

PENN-TRAFFORD SCHOOL DISTRICT
Harrison City, Pennsylvania

December 7, 2015

The Board of School Directors of the Penn-Trafford School District held its organization/regular board meeting in Room 106/107 at Penn-Trafford High School, Harrison City, PA on Monday, December 7, 2015.

Board President Rich Niemiec called the organization meeting to order at 7:08 p.m. with the pledge of allegiance. The following members were present: Mrs. Toni Ising, Mr. Philip Kochasic, Dr. Scott Koscho, Mr. Dallas Leonard, Mr. Richard Niemiec, Mr. Nick Petrucci, Mr. Martin Stovar, Dr. P. Jay Tray, Mr. Brett Lago, Board Secretary, Mr. Mike Brungo, Solicitor, Dr. Matthew F. Harris, Superintendent, Mr. Scott Inglese, Asst. Superintendent, and Mr. Gregory Karazsia, Director of Student Learning Supports. Mr. Jim Matarazzo (Board Director Elect), Mr. Tony Aquilio, Mr. Roger Sullivan, Mr. Dan DiNapoli, Mr. Shaun Rinier, and Mr. Trent Somes, Student Union Representative were also present.

Mr. Niemiec was appointed as temporary chairperson for the organization meeting.

COMMUNICATIONS:

Mrs. Helen Kistler, District Magistrate read the Certificates of Election from the Westmoreland County Board of Elections for Mr. Kochasic, Dr. Koscho, Mr. Leonard, Mr. Jim Matarazzo, and Mr. Petrucci. She administered the Oath of Office to each of them and they signed their oaths. She then read the list of new directors.

ELECTION OF OFFICERS:

Mr. Niemiec asked for nominations for the Office of President of the Board of School Directors for 2016.

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

The chair conducted a voice vote and Mr. Petrucci was elected unanimously as President for 2016.

Mr. Petrucci assumed the chair. He thanked the board for their support.

Mr. Petrucci called for nominations for the Office of Vice President of the Board of School Directors for 2016.

Dr. Koscho nominated Mr. Stovar for Vice President. Since there were no other nominations for the Office of Vice President, a motion was made by Mr. Kochasic and seconded by Mr. Leonard that the nominations be closed for the Office of Vice President.

The chair conducted a voice vote and Mr. Stovar was elected unanimously as Vice President for 2016.

A motion was made by Mr. Kochasic and seconded by Dr. Koscho to establish date/time/place for the regular monthly board meetings and the Superintendent's Information/Committee meetings for 2016. All meetings will be held in Room 106/107 at Penn-Trafford High School at 7:00 p.m. except where noted. Any changes will be posted on the district's website.

INFORMATION/COMMITTEE MEETINGS

Monday, January 4
* Monday, February 1
Monday, March 7
Monday, April 4
Monday, May 2
Monday, June 6

REGULAR BOARD MEETINGS

Monday, January 11
Monday, February 8
Monday, March 14
Monday, April 11
Monday, May 9
Monday, June 13

(NO MEETINGS IN JULY)

Monday, August 1
Tuesday, September 6
Monday, October 3
Monday, November 7

Monday, August 8
Monday, September 12
Monday, October 10
Monday, November 14
Monday, December 5

**** The board meeting scheduled for Monday, February 1, 2016 will be held at the Advanced Technology Center, WCCC, located at 1001 Technology Drive, Mt. Pleasant, PA 15666.***

Roll call vote: Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Jim Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

A motion was made by Mr. Niemiec and seconded by Mr. Leonard to authorize the Secretary of the Board of School Directors, Brett Lago to use the facsimile signature of Mr. Petrucci, 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 Dr. Koscho to appoint Dr. Tray as the District's Legislative Council Representative and Mrs. Toni Ising as the Alternate Representative. Motion carried.

ADJOURNMENT:

A motion was made by Mr. Kochasic and seconded by Mrs. Ising to adjourn the organization meeting at 7:18 p.m. Motion carried.

Mr. Petrucci announced that there was an executive session held prior to the organization meeting to discuss litigation matters, sale and purchase of property, personnel matters regarding evaluations, arbitration matters, and various personnel issues. The board also received information regarding the PIAA classification changes and discussed change orders, high school curriculum, and the status of the State budget.

The regular meeting was brought to order at 7:18 p.m. The following members were present: Mrs. Toni Ising, Mr. Philip Kochasic, Dr. Scott Koscho, Mr. Dallas Leonard, Mr. Jim Matarazzo, Mr. Richard Niemiec, Mr. Nick Petrucci, Mr. Martin Stovar, Dr. P. Jay Tray, Mr. Brett Lago, Board Secretary, Mr. Mike Brungo, Solicitor, Dr. Matthew F. Harris, Superintendent, Mr. Scott Inglese, Asst. Superintendent, and Mr. Gregory Karazsia, Director of Student Learning Supports. Mr. Tony Aquilio, Mr. Roger Sullivan, Mr. Dan DiNapoli, and Mr. Shaun Rinier were also present.

A motion was made by Mr. Kochasic and seconded by Dr. Tray to approve the minutes of the regular meeting held on Monday, November 9, 2015 as presented. Motion carried.

INFORMATION

Mr. Somes, Student Union Representative reported that the students at the high school weren't informed that some of the stairwells were being closed which caused confusion for the students trying to get to their classes.

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

- Andrew Rutter – Trafford Elementary School
- Kate Malley – Level Green Elementary School
- Joshua Zigarovich – Trafford Middle School
- Jessica Deutsch – Penn-Trafford High School

After the principals introduced their students, they were awarded certificates. The board members congratulated them and they had their pictures taken for the newspaper.

Mr. Inglese reviewed the schedule for the completion of the auditorium. Mr. Tkacik of Axis Architecture and Ms. Batronis of Massaro updated the board regarding the renovations and reviewed the proposed change orders.

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

Roll call vote: Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

Dr. Harris reviewed the School Calendar for 2016-17.

Dr. Harris announced that the Penn-Trafford High School Program of Studies for 2016-17 would be discussed and approved at next month's regular board meeting.

Mr. Petrucci reported on the PTARC meeting. He announced that their fund balance is \$11,000 ahead of last year's balance. Dr. Harris said Ms. Byers has many great ideas and the participation is high. Township Commissioners Mr. Paul Wersing and Mr. Larry Harrison addressed the board regarding the PTARC building and getting it back on the tax rolls. Mr. Petrucci asked them to put their ideas in writing and he would present it to the board.

Dr. Tray attended the PSBA Conference in October and reviewed the information he received with the board.

Dr. Harris invited everyone to the Purse Bash on January 16, 2016 benefitting PTCEF. Mr. Kochasic added that this is PTCEF's major fundraiser for the year with all the proceeds going back into the school district and he asked for the community's support.

Dr. Harris thanked everyone in the district for their support of the high school football team.

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

A motion was made by Mrs. Ising and seconded by Mr. Niemiec to give approval to pay the list of bills for the month of December 2015.

Roll call vote: Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mrs. Ising: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

ATHLETICS AND EXTRACURRICULAR

A motion was made by Dr. Koscho and seconded by Mr. Kochasic to give permission to the indoor track team to compete in out-of-state events. These events will not require an overnight stay.

Roll call vote: Dr. Koscho: yes; Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

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

- a. Paul Conrad – AV Director/PTHS effective immediately
- b. Tony Zimmerman – Volunteer Football Coach effective immediately
- c. Perry Zona – Volunteer Football Coach effective immediately

Motion carried.

A motion was made by Dr. Koscho and seconded by Mr. Kochasic 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. Tom Bekavec – Spring Musical Drama Consultant at a salary of \$3,200.00
- b. Crystal Bodnar – Spring Musical Props Coordinator at a salary of \$373.00
- c. Brenda Christeleit – Spring Musical Set Painting Coordinator at a salary of \$373.00

- d. Brenda Haas – Spring Musical Costume Coordinator at a salary of \$373.00
- e. Mike Haas – Spring Musical Set Design Coordinator at a salary of \$373.00
- f. Deborah Ragan – Spring Musical Choreographer at a salary of \$1,148.00
- g. Bev Rubright – Spring Musical Vocal Sponsor at a salary of \$1,100.00
- h. Bev Rubright – Spring Musical Pianist at a salary of \$1,085.00
- i. Bev Rubright – Spring Musical Pit Conductor at a salary of \$1,085.00
- j. Bill Lazaro – Dept. Chair/Lang. Arts (6-8)/TMS at a salary of \$869 for the 2015-2016 school year and retroactive pay of \$426 for the 2014-2015 school year

Roll call vote: Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

BUDGET AND FINANCE

A motion was made by Mr. Kochasic and seconded by Mr. Niemiec to approve the following expenditures for the high school renovation project for the month of November 2015 according to the schedule:

a. 9 to 5 Seating	\$ 12,570.00
b. Axis Architecture	\$ 9,801.63
c. Bob Biter Electrical #14	\$ 131,826.71
d. Fleetwood Group	\$ 7,738.50
e. Jasper Seating Group	\$ 26,394.26
f. Lobar, Inc. #16	\$ 241,792.93
g. Massaro Construction	\$ 20,500.00
h. Public Safety Security	\$ 1,836.00
i. Tri-State Video Services	\$ 16,080.01
j. Todd Devin Food Equip. #5	\$ 18,720.00
k. Vrabel Plumbing Co. #15	\$ 55,114.25
l. Whitby, Inc. #17	\$ 132,574.21

Roll call vote: Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

A motion was made by Mr. Kochasic and seconded by Mr. Niemiec to approve the following change orders:

a. Chemistry exhaust fans	\$ 1,442.75
b. Nurse's Entry A phone	\$ 2,555.97
c. RFI #80 Cafeteria window change	- \$ 2,969.00
d. Gymnasium decorative wall line striping/guard rail painting credit	\$ 0.00
e. Auditorium lobby entrance concrete/floor float	\$ 22,766.15
f. Stage edge void infill to meet raised pit filler	\$ 10,761.46
g. TV studio changes	\$ 12,353.59
h. Existing restroom leaking sewer line replacement	\$ 2,327.00
i. Auditorium return air grilles below Audion	<u>\$ 780.15</u>

TOTAL: \$ 50,018.07

Roll call vote: Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

A motion was made by Mr. Kochasic and seconded by Dr. Koscho to grant permission to advertise jointly with the WIU Joint Purchasing Consortium for the purchase of supplies in the following categories:

- a. Multi-purpose paper
- b. Unleaded gasoline and diesel fuel

Roll call vote: Mr. Stovar: yes; Dr. Tray: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

A motion was made by Mr. Kochasic and seconded by Dr. Koscho to approve the purchase of new equipment for the fitness center at the high school and two new treadmills for Trafford Schools at a cost of \$54,184.40.

Roll call vote: Dr. Tray: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

PERSONNEL AND CURRICULUM

A motion was made by Mr. Stovar and seconded by Mr. Kochasic to approve the list of additional substitute teachers and support personnel for the month of December 2015. Motion carried.

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

Seton Hill University

<u>Coop. Professional</u>	<u>Student Teacher</u>	<u>Area</u>	<u>Dates</u>
Kristy Giovannitti (SE)	Melissa Gerkin	Grade 1	1/25/16-3/11/16
Cynthia Dutt (TM)	Melissa Gerkin	ML Science	3/14/16-4/29/16

Carlow University

Jill Hauck (HP)	MacKenzie McQuire	Kindergarten	10/19/15-12/11/15
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Motion carried.

A motion was made by Mr. Stovar and seconded by Mr. Kochasic to approve the following leave requests and extension of an unpaid leave:

- a. Meredith Hodge – Extension of unpaid leave from January 4, 2016 - March 23, 2016; long-term sub will be Tiara Stossel.
- b. Megan Massarelli – FMLA leave from January 25 - February 12, 2016; additional paid/unpaid leave from February 15 - April 22, 2016; long-term sub will be Carrie Rausch
- c. Melissa Matis – FMLA leave from November 17, 2015 - February 23, 2016 pending supporting paperwork from physician; long-term sub will be Josette Kurey.

- d. Kelly Reilly – FMLA leave from January 4 to April 1, 2016; additional unpaid leave from April 2, 2016 to the end of the 1st semester of the 2016-17 school year; long-term sub will be Ashley Dreistadt.

Roll call vote: Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

A motion was made by Mr. Stovar 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. Dawn Brady – current SLA to be employed as long term sub for Jill Hauck at Harrison Park beginning tentatively the 2nd semester 2015-16 and maintaining current SLA pay and benefits
- b. Melissa Ruehl – SLA sub for Dawn Brady at Harrison Park beginning tentatively the 2nd semester of 2015-16 to be paid at the substitute daily rate
- c. Elizabeth Janus – Super Sub at Trafford Middle School effective November 23, 2015 to be paid at the substitute daily rate
- d. Bethany Smyda – current SLA to be employed as long term sub for Breann Haywood at Harrison Park beginning tentatively December 1, 2015 through May 20, 2016 and maintaining current SLA pay and benefits
- e. Heather Ratica – current Super Sub to be employed as SLA sub for Bethany Smyda at Harrison Park beginning tentatively December 1, 2015 through May 20, 2016 at the substitute daily rate
- f. Ashley Temple – substitute Super Sub for Heather Ratica at Harrison Park beginning tentatively December 1, 2015 at the substitute daily rate
- g. Alexis Ciacco – Super Sub at Level Green Elementary effective Wednesday, December 2, 2015 at the substitute daily rate
- h. Ashley Dreistadt – English long term sub for Kelly Reilly at Penn Middle School effective December 21, 2015 at the substitute daily rate
- i. Josette Kurey – English long term sub for Melissa Matis at Trafford Middle School effective November 24, 2015 at the substitute daily rate
- j. Nicole Zoglmann – English tutor at Penn-Trafford High School effective December 1, 2015 at the substitute daily rate
- k. Amy Passante – Paraprofessional at Harrison Park Elementary at \$10.35/hour effective December 1, 2015
- l. Renee Basista – Paraprofessional at McCullough Elementary at \$10.35/hour effective December 1, 2015
- m. Beth Biroscak – Paraprofessional (3.5 hour non-union position) at Harrison Park at \$10.35/hour effective 12/1/15
- n. Tammy Ross – Special Education Instructional Classroom Aide at Trafford Elementary School at a salary of \$28,000 prorated based on a start date of 2/7/15

Roll call vote: Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mrs. Ising: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

A motion was made by Mr. Stovar and seconded by Mr. Leonard to approve the following termination:

a. Lisa O'Connor – Paraprofessional at Penn Middle School effective December 2, 2015

Roll call vote: Dr. Koscho: yes; Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

A motion was made by Mr. Stovar and seconded by Mr. Niemiec to adopt the 2016-2017 School Calendar as recommended by the Superintendent and make it a part of the official minutes. The 2016-2017 school year will begin with an In-Service Day on Monday, August 22, 2016 and will officially terminate on June 30, 2017. The last day of instruction for Grades K-11 will be Friday, May 26, 2017 unless it becomes necessary to extend the school calendar because of weather conditions, emergencies or other urgent reasons.

Roll call vote: Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

A motion was made by Mr. Stovar and seconded by Mr. Matarazzo to adopt the 2016-2017 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. Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

POLICY/PUBLIC RELATIONS/LEGISLATIVE/TITLE II

A motion was made by Mr. Matarazzo and seconded by Mr. Leonard to accept and file the minutes of the Superintendent's Information/Committee meeting held on Monday, November 2, 2015. Motion carried.

A motion was made by Mr. Matarazzo and seconded by Mrs. Ising to appoint the following Recreation Board Representatives:

- a. Penn Township Representatives: Mr. Philip Kochasic and Dr. Scott Koscho
- b. Trafford Borough Representative: Mr. Nick Petrucci
- c. Penn Borough Representative: Dr. Jay Tray

Roll call vote: Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

A motion was made by Mr. Matarazzo and seconded by Mr. Kochasic to appoint the following as Penn Township Area Recreation Committee Representatives (PTARC):

- a. Mr. Nick Petrucci
- b. Dr. Matthew Harris
- c. Mr. Greg Capoccioni

Roll call vote: Mr. Stovar: yes; Dr. Tray: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

A motion was made by Mr. Matarazzo and seconded by Dr. Koscho to nominate Mr. Dallas Leonard as the board's candidate to stand for election to the WIU Board of Directors for a term commencing July 1, 2016 through June 30, 2019.

Roll call vote: Dr. Tray: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: abstain; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

TAXES/INSURANCE/CENSUS

A motion was made by Mr. Niemiec and seconded by Mrs. Ising to approve the Tax Resolution Act I Taxpayer Relief Act limiting the tax increase for the 2016-2017 Fiscal Year to 3.1%. A copy of the resolution will be filed with the official minutes of this meeting.

Roll call vote: Mrs. Ising: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Stovar: yes; Dr. Tray: yes; Mr. Petrucci: yes. Result of vote: 9 yes; 0 no; 0 absent. Motion carried.

ADJOURNMENT

A motion was made by Mrs. Ising and seconded by Mr. Kochasic to adjourn the meeting at 8:28 p.m. Motion carried.

Board President

Board Secretary