

PENN-TRAFFORD SCHOOL DISTRICT
Harrison City, Pennsylvania

October 13, 2014

The Board of School Directors of the Penn-Trafford School District held its regular board meeting in the cafeteria at Penn-Trafford High School, Harrison City, PA on Monday, October 13, 2014 at 7:00 p.m.

Mrs. Toni Ising, Board President called the meeting to order at 7:05 p.m. The following members were present: Mrs. Toni Ising, Mr. Philip Kochasic, Dr. Scott Koscho, Mr. Dallas Leonard, Mr. Richard Niemiec, Mr. Nick Petrucci, Dr. Jay Tray, Mrs. Janice Oliver, Assistant Board Secretary, Mr. Mike Brungo, Solicitor, Dr. Matthew Harris, Superintendent, Mr. Scott Inglese, Assistant Superintendent, and Mr. Gregory Karazsia, Director of Student Learning Supports. Mr. Greg Capoccioni, Mr. Roger Sullivan, and Mr. Jeff Swartz were also present.

ROLL CALL

A motion was made by Mr. Petrucci and seconded by Mr. Kochasic that the minutes of the regular meeting held on Monday, September 8, 2014 be approved as presented. Motion carried.

**SECRETARY'S
REPORT ACCEPTED**

Dr. Harris updated the board regarding CWCTC's electrical and drilling programs. In response to the board's previous questions, he reported that the solar and wind energy studies have been incorporated into the electrical program. Currently they don't have enough space to institute the drilling program, but they are looking at different options.

INFORMATION

Dr. Harris congratulated Kerry Hetrick for being inducted into the Pennsylvania Sports Hall of Fame for the East Borough's Chapter last Thursday. Dr. Harris and several of the administrators attended the ceremony to honor him.

The following students were honored as Students of the Month for October:

- Hailey Ford – 5th grader at Harrison Park Elementary School
- Kayla Turkowski – 8th grader at Trafford Middle School
- Aeon Gan – 12th grader at Penn-Trafford High School

**STUDENTS OF THE
MONTH HONORED**

Before honoring their students, each principal gave an update on activities at their schools. After the principals introduced their students, they were awarded certificates. The board members congratulated them and they had their pictures taken for the newspaper.

A motion was made by Mr. Leonard and seconded by Dr. Koscho that the treasurer's report for the month of September and the high school extracurricular fund report for the month of August be approved as presented and made a part of the official minutes. Motion carried.

**TREASURER'S
REPORTS ACCEPTED**

A motion was made by Dr. Tray and seconded by Mr. Leonard that the list of bills for October 2014 be paid as presented.

**OCTOBER 2014 BILLS
APPROVED FOR
PAYMENT**

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

Mrs. Ising announced that a brief executive session was held prior to the meeting to discuss real estate matters.

**EXECUTIVE SESSION
ANNOUNCED**

ATHLETICS AND EXTRACURRICULAR

RESIGNATION ACCEPTED

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

- a. Mary Pat Arzenti – Assistant Volleyball Coach at Trafford Middle School effective September 29, 2014

Motion carried.

PERSONNEL EMPLOYED

A motion was made by Dr. Koscho and seconded by Mr. Petrucci 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. Chris Casper – 7th Grade Boys Basketball Coach at Penn Middle School effective immediately
- b. Doug Kelly – 8th Grade Boys Basketball Coach at Penn Middle School effective immediately
- c. Patrick Lynn – 7th Grade Boys Basketball Coach at Trafford Middle School effective immediately

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

VOLUNTEER COACH APPROVED

A motion was made by Dr. Koscho and seconded by Mr. Leonard to approve the following volunteer coach. All coaching volunteers must have Act 34, 151, and 114 Waivers on file with the Athletic Director.

- a. Larry Hohman – Volunteer Assistant High School Wrestling Coach

Motion carried.

BUDGET AND FINANCE

CREDIT REIMBURSEMENTS APPROVED FOR OCTOBER 2014

A motion was made by Mr. Kochasic and seconded by Mr. Petrucci to authorize the administration to make payments amounting to \$20,970.30 for credits earned by professional employees in accordance with the negotiated agreement. The list, as presented to the Board showing the individual payments due, will be filed with the official minutes of this meeting.

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

RENOVATION EXPENDITURES APPROVED FOR SEPTEMBER 2014

A motion was made by Mr. Kochasic and seconded by Dr. Tray to approve the expenditures for the high school renovation project for the month of September 2014 according to the schedule.

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| a. Axis Architecture | \$ 9,801.63 |
| b. McFarland Kistler & Assoc. | \$ 1,320.00 |
| c. Lobar, Inc. | \$ 723,445.53 |
| d. Whitby, Inc. | \$ 112,432.41 |
| e. Bob Biter Electrical Ent. | \$ 261,980.64 |
| f. Vrabel Plumbing Co. | \$ 216,639.00 |

Roll call vote: Mr. Newell: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: absent; Dr. Tray: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mrs. Ising: 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 approve the Lease Agreement with Pitney Bowes for postage equipment at a cost of \$314.94/month for 60 months.

**LEASE AGREEMENT
WITH PITNEY BOWES
APPROVED**

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

A motion was made by Mr. Kochasic and seconded by Dr. Tray to approve the purchase of a van to transport our life skills and special needs students for on-the-job training. The cost of the van is approximately \$31,000 and will be purchased with Access funds.

**VAN PURCHASED
WITH ACCESS FUNDS
APPROVED**

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

A motion was made by Mr. Kochasic and seconded by Dr. Tray to formally approve the School Resource Officer Agreement.

**SCHOOL RESOURCE
OFFICER AGREEMENT
APPROVED**

Roll call vote: Mr. Petrucci: yes; Mr. Stovar: absent; Dr. Tray: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Newell: absent; Mr. Niemiec: yes; Mrs. Ising: 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. Kochasic to approve the list of additional substitute teachers and support personnel for the month of October 2014. Motion carried.

**SUBS/ SUPPORT
PERSONNEL
APPROVED**

A motion was made by Mr. Petrucci and seconded by Mr. Leonard to authorize the administration to approve any new parent volunteers in accordance with past practices and policies. Volunteers will be used only where the teacher and/or principal approves and all volunteers will have Act 34, 151, and 114 clearances on file.

**NEW PARENT
VOLUNTEERS
APPROVED**

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

**PERSONNEL
EMPLOYED**

- a. Malissa Cheplick – Special Education Classroom Instructional Aide at Level Green Elementary effective October 1, 2014 at a salary of \$23,333.33
- b. Kristie Killen – Paraprofessional at Penn Middle School effective September 9, 2014 at \$10.05/hour
- c. Sarah Mihalic – Special Education Classroom Instructional Aide at McCullough Elementary effective October 13, 2014 at a salary of \$22,129.03

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

**LEAVE REQUESTS
APPROVED**

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

- a. Deja Barton – FMLA leave from January 5, 2015 to March 2, 2015
- b. Meredith Hodge – FMLA leave from January 16, 2015 to April 16, 2015; unpaid leave from April 17, 2015 to January 3, 2016
- c. Patricia Menz – Extension of 90 days unpaid medical leave from July 30, 2014 to October 30, 2014
- d. Vera Moog – Extension of 90 day unpaid medical leave from September 18 to December 18, 2014
- e. Constance Vaskov – Intermittent FMLA leave from August 29, 2014 to August 28, 2015

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

**EXTERN ASSIGNMENT
APPROVED**

A motion was made by Mr. Petrucci and seconded by Dr. Koscho to approve the following extern assignment:

<u>Cooperating Professional</u>	<u>Extern</u>	<u>Area</u>	<u>Dates</u>
Heather Colgan (district wide)	Sarah Loughner	Speech Pathology	1/5/15 – 3/13/15 150 hours

Motion carried.

**KELSEY MORGAN
APPROVED FOR
GRADUATION WITH
CLASS OF 2016**

A motion was made by Mr. Petrucci and seconded by Mr. Leonard to approve Kelsey Morgan for early release and graduation with the Class of 2016. Kelsey has been recommended by the High School Principal and the Superintendent. Verification will be on file June 3, 2016 that Kelsey has fulfilled all State and district requirements for graduation in accordance with State law and district policies.

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

**EXPULSION OF TWO
STUDENTS
APPROVED**

A motion was made by Mr. Petrucci and seconded by Dr. Tray to approve the expulsions of Student #EX201415003 and Student #EX201415004.

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

**RETIREMENT
ACCEPTED FOR JAN
PERKINS**

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

- a. Jan Perkins – effective January 13, 2015

Motion carried.

POLICY/PUBLIC RELATIONS/LEGISLATIVE/TITLE II

A motion was made by Dr. Tray and seconded by Mr. Leonard to accept and file the minutes of the Superintendent's Information/Committee meeting held on Tuesday, September 2, 2014. Motion carried.

**INFO/COMMITTEE
MEETING MINUTES
ACCEPTED**

A motion was made by Dr. Tray and seconded by Mr. Petrucci to give final approval to the following revised board policies and administrative regulations as presented to the board. These policies were tentatively approved at the September 8, 2014 meeting. A copy of these policies and regulations will be filed with the official minutes of this meeting.

**REVISED POLICIES AND
AR'S GIVEN FINAL
APPROVAL**

- 102 Academic Standards
- 105 Curriculum
- 105.1 Review of Instructional Materials by Parents/Guardians/Students
- 106 Guides for Planned Instruction
- 107 Adoption of Planned Instruction
- 108 Adoption of Textbooks
- 109 Resource Materials
- 119 Current Events
- 121 Field Trips
- 124 Alternate Instruction Courses
- 140 Charter Schools
- 203.1 HIV Infection
- 216-AR-0 Student Records
- 235 Student Rights and Responsibilities
- 235.1 Surveys
- 246 Student Wellness
- 804 School Day
- 810.2 Transportation – Video/Audio Recording
- 810-AR-4 Student Conduct on Buses
- 913 Nonschool Organizations/Individuals/Groups

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

A motion was made by Dr. Tray and seconded by Mr. Petrucci to tentatively approve the following revised board policies and administrative regulations:

**REVISED BOARD
POLICIES AND AR'S
TENTATIVELY
APPROVED**

- 000 Board Policy/Procedure/Administrative Regulations
- 002 Authority and Powers
- 003-BOG-2 Policy Deliberation Questions
- 004 Membership
- 005-BOG-7 Functions of Standing Committees
- 100 Comprehensive Planning
- 100-AR-0 Comprehensive Planning
- 101 Mission Statement/Vision Statement/Shared Values
- 112 Guidance Counseling
- 113 Special Education
- 114 Gifted Education
- 114-AR-0 Gifted Education
- 114-AR-1 Notice of Parental Rights for Gifted Students
- 114-AR-2 Permission to Evaluate
- 114-AR-3 Gifted Written Report
- 114-AR-4 Invitation to Participate in a Gifted Team Meeting

- 114-AR-5 Gifted Individualized Education Plan (GIEP)
- 114-AR-6 Notice of Recommended Assignment (NORA)
- 114-AR-7 Notice of Intent to Reevaluate
- 114-AR-8 Due Process Complaint Notice
- 114-AR-9 Mediation Request Form
- 146 Student Services
- 146-AR Student Services Plan (deleted)
- 146-AR-1 Student Services Staff
- 200-AR-0 Enrollment of Students
- 217 Graduation Requirements
- 222 Student Tobacco Use
- 232 Student Involvement in Decision Making
- 323 Employee Tobacco Use
- 333 Professional Development
- 333-AR-0 Professional Development
- 602-AR-0 Budget Planning
- 602-AR-1 Needs Assessment
- 701 Facilities Planning
- 919 Report Cards (deleted)

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

TAXES/INSURANCE/CENSUS

**LAWRENCE WOJCIK
APPOINTED PER
CAPITA/OCCUPATION
RESIDENCE TAX
COLLECTOR FOR
2014-2015**

A motion was made by Mr. Niemiec and seconded by Mr. Leonard to appoint Mr. Lawrence M. Wojcik, Jr. as Per Capita and Occupation Residence Tax Collector for 2014-2015.

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

PTEA REPRESENTATIVE

PTEA REPORT

Mr. Rinier asked if another carrier could be brought in if an agreement between Highmark and UPMC was not reached. Dr. Harris responded that he would check with Mr. Lago.

ADJOURNMENT

ADJOURNMENT

A motion was made by Mr. Leonard and seconded by Mr. Petrucci to adjourn the meeting at 7:46 p.m. Motion carried.

Board President

Board Secretary