

**PENN-TRAFFORD SCHOOL DISTRICT**  
Harrison City, Pennsylvania

March 14, 2016

I. CALL TO ORDER – Pledge of Allegiance to the Flag

II. ROLL CALL

**PRESIDENT: MAY I HAVE A MOTION TO APPROVE THE MINUTES OF FEBRUARY 8, 2016?**

III. APPROVAL OF MINUTES: Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the minutes of the regular meeting held on Monday, February 8, 2016 be approved as presented.

**QUESTION?**

**PRESIDENT: QUESTION BEING CALLED FOR - ALL IN FAVOR OF THE MOTION SAY AYE - ALL OPPOSED NO - MOTION CARRIED.**

IV. INFORMATION – Dr. Harris  
A. Trent Somes - Student Union Representative  
B. Students of the Month

V. RECOGNITION OF VISITORS

**PRESIDENT: MAY I HAVE A MOTION TO APPROVE THE TREASURER’S REPORT AND THE HIGH SCHOOL EXTRACURRICULAR FUND REPORT?**

VI. TREASURER’S REPORT: Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the treasurer’s report for the month of February 2016 and the high school extracurricular fund reports for the months of January and February 2016 be approved as presented and made a part of the official minutes. **(Attachment A)**

**QUESTION?**

**PRESIDENT: QUESTION BEING CALLED FOR - THIS WILL BE A ROLL CALL VOTE - ALL IN FAVOR OF THE MOTION SAY AYE - ALL OPPOSED NO - MOTION CARRIED.**  
Result of vote: \_\_\_ yes; \_\_\_ no; \_\_\_ absent.

**PRESIDENT: MAY I HAVE A MOTION TO APPROVE THE LIST OF BILLS FOR THE MONTH OF MARCH?**

VII. PAYMENT OF BILLS: Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ that the list of bills for March 2016 be paid as presented.

**QUESTION?**

**PRESIDENT: QUESTION BEING CALLED FOR - THIS WILL BE A ROLL CALL VOTE – ALL IN FAVOR OF THE MOTION SAY AYE - ALL OPPOSED NO - MOTION CARRIED.**  
Result of vote: \_\_\_ yes; \_\_\_ no; \_\_\_ absent.

VIII. OLD BUSINESS

IX. EXECUTIVE SESSION

X. NEW BUSINESS:

A. ATHLETICS AND EXTRACURRICULAR – Dr. Koscho

1. Move to accept the following resignations effective immediately: (**Attachment B**)

- a. Amanda Clontz – Varsity Field Hockey Assistant Coach
- b. David Ernette – Volunteer Volleyball Coach
- c. Sean Lander – Volunteer Volleyball Coach
- d. Sean Manning – Volunteer Volleyball Coach
- e. David Martin – 9<sup>th</sup> Grade Head Boys Basketball Coach
- f. Chad Waszo – 7<sup>th</sup>/8<sup>th</sup> Grade Football Coach
- g. Steve Weir – 7<sup>th</sup>/8<sup>th</sup> Grade Football Coach

seconded by \_\_\_\_\_. **QUESTION?**

**PRESIDENT: QUESTION BEING CALLED FOR - ALL IN FAVOR OF THE MOTION SAY AYE - ALL OPPOSED NO - MOTION CARRIED.**

2. Move to approve the following volunteer coaches. All coaching volunteers must have Act 34, 151, and 114 waivers on file with the Athletic Director.

- a. Jay Miller – Baseball Volunteer Coach
- b. Zachary Susalla – Baseball Volunteer Coach

seconded by \_\_\_\_\_. **QUESTION?**

**PRESIDENT: QUESTION BEING CALLED FOR - ALL IN FAVOR OF THE MOTION SAY AYE - ALL OPPOSED NO - MOTION CARRIED.**

B. BUDGET AND FINANCE – Mr. Kochasic

1. Move to approve expenditures relating to the high school renovation project according to the schedule:

a. 9 to 5 Seating	\$ 12,570.00
b. Axis Architecture	\$ 9,801.63
c. Bob Biter Electrical Ent. #17	\$ 59,887.04
d. Construction Eng. Consultants	\$ 1,882.00
e. Fleetwood Group	\$ 24,963.50
f. Hon	\$ 3,511.80
g. Jasper Group	\$ 26,244.08
h. Lobar, Inc. #19	\$ 172,492.23
i. Massaro Construction	\$ 20,500.00
j. Public Safety	\$ 2,133.00
k. Tri-State Video Services, Inc.	\$ 16,080.01
l. Vrabel Plumbing Co. #17	\$ 43,402.40
m. Whitby, Inc. #20	\$ 35,497.23

seconded by \_\_\_\_\_. **QUESTION?**

**PRESIDENT: QUESTION BEING CALLED FOR - THIS WILL BE A ROLL CALL VOTE - ALL IN FAVOR OF THE MOTION SAY AYE - ALL OPPOSED NO - MOTION CARRIED.** Result of vote: \_\_\_ yes; \_\_\_ no; \_\_\_ absent.

2. Move to approve the following change orders:

- |  |               |
|--|---------------|
| a. Eliminate window demolition in TV Studio H103         | \$ (248.00)   |
| b. Eliminate glass wall installation in Health Room E139 | \$ (5,147.81) |
| c. RFI #247 Athletic Director office change              | \$ 2,411.31   |

seconded by \_\_\_\_\_. **QUESTION?**

**PRESIDENT: QUESTION BEING CALLED FOR - THIS WILL BE A ROLL CALL VOTE - ALL IN FAVOR OF THE MOTION SAY AYE - ALL OPPOSED NO - MOTION CARRIED.** Result of vote: \_\_\_ yes; \_\_\_ no; \_\_\_ absent.

3. Move to accept and approve the Audited Financial Statements and Single Audit for the Penn-Trafford School District for the 2014-2015 school year as submitted by Sarp & Company, Certified Public Accountants. A copy of the audit will be filed in the Business Office.

seconded by \_\_\_\_\_. **QUESTION?**

**PRESIDENT: QUESTION BEING CALLED FOR - THIS WILL BE A ROLL CALL VOTE - ALL IN FAVOR OF THE MOTION SAY AYE - ALL OPPOSED NO - MOTION CARRIED.** Result of vote: \_\_\_ yes; \_\_\_ no; \_\_\_ absent.

4. Move to approve the General Operating Budget for the Westmoreland Intermediate Unit #7 for the Fiscal Year July 1, 2016 to June 30, 2017 in the total amount of \$5,550,075.00. The Penn-Trafford School District's contribution will be \$31,376.47.

seconded by \_\_\_\_\_. **QUESTION?**

**PRESIDENT: QUESTION BEING CALLED FOR - THIS WILL BE A ROLL CALL VOTE - ALL IN FAVOR OF THE MOTION SAY AYE - ALL OPPOSED NO - MOTION CARRIED.** Result of vote: \_\_\_ yes; \_\_\_ no; \_\_\_ absent.

5. Move to authorize the administration to secure a line of credit and/or a short-term loan to cover state subsidy not received due to the Commonwealth budget impasse. Interest incurred will be billed to the Commonwealth.

seconded by \_\_\_\_\_. **QUESTION?**

**PRESIDENT: QUESTION BEING CALLED FOR - THIS WILL BE A ROLL CALL VOTE - ALL IN FAVOR OF THE MOTION SAY AYE - ALL OPPOSED NO - MOTION CARRIED.** Result of vote: \_\_\_ yes; \_\_\_ no; \_\_\_ absent.

C. BUILDINGS AND GROUNDS/SAFETY – Mr. Leonard

D. EMPLOYEE RELATIONS/NEGOTIATIONS/TRANSPORTATION – Mrs. Ising

E. FOOD SERVICE – Mr. Niemiec

F. PERSONNEL AND CURRICULUM – Mr. Stovar

1. Move to approve additional substitute teachers and support personnel for the month of March 2016. (**Attachment B**)

seconded by \_\_\_\_\_. **QUESTION?**

**PRESIDENT: QUESTION BEING CALLED FOR - ALL IN FAVOR OF THE MOTION SAY AYE - ALL OPPOSED NO - MOTION CARRIED.**

2. Move to accept the following retirement resignations:

- a. Pat Blahovec - June 30, 2016
- b. Janice Howell - August 6, 2016
- c. Donna Graham - May 31, 2016
- d. Janice Howard - June 4, 2016
- e. David Nigro - end of the 2015-16 school year
- f. Frederic Runser - June 30, 2016

seconded by \_\_\_\_\_. **QUESTION?**

**PRESIDENT: QUESTION BEING CALLED FOR - THIS WILL BE A ROLL CALL VOTE - ALL IN FAVOR OF THE MOTION SAY AYE - ALL OPPOSED NO - MOTION CARRIED.** Result of vote: \_\_\_ yes; \_\_\_ no; \_\_\_ absent.

3. Move to approve the following FMLA leave requests:

- a. Matt Bilinsky – April 22 - May 6, 2016
- b. Cherie Lynn Gaal – Unpaid leave beginning February 2, 2016 for six weeks or until cleared by physician
- c. Donna Graham – March 28 - April 25, 2016
- d. Jamie Hoffman – April 22 - May 31, 2016
- e. Nicolette Stoup – August 19 - October 3, 2016

seconded by \_\_\_\_\_. **QUESTION?**

**PRESIDENT: QUESTION BEING CALLED FOR - THIS WILL BE A ROLL CALL VOTE - ALL IN FAVOR OF THE MOTION SAY AYE - ALL OPPOSED NO - MOTION CARRIED.** Result of vote: \_\_\_ yes; \_\_\_ no; \_\_\_ absent.

4. Move to issue a professional contract to Nicklas Campero in accordance with Section 1108 of the School Laws of Pennsylvania. He has satisfactorily completed three (3) years of teaching in the Penn-Trafford School District.

seconded by \_\_\_\_\_. **QUESTION?**

**PRESIDENT: QUESTION BEING CALLED FOR - THIS WILL BE A ROLL CALL VOTE - ALL IN FAVOR OF THE MOTION SAY AYE - ALL OPPOSED NO - MOTION CARRIED.** Result of vote: \_\_\_ yes; \_\_\_ no; \_\_\_ absent.

5. Move to employ the following personnel. New employment is contingent upon receipt of all necessary documentation and the acceptance of Act 34, 151, and 114 waivers from the Commonwealth of Pennsylvania within 30 days.
  - a. Carol Appleby – Paraprofessional at Trafford Elementary School effective Tuesday, March 15, 2016 at \$10.35/hour
  - b. Bonny Seighman – Part-time COTA (Certified Occupational Therapy Assistant for 20 hours/week at \$20/hour effective March 14, 2016
  - c. Lauren Yagla – English tutor at Penn-Trafford High school effective Tuesday, February 16, 2016 at substitute daily rate

seconded by \_\_\_\_\_. **QUESTION?**

**PRESIDENT: QUESTION BEING CALLED FOR - THIS WILL BE A ROLL CALL VOTE - ALL IN FAVOR OF THE MOTION SAY AYE - ALL OPPOSED NO - MOTION CARRIED.** Result of vote: \_\_\_ yes; \_\_\_ no; \_\_\_ absent.

6. Move to approve the following revisions to the make-up day schedule for the 2016-17 School Calendar as follows:
  - a. Thursday, April 13 – 5<sup>th</sup> make-up day (instead of 4<sup>th</sup>)
  - b. Monday, April 17 – 6<sup>th</sup> make-up day (instead of 5<sup>th</sup>)
  - c. Tuesday, April 18 – 4<sup>th</sup> make-up day (instead of 6<sup>th</sup>)

seconded by \_\_\_\_\_. **QUESTION?**

**PRESIDENT: QUESTION BEING CALLED FOR - THIS WILL BE A ROLL CALL VOTE - ALL IN FAVOR OF THE MOTION SAY AYE - ALL OPPOSED NO - MOTION CARRIED.** Result of vote: \_\_\_ yes; \_\_\_ no; \_\_\_ absent

7. Move to approve the following conference requests:
  - a. Tony Aquilio and Greg Capoccioni – Mass Customized Learning Conference from July 6-8, 2016 in Spearfish, SD at a cost of approximately \$2,750 to the district.
  - b. Glen Cooper – Optimizing Medical Services at the Secondary School Setting on April 6, 2016 in New York, NY at no cost to the district.
  - c. Amy Kelly – Summer Writing Institute at Columbia University in New York from June 20-24, 2016 at a cost of approximately \$3,000 to the district.

seconded by \_\_\_\_\_. **QUESTION?**

**PRESIDENT: QUESTION BEING CALLED FOR - THIS WILL BE A ROLL CALL VOTE - ALL IN FAVOR OF THE MOTION SAY AYE - ALL OPPOSED NO - MOTION CARRIED.** Result of vote: \_\_\_ yes; \_\_\_ no; \_\_\_ absent

8. Move to approve the expulsion of Student #201516001 per the terms of the agreement.

seconded by \_\_\_\_\_. **QUESTION?**

**PRESIDENT: QUESTION BEING CALLED FOR - THIS WILL BE A ROLL CALL VOTE - ALL IN FAVOR OF THE MOTION SAY AYE - ALL OPPOSED NO - MOTION CARRIED.** Result of vote: \_\_\_ yes; \_\_\_ no; \_\_\_ absent

9. Move to approve the following student teacher assignments:

**IUP:**

<u>Cooperating Professional</u>	<u>Student Teacher</u>	<u>Area</u>	<u>Dates</u>
Jamie Riston	Max Klauscher	Music	Pre-student teaching/ 30-40 hrs. Spring Semester

**Seton Hill:**

<u>Cooperating Professional</u>	<u>Student Teacher</u>	<u>Area</u>	<u>Dates</u>
Brenda Christeleit	Alexandra Thorniley	Art	March 14 - April 29, 2016

seconded by \_\_\_\_\_. **QUESTION?**

**PRESIDENT: QUESTION BEING CALLED FOR - ALL IN FAVOR OF THE MOTION SAY AYE - ALL OPPOSED NO - MOTION CARRIED.**

G. POLICY/PUBLIC RELATIONS/LEGISLATIVE/TITLE II – Mr. Matarazzo

1. Move to accept and file the minutes of the Superintendent’s Information/Committee meeting held on Monday, February 1, 2016.

seconded by \_\_\_\_\_. **QUESTION?**

**PRESIDENT: QUESTION BEING CALLED FOR - ALL IN FAVOR OF THE MOTION SAY AYE - ALL OPPOSED NO - MOTION CARRIED.**

2. Move to approve the Student Assistance Program Agreement for the 2016-2017 school year between the Penn-Trafford School District, the Westmoreland County Drug and Alcohol Commission, and the Westmoreland County Behavioral Health and Development Services Program. The district agrees to cooperate in the development of the Student Assistance Program initiative in accordance with current Student Assistance Program Guidelines of the Commonwealth of Pennsylvania.

seconded by \_\_\_\_\_. **QUESTION?**

**PRESIDENT: QUESTION BEING CALLED FOR - THIS WILL BE A ROLL CALL VOTE - ALL IN FAVOR OF THE MOTION SAY AYE - ALL OPPOSED NO - MOTION CARRIED.** Result of vote: \_\_\_ yes; \_\_\_ no; \_\_\_ absent.

3. Move to give final approval to the following board policies as required by the Pennsylvania Department of Education Division of Federal Programs. Copies of these policies will become an official part of the minutes of this board meeting.

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

seconded by \_\_\_\_\_. **QUESTION?**

**PRESIDENT: QUESTION BEING CALLED FOR - THIS WILL BE A ROLL CALL VOTE - ALL IN FAVOR OF THE MOTION SAY AYE - ALL OPPOSED NO - MOTION CARRIED.** Result of vote: \_\_\_ yes; \_\_\_ no; \_\_\_ absent.

H. TAXES/INSURANCE/CENSUS – Mr. Niemiec

1. Move to exonerate the following tax collectors from collecting said real estate taxes in the amounts indicated remaining on the 2015 tax duplicates. The list of delinquents has been forwarded to the Westmoreland County Tax Claim Bureau for collection and a list is on file in the school district office.

- a. Mr. Lawrence Wojcik, Penn Township \$513,385.43
- b. Mr. James Kerrigan, Trafford Borough \$103,275.50
- c. Mrs. Suzanne Dreistadt, Penn Borough \$ 28,690.47

seconded by \_\_\_\_\_. **QUESTION?**

**PRESIDENT: QUESTION BEING CALLED FOR - THIS WILL BE A ROLL CALL VOTE - ALL IN FAVOR OF THE MOTION SAY AYE - ALL OPPOSED NO - MOTION CARRIED.** Result of vote: \_\_\_ yes; \_\_\_ no; \_\_\_ absent.

I. SOLICITOR'S REPORT – Mr. Michael Brungo

J. PTEA REPRESENTATIVE – Mr. Shaun Rinier

- XI. ADJOURNMENT - Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ that the meeting be adjourned at \_\_\_\_\_ p.m. Motion \_\_\_\_\_.

**DATE TO REMEMBER**

**Information/Committee Meeting**  
Monday, April 4, 2016 – 7:00 p.m.  
Room 106/107  
Penn-Trafford High School