

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

**BOARD OF SCHOOL DIRECTORS  
MINUTES**

**SPECIAL BOARD MEETING  
TITUSVILLE HIGH SCHOOL BOARD ROOM**

**MONDAY, July 29, 2019  
5:00 P.M.**

**I. CALL TO ORDER - SPECIAL MEETING OF JULY 29, 2019**

President, Lynn Cressman, called the meeting to order at 5:00 P.M.  
Mrs. Cressman expressed it was with great pleasure the School Board welcomes Stephanie Keebler, Superintendent to her new position.

**II. ROLL CALL**

Members in Attendance:

James E. Come, Lynn J. Cressman, Charlene A. Eggleston, Jeremiah Morrison, Kevin J. O'Neill, Jack D. Roberts, Carol J. Shaffer, Jean M. Spence, & Richard E. Skinner, Jr.

Others in Attendance:

Shawn G. Sampson, Business Manager; Stephanie A. Keebler, Jane McNierney, Secretary to the Superintendent; Sean Ray, *Titusville Herald* newspaper reporter

**III. MOMENT OF SILENCE**

**IV. PLEDGE OF ALLEGIANCE**

**V. EXECUTIVE SESSION NOTICE – None.**

**VI. PUBLIC COMMENTS – None.**

**VII. GENERAL RESOLUTION**

**1. RESOLUTION #1 – APPROVAL OF GENERAL RESOLUTION**

Motion: James Come  
Second: Jack Roberts

**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.

**Vote: 9 Ayes 0 Nay 0 Absent  
Motion Carried.**

**A. MINUTES**

Motion: Jack Roberts  
Second: Carol Shaffer

1. Committee Meeting of June 10, 2019, Regular Meeting of June 24, 2019 (Policy 006)

**Vote: 9 Ayes 0 Nay 0 Absent  
Motion Carried.**

**B. FINANCIAL ACTIVITIES**

Motion: Jack Roberts  
Second: Jeremiah Morrison

1. Treasurer's Report – May 2019 (Policy 601)
2. Payment of Bills – (Policy 616)

A review of bills and details was provided, with some details to be followed-up after the meeting.

**Vote: 9 Ayes 0 Nay 0 Absent**  
**Motion Carried.**

**C. PERSONNEL ACTIONS**

1. APPROVAL OF DEPARTMENT CURRICULUM LEAD JOB DESCRIPTION

Motion: Jean Spence  
Second: Rick Skinner

**RESOLVED**, that the Titusville Area School district Board of School Directors approves the job description for Department Curriculum Lead position as provided. (Policy 304)

**Vote: 9 Ayes 0 Nay 0 Absent**  
**Motion Carried.**

2. SCHEDULES OF PERSONNEL ACTIONS

Motion: Jack Roberts  
Second: Char Eggleston

1. Approval of Schedule A #129 - Resignations
2. Approval of Schedule B #88 – Professional Appointments (Policy 309)
3. Approval of Schedule C #114 – Support Staff Appointments (Policy 309)
4. Approval of Schedule E #147 - Attendance at Professional Meetings (333)
5. Approval of Schedule H #138 – Leaves of Absence (Policy 334)
6. Approval of Schedule J #55 – Change of Degree (Policy 333)

**Vote: 9 Ayes 0 Nay 0 Absent**  
**Motion Carried.**

**VIII. COMMITTEE REPORTS**

**A. PERSONNEL COMMITTEE – Jean Spence, Chairperson**

1. OTHER

**B. TAX/FINANCE COMMITTEE – Jack Roberts, Chairperson**

1. OTHER

**2. BUILDINGS & GROUNDS COMMITTEE – Rick Skinner, Chairperson**

1. OTHER

**D. INSTRUCTIONAL STUDENT SERVICES COMMITTEE – Lynn Cressman, Chair**

1. RESOLUTION #2 – APPROVE THE PURCHASE OF BUSINESS EDUCATION MICROSOFT 2019 TEXTBOOKS AND SOFTWARE IN AMOUNT OF \$6,243

Motion: Rick Skinner  
Second: Jack Roberts

RESOLVED, that the Titusville Area School District Board of School Directors approves the purchase of Microsoft Office 2019 software in the amount of \$2,832.50 and twenty-five textbooks in the amount of \$3,410.00 for high school Business Education Class.  
(Policy 108, 109)

**Vote: 9 Ayes 0 Nay 0 Absent**

**Motion Carried.**

2. OTHER

**E. TRANSPORTATION/FOOD SERVICE COMMITTEE – Jean Spence, Chairperson**

1. OTHER – Mrs. Cressman noted the spring 2019 Nutrition Ink magazine was available at place.

**F. POLICY COMMITTEE – Jean Spence, Chairperson**

1. OTHER

**G. LEGISLATIVE – Lynn Cressman**

1. OTHER

**H. NEGOTIATIONS COMMITTEE – Kevin O’Neill, Chairperson**

1. OTHER

**IX. ADMINISTRATION**

**A. FUTURE MEETING DATES**

1. **Instructional Student Services** Standing Committee Mtg – Fri. Aug. 2, 2019-10:00 a.m.
2. **Buildings & Grounds** Standing Committee Mtg. – Mon. August 12, 2019 – 5:30 p.m.
3. **Committee Meeting** – Monday, August 12, 2019 – 7:00 p.m.
4. **Regular Meeting** – Mon. August 19, 2019 – 7:00 p.m.

**X. OTHER BOARD COMMENTS**

1. Discussion of PSSA/Keystone Scores and future Board presentation.

**XI. OTHER PUBLIC COMMENTS - None**

**XII. OTHER BUSINESS – None.**

**XIII. ADJOURNMENT**

RESOLVED, that there being no further business, this meeting adjourned at 5:30 P.M.

**Vote: 9 Ayes 0 Nay 0 Absent**

**Motion Carried.**