



Peters Township School District

**MINUTES
PETERS TOWNSHIP BOARD OF SCHOOL DIRECTORS
REGULAR MEETING
MONDAY, SEPTEMBER 15, 2014
7:30 P.M. – DISTRICT ADMINISTRATION OFFICES**

CALL TO ORDER: Mr. McMurray, President, called the regular meeting of the Peters Township Board of School Directors to order at 7:40 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL: Present were: Mr. Dunleavy, Mrs. Gregg, Mr. McMurray, Mrs. Anderson, Dr. Hardy, Mr. Merrell, Mrs. Erenberg, and Mrs. Bowman and Mrs. Smith.

Also present were Dr. Jeannine French, Superintendent, Mr. Vincent Belczyk, Business Manager, Dr. Jennifer Murphy, Assistant Superintendent for Performance Management, Dr. Patricia Kardambikis, Assistant Superintendent, Patricia Kelly, Director of Pupil Personnel, Ron Gault, Director of Buildings and Grounds, Shelly Belcher, Communications Coordinator, and Jocelyn Kramer, Solicitor.

SUPERINTENDENT'S COMMENTS

- Celebration of Excellence
- Dr. French thanked staff, students and families for making back to school a positive experience.
 - The District celebrated the following
 - PTHS proudly announces that 140 students have earned AP Scholar awards for their performance on the 2014 AP exams.
 - High School Librarian Lindsey Myers and library aide Mary Fetcher accompanied six students to the National Book Festival in the Library of Congress in Washington DC on Labor Day weekend. The students are part of the High School's Library Advisory Council and Book Group. The students took part in author lectures and book signings throughout the day, and were able to take part in many activities that celebrated their love of reading!
 - The math curriculum in grades K-6 is new for this school year and the District has provided an informational website for parents that can help them to better understand the lesson structure and provides access to the online textbook.
 - We're off to a great start for the fall sports season and would like to congratulate the teams above who are off to undefeated section starts to the season! In addition, the boys soccer team is ranked #1 in the WPIAL and girls soccer is ranked #2. Go Indians!
 - The Education Foundation marked their first participation in the Washington County Community Fund's Day of Giving with a huge success on September 10. In just a 12 hour period, PT staff and families donated more than \$5,000 to the Foundation. A percent of those funds will now be matched by the WCCF for an even bigger boost to the Foundation's efforts for this year. In January, the Foundation will once again award grants for our teachers with the funds.

- The District has created a website for volunteers to help parents step by step through the procedures of applying for clearances. The new policy requires that any parent volunteers who may be alone with a student must have the proper clearances. Visit the District website for links to start the process and detailed list of frequently asked questions that can help!
- Orchestra teacher Marlina Defelice has been asked to be a presenter at the Pennsylvania Music Educators Association (PMEA) fall workshop in November regarding her experience as a Middle and High School level orchestra teacher. The workshop for music educators across the region will take place at CMU.
- Patricia Kelly, Director of Pupil Services shared highlights of her responsibilities within her department.

QUESTIONS AND COMMENTS FROM THE FLOOR (15 minutes)

(Peters Township School District Policy 1312)

Peters Township School District values parent and community engagement.

No comments

PRESIDENT'S COMMENTS

Mr. McMurray announced Executive Sessions were held on September 8, 2014 and September 15, 2014 to discuss litigation, personnel and negotiation items.

OLD BUSINESS: None

NEW BUSINESS: Mrs. Bowman moved to consider a motion to suspend Peters Township School District Policy 9368 (Order of Business) for this meeting only. Seconded by Mr. Merrell

MOTION CARRIED UNANIMOUSLY (9-0)

Dr. Hardy stated he would like the administration work with the Athletic Director to bring a proposal to the board for multiyear contracts for the coaches thereby eliminating the year to year appointments. He stated the Athletic Director currently supports multiyear contracts for all coaches, assistants and volunteers.

Mrs. Bowman stated she supports the need for long term commitments.

Mrs. Gregg stated the District has good reputable coaches and she has no problem in maintaining their status.

Mrs. Anderson stated she would support long term contracts if accountability can be assured.

Dr. French stated Administration will prepare a proposal in cooperation with the Solicitor to assure no increased liability to the District

I. BUSINESS OFFICE

RECOMMENDATION: Consider a motion to approve Business Office recommendations as follows (attachments 1 through 8):

1. Approval of the minutes for the Regular Meeting dated August 18, 2014.
2. Approval of the Treasurer's Report for August 2014 with a balance of \$8,186,988.07.
3. Approval of General Fund bills for August 14 through September 11, 2014.
4. Approval of the Capital Facilities Fund bills for August 14, 2014 through September 11, 2014.
5. Approval of the McMurray Elementary School Activity Fund report for August 2014.
6. Approval of the Middle School Activity Fund report for August 2014.
7. Approval of the High School Athletic Fund report for August 2014.
8. Approval of the High School Activity Fund report for August 2014.

Note: The Food Service bills for August are not included.

MOTION:

Mrs. Smith moved for approval of the Business Office recommendations 1 through 8, seconded by Mr. Merrell

Public Comment: None

**MOTION CARRIED UNANIMOUSLY
(9-0)**

II. BOARD COMMITTEES

Personnel

Ron Dunleavy

Mr. Dunleavy commented on the resignation Dr. Kardambikis that she will be missed and the District thanks her for her time and effort.

Public Comment: None

Buildings and Grounds

Bill Merrell

Mr. Merrell announced the next Buildings and Grounds Committee Meeting is scheduled for September 29, 2014.

1. **RECOMMENDATION:** Consider a motion to approve Administration consulting with HHSDR for an engineering survey of the Heating and Ventilation system including Direct Digital Control requirements of the District Administration Office. Funds are provided by the Capital Projects Account.

MOTION:

Mr. Merrell moved for approval of recommendation 1, seconded by Mrs. Bowman
A discussion was held on the above recommendation

Public Comment: None

MOTION CARRIED UNANIMOUSLY

(9-0)

2. **RECOMMENDATION:** Consider a motion to award the purchase of the Raptor Visitor Management System to Raptor Technologies, LLC at a cost of \$8,000. Funds are provided by the Capital Projects Account.

MOTION:

Mr. Merrell moved for approval of recommendation 2, seconded by Mrs. Smith
A discussion was held on the above recommendation

Public Comment: None

MOTION CARRIED UNANIMOUSLY

(9-0)

Mr. Merrell asked the board to consider accepting bids on replacing the air conditioner at the High School TV Studio that can be discussed September 29, at 6:30 pm during Buildings and Grounds Committee

Public Comment: None

Education

Sue Smith reported an Education Committee meeting was originally scheduled on September 22, 2014 had been now scheduled for October.

Mrs. Smith stated how helpful Dr. Kardambikis has been to her while serving on the Education Committee.

Public Comment: None

Finance

Jamison Hardy

3. **RECOMMENDATION:** Consider a motion to approve authorizing the incurring of nonelectoral debt by issuance of general obligation bonds, in the aggregate principal amount not to exceed Twelve Million and 00/100 Dollars (\$12,000,000.00); covenanting to pay, and pledging unlimited taxing power for the payment of, the bonds; establishing a sinking fund and appointing a sinking fund depository; fixing the form, maximum interest rates, maturity dates, and other provisions for the payment thereof; covenanting to accept a proposal for the purchase of the bonds; authorizing a filing of required documents with the department of community and economic development; ratifying and directing certain actions of officers; and making certain other covenants and provisions in respect of the bonds.

MOTION:

Dr. Hardy moved for approval of recommendation 3, seconded by Mr. Dunleavy
Mr. Mike Zubasic from PNC explained the details of the increase in the amount to borrow.

A discussion was held on the above recommendation

Public Comment: None

MOTION CARRIED UNANIMOUSLY

(9-0)

Policy

Lisa Anderson

Mrs. Anderson announced the next Policy Committee Meeting is scheduled for September 22, 2014.

The meeting was originally scheduled to occur on September 29, 2014.

Mrs. Anderson thanked Dr. Kardambikis for working so diligently on the policies with her and thanked her for her service to the District and wished her luck.

Public Comment: None

PSBA

Lisa Anderson

1. **RECOMMENDATION:** Consider a motion to approve the selection of the following candidates to the Pennsylvania School Boards Officers:

Positions

President Elect

Vice President

Treasurer

At Large Representative (West)

Candidates

Kathy W. Swope

Mark B. Miller

Otto W. Voit III

Daniel J. O'Keefe

MOTION:

Mrs. Anderson moved for approval of recommendation 1, seconded by Mrs. Erenberg

A discussion was held on the above recommendation

Public Comment: None

MOTION CARRIED UNANIMOUSLY

(9-0)

Western Area Career and Technology Center

Sandy Gregg

Mrs. Gregg announced the next Joint Operating Committee Meeting will be held on September 24, 2014.

Public Comment: None

SHASDA

Ron Dunleavy

Mr. Dunleavy announced the first SHASDA meeting of the new school year is September 25, 2014 at Upper St. Clair School District’s LGI Room. The Speaker will be Dr. Gerald Shuster, Professor of Political Communications at the University of Pittsburgh. All Board Members and Administrators are invited to attend.

Public Comment: None

Intermediate Unit

Thomas McMurray

Mr. McMurray announced the next Board of Directors meeting will be held on September 25, 2014.

Public Comment: None

SUPERINTENDENT’S AGENDA

III. CERTIFICATED PERSONNEL

RECOMMENDATION: Consider a motion to approve Certificated Personnel recommendations as follows:

- 1. Approve the following resignations:

Name: Dr. Patricia Kardambikis
Position: Assistant Superintendent
Effective: October 1, 2014

Name: Madhura Ranade
Position: Science Teacher / High School
Effective: September 15, 2014

- 2. Approve the following changes of classification:

Name: Dr. Jennifer L. Murphy
From: Assistant to the Superintendent for Performance Management
To: Assistant Superintendent
Effective: October 1, 2014 – September 30, 2017

Name: Kevin Lawrence
From: Bachelors, Step 6
To: Master's, Step 6
Effective: 2014-2015 School Year

Name: Meredith Price
From: Master's, Step 4
To: Master's, plus 20 Step 4
Effective: 2014-2015 School Year

3. Approve the following as long term substitute:

Name: Brendan Albright
Position: Long Term Substitute Science Teacher
Assignment: High School
Salary: Bachelors, Step 1 (pro-rated)
Effective: September 16, 2014
Replaces: Madhura Ranade

4. Approve the following student teachers/observers/interns for the 2014-15 school year. All compliance documents for the following individuals are on file.

Name: Katie Vercek
Dates of Assignment: 9/16/14 - 11/28/14
College or University: Seton Hill
Curriculum Major: Music
PTSD Teacher & Bldg.: Barb Viola/Pleasant Valley
Assignment: Student teacher

Name: Kali Aloia
Dates of Assignment: 2/2/15 - 2/28/15
College or University: Indiana University of Pennsylvania
Curriculum Major: Public Health
PTSD Teacher & Bldg.: Betsy Gunter/High School
Assignment: Internship

5. Approve the following day-to-day substitute teachers for the 2014-15 school year:

1. Angelini, Christie – Grades PK-4
2. Bosiljerac, Mary – English 7-12
3. Burzese, Alexa – Grades PK-4
4. Caven, Karen – Elementary K-6
5. Colella, Brittany – Elementary K-6
6. DeCarlo, Jayme – Grades PK-4 and Special Education PK-8
7. Evanovich, Carolyn – Nurse
8. Giuliani, Laura – Elementary K-6

9. Hoffman, Alyssa – Grades PK-4
10. Hornburg, Vonnie – Art K-12
11. Gunzenhauber, Ann – Elementary K-6
12. Jozwiak, Mary Beth –Elementary K-6
13. Kisty, Kara – Elementary K-6
14. Luppe, Michele – Nurse
15. MacLeod, A. Scott – Elementary K-6
16. Stopko-Castanet, Ammie – Elementary K-6
17. Thomas, Adam – Grades 4-8 (All subjects 4-6, Mathematics 7-8)
and Grades 4-8 (All subjects 4-6, English Language Arts and Reading 7-8)
18. Troutman, Ruth Ann—Nurse
19. Wilcox, Diane – Nurse

MOTION:

Mrs. Erenberg moved for approval of recommendations 1-5, seconded by Mr. Merrell
Public Comment: None

**MOTION CARRIED UNANIMOUSLY
(9-0)**

IV. NON-CERTIFICATED PERSONNEL

RECOMMENDATION: Consider a motion to approve Non-Certificated Personnel recommendations as follows:

1. Approve the following retirement:

Name: Joseph Tonecha
Position: Maintenance Department
Effective: September 30, 2014

2. Approve the following changes in assignment:

Name: Carol Zaimis
From: Class III Secretary, District Administrative Office
To: Confidential Secretary, District Administrative Office
Effective: October 1, 2014
Name: Teresa Buzard
From: Part time Paraprofessional, Bower Hill Elementary
To: Full time Library Secretary, McMurray Elementary
Effective: September 16, 2014

3. Approve the following new hires:

Name: Karen Molk
Position: Cafeteria/ Playground Monitor
Assignment: Pleasant Valley Elementary

Salary: \$13.16/hr
Effective: September 16, 2014
Replacing: Debbie Medvid

Name: William Appel
Position: Cafeteria / Food Service
Assignment: McMurray Elementary
Salary: \$11.39/hr
Effective: September 16, 2014
Replacing: Jill Wales

4. Approve the following day-to-day non-teaching substitutes for the 2014-15 school year:

1. Ackerman, Katherine- Paraprofessional and Food Service
2. Hobb, Lauren – Paraprofessional and Bus Aide
3. Hornburg, Vonnie – Paraprofessional
4. Manhollan, Ronald – Custodian
5. Swindell, Chrisann – Clerical, Cafeteria/Food Service, Cafeteria/Playground Monitor

MOTION:

Mrs. Erenberg moved for approval of recommendations 1-4, seconded by Mr. Merrell
Public Comment: None

**MOTION CARRIED UNANIMOUSLY
(9-0)**

V. EXTRA-DUTY PERSONNEL/PROGRAMS

RECOMMENDATION: Consider a motion to approve Extra-Duty Personnel/Program recommendations as follows: (Note: All compliance documents for the following individuals are on file.)

1. Approve the following extra-duty Activities personnel resignation for the 2014-15 school year:

MIDDLE SCHOOL
Set Design (split)

Brian Griffin

2. Approve the following extra-duty Activities personnel for the 2014-15 school year:

MENTOR:
Jaylan Pinto
Brandi Deems
Renee Prince
Jason Keffel

ASSIGNED TEACHER:
Adam Brado – Social Studies / PTHS
Lauren Johnson – Special Education / McMurray
Andrea Raggi – Science / PTMS
Wendy Stark – 6th Grade / McMurray

Tammi Hanak
Pam Harrison
Dell Hickle
Sandra McWilliams

Morgan McWilliams – Spec. Ed. / Bower Hill
Nicole Burgard – Art / Bower Hill
Marissa Clancy – Special Education / PTHS
Pam Guenther – Title I Reading Specialists (Split 50%)
Kristen Spotler – Title I Reading Specialists (Split 50%)

HIGH SCHOOL (attachments)

Computer Club Sponsor	Lauren Stawartz
Students Against Destructive Decisions Sponsor (SADD)	Brendan Albright
Thespian Club Advisor	Kelly Barefoot (50% Split)
Thespian Club Advisor	Tiffany Kocan (50% Split)

3. Approve the following extra-duty Athletic personnel resignations for the 2014-15 school year:

HIGH SCHOOL

Swimming Assistant Coach	David “Alex” McLaren
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MIDDLE SCHOOL

Swimming Co-Head/Assistant Coach	David “Alex” McLaren
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4. Approve the following extra duty Athletic personnel for the 2014-15 school year: (attachments)

HIGH SCHOOL

Cheer Varsity Assistant Sponsor	Ashley Leddy (Split 50%)
Cheer Varsity Assistant Sponsor	Paige Conley (Split 50%)
Soccer Girls Assistant Coach	Shelli Spamer
Swimming Volunteer Coach	Luke Modrak

MIDDLE SCHOOL

Swimming Coed Head Coach	Todd Clark
Swimming Coed Assistant Coach	Brian Griffin

5. Approve the following status change in Athletics personnel for the 2014-15 school year:

<u>HIGH SCHOOL:</u>	<u>To:</u>	<u>From:</u>
Amanda Simmons	Cheer Volunteer	Cheer Varsity Assistant Sponsor

6. Approve the following extra-duty Facilitator personnel for the 2014-15 school year:

Nurse Facilitator	Carol O’Toole
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MOTION

Mrs. Erenberg moved for approval of recommendations 1-6, seconded by Mr. Merrell
Public Comment: None

MOTION CARRIED UNANIMOUSLY

(9-0)

VI. PROFESSIONAL CONFERENCES

RECOMMENDATION: Consider a motion to approve Professional Conferences as follows:

1. Approve the following professional conference(s):
(Employees will not be reimbursed for meals included in the conference--attachments):

Names: Pamela Bohn-Guenther – McMurray Elementary
Activities: PA Dept of Ed – LETRS Certified Train-the-Trainer Modules 4-6
Dates: September 16 – 19, 2014
Location: Harrisburg, PA
Estimated Cost: \$952

Names: Lori Pavlik – PTHS Principal
Activities: PAESSP 2014 State Conference
Dates: October 19 – 21, 2014
Location: Pittsburgh, PA
Estimated Cost: \$130

Names: Christian Lesnett – PTHS Assistant Principal
Activities: PASCSD – Leading an Innovative Culture for Learning
Dates: November 23 – 25, 2014
Location: Hershey, PA
Estimated Cost: \$835

Names: Brian Geyer – Athletic Director
Activities: NIAAA National Conference
Dates: December 13 – 16, 2014
Location: National Harbor, MD
Estimated Cost: \$1,400

MOTION:

Mrs. Erenberg moved for approval of recommendation 1, seconded by Mr. Dunleavy
Public Comment: None

MOTION CARRIED UNANIMOUSLY
(9-0)

VII. EDUCATIONAL PROGRAM AND STUDENT ACTIVITIES

RECOMMENDATION: Consider a motion to approve the Educational Programs and Student Activities as follows:

1. Approve the following fundraising activities:

Organization: Thespian Boosters
Purpose: Theatrical Productions
Dates: 2014-15 School Year
Location: Community
Activities: Personal and Business Ad Sales

Organization: Music Boosters
Purpose: Band trip & other expenses
Dates: Fall sports season – Trax Farms and home football games
Location: PTHS & Trax Farms
Activities: Funnel Cakes

Organization: PTHS Student Council
Purpose: Promote school spirit
Dates: September 16, 2014 until all t-shirts are sold
Location: PTHS
Activities: T-shirt sale

Organization: Soccer Boosters
Purpose: Season expenses
Dates: September 21, 2014
Location: Bruster's
Activities: Car Wash

Organization: Sophomore Class
Purpose: Club expenses
Dates: September 22 – October 17, 2014
Location: PTHS
Activities: Spiritwear

Organization: Forensics
Purpose: Competition expenses
Dates: September 28, 2014
Location: Brusters
Activities: Car Wash

Organization: PTMS Cheerleaders
Purpose: Support cheer program

Dates: September 29 – October 6, 2014
Location: Community
Activities: Joe Corbi's Pizza Sales

Organization: Music Boosters
Purpose: Band trip and scholarship fund
Dates: October & November 2014
Location: Community
Activities: Lottery Calendar

Organization: Literary Magazine
Purpose: Support publication of the literary magazine
Dates: October 1 – 20, 2014
Location: Community
Activities: Yankee Candle Sales

Organization: Thespian Boosters
Purpose: Sound system upgrade
Dates: October 1 – 22, 2014
Location: Community
Activities: Coffee / K-cup sales

Organization: Softball
Purpose: Season expenses
Dates: October 4, 2014 & April 11, 2015
Location: Century Sports
Activities: Car Wash

Organization: Thespian Boosters
Purpose: State conference
Dates: October 5, 2014
Location: Century Sports and Bruster's
Activities: Car Washes

Organization: Class of 2016
Purpose: Prom expenses
Dates: October 6 – 10, 2014
Location: PTHS
Activities: Raffle for Junior Parking Pass

Organization: Softball
Purpose: Season expenses
Dates: October 13 - 24, 2014 & May 4 – 15, 2015
Location: Community
Activities: Stromboli Sales

Organization: Music Boosters
 Purpose: Band trip and scholarship fund
 Dates: October 25 – November 7, 2014
 Location: Community
 Activities: Stromboli Sales

Organization: Hoop Group Boosters (Boys Basketball)
 Purpose: Winter trip
 Dates: October 27 – November 4, 2014
 Location: PTHS
 Activities: Skills Camp

Organization: Swimming Boosters
 Purpose: General funds
 Dates: November 1 – 20, 2014
 Location: Community
 Activities: Yankee Candle Sales

Organization: Library Assistants
 Purpose: Earn gift cards toward purchases for the library
 Dates: November 14, 2014
 Location: Barnes & Noble Bookstore – South Hills Village
 Activities: Book Fair

Organization: Softball
 Purpose: Season expenses
 Dates: November 24 – December 9, 2014 & March 9 – 10, 2015
 Location: Community
 Activities: Sarris Candy Orders

Organization: Softball
 Purpose: Season expenses
 Dates: January – May 2015 Softball Season
 Location: Community
 Activities: Sponsorships for Fence Signs

Organization: Softball
 Purpose: Season expenses
 Dates: January – May 2015 Softball Season
 Location: Community
 Activities: T-shirt Sales (player specific)

Organization: Music Boosters
Purpose: Band trip
Dates: February 28, 2015
Location: PTHS
Activities: Meatballs & Music

Organization: Library Assistants
Purpose: Library expenses
Dates: March 2 – 6, 2015
Location: PTHS Library
Activities: Library Arts Café

2. Approve the following student trip: (attachment)

Organization: High School Music Department
Advisor: Perrotte, Barney, DeFelice
Event: Music Department National Adjudication
Dates: Depart Tuesday, April 7, 2015 at 2 pm
Return Sunday, April 12, 2015 at 9 pm
Location: Universal Studios, Orlando, FL
Est. Cost to Dist.: \$893

MOTION:

Mr. Dunleavy moved for approval of recommendations 1-2, seconded by Dr. Hardy
A discussion was held on the above recommendations

Public Comment: None

**MOTION CARRIED UNANIMOUSLY
(9-0)**

VIII. OTHER

RECOMMENDATION: Consider a motion to approve other recommendations as follows:

1. Approve the recommendation of Peacock Keller to retain the services of Gary Bodnar to prepare appraisals of not more than six (6) additional properties within the Hiddenbrook Plan on which assessment appeals are pending and which are included within the group of properties to be presented to the court-appointed Hearing Master for disposition, at a cost not to exceed \$450 per property.
2. Approve the Agreement with Washington Drug and Alcohol Commission, Inc., on terms and conditions approved by the Solicitor, to provide Student Assistance services to Peters Township students for the 2014-2015 school year. This is a no cost contract. (attachment)
3. Approve the Agreement with Questeq to provide two (2) Level 1 Desktop Engineer for 5 days per week for 25 weeks, September 1, 2014 through February 27, 2015, at a total cost of \$49,000. There is no cost increase from last year's contract cost. (attachment)

4. Approve the Agreement for Retirement Plan Administrative Services for 457(b) Plans with PenServe.

MOTION:

Dr. Hardy moved for approval of recommendations 1-4, seconded by Mr. Merrell
Public Comment: None

**MOTION CARRIED UNANIMOUSLY
(9-0)**

BOARD INFORMATION: Mr. Merrell thanked Dr. Kardambikis for her service to the District.

SOLICITOR’S REPORT: A report was given to the Board on personnel legal issues. She thanked the administration for allowing her to take part in the “Welcome Back” in-service training for special education.

QUESTION AND ANSWER PERIOD ON AGENDA ITEMS (15 minutes)

- Suzanne MacKay, 165 Druid Drive thanked Dr. Kardambikis for all her service to the District. Ms. MacKay asked to clarify the booster groups and the sales; if the fundraiser is only run by parents does the group need board approval.
- The solicitor stated the she will look into the policy.
- The board discussed if this type of fundraiser would need board approval.

CORRESPONDENCE: None

ANNOUNCEMENTS

Policy Committee	September 22, 2014	6:30 pm
Buildings and Grounds Committee	September 29, 2014	6:30 pm
Followed by a Special Voting meeting		
Regular Board Meeting	October 20, 2014	7:30 pm

MOTION TO ADJOURN

Mrs. Smith moved for adjournment at 8:37 pm, seconded by Mrs. Bowman

**MOTION CARRIED UNANIMOUSLY
(9-0)**

Board Secretary

Board President