

SHALER AREA SCHOOL DISTRICT

Voting Meeting

April 19, 2023 – Hybrid

Minutes

The Board of School Directors of the Shaler Area School District held a Voting Meeting on Wednesday, April 19 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 7:26 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
- Mrs. Eileen Phillips
- Mr. James Tunstall

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 7:26 p.m.
- Dr. Kwiatkowski then recognized the Public to Speak on Agenda Items.
 - There was none.
- Dr. Kwiatkowski then called the meeting to order at 7:17 p.m. and invited all in attendance to stand for the Pledge of Allegiance.
- On a motion by Mr. Tunstall and a second by Mr. Machajewski, the following Minutes were approved by all in attendance:
 - Committee of the Whole Meeting – March 8, 2023
 - Voting Meeting – March 15, 2023
- Dr. Kwiatkowski then announced items tabled or removed from the agenda:
 - There were none.
- On a motion by Mrs. Petrovich and a second by Mr. Tunstall, the agenda was approved by all Board members in attendance.

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 a memorandum of understanding with the Private Industry Council of Westmoreland/Fayette, Inc. to operate Pre-K Counts Programs at Burchfield, Marzolf, Reserve, and Scott Primary Schools from August 1, 2023 to June 30, 2024.	A.1	<u>Pre-K Counts</u> <u>MOU</u>
A.2	Approve a lease agreement with the Allegheny Intermediate Unit to operate an early intervention preschool (formerly DART) program at Burchfield Primary School from July 1, 2023 to June 30, 2024.	A.2	<u>DART Lease</u> <u>Agreement 23-24</u>
A.3	Approve an agreement with Cristina Panaccione & Associates, LLC to conduct school-based therapy services by a licensed Pennsylvania State Therapist for students with commercial health care coverage.	A.3	<u>School-Based</u> <u>Therapy</u>

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

- There were none.

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

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

Motion Carried: 9 aye; 0 nay

ACTION:
Approved
Items A.1-
A.3

Dunn	Fisher	Gapsky	Kress	Kwiatkowski	Machajewski	Petrovich	Phillips	Tunstall
Y	Y	Y	Y	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 Retirements:		<u>Retirements</u>
a.	Karen Finke, Elementary Education teacher, Marzolf Primary, effective at the end of the workday on June 5, 2023.		
b.	Karen DiMatteo, Class II Paraprofessional, Middle School, effective at the end of the workday on June 5, 2023.		
B.2	Approve the following Resignations:		<u>Resignations</u>
a.	Lilly Zorich, Custodian, Burchfield School, effective retroactive to the end of the workday on March 16, 2023.		
b.	Rebecca Harter, Administrative Secretary, Transportation & Business Office Support, Central Office, effective at the end of the workday on May 19, 2023.		

April 19, 2023 – Voting Meeting

- B.3 Approve the following **FT 1.0 Temporary Professional Employee (TPE)**: TPE
- a. Nicole Monahan, a graduate of Eastern Mennonite University, as a FT 1.0 Certified School nurse, effective August 16, 2023, at a B+10 Step 1 salary level. **B.3a**
- B.4 Approve the following FT 1.0 **Long-Term Substitute (LTS)**: LTS
- a. Steven Karscig, a graduate of LaRoche University, as a FT 1.0 Long-Term Substitute (LTS), English, High School, for G. McDonnell, effective on or about August 18, 2023 to on or about June 3, 2024 (the 2023-24 school year), at a salary of 85% of a Master's Step 3 salary level. **B.4a**
- B.5 Approve the following FT 1.0 **Custodian**: Custodian
- a. Richard McConnell, as a FT 1.0 **Custodian**, Buildings & Grounds, effective on or about April 20, 2023. **B.5a**
- B.6 Approve the following Supplemental Contract for **Coaches** for the Spring Season of the 2022-23 school year: Coaches Supplemental Contracts
- a. **LaCrosse (Spring)**
Girls JV Coach Kara Jans **B.6a**
- B.7 Approve the following employees for the High School/Middle School **Summer School Program**, at the High School/Google Classroom, effective from 6/14/23 to 7/20/23, at an hourly rate of \$35.00, per the Collective Bargaining Agreement: Summer School
- a. Coordinator/Supervisor David DiPasquale
b. Science & Math Instructor-SAHS Erika Steiner
c. English & Social Studies Inst.-SAHS Steven Karscig
d. English Instructor Brian Duermeyer
e. Math & Science/SAMS Steven Baleno
- B.8 Approve the following Supplemental Contract for the **Titan Summer Literacy Camp** Grades K-5: Summer Literacy Camp
- a. Literacy Camp Coordinator Amy Fowler
b. Kindergarten Facilitator Jessica Gilbert
c. Grade 1 Facilitator Chloe Stanczak
d. Grade 2 Facilitator Danielle Franc
e. Grade 3 Facilitator Angela Cavlovic
f. Grade 4-5 Facilitator Cassandra Dudley
- B.9 Approve the following Supplemental Contract for **STEM Camp 2023**: STEM Camp 2023
- a. Camp Coordinator Cari Kelm
b. Science Joe Malloy
c. Science Tammy Jarosinski
d. Science Jill Millard

April 19, 2023 – Voting Meeting

- | | | |
|----|-------------------------|-------------------|
| e. | Math | Danielle McDonald |
| f. | Robotics/Coding | Allison Koser |
| g. | Arts | Danielle Franc |
| h. | Arts | Jamie Gordon |
| i. | Arts | Therasa Joseph |
| j. | Logic Challenges | Chloe Stanczak |
| k. | Physical Education STEM | Kelly Dugan |
| l. | STEM | Tracy Driver |

- B.10 Approve the following Supplemental Contract for **Building Level LIGHT Coordinators**:

LIGHT
Coordinators

- | | | |
|----|--------------------|----------------------------|
| a. | High School | Catlyn DiPasquale (50%) |
| b. | | Kim Piekarski (50%) |
| c. | Middle School | Jennifer Birch (50%) |
| d. | | Christopher Lisowski (50%) |
| e. | Elementary School | Laurie Cortazzo (50%) |
| f. | | Lucy Bender (50%) |
| g. | Burchfield Primary | Susan Randall (50%) |
| h. | | Monica McElwain (50%) |
| i. | Marzolf Primary | Angela Evans |
| j. | Reserve Primary | Kristin Barbour |
| k. | Scott Primary | Cari Kelm |

- B.11 Approve the following 4 students for **temporary summer employment** for 2022, according to the provisions set forth in the **Summer Employment Program** (up to 30 students), adopted by the Board on February 15, 2023:

Summer
Employment
Program

Name:

Start Date:

- | | | |
|----|----------------|-----------------------|
| a. | Ian Helfrich | on/about June 5, 2023 |
| b. | Adan Merdian | on/about June 5, 2023 |
| c. | Megan Povich | on/about May 1, 2023 |
| d. | Jackson Conrad | on/about June 5, 2023 |

- B.12 Approve the following **D-D Substitute Clericals** for the 2022-23 school year:

Substitute Clericals

- | | |
|----|--|
| a. | Rachel Haig, Registered Nurse (RN) (paid at the higher teacher daily rate) |
| b. | Christine Zinsser (retroactive to 3/15/23) |

- B.13 Approve the following **D-D Substitute Custodian** for the 2022-23 school year:

Substitute Custodian

- | | |
|----|-------------------|
| a. | Steven Grzybowski |
|----|-------------------|

- B.14 Approve the Collective Bargaining Agreement between the Shaler Area School District and Teamsters Local Union No. 205, representing full-time and part-time Secretaries, Clerks and Aides for the period July 1, 2023 to June 30, 2028.

B.14 CBA – Teamsters
Local #

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

- Mr. Tunstall asked if there were any bids for Transportation & Business Office Support person. Dr. O'Black said no one from the union bid so they can look outside for a candidate. Dr. Kwiatkowski stated that it would

be hard for that person to transition in the summer when there are no buses on the road. Mrs. Jaffee said that her assistant, Sue McElhinny, has experience and will help with the training.

- Dr. Kwiatkowski mentioned that Kara Jans is a Shaler Area graduate and played on a three-time WPIAL team.
- Dr. Aiken commended Karen Finke, Karen DiMatteo and Becky Harter for their work here. Mrs. Finke has worked at the district for 25 years and was instrumental with the Angel Tree project at Marzolf Primary. Mrs. DiMatteo has been a very positive influence on our students. Mrs. Harter had a very difficult position at times and was a great problem solver and a good team member.

Mrs. Jaffee then presented the following Finance items for approval:

<u>ITEM</u> #	<u>FINANCE & OPERATION ITEMS RECOMMENDED FOR APPROVAL</u>	<u>SUP</u> #	<u>ACTION</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 Proceeds – Schedule of Bills	C.1C	
D.	Budget Transfers	C.1D	
E.	Year-to-Date Financial Reports	C.1E	
F.	Fund Profiles	C.1F	
C.2	Cafeteria Operating Statement	C.1	<u>Café Operating Statement</u>
C.3	Approve additional ABC Transit Personnel.	C.3	<u>ABC Transit</u>
C.4	Approve the Shaler Area Middle School surplus items related to unused risers, railing, and related material.	C.4	<u>Surplus Items</u>
C.5	Approve Change Order HC-1 for new air conditioning at Shaler Area High School gyms & wrestling room and Central Office Server – final contract adjustment for unused field quantity allowances. (Deduct \$38,690.00)	C.5	<u>Change Order</u>
C.6	Approve the contract with Caliber Contracting Services, Inc. for the general construction work related to the new Press Box for Titan Stadium at Shaler Area Middle School in the amount of \$198,000.	C.6	<u>Titan Stadium Press Bos</u>
C.7	Approve a three-year agreement with Ted C. Schaffer, MD., school district physician, beginning July 1, 2023 through June 30, 2026:	C.7	<u>School District Physician</u>

School Year	Compensati on
2023-2024	\$22,308
2024-2025	\$23,200
2025-2026	\$24,128

April 19, 2023 – Voting Meeting

- | | | | | | | | | | | | | |
|--|------------------------|----------------------------------|---------------------------|------------------------|---------------------|------------------------|---------------|------------------------|----------|------------------------|------|-------------------|
| <p>C.8 Approve the proposal from Jordan Tax Service, Inc. for the preparation of the 2023 school real estate tax bills for the Shaler Area School District for Etna Borough, Millvale Borough, and Shaler Township in the amount of \$.35 per tax bill which amounts to approximately \$5,800 and \$1.75 per installment payment process. <i>(NOTE: Services of stuffing envelopes will be an additional \$150 for Etna and Millvale Boroughs and \$300 for Shaler Township.)</i></p> | C.8 | <u>Real Estate
Tax Bills</u> | | | | | | | | | | |
| <p>C.9 Approve the contact with Debra M. Kriete for the current and upcoming E-rate service periods of July 1, 2022 to June 30, 2024 in the amount of \$3.5K.</p> | C.9 | <u>E-Rate Service
Period</u> | | | | | | | | | | |
| <p>C.10 Recommend the award of the following bids that as listed:</p> <table border="1" style="margin-left: 40px; border-collapse: collapse; width: 60%;"> <tr> <td style="padding: 2px;">Athletic Supplies</td> <td style="padding: 2px;">Recommend as submitted</td> </tr> <tr> <td style="padding: 2px;">Athletic Medical Supplies</td> <td style="padding: 2px;">Recommend as submitted</td> </tr> <tr> <td style="padding: 2px;">Janitorial Supplies</td> <td style="padding: 2px;">Recommend as submitted</td> </tr> <tr> <td style="padding: 2px;">Trash Removal</td> <td style="padding: 2px;">Recommend as submitted</td> </tr> <tr> <td style="padding: 2px;">Uniforms</td> <td style="padding: 2px;">Recommend as submitted</td> </tr> </table> | Athletic Supplies | Recommend as submitted | Athletic Medical Supplies | Recommend as submitted | Janitorial Supplies | Recommend as submitted | Trash Removal | Recommend as submitted | Uniforms | Recommend as submitted | C.10 | <u>Award Bids</u> |
| Athletic Supplies | Recommend as submitted | | | | | | | | | | | |
| Athletic Medical Supplies | Recommend as submitted | | | | | | | | | | | |
| Janitorial Supplies | Recommend as submitted | | | | | | | | | | | |
| Trash Removal | Recommend as submitted | | | | | | | | | | | |
| Uniforms | Recommend as submitted | | | | | | | | | | | |
| <p>C.11 Reject the AB Specialties door bids for the Shaler Area High School in the amount of \$16,000 and the Shaler Area Middle School in the amount of \$25,800 for a total cost of \$41,800 from March 13, 2023.</p> | C.11 | <u>Reject Door Bids</u> | | | | | | | | | | |
| <p>C.12 Approve the door bids for the Shaler Area High School in the amount of \$14,950 and the Shaler Area Middle School in the amount of \$25,800 to AB Specialties for a total cost of \$40,500 from the April 10, 2023.</p> | C.12 | <u>Approve Door Bids</u> | | | | | | | | | | |
| <p>C.13 Approve the Pennsylvania Department of Education’s Division of Food and Nutrition Annual Food Service Management Company (FSMC) renewal year contract with The Nutrition Group for the fiscal year 2023-24.</p> | C.13 | <u>FSMC Renewal
2023-24</u> | | | | | | | | | | |

- Dr. Kwiatkowski asked if there were any questions about the Finance Agenda.
- Mr. Kress asked about C.6 and asked why we shouldn’t use the visitors’ press box.
 - Dr. Kwiatkowski asked if there were any other bids for C.7. Dr. Aiken stated that there were no other bids and that Dr. Schaffer has shown a high level of professionalism and has connections with UPMC for interns and trainers. He is a respected resource in the community. Dr. Aiken also mentioned that it is very hard to find a doctor or a dentist willing to work with school districts.
 - Dr. Kwiatkowski stated that we have not had an extended food service contract for the last four years. Mrs. Jaffee stated that next year we will be going out for RFP. We are required each year to renew the contract. Ms. Dunn asked if we get many RFP’s. Mrs. Jaffee said that the last time we received one. Mrs. Phillips asked if we could make more money going with an independent food service provider. Dr. Aiken will look into this but feels that Nutrition does so much behind the scenes and there are many requirements to be met.

A motion was made by Mr. Fisher with a second by Mr. Gapsky to approve Items C.1- C.5, C.7-C.13

Motion Carried: 9 aye; 0 nay

ACTION:
Approved
Items C.1-
C.5, C.7-
C.13

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

April 19, 2023 – Voting Meeting

A motion was made by Mr. Kress with a second by Mr. Gapsky to approve Item C.6

Motion Carried: 7 aye; 2 nay

ACTION:
Approved
Item C.6

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

- Dr. Kwiatkowski then announced the following upcoming meetings:
 - Thursday, April 20, 2023
 - 6:00 p.m. – A.W. Beattie Joint Operating Committee
 - Wednesday, May 3, 2023
 - 6:00 p.m. – Finance Committee Meeting
 - Wednesday, May 10, 2023 – Combined COW/Voting Meeting
(adoption of the 2023-24 Proposed Final Budget)
 - 6:00 p.m. – Executive Session
 - 7:15 p.m. – Public Meeting
 - Wednesday, May 17, 2023 – Voting Meeting
 - 6:30 p.m. – Executive Session
 - 7:15 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 informed the board that the High School Sustainability Class was featured in a national magazine and we should be very proud of our students. Dr. Kwiatkowski asked how many sections are offered. Dr. Aiken thinks there are four. Ms. Dunn mentioned that there is also a Sustainability Club. Dr. Aiken also mentioned that there may soon be an announcement of tenants at 51 Bridge Street.

After no further items were presented, on a motion by Ms. Dunn and second by Mr. Kress, the Business Meeting was adjourned at 8:04 p.m.

- Dr. Kwiatkowski then recognized the public to speak before the board.
 - There was none.
- Dr. Kwiatkowski then recognized the remote audience to speak before the board.
 - There was none.

The meeting's Final Adjournment occurred at 8:04 p.m.

Respectfully submitted,

Sherri M. Jaffee
Board Secretary