



**LEECHBURG AREA BOARD OF SCHOOL DIRECTORS  
BOARD REORGANIZATION MEETING MINUTES  
WEDNESDAY, DECEMBER 7, 2016 - 7:30 PM/J. D. ORR BOARD ROOM**

**CALL TO ORDER:** The Board Reorganization Meeting of the Leechburg Area Board of School Directors was called to order at 7:37 PM in the J. D. Orr Board Room of the Parker D. Baker Building by Ms. Terri Smith, Board President.

**PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE:** The Pledge of Allegiance was recited in unison and a Moment of Silence was observed.

**ROLL CALL:** Mrs. Megan Hamm, Mr. Joseph Michadick, Ms. Angelique Richards, Mr. Anthony Shea, Ms. Terri Smith, Ms. Jean Stull and Mrs. Kathryn Vargo.

Mr. Neill Brady (due to work commitment) and Mrs. Helen Yurjevich were absent.

Also present were: Attorney Patricia Andrews, School District Solicitor, Mr. William McNamee, PASBO Business Manager Consultant, Mr. Matthew Kruluts, 7-12 Principal/Special Programs Coordinator, Mr. David Keibler, K-12 Principal/Curriculum Director/Federal Programs Coordinator, Ms. Patricia Camp, Board Secretary and Ms. Tiffany Nix, Superintendent.

**EXECUTIVE SESSIONS:**

Date:	Time:	
12/07/16	7:00 PM	FULL BOARD-Personnel Issues/Legal Issues Superintendent's Office

**REMARKS BY VISITORS:** Visitors are welcome to comment on any agenda items at this time, provided it is understood that all remarks from the floor are subject to the same parliamentary procedure followed by the Board under the direction of the president. Discussion from the floor will not be entertained while action is being taken on agenda items by the Board. Completed forms (blue forms for agenda items) will be collected for district records and will be used by the president in recognizing each speaker.

There were no visitors wishing to address the Board at this time.

**NOMINATION AND ELECTION OF TEMPORARY PRESIDENT FOR BOARD REORGANIZATION PURPOSES:**

Ms. Smith requested nominations for a Temporary President to conduct the election of the Board President.

Mrs. Hamm nominated Ms. Smith.

Ms. Smith requested any other nominations. Hearing none votes cast for election of Ms. Smith as Temporary President.

Voice Vote – Motion Carried.

All Ayes.

Mr. Brady and Mrs. Yurjevich were absent.

**NOMINATION FOR PRESIDENT OF THE LEECHBURG AREA SCHOOL BOARD:**

Ms. Smith requested nominations for President of the Leechburg Area School Board.

Mrs. Hamm nominated Ms. Terri Smith.

**CLOSE NOMINATIONS AND ELECTION OF PRESIDENT OF THE LEECHBURG AREA SCHOOL BOARD**

Mrs. Vargo made a motion, seconded by Mr. Shea to close the nominations and elect Ms. Terri Smith as President of the Leechburg Area Board of School Directors.

Voice Vote – Motion Carried.

All Ayes.

Mr. Brady and Mrs. Yurjevich were absent.

Ms. Terri Smith was elected as President of the Leechburg Area Board of School Directors.

**NOMINATION OF VICE-PRESIDENT OF THE LEECHBURG AREA SCHOOL BOARD**

Mrs. Vargo nominated Ms. Jean Stull

Mr. Shea nominated Mrs. Kathryn Vargo

**CLOSE NOMINATIONS AND ELECTION OF VICE-PRESIDENT OF THE LEECHBURG AREA SCHOOL BOARD**

Mr. Shea made a motion, seconded by Ms. Richards to close the nominations for Vice-President of the Leechburg Area Board of School Directors.

Voice Vote – Motion Carried.

All Ayes.

Mr. Brady and Mrs. Yurjevich were absent.

Mr. Shea made a motion, seconded by Ms. Richards to elect the Vice-President of the Leechburg Area Board of School Directors.

**ROLL CALL:**

Mr. Brady	-- Absent	Ms. Smith	-- Ms. Stull
Mrs. Hamm	-- Ms. Stull	Mrs. Stull	-- Ms. Stull
Mr. Michadick	-- Ms. Stull	Mrs. Vargo	-- Ms. Stull
Ms. Richards	-- Ms. Stull	Mrs. Yurjevich	-- Absent
Mr. Shea	-- Mrs. Vargo		

Motion Carried.

Ms. Jean Stull was elected as Vice-President of the Leechburg Area Board of School Directors.

**SETTING OF DAY, TIME AND PLACE FOR THE 2017 REGULAR BOARD AND PUBLIC WORK SESSION/AGENDA SETTING MEETINGS OF THE LEECHBURG AREA SCHOOL BOARD:**

Discussion ensued regarding setting of the 2017 Regular Board and Public Work Session/Agenda Setting Meeting schedules. Board noted meeting schedule change to accommodate new solicitor's schedule.

1. Mrs. Hamm made a motion, seconded by Mr. Shea to set the date, time and place of the Regular Board Meeting and Public Work Session/Agenda Setting Meeting including advertising of the scheduled meetings as follows:

Public Work Session/Agenda Setting Meeting of the Leechburg Area School Board as follows:

Day: Second Wednesday of each month

Time: 7:30 PM

Place: J. D. Orr Board Room/Parker D. Baker Building

Executive Session to precede at 6:30 PM

Regular Meeting of the Leechburg Area School Board:

Day: Fourth Wednesday of each month

Time: 7:30 PM

Place: J. D. Orr Board Room/Parker D. Baker Building

Executive Session to precede at 6:30 PM-Superintendent’s Office

Voice Vote – Motion Carried.

All Ayes.

Mr. Brady and Mrs. Yurjevich were absent.

**MINUTES:**

Regular School Board Meeting Minutes ----- 11/16/16

Board President, Ms. Smith, requested comments, corrections and additions to the Minutes. Hearing none, on a motion by Mr. Shea, seconded by Ms. Richards the Minutes were approved as presented.

**BOARD COMMITTEE REPORTS:**

Student Representatives Report –Ms. Madison Bigley/Ms. Summer Heasley –Reported on students dressing in holiday costumes and visiting classrooms as well as Kiski Junction Railroad, Mrs. Crooks class participated in Cards for Kids, 32 units collected during Central Blood Bank Blood Drive, Student Council scheduling Snow Ball Dance, upcoming Band/Chorus concerts and Tip-Off Tournament scheduled for Friday and Saturday.

ARIN Intermediate Unit Report – Ms. Jean Stull-No Report

Lenape Monthly Report – Mrs. Kathryn Vargo and Mr. Anthony Shea-Awards information distributed, discussed pricing schedules but not yet confirmed including various pricing calculations for prorating of technical versus academic costs, anticipated increase in Lenape costs to District approximately 63% for 2017-2018 school year and voting will occur in January 2017.

Armstrong County Tax Collection Committee Report – Mr. Neill Brady – Absent

**ADMINISTRATIVE REPORTS:**

Architect met with Administration and teachers today to develop a 10, 15 and 20 year District plan, which will be presented to the Board including budgeting findings, costs projection, studies and schedules. Elementary curriculum presentation scheduled for next month.

Teachers providing options for programs of study, reviewing budget and allotments for future purchases and teachers passionate and excited to proceed. Mr. Kruluts and Mrs. Sadler, High School Guidance Counselor, providing videos of electives to increase student enthusiasm. Mrs. Barley and selected students attending the Invention Contraption Competitions at Carnegie Science Center, where students will construct buildings in auditorium and design class. Teachers creating promotional literature and videos to be explained to students and Mrs. Sadler scheduling with students. "Dig It Grant" awarded by Tractor Supply to plant garden, high school students mentoring the elementary students participating. Mr. Kulick has volunteered the use of his business, Boulder Landscaping, equipment and services and will be placed in green space across from elementary entrance on Siberian Avenue, kits available in January and implementation in second semester with curriculum integration. Also, unconsumed lunch items will be used for compost utilizing some waste from cafeteria.

Ms. Nix working on credits for SPP Scores for College in High School classes eliminating need to develop A/P classes to qualify for credit. Previously discussed Lenape standards not showing on SPP revealed all-day Lenape scores retained by Lenape. Developing Facebook and Twitter accounts for District to assist in forwarding information regarding the District, accounts would not allow for comments and used for information dissemination only. Continuing to attempt contact with Representative Petrarca, but have not yet heard back to schedule the public tax discussion meeting. Working with teachers to develop long-range plans for classroom budgets and Comprehensive Planning Meeting being organized and first meeting scheduled for January 12, 2017.

#### UNFINISHED BUSINESS:

1. ~~A motion is needed to remove from the table and hire \_\_\_\_\_ to the position of Business Manager/Human Resources at an annual salary of \$\_\_\_\_\_ according to the Act 43 Business Manager Agreement as presented in (Exhibit UB1).~~

#### NEW BUSINESS:

##### PERSONNEL:

1. Mr. Shea made a motion, seconded by Ms. Richards to approve the Intervention Specialist Job Description as presented in (Exhibit A1).

Voice Vote – All Ayes.

Motion Carried.

Mr. Brady and Mrs. Yurjevich were absent.

2. Mrs. Vargo made a motion, seconded by Mr. Shea to hire Mr. Mark Jones to the position of Intervention Specialist according to the Memorandum of Understanding between the Leechburg Education Association and the Leechburg Area School District and pending receipt of all required clearances as presented in (Exhibit A2). Expiration date June 30, 2016

Voice Vote – All Ayes.

Motion Carried.

Mr. Brady and Mrs. Yurjevich were absent.

3. Ms. Stull made a motion, seconded by Mrs. Vargo to hire Mr. Frank Ippolito to the position of Homeless and Foster Care Liaison effective immediately, pending receipt of all required clearances.

Discussion ensued regarding state requirement for position and agreed to handle as an extra duty at no additional cost to the District.

Voice Vote – All Ayes.  
 Motion Carried.  
 Mr. Brady and Mrs. Yurjevich were absent.

- Mr. Shea made a motion, seconded by Ms. Stull to hire Ms. Janice Hileman to the position of Three-Hour Cafeteria Worker effective immediately with salary defined by the current SEIU contract and pending proper receipt of all required clearances.

Voice Vote – All Ayes.  
 Motion Carried.  
 Mr. Brady and Mrs. Yurjevich were absent.

- Mrs. Hamm made a motion, seconded by Ms. Richards to ratify the Unpaid Leave of Absence of Ms. Melissa Meyer from the position of Pre-K Counts Teaching Assistant effective November 29, 2016.

Voice Vote – All Ayes.  
 Motion Carried.  
 Mr. Brady and Mrs. Yurjevich were absent.

- Mr. Shea made a motion, seconded by Mrs. Hamm to approve the following Substitute position, subject to receipt of all required paperwork:

Name	Position
Janice Hileman	Cafeteria Substitute

Voice Vote – All Ayes.  
 Motion Carried.  
 Mr. Brady and Mrs. Yurjevich were absent.

**FINANCE:**

- Mr. Shea made a motion, seconded by Ms. Stull to acknowledge receipt of the following Financial Reports and to approve the expenditures specifically set forth therein:

List of Bills - (Exhibit B1)

Mrs. Hamm made a motion, seconded by Mr. Shea to combine and approve the Field Trip Requests and Fund Raising Requests:

**FIELD TRIP REQUESTS:**

- A motion is needed to approve the following Field Trip Request as presented in (Exhibit C1):

#	REQUESTOR(S)	ON BEHALF	PURPOSE/LOCATIONS	DATE(S)
1	Tricia Shank	Spanish/French Clubs	Spanish Rock Concert, Jeannette High School	04/20/17

**FUND RAISING REQUESTS:**

- A motion is needed to approve the following Fundraising Request as presented in (Exhibit D1):

#	REQUESTOR(S)	ON BEHALF	PURPOSE/LOCATIONS	DATE(S)
1	Tricia Shank/ Rob Reams	Spanish/French Clubs and Music Department	Clark’s Easter Candy Sales	01/17/17-02/10/17

Voice Vote – All Ayes.  
 Motion Carried.  
 Mr. Brady and Mrs. Yurjevich were absent.

#### LEGISLATIVE ISSUES:

1. Mr. Shea made a motion, seconded by Ms. Stull to approve the Second Reading of the following policies for the School District Policy Manual:

<p>SECOND READING: Policy 626.1 – Travel Reimbursement-Federal Programs          (Exhibit E1) Policy 827 – Conflict of Interest</p>
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Discussion ensued regarding Attorney Andrews having opportunity to review policies. Attorney Andrews reviewed PSBA Conflict of Interest policy recommendations for other districts. Travel Reimbursement-Federal Programs follow UGG guidelines.

Voice Vote – All Ayes.  
 Motion Carried.  
 Mr. Brady and Mrs. Yurjevich were absent.

#### BOARD RELATED ISSUES:

1. Mrs. Hamm made a motion, seconded by Ms. Stull to appoint Mr. Neill Brady as the Armstrong County Tax Claim Commission Delegate for a one-year term.

Voice Vote - All Ayes.  
 Motion Carried.  
 Mr. Brady and Mrs. Yurjevich were absent.

2. Mr. Shea made a motion, seconded by Ms. Richards to appoint Mrs. Megan Hamm as an alternate on the Armstrong County Tax Claim Commission to serve in the event of the Delegate's absence for a one-year term.

Voice Vote - All Ayes.  
 Motion Carried.  
 Mr. Brady and Mrs. Yurjevich were absent.

3. Ms. Stull made a motion, seconded by Mrs. Vargo to appoint Mr. Anthony Shea to the Lenape Joint Operating Committee for a three-year term ending December 2019 as presented in (Exhibit F3).

Voice Vote – All Ayes.  
 Motion Carried.  
 Mr. Brady and Mrs. Yurjevich were absent.

4. Mr. Shea made a motion, seconded by Mrs. Hamm to appoint the following 2017 Board Committees and Chairpersons:

- Finance Committee : Jean Stull (Chairperson)/Joe Michadick/Kathy Vargo
- Personnel Committee: Megan Hamm (Chairperson)/Neill Brady
- Athletics Committee: Angelique Richards (Chairperson)Anthony Shea/Terri Smith
- Supplementals/Clubs Committee: Helen Yurjevich (Chairperson)/Kathy Vargo/Jean Stull
- School Safety Committee: Anthony Shea (Chairperson)/Kathy Vargo

Voice Vote - All Ayes.

Motion Carried.

Mr. Brady and Mrs. Yurjevich were absent.

5. Mr. Shea made a motion, seconded by Mr. Michadick to reappoint Mrs. Sonya Mazak, Gilpin Township Tax Collector, as deputy Leechburg Borough Tax Collector, as required by the Armstrong County Treasurer, effective immediately.

Discussion ensued regarding Mr. McNamee's recommendation to Board for consideration of Tax Collector compensation, Year 2017 an opportunity to adjust the compensation schedule.

Voice Vote – All Ayes.

Motion Carried.

Mr. Brady and Mrs. Yurjevich were absent.

6. Mrs. Hamm made a motion, seconded by Mr. Shea to reappoint Mrs. Sharon Long, Gilpin Township Secretary, as deputy Gilpin Township Tax Collector, as required by the Armstrong County Treasurer, effective immediately.

Voice Vote – All Ayes.

Motion Carried.

Mr. Brady and Mrs. Yurjevich were absent.

Discussion ensued regarding Primary and Secondary Tax Collector's in Gilpin Township, Ms. Mazak paid and Ms. Long an alternate.

7. Mr. Shea made a motion, seconded by Ms. Richards to reappoint Mrs. Antonett Rupert, as Leechburg Borough Tax Collector, as required by the Armstrong County Treasurer, effective immediately.

Voice Vote – All Ayes.

Motion Carried.

Mr. Brady and Mrs. Yurjevich were absent.

8. Mr. Shea made a motion, seconded by Mr. Michadick to reappoint Mrs. Delores Mamros, as West Leechburg Tax Collector, as required by the Westmoreland County Treasurer, effective immediately.

Voice Vote – All Ayes.

Motion Carried.

Mr. Brady and Mrs. Yurjevich were absent.

#### STUDENT ISSUE:

1. Mrs. Hamm made a motion, seconded by Ms. Stull to ratify a Homebound Instruction Request beginning November 30, 2016, for a period of six (6) weeks.

Voice Vote – All Ayes.

Motion Carried.

Mr. Brady and Mrs. Yurjevich were absent.

OLD BUSINESS : None

COMMUNICATIONS: None

OTHER

Mrs. Hamm made a motion, seconded by Ms. Richards to approve the Unpaid Leave Request from Ms. Kimberly Zimmerman beginning January 30, 2017 with an anticipated return to work date of April 28, 2017.

Voice Vote – All Ayes.

Motion Carried.

Mr. Brady and Mrs. Yurjevich were absent.

REMARKS BY VISITORS ON ITEMS NOT INCLUDED ON THE AGENDA (OPEN FORUM):

Visitors are welcome to make comments relating to topics not covered on the agenda, within reasonable limits of time, and under the rules pertaining to parliamentary procedure as provided in the district policy. Completed forms (white forms for non-agenda items) will be collected for district records and will be used by the president in recognizing each speaker.

There were no visitors wishing to address the Board at this time.

ANNOUNCEMENT OF DATE, TIME AND PLACE OF THE FOLLOWING MEETINGS:

1. Recessed/Reconvened Meetings –
2. Committee Meetings -
  - Public Work Session/Agenda Setting Meeting - January 11, 2017 – 7:30 PM
  - J. D. Orr Board Room/Parker D. Baker Building
  - Executive Session - 6:30 PM – Superintendent’s Office
3. Regular Board Meeting - January 25, 2017 – 7:30 PM
  - J. D. Orr Board Room/Parker D. Baker Building
  - Executive Session - 6:30 PM – Superintendent’s Office

ADJOURNED: On a motion by Mr. Shea, seconded by Mrs. Hamm the December 7, 2016 Board Reorganization Meeting adjourned at 8:20 PM.

Respectfully submitted,



Patricia R. Camp  
Board Secretary