

**BALDWIN-WHITEHALL SCHOOL DISTRICT
MINUTE BRIEFS
WEDNESDAY, MAY 9, 2018
BUSINESS MEETING**

8.2 Approval of Minutes - April 2018

Approved the Minutes of the Agenda Meeting on April 4, 2018, the Business Meeting on April 11, 2018, and the Special Meeting on April 23 2018 as listed and certified.

8.3 General Fund Receipts - April 2018

Approved the April 2018 General Fund Receipts in the total amount of \$2,068,039.99 as listed and certified.

8.4 Cafeteria Fund - April 2018

Approved the Cafeteria Fund Account in the total amount of \$93,172.67 for the month of April 2018 as listed and certified.

8.5 General Fund Account - April 2018

Approved the General Fund Account in the total amount of \$465,682.75 for the month of April 2018 as listed and certified.

8.6 Payroll - April 2018

Approved the Payroll for April 2018 in the total amount of \$2,272,073.90 as listed and certified.

10.2 Resignations

Accepted the following resignations:

Matthew Jones
Substitute Custodian
Reason: Personal
Effective: March 25, 2018

Martin Kroll Jr.
Substitute Custodian
Reason: Personal
Effective: April 30, 2018

Samantha Moik
Substitute Custodian
Reason: Personal
Effective: April 16, 2018

10.3 Retirements

Accepted the following retirements:

Joseph L. D'Alessandro
Bus Driver
Effective: May 31, 2018 (Last Day of Work)
Years of Service: 17 years 3 Months

H. Thomas Diffendafer
Custodian
Effective: September 1, 2018
Years of Service: 24 Years 7 Months

10.4 Leaves

Approved the following:

Intention to return to work, Heather Himes, English teacher, for the 2018-2019 School Year from her Second Semester Sabbatical Leave of Absence during the 2017-2018 School Year.

Unpaid Leave of Absence for Natalie L. Rusnica, Grade 4 Teacher, for the 2018-2019 School Year with the intention to return to work for the 2019-2020 School Year.

Intention to return to work, Heidi White, Science teacher, for the 2018-2019 School Year from her Professional Development Sabbatical Leave of Absence during the 2017-2018 School Year.

10.5 3-Hour General Food Service Worker (Jodie Geyer) - Permanent - Paynter Elementary School

Approved Jodie Geyer as a 3-Hour General Food Service Worker (Permanent) at the Paynter Elementary School Cafeteria effective May 29, 2018 with a Seniority date of January 2, 2018.

Rate: \$15.46
Salary: \$371.04
Payroll Taxes: \$32.09
PSERS: \$124.04
Benefits: None

Total: \$527.17

10.6 Noontime Aide (Amber Klodowski) - Permanent - Paynter Elementary School

Approved Amber Klodowski as a Noontime Aide (Permanent) at Paynter Elementary School effective May 10, 2018 with a Seniority date of December 14, 2017.

Rate: \$14.03/Hour
Salary: \$533.14
Payroll Taxes: \$46.12
PSERS: \$178.23
Benefits: None
Total: \$757.49

10.7 Noontime Aide (John Weber Jr.) - Probationary - Whitehall Elementary School

Approved John Weber Jr. as a Noontime Aide (Probationary) at Whitehall Elementary School effective May 10, 2018.

Rate: \$10.80/hour
Salary: \$410.40
Payroll Taxes: \$35.50
PSERS: \$137.20
Benefits: None
Total: \$583.10

*Hiring is provisional based on all necessary paperwork.

10.8 2018 Highlander Summer Camp Professional Staff

Approved the employment of the following professional staff, if needed, to conduct the Highlander Summer Camps from June 18, 2018 through July 19, 2018 (Mondays through Thursdays) at the rate of \$425 per camp:

- *Brett Bielewicz
- **Caitlin Brown
- Brigetta Del Re
- Karen Feitl
- *Brad Feitl
- Beth Fochtman
- Daniel Harrold
- Lauren Hustwit
- Michelle Kilburn
- Ashley Lacey
- **Kristin Malock

Rebecca Michalski
Rebecca Nannini
Chelsea Noss
Jennifer Petrilla
Virginia Pfatteicher
Tammy Rellick
Brad Schulte
Adrienne Vallus
Lindsay Walker
Leah Younkins

* Volunteer (Not Paid)

** Hiring is provisional based on all necessary paperwork. (Non-District Employee)

10.9 2018 Highlander Summer Camp Counselor

Approved Carly Lutz as a 2018 Highlander Summer Camp Counselor from May 29 through August 3, 2018, 4 work days per week, from 8:30 AM – 12:30 PM on days that camps are in session and as needed during camp setup, at \$10.53/hour not to exceed 4 hours per day.

*Hiring is provisional based on all necessary paperwork.

10.10 2018 Summer Technology Department Interns

Approved the 2018 Summer Employment in the Technology Department at the rate of \$10.53/hour on an as needed basis throughout the summer from June 11, 2018 through August 10, 2018 at 8 hours/day at 3 days/week for a total of 9 weeks as follows:

- *Justin Booth - Grade 11
- *Joshua Luxemburger - Grade 11
- *Noah Knerr - Grade 12
- *Aakriti Neopanay - Grade 12
- *Bal Timsina - Grade 12

*Hiring is provisional based on all necessary paperwork.

10.11 Substitute Food Service

Approved the following Substitute Food Service employee:

*Susan Lemanski
Effective: May 10, 2018
Rate: \$10.53/Hour

*Hiring is provisional based on all necessary paperwork.

10.12 Extra Bus Driver

Approved the following Extra Bus Driver effective May 10, 2018 at \$16.97/hour:

*Stephen Donaldson

*Hiring is provisional based on all necessary paperwork.

10.13 Extracurricular Activity Assignments List (Deletions)

Accepted the following deletions from the Extracurricular Activity Assignments list:

J. Jason Dolak
Football Assistant #2 Coach (HMS)
Reason: Personal
Effective: April 11, 2018

Rachel Murrman
Freshman Class Sponsor (BHS)
Reason: Personal
Effective: End of 2017-2018 School Year

Julie Willman
Teen Center Coordinator Co-Sponsor (HMS)
Reason: Personal
Effective: End of 2017-2018 School Year

Julie Willman
Mathematics Department/Grade Level Chairperson (HMS)
Reason: Personal
Effective: End of 2017-2018 School Year

10.14 Mathematics Department/Grade Level Chairperson - Harrison Middle School

Approved the following on the Extracurricular Activity Assignments List:

Amy Goetzman
Mathematics Department/Grade Level Chairperson (HMS)
Effective: 2018-2019 School Year
Salary: \$1,809.00
Payroll Taxes: \$156.48
PSERS: \$604.75

Benefits: None
Total Cost: \$2,570.23

10.15 Extracurricular Activity Assignments List A - (Additions)

Approved the following Additions to the Extracurricular Activity Assignments List A:

*John Crawshaw
Boys' Soccer Varsity/Junior Varsity Co-Assistant Head Coach (BHS)
Effective: May 10, 2018
Salary: \$2,000.00
Payroll Taxes: \$173.00
PSERS: \$668.60
Benefits: None
Total Cost: \$2,841.60

*Joseph Kossler
Boys' Soccer Varsity/Junior Varsity Co-Assistant Head Coach (BHS)
Effective: May 10, 2018
Salary: \$2,000.00
Payroll Taxes: \$173.00
PSERS: \$668.60
Benefits: None
Total Cost: \$2,841.60

David Ruvolo
Boys' Soccer (Including 9th Grade) Head Coach (HMS)
Effective: May 10, 2018
Salary: \$2,500.00
Payroll Taxes: \$216.25
PSERS: \$835.75
Benefits: None
Total Cost: \$3,552.00

*Justin McAtee
Boys' Soccer (Including 9th Grade) Assistant Head Coach (HMS)
Effective: May 10, 2018
Salary: \$2,000.00
Payroll Taxes: \$173.00
PSERS: \$668.60
Benefits: None
Total Cost: \$2,841.60

*Hiring is provisional based on all necessary paperwork.

10.16 Extracurricular Activity Assignments List B - (Additions)

Approved the following Additions to the Extracurricular Activity Assignments List B:

*Jaymaryl "Jay" Latimer

Boys' Basketball Varsity/Junior Varsity Assistant Head Coach (BHS)

Effective: May 10, 2018

Salary: \$5,800.00

Payroll Taxes: \$501.70

PSERS: \$1,938.94

Benefits: None

Total Cost: \$8,240.64

*Lacey Claar

Girls' Basketball Junior Varsity Coach (BHS)

Effective: May 10, 2018

Salary: \$5,000.00

Payroll Taxes: \$432.50

PSERS: \$1,671.50

Benefits: None

Total Cost: \$7,104.00

*Hiring is provisional based on all necessary paperwork.

10.17 Extracurricular Activity Assignments List C - (Additions)

Approved the following Additions to the Extracurricular Activity Assignments List C:

Michael Garbett

Concert Band Co-Director (BHS)

Effective: May 1, 2018

Salary: \$990.00 (25% of \$3,961.00)

Payroll Taxes: \$85.66

PSERS: \$322.52

Benefits: None

Total Cost: \$1,398.43

Michael Garbett

Orchestra Co-Director (BHS)

Effective: May 1, 2018

Salary: \$365.00 (25% of \$1,459.00)

Payroll Taxes: \$ 31.55

PSERS: \$118.80

Benefits: None

Total Cost: \$515.10

Michael Garbett
Stage Band Co-Director (BHS)
Effective: May 1, 2018
Salary: \$225.00 (25% of \$898.00)
Payroll Taxes: \$19.42
PSERS: \$73.12
Benefits: None
Total Cost: \$317.04

11.1 Memorandum of Understanding - Transportation Employees (Drivers) in Training

Approved the Memorandum of Understanding between the Baldwin-Whitehall School District and the Baldwin-Whitehall Service Employees Association regarding the hiring of transportation employees (drivers) in training.

12.2 Agreement - Clarion University

Approved the Teacher Education Agreement between the Baldwin-Whitehall School District and Clarion University for placing student teachers in the District.

12.3 Agreement - Allegheny Intermediate Unit (AIU) - Alternative Education Program - Community School West

Approved the agreement between the Baldwin-Whitehall School District and the Allegheny Intermediate Unit Alternative Education Program - Community School West to provide alternative education for Special Education and Regular Education students for the 2017-2018 school year.

12.4 Agreement - Allegheny Intermediate Unit (AIU) - Alternative Education Program - Community School West - BHS

Approved the agreement between the Baldwin-Whitehall School District and the Allegheny Intermediate Unit Alternative Education Program - Community School West to provide alternative education for a student, effective April 9, 2018, for the 2017-2018 school year.

12.5 Agreement - Allegheny Intermediate Unit (AIU) - Alternative Education Program - Community School West - HMS

Approved the agreement between the Baldwin-Whitehall School District and the Allegheny Intermediate Unit Alternative Education Program - Community School West to provide alternative education for a student, effective August 29, 2017, for the 2017-2018 school year.

12.6 Agreement - The Children's Institute of Pittsburgh

Approved the Agreement between the Baldwin-Whitehall School District and The Children's Institute of Pittsburgh to provide Extended School Year Services to a student beginning June 27, 2018 through July 26, 2018.

12.7 Agreement - Bayada Home Health Care, Inc.

Approved the Agreement between the Baldwin-Whitehall School District and BAYADA Home Health Care, Inc. to provide in-school nursing care for a student effective July 1, 2018 through June 30, 2019.

12.8 Agreement - Bayada Home Health Care, Inc. - RN/LPN Substitutes

Approved the Agreement between the Baldwin-Whitehall School District and Bayada Home Health Care, Inc. to provide basic nursing services on a substitute basis effective July 1, 2018 through June 30, 2019.

12.9 Agreement - Crossroads Speech & Hearing, Inc. - Speech Language Pathology, Physical/Occupational Therapy

Approved the Agreement between the Baldwin-Whitehall School District and Crossroads Speech & Hearing, Inc. to provide Speech Language, Occupational, and Physical Therapy services to students effective for the 2018-2019 school year, to include Extended School Year 2019, Appendix A, and Appendix B.

12.10 Out-of-State Conference - Building the School of the Future - Achieve 3000

Approved the following Out-of-State Conference:

Building the School of the Future - Achieve 3000
Washington, DC
May 9-10, 2018
Attendee: Andrea Huffman
Cost: \$373.84 (estimated for travel);
Achieve 3000 paying registration and hotel costs

12.11 Out-of-State Conference - Comprehensive Integrated Three-Tiered (Ci3T) Models of Prevention: Trainer of Trainers

Approved the following Out-of-State Conference:

Comprehensive Integrated Three-Tiered (Ci3T) Models of Prevention: Trainer of Trainers
University of Kansas Lawrence, KS
June 19-21, 2018
Attendee: Marissa Galagher
Estimated Cost: \$600.00.
PaTTAN grant received.

12.12 Out-of-State Conference - Grief Recovery Method International Conference - Grief Recovery Institute

Approved the following Out-of-State Conference:

Grief Recovery Method International Conference - Grief Recovery
Institute Manhattan Beach, CA
September 26-October 1, 2018
Sponsor: Reita Melvin
Cost: \$0.00 (Social worker will pay all expenses)

12.13 Student Participation - Baldwin High School - UCA Summer Cheer Camp

Recommended that the Board approve the following Student Participation:

UCA Cheerleading Camp - UCA (Universal Cheerleaders Assoc.)
Slippery Rock, PA
June 18-21, 2018
Sponsor: Taryn Madden
Students: BHS Cheerleaders
Costs: Student-funded

12.14 2016 Audit Report - Baldwin Borough - Real Estate Tax Collector

Received the Financial Baldwin Borough Tax Audit for the year ending December 31, 2016, as submitted by Cottrill Arbutina Certified Public Accountants.

12.15 2016 Audit Report - Baldwin Township - Real Estate Tax Collector

Received the Financial Baldwin Township Tax Audit for the year ending December 31, 2016, as submitted by Cottrill Arbutina Certified Public Accountants.

12.16 2016 Audit Report - Whitehall Borough - Real Estate Tax Collector

Received the Financial Whitehall Borough Tax Audit for the year ending December 31, 2016, as submitted by Cottrill Arbutina Certified Public Accountants.

12.17 Proposal - Tax Exempt Lease-Purchase Financing - Twelve (12) Buses

Approved the Tax Exempt Lease-Purchase Financing Proposal from Laurel Capital, Inc for the purchase of twelve (12) new school buses according to the attached proposal.

12.18 Disposal - Old Buses

Authorized the District to dispose of six buses, #4, #15, #16, #35, #60, and #61.

12.19 Proposal - Master Library

Approved the proposal from MasterLibrary.Com, LLC for a subscription to scheduling services software, effective July 1, 2018 through June 30, 2019 at a cost of \$6,700.00.

12.20 Agreement - Jostens

Approved the agreement between the Baldwin-Whitehall School District and Jostens to provide graduation products effective for the 2018-2019, 2019-2020, and 2020-2021 school years.

12.21 Technology 1:1 Initiative - Chromebooks - Harrison Middle School

Approved the purchase of 1,155 Chromebook devices, to include management, from Troxell, 1735 East Carson Street PO Box 370, Pittsburgh, PA 15203, at a cost of \$227.99 per device in the total amount of \$263,350 under the joint cooperative purchasing programs. (COSTAR vendor number 003-440, PEPPM 52654).

12.22 Renewal - Comprehensive Insurance Coverage and Workers' Compensation Insurance

Approved the renewal of the Baldwin-Whitehall School District's comprehensive insurance coverage for the 2018-2019 fiscal year through our broker, Henderson Brothers, 920 Fort Duquesne Blvd., Pittsburgh, PA 15222 with Utica, AIG, Navigators, and PSBA at a cost of \$259,554. This is a reduction of \$3,148 or 1.2% as compared to 2017-2018.

Approved the renewal of the Baldwin-Whitehall School District's worker's compensation insurance coverage for the 2018-2019 fiscal year through our broker, Henderson Brothers, 920 Fort Duquesne Blvd., Pittsburgh, PA 15222 with Brickstreet (formerly Highmark) at a cost of \$223,280. This is a reduction of \$24,798 or 10% as compared to 2017-2018.

12.23 Contract of Professional Services - PSBA Merge Employee Sections of the Policy Manual

Accepted the Contract For Professional Services between the Baldwin-Whitehall School District and Pennsylvania School Boards Association to merge the Employee sections of the policy manual.

12.24 PSBA Principles for Governance and Leadership

Approved the Principles for Governance and Leadership.

13.1 2018-2019 Proposed Final Budget

Adopted the Proposed Final Budget for the 2018-2019 school year in the amount of \$67,710,859 in expenses, \$67,710,859 in revenues at a millage rate of 20.84 mills, an increase of .47 mills, resulting in a budget with a deficit of \$0 and to authorize the Business Manager to print and make it available for public inspection as required by Act 1 of 2006.

13.2 Appointment of Treasurer

Appointed Mark Cherpak, Business Manager, as Treasurer for the Baldwin-Whitehall School District, effective July 1, 2018 through June 30, 2019.

Resignation - Elementary School Principal

Accepted the resignation of Daniel J. Emanuelson, McAnnulty Elementary School Principal, effective June 30, 2018 for personal reasons.

PSBA Delegate Assembly Meeting - Friday, October 19, 2018

Appointed Mr. Gerald Pantone as voting delegate to the PSBA Delegate Assembly Meeting to be held on October 19, 2018.