

PENN-TRAFFORD SCHOOL DISTRICT
Harrison City, Pennsylvania

December 3, 2018

The Board of School Directors of the Penn-Trafford School District held its organization/regular board meeting in Room 129 at Penn-Trafford High School, Harrison City, PA on Monday, December 3, 2018.

Mr. Philip Kochasic, 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. Richard Niemiec, Mr. Nick Petrucci, Mr. Martin Stovar, Mr. Brett Lago, Board Secretary, Ms. Christina Lane, Solicitor, Dr. Matthew Harris, Superintendent, Mr. Scott Inglese, Assistant Superintendent, Mr. Greg Karazsia, Director of Student Learning Supports, Mr. Tony Aquilio, Mr. Roger Sullivan and Mr. Dan DiNapoli.

Mr. Kochasic appointed himself as Temporary Chairperson for the organization meeting.

The chair called for nominations for the Office of President of the Board of School Directors for 2019.

Mr. Petrucci nominated Dr. Koscho for the Office of President. Since there were no other nominations, a motion was made by Mr. Leonard and seconded by Mrs. Ising to close the nominations for the Office of President.

The chair conducted a voice vote and Dr. Koscho was unanimously elected as President for 2019. Mr. Kochasic congratulated Dr. Koscho and Dr. Koscho assumed the chair.

Dr. Koscho called for nominations for the Office of Vice President of the Board of School Directors for 2019.

Mr. Petrucci nominated Mrs. Ising for the Office of Vice President. Since there were no other nominations, a motion was made by Mr. Kochasic and seconded by Mr. Petrucci that the nominations be closed for the Office of Vice President.

The chair conducted a voice vote and Mrs. Ising was unanimously elected as Vice President for 2019.

A motion was made by Mr. Niemiec and seconded by Mr. Petrucci to establish date/time/place for the regular monthly board and superintendent's information/committee meetings for 2019. Meetings will be held in Room 106/107 at Penn-Trafford High School, Harrison City, PA beginning at 7:00 p.m. unless otherwise noted. All meetings are open to the public. Any changes will be posted on the district's website.

INFORMATION/COMMITTEE MEETINGS

Monday, January 7
Monday, February 4
Monday, March 4
Monday, April 1
Monday, May 6
Monday, June 3

(NO MEETINGS IN JULY)

Monday, August 12
Tuesday, September 3
Monday, October 7
Monday, November 4

REGULAR BOARD MEETINGS

Monday, January 14
Monday, February 11
Monday, March 11
Monday, April 8
Monday, May 13
Monday, June 10

Monday, August 19
Monday, Sept. 9
Monday, Oct. 14
Monday, Nov 11
Tuesday, December 3

Roll call vote: Mrs. Ising: yes; Mr. Kochasic: yes; Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: yes; Dr. Koscho: yes.
Result of vote: 7 yes; 0 no; 2 absent. Motion carried.

A motion was made by Mr. Kochasic and seconded by Mr. Petrucci to authorize the Secretary of the Board of School Directors, Mr. Lago, to use the facsimile signature of Dr. Scott Koscho, newly elected President of the Board of School Directors and to further authorize the secretary to file the required documents with the Department of Education. Motion carried.

A motion was made by Mr. Kochasic and seconded by Mr. Petrucci to appoint Mr. Jim Matarazzo as the District's Legislative Council Representative and Mrs. Toni Ising as the Alternate Representative. Motion carried.

A motion was made by Mr. Kochasic and seconded by Mr. Petrucci to adjourn the organization meeting at 7:11 p.m. Motion carried.

The Board of School Directors of the Penn-Trafford School District held its regular board meeting in the LGI Room at Penn-Trafford High School, Harrison City, PA on Monday, December 3, 2018.

Dr. Scott Koscho, Board President called the meeting to order at 7:11 p.m. The following members were present: Mrs. Toni Ising, Mr. Phil Kochasic, Dr. Scott Koscho, Mr. Dallas Leonard, Mr. Richard Niemiec, Mr. Nick Petrucci, Mr. Martin Stovar, Mr. Brett Lago, Board Secretary, Ms. Christina Lane, Solicitor, Dr. Matthew Harris, Superintendent, Mr. Scott Inglese, Assistant Superintendent, and Mr. Greg Karazsia, Director of Student Learning Supports.

A motion was made by Mr. Kochasic and seconded by Mr. Petrucci to approve the minutes of the regular meeting held on Monday, November 12, 2018 as presented. Motion carried.

INFORMATION

Dr. Harris announced that based on test results, Penn-Trafford School District is ranked in the top 4% of the state (#22 out of 603).

Students of the Month were introduced by principals Mr. Tony Aquilio, Mr. Roger Sullivan and Mr. DiNapoli. The students being honored were Liana Revak (Trafford Elementary), Mason Driscoll (Level Green Elementary), Ella Morocco (Trafford Middle) and Dallys Clark (Penn-Trafford High School). After introducing their students, each principal provided an update on their school programs.

Dr. Harris spoke about the School Calendar for 2019-2020.

Mr. Aquilio updated the board regarding the Program of Studies for Penn-Trafford High School 2019-2020 school year.

A motion was made by Mr. Petrucci and seconded by Mr. Niemiec to approve the payment of bills for the month of December 2018.

Roll call vote: Mr. Kochasic: yes; Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: yes; Mrs. Ising: yes; Dr. Koscho: yes. Result of vote: 7 yes; 0 no; 2 absent. Motion carried.

EXECUTIVE SESSION

Dr. Koscho announced that an executive session was held prior to the meeting to discuss personnel, litigation, confidential matters and school rankings with PSSA and Keystone test scores.

ATHLETICS AND EXTRACURRICULAR

A motion was made by Mr. Petrucci and seconded by Mr. Niemiec to employ the following personnel. New employment is contingent upon the receipt of all necessary certification documentation and the acceptance of Act 34,151, and 114 waivers from the Commonwealth of Pennsylvania. Employment is effective for the 2018-19 season unless otherwise noted.

- a. Phillip Moses - Assistant Track Coach district wide at a salary per PTEA negotiated contract
- b. Brandon Pyles - Boys Basketball Middle School Coach at Penn Middle School at a salary per PTEA negotiated contract

Roll call vote: Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes. Result of vote: 7 yes; 0 no; 2 absent. Motion carried.

A motion was made by Mr. Petrucci and seconded by Mrs. Ising to accept the following resignations.

- a. Russ Balas – Volunteer Coach-Bowling district wide effective November 7, 2018
- b. Christine Falcone - Volunteer Coach-Rifle Team district wide effective November 7, 2018
- c. Matthew Lago - Assistant Varsity Wrestling Coach district wide effective November 21, 2018
- d. Gregory Martz - Volunteer Coach-Rifle Team district wide effective November 7, 2018
- e. Nicholas Padezan - Volunteer Coach-Wrestling district wide effective November 7, 2018

Motion carried.

A motion was made by Mr. Petrucci and seconded by Mrs. Ising to approve Mr. Rich Ginther's request to take the wrestling team to two overnight tournaments as follows:

- a. King of the Mountain Tournament at Central Mountain High School in Lock Haven, Pennsylvania from December 14-15, 2018
- b. Powerade Tournament at Canon McMillan High School from December 28-29, 2018

The only cost to the district will be for bus transportation.

Roll call vote: Mr. D. Leonard: yes; Mr. Matarazzo: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Mr. B. Leonard: absent; Dr. Koscho: yes. Result of vote: 7 yes; 0 no; 2 absent. Motion carried.

BUDGET AND FINANCE

A motion was made by Mr. Kochasic and seconded by Mr. Leonard to award a contract for copiers to ComDoc, Inc. for 60-month lease at \$7,396.00 per month beginning January 1, 2019.

Roll call vote: Mr. Matarazzo: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Mr. B. Leonard: absent; Mr. D. Leonard: yes; Dr. Koscho: yes. Result of vote: 7 yes; 0 no; 2 absent. Motion carried.

PERSONNEL AND CURRICULUM

A motion was made by Mr. Petrucci and seconded by Mr. Niemiec to approve the list of additional substitute teachers and support personnel for the month of December 2018.

Motion carried.

A motion was made by Mr. Petrucci and seconded by Mr. Leonard 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.

- a. Tammy Hampshire – Music Substitute for Jackie Geibel at Penn-Trafford High School effective November 19, 2018 at the Substitute Daily Rate of \$105/day for days 1-30 and \$115/day beginning on the 31st consecutive work day
- b. Alexis Newingham - Biology Keystone Tutor at Penn-Trafford High School effective November 14, 2018 to December 21, 2018 at the Substitute Daily Rate of \$105/day
- c. Rachel Saxinger - Super Sub district wide effective December 1, 2018 at the Substitute Daily Rate of \$105/day
- d. Jann Long - Special Education Van Driver district wide effective for the 2018-2019 school year at \$15.00/hour

Roll call vote: Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: absent; Dr. Koscho: yes. Result of vote: 7 yes; 0 no; 2 absent. Motion carried.

A motion was made by Mr. Petrucci and seconded by Mrs. Ising to approve the following student teacher assignments.

Indiana Univ. of PA:

<u>Co-op Teacher</u>	<u>Student Teacher</u>	<u>Area</u>	<u>Dates</u>
Ryan Tucek &	Kathryn Hagood	Physics	1/22/19 - 5/10/19

Charles Gates

Seton Hill:

<u>Co-op Teacher</u>	<u>Student Teacher</u>	<u>Area</u>	<u>Dates</u>
Caitlin Borden	Laura Kerestes	Special Ed PreK-8	1/21/19 - 3/8/19
Lisa Konopka	Laura Kerestes	PreK-4	3/11/19 - 4/26/19

Motion carried.

A motion was made by Mr. Petrucci and seconded by Mr. Kochasic to accept the following retirement resignations.

- a. Jacqueline Geibel - Music Teacher at Penn Trafford High School effective February 15, 2019
- b. Lee Ester Gongaware - Technology Assistant district wide effective August 30, 2019
- c. Patricia Ludwig - Position #5 (11:00 pm - 7:00 am Sunday-Thursday) at Penn Middle School effective August 1, 2019

Motion carried.

A motion was made by Mr. Petrucci and seconded by Mr. Niemiec to accept the following resignations.

- a. Marcus Beacon - Substitute IT Support district wide effective August 16, 2018
- b. Sandra Kline - PCA at Level Green Elementary effective November 16, 2018
- c. Apryl Lowther - LTS Spanish Substitute for Amanda Rodgers at Penn Middle School and Trafford Middle School effective November 30, 2018

Motion carried.

A motion was made by Mr. Petrucci and seconded by Mr. Niemiec to approve the following leave requests.

- a. Maria Frontz - FMLA leave from March 29, 2019 to May 31, 2019
- b. Patricia Ludwig - FMLA leave from January 8, 2019 to February 15, 2019

Roll call vote: Mr. Petrucci: yes; Mr. Stovar: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: absent; Mr. Niemiec: yes; Dr. Koscho: yes. Result of vote: 7 yes; 0 no; 2 absent. Motion carried.

A motion was made by Mr. Petrucci and seconded by Mr. Leonard to approve the Penn-Trafford High School Program of Studies for 2019-2020 as presented to the board.

Roll call vote: Mr. Stovar: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Dr. Koscho: yes. Result of vote: 7 yes; 0 no; 2 absent. Motion carried.

A motion was made by Mr. Petrucci and seconded by Mrs. Ising to adopt the 2019-2020 School Calendar as recommended by the Superintendent and make it a part of the official minutes. The 2019-2020 school year will begin with an In-Service Day on Monday, August 19, 2019 and will officially terminate on June 30, 2020. The last day of instruction for Grades K-11 will be Friday, May 22, 2020 unless it becomes necessary to extend the school calendar because of weather conditions, emergencies or other urgent reasons.

Roll call vote: Mrs. Ising: yes; Mr. Kochasic: yes; Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: yes; Dr. Koscho: yes. Result of vote: 7 yes; 0 no; 2 absent. Motion carried.

A motion was made by Mr. Petrucci and seconded by Mr. Leonard to adopt the 2019-2020 Service Employees' Calendar and make it a part of the official minutes. The calendar with 248 working days and fourteen (14) paid holidays makes a work year of 262 days. Yearly employees will be paid for 262 days including the paid holidays.

Roll call vote: Mr. Kochasic: yes; Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: yes; Mrs. Ising: yes; Dr. Koscho: yes. Result of vote: 7 yes; 0 no; 2 absent. Motion carried.

POLICY/PUBLIC RELATIONS/LEGISLATIVE/TITLE II

A motion was made by Mr. Stovar and seconded by Mr. Leonard to accept and file the minutes of the Superintendent's Information/Committee meeting held on November 5, 2018.

Motion carried.

A motion was made by Mr. Stovar and seconded by Mr. Niemiec to appoint the following Recreation Board Representatives:

- a. Penn Township Rep – Mr. Philip Kochasic and Dr. Scott Koscho
- b. Trafford Borough Rep – Mr. Nick Petrucci

Roll call vote: Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes. Result of vote: 7 yes; 0 no; 2 absent. Motion carried.

A motion was made by Mr. Kochasic and seconded by Mr. Leonard to appoint the following as PTARC Representatives.

- a. Mr. Nick Petrucci
- b. Dr. Matthew Harris
- c. Mr. Greg Capoccioni
- d. Mr. Stan Rudge
- e. Mr. Mike Ginsberg (Alternate)

Roll call vote: Mr. D. Leonard: yes; Mr. Matarazzo: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Mr. B. Leonard: absent; Dr. Koscho: yes. Result of vote: 7 yes; 0 no; 2 absent. Motion carried.

A motion was made by Mr. Kochasic and seconded by Mr. Leonard to appoint Mr. Bill Leonard as the WIU Board Representative effective December 2018.

Roll call vote: Mr. Matarazzo: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Mr. B. Leonard: absent; Mr. D. Leonard: yes; Dr. Koscho: yes. Result of vote: 7 yes; 0 no; 2 absent. Motion carried.

A motion was made by Mr. Kochasic and seconded by Mr. Petrucci to give final approval to the following board policies and administrative regulations. A copy of these policies and regulations will become an official part of the minutes of this meeting.

- a. 246 - School Wellness
- b. 311 - Reduction in Staff
- c. 806 - Child Abuse
- d. 808 - Food Services
- e. 810.3 – School Vehicle Drivers
- f. 810.3-AR-0 – Drug Use and Alcohol Misuse Prevention
- g. 810.3-AR-1 – Receipt of Drug/Alcohol Information
- h. 810.3-AR-2 – Reasonable Cause/Reasonable Suspicion Form

Roll call vote: Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: absent; Dr. Koscho: yes. Result of vote: 7 yes; 0 no; 2 absent. Motion carried.

A motion was made by Mr. Kochasic and seconded by Mr. Leonard to tentatively approve the following board policies and administrative regulations.

- a. 246-AR-7 – Healthy School Environment
- b. 704 – Maintenance
- c. 704-AR-6 – Drinking Water

Roll call vote: Mr. Petrucci: yes; Mr. Stovar: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: absent; Mr. Niemiec: yes; Dr. Koscho: yes. Result of vote: 7 yes; 0 no; 2 absent. Motion carried.

TAXES/INSURANCE/CENSUS

A motion was made by Mr. Leonard and seconded by Mr. Petrucci to approve the Tax Resolution Act I Taxpayer Relief Act limiting the tax increase for the 2019-2020 fiscal year to 3.0%. A copy of this resolution will be filed with the official minutes of this meeting.

Roll call vote: Mr. Stovar: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Dr. Koscho: yes. Result of vote: 7 yes; 0 no; 2 absent. Motion carried.

ADJOURNMENT

A motion was made by Mrs. Ising and seconded by Mr. Petrucci to adjourn the meeting at 7:52 p.m.