

KNIGHT HIGHLIGHTS

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ACTIONS OF THE NORWIN BOARD OF EDUCATION

Barbara A. Viola, President
Brian S. Carlton, Vice President
Darlene J. Ciocca
Tracey L. Czajkowski
William A. Essay

Raymond Kocak
Donald W. Rhodes, Jr.
Dennis J. Rittenhouse
Robert J. Perkins

William H. Kerr, Ed.D., Superintendent of Schools



At the January 21, 2019, Regular Board of Education Meeting, the Norwin Board of Education took the following action:

STUDENT PRESENTATIONS

- Hahntown Elementary School Student Presentation by Ms. Amelia Raible and Mr. Preston Montag
- Norwin High School Report by Mr. Nicholas Markovina

MINUTES

Approved Minutes from the December 3, 2018 Reorganization Meeting and the December 3, 2018 Regular Meeting.

COMMENTS FROM THE PUBLIC (Agenda Items Only):

None.

COMMITTEE REPORTS: Elementary Advisory and Secondary Advisory.

SUPERINTENDENT'S REPORT

Dr. Kerr provided the monthly report.

Dr. Kerr led a presentation to honor the Norwin Board of Education for School Director Recognition Month. Dr. Kerr (assisted by Student Board Representative Nicholas Markovina) gave each Board member a certificate of appreciation, and members of the audience read statements thanking Board members for their service to the School District. Hahntown Elementary School students presented the Board with school ornaments, and K-6 students made Norwin Knight keychains for the Board members.

BOARD PRESIDENT'S REPORT

Mrs. Viola, Board President, provided the monthly report.

FINANCE

Approved Financial Reports for November and December 2018, including:

- General Fund Treasurer's Report
- Construction Fund Treasurer's Report
- Athletic Official's Account
- Payroll Report
- Cafeteria Fund - Treasurer's Report
- Cafeteria Fund - Profit & Loss
- Medical ACCESS Fund Balance
- School Activities Reports
High School
Middle School
Hillcrest Intermediate
- Budget vs. Actual Report
- Actual vs. Budget Report

Approved Bills for the periods listed:

- General Fund (11/20 – 12/17/18 and 12/18/18 – 1/21/19)
- Cafeteria Fund (11/20 – 12/17/18 and 12/18/18 – 1/21/19)
- Construction Fund (12/18/18 – 1/21/19)

PERSONNEL

Approved Mr. Timothy J. Kotch, Sr., Retirement as Assistant Superintendent for Secondary Education, effective at the close of the work day on Friday, June 28, 2019, upon acceptance and approval of an Early Retirement Incentive Agreement by the Board of Education.

Approved Mr. Robert Wayman, Retirement as Secondary English Teacher, according to the terms as agreed by the District and Mr. Wayman, effective retroactively at the close of the work day on Tuesday, January 8, 2019.

Approved Ms. Melinda Woods, Resignation as Non-Certified School Nurse, effective retroactively at the close of the work day on Friday, January 4, 2019.

Approved Mr. Ronald Lucas, Resignation as Part-Time Security Guard, effective retroactively on Wednesday, January 2, 2019.

Approved Mr. Martin McAndrew, Resignation as General Maintenance Technician, effective retroactively at the close of the work day on Friday, January 11, 2019.

Approved Mr. J. Allen Warden, Resignation as Head 9th Grade Girls' Volleyball Coach, effective immediately.

Approved Ms. Susannah Mihalov, Resignation as Assistant 9th Grade Girls' Volleyball Coach, effective immediately.

Approved Ms. Kimberly Kolesar, Resignation as Head Field Hockey Coach, effective immediately.

Approved Ms. Sara Colosimo for a Sabbatical Leave of Absence for Professional Development, for the 2019-2020 school year.

Approved Ms. Erin Hassinger for a Child Bearing/Rearing Leave of Absence, used in conjunction with FMLA and paid sick leave, beginning approximately Monday, April 15, 2019 for the remainder of the 2018-2019 school year, for medical reasons.

Approved Ms. Natalie Janov for a Child Bearing/Rearing Leave of Absence, used in conjunction with FMLA and paid sick leave, beginning approximately Friday, April 26, 2019 through Friday, November 29, 2019, for medical and child rearing purposes.

Approved Ms. Renee Eckhardt, for a Child Bearing/Rearing Leave of Absence, used in conjunction with FMLA and paid sick leave, beginning approximately Friday, May 2, 2019 for the remainder of the 2018-2019 school year, for medical reasons.

Approved Mr. Jay MacDonald, for a Family & Medical Leave of Absence, used in conjunction with paid sick leave, beginning Monday, January 28, 2019 for approximately three (3) to six (6) months, for medical reasons.

Approved additions to the following Certified List(s) for the 2018-2019 school year: Substitute Teacher List, Paraprofessional List, Substitute School Nurse List, and Homebound Teacher List, pending receipt and review of all required credentials and clearances. (Attachment #13)

Approved Mr. James Sage as Supervisor of Custodial Services & Energy Conservation, effective Tuesday, January 22, 2019, at a salary of \$47,500, pro-rated for the remainder of the 2018-2019 school year, pending receipt and review of all required credentials and clearances.

Approved the transfer of Ms. Loretta Davis, Part-Time Non-Certified School/Transportation Nurse, to a Full-Time Non-Certified School/Transportation Nurse, effective Tuesday, January 22, 2019, with salary as per the Board Established Rates, pending receipt and review of all required credentials and clearances.

Approved Ms. Kathleen Brizuela as Part-Time Non-Certified School/Transportation Nurse, effective Tuesday, January 22, 2019, with salary as per the Board Established Rates, pending receipt and review of all required credentials and clearances.

Approved additions to the following Non-Certified List(s) for the 2018-2019 school year: Substitute Non-Certified School Nurse, Substitute Cafeteria Workers, and Substitute Non-Certified Paraprofessionals, pending receipt and review of all required credentials and clearances. (Attachment #13A)

Approved Ms. Ciminy St. Clair and Ms. Constance Demore Savine as Co-Gifted Case Managers, effective retroactively for work completed during the Summer, 2018 for the 2018-2019 school year.

Approved Ms. Susannah Mihalov as Head 9th Grade Girls' Volleyball Coach, effective for the 2018-2019 school year, pending receipt and review of all required credentials and clearances.

Approved Mr. J. Allen Warden as Assistant 9th Grade Girls' Volleyball Coach, effective for the 2018-2019 school year, pending receipt and review of all required credentials and clearances.

Approved the following Co-Curricular List(s) for the 2019-2020 school year: Fall Sports Coach List, pending receipt and review of all required credentials and clearances. (Attachment #13B)

Approved the Early Retirement Incentive Agreement for Dr. William H. Kerr, Superintendent of Schools. (Attachment)

Approved additions to the First Student Bus Driver and Monitor List for the 2018-2019 school year. (Attachment #13C)

Authorized the Administration to create and post a Ten (10) Month Special Education/ACCESS Coordinator Secretarial position, which is an Approved federally funded reimbursable position, which will continue based upon available federal funds, to meet Federal Program, State and Local compliance regulations.

Approved the Early Retirement Incentive Agreement for Mr. Timothy J. Kotch, Sr., Assistant Superintendent of Secondary Education, subject to the final review and approval of the District Solicitor. (Attachment)

CONFERENCES/WORKSHOPS

(Conferences/Workshops noted with an asterisk (*) are funded through Federal Funds and () are funded through ACCESS. The District will cover the cost for substitute teachers.)**

Approved Ms. Malissa Cheplick, Secondary Teacher, to attend the PA Department of Education Special Education Conference Monday through Wednesday, March 11-13, 2019 at Hershey Lodge & Convention Center, Hershey, PA. (Dr. Stacey Snyder will also be attending.) (Expenses will be approximately \$1688.18: \$358 registration; \$879.12 hotel accommodations; \$220 meals; \$189.66 mileage; \$41.40 tolls, plus a substitute for Ms. Cheplick. Paid through ACHIEVE Grant with the exception of \$220 in meals that is the District's responsibility.)

Approved Mr. Robert Shuber, Secondary Teacher, to attend the Lathe Fundamentals Workshop Monday through Friday, March 11-15, 2019 at Tormach, Inc., Waunakee, WI. (Expenses will be approximately \$2,681.40: \$1,295 registration; \$393.40 hotel accommodations; \$763 mileage; \$150 meals; \$80 tolls, plus the cost of a substitute teacher and paid through Title II Funds.)

Approved Ms. Renee Greene, Secondary Teacher, plus approximately fifteen (15) students, to attend the Pennsylvania Family, Career & Community Leaders of America (PA FCCLA) State Leadership Conference Wednesday through Friday, March 20-22, 2019 at Seven Springs. (The only expense to the District will be for the cost of a substitute.)

Approved Mr. Pat MacLaughlin and Mr. Kevin Chitester, Secondary Teachers, plus approximately four to five students, to attend the Student Council Summit Thursday, March 7, 2019 at the Capital Building, Harrisburg, PA. (The only expense to the District will be for the cost of two substitute teachers.)

Approved Dr. Constance Demore Savine, Secondary Teacher, plus approximately eight (8) students, to attend the National History Day Contest Saturday and Sunday, March 30-31, 2019 at Heinz History Center, Pittsburgh, PA. (The only expense to the District will be \$160 for registration.)

INFORMATION ITEM(S)

Ms. Rachel Butler-Pardi, Social Worker, will attend Trauma Focused-Cognitive Behavioral Therapy (TF-CBT) training Thursday and Friday, February 28-March 1, 2019 at Embassy Suites, St. Charleston, WV. (Expenses will be \$1,164.73: \$400 registration; \$401.43 hotel accommodations; \$185.30 mileage; \$128 meals; \$20 tolls; \$30 parking, and paid through ACCESS Funds.)

Dr. Stacey Snyder, Director of Special Educational and Student Services, will be attending the PA Department of Education Special Education Conference Monday through Wednesday, March 11-13, 2019 at Hershey Lodge & Convention Center, Hershey, PA. (Ms. Malissa Cheplick will also be attending. Please refer to XII.A.1. for expenses.)

Dr. Natalie McCracken, Assistant Superintendent of Elementary Education and Dr. Heather Newell, Elementary Principal, will attend and receive the National Distinguished Title I School Award at the National Elementary and Secondary Education (ESEA) Conference Tuesday through Friday, January 29 – February 1, 2019 in Kansas City, MO. (Expenses will be approximately \$3,185.22: \$1,318 registration; \$1,218 hotel accommodations; \$649.22 airfare, and paid by the National Title I Association. Additional expenses may be up to \$390.92: \$42.92 mileage; \$300 meals; \$48 parking, and paid through District Federal Funding.)

Per Policy 620, Fund Balance, the Director of Business Affairs may assign fund balance for items deemed appropriate at any time prior to the issuance of the audited financial statements for a given year. For the 2018-2019 fiscal year, the Director of Business Affairs hereby assigns and transfers \$1,000,000 from the Unassigned General Fund Balance to the Assigned General Fund Balance for the purpose of funding Long-term Capital Improvements.

The Board reviewed one Job Description: Supervisor of Custodial Services and Energy Conservation

The Board reviewed four Procedures:

1. Revised Procedure No. 124.1 - Co-Curricular Activities
2. Revised Procedure No. 124.2 - Athletic Activities
3. Revised Procedure No. 255.1 - Meal Charge and Collection
4. New Procedure No. 409 - Posting and Filling of Extra Duty Activities / Athletic Event Staff

ADMINISTRATION

Approved building use requests. (Attachment #14)

Adopted a Resolution certifying that the Norwin Board of Education will not raise taxes above the inflationary index in the 2019-2020 Education Budget pursuant to Section 311(d)(1) of Act 1 of 2006. According to the Pennsylvania Department of Education, the 2019-2020 Adjusted Index for Norwin School District is 3.0 percent. (Attachment)

Provided School District consent to the sale of a property that is presently in the Unsold Property Repository, as requested by the Westmoreland County Tax Office and pursuant to Section 627 of the Real Estate Tax Sale Act (72 P.S. 627). The property is located at 569 Main St., North Huntingdon, PA, 15642, Tax Map No: 54-11-03-0-050. A bid in the amount of \$1,127 has been received by the Westmoreland County Tax Claim Bureau to purchase the property, and written consent is required to place this property back on the tax rolls. (Attachment)

Approved the three-year Trane Service Agreement for two (2) Preventative Maintenance Building Automation System (BAS) Inspections for Norwin High School and Hillcrest Intermediate School, per contract year as provided in the Agreement, retroactive to July 1, 2018, ending June 30, 2021. Annual payments are \$5,375 in Year 1, \$5,590 in Year 2, and \$5,814 in Year 3. (Attachment)

Approved the three-year Commercial Fitness Equipment Maintenance Agreement with Baker Sales & Service for two (2) inspections per year for the purpose of adjusting, lubricating, and cleaning all equipment covered under this contract, retroactive to November 1, 2018 and ending July 1, 2021. Annual payments are \$2,280 for each year of the agreement. (Attachment)

Renewed the Memorandum of Agreement to Establish and Operate an Air Force Junior Reserve Officer Training Corps Unit. (Attachment)

Approved the creation of a Norwin Middle School Interact Club activities account and a Norwin High School Class of 2022 activities account. Further, terminate the inactive AFS and Class of 2017 accounts within the Norwin High School Activity Fund, which have a zero balance. Termination and Initiation of these accounts is subject to Board approval in accordance with Policy No. 618 - Student Activity Fund.

Adopted a Resolution in support of STEP UP (Students, Therapist, Educators and Parents United in Prevention) Westmoreland, a mental wellness partnership to improve school safety and security through the Westmoreland County Office of Behavioral Health Developmental Services, Westmoreland Intermediate Unit, and Westmoreland County School Districts. (Attachment)

Approved Agreement with Student No. 304651.

Approved the 2019-2020 School Calendar as presented. (Attachment)

Approved the purchase of two (2) Arthur Owen (A.O.) Smith Cyclone high-efficiency commercial gas water heaters and a FlexCon expansion tank from Water Heater Distributors for Sheridan Terrace Elementary School. The cost for the two (2) water heaters is \$11,720 and the cost for the expansion tank is \$332, for a total cost of \$12,052, to be paid from the Capital Projects Fund. (Attachment)

Accepted the invitation from IFA-EDU China to host a second cohort of China students through the Youth Ambassador Program, in which Norwin School District will host approximately 20 students from China in Grades 5-8, and two accompanying Chinese teachers, for two weeks beginning Sunday, September 29, 2019, through Friday, October 11, 2019 for the opportunity of a global learning experience. These dates are subject to change.

IFA-EDU China will pay Norwin School District \$550 per student per week, and \$300 per teacher, to reimburse the School District for costs, tuition fees, homestay fees, and associated program costs. This is an increase from the Board-approved Cooperation Agreement with IFA-EDU China (Beijing International Education Consulting Co. Ltd.), with its associated Addendum, to provide a Youth Ambassador Program through June 30,

2023. Any additional costs incurred by the School District, beyond what is stated in the Agreement, will be reimbursed by IFA-EDU China.

Further, the Administration is authorized to post the position of Chinese Youth Ambassador Program Coordinator not to exceed 35 hours at the Curriculum rate. Five hours of work will be approved for the remainder of the 2018-2019 school year, with duties to include pre-planning, preparation, and logistical coordination, including development of a Youth Ambassador Program Handbook for Chinese and Norwin teachers and students. Thirty hours of work will be approved for the 2019-2020 school year, with duties to include coordination of the program. (Attachment)

Authorized the Administration to move forward with the purchase of the following items for baseball facilities. All project associated costs will be reimbursed by the Norwin Baseball Booster Organization:

- Purchase of a Baseball Scoreboard from OES Inc. at the price of \$20,000. Installation to be donated by Het Corporation.
- Purchase and installation of a Flag Pole to be located at the high school baseball field from Ward Building and Highway Specialties, Inc. for \$1,940.
- Purchase and installation of a storage shed to be located at the high school baseball field from Het Corporation at a price of \$1,100.

Retroactively authorized the Administration to begin a Superintendent's search effective January 18, 2019, with a goal of hiring a Superintendent in April 2019. (Attachment)

COMMENTS FROM THE PUBLIC

(Agenda or Non-Agenda Items)

Ms. Raveena Navalgund, Grade 9, Norwin High School, spoke in favor of installing water bottle fillers at the High School. She noted the hydration benefits for students and student-athletes.

Ms. Addison Patrick, Grade 9, Norwin High School, also spoke in favor of installing water bottle fillers at the High School. She noted the environmental benefits, which include reduced consumption of plastic.

Ms. Catherine Certo, Grade 10, Norwin High School, also spoke in favor of installing water bottle fillers at the High School. She noted the health benefits of good hydration and student water bottles, including fewer class disruptions by thirsty students to get water, and improved cognitive function for students.

Mr. Nicholas Markovina, Grade 10, Norwin High School, also spoke in favor of installing water bottle fillers at the High School. He noted that the recommended daily water intake for teens is 8 to 10 glasses per day, and requested that the Board of Education please purchase water bottle fillers for Norwin High School.

Board President Barbara Viola thanked the students for their presentation and said that Administration will review what they have shared and follow up accordingly.

Mr. Sanford Bendix, representing the North Huntingdon Parks and Recreation Department, provided the monthly report of upcoming recreation activities, including a Father-Daughter Dance scheduled for February 16, 2019 from 5:00 to 9:00 p.m. at Stratigos.

Mr. Ryan Lynn, Wilshire Dr., North Huntingdon, asked whether the terms and conditions of the two Early Retirement Incentive Agreements would be made public. District Solicitor Mr. Russ Lucas, Esq. answered that they are public documents and would be available under the Right-to-Know Law.

ADJOURNMENT

The meeting was adjourned at 7:45 p.m.