

PENN-TRAFFORD SCHOOL DISTRICT  
Harrison City, Pennsylvania

February 8, 2016

The Board of School Directors of the Penn-Trafford School District held its regular board meeting in Room 106/107 at Penn-Trafford High School, Harrison City, PA on Monday, February 8, 2016.

Mr. Nick Petrucci, Board President called the meeting to order at 7:00 p.m. The following members were present: Mrs. Toni Ising, Mr. Phil Kochasic, Dr. Scott Koscho, Mr. Dallas Leonard, Mr. Jim Matarazzo, Mr. Richard Niemiec, Mr. Nick Petrucci, Mr. Martin Stovar, Dr. Jay Tray, Mr. Brett Lago, Board Secretary, Mr. Falco Muscante, Solicitor, Dr. Matthew Harris, Superintendent, Mr. Scott Inglese, Assistant Superintendent, and Mr. Greg Karazsia, Director of Student Learning Supports. Mr. Greg Capoccioni, Mr. Roger Sullivan, Mr. Jeff Swartz, Mr. Shaun Rinier, PTEA Representative, and Mr. Trent Somes, Student Union Representative were also present.

Mr. Petrucci announced that an executive session was held prior to the meeting to discuss real estate, personnel issues, and to receive information.

A motion was made by Mr. Niemiec and seconded by Mr. Leonard to approve the minutes of the regular meeting held on Monday, January 11, 2016 as presented. Motion carried.

**INFORMATION**

Trent Somes, Student Union Representative reported the following high school activities:

- The Senior Citizen Prom will be held on March 5 from 1:30-5:00 p.m. in the cafeteria. The chorus and jazz band will be playing as well as a deejay.
- Each Student Union member is donating peanut butter to the food drive.

The following students were honored as Students of the Month:

- Payton Neubauer – 4<sup>th</sup> grader at Harrison Park
- Anna Johnston – 8<sup>th</sup> grader at Trafford Middle School
- Patricia Dulemba – 11<sup>th</sup> grader at Penn-Trafford High School

After the principals introduced their students, they were awarded certificates. The board members congratulated them and they had their pictures taken for the newspaper.

**RECOGNITION OF VISITORS**

Mr. Dave Danser, Band Parent Representative addressed the board regarding upcoming band events and invited the board members to attend. He also addressed the lack of students participating in the band saying that principals, guidance counselors, and music teachers are discouraging them from joining. Mr. Inglese responded that the administrators have discussed this with their music staff and assured Mr. Danser that they are trying to build the number of students interested in the band.

A motion was made by Mr. Kochasic and seconded by Mr. Niemiec to approve the treasurer's report for the month of January 2016 and the high school extracurricular fund report for the month of December 2015 as presented and make it a part of the official minutes of this meeting. Motion carried.

A motion was made by Mr. Leonard and seconded by Dr. Koscho that the list of bills for February 2016 be paid as presented.

Roll call vote: Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

### **ATHLETICS AND EXTRACURRICULAR**

A motion was made by Dr. Koscho and seconded by Dr. Tray to accept the following resignation:

- a. Richard Ginther – Junior Varsity Softball Coach

Motion carried.

A motion was made by Dr. Koscho and seconded by Mr. Matarazzo to employ the following personnel immediately unless otherwise noted. New employment is contingent upon the receipt of all necessary documentation and the acceptance of Act 34, 151, and 114 waivers from the Commonwealth of Pennsylvania within 30 days.

- a. John Delancey – Jr. High Girls Co-Head Volleyball Coach at \$1,095.50
- b. John Forsythe – JV Softball Assistant Coach at \$3,440.00
- c. Richard Ginther –Varsity Softball Assistant Coach at \$3,609.00
- d. Karrie Gutwald – Drama Guild Asst. Sponsor/Spring at \$3,461.00
- e. Kelly Keibler – Jr. High Girls Co-Head Volleyball Coach at \$1,095.50
- f. Kendall Marasti – JV Softball Head Coach at \$3,609.00
- g. Steve Vinton – AV Director/PTHS at \$1,643.00

Roll call vote: Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mrs. Ising: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

A motion was made by Dr. Koscho and seconded by Mr. Niemiec to approve the following volunteer coaches effective immediately. All coaching volunteers must have Act 34, 151, and 114 waivers on file with the Athletic Director.

- a. Hayley Kachris – Volunteer Lacrosse Coach
- b. Lori Mertz – Volunteer Gymnastics Coach
- c. Julie Ryan – Volunteer Lacrosse Coach

Motion carried.

### **BUDGET AND FINANCE**

A motion was made by Mr. Kochasic and seconded by Dr. Koscho to authorize the administration to make payments amounting to \$16,374.00 for credits earned by professional employees in accordance with the negotiated agreement. The list was presented to the Board showing the individual payments due and will be filed with the official minutes of this meeting.

Roll call vote: Dr. Koscho: yes; Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

A motion was made by Mr. Kochasic and seconded by Mrs. Ising to approve the following expenditures for the high school renovation project according to the schedule:

|                                   |              |
|-----------------------------------|--------------|
| a. Axis Architecture              | \$ 9,801.63  |
| b. Bob Biter Electrical Ent.      | \$ 96,866.70 |
| c. Garland (roof at Sunrise)      | \$ 21,285.40 |
| d. Lobar, Inc. #18                | \$175,979.55 |
| e. Massaro Construction           | \$ 20,500.00 |
| f. Public Safety                  | \$ 2,052.00  |
| g. Tri-State Video Services, Inc. | \$ 16,080.01 |
| h. Whitby, Inc.                   | \$132,882.05 |

Roll call vote: Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

A motion was made by Mr. Kochasic and seconded by Mr. Niemiec to approve the following change orders:

|   |             |
|---|-------------|
| a. Out of Code Electrical (T&M)   | \$ 6,206.00 |
| b. Installation of trim around courtyard windows at interior ceilings             | \$ 3,140.83 |
| c. Installation of 6" rubber base in lieu of 4" in auditorium                     | \$ 1,520.18 |
| d. Bulkheads installed to cover unit ventilators in classrooms                    | \$ 2,262.87 |
| e. Changes made in trainer's room (NTE)   | \$ 1,669.57 |
| f. Added structural wall in kitchen due to removal of (E) load bearing wall (NTE) | \$14,061.00 |
| g. CCD #GC-002 Corridor M110 Wall Replacement (T&M NTE \$64K)                     | \$45,667.10 |
| h. CCD #GC-005 Installation of ceramic wall tile in annex locker/shower rooms     | \$ 0.00     |
| i. RFI #233 Relocate return air duct for team locker room into that area          | \$ 1,890.00 |
| j. RFI #205 & #214 Add DDC controls to cabinet unit heaters                       | \$ 1,231.46 |
| k. Kitchen equipment changes due to demo of existing load bearing wall            | \$ 1,100.00 |

Roll call vote: Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

### **PERSONNEL AND CURRICULUM**

A motion was made by Mr. Stovar and seconded by Mr. Kochasic to approve additional substitute teachers and support personnel for the month of February 2016. Motion carried.

A motion was made by Mr. Stovar and seconded by Mr. Kochasic to approve the following leave requests:

- Charles Baumgarner – FMLA leave from January 26-February 5, 2016
- Katie Datz – FMLA leave from May 6-31, 2016 and returning for the 2016-2017 school year
- Tammy King – FMLA leave from February 5-14, 2016

Roll call vote: Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

A motion was made by Mr. Stovar and seconded by Mr. Leonard to issue a professional contract to Jamie Buzzard in accordance with Section 1108 of the School Laws of Pennsylvania. She has satisfactorily completed three (3) years of teaching in the Penn-Trafford School District.

Roll call vote: Mr. Stovar: yes; Dr. Tray: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Matarazzo: abstain; Mr. Niemiec: yes; Mr. Petrucci: yes. Result of vote: 8 yes; 0 no; 0 absent; 1 abstention. Motion carried.

A motion was made by Mr. Stovar and seconded by Mr. Kochasic to approve the following intern assignment:

**California University of PA**

| <u>Cooperating Professional</u> | <u>Intern</u> | <u>Area</u> | <u>Dates</u>                      |
|---------------------------------|---------------|-------------|-----------------------------------|
| Karin Coiner (SE)               | John Cortazzo | Principal   | 180 hours during June–August 2016 |

Motion carried.

A motion was made by Mr. Stovar and seconded by Mr. Niemiec to approve the termination of Nicole Zoglmann as English tutor at Penn-Trafford High School effective January 25, 2016.

Roll call vote: Dr. Tray: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

A motion was made by Mr. Stovar and seconded by Mrs. Ising to employ the following personnel. New employment is contingent upon the receipt of all necessary documentation and the acceptance of Act 34, 151, and 114 waivers from the Commonwealth of Pennsylvania within 30 days. All positions are at the daily sub rate of \$100/day.

PSSA Tutors effective February 1, 2016:

- a. Robert Ammon - Level Green
- b. Michael Bowen - Harrison Park
- c. Christa Catalano – McCullough
- d. Joseph Harbulak - Penn Middle (February 8)
- e. Elizabeth Janus - Trafford Middle
- f. Chelsea Mahosky - Trafford Elementary
- g. Shelby Stock - Sunrise Estates

English Tutor:

- a. TBD - Penn-Trafford High School (as soon as possible)

Super Substitute Teachers:

- a. Renee Belville – Penn Middle effective February 1, 2016
- b. Michelle Botti – Trafford Middle effective February 1, 2016
- c. Mackenzie McGuire – Harrison Park effective February 8, 2016

Long Term Sub:

- a. Megan Koscianski – LTS for Meredith Hodge at Penn Middle School from January 28-  
March 23, 2016

Roll call vote: Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

**POLICY/PUBLIC RELATIONS/LEGISLATIVE/TITLE II**

A motion was made by Mr. Matarazzo and seconded by Mr. Kochasic to accept and file the minutes of the Superintendent's Information/Committee meeting held on Monday, January 4, 2016. Motion carried.

A motion was made by Mr. Matarazzo and seconded by Mr. Leonard to give tentative approval to the following new board policies as submitted to the board. These policies are required by the Pennsylvania Department of Education Division of Federal Programs.

- 831 Conflict of Interest
- 832 Allowability of Costs
- 833 Cash Management
- 834 Travel Reimbursement
- 835 Procurement

Roll call vote: Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mrs. Ising: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

A motion was made by Mr. Matarazzo and seconded by Mrs. Ising to give final approval to the following revised board policies as submitted to the board. Copies of these policies will become an official part of the minutes of this board meeting.

- 115 Career and Technical Education
- 317 Conduct & Disciplinary Procedures
- 806 Child Abuse
- 824 Maintaining Professional Adult/Student Boundaries
- 916 Volunteers
- 916-Attach 1 Affidavit 153.1 (new number only)
- 916.1 Volunteer Teacher Aides (new number only)

Roll call vote: Dr. Koscho: yes; Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

A motion was made by Mr. Matarazzo and seconded by Mr. Leonard to adopt the Pennsylvania School Board Association's Principles for Governance and Leadership.

Roll call vote: Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

PTEA Representative Shaun Rinier asked the board about the Speedway that was supposed to be built on Route 130. Mr. Leonard responded that they withdrew the application due to the demographics.

**ADJOURNMENT**

A motion was made by Mr. Kochasic and seconded by Mr. Leonard to adjourn the meeting at 7:42 p.m. Motion carried.

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Board President

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Board Secretary