

PENN-TRAFFORD SCHOOL DISTRICT
Harrison City, Pennsylvania

August 14, 2017

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, August 14, 2017.

Mr. Martin Stovar, 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. Jim Matarazzo, Mr. Richard Niemiec, Mr. Nick Petrucci, Mr. Martin Stovar, Mr. Brett Lago, Board Secretary, Mr. Michael Brungo, Solicitor, Dr. Matthew Harris, Superintendent, Mr. Scott Inglese, Assistant Superintendent, and Mr. Greg Karazsia, Director of Student Learning Supports. Mr. Shaun Rinier, PTEA Representative and Mr. Colton Pikovsky, Student Union Representative were also present.

A motion was made by Mr. Kochasic and seconded by Mr. Petrucci to approve the minutes of the regular meeting held on Monday, June 12, 2017 as presented. Motion carried.

INFORMATION

Colton Pikovsky reported that Freshman Orientation will be held on Monday, August 21. The Student Union will be talking to the students on what to expect at the high school.

Officer Blake Danowski reported on the police department's role in the schools during the upcoming school year.

Dr. Harris reported the following:

- The PTARC building has been sold at a net profit of \$213,490.19 to the district.
- The Prospectus will be coming out at the end of August in the Penn Trafford News.
- PTARC will be running a before-school care program at McCullough Elementary School this school year due to the cancelation of Noah's Kids at the Methodist Church.
- He reviewed the cost-per-pupil for this school year.
- He discussed the additions to Policy #702 Gifts, Grants, Donations which is on the agenda for tentative approval this month.

A motion was made by Mr. Niemiec and seconded by Mr. Matarazzo to approve the treasurer's report for the months of June and July 2017 and the high school extracurricular fund report for the month of May 2017 as presented and make them a part of the official minutes of this meeting.

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

A motion was made by Mr. Niemiec and seconded by Mr. Petrucci to approve the payment of bills for the month of August 2017.

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

EXECUTIVE SESSION

Mr. Stovar announced that an executive session was held prior to the meeting to discuss litigation matters, personnel issues including performance evaluations and labor negotiations, and to receive information on PSSA and Keystone Tests and financial information.

ATHLETICS AND EXTRACURRICULAR

A motion was made by Dr. Koscho and seconded by Mrs. Ising to accept the following resignations:

- a. Chris Bartko – Assistant Varsity Girls Soccer Co-Coach
- b. Kelsey Botti – Assistant Varsity Girls Soccer Co-Coach
- c. Jane DeBone – Varsity Girls Tennis Coach
- d. David Flavius – Varsity Boys Assistant Soccer Coach
- e. Brenda Haas – Spring Musical Costume Coordinator
- f. Ashley Hilderhoff – Colorguard Instructor

Motion carried.

A motion was made by Dr. Koscho and seconded by Mr. Petrucci to employ the athletic and extracurricular personnel for the 2017-18 school year as presented to the Board. Salaries will be determined in accordance with the negotiated agreement. 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 copy of this list will become an official part of the minutes of this meeting.

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

A motion was made by Dr. Koscho and seconded by Mr. Niemiec to approve the list of volunteer coaches as presented to the board. All coaching volunteers must have Act 34, 151, and 114 waivers from the Commonwealth of Pennsylvania with the Athletic Director. A copy of this list will become an official part of the minutes of this meeting.

Roll call vote: Mr. Leonard: absent; Mr. Matarazzo: yes; Mr. Newell: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Stovar: 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. Matarazzo to approve the School Resource Officer Program Agreement for 2017-18.

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

A motion was made by Mr. Kochasic and seconded by Mr. Matarazzo to approve Penn-Trafford School District's contributions to the area libraries for 2017-18 as follows:

- a. Penn Area Library \$ 4,480.00
- b. Trafford Community Public Library \$ 1,920.00
- c. Manor Public Library \$ 1,280.00

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

ACTION ITEM

A motion was made by Mr. Kochasic and seconded by Mrs. Ising to use the \$213,490.19 netted from the sale of the PTARC building for capital improvements in the district.

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

BUILDINGS AND GROUNDS/SAFETY

A motion was made by Mr. Matarazzo and seconded by Mr. Kochasic to approve the list of substitute custodians for the 2017-18 school year as submitted to the board. A copy of this list will become an official part of the minutes of this meeting. Motion carried.

EMPLOYEE RELATIONS/NEGOTIATIONS/TRANSPORTATION

A motion was made by Mrs. Ising and seconded by Mr. Kochasic to approve the list of bus drivers and substitutes as presented by First Student for the 2017-18 school year. A copy of this list will become an official part of the minutes of this meeting. Motion carried.

FOOD SERVICE

A motion was made by Mr. Niemiec and seconded by Mr. Petrucci to approve the list of cafeteria personnel for the 2017-18 school year as presented by Aramark Education. A copy of this list will become an official part of the minutes of this meeting. Motion carried.

A motion was made by Mr. Niemiec and seconded by Mr. Kochasic to adopt the following resolution by the Board of School Directors for the 2017-18 school year with regard to the “Free and Reduced Lunch Program”:

“BE IT RESOLVED that the Penn-Trafford School District agrees to participate in the National School Lunch Program and to receive commodities donated by USDA and accepts the responsibility for providing free and reduced price meals in accordance with the Pennsylvania Department of Education guidelines to eligible children in all schools under the district’s jurisdiction. The Penn-Trafford High School will not participate in the National School Lunch Program during the 2017-18 school year.”

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

A motion was made by Mr. Niemiec and seconded by Mr. Kochasic to approve Turner Dairy as the Milk Supplier for the 2017-18 school year.

Roll call vote: Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: absent; Mr. Matarazzo: yes; Mr. Newell: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: 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. Matarazzo that the following administrators be designated official raters of professional personnel in the Penn-Trafford School District for the 2017-18 school year:

- Dr. Matthew Harris
- Mr. Scott Inglese
- Mr. Gregory Karazsia
- Mr. Tony Aquilio
- Mr. Greg Capoccioni
- Dr. Karin Coiner
- Mr. Daniel DiNapoli
- Ms. Amy Kelly
- Mr. Joseph A. Marasti, Jr.
- Mr. James Simpson
- Mr. Roger Sullivan
- Mr. Jeffery Swartz

Motion carried.

A motion was made by Mr. Petrucci and seconded by Mr. Niemiec to approve the list of substitute teachers and support personnel for the 2017-18 school year. A copy of this list will become an official part of the minutes of this meeting. Motion carried.

A motion was made by Mr. Petrucci and seconded by Mr. Niemiec to approve the teacher assignments for the 2017-18 school year as recommended by the administration. A copy of the assignments will be filed with the official minutes of this meeting. The administration is further authorized to notify teachers of their permanent assignments in accordance with the negotiated agreement.

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

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

- a. Donald Cymmerman – Extension of unpaid medical leave from June 7 – June 27, 2017
- b. Brittany Ruffner – FMLA leave from August 21 to November 10, 2017
- c. Bonny Seighman – FMLA leave from October 23, 2017 to January 2, 2018
- d. Alison Siniawski – FMLA leave from August 21 to November 13, 2017; long term sub will be Kristie Killen
- e. Joan Spehar – Intermittent FMLA to be determined

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

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

- a. Randy Burger – Paraprofessional at Trafford
- b. Cherie Gaal – Building Aide at Sunrise effective August 2, 2017; will remain a sub for the district
- c. Marcia Gill – Lunchroom Aide at Trafford
- d. Staci Harnden – SLA at Sunrise Estates Elementary School
- e. Colleen Stephans – Paraprofessional at Level Green Elementary
- f. Gabrielle Stull – Paraprofessional at Harrison Park Elementary

Motion carried.

A motion was made by Mr. Petrucci and seconded by Mr. Niemiec to approve the Student Handbook for Penn-Trafford High School for the 2017-18 school year as presented to the board. A copy of the handbook will become an official part of the minutes of this meeting.

Roll call vote: Mr. Leonard: absent; Mr. Matarazzo: yes; Mr. Newell: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Stovar: 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 purchase of Star 360 at a cost of \$27,418.32. This will replace the DIBELS testing.

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

A motion was made by Mr. Petrucci and seconded by Mr. Kochasic to issue professional contracts to the following teachers in accordance with Section 1108 of the School Laws of Pennsylvania. These teachers have satisfactorily completed three (3) years of teaching in the Penn-Trafford School District.

- a. Christina Bozzuto
- b. Samantha Carney
- c. Andrea Frescura
- d. Brittany Grabski
- e. Brett Kymer
- f. Nicholas Mastroianni
- g. Stephanie Miller
- h. Sabrina Oberkofler
- i. Samantha Redinski
- j. Jodi Simpson
- k. Dorothy Sullivan

Roll call vote: Mr. Newell: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: absent; Mr. Matarazzo: yes; Mr. Stovar: 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 intern assignments:

Indiana University of Pennsylvania:

<u>Cooperating Professional</u>	<u>Student Teacher</u>	<u>Area</u>	<u>Dates</u>
TBD	Michelle Botti	Special Education	ESY 6/27-7/27/17
TBD	Haley Auld	School Counselor	8/28/17-12/15/17

Motion carried.

A motion was made by Mr. Petrucci and seconded by Mr. Matarazzo to approve a conference request for Brett Lago to attend the Pennsylvania School District Liquid Asset Fund Due Diligence Review of the Royal Bank of Canada in Toronto from September 12-13, 2017 at no cost to the District.

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

A motion was made by Mr. Petrucci and seconded by Mr. Matarazzo 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. Nick Caporoso – SLA at Trafford Middle effective August 21, 2017 at a salary of \$28,000
- b. Donald Cole – LTS for Sabrina Oberkofler at Penn Middle at daily sub rate of \$100.00
- c. Ashley Ulicne – LTS for Brittany Ruffner at Penn Middle (Ashley is an SLA at Level Green Elementary and will keep SLA salary)
- d. Michelle Botti – LTS for Ashley Ulicne at Level Green at daily sub rate of \$100.00

Roll call vote: Mr. Petrucci: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: absent; Mr. Matarazzo: yes; Mr. Newell: absent; Mr. Niemiec: yes; Mr. Stovar: yes. Result of vote: 7 yes; 0 no; 2 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, June 5, 2017. Motion carried.

A motion was made by Mr. Matarazzo and seconded by Mr. Petrucci to give final approval to the following revised board policies and administrative regulations:

- a. 007 Policy Manual Access
- b. 117-AR Homebound Instructions and forms
- c. 120-AR Guest Speaker/Assembly
- d. 237 Electronic Devices
- e. 336 Personal Necessity Leave
- f. 808 Food Services and associated 808-AR-1 Payment of School Meal Accounts
- g. 808-Attachment Payment of School Meal Accounts
- h. 831 Conflict of Interest

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

A motion was made by Mr. Matarazzo and seconded by Mrs. Ising to tentatively approve the following revised board policies and attachments:

- a. 626 Federal Fiscal Compliance
- b. 626-Attachment A – Administration of Federal Funds
- c. 626-Attachment B – Procurement
- d. 626-Attachment C – Cash Management
- e. 626 Attachment D – Allowability of Costs
- f. 626-Attachment E – Subrecipient Monitoring
- g. 702 Gifts, Grants, Donations

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

SOLICITOR’S REPORT

Mr. Brungo had distributed a written report to the board prior to the meeting.

ADJOURNMENT

A motion was made by Mr. Kochasic and seconded by Mr. Petrucci to adjourn the meeting at 7:39 p.m. Motion carried.

Board President

Board Secretary