

SHALER AREA SCHOOL DISTRICT

Voting Meeting

June 21, 2023 – Hybrid

Minutes

The Board of School Directors of the Shaler Area School District held a Voting Meeting on Wednesday, June 21 2023, in a hybrid format, 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 7:22 p.m.

Board Members Present: Ms. Elizabeth Dunn
 Mr. James Fisher
 Mr. Tim Gapsky
 Mr. Edward Kress
 Dr. April Kwiatkowski
 Mr. Jason Machajewski
 Mrs. Jeanne Petrovich
 Mr. James Tunstall

Board Members Absent: Mrs. Eileen Phillips

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

Notice of this meeting was posted as required.

- Dr. Aiken introduced several employees who retired this school year. Lisa Nites, Karen DiMatteo, Loretta Haas, paraprofessionals, and Chris Kagle, custodian, were in attendance. Dr. Aiken thanked them for their years of service and asked each one to speak about their experiences as an employee of Shaler Area.

- Dr. Kwiatkowski then recognized the Public to Speak on Agenda Items.
 - There was none.

- Dr. Kwiatkowski then called the meeting to order at 7:33 p.m. and invited all in attendance to stand for the Pledge of Allegiance.

- On a motion by Mr. Fisher and a second by Mr. Gapsky, the following Minutes were approved by all in attendance:
 - Special Voting Meeting – May 10, 2023
 - Committee of the Whole Meeting – May 10, 2023
 - Voting Meeting – May 17, 2023

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

- On a motion by Mr. Gapsky and a second by Mr. Fisher, the agenda was approved by all Board members in attendance.

Dr. O’Black then announced 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 Settlement Agreement with Student #9.	A.1	_____
A.2	Approve the Agreement Addendum with Maxim Healthcare Staffing Services, Inc., retroactive to April 14, 2023.	A.2	_____
A.3	Approve the MOU’s with the Borough of Etna Police Department, Borough of Millvale Police Department, Shaler Township Police Department, and Reserve Township Police Department to foster a relationship of cooperation and mutual support between the parties as we work together to maintain the physical security and safety of our school buildings.	A.3	_____
A.4	Approve the first reading of the following new policies: a. Policy No. 137.2 – Participation in Cocurricular Activities & Academic Courses by Home Education Students b. Policy No. 137.3 – Participation in Career & Technical Education Programs by Home Education Students	A.4	_____
A.5	Approve the first reading of the following revised policies: a. Policy No. 137 – Home Education Program b. Policy No. 137.1 – Extracurricular Participation by Home Education Students c. Policy No. 906 – Public Complaint Procedures	A.5	_____
A.6	Approve the following overnight/out-of-state travel: a. Shaler Area High School Performing Arts Dept. travel to Virginia Beach & Norfolk, VA, April 18-22, 2024, to participate in a national competition and NATO Parade of Nations. Cost to the district seven substitute teachers for three days.	A.6	_____

- Dr. Kwiatkowski asked if there were any questions from the board.
 - There were none.

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

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

Motion Carried: 8 aye; 0 nay

ACTION:
Approved
Items A.1-
A.6

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

Dr. O’Black then announced 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 FT 1.0 Long-Term Substitute (LTS) :		_____
a.	Keegan Phillips, a graduate of the University of Pittsburgh, as a FT 1.0 LTS Social Studies teacher, High School, for J. Eskra, effective August 18, 2023, to on or about June 3, 2024 (the 2023-24 school year), at 85% of the Master’s Step 3 salary level.	B.1a.	
B.2	Approve the following employees for the Extended School Year (ESY) Program , Scott Primary, effective from 7/11/22 to 8/4/22. Compensation will be in accordance with the Collective Bargaining Agreement.		_____
a.	Brunella Truby	i.	Andrew Sieber
b.	Jenna Conrad	j.	Melissa Thomas (Sub teacher)
c.	Jill Millard	k.	Jessica Wilson
d.	Amy Graswick-Vasil	l.	Darcy Lutz
e.	Tammy Jarosinski	m.	Hannah Petrell
f.	Hannah Schmidt	n.	Nicole Monahan
g.	Julia Rectenwald	o.	Kristen Maher
h.	Josh Bartosh	p.	Shari Roth
B.3	Approve the supplemental contracts for Department Chairs for the 2023-24 school year. Compensation will be in accordance with the terms of the Collective Bargaining Agreement.	B.3	_____
B.4	Approve the supplemental contracts for Grade Level Chair Coaches – Grades K-3 (Non-Building Specific Positions) for the 2023-24 school year. Compensation will be in accordance with the terms of the Collective Bargaining Agreement.	B.4	_____
B.5	Approve the supplemental contracts for Building Support Coaches-Technology for the 2023-24 school year. Compensation shall be in accordance with the terms of the Collective Bargaining Agreement.	B.5	_____
B.6	Approve the following FT 1.0 Deans of Students for the 2023-24 school year:		_____
a.	Justin Eskra, as a full-time Dean of Students at the High School, effective for the 2023-24 school year. Compensation is per the terms of the Memorandum of Understanding.		
b.	Christopher Catanese, as a full-time Dean of Students at the Middle School, effective for the 2023-24 school year. Compensation is per the terms of the Memorandum of Understanding.		
B.7	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 2023-24 school year.	B.7	_____

B.8 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 2023-24 school year:

- | | | |
|----|-------------------|------------------|
| a. | Marzolf Primary | Tracy Tuchin |
| b. | Scott Primary | Nicole White |
| c. | Elementary School | Melissa Thomas |
| d. | Elementary School | Tammy Jarosinski |
| e. | Middle School | Hannah Schmitt |
| f. | High School | Erika Steiner |
| g. | High School | Josh Bartosh |

B.9 Approve the employment of select Special Education, Speech and Gifted teachers for summer evaluations, Individual Education Plan (IEP) writing and Curriculum writing (cost estimate not to exceed \$7,000, including Social Security and other payroll costs).

B.10 Approve the following Supplemental Contract for **Coaches** for the Fall Season of the 2023-24 school year:

FOOTBALL (FALL)

- | | | | |
|----|---|---------------------------|---------------|
| a. | Assistant Varsity | Jason Filo | |
| b. | Assistant JV | Joseph Kremer (50%) | B.10b. |
| c. | | Jeffrey Steigerwald (50%) | B.10c. |
| d. | Head 9 th | T. J. Wiley | |
| e. | Asst. 7 th – 8 th – 9 th | Evan Walsh | B.10e. |

B.11 Rescind the following Supplemental Contracts for **Sponsors** for the 2022-23 school year:

High School

- | | | |
|----|------------------------------|------------------|
| a. | Fine Arts Show Coordinators: | Jeff Frank (50%) |
| b. | | Brad Susa (50%) |

B.12 Approve the following Supplemental Contracts for **Sponsors** for the 2022-23 school year:

High School

- | | | |
|----|------------------------------|-----------------------|
| a. | Fine Arts Show Coordinators: | Jeff Frank (33.3%) |
| b. | | Brad Susa (33.3%) |
| c. | | Shauna Ferris (33.3%) |

B.13 Approve a salary adjustment of 3.5% for **Confidential Administrative Assistants**, effective for the 2023-24 school year.

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

- Mr. Gapsky asked about B.2 Extended School Year. Dr. O’Black explained that this is for qualifying special education students. The program operates four days each week and will be at Scott Primary School. ESY is not an option but parents can opt out of the program. Approximately 60-70 students attend. Students with special needs could regress over the summer without supports and this is required under federal law.

- Dr. Kwiatkowski about about B.9. She would like to see a final report as to what was completed and by who.

A motion was made by Mrs. Petrovich with a second by Ms. Dunn to approve Items B.2-B.5, B.6b-B.13

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

Motion Carried: 8 aye; 0 nay; 1 absent

ACTION:
Approved
Items B-2-
B.5, B-6b-
B.13

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

A motion was made by Mr. Gapsky with a second by Mrs. Petrovich to approve Item B.1a

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

Motion Carried: 7 aye; 1 nay; 1 absent

ACTION:
Approved
Items B.1a

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

A motion was made by Mr. Fisher with a second by Mr. Gapsky to approve Item B.6a

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

Motion Carried: 6 aye; 2 nay; 1 absent

ACTION:
Approved
Items B.6a

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

Mrs. Jaffee then announced the following Finance Items:

<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	_____
B.	Cafeteria – Schedule of Bills	C.1B	_____
C.	2019 Bond Fund – 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	_____

- | | | | |
|------|---|------|-------|
| C.3 | Approve a resolution regarding the Homestead and Farmstead Exclusion Real Estate Tax Assessment Reduction under the PA Taxpayer Relief Act (ACT 1 of 2006). The amount of the 2023-24 credit is a reduction in assessments for approximately \$8,793.09 which equates to a tax reduction of \$217.26 from the gross amount. | C.3 | <hr/> |
| C.4 | Approval to close the 2022-23 Shaler Area School District books as of June 30, 2023; and that all bills that arrive and are accrued to 2022-23 be approved for payment providing the administration reviews the bills and is satisfied the same are just and proper obligations of the school district and providing said expenditures are within budget; that the transfer of funds necessary for the completion of budget expenditures be approved; and that the School District Auditors be directed to proceed with conducting the necessary audit for the close of the fiscal year 2022-23. | C.4 | <hr/> |
| C.5 | Approve a resolution authorizing the collection and payment of school real estate property taxes in installments as required by Act 1. | C.5 | <hr/> |
| C.6 | Approval authorizing Sherri M. Jaffee, Director of Business Affairs, to receive quotations and execute investment agreements with banks, savings institutions, or other financial organizations, for said purpose by law of the Commonwealth of Pennsylvania. This resolution also approves that the Director of Business Affairs will work with the District’s investments advisors and professionals related to due diligence and risk mitigation measures. <i>(For information: All investment records shall be subject to annual audit by the District’s independent auditors. The audit shall include but not be limited to independent verification of amounts & records of all transactions, as deemed necessary by the independent auditors.)</i> | C.6 | <hr/> |
| C.7 | Approval authorizing Sherri M. Jaffee, Director of Business Affairs, to make any fund balance assignments in accordance with the requirements of the Shaler Area School District Board Policy Number 620 and Governmental Accounting Standards Board (GASB) Statement Number 54: Fund Balance Reporting and Governmental Fund Type Definitions. | C.7 | <hr/> |
| C.8 | Approve additional ABC Transit personnel. | C.8 | <hr/> |
| C.9 | Approval of resolution to amend the 2013 note and related swap to address LIBOR benchmark termination. | C.9 | <hr/> |
| C.10 | Approval of the contract with Fountain Products for the Marzolf Primary School Combi Oven in the amount of \$38,930.00. | C.10 | <hr/> |
| C.11 | Approval of the contract with McKamish for the Shaler Area High School Holding Tank replacement in the amount of \$26,680.00. | C.11 | <hr/> |
| C.12 | Approve the FINAL General Fund Operating Budget for the 2023-24 fiscal year estimated at \$96,894,664 with the levying of 24.7084 mills. A 2% discount shall be allowed for real estate tax payments made within two months of the date of the tax notice & taxpayers who fail to make payment within four months of the tax notice shall be assessed a penalty of 10%. | C.12 | <hr/> |

REVENUES	2022-23 FINAL BUDGET	2023-24 FINAL BUDGET
6000-Local Sources	\$57,590,186	\$61,059,112
7000-State Sources	\$29,751,053	\$31,350,409
8000-Federal Sources	\$2,041,440	\$2,869,890
9000-Other (Fund Balance/Pro)	\$6,383,669	\$1,615,253
TOTAL REVENUES	\$95,766,348	\$96,894,664
EXPENDITURES	2022-23 FINAL BUDGET	2023-24 FINAL BUDGET
1100-Regular Instruction	\$41,448,674	\$43,821,763
1200-Special Education Instruction	\$14,819,251	\$15,545,160
1300-Vocational Education Instruction	\$1,470,000	\$1,520,747
1400-Other Instructional Programs	\$1,989,886	\$2,084,956
1500-Non-Public School Programs	\$16,000	\$16,000
2100-Pupil Personnel	\$4,337,561	\$4,400,182
2200-Instructional Staff Services	\$1,431,775	\$1,538,842
2300-Administration	\$4,369,989	\$4,432,864
2400-Pupil Health	\$822,575	\$950,331
2500-Support Services-Business	\$854,149	\$813,276
2600-Operation & Maintenance	\$8,366,016	\$8,757,378
2700-Student Transportation	\$4,808,425	\$4,281,145
2800-Support Services-Central	\$1,315,217	\$1,231,431
2900-Other Support Services	\$63,000	\$63,000
3200-Student Activities & Athletics	\$1,829,707	\$2,016,972
3300-Community Services	\$112,310	\$78,700
4600-Building Improvement	\$10,000	\$10,000
5100-Refunds from Prior Years' Expenditures/Beattie Debt Service	\$168,183	\$88,800
5200-Debt Service Fund Transfer	\$7,533,630	\$5,243,117
Total Expenditures	\$95,766,348	\$96,894,664

- Dr. Kwiatkowski asked if there were any questions from the board.
 - Mr. Fisher asked where the funds are coming from in Items C.10 and C.11. Mrs. Jaffee explained that the funds for the oven are coming from the cafeteria fund and funds for the holding tank are coming from the construction funds.
 - Dr. Kwiatkowski stated that she completed her doctoral study on the correlation between zoning laws and student achievement. She stated that the last thing we want to do is raise taxes and we want to provide top tier education to the students at Shaler Area.
 - Mrs. Petrovich did not feel comfortable voting in favor of C.12. She stated that our district is ranked 198 in the state and feels we are not focused where we should be.

A motion was made by Mr. Fisher with a second by Mr. Machajewski to approve Items C.1-C.8, C.10-C.11

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

Motion Carried: 8 aye; 0 nay; 1 absent

ACTION:
Approved
Items C.1-
C.8, C10-
C.11

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

A motion was made by Mr. Gapsky with a second by Mr. Fisher to approve Item C.9

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

Motion Carried: 7 aye; 1 nay; 1 absent

ACTION:
Approved
Item C.9

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

A motion was made by Mr. Gapsky with a second by Mr. Machajewski to approve Item C.12

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

Motion Carried: 6 aye; 2 nay; 1 absent

ACTION:
Approved
Item C.12

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

- Dr. Kwiatkowski then announced the following upcoming meetings:
 - Wednesday, July 19, 2023 – Combined COW/Voting Meeting
 - 6:00 p.m. – Executive Session
 - 7:15 p.m. – Public Meeting
- The Announcement of Past Executive Sessions was made by Dr. Kwiatkowski.
- Dr Kwiatkowski invited the board to speak on any other business.
 - Mr. Gapsky asked for an update on the cameras. Mr. Vogel referred this question to executive session as it is a safety issue.
 - Dr. Kwiatkowski thanked the confidential secretaries for their service. She also commented on how important the police departments are to fostering a good relationship with our students.
 - Dr. Aiken commented on the pride that was on full display last night during the parade for our athletes. Coaches and families expressed awe of the community support. The event was planned in five days and attended by 1,000 people.
 - Mr. Gapsky recognized Clint Rauscher as the “busiest guy in the district” and gave a shout-out to Dr. Aiken and Dr. O’Black for their attendance at all of the playoff games.
- Dr. Kwiatkowski then recognized the public to speak on any other items:

June 21, 2023 – Committee of the Whole Meeting

- Dorothy Petrancosta, 148 Skylark Drive, asked about the Dean of Students at the high school. She believes this is not necessary due to declining student enrollment. She also appreciated the no votes on the budget. She would like to recognize the EMS employees for their support to the district. These individuals spend long nights during the sports playoffs.
- Dr. Kwiatkowski then invited the remote public to speak on any other items:
 - There was none.

After no further items were presented, final adjournment occurred at 8:18 p.m.

Respectfully submitted,

Sherri M. Jaffee,
Board Secretary