

SHALER AREA SCHOOL DISTRICT

Voting Meeting

June 15, 2022 – Hybrid

Minutes

The Board of School Directors of the Shaler Area School District held a Voting Meeting on Wednesday, June 15, 2022, in a hybrid format, in person at the Shaler Area Administration Building, Glenshaw, PA, and on Zoom, a virtual meeting platform, with Dr. April Kwiatkowski, School Board President, presiding. This meeting began at 7:15 p.m.

Board Members Present:

- Mrs. 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
- Dr. Bryan O'Black, Deputy Superintendent
- Mrs. Sherri Jaffee Director of Business Affairs
- Mr. Matt Hoffman, Solicitor

Notice of this meeting was posted as required.

- Dr. Kwiatkowski opened the meeting at 7:15 p.m.
- Dr. O'Black then introduced the following students to be recognized by the school board for their accomplishments.
 - The Shaler Area Girls Flag Football Team was named this year's Girls Flag Football League Champions. The Titans dominated the competition in the program's inaugural year and won the championship title in double overtime at Heinz Field. The board and administration congratulated team members Emily Bacasa, Maria Buckshaw, Sarah Bartolowits, Sydnee Cruz, Catie Jordan, Taylor Pierce, Hannah Warren, Jocelyn Zillweger, and coach Rob Heinrich.
- Dr. Kwiatkowski then recognized the Public to Speak on Agenda Items.
 - Dorothy Petrancosta, of Skylark Drive, said she feels there are people who want to plague her argument as an agenda that she wants to close Reserve Primary School. She said that is not the case. She is asking the board to right-size the district. She said she has a three-page memo that she would like to make part of the official minutes outlining her position. She summarized her position, which goes back years, and her stance that \$1.3 million should not be spend on that school. She said based on her research, she believes the district can close 1 to 2 schools. She argued that the board members are stewards of a tax-exempt organization and should not be people pleasers. She said the decision is one that will take decisive and meaningful leadership, which she isn't confident exists in the district. She said that the district also should consider removing the appearance of any conflict to protect staff from retaliation.
- Dr. Kwiatkowski then called the meeting to order at 7:43 p.m. and invited all in attendance to stand for the Pledge of Allegiance.
- Dr. Kwiatkowski then announced that the district and board lost an important member of its family on Monday with the passing of former board member Suzanna Donahue. She asked everyone in attendance to take a moment of silence and think of their best memory of her.

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- On a motion by Mr. Fisher and a second by Mr. Tunstall, the following Minutes were approved by all in attendance:
 - Special Voting Meeting – May 11, 2022
 - Committee of the Whole Meeting – May 11, 2022
 - Voting Meeting – May 18, 2022

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

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

Dr. O’Black then presented the following Education Items for approval:

<u>ITEM</u>	<u>SUP</u>	<u>ACTION</u>
#	#	TAKEN
<u>EDUCATION ITEMS RECOMMENDED FOR APPROVAL</u>		
A.1	A.1	<u>MOU with Private Industry Council</u>
Approve a Memorandum of Understanding with the Private Industry Council of Westmoreland/Fayette, Inc. from August 1, 2022 to June 30, 2023 to provide Pre-K Counts services at Marzolf Primary School, Reserve Primary School and Scott Primary School.		
A.2	A.2	<u>The Day School Service Agreement</u>
Approve the Service Agreement between The Day School at The Children’s Institute and the Shaler Area School District to provide services during the 2022-23 school year.		
A.3	A.3	<u>Out-of-State Travel</u>
Approve the following out-of-state travel:		
a. Shaler Area High School Performing Arts Department – travel to Nashville, TN – April 13-17, 2023 – to attend the Festivals of Music Adjudications. Students will fundraise through Booster-sponsored fundraisers. Cost to the district: 8 substitute teachers for 3 days.		

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

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

ACTION:
Approved
Items A.1-3

Motion Carried: 9 aye; 0 nay

Dunn	Fisher	Gapsky	Kress	Kwiatkowski	Machajewski	Petrovich	Phillips	Tunstall
Y	Y	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 Retirements:		<u>Retirements</u>
a.	Howard Freund, Maintenance, Bldgs. & Grounds, effective at the end of the workday June 29, 2022.		
b.	Robert Weidner, Maintenance Electrician, Bldgs. & Grounds, effective at the end of the workday July 30, 2022.		
B.2	Approve the following FT 1.0 Act 93 Principal:		<u>Middle School</u> <u>Principal</u>
a.	Shannon Howard, a graduate of Point Park University, as a FT 1.0 Act 93, Principal, Shaler Area Middle School, effective July 1, 2022, at a salary of \$117,000.		
B.3	Approve the following FT 1.0 Maintenance III Electrician:		<u>Maintenance III</u> <u>Electrician</u>
a.	Steven Guntrum, as a FT 1.0 Maintenance III Electrician, effective on or about June 27, 2022.	B.3a.	
B.4	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.		<u>ESY Program</u> <u>Employees</u>
a.	Brunella Truby (ESY Teacher)		
b.	Kaitlyn Corcoran (ESY Teacher)		
c.	Jennifer Fritsch (ESY Teacher)		
d.	Jill Millard (ESY Teacher)		
e.	Amber Randol (ESY Teacher)		
f.	Tammy Jarosinski (ESY Teacher)		
g.	Amy Graswick-Vasil (ESY Teacher)		
h.	Hannah Schmidt (ESY Teacher)		
i.	Leah Iwinski (ESY Teacher)		
j.	Andrew Sieber (School Counselor)		
k.	Brittany Kachline (Speech Clinician)		
l.	Jessica Wilson (School Nurse)		
m.	Hannah Petrell (School Nurse)		
n.	Darcy Lutz (School Nurse)		
o.	Nicole Myros (Substitute Teacher)		
p.	Erica Carson (Substitute Teacher)		
q.	Melissa Thomas (Substitute Teacher)		
B.5	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 \$5,000, including Social Security and other payroll costs).		<u>Teachers for Summer</u> <u>Evaluations, IEP</u> <u>Writing and</u> <u>Curriculum Writing</u>

B.6 Approve the following employees for the **Titan Summer Literacy Camp – K-3**, remote learning, effective from 7/25/22 to 8/11/22, at an hourly rate of \$27.00, per the Collective Bargaining Agreement:

Titan Summer
Literacy Camp
Employees

- | | | |
|----|-----------------------------------|---------------------------|
| a. | Literacy Camp Coordinator | Angela Cavlovic |
| b. | Kindergarten Facilitator | Jessica Gilbert |
| c. | 1 st Grade Facilitator | Chloe Stanczak |
| d. | 2 nd Grade Facilitator | Heidi Tucciarone |
| e. | 3 rd Grade Facilitator | Angela Cavlovic |
| h. | Substitute Facilitator | Erika Kelley (Americorps) |

B.7 Approve the following supplemental contract for **Department Chair** for the 2022-23 school year. Compensation will be in accordance with the terms of the Collective Bargaining Agreement.

Supplemental
Contract – Dept.
Chair

- | | DEPARTMENT/GRADES | NAME | BLDG. |
|----|---------------------------|---------------|---------------|
| a. | English Language Arts 7-8 | Brenda Barner | Middle School |

B.8 Approve the following Supplemental Contracts for **Coaches** for the 2022-23 school year:

Supplemental
Contract – Coaches

- | | | |
|-----------------------------|--|-----------------|
| Football (Fall) | | |
| a. | Boys Head 9 th Gr. Coach | Eddie Wynkoop |
| Soccer (Fall) | | |
| b. | Boys 7 th – 8 th – 9 th Asst. Coach | Nicholas Murphy |
| Cross Country (Fall) | | |
| c. | 9 th – 10 th Assistant | Shawn Ryan |
| Volleyball (Fall) | | |
| d. | Girls Assistant Varsity | Nicole Pilewski |

B.8b.

B.8d.

B.9 Approve a salary adjustment of 3.5% for **Confidential Administrative Assistants**, effective for the 2022-23 school year.

Confidential
Administrative
Assistants Salary
Adjustment

B.10 Approve the following Day-to-Day **Substitute Clerical** for the 2021-22 school year:

Day-to-Day
Substitute – Clerical

- a. Stephen Adametz (retroactive to 5/20/22)

- Mr. Fisher asked about Item B.5 and who completes IEP writing. Dr. O’Black explained that Item B.5 was necessary for students moving into the district over the summer and in need of an IEP.
- Dr. Kwiatkowski clarified that ESY is for students in K-12. She then congratulated Dr. Howard on behalf of the school board. She stated that Dr. Howard is the right person for the role, and she has done so much for the school in stepping into the role on an interim basis. Dr. Kwiatkowski also recognized the confidential secretaries and thanked them for all the work they do. She said the raise is nominal for what they do for the district.

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

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

Motion Carried: 9 aye; 0 nay

ACTION:
Approved
Items B.1-
B.10

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

Mrs. Jaffee then presented the following Finance Items:

<u>ITEM</u>		<u>SUP.</u>	<u>ACTION</u>
<u>#</u>	<u>FINANCE & OPERATION ITEMS RECOMMENDED FOR APPROVAL</u>	<u>#</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. 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	<u>Cafeteria Operating Statement</u>
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 2022-23 credit is a reduction in assessments for approximately \$9,195.13 which equates to a tax reduction of \$216.38 from the gross amount.	C.3	<u>Homestead and Farmstead Exclusion Real Estate Tax Assessment Reduction</u>
C.4	Approval to close the 2021-22 Shaler Area School District books as of June 30, 2022; and that all bills that arrive and are accrued to 2021-22 be approved for payment providing the administration reviews the bills and it 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 2021-22.		<u>Close the 2021-22 SASD Books</u>

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- | | | | |
|------|---|------|---|
| 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 | <u>Property Tax
Installment Payment
Authorization</u> |
| 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> | | <u>Authorize Director of
Business Affairs to
Receive Quotations
and Execute
Investment
Agreements</u> |
| 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. | | <u>Authorize Director of
Business Affairs to
Make Fund Balance
Assignments</u> |
| C.8 | Approve Tri-Cog Land Bank’s Notice of Intent to dispose a property as attached and waives the 60 days written notice of objection. | C.8 | <u>Tri-Cog Land Bank
Notice of Intent</u> |
| C.9 | Approve additional ABC Transit Personnel. | C.9 | <u>ABC Transit
Personnel</u> |
| C.10 | Approve the following items regarding the bid with Shields Asphalt Paving, Inc. contract for the parking lot paving at the Shaler Area Middle School and Reserve Primary School.

a. Approve the base bid in the amount of \$2,245,508.
b. Approve Alt. No. 2 Add concrete walk and curb along east/rear/courtyard side of Middle School. Add: \$194,500
c. Approve Alt. No. 3 Add concrete walk and curb along north/main entrance side of Middle School. Add: \$257,500
d. Approve Alt. No. 5 Add concrete walk and curb along west/courtyard side of Reserve Primary School and removal/regrading of retaining wall/courtyard. Add: \$45,000
e. Approve the change order to delete the base bid repaving and limited concrete replacement at Shaler Area Middle School as a deduct Change Order in the amount of (\$1,426,453.71)

<i>For Information: Total paving project construction cost to Shields Paving, Inc., Valencia, PA = \$1,316,054.29</i> | C.10 | <u>Table Bid Items</u> |
| C.11 | Approve the contract with GeoMechanics, Inc. for the parking lot paving project at Reserve Primary School as per their proposal in the amount of \$19,760. | C.11 | <u>Table GeoMechanics
Contract</u> |
| C.12 | Approve the FINAL General Fund Operating Budget for the 2022-23 fiscal year estimated at \$95,766,348 with the levying of 23.5319 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 | C.12 | <u>Final General Fund
Operating Budget</u> |

within four months of the tax notice shall be assessed a penalty of 10%.

REVENUES	2021-22 FINAL BUDGET	2022-23 FINAL BUDGET
6000-Local Sources	\$55,478,241	\$57,590,186
7000-State Sources	\$29,185,813	\$29,751,053
8000-Federal Sources	\$2,295,446	\$2,041,440
9000-Other (Fund Balance/Pro)	\$6,005,483	\$6,383,669
TOTAL REVENUES	\$92,964,983	\$95,766,348
EXPENDITURES	2021-22 FINAL BUDGET	2022-23 FINAL BUDGET
1100-Regular Instruction	\$38,831,756	\$41,448,674
1200-Special Education Instruction	\$14,996,882	\$14,819,251
1300-Vocational Education Instruction	\$1,609,369	\$1,470,000
1400-Other Instructional Programs	\$1,865,082	\$1,989,886
1500-Non-Public School Programs	\$16,000	\$16,000
2100-Pupil Personnel	\$3,860,612	\$4,337,561
2200-Instructional Staff Services	\$1,568,595	\$1,431,775
2300-Administration	\$4,237,694	\$4,369,989
2400-Pupil Health	\$871,822	\$822,575
2500-Support Services-Business	\$844,277	\$854,149
2600-Operation & Maintenance	\$8,025,358	\$8,366,016
2700-Student Transportation	\$5,056,144	\$4,808,425
2800-Support Services-Central	\$1,395,244	\$1,315,217
2900-Other Support Services	\$70,000	\$63,000
3200-Student Activities & Athletics	\$1,712,779	\$1,829,707
3300-Community Services	\$121,148	\$122,310
4600-Building Improvement	\$10,000	\$10,000
5100-Refunds from Prior Years' Expenditures/Beattie Debt Service	\$214,854	\$122,927
5200-Debt Service Fund Transfer	\$7,657,373	\$7,701,813
Total Expenditures	\$92,964,983	\$95,766,348

- Mr. Fisher explained with Item C.8 that the property in Millvale was donated to the Land Bank because of its condition. It was determined that it was not fixable and it is anticipated that it will be demolished. No money was involved because it was a donation.
- Dr. Kwiatkowski asked if there was any word about free meals continuing next school year. Mrs. Jaffee said not yet. She explained that it would be beneficial if the required amount was lowered so that an entire school could qualify for free meals through the program. Mrs. Jaffee said that the district is having the food equipment evaluated and an investment will be made in the kitchens with the profits from the past year. Dr. Kwiatkowski asked why Styrofoam plates are still being used and said she believes there has to be a better option.
- Dr. Kwiatkowski thanked Mrs. Jaffee on the work on next years' budget.
- Mr. Tunstall asked if the board rejects Item C.10 if there is enough time to put the concrete work back out to bid because he feels it is important that the district fixes the concrete and pipe at Reserve Primary and fix the section of the parking lot to access the pipe. Mr. Matt Franz, of HHS DR, said they could put the project out for bid in two weeks, receive bids and award the project in July. He said that trying to accomplish the project before school starts may be tight. Mr. Tunstall said he believes the board and district has a responsibility to make the schools safe. He said there is clearly a problem that needs to be addressed. Mr. Kress confirmed that Shields Paving would be doing

the concrete work and not having it subbed out. He also confirmed that HHSDR has received partial payment for the work they have done in preparation for the project. In response to his questions, Mr. Franz explained how the asphalt bid and concrete work were structured. The original discussion revolved around asphalt because it was decided that it was most important, therefore that work comprised the base bid. Mr. Kress asked about the cost to go out to bid, Mr. Franz explained the work required of HHSDR to create the bid and the cost of advertising. Mr. Tunstall asked if Shields would be interested in just the concrete and pipe work. Mr. Hoffman said the board could table the items and solicit three proposals to get the work done outside of the bid and give Mr. Franz the opportunity to talk to Shields about the concrete and pipe work. Rejecting the bid would push the work down the road to go out to bid again. He said the current bid is valid for 60 days, or through July 24. Dr. Kwiatkowski asked if the district could move forward with the bids without incurring additional architectural fees. Mr. Hoffman said he would have to check their contract. Mr. Kress suggested tabling the items to maintain flexibility in their options. Mr. Franz said he did reach out to Shields but is awaiting a response. He recommended tabling the items to leave all options open.

A motion was made by Mr. Fisher with a second by Mrs. Petrovich, to approve Items C.1-9, C.12

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

Motion Carried: 9 aye; 0 nay

ACTION:
Approved
Items C.1-9,
C.12

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

A motion was made by Mr. Kress with a second by Mr. Machajewski to table Item C.10-11

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

Motion Failed: 9 aye; 0 nay

ACTION:
Table
Item C.10-11

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

- Following the vote, the board and administration clarified next steps, which included waiting for an answer from Shields, taking the bid specifications and preparing to go out to bid if Shields comes back and says no, and getting three quotes for the pipe work. Mr. Hoffman said he needs to verify in the contract that the district can move forward with creating bid documents without HHSDR. He said that a vote would be required to engage with HHSDR. If the district does it on their own, if allowed, it doesn't require a vote. The board agreed to add a tentative special voting meeting to the June 2022 calendar to make a decision on moving forward with the project.

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- Dr. Kwiatkowski then announced the following upcoming meetings:
 - Thursday, June 23, 2022
 - 6:00 p.m. – A.W. Beattie Joint Operating Committee
 - Wednesday, June 29, 2022 – Tentative Special Voting Meeting
 - 7:15 – Public Meeting
 - Wednesday, July 20, 2022 – Combined COW/Voting Meeting
 - 6:00 – Executive Session
 - 7:15 – 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.
 - Mrs. Petrovich said she was made aware that a deceased student’s name had been announced. Dr. Howard said the name was inadvertently announced by a staff member going through a list of student names who hadn’t picked up their yearbooks. Dr. Howard said when the mistake was realized, she contacted the student’s parents.
 - Dr. Aiken said he spoke with Dr. Kwiatkowski and Mr. Tunstall about ways to honor Mrs. Donahue. He invited all in attendance to share a memory of how she impacted their life or the district as an opportunity to honor her. Mr. Tunstall said when he joined the school board, he loved getting to know her and looked forward to hearing her questions. He believes she made him a better board member and better person. Dr. Aiken said the night he was hired, he talked to her about how important it is to get school board members into the schools. It is part of her legacy and was very important to her. Mr. Fisher said he first met her at Kiwanis when she asked him about the school board. He said he will always remember “I have a few questions.” Mrs. Dunn remarked that as she sits in her seat on the board that they became friends quickly. She appreciated her support during her campaign and said it was most meaningful when Mrs. Donahue said “I’m glad you’ll be able to continue as my friend.” Mrs. Phillips said she remembers Mrs. Donahue from District Parent Council and appreciated that she always had good questions and was data driven. Every election she was at the polling places just to talk to people. She added that despite everything she was going through she never stopped, like the Energizer Bunny. Mrs. Petrovich said she encouraged Mrs. Donahue to attend the PSBA conference in Hershey. They went together and got to know each other better, which was most meaningful to her. Dr. Kwiatkowski said if Mrs. Donahue left the district with anything it was to be true to yourself and unapologetic.

After no further items were presented, on a motion by Mrs. Dunn and second by Mr. Tunstall, the Business Meeting was adjourned at 8:44 p.m.

- Dr. Kwiatkowski then recognized the public to speak on any non-agenda item:
 - Dorothy Petrancosta, of Skylark Drive, thanked the board for tabling the two Finance Items. She commented that the district moved an entire school for health and safety issues on a holiday weekend after the Rogers Primary School fire. She said the district now has two months before the start of school and if the issues are truly health and safety related, the district has two months to move students. She went on to say that she spent a Friday with Mrs. Donahue reading letters from the community and enjoying her stories about Vegas. She proposed a trip to Vegas in her memory.
 - Dr. Howard thanked the board for appointing her to the middle school principal position. She said she looks forward to doing great things there and returning to share those accomplishments. She said she and

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the staff are working hard on interventions to bridge gaps from the pandemic and provide additional enrichment to those who would benefit. She said they are designing a program to help every child where they are.

When no one else approached to speak, the meeting's Final Adjournment occurred at 8:51 p.m.

Respectfully submitted,

Sherri M. Jaffee
Board Secretary