

## September 17, 2018 Regular Meeting

The Regular Meeting of the Board of Directors of the Norwin School District was called to order by Board President Robert J. Perkins at 7:04 P.M. in the Board Room of the Administration Building.

The Board held Executive Sessions for personnel matters on Monday, September 10, 2018, both prior to and immediately after the Board's Workshop Session.

The Board held an Executive Session for personnel matters prior to the Board's Workshop Session Monday, September 17, 2018.

### BOARD MEMBERS PRESENT:

Brian S. Carlton	Robert J. Perkins, President
Darlene J. Ciocca, Vice President	Dennis J. Rittenhouse
Tracey L. Czajkowski	Barbara A. Viola
Raymond Kocak	

**BOARD MEMBERS ABSENT:** Donald W. Rhodes, Jr.

**VACANCY:** *Note: One Board seat remains vacant due to the resignation of Mr. Shawn Petrisko on August 20, 2018.*

### ADMINISTRATION PRESENT:

Natalie A. McCracken	Thomas H. Wroblewski
Stacey A. Snyder	Ryan P. Kirsch

**SOLICITOR:** Falco Muscante, Esq.

**OTHERS PRESENT:** Approximately a dozen Norwin teachers and community members, Sheridan Terrace Elementary School student presenters and their friends and families, and a local media representative.

### STUDENT PRESENTATIONS:

Sheridan Terrace Elementary School Presentation

- ✓ Ms. Grace Hershberger
- ✓ Ms. Adeline Marincic
- ✓ Mr. Aidan Samuels
- ✓ Mr. Liam Samuels

Norwin High School Report, Mr. Nicholas Markovina

**APPROVAL OF MINUTES:**

Director Kocak moved and Director Rittenhouse seconded the motion to approve the Minutes from the August 20, 2018 Regular Meeting.

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

**PUBLIC COMMENT:** None.

**COMMITTEE REPORTS:** None.

**SUPERINTENDENT’S REPORT:** Assistant Superintendent of Elementary Education Dr. Natalie McCracken, reporting on behalf of Superintendent Dr. William Kerr, noted that Dr. Kerr is not present due to his participation in a Chinese global educational exchange. Dr. Kerr is one of three Norwin educators traveling to Shenzhen, China, to promote teacher and student communications, educational and cultural exchanges, and collaboration to develop global awareness for teacher exchanges and study. Since Dr. Kerr could not be present due to this District business, Dr. McCracken provided the Monthly Administrative Reports on his behalf.

**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):

Approve retroactively the National School Lunch and School Breakfast Programs Contract / Form PDE-3086 between Adelphoi Village and the Norwin School District, beginning August 20, 2018 through May 24, 2019. Norwin School District will provide meals to Adelphoi Village Academy at Hartford Heights, 15020 Ardara Rd., North Huntingdon. (Attachment #17)

**FINANCE:**

Director Czajkowski moved and Director Rittenhouse seconded the motion to approve the following financial reports for August 2018:

- General Fund Treasurer's Report (Attach. #1)
- Construction Fund Treasurer's Report (Attach. #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)
- Medical ACCESS Fund Balance (Attach#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)

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Abstain	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 6 yeas, 1 abstention, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

Director Czajkowski moved and Director Rittenhouse seconded the motion to approve the following bills:

- General Fund – 08/21/18 – 09/17/18 (Attachment #9)
- Cafeteria Fund - 08/21/18 – 09/17/18 (Attachment #10)
- Construction Fund - 07/01/18 – 09/17/18 (Attachment #11)

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Abstain	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 6 yeas, 1 abstention, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

#### PERSONNEL:

Director Viola moved and Director Ciocca seconded the motion to approve the resignation of Mr. Walter Lehman, Director of Facilities & Property Services, effective retroactively on Wednesday, August 29, 2018.

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

Director Viola moved and Director Ciocca seconded the motion to approve Ms. Shannon Provence, resignation as General Cafeteria Worker, effective at the close of the work day on Friday, September 21, 2018.

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

Director Viola moved and Director Ciocca seconded the motion to approve additions to the following Certified List(s) for the 2018-2019 school year: Substitute Teachers, Paraprofessionals, and Homebound Teachers, pending receipt and review of all required credentials and clearances. (Attachment #13)

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

Director Viola moved and Director Ciocca seconded the motion to approve Ms. Jamie Adams as a General Cafeteria Worker, effective Tuesday, September 18, 2018, pending receipt and review of all required credentials and clearances.

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

Director Viola moved and Director Ciocca seconded the motion to approve additions to the following Non-Certified List(s) for the 2018-2019 school year: Substitute Non-Certified Paraprofessionals, Substitute Custodians, Substitute Cafeteria Workers, and Substitute Cafeteria Monitors, pending receipt and review of all required credentials and clearances. (Attachment #13A)

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

Director Viola moved and Director Ciocca seconded the motion to approve Ms. Mary Lyn Sigler as JV Girls' Tennis Coach, effective retroactively on Tuesday, September 4, 2018, pending receipt and review of all required credentials and clearances.

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

Director Viola moved and Director Ciocca seconded the motion to approve the following Co-Curricular List(s) for the 2018-2019 school year: Fall Play & Spring Musical Volunteers, pending receipt and review of all required credentials and clearances. (Attachment #13B)

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

#### **CONFERENCES/WORKSHOPS:**

**The District will cover the cost for substitute teachers for Conferences/Workshops funded through Federal Funds and ACCESS.)**

Director Ciocca moved and Director Rittenhouse seconded the motion to approve Ms. Danielle Llerena and Ms. Kelly Cole, Secondary Teachers, to attend PA State Modern Language Association 2018 Pre-Conference Workshop Thursday, October 11, 2018 at Sheraton Pittsburgh Hotel at Station Square. (Expenses will be approximately \$213.67: \$180 registration; \$22.67 mileage; \$11 parking; plus the cost of substitute teachers and paid through Title II Funding.)

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

Director Ciocca moved and Director Rittenhouse seconded the motion to approve Dr. Scott Polen, Secondary Teacher, plus approximately two (2) students, to attend Slippery Rock University World Languages Competition Tuesday, October 9, 2018 at Spotts World Culture Building, Slippery Rock, PA. (Expenses will be approximately \$143.43: \$30 registration; \$84.15 mileage; \$19.80 meals; \$9.48 tolls; plus the cost of a substitute teacher and paid through Japanese Club Funds.)

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

Director Ciocca moved and Director Rittenhouse seconded the motion to approve Mr. Kevin Chitester, Secondary Teacher, to attend AP Government Workshop Friday, October 26, 2018 at Greenway Professional Development Center, Pittsburgh, PA. (Expenses will be approximately \$270: \$245 registration; \$25 mileage; plus the cost of a substitute teacher and paid through Title II Funding.)

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

Director Ciocca moved and Director Rittenhouse seconded the motion to approve Mr. Thomas Harskowitch, Secondary Teacher, to attend Supportive Statistics, Probability and Geometry Instruction Workshops on Tuesday, December 11, 2018, and Wednesdays, January 16, 2019, February 6, 2019, and March 13, 2019 at the Allegheny Intermediate Unit, Homestead, PA. (Expenses will be approximately \$665.40: \$600 registration; \$65.40 mileage; plus the cost of a substitute teacher each day and paid through Title II Funding.)

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

Director Ciocca moved and Director Rittenhouse seconded the motion to approve Ms. Angela Mazur, Secondary Teacher, to attend Jostens New Advisor Workshop Thursday, September 27, 2018 at Comfort Inn, Wilkins Township, PA. (Expenses will be approximately \$10.90 for mileage; plus the cost of a substitute teacher.)

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

Director Ciocca moved and Director Rittenhouse seconded the motion to approve Mr. Brandon Kandrack, Secondary Teacher, to attend Percussive Arts Society International Convention, Thursday-Saturday, November 15-17, 2018, in Indianapolis, IN. (The only expense to the district will be a substitute teacher for each day.)

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

#### **INFORMATION ITEMS:**

Mr. Jonathan Szish, Executive Assistant / Board Secretary / Right-to-Know Officer, will attend a Right-to-Know Law training from the Pennsylvania Office of Open Records on Friday, September 28, 2018 at the Allegheny Intermediate Unit. (Expenses will be approximately \$15.53 for mileage.)

Mr. Joseph Shigle and Mr. Brandon Rapp, will attend Act 44 – School Safety & Security Exchange on Thursday and Friday, November 8-9, 2018 at the Hershey Lodge, in Hershey, PA. (Expenses will be approximately \$646.55: \$150 registration, \$144 hotel; \$212.55 mileage; \$100 meals; \$40.00 tolls.)

Mr. Todd Leighty, Technical Production Specialist, will attend a training on Lighting Control Software/Hardware for Stage Lighting on Thursday and Friday, October 3-4, 2018 at Hampton Inn & Suites, Pittsburgh, PA. (Expenses will be approximately \$192.51: \$150 registration; \$42.51 mileage.)

Ms. Michelle Lauffer, Assistant Manager of Technology & Software Services, and Ms. Calley Tinley, Computer Software Specialist will attend a Child Accounting Professional Association Annual Conference on Monday-Wednesday, October 29-31, 2018, at Hotel Hershey, Hershey, PA. (Expenses will be approximately \$1103.14: \$550 registration; \$308 hotel; \$210.60 mileage; \$34.54 tolls.)

The Board reviewed the following Job Descriptions:

- Director Special Education and Student Services
- Coordinator of Educational Programs and Services
- 11 Month Secretary Psychological Services / Special Education
- 12 Month Secretary Computer Room / Special Education

The Board reviewed revised Procedure No. 255.1 - Meal Charge and Collection.

**ADMINISTRATION:**

Director Kocak moved and Director Ciocca seconded the motion to approve building use requests. (Attachment #14)

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

Director Kocak moved and Director Ciocca seconded the motion to approve the Agreement between Norwin School District and Western PA School for the Deaf to provide one-to-one Personal Care Assistant services for a Norwin student, as required by the student's Individualized Educational Plan, for the 2018-2019 school year, at a cost of \$49,427. (Attachment#15)

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

Director Kocak moved and Director Ciocca seconded the motion to approve the 2019-2022 Norwin School District Comprehensive Plan as presented, and authorize Administration to submit to Pennsylvania Department of Education by November 30, 2018, as required every three years. (Attachment #16)

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

Director Kocak moved and Director Ciocca seconded the motion to waive Facilities Use fees for the 2018-2019 school year for first responders from the Norwin Community (Police Departments, Fire Departments, EMS/Rescue, and Emergency Management) for required education and training purposes.

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

Director Kocak moved and Director Ciocca seconded the motion to approve the twelve (12) month Business Services Agreement with Consolidated Communications for District-wide telephone communications. This Agreement will result in a monthly savings of \$116.52 (or \$1,398.24 annually) compared to the existing month-to-month service charges. (Attachment#18)

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

Director Kocak moved and Director Ciocca seconded the motion to approve the five-year Preventative Maintenance Service Agreement with Combustion Service & Equipment Co. (CS&E) for maintenance tasks and maintenance materials associated with the Schneider I/Net DDC Building Automation System, retroactively to July 1, 2018 at an annual cost of \$20,040. This reflects no increase over the prior year agreement. (Attachment#19)

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

Director Kocak moved and Director Ciocca seconded the motion to approve the Planned Maintenance Agreement of Boilers, Burners and Water Heaters, retroactively to July 1, 2018 through June 30, 2019, with Combustion Service & Equipment Co. (CS&E) at a cost of \$5,700.00. This reflects no increase over the prior year agreement. (Attachment#20)

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

Director Kocak moved and Director Ciocca seconded the motion to approve the Memorandum of Understanding with Learning for Life Pre-K-12 Programs, offered through the Westmoreland-Fayette Council of the Boy Scouts of America, to provide social and life skills curriculum to students in Life Skills and Autistic Support programs, at a total cost of \$402 for the remainder of the 2018-2019 school year. (Attachment#21)

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

Director Kocak moved and Director Ciocca seconded the motion to, per the Solicitor's recommendation, approve the proposed settlement in a property tax assessment appeal involving the property owned by PTM LP (Sheetz, Inc.) located at 101 Ronda Court, North Huntingdon Township, tax map 54-12-00-0-116-0-0. The appeal was filed by the School District in 2013 and involves tax years 2014 through 2019. Acceptance of the proposed settlement results in an additional tax billing for each tax year at issue and overall supplemental tax billings of \$19,593. (Attachment#22)

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

Director Kocak moved and Director Ciocca seconded the motion to authorize the Administration to explore various strategies and options for offering an early retirement incentive to Central Office Administrators and Act 93 Administrators; and further to schedule meetings with respective Central Office Administrators, and the Act 93 and Norwin Education Association leaderships, to discuss options for reducing costs for the 2019-2020 Education Budget, which must be adopted by the Norwin Board of Education by June 30, 2019.

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

**COMMENTS FROM THE PUBLIC:**

None.

**ADJOURNMENT:**

Director Kocak moved and Director Rittenhouse seconded the motion to adjourn the meeting at 7:12 p.m.

Carlton, Yea	Kocak, Yea	Rhodes, Absent
Ciocca, Yea	Perkins, Yea	Rittenhouse, Yea
Czajkowski, Yea	Vacant	Viola, Yea

On a roll call vote, there being 7 yeas, 1 absent, and 1 seat vacant, President Perkins declared the motion carried.

Respectfully submitted,

Jonathan D. Szish, Board Secretary