

CARLYNTON SCHOOL DISTRICT

Committee/Voting Meeting March 14, 2013 Carlynton Jr.-Sr. High School Library – 7:30 pm

MINUTES

The Carlynton School District Board of Education held its Committee/Voting Meeting on March 14, 2013 in the library of the junior-senior high school. In attendance was President Roussos and Directors Joe Appel, Sandra Hugan, Nyra Schell, Jim Schriver, Patricia Schirripa, Betsy Tassaró, Ray Walkowiak and Sharon Wilson by way of phone. Also present was Superintendent Gary Peiffer, Solicitor John Smart, Principals Laura Burns and Jacie Maslyk, Business Manager Kirby Christy and Director of Pupil Services Lee Myford. The audience was comprised of 14 individuals and one member of the press.

CALL TO ORDER - *The meeting was called to order by President Roussos at 7:33 pm. High school students Lejla Isak, Amanda Dodd and Rose Doyle led the pledge.*

The roll was called by Recording Secretary Michale Herrmann; all members of the board were available for the meeting.

PUBLIC COMMENT ON BUSINESS BEFORE THE BOARD: *None*

APPROVAL OF MINUTES:

Director Schriver moved, seconded by Director Schell, to approve the minutes of the February 21, 2013 Agenda Setting/Committee/Voting Meeting as presented; **By a voice vote, the motion carried 8-0-1**, with Director Hugan abstaining due to absence.

Minutes of the February 21,
2013 Meeting

REPORTS:

- **Executive Session** – *President Roussos said personal and legal matters were discussed in the closed session.*
- **Administrative Reports**
 - **Superintendent's Report** – *Mr. Peiffer said it is high season for testing; the Tech Committee has met and has established benchmarks; he is working with Mr. Christy to lay out the 2013-2014 budget; and the district is moving forward with renovations.*
 - **Business Manager Report** – *Mr. Christy said the health insurance consortium has set the rates for next year: a seven percent increase for PPOs and five percent upsurge for HMOs. This equals an increase of \$200,000 to the district.*
 - **Director of Pupil Services' Report** – *Mrs. Myford distributed 21st Century Grant information and a newsletter created by the students attending the after-school program. She said enrollment is now at 67 students and the facilitators intend to work on attendance consistency and improving programs for the children*
 - **Principals Report** – *The principals provided some school news related to happenings within their buildings; each provided a hand-out with*

student information. Dr. Maslyk said a visit by Gregg Behr, Executive Director of the Grable Foundation, visited Crafton Elementary and its STEAM room. He encouraged Dr. Maslyk and staff to continue applying for grant monies. Mr. Peiffer said the dynamics in the STEAM room are impressive; students are engaged in complex exercises and are learning. Dr. Maslyk also reported the school is planning to celebrate the 100th year anniversary of the Crafton facility on April 27 from 1- 4 pm and a committee is working hard to make the day a success.

Presentation by the Discipline Committee – spearheaded by assistant principal Laura Burns and teachers Carrie Badger, Laura Begg, Norm Palko and Gerry Pepe, the committee provided a draft of the proposed document, “Carlynton Code of Conduct.” The team has been working on the document since August; rather than focusing on the punitive side, the committee said they hope to emphasis accountable and responsible behavior. Items discussed included safe haven reporting, consequences for student misconduct, an in-school suspension program and behavior intervention tiers. President Roussos asked the committee for clarification in regards to the document aligning with the current discipline policy and called for a report to illustrate how the code of conduct reflects the discipline policy. The committee said they would provide an outline. Board members commended the committee for the work put forth and presentation of the document.

- Parkway West CTC Report – Director Hughan attended the meeting and announced that Carlynton student Sabrina Waddell was named student of the month at the school. Miss Waddell is a health assistant student at the school; Director Hughan also noted several Carlynton students will be inducted into the career school’s honor society; lastly, she reported the school is considering a dual enrollment program with CCAC.
- PSBA-Legislative – Director Schell provided a reminder of the details of the governor’s proposal to use proceeds from the privatization of the state’s liquor sales system to fund a four-year grant. That grant would be used by approved districts for four specific uses: K-3 programming, competency-based education, STEM programs and school safety initiatives. She also reported that PDE applied for a NCLB waiver; a decision has yet to be made.

I. Miscellaneous

Director Schriver moved, seconded by Director Tassaro, to approve the 2012-2013 list of conference and field trip requests as presented and approved by administration. (Miscellaneous Item #0313-01 REVISED) **By a voice vote, the motion carried 9-0.**

II. Finance

Director Tassaro moved, seconded by Director Schell, to approve the Treasurer’s Report for the month of February 2013 as presented;

Conference and Field Trip Requests

February 2013 Treasurer’s Report

The February 2013 bills in the amount of \$1,660,857.30 as submitted;

Borough of Carnegie Real Estate Tax Refunds for the month of March 2013 as presented; (Finance Item #0213-01)

The contract agreement with Communications Consulting Inc. for technology service calls within a 20-hour block service plan at a cost not to exceed \$2,100 as presented; (Finance Item #0313-02)

The contract agreement with ManageEngine for a technology help desk service plan at a cost not to exceed \$1,495 as presented; (Finance Item #0313-03)

The specifications of the Request for Proposal and subsequent advertising for the renewal of a R.H.V.A.C. Service Contract for the Carlynton Junior-Senior High School as presented; (Finance Item #0313-04)

And the specifications of the Request for Proposal and subsequent advertising for the renewal of the Waste Removal Service Contract for the Carlynton School District as presented; (Finance Item #0313-05) **By a voice vote, the motion carried 9-0.**

Director Schriver moved, seconded by Director Appel, to retain BDA Engineering to provide engineering services for the Carnegie Elementary School HVAC and Electrical Upgrades for a fee of \$128,600.00 in accordance with the RFQ Proposal, Draft Agreement and successful negotiations of language to be contained in the Final Agreement (AIA Document B132-2009) and approval of the District Solicitor;

Retain Loftus Engineers, LLC to provide engineering services for the Crafton Elementary School HVAC and Electrical Upgrades for a fee of \$136,411.00 in accordance with the RFQ Proposal, Draft Agreement and successful negotiations of language to be contained in the Final Agreement (AIA Document B132-2009) and approval of the District Solicitor;

The Agreement with Thomas & Williamson for Construction Management Services contingent upon successful negotiations of the language to be contained in the Agreement (AIA Document C132-2009) and approval of the District Solicitor. Construction Management Services are to be performed on a Work Order by Work Order basis.

There were some questions to clarify the construction management fees; Jon Thomas said they equal three percent of the estimate and are based on the scope of the projects. He provided a plausible explanation.

Administrators were excused at this point; 9:35 pm.

Issue Work Order No. 001 in the amount of \$81,847.00 to Thomas & Williamson for Construction Management Services for the Carnegie Elementary School HVAC and Electrical Upgrades Project contingent upon reaching an agreement on AIA Document C132-2009 and approval of the District Solicitor;

February 2013 Bills

Carnegie RE Tax Refunds

Contract Agreement –
Communications Consulting

Contract Agreement –
ManageEngine

RFP – High School RHVAC
Service Contract Renewal

RFP – District Waste
Removal Service Contract
Renewal

BDA Engineering – HVAC
and Electrical for Carnegie
Elementary

Loftus Engineers – HVAC
and Electrical for Crafton
Elementary

Thomas & Williamson –
Agreement: Construction
Manager

Thomas & Williamson –
Work Order No. 001 for
Carnegie Elementary

And issue Work Order No. 002 in the amount of \$59,215.00 to Thomas & Williamson for Construction Management Services for the Crafton Elementary School HVAC and Electrical Upgrades Project contingent upon reaching an agreement on AIA Document C132-2009 and approval of the District Solicitor. **By a ROLL CALL VOTE, the motion carried 9-0.**

Director Walkowiak moved, seconded by Director Tassaró, to name Landmarks Design Associates, Inc. (LDA), as Architect of Record to provide Architectural services at Crafton Elementary School. The architect's services and fees will be finalized pending agreement of the language contained in the Agreement (AIA Document B132-2009) and approval of the District Solicitor. Work will be performed by issuance of Work Orders; (Finance Item # 0313-06)

Mr. Thomas said the fees are recalculated at the end of the project and are quoted within a range; firm fees can be negotiated.

Name Valentour English Bodnar & Howell (VEBH Architects) as Architect of Record to provide Architectural services at Carnegie Elementary School. The architect's services and fees will be finalized pending agreement of the language contained in the Agreement (AIA Document B132-2009) and approval of the District Solicitor. Work will be performed by issuance of Work Orders; (Finance Item #0313-07)

Issue Work Order No. 001 in the amount of \$60,406.00 to Valentour English Bodnar & Howell for Architectural Services for the Carnegie Elementary School Captured Vestibule and office Relocation Project contingent upon agreement of the Contract and approval by the District Solicitor;

And to issue Work Order No. 001 in an amount to be negotiated by the Solicitor with Landmark Design Associates for Architectural Services for the Crafton Elementary School Captured Vestibule and Office Relocation Project. Negotiations will be based on the fee range provided to the District by LDA on March 13, 2013; **By a voice vote, the motion carried 9-0.**

Director Walkowiak asked if the quotes are linear with LDA; Mr. Thomas said they are, with room for negotiations.

Director Tassaró moved, seconded by Director Hughán, to approve the February 2013 Athletic Fund Report with an ending balance of \$7,276.57 as submitted; (Finance Item #0313-08)

The February 2013 Activities Fund Report with and ending balance of \$44,527.40 as submitted; (Finance Item #0313-09)

The Alternative Education Program/Education Services Agreement between the Allegheny Intermediate Unit and the District for the 2012-2013 school year as presented; (Finance Item #0313-10)

The proposed General Operating Budget for the 2013-2014 school year for Parkway West Career and Technology Center Resolution No. 164 in the total amount of \$5,763,751 as presented; (Finance Item #0313-11)

Thomas & Williamson –
Work Order No. 002 for
Crafton Elementary

Landmarks Design Associates
– Architectural Services for
Crafton Elementary

VEBH Architects –
Architectural Services for
Carnegie Elementary

VEBH Work Order No. 001 –
Captured Vestibule/Office
Relocation at Carnegie

LDA Work Order No. 001 –
Captured Vestibule/Office
Relocation at Crafton

February 2013 Athletic Fund
Report

February 2013 Activities
Fund Report

AIU Alternative Education
Services Program Agreement

General Operating Budget –
PWCTC

And the proposed Building Rental Budget for the 2013-2014 school year for Parkway West Career and Technology Center Resolution No. 165 in the total amount of \$556,242 as presented. (Finance Item #0313-12) **By a voice vote, the motion carried 9-0.**

III. Personnel

Director Tassaro moved, seconded by Director Hughan, to approve the following additions and deletion to the 2012-2013 Supplemental Athletic List as recommended by administration:

- David Zinski – junior high head track
- Katie Zinski – junior high assistant track
- Anthony Istik – junior high assistant track
- Benjamin Kohl – track volunteer
(Personnel Item #0313-01)

The letters of intent to retire from the following professional educators, as submitted per the terms of the Carlynton Federation of Teachers Bargaining Unit Agreement and effective June 30, 2013:

- Jeanine Butts
- Nina Kovanis
- Clare Rex
- Rosemary Ulintz
- Mary Beth Veri

(Personnel Item #0313-02)

President Roussos said these individuals are great educators who have given many years of service to the district. He wished them well. A formal recognition will be held before the end of the school year.

And one-half year Intermittent Leave of Absence as submitted by Employee #CFT13-12 as submitted. (Personnel Item #0313-03) **By a voice vote, the motion carried 9-0.**

IV. Student Services

Director Schell moved, seconded by Director Schriver, to approve the 2013-2014 school year Program of Studies for grades seven and eight as presented; (Student Services Item #0313-01)

Vanessafay Carter as an additional bus driver for Student Transportation of America as submitted; (Student Services Item #0313-02)

And a social studies field trip to Gettysburg Pennsylvania on May 30, 2013 to provide students the opportunity to explore the preserved historical battlefields in relation to course work within the classroom, as presented. (Student Services Item #0313-03) **By a voice vote, the motion carried 9-0.**

V. Policy

Director Hughan moved, seconded by Director Schell, to approve the first reading of the Parent Request for Exclusion policy as presented. (Policy Item #0313-01) **By a voice vote, the motion carried 9-0.**

Director Schell asked about wording within the policy regarding

Building Rental Budget -
PWCTC

Additions/Deletion to 2012-
2013 Supplemental Athletic
List

Letter of Intent to Retire –
Teachers

Leave of Absence –
Employee CFT13-12

2013-14 Program of Studies,
Grades Seven and Eight

Additional STA Bus Driver

Field Trip to Gettysburg –
May 30, 2013

First Reading – Parent
Request for Exclusion Policy

confidentiality forms according to the Parent Request for Exclusion policy. Mr. Mantich said the policy is simply following state law.

OLD BUSINESS: *None*

NEW BUSINESS:

Extension of the Transportation Contract with STA of Pennsylvania – Mr. Peiffer said STA is planning to move its depot from Carnegie to Canonsburg and there will be a financial impact; hence the inquiry to extend the contract. Director Tassaro said she would prefer to wait and discuss before making a decision given the company has not followed through on some of its promises.

Director Schell policy 226 and recommended updates from PSBA. She noted reasonable searches were mentioned in the code of conduct, presented earlier.

President Roussos commented on the aesthetics or curb appeal of the schools and said he would like to see a plan to improve the look. He said he believes the curb appeal conveys the feeling of a leading educational institution. Director Roussos also brought up the parking situation. Mr. Thomas said he had some ideas. Director Schriver said he would also like to see the issue of parking addressed.

OPEN FORUM: *Audience member/parent Linda Sheariss informed the board about a project by 70 members of the National Honor Society who made Blankets of Love for nine cancer facilities in the Pittsburgh region.*

ADJORNMENT: With no further business to discuss, Director Hughan moved to adjourn the meeting at 10:10 pm, seconded by Director Schriver. **By a voice vote, the motion carried 9-0.**

Respectfully submitted,

Kirby Christy, Board Secretary

Michale Herrmann, Recording Secretary