

CARLYNTON SCHOOL DISTRICT

Voting Meeting January 16, 2018 Carlynton Jr.-Sr. High School Cafeteria – 7:00 pm

MINUTES

The Carlynton School District Board of Education held its regular voting meeting January 16, 2018 in the junior-senior high school cafeteria. Those in attendance included President Jim Schriver, Vice President Joe Appel and Directors George Honchar, Christine Simcic and Kelly Zaletski. Also present were Superintendent Gary Peiffer, Solicitor Bill Andrews, Business Manager William Reilly and administrators Rachel Andler, Marsha Burleson, Rachel Gattuso, Ed Mantich and Dennis McDade. The audience included 22 individuals at the beginning of the meeting; following a Student of the Month recognition, only one person remained.

CALL TO ORDER - *President Schriver called the meeting to order at 7:15 pm. The roll was called by Recording Secretary Michale Herrmann. Directors Dugan, Mendoza, O'Brien and Richardson were absent.*

PUBLIC COMMENT ON BUSINESS BEFORE THE BOARD: *None*

BOARD APPRECIATION: *Board members walked upstairs to visit the Create Lab and learn more of the plans for the space. Afterwards, a reception was held in the cafeteria to recognize and thank board members for their service.*

Carnegie Principal Lauren Baughman recognized the students of the month in her building, calling youngsters from each grade forward to accept a certificate

The board then took the following action:

Director Zaletski moved, seconded by Director Appel, to employ Christopher Juzwick for the position of Director of Fiscal Affairs and Budget, a 12-month position under the terms of the contract agreement at a starting salary of \$82,000 effective February 1, 2018 through June 30, 2021. **By a voice vote, the motion carried 5-0.**

Director of Fiscal Affairs and Budget – Christopher Juzwick

APPROVAL OF MINUTES:

Director Honchar moved, seconded by Director Appel, to approve the minutes of the December 4, 2017 Reorganization Meeting as presented;

Minutes of December 4, 2017 Reorganization Meeting

And the minutes of the December 4, 2017 Regular Voting Meeting as presented.
By a voice vote, the motion carried 5-0.

Minutes of December 4, 2017 Voting Meeting

REPORTS:

- Executive Session – *President Schriver said the board discussed personnel, student and real estate matters in the closed session.*
- Administrative Reports
 - Superintendent's Report – *Dr. Peiffer said the district received word from the Department of Education that Carnegie Elementary has been named a Distinguished Title I School. He commended Principal Baughman and teachers.*

- Curriculum and Data Coordinator – Mr. Mantich reported that 46 eighth graders will take the NAPP exam in science on January 31; the students were randomly selected to take the assessment.
- Facilities and Maintenance – Mr. McDade said his staff worked during the holiday break to install a cooler in the high school kitchen, refinish the gym floor at Carnegie Elementary and polish the cement floor finish in the high school Create Lab. In regards to an RFP that was advertised for capital projects, four vendors attended a walk-through and individuals are now conducting audits of the building in preparation of sealed proposals to be submitted February 9. The RPF included a base contract with an option to complete the job in stages. The board is scheduled to attend a walk-through of the high school on January 27th. Dr. Peiffer thanked Dennis and his staff for putting in the hours over the break as well as preparedness during the mornings/days of snow.
- Food Services – Ms. Lindhurst said December was a strong month in terms of meal purchases. Reimbursements are up but the year-to-date is slightly down. She is working to motivate students to purchase breakfast and has initiated student surveys for feedback and is hosting student advisory meetings at the high school and Crafton Elementary.
- Principals – Mrs. Baughman shared a newsletter with board members and reviewed the highlights of the month. She also praised students and teachers for wonderful winter concerts. The Carnegie Elementary talent show will be held at the end of January and all students will receive a Power Tool Homework Kit from the Educational Partnership on January 30.
High school Assistant Principal Rachel Gattuso said Carlynton has been selected to participate in the Allegheny Consortium. The program, in cooperation with PNC Bank, UPMC and Fed Ex, is attempting to reduce the labor shortage by tapping into high schools. They will work with students to build resumes and create critical thinking skills and will offer internships which could lead to employment. Mrs. Gattuso added that a new parent portal will be available for parents to go online to see a detailed report of their child's grades.

➤ Committee Reports

- Parkway West CTC – Director Appel called attention to the motion on the agenda to approve Parkway's budget; Carlynton's portion is based on the number of students attending the school. Director Appel said a number of Carlynton students made the school's Director's List.
- SHASDA – Dr. Peiffer said a student forum is to take place soon and preparations as well as nominations for the spring conference, which recognizes students who have overcome challenges, is in the works.
- Legislative/PSBA – Director Simcic said she has concerns about the availability of student insurance through CHIP, which may run out in March. She reached out to PSBA with the concerns.

I. Miscellaneous

Director Simcic moved, seconded by Director Zaletski, to approve the additions to the 2017-2018 Conference and Field Trips Requests as submitted. (Miscellaneous Item #0118-01 REVISED)

And to reschedule the June 2018 meeting dates to June 18 for executive session and June 25 as the public voting meeting, to reschedule the February 20 regular meeting to February 19 and to hold a special voting meeting February 12 to approve the proposed preliminary budget. All changes to meeting dates must be advertised accordingly. (Miscellaneous Item #0118-02) **By a voice vote, the motion carried 5-0.**

II. Finance

Director Honchar moved, seconded by Director Simcic, to approve the May 2017 Treasurer's Report as submitted;

The June 2017 Treasurer's Report as submitted;

The September 2017 bills in the amount of \$539,976.54 as presented;

The October 2017 bills in the amount of \$959,484.67 as presented;

The November 2017 bills in the amount of \$729,619.61 as presented;

The December 2017 bills in the amount of \$422,057.21 as presented;

The November 2017 Athletic Fund Report with an ending balance of \$3,392.47; (Finance Item #0118-01)

The November 2017 Activities Fund Report with an ending balance of \$70,872.36; (Finance Item #0118-02)

The 2018-2019 General Operating Budget as submitted by Parkway West Career and Technology Center in the amount of \$6,428,563 with a Jointure Budget of \$703,183. The Carlynton School District's contribution to the General Operating Budget is \$376,521.02 with a contribution of \$27,422.75 to the Jointure Budget; (Finance Item #0118- 03)

The December 2017 Food Services Report as submitted by Aramark Education Services; (Finance Item #0118-04)

Engage Public Finance Management as financial advisers for proposed capital projects financing options; (Finance Item #0118-05)

Renew the four-year agreement with Jordan Tax Services for the collection of real estate taxes in the Boroughs of Crafton and Rosslyn Farms; (Finance Item #0118-06)

And the Homestead-Farmstead refund to a Carnegie resident in the amount of \$178.04 due to an Allegheny County error. (Finance Item #0118-07) **By a voice vote, the motion carried 5-0.**

Conference and Field Trip Requests

Meeting Date Rescheduled

May 2017 Treasurer's Report

June 2017 Treasurer's Report

September 2017 Bills

October 2017 Bills

November 2017 Bills

December 2017 Bills

November 2017 Athletic Fund Report

November 2017 Activities Fund Report

Parkway West CTC 2018-2019 Budget

Food Services Report – December 2017

Public Finance Management – Financial Advisers

Renew Agreement – Jordan Tax Service

Homestead-Farmstead Refund

III. Personnel

Director Zaletski moved, seconded by Director Appel, to approve the addition to the 2017-2018 Day to Day Substitute List as presented; (Personnel Item #0118-01 REVISED)

Addition to the 2017-2018 D-D Sub List

The additions to the 2017-2018 Supplemental Athletic List as presented; (Personnel Item #0118-02)

Additions to Supplemental Athletic List

Employ Kimberly Holdcroft for the position of Assistant Director of Finance and Budget, a 12-month position under Act 93, at a salary of \$37,000 and effective January 8, 2018 subject to a 60-day probationary period; (Personnel Item #0118-03)

Assistant Director of Finance and Budget- Kimberly Holdcroft

Employ Pamela Stewart for the position of cafeteria worker at the junior-senior high school under the terms of the Secretarial-Cafeteria-Aides Collective Bargaining Unit Agreement; (Personnel Item #0118-05)

HS Cafeteria Worker – Pamela Stewart

The addition to the 2017-2018 Day to Day Substitute Custodian List as presented; (Personnel Item #0118-06)

Addition to D-D Substitute Custodian List

The resignation of Tonilyn Jackson as SAT English Instructor for the SAT preparatory class offered in the Spring 2018 and to post for the open position; (Personnel Item #0118-07)

Resignation of SAT English Instructor

The proposal for the 2018 Carlynton Academic Summer Program to be offered June 11 through July 6, 2018 from 8:30 am to 11:30 am for students in grades 4-12 with an IEP who require support in reading, writing and math and to post for three (3) special education teachers who will be compensated at the per diem rate; (Personnel Item #0118-08)

Proposal – Academic Summer Program

And the Letter of Intent to Retire from high school teacher William Harris, as submitted, per the terms of the Carlynton Federation of Teachers Collective Bargaining Unit Agreement and effective the last day of the 2017-2018 school year. (Personnel Item #0118-09) **By a voice vote, the motion carried 5-0.**

Letter of Intent to Retire – William Harris

IV. Policy

Director Simcic moved, seconded by Director Honchar, to approve the second and final reading of Attachment 3 to Policy 227, the Carlynton School District Summary of Drug and Alcohol Administrative Guidelines; (Policy Item #0118-01)

Attachment 3, Policy 227 – Final Reading

The second and final reading of Policies 314.1 through 325 as presented; (Policy Item #0118-02)

Policies 314.1-325 – Final Reading

The first reading of Policy 622, GASB Statement 34, as presented; (Policy Item #0118-03)

Policy 622- First Reading

And the first reading of Policy 201, Admission of Students, as revised. (Policy Item #0118-04) **By a voice vote, the motion carried 5-0.**

Policy 201 – First Reading

V. Student Matter

Director Zaletski moved, seconded by Director Appel, to approve the adjudication in the matter of Student #SM1718-01 as presented; (Student Matter Item #0118-01)

Student Adjudication

And the adjudication in the matter of Student #SM1718-02 as presented. (Student Matter Item #0118-02) **By a voice vote, the motion carried 5-0.**

Student Adjudication

OLD BUSINESS: *None*

NEW BUSINESS: *Dr. Peiffer presented certificates to board members to recognize their service and dedication.*

OPEN FORUM: *None*

ADJOURNMENT: With no further business to discuss, Director Appel moved, seconded by Director Zaletski, to adjourn the meeting at 9:02 pm. **By a voice vote, the motion carried 5 -0.**

Respectfully submitted,

William Reilly, Board Secretary

Michale Herrmann, Recording Secretary