

*SHALER AREA SCHOOL DISTRICT  
Voting Meeting  
November 14, 2018 – Administration Building  
Minutes*

The Board of School Directors of the Shaler Area School District held a Voting Meeting on Wednesday, November 14, 2018, at the Shaler Area Administration Building, Glenshaw, PA, with Dr. April Kwiatkowski, School Board President, presiding. This meeting began at 7:10 p.m.

Board Members Present:               Mrs. Suzanna Donahue  
  Mr. Tim Gapsky  
  Dr. April Kwiatkowski  
  Mr. Jason Machajewski  
  Mrs. Jeanne Petrovich  
  Mrs. Eileen Phillips  
  Mr. Steve Romac  
  Mr. James Tunstall

Not Present:                               Mr. James Fisher

Others Present:                         Mr. Sean Aiken, Superintendent  
  Dr. Bryan O’Black, Assistant Superintendent  
  Ms. Sherri Ludwig, Director of Business Affairs  
  Mr. Matt Hoffman, Solicitor

Notice of this meeting was posted as required.

- Dr. Kwiatkowski opened the meeting at 7:10 p.m. and turned over the meeting to Mr. Aiken and Dr. O’Black who recognized students and staff for their achievements:
  - Shaler Area High School world language students who earned top awards in the World Languages Competition sponsored by the Department of Modern Languages and Cultures at Slippery Rock University:
    - French language competition**
      - French 1: Freshman Madeline Turner, 2<sup>nd</sup> place
      - French 3: Junior Gabriella Mizera, 1<sup>st</sup> place
    - Japanese language competition**
      - Japanese 1: Freshman Mai Swendsen, 1<sup>st</sup> place; Freshman Emma Wunderlin, 2<sup>nd</sup> place
      - Japanese 2: Sophomore Zoe Babbit, 1<sup>st</sup> place; Sophomore Jenna Facer, 2<sup>nd</sup> place
      - Japanese 3: Junior Thomas Henshaw, 2<sup>nd</sup> place; Junior Nathan Hayward, 3<sup>rd</sup> place
  - Shaler Area High School students Dalton Kalbaugh and Samantha Hennen who qualified to compete in the 2018 PIAA Cross Country Championships.
  - Julia Igims who was recognized as one of two Grandin Award finalists by Autism Connection of PA for her involvement and support of students who have autism.
  - Shaler Area Middle School students Connor Smith and Sydney Ford who qualified for the 4-H State Horse Show.
  - Teachers and staff from Reserve Primary for being named a Title I Distinguished School.
- Dr. Kwiatkowski recognized the Public to Speak on Agenda Items.
  - There was none.
- Dr. Kwiatkowski called the meeting to order at 7:34 p.m. and invited all to stand for the Pledge of Allegiance.

- Kim Cassidy, regional manager for The Nutrition Group, and Ron Reck, assistant regional manager, were present to discuss the Food Service program this school year. Ms. Cassidy reported some of the year's highlights including the breakfast program, opening Scott Primary, and staffing changes. She also acknowledged some of the challenges including condensing a serving line and training new head cooks and lead positions. Additionally, The Nutrition Group continues to meet with administration once per month, talked with the high school student newspaper staff about some of the changes and did taste-testings at the high school to improve the menu. The district is currently going through a food service audit, which has created other challenges for the department. Dr. Kwiatkowski pointed out the 15 percent decrease of lunches per day, to date, and asked why, when The Nutrition Group has worked so hard, the district is still seeing a decrease. Ms. Cassidy said that part of the struggle was the missed days at the beginning of the school year due to mold and extreme heat. The other part was that the initial quality of the meals was not where it should be and now the food service department is trying to win students back. Mrs. Donahue asked about the lunch period lengths and lunch prices. She said her son at the elementary school doesn't feel there is enough time to eat, and she said the prices would be a challenge for her family if all of her children chose to purchase lunch every day. Ms. Ludwig thanked Ms. Cassidy and her team for their work in completing the administrative review for the audit.
- On a motion by Mr. Romac and a second by Mrs. Phillips, the following Minutes were approved by all in attendance:
  - Committee of the Whole Meeting – October 10, 2018
  - Voting Meeting – October 17, 2018
- Dr. Kwiatkowski then announced items tabled or removed from the agenda:
  - There were none.
- On a motion by Mr. Romac and a second by Mrs. Donahue, 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 PDE Comprehensive Plan which encompasses the professional education, teacher induction, and safe and supportive school plans. The Comprehensive Plan is required by PDE and will be in effect from July 1, 2019 through June 30, 2022.	A.1	<u>PDE</u> <u>Comprehensive</u> <u>Plan</u>
A.2	Approve an agreement with Capital Healthcare Services to provide nursing services for special education students.	A.2	<u>Capital Healthcare</u> <u>Services Agreement</u>
A.3	Approve the high school request to declare as surplus property 170 copies of <i>The Physics of Everyday Phenomena</i> by W. Thomas Griffith ©2007.	A.3	<u>Surplus Property</u>

November 14, 2018 – Voting Meeting

A motion was made by Mr. Romac with a second by Mr. Tunstall, to approve Item A.1.

Dr. O'Black said Mrs. Donahue previously discussed some errors with him that the district will correct before the plan is submitted to the state. Dr. Kwiatkowski asked if there were any other questions or comments submitted during the public review. There were none. After no further discussion, this item was then approved by a roll call vote.

ACTION:  
Approved  
Item A.1

Motion Carried: 7 aye; 1 nay

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

A motion was made by Mrs. Phillips with a second by Mr. Romac, to approve Items A.2-3.

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

ACTION:  
Approved  
Items A.2-3

Motion Carried: 8 aye; 0 nay

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

Dr. O'Black then presented the following Personnel items for approval.

<u>ITEM</u> <u>#</u>	<u>PERSONNEL ITEMS RECOMMENDED FOR APPROVAL</u>	<u>SUP</u> <u>#</u>	<u>ACTION</u> <u>TAKEN</u>
B.1	Approve the following FT 1.0 <b>Act 93 employees</b> :		<u>Act 93 Employees</u>
a.	Jonathan Dolny, a graduate of the University of Pittsburgh, as a FT 1.0 Application Systems Administrator at Central Office, effective retroactive to November 5, 2018, at a salary of \$78,000 (prorated).	<b>B.1a.</b>	
b.	Donald Hohman, as a FT 1.0 Computer/Network Technician, effective retroactive to November 5, 2018, at a salary of \$45,000 (prorated).	<b>B.1b.</b>	
B.2	Approve the following <b>Leave of Absence</b> :		<u>LOA</u>
a.	Danielle Grimaldo, for an extension to her unpaid parental leave of absence, effective January 3, 2019, and returning to work on June 1, 2019.		
B.3	Approve the following <b>Long-Term Substitute (LTS) extensions</b> :		<u>LTS Extensions</u>
a.	Michelle Yanoff, a graduate of Indiana University of Pennsylvania, for an extension to her LTS contract as FT. 1.0 Guidance Counselor, for Danielle Grimaldo, High School, effective January 7, 2019 to on or about June 1, 2019, at 85% of the Master's Step 1 salary level (prorated).		

*November 14, 2018 – Voting Meeting*

- b. Scott Hughes, a graduate of Westminster College, for an extension to his FT 1.0 LTS contract, as a Special Education teacher, Scott Primary, effective November 7, 2018 to an end date to be determined, at 85% of the Bachelor's Step 2 salary level (prorated).
- B.4 Rescind the following Supplemental Contract for **Sponsors** for the 2018-19 school year:
- Rescind  
Supplemental  
Contract – Sponsors
- RESERVE PRIMARY**
- a. PSSA Prep Club (5 Sessions) Kim Young
- B.5 Approve the following Supplemental Contracts for **Sponsors** for the 2018-19 school year. Compensation will be in accordance with the terms of the Collective Bargaining Agreement.
- Supplemental  
Contract – Sponsors
- RESERVE PRIMARY**
- a. Math/STEAM Club (5 Sessions) Lisa Farine  
(replacing the PSSA Prep Club)
- MIDDLE SCHOOL**
- b. Dramatics: School Musical  
Volunteer Assistant Mary Beth Stoddart
- B.6 Approve the following Supplemental Contracts for **Coaches** for the Winter Sports Seasons of the 2018-19 School year:
- Supplemental Contract  
– Coaches
- BASKETBALL (WINTER)**
- a.. Girls 7<sup>th</sup> – 8<sup>th</sup> Assistant Steven Chapman **B.6a.**
- INDOOR TRACK (WINTER)**
- b. Boys/Girls Assistant Varsity Victoria Soeder (50%) **B.6b.**
- B.7 Approve the following Day-to-Day **Substitute Teachers** for the 2018-19 school year:
- Day-to-Day Substitute  
– Teachers
- a. Lee Saville-Iksic, Music PK-12  
b. Tracy Tuchin, Elementary K-6, Mid-Level Math 7-9 & Mid-Level English 7-9
- B.8 Approve the following Day-to-Day **Substitute Clerical** for the 2018-19 school year:
- Day-to-Day Substitute  
– Clerical
- a. Anita Lang
- B.9 Approve the following Day-to-Day **Substitute Custodian** for the 2018-19 school year:
- Day-to-Day Substitute  
– Custodian
- a. Michael Cushion
- B.10 Approve the following applicant in the **Shaler Area Community Recreation Swim Program**:
- Community Rec.  
Swim Program
- a. Michael Giazsoni, Instructor Aide & Volunteer in Adaptive Swim Program

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

ACTION:  
Approved  
Items B.1-10

Dr. Kwiatkowski asked if there were any concerns with the seniors affected by Item B.3 receiving the support they needed for graduation. Dr. O’Black said there are many additional supports to make sure all students receive the services they need. Dr. Kwiatkowski also asked if any other school offered a PSSA prep club. Dr. O’Black said Reserve Primary was the last to transition to the Math/STEAM club. After no further discussion, these items were then approved by a roll call vote.

Motion Carried: 8 aye; 0 nay

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

Ms. Ludwig 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 Proceeds – Schedule of Bills	C.1C	
	D. Year-to-Date Financial Reports	C.1D	
	E. Budget Transfers	C.1E	
	F. Fund Profiles and Investments	C.1F	
C.2	Cafeteria Operating Statement	C.2	<u>Cafeteria Operating Statement</u>
C.3	Approval of additional ABC Transit personnel	C.3	<u>ABC Transit Personnel</u>

A motion was made by Mrs. Petrovich with a second by Mrs. Donahue, to approve Items C.1-2.

ACTION:  
Approved  
Items C.1-2

Mr. Gapsky asked about the district paying for a slashed tire. Mr. Aiken explained that a teacher/Dean of Students had his tire slashed while at the magistrate’s office on school business. Per the contract, the school district is to pay up to \$350 for property damaged while an employee is conducting school business. The amount is coming before the board after being vetted. Dr. Kwiatkowski asked about a payment to Nello. Ms. Ludwig and Mr. Hoffman explained this amount and that the architect signs off before the district pays the contractor. Mr. Romac clarified a payment to Huckestein and the tuition reimbursement rate to employees. He also questioned if Huckestein will submit a recommendation to the district to address the high school’s HVAC system. After no further discussion, these items were then approved by a roll call vote.

Motion Carried: 7 aye; 1 nay

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

A motion was made by Mrs. Petrovich with a second by Mrs. Donahue, to approve Item C.3.

Mr. Romac and Mr. Gapsky questioned the personnel they were approving and if they were only driving Shaler Area students as well as if they have all of their clearances. Dr. O’Black said the school district is responsible for confirming the clearances of the drivers and keeping them on file. Ms. Ludwig confirmed that the personnel the school board approves are Shaler Area drivers. After no further discussion, this item was then approved by a roll call vote.

ACTION:  
Approved  
Item C.3

Motion Carried: 7 aye; 1 nay

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

- Dr. Kwiatkowski then announced the following upcoming meetings:
  - Thursday, November 15, 2018
    - 6:00 p.m. – A. W. Beattie Committee, Babcock Blvd.
  - Wednesday, December 5, 2018
    - 6:00 p.m. – Executive Session
    - 7:00 p.m. – Board Reorganization Meeting
    - 7:30 p.m. – Combined Committee of the Whole/Voting 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.
  - Mr. Gapsky commended the theater department for the fall play “Alice in Wonderland.”
  - Mrs. Donahue asked if the paraprofessionals who work with students one-on-one are trained. Dr. O’Black said there is professional development for people in those positions per the Pennsylvania Department of Education. The training occurs once the employee is in that position. Mrs. Donahue said other school districts have lengthy application processes for those positions and there are employees in those positions in Shaler Area who do not feel adequately trained. Dr. O’Black recommended that those employees go to their building administrator. The one-on-one aides are supervised by classroom teachers and trainings occur roughly every three months during in-service days. Mrs. Petrovich asked specifically about passive restraint. Dr. O’Black said that training is done by an outside agency and only the classroom teacher is trained in and authorized to use passive restraint if needed. Mrs. Donahue expressed concern for the employees in the aide positions. Mr. Aiken said it sounds like an issue that should be addressed at the building level and with case managers.
  - Mrs. Petrovich asked if keeping students with special needs in-house, which Dr. Graczyk has prided herself in doing, could be an issue for one-on-one aides. Mr. Aiken said that while there are students who are being brought back to the district, students are still being placed in schools outside of the district—it is based on the individual student’s needs. He said the administration will work with Dr. Graczyk and building principals and case managers to make sure the district can address the needs of the students. Dr. Kwiatkowski added that cost is not the number one issue, it’s what is best for the student, and research shows that it’s being in the home district. Mr. Gapsky said the same issue happens with bus drivers and the aides not being trained. Mrs. Petrovich said she doesn’t want to see the district set up the students or staff for failure.
  - Dr. Kwiatkowski amended her announcement of executive sessions to include the November dates.

After no further items were presented, on a motion by Mr. Gapsky and second by Mrs. Phillips, the Business Meeting was adjourned at 8:55 p.m.

*November 14, 2018 – Voting Meeting*

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

- There was none.

When no one approached the podium, the meeting's Final Adjournment occurred at 8:56 p.m.

Respectfully submitted,

Bethany Baker  
Assistant Board Secretary