

PENN-TRAFFORD SCHOOL DISTRICT  
Harrison City, Pennsylvania

November 10, 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, November 10, 2014 at 7:00 p.m.

Mrs. Toni Ising, Board President called the meeting to order at 7:04 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, Mr. Martin Stovar, Dr. Jay Tray, Mr. Brett Lago, Board Secretary, Ms. Judy Shopp, Solicitor, Dr. Matthew Harris, Superintendent, Mr. Scott Inglese, Assistant Superintendent, and Mr. Gregory Karazsia, Director of Student Learning Supports. Mr. Lucas Johnson, Student Union Representative was also present.

**ROLL CALL**

A motion was made by Mr. Petrucci and seconded by Mr. Kochasic to approve the minutes of the regular meeting held on Monday, October 13, 2014 as presented to the board. Motion carried.

**SECRETARY'S  
REPORT APPROVED**

**INFORMATION**

Mr. Johnson, Student Union Representative reported the following:

- He recapped their great fall sports season.
- The Community Action Program is collecting supplies for the Oakland VA Hospital.
- The Toys for Tots collection will run from November 10 through December 10.
- Over 750 students attended the Homecoming dance.
- The high school renovations are going well for the students.

**STUDENT UNION REP  
REPORT**

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

- Joshua Boss – 1<sup>st</sup> grader at McCullough Elementary School
- Chris Abreu – 8<sup>th</sup> grader at Penn Middle School
- Anna Hays – 11<sup>th</sup> grader at Penn-Trafford High School

**STUDENTS OF THE  
MONTH HONORED**

Before honoring their students, each principal gave an update on the goals and 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.

Dr. Harris reported that the Naming Rights Committee met to finalize their plans. He had also received a letter to the board from the Kelly family expressing their continued appreciation for the dedication of the press box.

Dr. Harris announced that three of Mrs. Datz's life skills students at Penn Middle School placed first or received an award for the annual Championship of the Arts Competition. The students will be honored at Latrobe Arts Center on November 15.

Dr. Harris reported that the district was to receive \$11,000 from CWCTC at the end of their audit but will receive an additional payment of \$33,429.03.

**TREASURER'S  
REPORTS APPROVED**

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

**NOVEMBER 2014  
BILLS APPROVED FOR  
PAYMENT**

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

Roll call vote: Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Newell: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: yes; Dr. Tray: yes; Mrs. Ising: yes. Result of vote: 8 yes; 0 no; 1 absent. Motion carried.

**EXECUTIVE SESSION**

Mrs. Ising announced that an executive session was held prior to the meeting to gather information.

**ATHLETICS AND EXTRACURRICULAR**

**RESIGNATIONS  
ACCEPTED**

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

- a. Amy Kelly – Varsity Girls Assistant Volleyball Coach
- b. Phillip Moses – Track Coach/Assistant
- c. Steve Weir – Jr. High Girls Head Volleyball Coach
- d. Lea Wentroble – 7<sup>th</sup>/8<sup>th</sup> Grade Girls Head Soccer Coach
- e. Christina Wukich – Student Testing Coordinator (shared)
- f. Jason Zimmer – 7<sup>th</sup>/8<sup>th</sup> Grade Girls Assistant Soccer Coach

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. Ernie Furno – Assistant Varsity Baseball Coach
- b. John Shusteric – JV Baseball Coach

Roll call vote: Dr. Koscho: yes; Mr. Leonard: yes; Mr. Newell: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: yes; Dr. Tray: yes; Mr. Kochasic: yes; Mrs. Ising: yes. Result of vote: 8 yes; 0 no; 1 absent. Motion carried.

**BUDGET AND FINANCE**

**RENOVATION  
EXPENDITURES  
APPROVED FOR  
OCTOBER 2014**

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

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|------------------------------|--------------|
| a. Axis Architecture         | \$ 9,801.63  |
| b. Massaro Construction      | \$ 20,500.00 |
| c. Lobar, Inc.               | \$597,575.23 |
| d. Whitby, Inc.              | \$285,047.68 |
| e. Bob Biter Electrical Ent. | \$250,512.80 |
| f. Vrabel Plumbing Co.       | \$120,816.00 |
| g. Kruman Equipment Co.      | \$ 2,561.00  |
| h. Tri-State Video Services  | \$ 33,386.73 |

Roll call vote: Mr. Leonard: yes; Mr. Newell: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: yes; Dr. Tray: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mrs. Ising: yes. Result of vote: 8 yes; 0 no; 1 absent. Motion carried.

A motion was made by Mr. Kochasic and seconded by Mr. Petrucci to approve the additional amount of \$550.00 for October's credit reimbursements per the new PTEA contract approved November 3, 2014. A copy of the revised list will be filed with the official minutes of this meeting.

**ADDITIONAL CREDIT  
REIMBURSEMENTS  
APPROVED**

Roll call vote: Mr. Newell: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: yes; Dr. Tray: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mrs. Ising: yes. Result of vote: 8 yes; 0 no; 1 absent. Motion carried.

A motion was made by Mr. Kochasic and seconded by Mr. Petrucci to approve change orders to date amounting to a credit of \$19,197.90.

**CHANGE ORDER  
CREDIT APPROVED**

Roll call vote: Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: yes; Dr. Tray: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Newell: absent; Mrs. Ising: yes. Result of vote: 8 yes; 0 no; 1 absent. Motion carried.

Mr. Kochasic asked Mr. Inglese to provide information to the board on the following motion regarding a change order.

**ACTION ITEM:**

**A motion was made by Mr. Kochasic and seconded by Mr. Leonard to approve a change order in the amount of \$16,905.00 for extra grading required due to the redesign of the bus loop.**

**CHANGE ORDER FOR  
ADDITIONAL GRADING  
APPROVED**

**Roll call vote: Mr. Petrucci: yes; Mr. Stovar: yes; Dr. Tray: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Newell: absent; Mr. Niemiec: yes; Mrs. Ising: yes. Result of vote: 8 yes; 0 no; 1 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 November 2014. Motion carried.

**ADD'L SUBS/SUPPORT  
PERSONNEL  
APPROVED**

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

**FMLA LEAVE  
REQUESTS APPROVED**

- a. Jennifer McClintock – FMLA leave from April 21 – May 27, 2015
- b. Patricia Menz – Unpaid medical leave extension of 90 days from October 31, 2014 – January 31, 2015
- c. Sara Oliver – FMLA leave from May 11 – May 27, 2015

Roll call vote: Mr. Stovar: yes; 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: 8 yes; 0 no; 1 absent. Motion carried.

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

**CONFERENCE  
REQUESTS APPROVED**

- a. Kathy Kelly-Garris – National Council of Teachers of English Conference in Washington, DC from November 21-23, 2014 at a cost of \$606.00 to the district.

- b. Brandy Lockwood - National Council of Teachers of English Conference in Washington, DC from November 21-23, 2014 at a cost of \$350.00 to the district.
- c. Janice Nabuda – Liberty and the Declaration of Independence Conference in Charlottesville, VA from November 21-23, 2014. The only cost to the district will be mileage.

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: yes; Mrs. Ising: yes. Result of vote: 8 yes; 0 no; 1 absent. Motion carried.

**ADDENDUM TO  
SUPER. & ASST.  
SUPER. CONTRACTS  
APPROVED**

A motion was made by Mr. Petrucci and seconded by Mr. Kochasic to approve the addendum to the Superintendent and Assistant Superintendent contracts.

Roll call vote: Mr. Kochasic: yes; Dr. Koscho: yes; Mr. Leonard: yes; Mr. Newell: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: yes; Dr. Tray: yes; Mrs. Ising: yes. Result of vote: 8 yes; 0 no; 1 absent. Motion carried.

**RESIGNATION  
ACCEPTED**

A motion was made by Mr. Petrucci and seconded by Mr. Leonard to accept the resignation of Rebecca Mitchell, Special Education Classroom Instructional Aide at Penn Middle School effective November 6, 2014. Motion carried.

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

**INFO/COMMITTEE  
MEETING MINUTES  
APPROVED**

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 Monday, October 6, 2014. Motion carried.

**CWCTC JOINT  
OPERATING  
COMMITTEE REP  
APPOINTED**

A motion was made by Dr. Tray and seconded by Dr. Koscho to appoint Mr. Nick Petrucci as CWCTC Joint Operating Committee Representative for 2014-2015.

Roll call vote: Dr. Koscho: yes; Mr. Leonard: yes; Mr. Newell: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: yes; Dr. Tray: yes; Mr. Kochasic: yes; Mrs. Ising: yes. Result of vote: 8 yes; 0 no; 1 absent. Motion carried.

**REVISED POLICIES  
GIVEN FINAL  
APPROVAL**

A motion was made by Dr. Tray and seconded by Mr. Petrucci to approve the following revised policies and administrative regulations as presented to the board. These policies and regulations were tentatively approved at the October 13, 2014 board meeting. A copy of these policies and regulations will be made an official part of the minutes.

- 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. Leonard: yes; Mr. Newell: absent; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: yes; Dr. Tray: yes; Mr. Kochasic: yes; Dr. Koscho: yes; Mrs. Ising: yes. Result of vote: 8 yes; 0 no; 1 absent. Motion carried.

**ADJOURNMENT**

A motion was made by Mr. Kochasic and seconded by Mr. Leonard to adjourn the meeting at 7:39 p.m. Motion carried.

**ADJOURNMENT**

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Board President

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Board Secretary