

PENN-TRAFFORD SCHOOL DISTRICT  
Harrison City, Pennsylvania

March 14, 2016

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, March 14, 2016.

Mr. Petrucci, Board President called the meeting to order at 7:02 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. Martin Stovar, Dr. Jay Tray, Mr. Brett Lago, Board Secretary, Mr. Falco Muscante, Solicitor, Dr. Matthew Harris, Superintendent, Mr. Scott Inglese, Assistant Superintendent, and Mr. Greg Karazsia, Director of Student Learning Supports. Mr. Tony Aquilio, Mr. Jim Simpson, Mr. Joe Marasti, and Mr. Shaun Rinier, PTEA Representative were 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, February 8, 2016 as presented. Motion carried.

**INFORMATION**

The following students were honored as Students of the Month:

- Olivia Pepple – 4<sup>th</sup> Grade at McCullough Elementary School
- Alayna Moorhead – 8<sup>th</sup> Grade at Penn Middle School
- Andre Guest – Senior at 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. Aquilio reported the following high school happenings:

- The Mock Trial Team won their competition for Westmoreland County. This was the first time they won since they started in 1988. Regionals will be held at the Westmoreland County Court House on Tuesday, March 15, 2016 at 5:00 if anyone would like to attend. If they win regionals, they will move to the State finals.
- A student who fell victim to the Internet and was kidnapped from her Pittsburgh neighborhood before being rescued by the FBI will be speaking at an assembly this Friday, March 18, 2016 for the 11<sup>th</sup> and 12<sup>th</sup> graders at 1:00 p.m.

**RECOGNITION OF VISITORS**

Mr. Dave Danser addressed the board regarding the recent band activities and competitions.

A motion was made by Mr. Leonard and seconded by Mrs. Ising to approve the treasurer's report for the month of February 2016 and the high school extracurricular fund report for the months of January and February 2016 as presented and to make them a part of the official minutes of this meeting. Motion carried.

A motion was made by Mr. Niemiec and seconded by Mr. Matarazzo that the list of bills for March 2016 be paid as presented.

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.

Mr. Petrucci announced that an executive session was held prior to the meeting to discuss personnel litigation, real estate and confidential student matters, and to receive information from the Superintendent.

### **ATHLETICS AND EXTRACURRICULAR**

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

- 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

Motion carried.

A motion was made by Dr. Koscho and seconded by Mr. Leonard 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

Motion carried.

### **BUDGET AND FINANCE**

A motion was made by Mr. Kochasic and seconded by Mr. Niemiec 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  |

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. Kochasic and seconded by Mr. Niemiec 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

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. Kochasic and seconded by Mrs. Ising 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 Zelenkofske Axelrod, Certified Public Accountants. A copy of the audit will be filed in the Business Office.

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. Kochasic and seconded by Mr. Leonard 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.

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 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's budget impasse. Interest incurred will be billed to the Commonwealth.

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.

### **PERSONNEL AND CURRICULUM**

A motion was made by Mr. Stovar and seconded by Mr. Kochasic to approve additional substitute teachers and support personnel for the month of March 2016. Motion carried.

A motion was made by Mr. Stovar and seconded by Dr. Tray 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

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. Stovar and seconded by Mrs. Ising 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

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.

A motion was made by Mr. Stovar and seconded by Mr. Matarazzo 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.

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 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. 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

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. Niemiec 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>)

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. Kochasic 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.

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 Dr. Tray to approve the expulsion of Student #EX201516001 per the terms of the agreement.

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. Stovar and seconded by Mr. Kochasic 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/<br>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 |

Motion carried.

**POLICY/PUBLIC RELATIONS/LEGISLATIVE/TITLE II**

A motion was made by Mr. Matarazzo and seconded by Mr. Niemiec to accept and file the minutes of the Superintendent's Information/Committee meeting held on Monday, February 1, 2016. Motion carried.

A motion was made by Mr. Matarazzo and seconded by Mr. Niemiec 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.

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 Mrs. Ising 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

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.

### **TAXES/INSURANCE/CENSUS**

A motion was made by Mr. Niemiec and seconded by Mr. Kochasic 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

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.

### **ADJOURNMENT**

A motion was made by Mr. Kochasic and seconded by Dr. Koscho to adjourn the meeting at 7:55 p.m. Motion carried.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary