



**TITUSVILLE AREA SCHOOL DISTRICT
301 EAST SPRUCE STREET
TITUSVILLE, PA 16354-1948**



**BOARD OF SCHOOL DIRECTORS
AGENDA**

**REGULAR BOARD MEETING
TITUSVILLE HIGH SCHOOL BOARD ROOM**

**MONDAY, May 20, 2019
7:00 P.M.**

- I. REGULAR MEETING OF MAY 20, 2019, CALLED TO ORDER**
- II. ROLL CALL**
- III. MOMENT OF SILENCE**
- IV. PLEDGE OF ALLEGIANCE**
- V. EXECUTIVE SESSION NOTICE** – The board met in executive session on Monday, May 20, 2019 in the administration office board room at 6:15 p.m. to discuss legal, personnel and safety matters.
- VI. PUBLIC COMMENTS**
 - 1. **Report on Nashville Trip** – Students and Music Teacher, Andrea Fenske
 - 2. **Student Presentation of a portion of her FCCLA project** – Abby Sampsell
- VII. ELECTION OF TREASURER**
 - 1. **Open Nominations for Treasurer**
President will accept nominations for Treasurer
 - 2. **Nominations for Treasurer**
Name: _____
Nominated by: _____
Accept Nomination: _____ Yes _____ No

Name: _____
Nominated by: _____
Accept Nomination: _____ Yes _____ No
 - 3. **Motion to Close Nominations for Treasurer**
 - 4. **Elect Board Treasurer (_____) to Serve One-Year Term from July 1, 2019 through June 30, 2020 (Roll Call Vote)**
- VIII. GENERAL RESOLUTION**
 - 1. **RESOLUTION #1 – APPROVAL OF GENERAL RESOLUTION**

RESOLVED, that the Titusville Area School District Board of School Directors approves and adopts the following items that are included in the agenda of this meeting and incorporated herein by reference thereto with the same force and as though separate resolutions on each item were considered and adopted.

A. TO TAKE FROM THE TABLE, GENERAL RESOLUTION FOR APPROVAL OF THE MARCH MINUTES, FROM THE APRIL 15, 2019 REGULAR SCHOOL BOARD MEETING

1. Minutes of the March 11, 2019 Committee and March 18, 2019 Regular meetings (Policy 006) A-1

B. MINUTES

1. April 8, 2019 Committee, April 15, 2019 Regular and May 2, 2019 Special meeting minutes. (Policy 006) A-2

C. FINANCIAL ACTIVITIES

1. Tax Collectors' Report (April) – (Policy 006) A-3
2. Treasurer's Report (March) – (Policy 601) A-4
3. Payment of Bills – (Policy 616) A-5
4. Approval to Appoint Depositories of all District Funds and Investments at Farmers National Bank, PNC Bank, Northwest Savings Bank, One Federal Credit Union, PLGIT, PSDLAF and US Bank. (Policy 608, 609)
5. Approval for school board members and administrators to attend regional and state workshops sponsored by PSBA during the 2019-2020 school year, and approval of annual All Access Package in amount of \$8,280.32. (Policy 004)
6. Approval of renewal agreement with Government Software Services Inc. for School Tax Bill printing services
7. Approval to purchase stage and window curtains for Colestock Auditorium in the amount of \$18,579 per Costars #034-003, grant received from Rees Foundation.

D. SCHEDULES OF PERSONNEL ACTIONS – Schedules A & E have been updated since the May 13, 2019 board committee meeting. Updated schedules Enclosed. A-6

- a. Approval of Schedule A – Resignations
- b. Approval of Schedule B – Professional Appointments (Policy 309)
- c. Approval of Schedule C – Support Staff Appointments (Policy 309)
- d. Approval of Schedule E - Attendance at Professional Meetings (Policy 333)
- e. Approval of Schedule H – Leaves of Absence (Policy 339)
- f. Approval of Schedule I – Field Trip Authorization (Policy 121)
- g. Approval of Schedule L – Retirements (Policy 349)
- h. Approval of Schedule R – Kelly Services Substitute Teachers (Policy 818)

E. SCHEDULES OF PERSONNEL ACTIONS

- a. Approval of Schedule K – Supplemental Appointments (Policy 122) A-6

IX. RESOLUTION #2 – APPROVAL TO CANCEL BOTH THE JULY 2019 COMMITTEE AND REGULAR SCHOOL BOARD MEETINGS

RESOLVED, that the Titusville Area School District Board of School Directors approves the cancellation of the July 8, 2019 committee and July 15, 2019 regular meeting. This change will be posted and advertised. (Policy 006)

X. COMMITTEE REPORTS

A. PERSONNEL COMMITTEE – Jean Spence – Chairperson

1. RESOLUTION #3 – APPOINT TIMOTHY M. SENNETT, ESQUIRE, AS SCHOOL SOLICITOR FOR THE 2019-2020 SCHOOL YEAR

RESOLVED, that the Titusville Area School District Board of School Directors hereby appoints Timothy M. Sennett, Esquire of Knox McLaughlin Gornall & Sennett, PC, as the Solicitor of the Titusville Area School District for the 2019-2020 school year at an hourly rate of \$105.00. (Policy 005)

2. RESOLUTION #4 – APPOINT SHAWN G. SAMPSON AS ASSISTANT SCHOOL BOARD SECRETARY FOR THE 2019-2020 FISCAL YEAR

RESOLVED, that the Titusville Area School District Board of School Directors hereby appoints Shawn G. Sampson as Assistant School Board Secretary for one year term July 1, 2019, through June 30, 2020. (Policy 005)

3. RESOLUTION #5 – AUTHORIZE STEPHANIE A. KEEBLER, EFFECTIVE JULY 1, 2019, TO SIGN DOCUMENTS WITH PDE E-GRANTS

RESOLVED, that the Titusville Area School District Board of School Directors hereby authorizes Stephanie A. Keebler, effective July 1, 2019 to sign any and all contracts, agreements, grants and/or licenses with the Pennsylvania Department of Education.

4. OTHER

B. TAX/FINANCE – Jack Roberts – Chairperson

1. RESOLUTION #6 – ADOPTION OF THE PROPOSED \$34,695,652 GENERAL FUND BUDGET FOR 2019-2020 FISCAL YEAR

RESOLVED, that in accordance with Section 687 of the School Laws of Pennsylvania, a Proposed Budget for Fiscal year 2019-2020 beginning July 1, 2019, and ending June 30, 2020, be adopted and that the Board Secretary be directed to advertise the same for at least ten (10) days prior to final adoption and a copy made available for public inspection for a minimum of (20) days prior to final adoption. A copy of PDE-2028 (budget forms) shall be made a part of the minutes of this meeting. (Policy 604) A-7

2. RESOLUTION #7 – APPROVAL OF UPS FOR DATA CENTER PROJECT IN AMOUNT OF \$35,976.73 PER COSTARS #003-413

RESOLVED, that the Titusville Area School District Board of School Directors approves the Agreement between Titusville Area School District and Networking Technologies for the purchase of equipment (per Costars #003-413) and Statement of Work #7 as presented at the April 8, 2019 Committee meeting.

BE IT FURTHER RESOLVED, that the Titusville Area School District Board of School Directors hereby authorizes Karen E. Jez, as Superintendent of the Titusville Area School District, to execute the Agreement on behalf of the School District. (Policy 601)

3. OTHER

C. BUILDINGS AND GROUNDS COMMITTEE – Richard Skinner – Chairperson

1. OTHER

D. INSTRUCTIONAL/STUDENT SERVICES CMTEE– Lynn Cressman – Chairperson

1. RESOLUTION #8 - APPROVAL OF THE TENTATIVE LIST OF 2019 TITUSVILLE HIGH SCHOOL GRADUATES

RESOLVED, that the Titusville Area School District Board of School Directors approves the 2019 tentative list of Titusville High School Graduates, as presented at the May 13, 2019 committee meeting. (Policy 217) A-8

2. RESOLUTION #9 – APPROVAL OF THE TENTATIVE LIST OF SPRING 2019 ADULT DIPLOMA GRADUATES

RESOLVED, that the Titusville Area School District Board of School Directors approves the tentative list of 2019 Adult Diploma Graduates, as presented at the May 13, 2019 committee meeting. (Policy 125)

A-9

3. RESOLUTION #10 - APPROVAL TO APPOINT SCHOOL DENTIST FOR THE 2019-2020 SCHOOL YEAR

RESOLVED, that the Titusville Area School District Board of School Directors appoints Titusville Dental Arts as school dentist for the 2019-20 school year at a rate of \$320 for clinics and \$2.65 per individual examination with a minimum \$100 fee, as presented at the May 13, 2019 committee meeting.

BE IT FURTHER RESOLVED, that the Titusville Area School District Board of School Directors hereby authorizes Karen E. Jez, Superintendent of the Titusville Area School District, to sign the Agreement on behalf of the School District. (Policy 005)

4. RESOLUTION #11 – APPROVAL TO APPOINT SCHOOL PHYSICIAN FOR THE 2019-2020 SCHOOL YEAR

RESOLVED, that the Titusville Area School District Board of School Directors appoints Titusville Area Health Services, Inc. as School Physician for the 2019-2020 school year as presented at the May 13, 2019 school board committee meeting.

BE IT FURTHER RESOLVED, that the Titusville Area School District Board of School Directors hereby authorizes Karen E. Jez, Superintendent of the Titusville Area School District, to sign the Agreement on behalf of the School District. (Policy 005)

5. RESOLUTION #12 – APPROVAL TO RENEW AGREEMENT FOR SPEECH THERAPY SERVICES FOR ELEMENTARY STUDENTS WITH NEXT STEP’S CHILD ENRICHMENT

RESOLVED, that the Titusville Area School District Board of School Directors approves renewing the agreement for elementary speech therapy services with Next Step’s Child Enrichment for the 2019-2020 school year as presented at the May 13, 2019 school board committee meeting.

BE IT FURTHER RESOLVED, that the Titusville Area School District Board of School Directors hereby authorizes Karen E. Jez, Superintendent of the Titusville Area School District, to sign the Agreement on behalf of the School District. (Policy 138)

6. RESOLUTION #13 – APPROVAL TO RENEW 2-YEAR AGREEMENT FOR AEDY ACT 48 SERVICES WITH PATHWAYS ADOLESCENT CENTER

RESOLVED, that the Titusville Area School District Board of School Directors approves the renewal of 2-year Agreement (2019-2020 and 2020-2021 school years) for AEDY ACT 48 services with Pathways Adolescent Center as presented at the May 13, 2019 school board committee meeting.

BE IT FURTHER RESOLVED, that the Titusville Area School District Board of School Directors hereby authorizes Karen E. Jez, Superintendent of the Titusville Area School District, to sign the Agreement on behalf of the School District. (Policy 132)

7. RESOLUTION #14 - APPROVAL OF AGREEMENT WITH GLADE RUN FOR THE 2019-2020 SCHOOL YEAR

RESOLVED, that the Titusville Area School District Board of School Directors approves the Agreement with Glade Run for the 2019-2020 school year as discussed at the May 13, 2019 board committee meeting.

BE IT FURTHER RESOLVED, that the Titusville Area School District Board of School Directors hereby authorizes Karen E. Jez, Superintendent of the Titusville Area School District, to sign the Agreement on behalf of the School District. (Policy 132)
8. RESOLUTION #15 - APPROVAL OF AGREEMENT AND ADDENDUM WITH PROFESSIONAL SOFTWARE FOR NURSES, INC.

RESOLVED, that the Titusville Area School District Board of School Directors approves the Agreement and Addendum with Professional Software for Nurses, Inc. and to allow auto-renewal.

BE IT FURTHER RESOLVED, that the Titusville Area School District Board of School Directors hereby authorizes Karen E. Jez, Superintendent of the Titusville Area School District, to sign the Agreement on behalf of the School District. (Policy 601)
9. RESOLUTION #16 – APPROVAL OF 2019-2020 SECONDARY STUDENT HANDBOOK

RESOLVED, that the Titusville Area School District Board of School Directors approve the 2019-2020 Secondary Student Handbook to include proposed revisions as presented. (Policy 101)
10. RESOLUTION #17 – APPROVAL OF 2019-2020 ELEMENTARY STUDENT HANDBOOK

RESOLVED, that the Titusville Area School District Board of School Directors approves the 2019-2020 Elementary Student Handbook to include proposed revisions as presented. (Policy 101)
11. RESOLUTION #18 – APPROVAL OF 2019-2020 PARENT HANDBOOK

RESOLVED, that the Titusville Area School District Board of School Directors approves the 2019-2020 Parent Handbook to include proposed revisions as presented. (Policy 101)
12. RESOLUTION #19 - APPROVAL OF RIU#6 COMMITMENT FOR DISCOVERY EDUCATION VIDEO STREAMING FOR 2019-2020

RESOLVED, that the Titusville Area School District Board of School Directors approves the commitment with Riverview Intermediate Unit #6 for Discovery Education Video Streaming at a rate of \$1.00 per student for the 2019-2020 school year as presented at the May 13, 2019 committee meeting.

BE IT FURTHER RESOLVED, that the Titusville Area School District Board of School Directors hereby authorizes Karen E. Jez, Superintendent of the Titusville Area School District, to sign the Commitment Form on behalf of the School District. (Policy 601)
13. RESOLUTION #20 - APPROVAL TO PURCHASE 15 LICENSES WITH LUCID PRESS IN AMOUNT OF \$450 FOR THS

RESOLVED, that the Titusville Area School District Board of School Directors approves the purchase of fifteen (15) licenses with Lucid Press for one year in the amount of \$450.00 as discussed at the May 13, 2019 board committee meeting. (Policy 109)

14. RESOLUTION #21 - APPROVAL TO PURCHASE 155 LICENSES FOR TMS 7TH GRADE WRITING WITH MY ACCESS IN AMOUNT OF \$3,125

RESOLVED, that the Titusville Area School District Board of School Directors approves the purchase of 155 licenses for TMS 7th grade class with My Access in the amount of \$3,125.00 as discussed at the May 13, 2019 board committee meeting. (Policy 109)

15. RESOLUTION #22 – APPROVAL TO PURCHASE AP SPANISH LANGUAGE CLASS TEXTBOOKS, TEACHER MATERIALS AND 5-YEAR DIGITAL LICENSES IN AMOUNT OF \$2,957.94

RESOLVED, that the Titusville Area School District Board of School Directors approves the purchase of 15 textbooks, teacher materials and 5-year digital licenses in the amount of \$2,957.94 as discussed at the May 13, 2019 board committee meeting. (Policy 108)

16. RESOLUTION #23 - APPROVAL OF STUDENT PARTICIPATION IN ENTREPRENEUR ACADEMY WITH VENANGO ECONOMIC DEVELOPMENT IN AMOUNT OF \$1,400 PER STUDENT

RESOLVED, that the Titusville Area School District Board of School Directors approves the student participation in the Entrepreneur Academy Entrepreneurship course through Venango County Economic Development at a cost of \$1,400 per student as discussed at the May 13, 2019 board committee meeting. (Policy 109)

17. RESOLUTION #24 - APPROVAL OF ONE ADULT DIPLOMA STUDENT, WHO HAS MET REQUIREMENTS, AS A MAY 2019 GRADUATE

RESOLVED, that the Titusville Area School District Board of School Directors approves this student, who has completed all necessary requirements, as a May 2019 Titusville High School Graduate. (Policy 217)

A-10

18. RESOLUTION #25 - APPROVAL OF DISCIPLINE WAIVER AND STIPULATION FOR STUDENT “D” OF THE 2018-2019 SCHOOL YEAR

RESOLVED, that the Board of School Directors of the Titusville Area School District hereby approves the Discipline Waiver and Stipulation for Student "D" of the 2018-2019 school year. The Board of School Directors of the Titusville Area School District authorizes the Superintendent to sign the Stipulation on behalf of the Board.

BE IT FURTHER RESOLVED, that the Board of School Directors of the Titusville Area School District hereby disciplines Student "D" for the length of time set forth in the Stipulation for committing a violation of the School District's terroristic threat policy. (Policy 233)

19. RESOLUTION #26 – EXPULSION OF STUDENT “E” OF THE 2018-2019 SCHOOL YEAR

RESOLVED, that the Board of School Directors of the Titusville Area School District hereby approves the Expulsion Hearing Adjudication for Student “E” of the 2018-2019 school year. The Board of School Directors of the Titusville Area School District authorizes the President and Secretary of the Board to sign the Expulsion Hearing Adjudication on behalf of the Board.

BE IT FURTHER RESOLVED, that the Board of School Directors of the Titusville Area School District hereby expels Student "E" for the length of time set forth in the Expulsion Hearing Adjudication for violating the School District's terroristic threat policy as well as committing a Discipline Code violation as set forth in the 2018-2019 Student Handbook of Titusville Middle & High School. (Policy 233)

20. RESOLUTION #27 - APPROVAL OF DISCIPLINE WAIVER AND STIPULATION FOR STUDENT "F" OF THE 2018-2019 SCHOOL YEAR

RESOLVED, that the Board of School Directors of the Titusville Area School District hereby approves the Stipulation Agreement for Student "F" of the 2018-2019 school year. The Board of School Directors of the Titusville Area School District authorizes the Superintendent to sign the Stipulation on behalf of the Board.

BE IT FURTHER RESOLVED, that the Board of School Directors of the Titusville Area School District hereby disciplines Student "F" for the length of time set forth in the Stipulation for committing a violation of the School District's terroristic threat policy. (Policy 233)

21. RESOLUTION #28 - APPROVAL TO CREATE A SOFTBALL ACTIVITIES CLUB AND APPROVAL OF THE BUDGET

RESOLVED, that the Board of School Directors of the Titusville Area School District hereby approves the creation of a Parent Group Softball Activities Club for the 2018-2019 school year and approves the budget as provided.

22. **Report on Elementary Transition Program - Mr. McGaughey, Dir. Special Education**

23. OTHER

E. TRANSPORTATION/FOOD SERVICES – Jean Spence – Chairperson

1. RESOLUTION #29 – APPROVAL OF 5-YEAR TRANSPORTATION CONTRACT WITH NORTHWEST BUS SERVICE (2019 to 2024)

RESOLVED, that the Titusville Area School District Board of School Directors approves the five-year contract (July 1, 2019 through June 30, 2024) for School Transportation Services between the Titusville Area School District and Northwest Bus Service.

BE IT FURTHER RESOLVED, that the Board of School Directors of the Titusville Area School District hereby authorizes Lynn J. Cressman, as President of the Board of School Directors, and Richard E. Skinner, Jr., as Secretary of the Board of School Directors, to sign the Contract on behalf of the Titusville Area School District and the Board of School Directors (Policy 810)

2. RESOLUTION #30 - APPROVAL OF COMMUNITY ELIGIBILITY PROGRAM (CEP) FOR THE ECLC, MAIN STREET, PLEASANTVILLE AND HYDETOWN ELEMENTARY SCHOOLS AND TITUSVILLE MIDDLE SCHOOL FOR THE 2019-2020 SCHOOL YEAR

RESOLVED, that the Titusville Area School District Board of School Directors approves the Community Eligibility Program (CEP) for students attending the ECLC, Main Street, Pleasantville, and Hydetown Elementary schools and the Titusville Middle School for the 2019-2020 school year as recommended by the Tax Finance committee and presented at the May 13, 2019 school board meeting.

BE IT FURTHER RESOLVED, that the Board of School Directors of the Titusville Area School District hereby authorizes administration to submit forms to Pennsylvania Department of Education (PDE) on behalf of the Titusville Area School District and the Board of School Directors. (Policy 246)

3. RESOLUTION #31 - APPROVAL OF REVISED PROJECTED OPERATING COSTS (POC) WITH THE NUTRITION GROUP, INC. REFLECTING CHANGES FOR IMPLEMENTATION OF THE COMMUNITY ELIGIBILITY PROGRAM (CEP)

RESOLVED, that the Titusville Area School District Board of School Directors approves the revised Projected Operating costs with The Nutrition Group, Inc. reflecting the changes for implementation of Community Eligibility Program (CEP) for students attending the ECLC, Main Street, Pleasantville and Hydettown Elementary schools and the Titusville Middle School for the 2019-2020 school year as recommended by the Tax Finance committee and presented at the May 13, 2019 school board meeting.

4. OTHER

F. POLICY COMMITTEE – Jean Spence - Chairperson

1. OTHER

G. LEGISLATIVE – Lynn Cressman

1. OTHER

H. NEGOTIATIONS – Kevin O’Neill – Chairperson

1. OTHER

XI. ADMINISTRATION

A. FUTURE MEETING DATES

1. **Tax Finance Standing Committee** – Friday, June 7, 2019 - 8:00 a.m. – Admin Ofc BR
2. **Committee Meeting** – Monday, June 10, 2019 – 7:00 p.m. – THS BR
3. **Regular Meeting** – Monday, June 24, 2019 – 7:00 p.m. – THS BR

B. UPCOMING EVENTS

1. **Superintendent Recognition** – Thursday, May 30, 2019 at 3:30 - 5:00 p.m. THS Cafe
2. **Adult Education/GED Graduation** – Wednesday, June 5, 2019 THS Gym
3. **THS Baccalaureate** – Thursday, June 6, 2019 THS Gym
4. **THS Graduation** – Friday, June 7, 2019 Carter Field (THS Gym if inclement weather)
5. **Sunshine Act & RTK Presentation** by Office of Open Records (OOR) – Monday, June 24, 2019 - 5:30 p.m. THS Board Room

C. OTHER

XII. OTHER BOARD COMMENTS

XIII. OTHER PUBLIC COMMENTS

XIV. OTHER BUSINESS

XV. ADJOURNMENT

RESOLVED, that there being no further business, this meeting is adjourned at _____ P.M.