

*SHALER AREA SCHOOL DISTRICT*

*Voting Meeting*

*January 17, 2024 – Hybrid*

*Minutes*

The Board of School Directors of the Shaler Area School District held a Voting Meeting on Wednesday, January 17, 2024, 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 7:33 p.m.

Board Members Present: Mr. Tim Gapsky  
Dr. April Kwiatkowski  
Mr. Jason Machajewski  
Ms. Dorothy Petrancosta  
Mrs. Eileen Phillips  
Mr. James Tunstall

Board Members Not Present: Ms. Elizabeth Dunn  
Mr. Edward Kress

Others Present: Dr. Sean Aiken, Superintendent  
Mrs. Sherri Jaffee, Director of Business Affairs  
Mr. John Vogel, Solicitor

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 7:34 p.m. and invited all in attendance to stand for the Pledge of Allegiance.
- On a motion by Ms. Petrancosta and a second by Mr. Tunstall, the following Minutes were approved by all in attendance:
  - Reorganization Meeting – December 6, 2023
  - Combined COW/Voting Meeting – December 6, 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 Mrs. Phillips, the agenda was unanimously approved.

Dr. Aiken 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 Shaler Area High School Course Description Handbook for the 2024-25 school year.	A.1	<u>Course Description</u> <u>2024-25</u>
A.2	Approve the following out-of-district travel: a. Shaler Area High School Holocaust, AP US History, and LIGHT classes travel to U.S. Holocaust Museum and tour of monuments – March 15, 2024. Cost to the district four substitute teachers for one day.	A.2	<u>Out-of-District</u> <u>travel</u>

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

- There were none.

A motion was made by Ms. Petrancosta with a second by Mr. Machajewski to approve Items A.1-A.2

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

Motion Carried: 7 aye; 0 nay; 2 absent

ACTION:  
Approved  
Items A.1-  
A.2

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

Dr. Aiken 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>Resignation:</b>		<u>Resignations</u>
a.	Joseph Caffardo, FT Custodian, High School, effective at the end of the workday on January 5, 2024.		
b.	Daniel Rothwell, FT Custodian, Middle School, effective on January 8, 2024.		
c.	Leah Curtis, as a Building Substitute, Burchfield Primary, effective January 17, 2024, for the 2 <sup>nd</sup> Semester of the 2023-24 school year.		
B.2	Approve an <b>Unpaid Leave of Absence</b> for Diana Sukitsch, Class I-A RN-LPN, effective retroactive from January 10, 2024, to on or about June 3, 2024.		<u>LOA</u>
B.3	Approve the following <b>FT 1.0 Confidential Payroll Specialist:</b>		<u>Payroll</u> <u>Specialist</u>
a.	Lorraine Cacciatore, as a FT 1.0 Confidential Payroll Specialist, Central Office, effective on or about February 7, 2024, at a salary of \$49,000.	B.3a	

- B.4 Approve the following **FT 1.0 Long-Term Substitute (LTS) Teachers:** LTS
- a. Andrea Lydon, FT 1.0 LTS Teacher, Special Education, Middle School, for N. Cignetti, effective retroactive from January 8, 2024 to on or about June 3, 2024, at 85% of a Master's Step 1 salary level (prorated).
  - b. Erika Steiner, FT 1.0 LTS Teacher, Social Studies, High School, effective from January 17, 2024 to on or about June 3, 2024 (the 2<sup>nd</sup> Semester of the 2023-24 school year, at 85% of a Bachelor's Step 3 salary level (prorated).
- B.5 Approve the following **Building Substitutes** per the terms and conditions as outlined in the Memorandum of Understanding between the Shaler Area School District and Shaler Area Education Association effective for the 2nd Semester of the 2023-24 school year:
- a. Burchfield Primary Mackenzie McCarthy B.5a
  - b. Middle School Jena Denardo B.5b
- B.6 Approve the following supplemental contracts for **Sponsors** for the 2023-24 school year: Sponsors
- High School**
- a. Musical (Set Director) Kristen Paul (retro to 1/11/24)
  - b. Musical (Technical Director) Ryan Pontzloff (retro to 1/11/24)
- B.7 Approve the Agreement with the **Confidential Administrative Assistants**, per the terms and conditions outlined, effective July 1, 2024. B.7 Confidential Admin. Assistants
- B.8 Approve the Head Varsity Coaches for the Spring Sports Season of the 2023-24 school year, as follows: Spring Coaches
- BASEBALL (Spring)**
- a. Head Varsity Coach Brian Junker
- LACROSSE (Spring)**
- b. Girls Head Varsity Coach Alessandra Nichols
  - c. Boys Head Varsity Coach Jonathan Monahan
- SOFTBALL (Spring)**
- d. Head Varsity Coach Thomas Sorce
- TENNIS (Spring)**
- e. Boys Head Varsity Coach Brian Duermeyer
- TRACK (Spring)**
- f. Boys Head Varsity Coach Shawn Ryan
  - g. Girls Head Varsity Coach Jason Filo (Initial 2-yr Contract 2023-25)
- VOLLEYBALL (Spring)**
- h. Boys Head Varsity Coach Paul Stadelman

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- B.9 Approve the following **Mentor** for the 2<sup>nd</sup> Semester of the 2023-24 school year:

Mentor

	<b>Inductee</b>	<b>Mentor</b>	<b>Building</b>	<b>Subject/Grade</b>
a.	Kaitlyn Corcoran	Julia Igims	Marzolf Primary	Special Ed.

- B.10 Approve the following employees in the **Community Rec Swim Program**:

Community Rec.  
Swim Program

- a. Dominic Lobosco, Instructor Aide (retroactive to 1/5/24)
- b. Gavin Kozora, Lifeguard (retroactive to 1/13/24)
- c. Julie Lazzaro, Instructor Aide & Volunteer (retroactive to 1/13/24)
- d. Amy Dimsho, Volunteer (retroactive to 1/13/24)
- e. Jessica Knepshield, Volunteer (retroactive to 1/13/24)
- f. Brittany Repko, Instructor Aide (retroactive to 1/13/24)
- g. Louise Basa, Instructor Aide (retroactive to 1/13/24)
- h. Leia Abraham, Instructor Aide (retroactive to 1/13/24)
- i. Michael Fec, Instructor Aide (retroactive to 1/13/24)
- j. Lillian Heine, Instructor Aide (retroactive to 1/13/24)
- k. Nicole Berrian, Volunteer (retroactive to 1/13/24)

- B.11 Approve the following **Day-to-Day Substitute Teachers**:

Day-to-Day  
Substitutes

- a. Jena Denardo, Mathematics 7-12
- b. Bailey Ritchey, Art 7-12

- B.12 Approve the following **Day-to-Day Substitute Clerical**:

Day-to-Day  
Sub. Clerical

- a. Jeanette McCabe

- B.13 Approve the motion to notify Dr. Bryan O’Black, Deputy Superintendent, per School Code Section 1073(b), that the Board of School Directors intends to retain him for a further term of 3 to 5 years, beginning July 1, 2024, and that the Solicitor is directed to prepare a contract reflecting such renewal.

Deputy  
Superintendent  
Contract

- B.14 Approve the motion to accept with regret the resignation of Dr. Sean Aiken as Superintendent of Schools, effective at the conclusion of his present contract on June 30, 2024. The District will begin the process of searching for a successor.

Superintendent  
Resignation

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

- There were none.

A motion was made by Ms. Petrancosta with a second by Mr. Machajewski, to approve Items B.1-B.7, B.8a-c, B.8e-h, B.9-12

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

Motion Carried: 9 aye; 0 nay

**ACTION:**  
**Approved**  
B.1-B.7,  
B.8a-c, B.8e-  
h, B.9-12

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

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A motion was made by Ms. Petrancosta with a second by Mrs. Phillips, to approve Item B.8d

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

ACTION:  
Approved  
B.8d

Motion Carried: 6 aye; 1 nay; 2 absent

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

A motion was made by Mr. Tunstall with a second by Ms. Petrancosta, to approve Item B.13

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

ACTION:  
Approved  
B.13

Motion Carried: 7 aye; 0 nay; 2 absent

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

A motion was made by Mr. Tunstall with a second by Ms. Petrancosta, to approve Item B.14

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

ACTION:  
Approved  
B.14

Motion Carried: 5 aye; 2 nay; 2 absent

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

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. Budget Transfers	C.1D	
	E. Year-to-Date Financial Reports	C.1E	
	F. Fund Profiles and Investments	C.1F	
C.2	Cafeteria Operating Statement	C.2	<u>Cafeteria Operating Statement</u>

- C.3 The Administration recommends acknowledging receipt of the lists of unpaid taxes as submitted and further, the Board charges the appointed Tax Collectors with the responsibility for delinquent tax collections. Collections will occur until the Administration advises the Tax Collectors the date of which they will turn over collections to Pennsylvania (PA) Municipal Services (PAMS).

C.3 Unpaid Taxes

Municipality	Number of Properties	Face Value
Etna Borough	278	\$ 262,759.48
Millvale Borough	934	\$1,075,169.75
Reserve Township	373	\$ 315,976.56
Shaler Township	940	\$1,837,452.21

- C.4 Approve the use of national and state cooperative procurement programs for the calendar year 2024, including Keystone Purchasing Network (KPN) CoStars, PEPPM, and the Association of Educational Purchasing Agencies (AEPA) in addition to the attached listing. Approval of the use of consortium contracts, in no way, precludes obtaining quotes and negotiating price which assures fiscal responsibility for the district.

C.4 Procurement Programs

- C.5 Approve the contract with CSM Consulting, Inc. for ERATE consulting services for the period retroactive to July 1, 2023 to June 30, 2024 in the amount of \$2.5K for inter-school fiber connection and internet services and \$3K plus 1.5% of requested amount for core switch replacement.

C.5 ERATE Consulting Services

- C.6 Approve the contract, as reviewed by the district solicitor, for DENTAL SERVICES AGREEMENT with Dr. Tera DePaoli D.M.D. (“DENTIST”) with its principal place of business located at 4984 Middle Rd, Gibsonia 15044 for state mandated student examinations in the amount of \$9 per exam through June 30, 2026.

C.6 Dental Services Agreement

- C.7 Approve a contract with Davis Demographics to conduct the district demographic study in the amount of \$19,000 upon solicitor approval.

C.7 Demographic Study

- C.8 Approve the appointment of the Etna Tax Collector when appointed by the Borough of ETNA, upon retirement of the current elected tax collector.

Appointment of Tax Collector

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

- Ms. Petrancosta questioned C.7. She stated that PDE has been accurate in predicting our enrollment and the money could be spent somewhere else such as the sink hole at Scott Primary.
- Dr. Kwiatkowski asked about C.6. Does the dentist do visits on site. Mrs. Jaffee replied that the dentist does come to the district to see students.

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

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

Motion Carried: 7 aye; 0 nay; 2 absent

ACTION:  
Approved  
C.1-C.6

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

A motion was made by Mr. Fisher with a second by Mr. Gapsky, to approve Item C.7

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

Motion Carried: 6 aye; 1 nay; 2 absent

ACTION:  
Approved  
C.7

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

➤ Dr. Kwiatkowski then announced the following upcoming meetings:

- Thursday, January 25, 2024
  - 6:15 p.m. – A. W. Beattie Joint Operating Committee
- Wednesday, January 31, 2024 – COW Meeting
  - 6:00 p.m. – Finance Committee
  - 7:00 p.m. – Equity, Inclusion 7 Belonging Committee
- Wednesday, February 21, 2024 – Combined COW/Voting Meeting
  - 6:00p.m. – Executive Session
  - 7:30 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.

- Dr. Aiken reported that the district is receiving \$50,000 for its “Young Learners Need Choice” program which will provide collaborative tables, flexible seating options, and learning centers for K-3 classrooms at Burchfield, Marzolf, and Reserve primary schools. Senator Williams and Representative Powell were very instrumental in helping get this grant.
- Dr. Aiken announced the Kim Baysek-Young Extra Mile Award winners: Joe Saxman, Marti Beer, Scott Albert, LeeAnn Guido, Melissa Demchak, Jim McDermott and Don Luffey.
- Dr. Aiken read the following statement: “I am truly grateful for the opportunity to serve as the Superintendent of Shaler Area for the past 8+ years. In collaboration with our school board, educators, professional staff, and parents we have cultivated a relentless focus on student-centered initiatives and school district culture, growing and learning together throughout the process. Through the integration of programs such as Positive Behavioral Interventions and Support programs, the Power of 12, Respect for All, 143 Day, and our EIB work, we’ve come together to nurture and celebrate a positive learning environment. At the heart of our work has been a student-centered approach that elevates student voice and empowers students to have a sense of ownership and agency in our schools. Our work together has been lauded by organizations outside our district. We have been accepted into the League of Innovative Schools by Digital Promise, and our District has been recognized nationally by AASA as a Lighthouse District, a distinction that brings tremendous attention to our student-centered approach to education. These are significant programs and milestones I’m

confident will equip our students for the future. From the all-encompassing, unparalleled energy of a Shaler Area Homecoming to the individual moments of discovery and joy in our classrooms, there is something extraordinary about our community. Our students are genuine and hardworking. Our families are warm and caring. Our educators are creative and committed. Our community members are generous and engaged. More recent traditions like the Kim Baysek-Young Extra Mile Award and the 143 Day help define who we are as a district and what we believe and help shape our identity. During my tenure as Superintendent, we have faced tremendous adversity together, none greater than a global pandemic where we had to rethink and reimagine how to educate our students. I am truly proud of our district and recall this time as a tremendous growth opportunity. Coming out of the pandemic has presented a new set of challenges, and we focused our efforts on reconnecting with our students, our parents, and our community. Trust is a valuable commodity, and we have worked diligently to reestablish this trust while reaching one student at a time. This district is headed in a great direction and I am proud to have been part of that story. However, after much thought and consideration, I have made the difficult decision to step down as Superintendent of Shaler Area at the end of this school year and open the door for the next district leader to continue the positive momentum we have started together. I am grateful to have been part of the Shaler Area School District for the last eight years, and I will continue to hold this community in a special place in my heart, cherishing the people, the memories, and what we were able to accomplish together. Within the last year or so, we have embraced an important message, maybe the most important. The students of Shaler Area School District are Seen, Known Heard, and Loved. This message and practice will continue to transform the Shaler Area School District for many years to come. I will be working closely with our school board and administration to create a smooth transition as the district considers and selects its next superintendent. I have absolute confidence in our district's leaders and educators to continue to serve our students with excellence and heart. The future of the Shaler Area School District is bright because of the people who are committed to celebrating and investing in our community. Shaler Area, I love your heart, your community, and most importantly, the people."

After no further items were presented, on a motion by Ms. Petrancosta and second by Mr. Tunstall, the Business Meeting was adjourned at 7:59 p.m.

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

- Kelly Toth, 320 Faber Street, heard multiple people talk about community. There are only two community schools in the district and she believes that we should think about the Millvale and Reserve communities. When you consider your decision consider all of Shaler Area.

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

- Tiffany Johnson, 4355 Spring Garden Road, asked if any decision has been made regarding the closing of Reserve Primary. Dr. Aiken said that no decision has been made at this time. She then asked about the sinkhole at Scott Primary. Dr. Aiken reported that we received a second opinion and are considering the options.
- Angela Evans, 12 Scobbo Drive, wanted to acknowledge the message from Dr. Aiken. She thanked him for encouraging her to participate in activities that create a passion in her.

When no one else approached to speak, the meeting's Final Adjournment occurred at 8:11 p.m.

Respectfully submitted,

Sherri M. Jaffee  
Board Secretary