

**BALDWIN-WHITEHALL SCHOOL DISTRICT  
MINUTE BRIEFS  
WEDNESDAY, APRIL 3, 2024  
AGENDA/BUSINESS MEETING**

**2.2 Approval of Minutes - March 6, 2024**

Approved the Minutes of the Agenda/Business Meeting on March 6, 2024 as listed and certified.

**2.3 General Fund Receipts - February 2024**

Approved the February 2024 General Fund Receipts in the total amount of \$1,044,174.73 as listed and certified.

**2.4 Payroll - February 2024**

Approved the Payroll for February 2024 in the total amount of \$2,736,432.77 as listed and certified.

**2.5 General Fund Account - March 2024**

Approved the General Fund Account in the total amount of \$1,455,421.56 for the month of March 2024 as listed and certified.

**2.6 Cafeteria Fund - March 2024**

Approved the Cafeteria Fund Account in the total amount of \$118,629.03 for the month of March 2024 as listed and certified.

**2.7 Construction Fund Accounts (R. A. Lutz Elementary School and J. E. Harrison Middle School) - As of March 31, 2024**

Approved the Construction Fund Accounts for the R. A. Lutz Elementary School in the total amount of \$47,964,701.16 and for the J. E. Harrison Middle School in the total amount of \$1,349,593.43 fiscal year-to-date as of March 31, 2024 as listed and certified.

**4.2 Resignations**

Accepted the following resignations:

Steven Hershberger  
Position: Level I Technician  
Reason: Personal  
Effective: April 12, 2024

Luke Hillegas  
Position: Extra Bus Driver  
Reason: Other Employment  
Effective: March 14, 2024

Diana Matta  
Position: Substitute Food Services Worker  
Reason: Personal  
Effective: March 7, 2024

Caley Obranovich  
Position: Special Education Teacher - WES  
Reason: Other Employment  
Effective: April 1, 2024

#### **4.3 Leaves**

Approved the following:

Unpaid Leave of Absence for Nicole Jeffrey, Grade 2 Teacher at Whitehall Elementary School, effective April 4, 2024 through June 10, 2024 of the 2023-2024 School Year with an intention to return to work for the 2024-2025 School Year.

Unpaid Leave of Absence for Erica Johnson, Special Education Teacher at Baldwin Middle School, effective April 17, 2024 through June 10, 2024 of the 2023-2024 School Year and for the 1st Nine-Week Grading Period for the 2024-2025 School Year with an intention to return to work for the 2nd Nine-Week Grading Period.

Unpaid Leave of Absence for Victoria Paliotta, Grade 4 Teacher at R. A. Lutz Elementary School, effective April 18, 2024 (PM) through June 10, 2024 of the 2023-2024 School Year with an intention to return to work for the 2024-2025 School Year.

#### **4.4 Suspension - Employee**

Approved a three-day unpaid suspension for an employee for April 1, 2024 through April 3, 2024.

#### **4.5 Paraprofessional (Elizabeth Solenday) - Category I - Permanent - R. A. Lutz Elementary School**

Approved Elizabeth Solenday as a Paraprofessional (Category I, Permanent) at R. A. Lutz Elementary School effective March 18, 2024 with a district seniority date of October 4, 2023.

Rate: \$18.08  
Annual Salary: \$26,469.12  
Payroll Taxes: \$2,024.89  
PSERS: \$8,999.50  
Benefits: \$25,530.96  
Annual Total Cost: \$63,024.47

#### **4.6 Mechanic (Douglas Davis) - Permanent - Transportation Services Department**

Approved Douglas Davis as a Full-time Mechanic (Permanent) Step 1 in the Transportation Services Department effective January 22, 2024 with a seniority date of September 5, 2023.

Rate: \$26.48/Hour  
Salary: \$55,078.40  
Payroll Taxes: \$4,213.50  
PSERS: \$18,726.66  
Benefits: \$25,530.96  
Annual Total Cost: \$103,549.51

#### **4.7 Noontime Aide (Samantha Carnegie) - Permanent – McAnnulty Elementary School**

Approved Samantha Carnegie as a Noontime Aide (Permanent) at McAnnulty Elementary School effective March 27, 2024 with a seniority date of September 14, 2023.

Rate: \$16.50/hour  
Salary: \$6,006.00  
Payroll Taxes: \$459.46  
PSERS: \$2,042.04  
Benefits: None  
Total: \$8,507.50

#### **4.8 Noontime Aide (Milissa Kirsch) - Permanent - R. A. Lutz Elementary School**

Approved Milissa Kirsch as a Noontime Aide (Permanent) at R. A. Lutz Elementary School effective February 13, 2024 with a seniority date of September 6, 2023.

Rate: \$16.50/hour  
Salary: \$6,006.00  
Payroll Taxes: \$459.46  
PSERS: \$2,042.04

Benefits: None  
 Total: \$8,507.50

**4.9 Noontime Aide (Kristen Tague) - Permanent - R. A. Lutz Elementary School**

Approved Kristen Tague as a Noontime Aide (Permanent) at R. A. Lutz Elementary School effective February 7, 2024 with a seniority date of August 29, 2023.

Rate: \$16.50/hour  
 Salary: \$6,006.00  
 Payroll Taxes: \$459.46  
 PSERS: \$2,042.04  
 Benefits: None  
 Total: \$8,507.50

**4.10 4-Hour Category V - Administration Secretary (Robyn Waugaman) - Probationary - Food Services**

Approved the transfer of Robyn Waugaman from a Noontime Aide to a 4-Hour Category V - Administration Secretary - Probationary - (10 Month Position - 210 Days) at Central Administration effective March 11, 2024.

Rate: \$20.78  
 Annual Salary: \$17,455.20  
 Payroll Taxes: \$1,335.32  
 PSERS: \$5,934.77  
 Benefits: None  
 Annual Total Cost: \$24,725.29

**4.11 Substitute Food Services Workers**

Approved the following Substitute Food Services Workers at \$12.43/hour, pending all required paperwork:

Sally Morton - TBD  
 Suzette Pacini - TBD

**4.12 BWSEA Substitute Rates**

Authorized the following substitute rates effective July 1, 2024:

Paraprofessionals - \$13.76/hour  
 Food Services Workers, Custodians, Noontime Aides, Breakfast Monitors, and Student Monitors - \$12.81/hour

Mechanics and Maintenance - \$23.43/hour

#### **4.13 Extra Bus Driver**

Approved the following Extra Bus Driver at \$18.99/hour with the effective date listed below pending all required paperwork and training:

Chris Barth - TBD

#### **4.14 Substitute Custodians - Summer 2024 Cleaning**

Approved the following Substitute Custodians for Summer 2024 employment effective June 7, 2024 through August 23, 2024, as needed, compensated at \$12.43/hour +0.90 as follows from June 7, 2024 through June 30, 2024 and \$12.81/hour +0.90 for July 1, 2024 through August 23, 2024:

Kathleen Bagay  
Kimberly Beck  
Alissa Bourquin  
Michelle Boyle  
Carol Frantz  
Katie Glies  
Stacey Godlewski  
Tawnie Hinish  
Bonnie LaPlace  
Wendy Lawrey  
Jennifer McClellan

#### **4.15 Substitute Breakfast Monitor**

Approved the following Substitute Breakfast Monitor at \$12.43/hour:

Ashley Geyer - effective 3/21/2024

#### **4.16 Substitute Noontime Aide**

Approved the following Substitute Noontime Aide at \$12.43/hour:

Robyn Waugaman - March 11, 2024

#### **4.17 Student Stage Crew**

Approved the following Student Stage Crew employee as needed effective March 21, 2024 at a rate of \$10.00 per hour:

Samantha Niggel

**4.18 Extracurricular Activity Assignments List (Deletions)**

Accepted the following deletions from the Extracurricular Activity Assignments list:

Jonathan Henderson

Positions: Boys’ Tennis Assistant Head Coach #2 (BHS)

Reason: Other

Effective: March 19, 2024

Steve Lloyd

Positions: Boys’ Varsity Football Coach Assistant #5 (1 of 2) (BHS)

Reason: Other

Effective: March 25, 2024

Joseph McMonagle

Positions: Boys’ Baseball Assistant Head Coach (BMS-Includes 9th Grade)

Reason: Other

Effective: March 7, 2024

Khalil Perdue

Positions: Boys’ Varsity Football Coach Assistant #5 (2 of 2) (BHS)

Reason: Other

Effective: March 25, 2024

Josh Reed

Positions: Boys’ Middle School Football Assistant #3

Reason: Other

Effective: March 25, 2024

**4.19 Extracurricular Activity Assignments List A (Additions)**

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

\*Jason Jonas

Position: Girls’ Volleyball Head Coach (BHS)

Effective: TBD

Salary: \$6,500.00

Payroll Taxes: \$497.25

PSERS: \$2,210.00

Benefits: None

Total Cost: \$9,207.25

Benjamin Marnell  
Position: Middle School Track Assistant Coach #2  
Effective: March 6, 2024  
Salary: \$1,900.00  
Payroll Taxes: \$145.35  
PSERS: \$646.00  
Benefits: None  
Total Cost: \$2,691.35

\*Alfred (AJ) McCauley  
Position: Middle School Baseball Assistant Head Coach  
Effective: March 7, 2024  
Salary: \$2,000.00  
Payroll Taxes: \$153.00  
PSERS: \$680.00  
Benefits: None  
Total Cost: \$2,833.00

\*Michelle Qualich  
Position: Boys' Golf Assistant Head Coach (2 of 2) (BHS)  
Effective: March 10, 2024  
Salary: \$2,500.00  
Payroll Taxes: \$191.25  
PSERS: \$850.00  
Benefits: None  
Total Cost: \$3,541.25

Daniel Shaner  
Position: Middle School Track Assistant Coach #1  
Effective: March 6, 2024  
Salary: \$1,900.00  
Payroll Taxes: \$145.35  
PSERS: \$646.00  
Benefits: None  
Total Cost: \$2,691.35

Joe Tulenko  
Position: Boys' Lacrosse Varsity/Junior Varsity Assistant Head Coach (BHS)  
Effective: March 1, 2024  
Salary: \$3,500.00  
Payroll Taxes: \$267.75  
PSERS: \$1,190.00  
Benefits: None  
Total Cost: \$4,957.75

\*Pending all required documents and clearances

**4.20 Extracurricular Activity Assignment List B (Additions)**

Approved the following additions to the Extracurricular Activity Assignments List B as it pertains to the following Football Coaching Staff Members:

Name	Salary	Payroll Taxes	PSERS	Benefits	Total
Dana Brown Jr. Head Football Coach	\$10,000.00	\$765.00	\$3,400.00	\$ -	\$14,165.00
Jawan Bryant Assistant Head Coach #1	\$5,100.00	\$390.15	\$1,734.00	\$ -	\$7,224.15
Dana Brown Sr. Assistant Head Coach #2	\$4,900.00	\$374.85	\$1,666.00	\$ -	\$6,940.85
James Canello Assistant #1 (1 of 2)	\$4,800.00	\$367.20	\$1,632.00	\$ -	\$6,799.20
Nelton Neal Assistant #1 (2 of 2)	\$3,000.00	\$229.50	\$1,020.00	\$ -	\$4,249.50
Jared Dumm Assistant #2 (1 of 2)	\$4,000.00	\$306.00	\$1,360.00	\$ -	\$5,666.00
Christopher Reilsono Assistant #2 (2 of 2)	\$4,000.00	\$306.00	\$1,360.00	\$ -	\$5,666.00
Tymar Sutton Assistant #3 (1 of 2)	\$3,900.00	\$298.35	\$1,326.00	\$ -	\$5,524.35
Levon Barlow Assistant #3 (2 of 2)	\$3,900.00	\$298.35	\$1,326.00	\$ -	\$5,524.35
Juan Butler Assistant #4 (1 of 2)	\$3,300.00	\$252.45	\$1,122.00	\$ -	\$4,674.45
Brett Carr Assistant #4 (2 of 2)	\$3,200.00	\$244.80	\$1,088.00	\$ -	\$4,532.80
Vernon Andrews Assistant #5 (1 of 2)	\$2,800.00	\$214.20	\$952.00	\$ -	\$3,966.20
Darrale Dunn Assistant #5 (2 of 2)	\$2,300.00	\$175.95	\$782.00	\$ -	\$3,257.95
DiAndre Hicks Assistant #6	\$2,800.00	\$214.20	\$952.00	\$ -	\$3,966.20
Michael Stolarz Middle School Head Football Coach	\$3,000.00	\$229.50	\$1,020.00	\$ -	\$4,249.50
Aaron Troutman Middle School Assistant #1	\$2,500.00	\$191.25	\$850.00	\$ -	\$3,541.25
Andrew Kaupinis Middle School Assistant #2	\$2,500.00	\$191.25	\$850.00	\$ -	\$3,541.25
*Shawn McIntosh Middle School Assistant #3	\$2,500.00	\$191.25	\$850.00	\$ -	\$3,541.25



**6.2 Proposal - Pre-Kindergarten Program**

Approved the proposal as presented for a Pre-Kindergarten Program run by the District starting in the 2024-2025 school year.

**6.3 Approval - Special Education Plan (2024-2027)**

Approved the Special Education Plan (2024-2027).

**6.4 Agreement - The Watson Institute - WISCA - South (2023-2024)**

Approved the agreement between the Baldwin-Whitehall School District and The Watson Institute for one (1) student to be enrolled in The Watson Institute Social Center for Academic Achievement (WISCA - South) program for the 2023-2024, school year, effective March 25, 2024, at a cost of \$57,155.00 (prorated).

**6.5 Agreement - Allegheny County Department of Human Services (School District Transportation Services)**

Approved the Amendment to Agreement NO. 26274 between the Baldwin-Whitehall School District and the County of Allegheny, Allegheny County Department of Human Services for the Every Student Succeeds Act (ESSA), School District Transportation Services.

**6.6 Memorandum of Understanding - Drexel University**

Approved the Field Placement Memorandum of Understanding between the Baldwin-Whitehall School District and Drexel University to provide student teaching experience and supervised field experience for teacher candidates/student interns of the University.

**6.7 Agreement - Indiana University of Pennsylvania**

Approved the Educator and Clinician Preparation Field Experience Agreement between the Baldwin-Whitehall School District and the Indiana University of Pennsylvania.

**6.8 Approval - 2024-2025 School Calendar**

Approved the 2024-2025 School Calendar. The first day of school is September 3, 2024. The last day of school is June 12, 2025.

**6.9 Tuition Credit Reimbursement - Act 93 (Alicia Johnson)**

Approved the following Tuition Credit Reimbursement:

Alicia Johnson  
EDUC 744 Dissertation Research Design  
Point Park University  
3 cr. @ \$625.00 per credit

**6.10 Student Participation - Baldwin High School - PIAA Swim/Dive Championship**

Approved the following Student Participation:

PIAA Swim/Dive Championship  
Lewisburg, PA  
March 13-14, 2024  
Sponsors: Kim Klinger  
Students: Grade 12 - Evan Stokes  
Cost: \$670 (estimated)

**6.11 Student Participation - Baldwin High School - Pennsylvania Junior Academy of Science (PJAS) State Meet**

Approved the following Student Participation:

Pennsylvania Junior Academy of Science (PJAS) State Meet  
May 19-21, 2024  
University Park, PA  
Sponsors: Rachel Neil, Jonathan Tietz, Tina Gaser, Jared Hoffman  
Students: Hannah Ferkett, Ali Bououdina, Haley Nieman, Oluwatomiwa (Tom) Ojo,  
Samantha Niggel, Emma Smerbeck  
Cost: \$1,195

**6.12 Student Participation - Baldwin High School - PMEA All-State Conference**

Approved the following Student Participation:

PMEA Annual All-State Conference PMEA  
April 17-20, 2024  
Erie, PA  
Sponsors: Marissa Virgin Students: Carter Smeal  
Cost: \$1,153.45

**6.13 Approval - Change Order GC-7 - Add \$272,000.00 - (4148) W. R. Paynter Elementary School (R. A. Lutz Elementary School)**

Approved the contract amount adjustment to furnish all labor and materials to alter the site infiltration basins #1 and #2 into MRC ponds as per revised PCSM 1-7 for an Add of \$272,000.00. Change Order GC-7 for this amount will be issued to Mucci Construction, Inc. pending PDE approval.

**6.14 Submission of Plancon Part I - W. R. Paynter Elementary School (R. A. Lutz Elementary School)**

Approved and authorized the submission of Plancon Part I, "Interim Reporting" for Change Order G-7 for the W. R. Paynter Elementary School (PDE #3933) to the Pennsylvania Department of Education for review and approval.

**6.15 Approval - Change Order HC-1 (4543) J. E. Harrison Education Center (J. E. Harrison Middle School)**

Approved the Change Order (HC-1) Add, not to exceed \$450,000.00, for duct board replacement at the J. E. Harrison Middle School (J. E. Harrison Education Center) project (4543).

**6.16 Approval - Field Quantity Change (\$2,039.00) - (4148) - W. R. Paynter Elementary School (R. A. Lutz Elementary School)**

Approved the Field Quantity Change for the W. R. Paynter Elementary School (R. A. Lutz Elementary School) Project (4148) in the amount of \$2,039.00.

**6.17 2022 Audit Report - Baldwin Borough - Real Estate Tax Collector**

Received the Financial Baldwin Borough Tax Audit for the year ending December 31, 2022 as submitted by J. Martin & Associates, LLC.

**6.18 2022 Audit Reports - Baldwin Township - Real Estate Tax Collector**

Received the Financial Baldwin Township Tax Audit for the year ending December 31, 2022 as submitted by J. Martin & Associates, LLC.

**6.19 2022 Audit Reports - Whitehall Borough - Real Estate Tax Collector**

Received the Financial Whitehall Borough Tax Audit for the year ending December 31, 2022 as submitted by J. Martin & Associates, LLC.

**6.20 Donation - Pittsburgh Steelers - Weight Room Equipment (Baldwin High School)**

Accepted a donation from the Pittsburgh Steelers of the following weight room equipment valued at \$72,225.00 for use at Baldwin High School:

Keiser Belt Squat  
Keiser Runner  
Keiser Squat  
Pit Shark  
Smith Machine  
Prime Functional Trainer  
Prime Squat Rack w/Cable Stacks  
Hammer Lat Pulldown  
Torque Adjustable Bench  
Strive Adjustable Bench  
Torque AB Adjustable Bench  
Frog Trainer  
Torque DB Holder  
Weight Plates  
Flip Sled Misc. (Bands, Rollers, Belts, etc.)

**6.21 827 Conflict of Interest - 2nd Reading**

Approved the revision of Policy 827 Conflict of Interest.

**6.22 907 School Visitors - 2nd Reading**

Approved the revision of Policy 907 School Visitors.