

PENN-TRAFFORD SCHOOL DISTRICT  
Harrison City, Pennsylvania

April 8, 2019

The Board of School Directors of the Penn-Trafford School District held its regular board meeting in the LGI Room at Penn-Trafford High School, Harrison City, PA on Monday, April 8, 2019.

Mrs. Toni Ising, Board Vice President called the meeting to order at 7:00 p.m. The following members were present: Mrs. Toni Ising, Mr. Phil Kochasic,, Mr. Dallas Leonard, Mr. Jim Matarazzo, Mr. Richard Niemiec, Mr. Nick Petrucci, Mr. Martin Stovar, Mr. Brett Lago, Board Secretary, Ms. Christina Lane, Solicitor, Dr. Matthew Harris, Superintendent, and Mr. Scott Inglese, Assistant Superintendent.

A motion was made by Mr. Niemiec and seconded by Mr. Petrucci to approve the minutes of the regular meeting held on Monday, March 11, 2019 as presented. Motion carried.

**INFORMATION**

Mr. Hetrick acknowledged the wrestling, swimming, bowling, track & field and cheerleading coaches who introduced their student athletes and commended them for their accomplishments during the Winter Sports season.

Dr. Harris provided an update on the High School Drama Club production of 'The Addams Family' and also shared information on the Westmoreland County Committee on Legislative Action.

A motion was made by Mr. Niemiec and seconded by Mr. Matarazzo to approve the treasurer's report for the month of March 2019 and the high school extracurricular fund report for the month of March 2019 as presented and make them a part of the official minutes of this meeting. Motion carried.

A motion was made by Mr. Petrucci and seconded by Mr. Niemiec to approve the payment of bills for the month of April 2019.

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

**EXECUTIVE SESSION**

Mrs. Ising announced that an executive session was held prior to the meeting to discuss personnel and litigation and to receive information on the process for guaranteed energy saving projects.

### **ATHLETICS AND EXTRACURRICULAR**

A motion was made by Mr. Matarazzo and seconded by Mr. D. Leonard to accept the following retirement resignation:

- a. Robert Cummins – Bowling Coach effective March 22, 2019

Motion carried.

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

- a. Mr. Richard Ginther – Head Wrestling Coach effective March 25, 2019

Motion carried.

### **BUDGET AND FINANCE**

A motion was made by Mr. Kochasic and seconded by Mr. D. Leonard to award the lotted bid for Multi-Purpose Paper and purchase the items, per the school district's quantity request, at the referenced prices from W.B. Mason Co., Inc., the party whom the Westmoreland Intermediate Unit Joint Purchasing Consortium has recommended as the lowest responsible bidder meeting or equaling specifications for the 2019-2020 school year. A copy of the individual award will be filed in the district's business office.

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

A motion was made by Mr. Kochasic and seconded by Mr. Petrucci to adopt a resolution approving the 2019-2020 proposed budget for the Central Westmoreland Career & Technology Center in the amount of \$7,178,580.10. The anticipated cost to the Penn-Trafford School District is \$469,193.20.

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

A motion was made by Mr. Kochasic and seconded by Mr. Matarazzo to approve the Penn-Trafford School District's contributions to the area Recreation Committees for 2019-2020 as follows:

- a. Penn Township           \$9,778.50
- b. Trafford Boro            \$1,085.10
- c. Manor Boro             \$1,061.33

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

A motion was made by Mr. Kochasic and seconded by Mr. Niemiec to approve an agreement with BRITEWISE, Inc. for information technology services from May 1, 2019 through April 30, 2020 at a cost to the district of \$88,832.00 plus a 35% service fee. The agreement provides for the following positions to be filled by BRITEWISE:

- a. Technology Assistant - Software Programs
- b. Hardware Repair Technician

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

### **BUILDINGS AND GROUNDS/SAFETY**

A motion was made by Mr. D. Leonard and seconded by Mr. Petrucci to table the request of the Township of Penn for a permanent storm sewer easement on the Harrison Park Elementary School property to facilitate work on the Marie Drive Storm Water Replacement Project.

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

A motion was made by Mr. D. Leonard and seconded by Mr. Petrucci to adopt the STEP UP Westmoreland Resolution effective April 8, 2019. A complete copy of the resolution will be filed with the official minutes of this meeting.

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

A motion was made by Mr. D. Leonard and seconded by Mr. Matarazzo to authorize Reynolds Energy Services to conduct load testing on the school district electrical facilities at a cost not to exceed \$70,000.00.

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

### **FOOD SERVICE**

A motion was made by Mr. Niemiec and seconded by Mr. Petrucci to renew the contract with Aramark for the 2019-2020 school year.

Roll call vote: Mrs. Ising: yes; Mr. Kochasic: yes; Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: yes; Mr. Niemiec: yes; Mr. Petrucci: yes; Mr. Stovar: yes; Dr. Koscho: absent. 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. Niemiec to approve the list of additional substitute teachers for the month of April 2019.

Motion carried.

A motion was made by Mr. Petrucci and seconded by Mr. Matarazzo 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 Barkefelt – Custodian at Penn-Trafford High School (Position #8 - 11:00 pm - 7:00 am Tues-Sat) effective April 9, 2019 at \$15.20/hour

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

A motion was made by Mr. Petrucci and seconded by Mr. Kochasic to accept the following retirement resignations:

- a. Jackie Berestecky - Clerk at McCullough Elementary School effective June 30, 2019
- b. John Dvoravic - Custodian at Penn-Trafford High School effective June 28, 2019

Motion carried.

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

- a. Adam Robison - PSSA Tutor at Penn Middle School effective April 4, 2019

Motion carried.

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

- a. Samantha Redinski – FMLA leave from March 11, 2019 to May 30, 2019
- b. Hunter Owen - FMLA leave from March 29, 2019 to April 5, 2019

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

A motion was made by Mr. Petrucci and seconded by Mr. Matarazzo to approve the following student teacher assignment:

Student Teacher:	Heather Viglione
School:	Carlow University
Cooperating Employee/Building:	Patrick Griffith, Penn-Trafford High School
Area:	Art
Dates:	March 4, 2019 - April 26, 2019

Motion carried.

A motion was made by Mr. Petrucci and seconded by Mr. D. Leonard to approve the following intern assignment:

Intern:	Steven Smith
School:	University of Pittsburgh
Cooperating Employee/Building:	Dr. Karin Coiner, Sunrise Elementary
Area:	Principal
Dates:	May 19, 2019 - August 18, 2019

Motion carried.

A motion was made by Mr. Petrucci and seconded by Mr. Matarazzo to approve the following out-of-state conference requests:

- a. Janna Belavic - "Creating Diversity & Inclusive ELA Classrooms" conference in Morgantown, WV on March 30, 2019 at a cost to the district of \$65.28

- b. Tony Aquilio and Greg Capoccioni - "National Mass Customized Learning Summit" from July 16-18, 2019 in Rapid City, SD at no cost to the district

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

A motion was made by Mr. Petrucci and seconded by Mr. Kochasic to approve the Penn-Trafford School District Special Education Plan for July 1, 2019 through June 30, 2022 as presented by Mr. Karazsia. The plan meets all requirements of the Department of Education and was available for public inspection on the school district website as required.

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

A motion was made by Mr. Petrucci and seconded by Mr. Matarazzo to approve the Student Assistance Program Agreement for the 2019-2020 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. Petrucci: yes; Mr. Stovar: yes; Mrs. Ising: yes; Mr. Kochasic: yes; Mr. B. Leonard: absent; Mr. D. Leonard: yes; Mr. Matarazzo: yes; Dr. Koscho: absent. Result of vote: 7 yes; 0 no; 2 absent. Motion carried.

A motion was made by Mr. Petrucci and seconded by Mr. D. Leonard to approve the Student Services Interagency Agreement with the Westmoreland Intermediate Unit #7 from July 1, 2019 through June 30, 2020.

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

A motion was made by Mr. Petrucci and seconded by Mr. Niemiec to authorize the administration to request three (3) eight-hour days from the Department of Education under Act 80 for the 2019-2020 school year. The release time will be used for teacher in-service, parent conferences, curriculum development and long-range plan activities.

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

A motion was made by Mr. Petrucci and seconded by Mr. Niemiec to approve the following textbook for the 2019-2020 school year which are in the textbook budget according to the textbook cycle:

- a. Title: HMH Avancemos Level 1 2018ed 6 Year Premium Bundle w/PD Session Revised  
Publisher: Houghton Mifflin Harcourt  
Level: 1  
Class: Spanish  
Cost: \$30,467.35

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

A motion was made by Mr. Petrucci and seconded by Mr. Kochasic to approve the following foreign exchange student for the 2019-2020 school year:

Name: Charlotte Meinel  
Country: Germany  
Sponsoring Individual: Glenda Balacko

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

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

A motion was made by Mr. Stovar and seconded by Mr. Kochasic to accept and file the minutes of the Superintendent's Information/Committee meeting held on March 4, 2019.

Motion carried.

A motion was made by Mr. Stovar and seconded by Mr. D. Leonard to tentatively approve the following board policies and administrative regulation:

- a. 222 Tobacco/Nicotine
- b. 222-AR-0 Tobacco/Nicotine
- c. 323 Tobacco/Nicotine

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

A motion was made by Mr. Stovar and seconded by Mr. Kochasic to rescind the following administrative regulation:

a. 222-AR-0-Form Tobacco Use Violation Parental Notification

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

A motion was made by Mr. Stovar and seconded by Mr. Niemiec to appoint Jim Matarazzo as PSBA voting delegate for the 2019-2020 school year.

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

A motion was made by Mr. Stovar and seconded by Mr. Niemiec to adopt a resolution supporting Senate Bill 34 and House Bill 526 for School Districts Providing Their Own Cyber Learning Programs. A complete copy of the resolution will be filed with the official minutes of this meeting.

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

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

A motion was made by Mr. D. Leonard and seconded by Mr. Kochasic to approve the filing of a request for exoneration of township property tax with Penn Township for property identified as Tax Map Number 55-14-09-0-088.

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

### **SOLICITOR'S REPORT**

Ms. Lane had distributed a written report to the board prior to the meeting.



## **ADJOURNMENT**

A motion was made by Mr. Kochasic and seconded by Mr. Matarazzo to adjourn the meeting at 8:00 p.m.