

## CARLYNTON SCHOOL DISTRICT

### Regular Voting Meeting

June 30, 2011

Carlynton Jr.-Sr. High School Library – 7:30 pm

### MINUTES

The Carlynton School District Board of Education held its Regular Voting Meeting on June 30, 2011 in the library of the junior-senior high school. Those in attendance included President Thomas Brown, Vice President Patricia Schirripa and School Directors Thomas DiPietro, Sandra Hughan, Ronald McCartney, Ray Walkowiak and Sharon Wilson. Also present was Superintendent Michael Panza, Solicitor Ira Weiss, Business Manager Kirby Christy, Director of Pupil Services Lee Myford and principals Jacie Maslyk and Robert Susini. The audience was comprised of 17 individuals and two members of the press.

**CALL TO ORDER** - *The meeting was called to order by President Brown at 7:34 pm. The Pledge of Allegiance was led by Principal Susini. Following the pledge, Director DiPietro submitted a letter of resignation. President Brown read the letter while Mr. DiPietro sat in the audience. The following motion was made: Director Walkowiak moved, seconded by Director Schirripa, to accept the resignation of Director Thomas DiPietro, with regret. By a roll call vote, the motion carried 6-0.*

**ROLL CALL** – *The roll was called by Recording Secretary Michale Herrmann; Directors Schell and Tassaro were excused from the meeting.*

**PRESENTATION:** *Dr. Panza took a few minutes to recognize recent retirees, Timothy Bonner, Renee Carter, Darlene Jicomelli, Mary Lear, Debra Smith and Shirley Krasousky. Collectively, the retirees dedicated 200 years of service to the district.*

**PUBLIC COMMENT ON BUSINESS BEFORE THE BOARD:** *President Brown noted that the motions about the surveys would be removed from agenda. He then went on to explain the process by which an empty seat on the board is filled. He said school code requires the district to fill the position within 30 days. Solicitor Weiss explained the process even further, in terms of the November election and enumerated the requirements for eligibility to serve on the school board, i.e., residency, age, etc.*

*Audience member and Carnegie Mayor Jack Kobistek commented on the board's earlier action to reduce the school district millage rate. He said he has heard many positive comments within the community. Mr. Kobistek further commented that when one considers the overall education students receive from the Carlynton School District, he believes tax payers are getting a great value.*

*Director Hughan recalled a comment made by a gentleman from Crafton, who implied the millage reduction was a political move. Director Hughan said this was not the case. "The school district is not a bank," she said. "We had too much money in our fund balance and the reduction was the right thing to do."*

### **APPROVAL OF MINUTES:**

Director Wilson moved, seconded by Director McCartney, to remove the minutes of the May 19, 2011 Voting Meeting from the table.

**By a voice vote, the motion carried 6-0.**

Remove from the table:  
Minutes of May 19, 2011

Director McCartney moved, seconded by Director Wilson, to approve the minutes of the May 19, 2011 Voting Meeting as presented;

Minutes of the May 19, 2011  
Voting Meeting

The minutes of the June 2, 2011 Agenda Setting/Committee/Voting Meeting as presented;

Minutes of the June 2, 2011  
Meeting

The minutes of the June 9, 2011 Budget Hearing as presented.

Minutes of the June 9, 2011  
Budget Hearing

**By a voice vote, the motion carried 6-0.**

## **REPORTS:**

- Executive Session – *President Brown stated that employment, legal and labor issues were discussed in executive session, all within the guidelines of board policy.*
  - Principals' Reports – *The principals shared news about student achievements and upcoming events*
  - Director of Pupil Services' Report – *Mrs. Myford followed up with information about the CHIPs program*
  - Business Manager Report – *Mr. Christy said the budget is waiting for Governor Corbett's signature and it appears the district should get more funding than originally reported; Mr. Christy said there has been discussion to allow school districts to raise taxes above the index.*
  - Superintendent's Report – *Dr. Panza provided updates on RFPs. He said that buses could be re-routed in the Crafton area due to repairs being made to Black's Bridge; the issue of walkers was brought up by Director Walkowiak, who suggested additional crossing guards. Director Wilson questioned if a bus should be provided for those who might have a greater distance to walk due to the detour. Dr. Panza said he would discuss the matter with the Director of Transportation to seek the best solution.*
- Secretary's Correspondence
  - *The minutes of the Parkway West Career and Technology Center Joint Committee Meeting of May 3, 2011 were entered into record. (SC #0611-01)*
- PSBA-Legislative – *Director Walkowiak said, as Mr. Christy noted earlier, that the budget is currently in limbo. Director Walkowiak said he was surprised by how much money the district should get since adjustments were made to the initial budget and that contributions to PSERs were doubled. He said post-secondary education appears to have been hit the hardest.*

## **BUSINESS BEFORE THE BOARD:**

### **I. Miscellaneous**

Director Wilson moved, seconded by Director McCartney, to approve the Wilson's Driver Training School Inc. Driver Education Program, which will offer an online classroom portion of driver's education, as presented. This course will be offered at no cost to the district; (Miscellaneous Item #0611-01)

Wilson's Driver Training

The following Conference Request as presented and approved by administration:

- C...R. Donovan...Training...South Fayette HS...07/07  
(Miscellaneous Item #0611-02)

And the purchase of new textbooks for the 2011-2012 school year as reviewed by the professional staff and presented. **By a voice vote, the motion carried 6-0.**

## II. Finance

~~Remove from the table the Topographical and Reconnaissance Wetland Survey bid submitted by Mackin Engineering Company, the lowest responsible bidder, at a cost not to exceed \$8,600; (Finance Item #0611-04/6-2-11)~~ **REMOVED FROM THE AGENDA**

~~The Topographical and Reconnaissance Wetland Survey bid submitted by Mackin Engineering Company, the lowest responsible bidder, at a cost not to exceed \$8,600; (Finance Item #0611-04/6-2-11)~~ **REMOVED FROM THE AGENDA**

Director Schirripa moved, seconded by Director McCartney, to approve the Treasurer's Report for the month of May 2011 as presented;

May 2011 bills in the amount of \$1,646,636.68 as presented;

Crafton Borough Real Estate Tax Refund as submitted; (Finance Item #0611-01)

Resolution No. 441-11 establishing the millage for real estate taxation for the 2011-2012 fiscal year as follows: Resolved that the Carlynton School District does hereby levy and assess the real estate tax for the fiscal year for all taxable property in the Carlynton School District for the Boroughs of Carnegie, Crafton and Rosslyn Farms, at 23.15 mills or \$2.315 on each one hundred dollars (\$100) of the assessed valuation on all property for school purposes. This represents a one mill decrease in the district millage rate; (Finance Item #0611-02)

*Director Hughan commented that she did not vote for this motion last year because there was still a balance to pay off the bond. She asked Mr. Christy to state the total in the fund balance and he estimated it to be \$13,189,000, noting that to balance the budget, we are borrowing \$1.9 million from the fund balance. Director Schirripa made note that while we state we are borrowing, past history has illustrated that the district has never had to use it.*

Resolution No. 442-11 as follows: Resolved that the levy of one percent (1%) on all earned income and net profit levied by Resolution No. 44 of 1966 and enacted under the authority of the Local and Tax Enabling Act #511 of 1965 and its amendments thereto, is hereby renewed for the 2011-2012 fiscal year and for an indefinite term thereafter, and all taxes levied under Act 511 of 1965 including the earned income and net profits tax and the real estate transfer tax be reenacted without substantial change. This represents no increase in the taxation rate; (Finance Item #0611-03)

Conference Request

Purchase of New Textbooks

Topographical and Reconnaissance Wetland Survey Bid

Topographical and Reconnaissance Wetland Survey Bid

Treasurer's Report – May 2011

May 2011 Bills

Crafton RE Tax Refunds

Resolution No. 441-11 Real Estate Millage - 2011-2012

Resolution No. 442-11 Earned Income Tax Levy 2011-2012

The Carlynton School District 2011-2012 General Fund Budget in the amount of \$23,395,132;

Resolution No. 443-11 as submitted by the solicitor, to accept the funds made available through Act 1, the Homestead/Farmstead Tax Relief Act. Each qualified homeowner will realize a savings of approximately \$164. (Finance Item #0611-04)

Reappoint Sandra Hughan as Treasurer of the Carlynton School District for a term beginning July 1, 2011 and ending June 30, 2012;

Designate PNC Bank, Crafton Branch, as the official school district depository for funds received for fiscal year 2011-2012 in accordance with Section 621 of the PA School Code;

Participation in the PMA Worker's Compensation Program at a cost of \$46,872, effective July 1, 2011, as presented. This represents a savings of \$1,093 over last year;

The insurance package for the 2011-2012 school year as recommended by the Gleason Agency at a cost of \$55,843. This includes privacy protection and network (cyber) liability. This represents an increase of \$11,803 over last year;

*Mr. Christy stated the increase was due to recent claims.*

That Patricia Keeley, Crafton Real Estate Tax Collector; Edward Adams, Rosslyn Farms Real Estate Tax Collector; and Peg Bowman, Carnegie Real Estate Tax Collector, be excused from further collection of school district real estate taxes for the 2010-2011 school year, effective June 30, 2011, and that the list of names of those owners submitted by each of the above tax collectors be given to the delinquent tax collector for the purpose of lienning;

Reappoint Edward Adams as Rosslyn Farms Earned Income Tax Collector for the term of July 1, 2011 through December 31, 2011;

*Mr. Christy explained the term ends in December, at which point Jordan Tax Service will take over per the selection by the Tax Collection Committee.*

Renew public official bonds for Board Secretary Kirby Christy and Treasurer Sandra Hughan;

Grant authorization for the appropriate officials to provide tax duplicates to each of the District's tax collectors on or before July 1, 2011, in accordance with Section 682 of the PA School Code;

Authorize the District to acquire the tax collector's bonds as required by Section 684 of the PA School Code for the Carnegie, Crafton and Rosslyn Farms Tax Collectors;

Award bids for General, Art, Physical Education, Medical, Custodial/Maintenance and Athletic Supplies for the 2011-2012 school year in the total amount of \$127,215.80; (Finance Item #0611-05)

General Fund Budget

Resolution No. 443-11 – Homestead/Farmstead Tax Relief Act Funds

Treasurer – Sandra Hughan

PNC Bank – District Depository

PMA Worker's Compensation

Insurance Package for 2011-2012

Tax Collectors Excused from Collection

Edward Adams – Rosslyn Farms Tax Collector

Public Official Bonds Tax Duplicates

Tax Collector's Bonds

Acquisition of Tax Collector's Bonds

Awarding of Bids – General, Etc.

*Director Walkowiak asked if this included athletic items and Mr. Christy said it was maintenance and school supplies.*

The cafeteria operating report for the month of March 2011 as submitted by Aramark Educational Service with an ending year-to-date balance of \$38,120.67; (Finance Item #0611-06)

The cafeteria operating report for the month of April 2011 as submitted by Aramark Educational Service with an ending year-to-date balance of \$46,395.09; (Finance Item #0611-07)

The May 2011 Athletic Fund Report as presented with an ending balance of \$2,448.44; (Finance Item #0611-08)

The May 2011 Activities Fund Report as presented with an ending balance of \$31,933.07; (Finance Item #0611-09)

The Letter of Agreement between the district and the Allegheny Intermediate Unit for the provision of travel instruction services at a rate of \$80 per hour for the first 25 hours and at a rate of \$60 per hour for all additional hours. This agreement is effective July 1, 2011 through June 30, 2012, as presented. Fees will only be assessed as services are rendered; (Finance Item #0611-10)

*Director Walkowiak asked for clarification of this service. Dr. Panza said it applies to the special education department and is used for travel training to prepare transition students for employment after they graduate.*

Acceptance of the grant agreement from The Grable Foundation for the Crafton Elementary STEAM program in the amount of \$9,890, for the 2011-2012 school year as presented; (Finance Item #0611-11)

~~To advertise the Request for Proposal for the Crafton Elementary Roof Replacement as presented; (Finance Item #0611-12)~~ **REMOVED FROM THE AGENDA**

The GASB 45 Actuarial Services provided by Hawley Consulting in the amount of \$5,250 for the 2010-2011 and 2011-2012 school years;

*Mr. Christy explained that this is required by the Government Accounting Standards Board and is done for post-retirement purposes.*

Procure the auditing services of the firm of Hosack, Specht, Muetzel and Wood to conduct an audit of the Earned Income Tax Collector of Rosslyn Farms for the years ending June 30, 2010 and June 30, 2011 at a cost of \$570 and \$585 respectively.

**By a ROLL CALL VOTE, the motion carried 6-0, except for motion on the General Fund Budget, where Director Wilson voted NO.**

*Director Wilson stated she had made her feelings clear and believed that extra funding could be used to supplement services; by not doing so, Director Wilson said it was a disservice to the staff.*

### III. Personnel

Director Wilson moved, seconded by Director Walkowiak, to approve the proposed professional and non-professional staffing assignments for the

March 2011 Cafeteria Operating Report

April 2011 Cafeteria Operating Report

May 2011 Athletic Fund Report

May 2011 Activities Fund Report

Letter of Agreement with the AIU – Travel Instruction Services

The Grable Foundation STEAM Grant

RFP - Crafton Elementary Roof Replacement

GASB 45 Services

Auditing Services for Rosslyn Farms EIT Collector

Professional and Non-Professional Staffing List for

2011-2012 school year as recommend by the administrative staff and that authorization be granted to notify affected employees of furlough and/or suspension;

Award a Professional Employee Contract to elementary teacher Maria Wisser, under the terms and conditions of the Carlynton Federation of Teachers Collective Bargaining Agreement;

Award a Professional Employee Contract to elementary teacher Shannon Vitali-Guay, under the terms and conditions of the Carlynton Federation of Teachers Collective Bargaining Agreement;

Award a Temporary Professional Employee contract to Rebecca Smith-Chenette, for the position of music/choral teacher, under the terms and conditions of the Carlynton Federation of Teachers Collective Bargaining Agreement; (Personnel Item #0611-01)

The following additions to the 2011-2012 Athletic Supplemental List as recommended and submitted:

- Daniel McDonald – Assistant Varsity Boys' Basketball Coach
  - Cayll Smith – Girls' Basketball Coach, Grade 8
  - Tonya Temoff – Jr. High Cheerleader Coach
  - Samantha Wooster – Jr. Varsity Cheerleader Coach
  - Rachel Smith – Varsity Head Cheerleader Coach
  - David Oddi – Equipment Manager
  - Jocelyn Illig – Varsity Head Girls' Soccer Coach
  - Dané Marshall – Girls' Varsity Assistant Tennis Coach
  - Jason Knox – Varsity Head Wrestling Coach
- (Personnel Item #0611-02)

The following additions to the 2011-2012 Activities Supplemental List as recommended and submitted:

- Kristina Schelb – Cougarette Instructor *and* Cougarette/Honor Guard Sponsor
- (Personnel Item #0611-03)

School physician Dr. Edward Snell and eye examiner Dr. Sherry Marinacci for the 2011-2012 school year at a per diem rate per the stipulations contained in established board policy.

The following additions to the 2011-2012 Curriculum Supplemental List as recommended and submitted:

- Laura Begg – Secondary Social Studies
- Lisa Rowley – Federal Programs *and* Secondary Physical Education and Health
- Marlynn Vayanos – Secondary Music/Art
- Michael Kozy – Secondary Mathematics
- Cynthia Eddy – Secondary Language Arts/Foreign Languages/Library/Reading
- Lee Myford – Secondary Special Education/Guidance/GATE/Vocational Education
- Diane Criste and Russ Pedersen – Elementary Music/Art
- Jacie Maslyk – Elementary Reading/Library and Computers

2011-2012

PE Contract – Maria Wisser

PE Contract – Shannon Vitali-Guay

TPE, Music/Choral Teacher – Rebecca Smith-Chenette

Additions to the 2011-12 Athletic Supplemental List

Additions to the 2011-12 Activities Supplemental List

School Physician and Eye Examiner for 2011-12 School Year

Additions to the 2011-12 Curriculum Supplemental List

|  |   |
|--|---|
| <p><i>and Language Arts</i></p> <ul style="list-style-type: none"><li>▪ Christopher Very – Elementary Science</li><li>▪ Brian Harewicz – Elementary Special Education/GATE (Personnel Item #0611-04)</li></ul> <p>The following four additions to list of Summer Custodial Helpers for the Summer of 2011 as follows:</p> <ul style="list-style-type: none"><li>▪ Dustin Tyndal</li><li>▪ Mykola Zayats</li><li>▪ Nestor Lutsiv</li><li>▪ Faith Karl (Personnel Item #0611-05)</li></ul> <p>The following individuals to facilitate the summer Extended School Year programs as recommended by administration:</p> <ul style="list-style-type: none"><li>▪ Lysie Merglowski, Elementary, 20 hours</li><li>▪ Diane Moehler, Secondary, 24 hours</li><li>▪ Diane Moehler, Secondary, 12 hours (Personnel Item #0611-06)</li></ul> <p><i>And to accept the resignation of Ida Prevost, Crafton Elementary Cafeteria Worker, effective immediately and to post for said opening. (Personnel Item #0611-09) <b>By a voice vote, the motion carried 6-0.</b></i></p> <p>Director Schirripa moved, seconded by Director McCartney, to approve the stipend of \$1,294.50 for David Oddi for taking on the responsibilities of Equipment Manager for the second half of the 2010-2011 school year; <b>By a voice vote, the motion failed 4-2, with Directors Walkowiak and Wilson voting NO. (Quorum is needed to pass).</b></p> <p>Director Hughan moved, seconded by Director McCartney, to accept the resignation of Superintendent Michael Panza, effective August 11, 2011, as presented; (Personnel Item #0611-07) <b>By a ROLL CALL VOTE, the motion carried 6-0.</b></p> <p><i>President Brown and Directors Hughan, McCartney and Schirippa expressed regret.</i></p> <p>Director McCartney moved, seconded by Director Hughan, to approve the long-term substitute position at the secondary level for the following individual for the 2011-2012 school year as recommended by the administrative staff:</p> <ul style="list-style-type: none"><li>▪ Christopher Colonna, Science (Full year employment) (Personnel Item #0611-08)</li></ul> <p><b>By a ROLL CALL VOTE, the motion carried 6-0.</b></p> <p><b><u>UNFINISHED BUSINESS:</u></b> <i>None</i></p> <p><b><u>NEW BUSINESS:</u></b> <i>President Brown announced that long-time Carlynton supporter Ray Musiol passed away.</i></p> <p><i>Dr. Panza commented that the district received good marks for its safety plan following an audit report by the Auditor General. He mentioned that the updated emergency response handbooks and improving safety issues within buildings</i></p> | <p>Additions to the Summer Custodial Helper List</p> <p>Facilitators of ESY Programs</p> <p>Resignation – Ida Prevost, Cafeteria Worker</p> <p>2010-11 Half-year Equipment Manager – David Oddi</p> <p>Resignation of Dr. Michael Panza</p> <p>Secondary LTS Science Position for the 2011-2012 School Year</p> |
|--|---|

were documented in the favorable report.

**OPEN FORUM:** Director Wilson reported that the Relay for Life was held and was successful, raising closed to \$45,000. She thanked the maintenance staff for their assistance throughout the day.

Audience member Alan Dorfield of Crafton asked why the RFP for the Crafton Elementary Roof was removed from the agenda. Dr. Panza said some revisions needed to be made.

**ADJOURNMENT:** With no further business to discuss, Director Hughan moved to adjourn the meeting at 8:35 pm, seconded by Director McCartney. **By a voice vote, the motion carried 6-0.**

Respectfully submitted,

---

Kirby Christy, Board Secretary

---

Michale Herrmann, Recording Secretary