South Fayette Township School District

Committee Meeting of the Whole

Minutes

Tuesday, July 19, 2016
7:00 PM

The Committee Meeting of the South Fayette Township Board of School Directors was called to order at 7:09 PM in the Pride Room in the Administration Building by Vice President Teresa Burroughs with the Pledge of Allegiance. Vice President Burroughs announced the Board held an Executive Session prior to the start of the meeting to discuss personnel and/or legal issues.

Present: Paul Brinsky, Len Fornella, Todd Petrillo, Teresa Burroughs

Absent: Lena Hannah, Lex Czaplicki (contacted by phone at 7:10 PM), Alan Vezzi (contacted by phone at 7:10 PM), Jen Iriti, Bill Newcomer

Others: Fred Wolfe, Tucker Arensberg, P.C.; Dr. Bille P. Rondinelli, Superintendent; Assistant Superintendent David Deramo; Student Representative Katie Kenawell; Director of Finance Brian Tony; Assistant Director of Finance Maria Brewer Aguilar; Director of Pupil Personnel Dr. Mandi Davis Skerbetz; High School Principal Aaron Skrbin; High School Assistant Principal Laura Hartzell; Middle School Principal Kristin Deichler; Intermediate School Principal Tom Kaminski; Elementary School Principal Laurie Gray; Elementary/Intermediate School Assistant Principal Tyler Geist; Network Systems Administrator Gene Manzini; Food Service Director Tricia Wood, Teacher Jessica Horzempa; Katie Drozynski, Lindsay Bagwell, Abigail Phillips, Jim Spezialetti, David Esposito, Eckles Architecture; Joe Brennan, PJ Dick; John Pappas, PJ Eckles Architecture; and Cynthia Geisler Superintendent’s Assistant/Board Secretary

Mr. Czaplicki and Mr. Vezzi were called at 7:10 PM.

Dr. Rondinelli announced Mr. Czaplicki and Mr. Vezzi are participating in the meeting by phone.

Joe Brennan, PJ Dick provided the Board with an update on the High School Additions and Alterations Project. Areas reviewed included:

- Approved change orders to date totaling $3,844.67
- Total amount spent to date $4,532,219.68
- Monthly payment amount due $1,441,992.75

Dr. Rondinelli interjected there is a lot of debris on campus, nails, screws, pipes and a better job needs to be done cleaning at the end of the day. Mr. Brennan agreed and will follow up with the vendors.

- Summary of awarded contracts
- Cash flow cumulative projected and cumulative actual

Mr. Brennan described the following change orders that are pending Board approval:

- Window Protection Rail – Stair 8 and 10 for the general contractor
- Add door to opening C100.1 – a new door and hardware to the health classroom

The Board asked why these weren’t on the original drawings. Mr. Brennan responded it was an oversite in the contract documents, the door was numbered but it was not picked up in the hardware or door schedule. John Pappas added the floor plan showed a number there but the schedule did not include that door as being a new door at that location and for the railing, the shop drawings indicated the main railings were there but did not indicate the protective railing.
✓ Budget pricing for the wrestling room changes requested by the District to include remove ceilings, install lights, soundproof under the decking, install tectum panels, painting the ceiling and a new air conditioning unit on the roof.
The Board discussed why this wasn’t contemplated on the original drawings and it was determined there was an investigation of the area which resulted in the needs for this area.
✓ Troubleshoot the crossed neutral in the electrical system within the High School that was identified during the shutdown phase and is a safety issue; a construction change directive was given to A-1 Electric to proceed on a time and material basis, as the origin of the problem is not known
John Pappas explained the construction change directive will result in a change order and are issued when a scope cannot be defined, such as this situation. He continued the construction change directive states ‘we are in agreement there are additional costs owed to the contractor for the work and the owner/architect/construction manager authorizes them to proceed in whatever fashion is outlined on the construction change directive and once the owner/architect/construction manager sign the agreement it is considered an executed agreement, whether the contractor signs it or not.’ Mr. Pappas concluded a change order will then be written that will identify the costs for the Board to approve, therefore the direction is to have the contractor proceed with troubleshooting the issue to identify and fix the problem.

✓ Progress – general contractor – demolition continues in areas F & H, the art classroom, and the existing stairwells; roofing in area A will start within the next 2 weeks; masonry in Area A continues and will move to Area H and F; milling and the stone sub-base in the stadium parking lot is complete with the base course binder course to begin July 19 and final paving will be complete July 20 and 21; concrete stairs from the upper parking lot is complete; concrete of the main entrance continues with coordination for the snowmelt system to be installed.
✓ Progress – mechanical contractor – demolition complete and new roof curbs received for setting the new roof top units; piping for the snowmelt system continues
✓ Progress – electrical contractor – completed upgrades to the switchgear; installed majority of hand dryers in existing restrooms; installing cord reels in science labs; keeping pace with other trades for all in-wall rough-in work; conduit repairs in stadium parking lot will be presented as a change order due to the existing conduit directly beneath the surface of the paving in some areas instead of at a two foot depth minimum when the original project was done
✓ Progress – plumbing contractor – under-floor piping in art suites complete; work continues on the 3 and 6 inch gas lines; under-floor piping complete at the slab on grade in Areas F, G, & H; fire protection work continues in the Systems, Administration and Guidance suites and some main extension piping complete
✓ Progress – technology contractor – ahead of other trades; pulling communication cable to reconfigured spaces
✓ Progress – stadium contractor – installation of turf continues and committed to completion by August 1; two sets of additional stairs installed
The Board discussed the color of the turf being installed in the end zones as not being the color they approved from the color sketch that was provided to them. Mr. Esposito responded the submittals that were Board approved were reviewed and the approved color for the end zones is titled ‘kelly’ green; in addition he presented a swatch of the approved ‘kelly’ green color. Mr. Brennan added the goal was to match the pantone color the District uses and the printed sketch the Board approved may not match the pantone color. The Board reiterated the color they approved was on the sketch and was not told that green may not match the pantone green.

Mr. Pappas added the end zones were to match the ‘kelly’ green color which is what has been put down. The Board continued discussing the color they approved based on the sketch versus what is being put down and that the field green is darker green. Mr. Manzini added the green color is identical to the original color 11 years ago and age and use will darken the colors.
Mr. Fornella returned to the meeting at 7:41 PM commenting the sample looks darker than what is there.

The Board determined there is an issue and needs to be corrected. The Board instructed Eckles and PJ Dick to contact the manufacturer to determine exactly what color was fabricated. They also discussed moving forward to meet the deadline of August 1. Mr. Esposito concluded he will make it a personal priority to contact the manufacturer.

Dr. Rondinelli reported 2016-2017 Organizational Plan goals will be reviewed with the Board at the August 16, 2016 meeting and they will be posted on the District’s website.

**Minutes**

Brinsky seconded Petrillo on approval of Minutes from the following Board Meetings:

<table>
<thead>
<tr>
<th>Committee Meeting</th>
<th>June 21, 2016</th>
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<tr>
<td>Regular Meeting</td>
<td>June 28, 2016</td>
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Roll Call – All Yes

**Financial Reports**

Brinsky seconded Petrillo on approval of the following Financial Reports:

1. Aquatics Fund
2. Athletic Fund
3. High School Activity Fund
4. Middle School Activity Fund
5. Board Reports – February 2016/March 2016

Roll Call – All Yes

**SUSPENSION OF BUSINESS TO HEAR FROM RESIDENTS AND/OR TAXPAYERS**

There were no comments at this time.

**Superintendent’s Monthly Report – Dr. Bille P. Rondinelli**

Dr. Rondinelli reported the SFFE Golf Outing raised approximately $10,000 and thanked all who volunteered or participated and reminded everyone the funds will support grants for teachers and students. She announced former graduate Brett Ley, a student at Lehigh University was selected as a Lehigh University President Scholar, the highest award given to a student for academic achievement and is eligible for a tuition-free fifth year of study in additional undergraduate or graduate programs. Dr. Rondinelli added New Teacher Induction begins August 8 and first day back for all staff is August 16 with performances by the Little Green Machine, cheerleaders, students Ashumi Rokadia, Garrett Wilner, Audrey Logan, and Maksim Shcherbatyuk and Bill Flanagan speaking.

**Business Office**

Brinsky seconded Petrillo on the recommendation of the Superintendent and High School Principal Aaron Skrbin for Board approval to enter into a Memorandum of Understanding between the South Fayette Police Department and the South Fayette Township School District.

And on the recommendation of the Superintendent, Director of Finance Brian Tony, and Food Service Director Tricia Wood for Board approval of the following increased lunch prices for the 2016-2017 school year.
<table>
<thead>
<tr>
<th>School</th>
<th>2015-2016 Prices</th>
<th>2016-2017 Prices</th>
<th>Increase</th>
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</thead>
<tbody>
<tr>
<td>Elementary School</td>
<td>Regular Meal $2.10</td>
<td>Regular Meal $2.20</td>
<td>.10 cent</td>
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</tbody>
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Brian Tony gave a brief overview of the Extended Day Services current rates and a recommended average rate increase of 4.97% for the 2016-2017 school year.

And on the recommendation of the Superintendent, Director of Finance Brian Tony, and Elementary School Principal Laurie Gray for the Board to approve the rent for Extended Day Services for the 2016-2017 school year. The approved rate will be an average 4.97% increase from the 2015-2016 school year.

And on the recommendation of the Superintendent, Director of Finance Brian Tony, and Tax Collector Anne Beck for Board approval of the provided list of Real Estate Refunds due to reduction in assessment and/or overpayment.

And on the recommendation of the Superintendent, Director of Maintenance Dean Stewart, and Director of Facilities Gene Manzini for Board approval to enter into the annual (1-year) service agreement with Knight Sound and Lighting Inc., to provide service for our Microlite Relay System at the cost of $750.00. This is the same cost as last year.

And on the recommendation of the Superintendent, Director of Finance Brian Tony, and Director of Pupil Personnel Dr. Mandi Skerbetz for Board approval of an Enrollment Contract with The University School to provide services for a student for the 2016-2017 school year.

And on the recommendation of the Superintendent, Director of Finance Brian Tony, and Director of Pupil Personnel Dr. Mandi Skerbetz for Board approval to enter into an agreement with The Watson Institute to provide consultative services and community based instruction services effective August 1, 2016 through June 30, 2017.

And on the recommendation of the Superintendent, Director of Finance Brian Tony, and Director of Pupil Personnel Dr. Mandi Skerbetz for Board approval to enter into an agreement with Chartiers Center to provide Student Assistance Program (SAP) services and School Based Mental Health Services effective September 1, 2016 through August 31, 2017.

And on the recommendation of the Superintendent, Director of Finance Brian Tony, and Director of Pupil Personnel Dr. Mandi Skerbetz for Board approval of an Enrollment Contract with Family Links-Therapeutic Learning Center for students effective for the 2016-2017 school year.

And on the recommendation of the Superintendent, Director of Finance Brian Tony, and Director of Pupil Personnel Dr. Mandi Skerbetz for Board approval to enter into an agreement with Interim Healthcare Services, Inc. to provide individual student nursing services from August 2016 through August 2017.

And on the recommendation of the Superintendent, Director of Finance Brian Tony, and Director of Pupil Personnel Dr. Mandi Skerbetz for Board approval to enter into an agreement with Goodwill of Southwestern Pennsylvania to provide UPMC Project SEARCH transition services effective August 29, 2016 through June 2, 2017.

**SUSPENSION OF BUSINESS TO HEAR FROM RESIDENTS AND/OR TAXPAYERS ON THE ABOVE ITEMS.**

There were no comments at this time.
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Roll Call – All Yes

**Personnel**

Fornella seconded Brinsky on the recommendation of the Superintendent and Administrators for Board approval to hire Kevin Maurer as the Middle School Assistant Principal at the $75,000 salary, prorated for the 2016-2017 school year.

**SUSPENSION OF BUSINESS TO HEAR FROM RESIDENTS AND/OR TAXPAYERS ON THE ABOVE ITEM.**

There were no comments at this time.

Roll Call – All Yes

Petrillo seconded Brinsky on the recommendation of the Superintendent and Administrators for Board approval to hire Stephanie DeLuca as the Curriculum, Technology and Innovation Coordinator at the $76,800 salary, prorated for the 2016-2017 school year.

**SUSPENSION OF BUSINESS TO HEAR FROM RESIDENTS AND/OR TAXPAYERS ON THE ABOVE ITEM.**

There were no comments at this time.

Roll Call – All Yes

Brinsky seconded Petrillo on the recommendation of the Superintendent and Administrators for Board approval for the following internal moves in the Intermediate, Middle School, and High School for the 2016-2017 school year:

- Melanie Oyler, Grade 4 to fill Grade 5 new position
- Angela Hoffman, Grade 6 English/Language Arts to fill the Grade 7 English/Language Arts
- Renee McNally, Grade 7 Language Arts teacher to fill the new Grade 8 English/Language Arts/History
- Brooke Speakman, Grade 8 English/Language Arts to fill the Grade 6 English/Language Arts
- Rob Eldridge, Intermediate School Physical Education teacher to fill the High School Physical Education position; due to a retirement

**SUSPENSION OF BUSINESS TO HEAR FROM RESIDENTS AND/OR TAXPAYERS ON THE ABOVE ITEM.**

There were no comments at this time.

Roll Call – All Yes

Petrillo seconded Brinsky on the recommendation of the Superintendent and Administrators for Board approval to hire the following personnel for the 2016-2017 school year:

- Elizabeth Frambes, Grade 2 teacher at the Bachelor's Step 1 rate of $46,950, pending receipt of required documents
- Mariaelena Amato, Middle School Spanish teacher at the Master’s Step 2 rate of $50,556
- Ryan Puz, Grade 4 teacher at the Bachelor’s Step 1 rate of $46,950
• Shane Coyne, Kindergarten Permanent Substitute teacher at the Bachelor’s Step 1 rate of $46,950, prorated
• Dana Populo, Grade 4 Permanent Substitute teacher at the Bachelor’s Step 1 rate of $46,950, prorated
• Amanda Evans, Elementary School Classroom Reading Paraeducator, at the rate of $13.09 per hour, after completion of a successful probationary period, the rate will be $16.36 per hour; this position is due to a retirement
• Chelsea Faynor, Intermediate School Special Education teacher, at the Bachelor’s Step 1 rate of $46,950; this position is a new position approved in the 2016-2017 budget.
• Joshua Patterson, Middle School Grade 8 Math/Science teacher, at the Bachelor’s Step 1 rate of $46,950; this position is a new position approved in the 2016-2017 budget.

SUSPENSION OF BUSINESS TO HEAR FROM RESIDENTS AND/OR TAXPAYERS ON THE ABOVE ITEM.

There were no comments at this time.

Roll Call – All Yes

Fornella seconded Petrillo on the recommendation of the Superintendent and Intermediate School Principal Tom Kaminski for Board approval to hire Jeanne Tupper for the Intermediate School Strings Camp (Board approved in April) to be held from Monday, August 1, 2016 through Thursday, August 4, 2016, at the EPR rate of $35.00 per hour.

And on the recommendation of the Superintendent and Administrators for Board approval of the following mentor teachers for the 2016-2017 school year.

• Karley Rossi
• Tracy Brandtner
• Elizabeth Kline

And on the recommendation of the Superintendent and Administrators for Board approval of the FMLA leave of absence request for Brian Campbell, Maintenance effective retroactive from June 6, 2016 through June 17, 2016.

And on the recommendation of the Superintendent and Administrators for Board approval for Taylor Dreste, a Duquesne University student to complete her practicum experience with Gretchen Tucci, Assistant Director of Pupil Personnel during the 2016-2017 school year. There will be no cost to the District.

And on the recommendation of the Superintendent and Custodial Supervisor Steve Timmins for Board approval to hire William Sweetie as a custodian, effective pending receipt of required documents, at the probationary rate of $10.45 per hour. After completion of a successful probationary period, the rate will be $13.06 per hour.

And on the recommendation of the Superintendent, Athletic Director Mark Keener, and Head Varsity Cheerleading Coach Maggie Conoscuito for Board approval of Maura McCarty as an Assistant Varsity Cheerleading Coach effective July 20, 2016, pending receipt for required documents.

And on the recommendation of the Superintendent, Athletic Director Mark Keener, and Boys Varsity Head Golf Coach Bobby Ruffolo for Board approval of Frank Kruth as a Volunteer Assistant Varsity Golf Coach effective for the 2016-2017 season.
And on the recommendation of the Superintendent and Athletic Director Mark Keener for Board approval of Matt Bacco as the Assistant Athletic Director at the salary of $6,835.00 for the 2016-2017 season.

**SUSPENSION OF BUSINESS TO HEAR FROM RESIDENTS AND/OR TAXPAYERS ON THE ABOVE ITEMS.**

There were no comments at this time.

Roll Call – All Yes

**Education**

Brinsky seconded Petrillo on the recommendation of the Superintendent for Board approval to permit Aileen Owens, Director of Technology and Innovation, Melissa Unger, Intermediate School STEAM teacher, and Shad Wachter, Intermediate School Technology Literacy teacher to attend and present at the Scratch@MIT biennial international conference in Cambridge, Massachusetts from August 3, 2016 through August 6, 2016. The costs will include registration, travel, lodging, and meals and will not exceed $5,000.

Dr. Rondinelli informed the Board a $1,500 grant was received from the Sprout Fund to help offset the cost of the ISTE trip.

And on the recommendation of the Superintendent, Assistant Superintendent David Deramo, and High School Principal Aaron Skrbin for Board approval to run 3-hour delay days in the High School for the administration of the Keystone Exams during the December 2016 and May 2017 testing windows. Only the students being tested will report to school at the regular start time and the remainder of the high school students would report on a 3-hour delay schedule starting at 10:20 AM.

And on the recommendation of the Superintendent and Administrators for Board approval of the changes to the 2016-2017 Parent-Student Handbook for the High School.

And on the recommendation of the Superintendent, Assistant Superintendent David Deramo, and High School Principal Aaron Skrbin for Board approval of APEX Learning as a provider for the online Advanced Placement courses in the High School for the 2016-2017 school year.

And on the recommendation of the Superintendent, Assistant Superintendent and High School Principal Aaron Skrbin for Board approval to dispose of the attached list of textbooks as per Board Policy 706.1. Book vendors will be contacted to see if there is any interest in purchasing the textbooks and/or they will be given to students who request a copy. If there is no interest from the book vendors/students, we will post the materials on eBay as appropriate prior to disposing.

**SUSPENSION OF BUSINESS TO HEAR FROM RESIDENTS AND/OR TAXPAYERS ON THE ABOVE ITEMS.**

There were no comments at this time.

Roll Call – All Yes

**Transportation**

Petrillo seconded Brinsky on the recommendation of the Superintendent and Director of Transportation Donna Harshman for Board approval of the changes to the 2016-2017 Transportation Handbook.

**SUSPENSION OF BUSINESS TO HEAR FROM RESIDENTS AND/OR TAXPAYERS ON THE ABOVE ITEM.**
There were no comments at this time.

Roll Call – All Yes

**Athletics**

Brinsky seconded Petrillo on the recommendation of the Superintendent and Athletic Director Mark Keener for Board approval of the changes to the 2016-2017 Athletic Handbook for Students, Parents and Coaches.

**SUSPENSION OF BUSINESS TO HEAR FROM RESIDENTS AND/OR TAXPAYERS ON THE ABOVE ITEM.**

There were no comments at this time.

Roll Call – All Yes

**Construction**

The Board asked Mr. Brennan and Mr. Pappas for clarification on the wording for the motions that need Board approved.

Brinsky seconded Petrillo for the Board to authorize PJ Dick to obtain and collect cost quotes not to exceed $96,700.00 associated with the additional work at the Wrestling Room as part of the High School Additions and Alterations Project. If the total costs are less than or equal to $96,700.00, work is to proceed.

**SUSPENSION OF BUSINESS TO HEAR FROM RESIDENTS AND/OR TAXPAYERS ON THE ABOVE ITEM.**

There were no comments at this time.

Roll Call – All Yes

Brinsky seconded Vezzi for the Board to authorize construction change directive EC01 to A-1 Electric to troubleshoot and repair the crossed neutral condition and to track all associated time and materials.

**SUSPENSION OF BUSINESS TO HEAR FROM RESIDENTS AND/OR TAXPAYERS ON THE ABOVE ITEM.**

There were no comments at this time.

Roll Call – All Yes

Petrillo seconded Fornella for Board approval of the following change orders for the High School Additions and Alterations Project at a cost totaling $3,358.00:

Mr. Fornella added this is subject to review of who is responsible.

- GC-004-1– Window Protection Rail – Stair 8 and 10 $2,281.00
- GC-004-2 – Add Door to Opening C100.1 $1,077.00

**SUSPENSION OF BUSINESS TO HEAR FROM RESIDENTS AND/OR TAXPAYERS ON THE ABOVE ITEM.**
There were no comments at this time.

Roll Call – All Yes

Mr. Fornella exited the meeting at 8:14 PM.

**Miscellaneous**

1. Consider appointing delegates to participate in the PSBA Delegate Assembly meeting to be held the afternoon of Saturday, October 15, 2016, at the conclusion of the regularly scheduled events of the main PASA-PSBA School Leadership Conference in Hershey, PA.

The Board discussed appointing Mrs. Hannah and/or Mrs. Iriti, but asked Mrs. Geisler to follow-up with Mrs. Iriti and Mrs. Hannah inquiring if they would like to be appointed as a delegate. Mrs. Geisler responded she will follow-up.

Mr. Fornella returned to the meeting at 8:16 PM.

**Solicitor’s Report**

Mr. Wolfe had nothing to report.

**Expenditures**

Brinsky seconded Petrillo to authorize payment of monthly invoices from the General Fund for the amount of $1,435,305.63 beginning with check number 55731 through check number 55899, the Cafeteria Fund for the amount of $3,518.04 beginning with check number 6993 through check number 7002, and the Construction Fund for the amount of $1,486,497.90 beginning with check number 00101 through check number 00108.

**SUSPENSION OF BUSINESS TO HEAR FROM RESIDENTS AND/OR TAXPAYERS ON THE ABOVE ITEM.**

There were no comments at this time.

Roll Call – All Yes

**Board Comments**

The Board had no additional comments at this time.

**BOARD COMMITTEE REPORTS**

Executive Committee Report                President Bill Newcomer

President Newcomer had nothing to report.

South Fayette Foundation                  Len Fornella

Mr. Fornella reiterated the Golf Outing raised approximately $10,000.

PSBA/Legislative Committee Report          Lena Hannah
Mrs. Hannah was absent.

Parkway West  Alan Vezzi

Mr. Vezzi announced Parkway on recess.

SHASDA  Alex Czaplicki

Mr. Czaplicki announced SHASDA on recess.

Mr. Vezzi and Mr. Czaplicki dropped off the call at 8:23 PM.

SUSPENSION OF BUSINESS TO HEAR FROM RESIDENTS AND/OR TAXPAYERS

Katie Kenawell, Student Representative asked if the lockdown drills for the high school could be reviewed and modified. Dr. Rondinelli commented that Mr. Skrbin is the Director of School Safety and any concerns can be reviewed with him.

Mr. Fornella asked for a brief Executive Session.

Brinsky seconded Fornella to suspend the meeting at 8:26 PM and enter into a brief Executive Session to discuss legal and/or personnel matters.

Voice Vote – All Yes

Brinsky seconded Fornella to exit Executive Session at 8:30 PM and return to the committee meeting.

Voice Vote – All Yes

Petrillo seconded Fornella to adjourn the meeting at 8:30 PM.

Voice Vote – All Yes

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Cynthia Geisler, Board Secretary