

# Quaker Valley School District

## EDUCATIONAL SERVICES COMMITTEE MINUTES

January 8, 2013

<b>Committee Members Present</b>	<b>Directors Present</b>
Ms. Sarah Heres	Mr. Gianni Floro
Ms. Danielle Burnette	Ms. Debbie Miller
Mr. Robert Riker	Mr. Jack Norris
Dr. Kay Wijekumar	Mr. David Pusateri
Dr. Heidi Ondek, administrative liaison	
Dr. Jillian Bichsel, administrative liaison	
<b>Others Present</b>	
Mr. Karlton Chapman	Ms. Christine Kardong
Dr. Joseph Marrone	Mr. R.J. Long
Ms. Tina Vojtko	

### REPORTS/INFORMATION

#### 1.0 EDUCATIONAL FOCUS

- 1.1 Students Caroline Steliotes, Caroline Westwood and Isa Hübsch approached the school board with their request to host a conference of the Pennsylvania Association of Student Councils. The date would be February 17, 2014 (an in-service day), and the anticipated attendance is approximately 500. They suggested holding the conference at the middle school.

Dr. Wijekumar asked if special security will need to be provided for such an event. Dr. Ondek will investigate.

#### 2.0 STUDENT REPRESENTATIVE

- 2.1 Ms. Malcolm and Mr. Piccolo reported the progress of some of the benevolent work that is being done by students across the district.

#### 3.0 TECHNOLOGY

- 3.1 The monthly technology report was attached to the agenda.

#### 4.0 PUPIL SERVICES

- 4.1 Dr. Ondek shared the program from a recent event which recognized Quaker Valley elementary students for their outstanding fundraising efforts.

5.0 EDUCATIONAL LEADERSHIP

5.1 There were no items.

6.0 STRATEGIC PLAN & PROFESSIONAL DEVELOPMENT

6.1 There were no items.

7.0 CO-CURRICULAR LEADERSHIP

7.1 The athletics and activities report was attached to the agenda.

8.0 EDUCATIONAL SUPPORT & CONSORTIUMS

8.1 The Parkway Career and Technology Center's five-year enrollment history was attached to the agenda.

8.2 Ms. Heres had questions about the cyber school enrollment history report. Dr. Ondek will contact her with answers as soon as possible.

***Dr. Clapper arrived at 7:35 PM***

Dr. Clapper (the superintendent of record) attended a meeting of the Parkway Career and Technology Center joint operating committee, which voted to close the alternative education program due to low enrollment.

Parkway director Jack Highfield retired as of December 31, 2012. While a personnel search is being done, assistant director Darby Copeland will head the school.

Dr. Clapper was very pleased with the first two days in the newly renovated middle school. The transition was virtually flawless, with teaching and learning picking up where it left off before the winter recess. He thanked Dr. Marrone, Mr. Smith, Mr. Sheline, Ms. Reiser, and Mr. Aiken for their vision and very positive attitudes.

**ACTION ITEMS**

- A. Request was made to approve the proposed student council leadership conference to be held at the middle school on February 18, 2014 at a minimal cost to the district.
- B. Request was made that the board approve the proposed Penn State University study of "children's reasoning about fairness" at no cost to the district.

Dr. Wijekumar moved that action items A & B be placed on the legislative agenda.  
Ms. Heres seconded the motion.

# Quaker Valley School District

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## COMMUNITY RELATIONS/INTERGOVERNMENTAL AFFAIRS COMMITTEE MINUTES

January 8, 2013

<b>Committee Members Present</b>	<b>Directors Present</b>
Mr. Gianni Floro	Ms. Debbie Miller
Ms. Danielle Burnette	Mr. Jack Norris
Ms. Sarah Heres	Mr. Robert Riker
Dr. Kay Wijekumar	Mr. David Pusateri
Dr. Joseph Clapper, administrative liaison	
<b>Others Present</b>	
Dr. Heidi Ondek	Ms. Tina Vojtko
Dr. Jillian Bichsel	Ms. Christine Kardong
Mr. Karlton Chapman	Dr. Joseph Marrone

### 1.0 INFORMATION/OTHER

- 1.1 A brief ribbon cutting ceremony will take place at Quaker Valley Middle School - Friday, January 11, at 9:00 AM.
- 1.2 A community open house will be held at Quaker Valley Middle School on Saturday, January 26, 10:00 AM - 2:00 PM.

### 2.0 INTERGOVERNMENTAL AFFAIRS

- 2.1 The Allegheny Intermediate Unit is sponsoring a meeting with Allegheny County legislators - Thursday, February 7, 2013 at 7:00 PM - at the Allegheny Intermediate Unit, 475 East Waterfront Drive, Homestead. Mr. Floro hopes to attend.

### ACTION ITEMS

- A. No item

### MEMORIAL BOOKS

Request that the board approve a memorial book donation to the appropriate school library in memory of:

There are no memorial books this month.

# Quaker Valley School District

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## POLICY COMMITTEE MINUTES

January 8, 2013

<b>Committee Members Present</b>	<b>Directors Present</b>
Ms. Danielle Burnette	Ms. Sarah Heres
Mr. Gianni Floro	Mr. Jack Norris
Ms. Debbie Miller	Mr. David Pusateri
Dr. Kay Wijekumar	Mr. Robert Riker
Dr. Joseph Clapper, administrative liaison	
<b>Others Present</b>	
Dr. Jillian Bichsel	Mr. Karlton Chapman
Mr. John Sheline	Ms. Christine Kardong
Ms. Tina Vojtko	Dr. Joseph Marrone

### 1.0 FOR DISCUSSION

#### 1.1 Draft policy 803.00 *Safety* (Draft D)

The safety manual will be ready for approval - and the policy will be ready for adoption within the next two months.

During the rest of the year, reports to the board will focus on the various safety and security measures throughout the district.

Mr. Pusateri suggested that the substitutes working in the district also receive safety training. It was acknowledged that providing written instructions to a new substitute will not suffice in an actual emergency.

### 2.0 FOR REVIEW/REVISION

#### 2.1 No item

### 3.0 FOR FIRST READING

#### 3.1 No item

### 4.0 FOR ADOPTION

#### 4.1 Draft Policy 905.00 *Commercial Activities* (Draft C)

Dr. Clapper noted that district team and activity booster organizations will be provided information pertaining to this policy.

5.0 FOR ELIMINATION

5.1 No item

**ACTION ITEMS**

A. It was requested that the board adopt Draft Policy 905.00 *Commercial Activities*

Ms. Burnette moved that item A be placed on the legislative agenda for action.

Mr. Floro seconded the motion.

# Quaker Valley School District

## FACILITIES & OPERATIONS COMMITTEE MINUTES

January 15, 2013

<b>Committee Members Present</b>	<b>Directors Present</b>
David Pusateri	Ms. Danielle Burnette
Mr. Gianni Floro	Ms. Debbie Miller
Ms. Sarah Heres	Mr. Jack Norris
Mr. Mark Rodgers	Mr. Rob Riker
Dr. Joseph Marrone, administrative liaison	Dr. Kay Wijekumar
Mr. John Sheline, administrative liaison	
<b>Others Present</b>	
Dr. Joseph Clapper	Ms. Tina Vojtko
Dr. Heidi Ondek	Ms. Christine Kardong

### REPORTS/INFORMATION

#### 1. Middle School

- 1.1 A project update was attached to the agenda. Mr. Pusateri noted the positive difference between the empty building as compared with the students' reaction to the newly remodeled middle school campus.

Ms. Vaccaro reported that traffic is entering the campus the wrong way during the evening. This will be attended to.

When Dr. Marrone mentioned that chairs will be added for any necessary extra gymnasium seating, Dr. Wijekumar suggested that doing so might cause a hazardous situation. Dr. Clapper agreed - and believes the seating demand is will soon return to a normal level, and more seating will not be needed.

2. Legacy Fields – The occupancy permit for the entire site has been approved.
3. For Facilities & Operations there was no additional report.
4. There was no transportation report.

### ACTION ITEMS

- A. It was requested that the board ratify the A-1 Electric EC-20 Change Order to provide labor, materials and equipment required to provide (2) wall mounted dual technology type occupancy sensors and associated wiring in opposite corners of LGI C311 at a cost of \$795 to be taken from the bond issue fund.
- B. It was requested that the board ratify the A-1 Electric Change Order EC-21 to provide labor, materials and equipment required to modify the exposed electrical feeders to incorporate wire mold raceways to light fixtures, door hold opens and all other exposed raceways on the 1st, 2nd, and 3rd floors in stairwell #3 at a cost of \$3,700 to be taken from the bond issue fund.
- C. It was requested that the board ratify the A-1 Electric Change Order EC-22 to provide labor, materials and equipment required to furnish and install both power and manual control of a gas solenoid valve that is supplying gas to the entire kitchen at a cost of \$1,177 to be taken from the bond issue fund.
- D. It was requested that the board ratify the A-1 Electric Change Order EC-23 to provide labor, materials and equipment required to furnish and install (1) 2' strip fixture and sensor in the café sound closet at a cost of \$344 to be taken from the bond issue fund.
- E. It was requested that the board ratify the A-1 Electric Change Order EC-24 to provide labor, materials and equipment required to modify the power feeding AHU-1, air handler unit number one, from (3) breakers (60 amp, 25 amp and 15 amp) to a 100 amp breaker as defined in Eckles response to RFI HC-043 at a cost of \$978 to be taken from the bond issue fund.
- F. It was requested that the board ratify the A-1 Electric Change Order EC-25 to provide labor, materials and equipment to replace (17) ceiling 2 x 4 fixtures with wall hung fixture in the following rooms, C304, A108a, A109a, A110 and B108 at a cost of \$4,290 to be taken from the bond issue fund.
- G. It was requested that the board ratify the A-1 Electric Change Order EC-26 to provide labor, materials and equipment required to install a power circuit in the island in Family Consumer Science C110 for the garbage disposal. The garbage disposal was relocated from the ADA sink in the room to a standard sink location at a cost of \$387 to be taken from the bond issue fund.
- H. It was requested that the board ratify the A-1 Electric Change Order EC-27 to provide labor, materials and equipment required to supply and install the wire mold covers over the computer power and data cables in the pre-engineering lab/Cad Lab at a cost of \$2,600 to be taken from the bond issue fund.

- I. It was requested that the board approve the Northeast Interior Systems ACC-02 Change Order to provide labor, materials and equipment required to add a guitar storage cabinet to the orchestra room. Additional replacement casework to accommodate appropriate length of violins will be provided and architect's cost at a cost of \$1,070 to be taken from the bond issue fund.
- J. It was requested that the board ratify the Guy's Mechanical Change Order PC-12 to provide labor materials and equipment associated with relocating the Fire Department connections at the main entrance and the courtyard areas at a cost of \$13,528 to be taken from the bond issue fund.
- K. It was requested that the board approve the Guy's Mechanical Change Order PC-13 to provide labor, materials and equipment required to modify the sprinkler on the 3rd floor ceiling area of Stairwell 3 from upright heads to head into ceiling tile with sprinkler covers at a cost of \$857 to be taken from the bond issue fund.
- L. It was requested that the board approve the Guy's Mechanical Change Order PC-14 to provide labor materials and equipment for the elimination of the sprinklers throughout the basement areas that were replaced with Geo-foam at a credit of \$6,200.
- M. It was requested that the board authorize the administration to move forward in the acquisition of furniture, fixtures and equipment (FF&E) for LGI, small group instruction, additional classroom chairs and desks, music stands, and additional library bookcases at a cost not-to-exceed \$66,361 to be taken from the general fund assigned portion fixtures, equipment and technology.
- N. It was requested that the board authorize the administration to sign the AIU3 AlleghenyConnect Regional Wide Area Network (RWAN) Service Order Extension, effective July 1, 2013 through June 30, 2015 at pre-Erate discounts of \$2,500 per month for the WAN Transport (connection) and \$600 per month for Internet Access for a total of \$3,100 per month to be taken from the general fund.

Retired Quaker Valley bus driver and current substitute bus driver Ms. Vaccaro of Sewickley noted that there is a concern that the Monarch buses and the Quaker Valley drivers use a different systems for communication. This will be investigated.

*Ms. Burnette arrived at 7:18 PM*

Mr. Pusateri noted that the middle school project is coming in under the anticipated contingency expenditure. This may allow for money to purchase an automatic gate to suppress the wrong-way ingress of traffic at the middle school.



The accessibility of the middle school wellness center to the public will need to be addressed.

Mr. Riker believes there is a small, vocal group that feels the middle school lighting is in excess.

Mr. Pusateri moved that items A - N be placed on the legislative agenda.  
Mr. Floro seconded the motion.

# Quaker Valley School District

## FINANCE COMMITTEE MINUTES

January 15, 2013

Committee Members Present	Directors Present
Mr. Rob Riker	Ms. Danielle Burnette
Mr. Mark Rodgers	Mr. Gianni Floro
Mr. David Pusateri	Ms. Sarah Heres
Ms. Debbie Miller	Mr. Jack Norris
Mr. John Sheline, administrative liaison	Dr. Kay Wijekumar
Others Present	
Dr. Joseph Clapper	Ms. Tina Vojtko
Dr. Heidi Ondek	Ms. Christine Kardong
Dr. Joseph Marrone	

### REPORTS/INFORMATION

#### 1.0 TAX COLLECTION

1.1 The earned income and real estate tax collection reports were reviewed.

#### 2.0 FINANCIAL REPORTS

2.1 The capital projects fund and middle school renovation reports were distributed.

#### 3.0 BUDGET

3.1 The calendarized budget for the month ended December 31, 2012 was distributed.

3.2 The board was provided an update on the status of the 2013-2014 budget.

#### 4.0 INFORMATION

4.1 Donations to the district include:

Date	From	Amount	Reason
11-2-12	Friends of Quaker Valley Schools	\$1,000.00	Afterschool Art Program
11-21-12	Ohiopyle Prints Inc	\$68.32	Donation to High School
12-20-12	The Presbyterian Church	\$10,000.00	Community Youth Worker

	<b>Total Donations Received: November &amp; December 2012</b>	<b>\$11,068.32</b>	
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- 4.2 The board was provided a report of donations designated for the community youth worker position as of December 31, 2012.
- 4.3 The district received a refund of \$68,310.81 from the Parkway West Career and Technology Center.
- 4.4 A cost history of students who have elected to attend cyber charter and charter schools was attached to the agenda.

### **ACTION ITEMS**

- A. It was requested that the board approve the 2011-2012 audited financial statements as prepared by Maher Duessel, Certified Public Accounts.
- B. It was requested that the board approve the budget transfers as provided.
- C. It was requested that the board approve the bond issue funds, capital projects fund, general fund and cafeteria fund financial statements for the months ending November 30 and December 31, 2012.
- D. It was requested that the board ratify the general fund invoices for November and December, 2012, in the amount of \$6,185,507.00.
- E. It was requested that the board approve the general fund invoices for January, 2013, in the amount of \$264,524.96.
- F. It was requested that the board ratify the food service fund invoices for November, 2012, in the amount of \$25,560.95.
- G. It was requested that the board approve the administration to pay the food service fund invoices for the month of December, 2012, in the amount of \$19,778.58.
- H. It was requested that the board ratify the invoices for the November and December, 2012, capital projects fund in the amount of \$196,372.92.
- I. It was requested that the board approve the capital projects fund invoices for January, 2013, in the amount of \$1,471.25.
- J. It was requested that the board ratify the 2011A bond issue fund invoices for the November and December, 2012, in the amount of \$1,196,666.33.

- K. It was requested that the board approve the 2011A bond issue fund invoices for January, 2013, in the amount of \$1,251,456.29.
- L. It was requested that the board approve the grant fund invoices for January, 2013, in the amount of \$9,300.00.
- M. It was requested that the board approve the tax collectors' salaries for the 2014 - 2015; 2015 - 2016; 2016 - 2017; and 2017 - 2018 school years, as presented.

Mr. Floro suggested that community donations to the school district should be more widely published - the information more readily accessible.

Mr. Floro asked if data is kept about students who leave Quaker Valley for a charter school only to return. This data is kept, and the rate of preventing students from leaving the district (for a charter school) is good.

Dr. Wijekumar has learned that parents are "school" or "program" shopping - with some districts losing a very serious number of students - but our statistics are actually very good.

Mr. Riker moved that items A - M be placed on the legislative agenda.  
Ms. Miller seconded the motion.