

# KNIGHT HIGHLIGHTS

## **ACTIONS OF THE NORWIN BOARD OF EDUCATION**

Robert J. Perkins, President  
Darlene J. Ciocca, Vice President  
Brian S. Carlton  
Tracey L. Czajkowski  
Raymond Kocak

Shawn N. Petrisko  
Donald W. Rhodes, Jr.  
Dennis J. Rittenhouse  
Barbara A. Viola

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

**At the August 20, 2018, Regular Board of Education Meeting, the Norwin Board of Education took the following action:**

### **STUDENT PRESENTATIONS**

None this month.

### **MINUTES**

Approved Minutes from the June 25, 2018 Special Meeting and the June 29, 2018 Regular Meeting.

**COMMENTS FROM THE PUBLIC** (Agenda Items Only): None

### **COMMITTEE REPORTS**

No reports.

### **SUPERINTENDENT'S REPORT**

Dr. Kerr provided the Monthly Administrative Reports.

### **BOARD PRESIDENT'S REPORT**

Mr. Perkins provided the monthly report.

Mr. Perkins announced that the following Agenda item would be tabled (postponed for future consideration) due to cost concerns:

Approved the purchase of two (2) Arthur Owen (A.O.) Smith Cyclone high-efficiency commercial gas water heaters and an 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 \$287, for a total cost of \$12,007, to be paid from the Capital Projects Fund.

### **FINANCE**

Approved Financial Reports for June and July 2018, including:

- General Fund Treasurer's Report (Attachment #1)
- Construction Fund Treasurer's Report (Attachment #1A)
- Athletic Official's Account (Attachment #1B)
- Payroll Report (Attachment #2)
- Cafeteria Fund - Treasurer's Report (Attachment #3)

- Cafeteria Fund - Profit and Loss (Attachment #4 – June only / No Report July)
- Medical ACCESS Fund Balance (Attachment #5)
- School Activities Reports
- High School (Attachment #6)
- Middle School (Attachment #7)
- Hillcrest Intermediate (Attachment #7A)
- Budget vs. Actual Report (Attachment #8)
- Actual vs. Budget Report (Attachment #8A)
- Capital Projects Fund / Available Cash Balance (Attachment #8B – June only / No Report July)
- Three-Year Capital Improvement Plan (Attachment #8C – June only / No Report July)

Approved Bills for the periods listed:

- General Fund (Attachment #9 - July 1, 2018, through August 20, 2018)
- Cafeteria Fund (Attachment #10 – June 21, 2018, through August 20, 2018)
- Construction Fund (No Report)

Awarded Winter Athletic Bids to the lowest responsible bidder. (Attachment #12)

## **PERSONNEL**

Approved the resignation of Mr. Daniel Nave, as Part-Time Security Guard, retroactively on Thursday, July 19, 2018.

Approved the resignation of Mr. Daniel Wilson, as Part-Time Custodian, retroactively on Monday, July 30, 2018.

Approved the resignation of Ms. Christina Harris-Errera, as General Cafeteria Worker, effective with the 2018-2019 school year.

Approved the resignation of Mr. Zachary Waszyn, as 9th Grade Assistant Boys' Soccer Coach, effective immediately.

Approved Ms. Brianna Mainwaring, School Psychologist, for a Child Bearing/Rearing Leave of Absence, used in conjunction with paid sick leave and FMLA beginning approximately Monday, October 15, 2018 through Friday, January 4, 2019.

Approved Ms. Nicole Stoops, Secondary Special Education Teacher, for a Child Bearing/Rearing Leave of Absence, used in conjunction with paid sick leave and FMLA, beginning approximately Thursday, October 25, 2018 for a period of six (6) to eight (8) weeks.

Approved Ms. Katherine Kauffman Roth, Secondary Librarian, for a Child Bearing/Rearing Leave of Absence, used in conjunction with paid sick leave and FMLA, beginning approximately Wednesday, October 3, 2018 through Friday, March 29, 2019.

Approved Ms. Jacquelynn Krznaric, Elementary Teacher, for a Child Bearing/Rearing Leave of Absence, used in conjunction with paid sick leave and FMLA, beginning approximately Wednesday, December 12, 2018, through Friday, January 11, 2019.

Approved Ms. Kasey Pence, Secondary Science Teacher, for a Child Bearing/Rearing Leave of Absence, used in conjunction with paid sick leave and FMLA, beginning approximately Monday, February 25, 2019 through Friday, May 3, 2019.

Approved Ms. Doreen Harris, Coordinator of Educational Programs and Services, for an Intermittent Family & Medical Leave of Absence, beginning immediately, for up to the total time allotted for FMLA, for personal reasons.

Approved Mr. James DeZorzi, Head Custodian, for a Family & Medical Leave of Absence, used in conjunction with paid sick leave, beginning retroactively on Friday, July 27, 2018 through Monday, August 13, 2018, for medical reasons.

Approved Mr. Richard Serrao, Custodian, for an Unpaid Leave of Absence beginning Monday, August 27, 2018 through approximately Friday, November 9, 2018, for medical reasons.

Approved Mr. Michael Kemeny, Custodian, for an Unpaid Leave of Absence beginning retroactively on Monday, July 30, 2018 through approximately Monday, August 27, 2018, for medical reasons.

Approved Ms. Allyson Demonte as a Full Time Elementary Teacher effective for the 2018-2019 school year, at a Master's Step 3, with salary and benefits as per the negotiated union contract, pending receipt and review of all required credentials and clearances.

Approved Ms. Sara Novosel as a Long Term Substitute Elementary Teacher, effective for the 2018-2019 school year, at a Bachelor's Step 3, with salary and benefits as per the negotiated union contract, pending receipt and review of all required credentials and clearances.

Approved Mr. Dylan McElfresh as a Long Term Substitute Social Studies Teacher, effective for the 2018-2019 school year, at a Bachelor's Step 2, with salary and benefits as per the negotiated union contract, pending receipt and review of all required credentials and clearances.

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

Approved Ms. Marilyn Amasino-Ohr as a Ten (10) Month + Ten (10) Day Secretary, effective retroactively on Friday, August 10, 2018, pending receipt and review of all required credentials and clearances.

Approved Mr. Martin McAndrew as a Full-Time Skilled Trades-General Maintenance Worker, effective immediately upon completion and review of all required credentials and clearances.

Approved Ms. Gretchen Schinkel as Part-Time Nurse/Transportation Aide, effective for the 2018-2019 school year, pending receipt and review of all required credentials and clearances.

Approved Ms. Loretta Davis as Part-Time Nurse/Transportation Aide, effective for the 2018-2019 school year, pending receipt and review of all required credentials and clearances.

Approved Ms. Mary Lyn Sigler as a Job Coach, effective for the 2018-2019 school year, pending receipt and review of all required credentials and clearances.

Approved the following Non-Certified List(s) for the 2018-2019 school year: Substitute Non-Certified Paraprofessional List, Substitute Non-Certified School Nurse List, Substitute Secretary List, Substitute Custodian List, Substitute Cafeteria Worker List and Substitute Cafeteria Monitor List, pending receipt and review of all required credentials and clearances. (Attachment #13A)

Approved the following Co-Curricular List(s) for the 2018-2019 school year: Non-Athletic Supplemental List, Additions to the Fall Sports Coach List, Additions to the Winter Sports Coach List, and Fall Sports Coach Volunteer List, pending receipt and review of all required credentials and clearances. (Attachment #13B)

Approved the Athletic Pay Requisition Form/Documents for the 2018-2019 school year. (Attachment #13C)

Approved recalling to employment pursuant to Pennsylvania School Code Section 1125.1 and Article XX, Section G. of the Collective Bargaining Agreement (“CBA”) the individuals listed below who were furloughed at the conclusion of the 2017-2018 school year or prior thereto. A Notice of Assignment shall be sent to the affected individual. Such recall is in accordance with the applicable collective bargaining agreement:

<u>NAME</u>	<u>ASSIGNMENT</u>
Samantha Fairbanks	Elementary – Instructional Technology – Sheridan Terrace & Hahntown
Autumn Hyde	Elementary – Grade 4 – Sheridan Terrace Elementary
Barbara Gubanich	Library Media Specialist – Middle School

Approved the resignation letter from Ms. Allison Brooks for the one-year independent contract for Psychological Services, and eliminate this one-year contract, effective retroactively on Wednesday, August 15, 2018.

Approved the newly created position of Associate Director of Special Education & Student Services and the reassignment of Ms. Lisa Banasick to this position from the (.5) Hillcrest Intermediate Assistant Principal and (.5) Middle School Assistant Principal, effective retroactively on Wednesday, August 15, 2018, at her current salary of \$113,336 for the 2018-2019 school year.

Approved appointing Mr. Troy Collier for employment as (.5) Hillcrest Intermediate Assistant Principal and (.5) Middle School Assistant Principal, at a salary of \$118,601, effective for the 2018-2019 school year.

Approved an increase of \$2,500 for Dr. Stacey Snyder, Director of Special Education and Student Services to her current salary of \$111,550, for a total of \$114,050 pro-rated effective Wednesday, August 15, 2018, for the 2018-2019 school year.

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

### **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. Tobitha Sasso, Ms. Christa Leighty, Ms. Brittany Boehm, and Ms. Rebecca Rutkowski, Secondary Teachers, to attend A Closer Look at Text Dependent Analysis Workshop Friday, October 19, 2018, Monday, November 19, 2018 and Tuesday, January 22, 2019 at WIU. (Expenses will be approximately \$813.44: \$796 registration; \$17.44 mileage plus the cost of substitute teachers and paid through Title II Funding.)

Approved Timothy Daniels and Brandon Kandrack, Secondary Teachers, plus approximately one hundred and fifty (150) students and adequate adult chaperones, to attend the Bands of America (BOA) Regional Competition Saturday, October 13, 2018 at Canton, OH. (There will be no expense to the District.)

Approved Timothy Daniels and Brandon Kandrack, Secondary Teachers, plus approximately one hundred and fifty (150) students and adequate adult chaperones, to attend the Bands of America (BOA) Mid-Atlantic Regional Competition Saturday and Sunday, October 20-21, 2018 at Newark, DE. (There will be no expense to the District.)

Approved Dr. Constance Demore Savine, Secondary Teacher, plus approximately thirty (30) students and three (3) adult chaperones, to attend A Christmas Carol Friday, December 14, 2018 at Byham Theater, Pittsburgh, PA. (There will be no expense to the District.)

Approved Mr. Jack Momeyer, plus approximately forty (40) to eighty (80) students and adequate adult chaperones, to travel to Jay Peak, VT Thursday through Sunday, January 10-13, 2019 for a skiing trip. (There will be no expense to the District and no student days missed.)

Approved Ms. Lauren Scheirer, Secondary Teacher, plus approximately forty- eight (48) students and three (3) adult chaperones, to travel and perform at Cedar Point, Sandusky, OH Saturday, May 18, 2019. (There will be no expense to the District.)

Approved Ms. Donna Lafferty, School Nurse; Mr. Dan Conwell, School Counselor; and Ms. Kelly Jones, Secondary Teacher, to attend Threat Assessment Team Training Friday, September 7, 2018, at South Fayette High School, McDonald, PA. Mr. Joseph Shigle, School Safety and Security Coordinator; and Ms. Brianna Mainwaring, School Psychologist, will also be attending. (Expenses will be approximately \$71.29 for mileage for two carpool drivers.) Note: Representatives from North Huntingdon Township Emergency Management and the North Huntingdon Township Police Department will also be attending.

Approved Mr. Thomas Swenson and Ms. Trisha Brunazzi, Elementary Teachers, to travel and participate in educational and cultural experiences in the People's Republic of China from September 15-23, 2018. The only expense to the District will be the cost of two teacher substitutes for five instructional days (September 17 – 21, 2018), and international travel insurance has been acquired. The trip is sponsored and funded by IFA-EDU China. Activities include, but are not limited to: cultural communications, educational/academic/art exchanges, educator professional development, pedagogical and instructional best practices, and academic resource sharing. Dr. William Kerr, Superintendent of Schools, will also be attending.

### **INFORMATION ITEM(S)**

Ms. Michelle Lauffer, Assistant Manager of Technology & Software Services, and Ms. Calley Tinley, Computer Software Specialist, attended the Skyward PA Users Group Summer Workshop Thursday, July 26, 2018 at the Red Lion Hotel, Harrisburg, PA. (Expenses were approximately \$237.32: \$201.96 mileage; \$35.36 tolls.)

Mr. Joseph Shigle, School Safety and Security Coordinator, and Mrs. Brianna Mainwaring, School Psychologist, will be attending Threat Assessment Team Training Friday, September 7, 2018, at South Fayette High School, McDonald, PA. (Expenses will be approximately \$71.29 for mileage for the two carpool drivers.) Mr. Dan Conwell, School Counselor; and Ms. Donna Lafferty, School Nurse; and Ms. Kelly Jones, Secondary Teacher, will also be attending. Note: Representatives from North Huntingdon Township Emergency Management and the North Huntingdon Township Police Department will also be attending.

Pursuant to a May 21, 2018, Board approval, Dr. William Kerr, Superintendent of Schools, will be traveling and participating in educational and cultural experiences in the People's Republic of China from September 15-23, 2018. The only expense to the District is the cost of two teacher substitutes for five instructional days (September 17 – 21, 2018), and international travel insurance has been acquired. The trip is sponsored and funded by IFA-EDU China. Activities include, but are not limited to: cultural communications, educational/academic/art exchanges, educator professional development, pedagogical and instructional best practices, and academic resource sharing. Mr. Thomas Swenson and Ms. Trisha Brunazzi, Elementary Teachers, will also be attending at no cost to the School District.

The Board also reviewed the Job Description for the Associate Director of Special Education and Student Services.

### **ADMINISTRATION**

Approved building use requests. (Attachment #14)

Exonerated the Hartford Heights Volunteer Fire Department's outstanding taxes owed for 2016 and 2017 for lot 54-03-00-0-092, pursuant to an exemption granted by the Westmoreland County Board of Assessment Appeals. The amounts to be exonerated are \$1,353.60 for 2016, and \$1,396.80 for 2017. (Attachment #15)

Approved Memorandum of Understanding with Westmoreland Community Action Head Start to provide preschool programs for children from 3 to 5 years of age and their families. (Attachment#16)

Approved Affiliation Agreement with Saint Vincent College School of Education to provide for student-teacher field placements and internship opportunities through June 30, 2023. (Attachment #17)

Approved agreement with Pennsylvania Educators' Clearinghouse (PA-Educator.net), an online job search / job posting clearinghouse for professional school employees and school districts in Pennsylvania, for an annual fee of \$2,700, which reflects no increase from the previous contract. (Attachment#18)

Re-appointed the following individuals to the Board of Directors of the Norwin School District Community Foundation for a three-year term, ending June 30, 2021: Mr. James Duffy, Norwin Chamber of Commerce; and Mrs. Heidi Stratton-Minor, Norwin Financial Community Representative; and Mrs. Deborah Kunkle, Member-At-Large (nominated by NSDCF).

Retroactively reappointed First National Bank of North Huntingdon to serve as Treasurer of the Norwin School District for the fiscal year beginning July 1, 2018 and ending June 30, 2019, in accordance with Section 404 of the Public School Code of 1949, as amended.

Retroactively approved the change order in the amount of \$700.00 for Luft's Asphalt Paving for additional materials and labor required to repair an additional 150 lineal feet of damaged asphalt on the band practice lot, to be paid from the capital projects fund.

Retroactively approved the submitted "Girl Scout Gold Award Project" for work on Tinkers Trail. The work will be performed by a recent Norwin High School graduate who is a member of Troop 22085. There is no cost to the District for the project and all work is to be completed by the end of August 2018.

Approved Revised Policy No. 202. - Eligibility of Non-Resident Students. (Attachment#19)

Approved the purchase of nine welded frame advisory signs for placement around Norwin School District properties advising the public of minimum expectations for safe and respectful use of District facilities. The purchase of \$9,995 from Signs of Excellence, Inc., of Murrysville, will be paid from the capital projects fund. (Attachment#20)

Approved the Addendum between Norwin School District and Pressley Ridge to extend the original contract to include the 2018-2019 school year. (Attachment#21)

Approved the Contract between Norwin School District and The Children's Institute to enroll and to provide services for a student for the 2018-2019 school year. (Attachment#22)

Approved addition(s) to the Student Teacher/Intern List for 2018-2019. (Attachment #23)

Appointed Mr. Joseph V. Shigle, III, as School Safety and Security Coordinator, in compliance with Pennsylvania Act 44 of 2018. This title is required by the Act and supersedes the previous title of Coordinator of School Safety. The school safety and security coordinator is tasked with reviewing the school entity's policies and procedures, coordinating training and resources for students and staff, coordinating school safety and security assessments, making reports to Board of Education on current safety and security practices of the school, and serving as the liaison to the statewide School Safety and Security Committee, the Pennsylvania Department of Education, law enforcement and other organizations on matters of school safety and security. Pursuant to this legislation, Mr. Brandon Rapp, currently serving as Assistant Coordinator of School Safety, will be given the new title of Assistant School Safety and Security Coordinator.

Note: The School District will engage with OneStar Training, North Huntingdon, PA, for administrative support and technical assistance to ensure Act 44 compliance.

Authorized the Administration to place the 2019-2022 Norwin School District Comprehensive Plan on public display in the Norwin School District Administration Building and School District Website for a thirty (30) day public review and comment period, prior to Board of Education approval at its September 2018 voting meeting and submission to the Pennsylvania Department of Education by November 30, 2018. (Attachment #24)

Approved the Cooperation Agreement with IFA-EDU China (Beijing International Education Consulting Co. Ltd.) through June 30, 2023, to provide a Youth Ambassador Program. Chinese students in elementary and middle school grades will participate in Norwin academic programs as mutually agreed upon and consistent with the purpose of a global educational and cultural exchange program. Chinese student participation is limited to no more than forty (40) students per cohort. IFA-EDU China will pay \$450 per student per week to reimburse the School District for costs, tuition fees, homestay fees, and associated program costs. (Attachment#25)

In conjunction with the IFA-EDU China Agreement, authorized the Administration to:

- Establish of an Office of International Relations and Studies to effectively manage the partnership between IFA-EDU China, Beijing International Consulting Co. Ltd. and the Norwin School District, including but not limited to: administration, communications, program coordination and management, and accounting of budget and financial matters.
- Authorize the Superintendent of Schools and/or Administrator designee to serve as the point of contact to provide program implementation and coordination for successful educational and cultural experiences between IFA-EDU China and the Norwin School District.
- Establish and manage the Norwin IFA-EDU China Budget to account for revenues and expenditures of the Youth Ambassador Program.
- Explore other programs to include the F-1 Visa Student Exchange and Visitor Diploma Program, Summer Institutes, and other academic resource sharing between the School District and IFA-EDU China, subject to the approval of the Norwin Board of Education. Future activities may include education, cultural and art exchanges; student communication and collaboration; teacher exchange and professional development; and pedagogical and instructional best practice communications.

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 11851 Railroad Street, North Huntingdon, PA, 15642, Tax Map No: 54-04-14-0-115. A bid 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#26)

Approved Agreement with Student No. 304443.

Approved Agreement with Student No. 304663.

Approved a respective Memorandum of Agreement with each of the school districts of Hempfield Area, Penn-Trafford, and Yough for designated High School students to participate in the Norwin Air Force Junior Reserve Officer Training Corps (JROTC) program. This enables students from those school districts to participate in Norwin's program for one period per day during the 2018-2019 school year, including related co-curricular activities, as permitted by the Agreement with the United States Air Force that established the Norwin program. All classroom instruction will take place at Norwin High School. Student transportation and payment of pro-rated tuition costs to the Norwin School District will be responsibility of the Hempfield Area, Penn-Trafford, and Yough School Districts, or the parent/guardian, as determined by the respective school district. The tuition rate is based on the Pennsylvania Department of Education's secondary tuition rate (calculated at one-eighth value for one period per day), plus administrative fees, for a total of \$1,337.50 per student per year. (Attachment #27)

Approved Agreements with New Story School to provide special education services to three students during the 2018-2019 school year, with tuition rates as per the attached. (Attachment #28)

Approved the purchase of two (2) Community R1-66Z Speakers from All Pro company to replace the speakers on the visitor's side of High School Stadium. The cost for the two (2) speakers is \$3,060, and the cost for the installation of the speakers from Westmoreland Electric is \$1,100, for a total of \$4,160, to be paid from the Capital Project Fund. (Attachment#29)

Approved the resignation of School Director Shawn Petrisko.

### **COMMENTS FROM THE PUBLIC**

(Agenda or Non-Agenda Items)

Mr. Sanford Bendix, representing the North Huntingdon Parks and Recreation Department, provided the monthly report of upcoming recreation activities.

Mrs. Lorie Kukich, Samantha Way, North Huntingdon, spoke regarding the Assistant Principal position serving Hillcrest Intermediate School and Norwin Middle School.

Mr. Shawn Petrisko, Norwin Board Member, announced his resignation from the Board of Education.

### **ADJOURNMENT**

Meeting adjourned at 7:23 p.m.