPERATION ITEMS RECOMMENDED FOR APPROVAL</u>	<u>Sup. #</u>	<u>ACTION 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 Proceeds – Schedule of Bills	C.1C	
	D. Year-to-Date Financial Reports	C.1D	
	E. Fund Profiles and Investments	C.1E	
	F. CR&R – Schedule of Bills	C.1F	
C.2	Cafeteria Operating Statement	C.2	<u>Cafeteria Operating Statement</u>
C.3	Recommend the award of the following bids that were opened on Monday, March 6, 2017.	C.3	<u>Award Bids</u>
	Athletic Supplies	Recommend as listed	
	Athletic Medical Supplies	Recommend as listed	
	Medical Supplies	Recommend as listed	
	Janitorial Supplies	Recommend as listed	
	Custodial/Maintenance Uniforms	Recommend as listed	
	Total bids awarded are contingent upon the availability of funds within the 2017-18 General Fund Budget.		
C.4	Recommend approval of Access Door System Contract at the Shaler Area Elementary School and Building & Grounds to Communications Consulting, Inc. in the amount of \$10,541.50 to be paid from \$10,000 Safe School Grant balance to be paid from 2016-17 budget.		<u>Access Door System Contract</u>
C.5	Recommend approval of Structured Cabling and/or Installation of Network Equipment in Burchfield Primary, Marzolf Primary and Reserve Primary contract to Communications Consulting, Inc. in the amount of \$25,505 to be paid from the 2017/18 budget.		<u>Structured Cabling and/or Installation of Network Equipment Contract</u>
C.6	Recommend approval of Cisco Network Equipment in Burchfield Primary, Marzolf Primary, Reserve Primary and New Primary buildings contract to ePlus, Inc. in the amount of \$160,524.		<u>Cisco Network Equipment Contract</u>

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

ACTION:
Approved
Items C.1-6

Mr. Romac asked for more information regarding Item C.5. Ms. Ludwig explained the fiber cabling would connect the four network closets. Dr. O’Black said the item is part of a multi-year upgrade for all of the schools. It is being funded through the federal government e-rate reimbursement program. Dr. Kwiatkowski asked how many doors from Item C.4 would be in the buildings and grounds facility. Dr. O’Black said there would be two doors. The FOB system is outdated and the access door system is being funded through Safe Schools Grants. The goal is to get the whole district on one system. After no further discussion, these items were then approved by a roll call vote.

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. Kwiatkowski then announced the following upcoming meetings:
 - Thursday, April 27, 2017
 - 6:00 p.m. – A. W. Beattie Committee, Babcock Blvd.
 - Wednesday, May 3, 2017
 - 6:00 p.m. – Finance Committee
 - Wednesday, May 10, 2017 – Committee of the Whole Meeting
 - Executive Session – 6:00 p.m.
 - Public Session – 7:00 p.m.
 - Wednesday, May 17, 2017 – Voting Meeting
 - Executive Session – 6:15 p.m.
 - Public Session – 7:00 p.m.

- 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. Aiken announced the Town Hall meeting on the opioid epidemic the following evening, the Q&A with the Superintendent on Monday night and a Town Hall meeting on the new school project on May 2.
 - Mr. Romac said the athletic director would like to hold a committee meeting for a year in review and asked the administration to coordinate a date. Mr. Romac also asked for clarification regarding the use of facilities and when a group is required to pay for facility use and when it is not. Mr. Aiken said the facilities use is an issue that administration met about earlier that day and is working to prepare revisions to the facilities use policy to bring before the committee in June. Mr. Aiken said the administration has the same concern and wants to make sure the rental agreements are fair and also encourages people to use the district’s facilities.
 - Mrs. Phillips announced the All-District fundraiser, Shaler Area’s Got Talent, would be May 5 with about 30 performers. Proceeds will be split between all of the PTO groups.
 - Mr. Romac asked about safety during track and field events. Mr. Aiken said there were some concerns during a middle school track meet with the discus area if an athlete let go at a bad angle. The district is looking at an area to add additional netting.
 - Mr. Tunstall asked about the turf training. Mr. John Kaib, buildings and grounds supervisor, said the team was trained on the maintenance equipment and will use the snowplow tractor from the high school to run the equipment.

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After no further items were presented, on a motion by Mr. Romac and second by Mrs. Petrovich, the Business Meeting was adjourned at 8:25 p.m.

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

- Dorothy Petrancosta, of Skylark Drive, said she has purchased copies of “Hidden Figures” and would like to donate them to the Shaler Area Elementary and Middle School libraries because it is such a good story and feels it’s important for students to have the opportunity to read. Mr. Aiken thanked her for her generosity.

When no one else approached the podium, the meeting’s Final Adjournment occurred at 7:28 p.m.

Respectfully submitted,

Bethany Baker
Assistant Board Secretary