

PENN-TRAFFORD SCHOOL DISTRICT
Harrison City, Pennsylvania

May 13, 2019

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, May 13, 2019.

Dr. Scott Koscho, 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. 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. Mr. Colton Pikovsky, Student Union Representative, was also present.

A motion was made by Mr. Kochasic and seconded by Mr. Matarazzo to approve the minutes of the regular meeting held on Monday, April 8, 2019 as presented. Motion carried.

INFORMATION

Dr. Harris introduced Mrs. Wukich who spoke about the success of the Mock Trial team, culminating in first place in the county championship and advancing two rounds in the district finals. Mr. Ciaramitaro from the Westmoreland County Bar Association presented the team with the Mock Trial trophy, and the students were introduced to the board.

Mr. Cornelius spoke about the accomplishments of the Concert Percussion Ensemble which earned second place at the World Championships in Dayton, Ohio in April. The students were then introduced to the board.

Dr. Harris introduced Colton Pikovsky who took the podium for the final time as Student Union Representative. He introduced Haley Hofmeister, who will be the 2019-2020 Student Union Representative.

Mr. Inglese introduced Mr. David Patosky, who spoke about the newly established Penn-Trafford Hall of Fame organization and recognized it's other board members.

Mr. Lago introduced Mr. Brian Chruscial, auditor from Zelenkofske Axelrod, LLC, who provided an overview of the Audited Financial Statements and Single Audit for the 2017-2018 school year.

A motion was made by Mr. Niemiec and seconded by Mr. Matarazzo to approve the treasurer's report for the month of April 2019 and the high school extracurricular fund report for the month of April 2019 as presented and make them a part of the official minutes of this meeting. Motion carried.

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

A motion was made by Mrs. Ising and seconded by Mr. Petrucci to approve the payment of bills for the month of May 2019.

Roll call vote: Mr. Kochasic: yes; Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: absent; 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 and a proposal for guaranteed energy savings.

ATHLETICS AND EXTRACURRICULAR

A motion was made by Mr. Matarazzo and seconded by Mr. Niemiec to approve the following volunteer coach and extracurricular volunteer. Extracurricular volunteers must have their Act 34, 151, and waivers on file at the Administration Building. All coaching volunteers must have Act 34, 151, and 114 waivers on file with the Athletic Director.

- a. Vance Porter - Volunteer Baseball Coach districtwide effective April 26, 2019
- b. Judith Martin - Extracurricular Mock Trial Volunteer districtwide effective April 9, 2019

Motion carried.

A motion was made by Mr. Matarazzo and seconded by Mr. D. Leonard to accept the following resignation.

- a. Bethany Smyda – Girls Assistant Varsity Soccer Coach districtwide effective May 7, 2019 (will continue as a volunteer coach)

Motion carried.

A motion was made by Mr. Matarazzo and seconded by Mr. Petrucci to approve the request of Mr. Jim Rocco to take the Penn-Trafford Boys Basketball Team to the KSA Classic

Tournament in Orlando, Florida from Wednesday, December 18, 2019 - Sunday, December 22, 2019. The cost to the district will be \$500.00 for the tournament entry fee and transportation fees to and from the airport.

Roll call vote: Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: absent; 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. Matarazzo and seconded by Mrs. Ising to approve the request of Mr. David Cornelius to take the Penn-Trafford High School Marching Band to Lake Buena Vista, Florida for performances and a recording session from Wednesday, January 1, 2020 through Monday, January 6, 2020. The cost to the district will be \$1,500.00 for transportation fees to and from the airport.

Roll call vote: Mr. D. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: absent; 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. D. Leonard to accept and approve the Audited Financial Statements and Single Audit for the Penn-Trafford School District for the 2017-2018 school year as submitted by Zelenkofske Axelrod, LLC. A copy of the audit will be filed in the Business Office.

Roll call vote: Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: absent; 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. Niemiec to designate S&T Bank and/or its successor as Treasurer of the Penn-Trafford School District for the 2019-2020 school year at no cost to the district.

Roll call vote: Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: absent; Mrs. Ising: yes; Mr. Kochasic: yes; Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: 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 revise the resolution approving the 2019-2020 proposed budget for the Central Westmoreland Career & Technology Center in the amount of \$8,496,080.00. The anticipated cost to the Penn-Trafford School District is \$464,062.62.

Roll call vote: Mr. Petrucci: yes; Mr. Stovar: absent; Mrs. Ising: yes; Mr. Kochasic: yes; Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: 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 Mrs. Ising to approve the following compensation rates for aides, health room technicians, van drivers, substitute teachers, and substitute support personnel for the 2019-2020 school year:

<u>Personnel:</u>	<u>Starting Rate</u>	<u>Maximum Rate</u>
Library Aides	\$11.10/hour	\$15.00/hour
Lunchroom Aides	\$10.25/hour	\$14.50/hour
Health Room Technicians (RN)	\$17.30/hour	\$20.00/hour
Building Aides (3-hour)	\$10.25/hour	\$14.50/hour
Van Drivers	\$12.00/hour	\$15.20/hour

Current Employees:

Aides, Health Room Technicians, and Van Drivers who were employed during the 2018-19 school year will receive an increase of \$0.20/hour, until maximum rate is reached.

Substitute Wages:

Teachers (day-to-day basis):	\$110.00/day
SLA's (day-to-day basis):	\$110.00/day

Short Term/Long Term Substitute Teachers:

Short term/long term substitute teachers are substitute teachers employed in the same teaching position for more than 30 consecutive working days. Substitute teachers employed in such a position will be required to perform all of the duties of a regular teacher. Salary: \$110.00/day for the first 30 days; \$125.00/day beginning with the 31st working day; the daily rate approved per the PTEA for full-time substitute teachers, beginning with the 94th working day. ***There will be no retroactive pay.***

Other Substitute Personnel:

Building Aide	\$10.00/hour
Clerk	\$10.00/hour
Custodian	\$10.00/hour
Library Aide	\$10.00/hour
Lunchroom Aide	\$10.00/hour
PCA	\$11.00/hour
Paraprofessional	\$10.00/hour
Van Driver	\$12.00/hour
Health Room Tech (RN)	\$17.30/hour
IT Support (<i>students</i>)	\$10.00/hour

Roll call vote: Mr. Stovar: absent; Mrs. Ising: yes; Mr. Kochasic: yes; Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Petrucci: 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 Mrs. Ising to approve the list of additional substitute teachers and support personnel for the month of May 2019.

Motion carried.

A motion was made by Mr. Petrucci 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.

- a. Sarah Graham - Substitute teacher for Samantha Redinski at Penn Trafford High School effective April 8, 2019 at the substitute daily rate of \$105 for days 1-30 and \$115 per day beginning on the 31st consecutive work day
- b. Amy Bergman - Substitute teacher for Tami Thornton at Penn Trafford High School effective April 23, 2019 through May 28, 2019 at the substitute daily rate of \$105 for days 1-30 and \$115 per day beginning on the 31st consecutive work day
- c. Lori Crosby - Substitute teacher for Janice Ruoff at Trafford Middle School effective April 23, 2019 through May 8, 2019 at the substitute daily rate of \$105
- d. Michael Barnes - Summer Help (grass cutting) districtwide effective June 3, 2019 at a rate of \$10.00/hour
- e. Luke Smeltz- Summer Help (grass cutting) districtwide effective June 3, 2019 at a rate of \$10.00/hour
- f. Colin Pratt - Summer Help (grass cutting) districtwide effective June 3, 2019 at a rate of \$10.00/hour
- g. Colton Deitz - Summer Help (grass cutting) districtwide effective June 3, 2019 at a rate of \$10.00/hour
- h. Olivia Haberberger - Summer Help (IT) districtwide effective June 3, 2019 at a rate of \$10.00/hour
- i. Taylor Powell - Music Teacher at Penn Middle School / McCullough Elementary School effective for the 2019-2020 School Year at a rate of \$42,800 (B - Step 1)

Roll call vote: Mrs. Ising: yes; Mr. Kochasic: yes; Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: 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 Mr. Matarazzo to accept the following retirement resignations:

- a. Diana Wherry - Custodian at Penn-Trafford High School effective August 31, 2019

- b. Carol Appleby - Paraprofessional at Trafford Elementary School effective at the end of the 2018-2019 School Year

Motion carried.

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

- a. Rachel Gill - Paraprofessional at McCullough Elementary School effective at the end of the 2018-2019 school year

Motion carried.

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

- a. Brian McDonough - FMLA leave from April 3, 2019 through May 22, 2019
- b. Janice Ruoff - FMLA leave from April 23, 2019 through May 8, 2019
- c. Tami Thornton - FMLA leave from April 15, 2019 through September 27, 2019
- d. Stephanie Miller - FMLA leave from October 28, 2019 through February 3, 2020
- e. Stephanie Miller - Unpaid leave from February 4, 2020 through February 12, 2020

Roll call vote: Mr. Kochasic: yes; Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: absent; Mrs. Ising: 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. D. Leonard to authorize the administration to issue "Reasonable Assurance of Employment" notices to all eligible employees for the 2019-2020 school year.

Motion carried.

A motion was made by Mr. Petrucci and seconded by Mr. Niemiec to approve the Graduate Fellowship Program Agreement with Saint Vincent College for the 2019-2020 school year.

Roll call vote: Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: absent; 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 Mr. Kochasic to approve the following textbooks for the 2019-2020 school year which are in the textbook budget according to the textbook cycle:

- a. Title: Miller and Levine Biology

Publisher: Pearson
Level: 9
Class: Biology Honors
Cost: \$16,153.15

b. Title: Your World Your Turn (Online license)
Publisher: Pearson
Level: 11-12
Class: Environmental Biology
Cost: \$3,218.80

c. Title: Read 180 Universal Upgrade for Stage A, B and C
Publisher: Houghton Mifflin Harcourt
Level: Districtwide
Class: Reading
Cost: up to \$42,081.33

Roll call vote: Mr. D. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: absent; 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. Petrucci 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.

- a. Shannon Moorhead - Clerk at Penn Trafford High School effective July 1, 2019 at the hourly rate of \$15.20
- b. Colleen Kelly - Full-time Executive Support Specialist at the Administration Building effective July 1, 2019 at the hourly rate of \$16.50
- c. Debbie Toocheck - Maintenance Support Specialist at the Maintenance Office effective July 1, 2019 at the hourly rate of \$15.20

Roll call vote: Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: absent; 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. Petrucci and seconded by Mr. D. Leonard to approve the request of Ms. Marty Corna for Penn Trafford High School student Nathan Litzinger (and his father, Kevin Litzinger, as chaperone) to attend the FBLA National Leadership Conference in San Antonio, Texas from June 24, 2019 through July 2, 2019. The cost to the district will be \$2,393.72

Roll call vote: Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: absent; Mrs. Ising: yes; Mr. Kochasic: yes; Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: 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. Matarazzo and seconded by Mrs. Ising to accept and file Information/Committee meeting minutes of April 1, 2019.

Motion carried.

A motion was made by Mr. Matarazzo and seconded by Mr. Petrucci to approve the list of graduates (316) of the "Class of 2019" as submitted by Mr. Tony Aquilio, Principal of Penn-Trafford High School, pending satisfactory completion of all the requirements for graduation as prescribed by the Commonwealth of Pennsylvania and the Penn-Trafford School District. A copy of the list will be filed with the official minutes of this meeting.

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

A motion was made by Mr. Stovar and seconded by Mr. Petrucci to give final approval to the following board policy attachment and administrative regulation. A copy of the attachment and regulation will become an official part of the minutes of this meeting.

- a. 222 Tobacco/Nicotine
- b. 222-AR-0 Tobacco/Nicotine
- c. 323 Tobacco/Nicotine

Roll call vote: Mr. Stovar: absent; Mrs. Ising: yes; Mr. Kochasic: yes; Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: yes; 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. Stovar and seconded by Mr. Niemiec to tentatively approve the following board policies and administrative regulations:

- a. 103 - Nondiscrimination / Discriminatory Harassment
- b. 103 Attachment 1 - Report Form
- c. 103 Attachment 2 - Letter
- d. 103.1 - Nondiscrimination - Qualified Students with Disabilities
- e. 104 - Nondiscrimination / Discriminatory Harassment - Employment
- f. 247 - Hazing
- g. 247-AR-0 - Hazing
- h. 247-AR-1 - Report Form for Complaints of Hazing

- i. 247-AR-2 - Notice to Complainant
- j. 626-Attachment - Procurement - Federal Programs
- k. 707 - Use of School Facilities
- l. 707-AR-0 - Use of School Facilities
- m. 707-AR-1 - Rules for Use of School Facilities
- n. 707-AR-3 - Building Rental Rates
- o. 904 - Public Attendance at School Events
- p. 904-Attachment - Public Behavior at School Events
- q. 904-AR-0 - Admission to School Events
- r. 907 - School Visitors

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

A motion was made by Mr. Stovar and seconded by Mr. D. Leonard to designate Mr. Brett Lago as Secretary of the Penn-Trafford School Board for the term of July 1, 2019 through June 30, 2023.

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

TAXES/INSURANCE/CENSUS

A motion was made by Mr. D. Leonard and seconded by Mr. Kochasic to approve MGI Risk Management as the insurance broker for the district effective May 14, 2019.

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

SOLICITOR'S REPORT

Ms. Lane had distributed a written report to the board prior to the meeting.

ADJOURNMENT

A motion was made by Mr. Petrucci and seconded by Mrs. Ising to adjourn the meeting at 8:47 p.m.