

TITUSVILLE AREA SCHOOL DISTRICT
School Board of Directors
COMMITTEE MEETING MINUTES

High School Board Room
June 10, 2019
7:00 p.m.

Members Present: James E. Come, Lynn J. Cressman, Jeremiah Morrison, Kevin J. O'Neill, Jack D. Roberts, Carol J. Shaffer, Jean M. Spence, and Richard Skinner, Jr.

Members Absent: Charlene A. Eggleston

Administration Present: Karen Jez, Superintendent; Shawn Sampson, Business Manager; John Cowan, Shawn Fink, Crystal Gates, Sue Gum, Amy Herman, Mike Hlad, Greg Houck, Stacy Houck, Stephanie Keebler, Phil Knapp, Mike McGaughey, Cammie Mong, and Jessica Stover.

Others in Attendance: Jane McNierney, Secretary to Superintendent; Sean Ray, Reporter, *The Titusville Herald* newspaper; Steve Carr; Richard Perhacs, and Mark Kuhar.

I. Call to Order - President, Lynn Cressman, called the meeting to order at 7:00 p.m.

II. Moment of Silence

III. Public Comment

A. Attorney, Richard Perhacs introduced Attorney, Mark Kuhar, Knox Law firm, who will be working with the District in Labor law matters.

IV. Review of Routine Matters

A. Meeting Minutes - May 13, 2019 committee and May 20, 2019 regular meeting minutes were provided.

B. Treasurer's Report – April 2019 report provided.

C. Board Bills – The list of bills was provided. Mr. Sampson answered several questions and will follow-up on the number of students at Tidioute Charter School for the May bill.

D. Personnel Schedule Actions – Ms. Jez noted that schedule K was updated and at place.

- a. Resignations (A #128)
- b. Professional Appointments (B #87)
- c. Attendance at Professional Meetings (E #146)
- d. Leaves of Absence (H #137)
- e. Change of Degree (J #54)
- f. Supplemental Appointments (K #118)

V. Board Committee Reports/Information

A. Tax/Finance

1. **Recommendation to Adopt the Final 2019-2020 General Fund Budget** – Mr. Sampson reviewed the budget packet provided.
2. **Recommendation to Approve the Homestead/Farmstead Exclusion** – Mr. Sampson reported that an exclusion of \$152.10 is available for those who apply through the county.
3. **Recommendation to Approve Fund Balance Commitments for 2019-2020 School Year** – The largest commitments are for PSERS pension, and debt stabilization.
4. **Recommendation for Approval of 2018-2019 Budget Transfers after 6/30/19** – This is a standard approval, as required by School Code, to balance budget functions.
5. **Recommendation to Approve Transfer of \$150,000 from the General Fund to the Capital Reserve Fund**
6. **Recommendation to Approve Business Manager to Authorize Routine Matters for July 2019** – Business Manager to be authorized to process and make payment of expenditures during July 2019 due to cancelling the July 8 & 15, 2019 school board meetings.

7. **Recommendation to Approve Insurance Renewals** –A list of premiums and renewal cost was provided, and overall cost is down from last year. Mr. Sampson reported the Worker’s Compensation insurance was reduced by \$10,000, and there was a slight increase in property insurance.
8. **Recommendation to Approve Delta Dental** insurance renewal with no increase.
9. **Recommendation to Approve LEA Agreement to participate in PA School-Based Access Program for 2019-2020 school year** – This helps pay for aides and assistive devices. Awaiting form from PA Department of Human Services for the 2019-2020 school year.
10. **Other** – No additional items.

B. Personnel Actions

1. **Recommendation to Renew Agreement and Revised Exhibit A Pricing with Kelly Services, Inc.** – Ms. Jez said the substitute teacher pay will increase \$5.00 to \$90 a day, and if a sub works more than 21 days their daily rate will increase to \$100.
2. **Recommendation to Approve Athletic Director Contract** – Renewal of Athletic Director Agreement with Scott Salvo July 1, 2019 to June 30, 2020.
3. **Other** - No additional items.

C. Buildings and Grounds

1. **Discuss Middle School Domestic Hot Water Heater Project** – Mr. Cowan reported one of the two hot water heaters has been leaking, and needs to be replaced. A new 250 gallon tank with a 15 year warranty is being recommended and replaces a 20-year old tank.
2. **Other** – Mr. Cowan reported the waste management and recycling contract expires August 31st, and with the many changes happening worldwide in recycling, he is recommending a one-year extension of our current contract and pricing.

D. Instructional/Student Services

1. **Recommendation to Approve Final List of 2019 High School Graduates**
2. **Recommendation to Approve Final List of 2019 Adult Diploma Program Graduates** - Ms. Jez explained there were ten students who walked at graduation, but two of them must wait to receive their diploma due to their age.
3. **Recommendation to Approve the Elementary Transition Program** – as presented by Mr. McGaughey at the May 20, 2019 regular board meeting, this program will include one teacher and one aide.
4. **Recommendation to Approve AAC Institute “I Can Talk” Training Agreement for 2019-2020 school year** – For assistive device and professional development training.
5. **Recommendation to Approve the Revised the Parent Handbook to include Community Eligibility Provision (CEP) Food Service Program** – Suggestion to change the word nutritional to nutritious, and to add there is no charge to elementary and middle school households.
6. **Recommendation to Approve Family ID Subscription Agreement** – Allows for online access to Athletic sign-up documents, similar to school registration, at a cost of \$1,645 a year.
7. **Recommendation to Approve Renewal Agreement for Social Work Services for the 2019-2020 school year with Titusville United Way** – The Agreement was provided at place for directors.
8. **Other** – No additional items.

E. Transportation/Food Services

1. **Nutrition Report** – The April 2019 was provided.
2. **Other** – No additional items.

F. Policy

1. **The next policy standing committee meeting** is scheduled for July 29, 2019 at 3:30 p.m. in the administration office board room.
2. **Other** - No additional items.

G. Legislative

1. **Discussion on sending two (2) voting delegates to the 2019 PSBA-PASA School Leadership Conference to be held Oct. 16-18, 2019 (Wed-Friday).** Jim Come and Lynn Cressman or Jack Roberts may be interested.
2. **Mr. Sampson to report on PASBO Legislative visit to Harrisburg** – Mr. Sampson met with House Representatives: Rapp, James and Sonney; and with Aides to Senators Hutchinson and Brooks. Transportation was one of the items discussed, as a rural district TASD is reliant on annual state increases, and the budget for transportation has been stagnant for a few years.
3. **Other** - No additional items.

H. Negotiations

1. **Other** - No items.

VI. Information and Proposals

A. Letters and Communication from Non-School Sources

1. **Thank you** note from student to school board expressing appreciation for scholarship was provided.
2. **Other** - No additional items.

B. Information from the Superintendent, Staff, and Board Liaisons

1. **R. I. U. #6** – May meeting cancelled, next meeting June 26, 2019.
2. **Venango Technology Center** – June minutes provided.
3. **Titusville Alumni Association** – March minutes, May agenda, Executive Director's report and scholarship awards list were provided
4. **Class of 2019** - Post-Graduation plans and 5-year comparison provided.
5. **Safety Committee** – May 9, 2019 minutes provided
6. **Cafeteria Report** – Report ending April 2019 provided.
7. **Health Council** – Minutes of May 15, 2019 and the 2019-20 budget were provided.
8. **ECLC Projected Student Enrollment** – A report on projected enrollment for K4 & K5 for the 2019-20 School Year was provided.
9. **Newsletters** – The District newsletter, *School Matters*; and the high school newsletter, *Walnut Street Journal*, were provided.
10. **Other** – No additional items.

C. Information and Questions from Board Members –

1. Jeremiah Morrison received a suggestion to clean the stonework at the entrance to Main Street Elementary School, and there may be funding through the Greater Titusville Development Foundation's façade program.

D. Public Comments – None.

VII. Advance Planning

A. Future Meeting Dates

1. **June Regular Meeting** – Monday, June 24, 2019 – 7:00 p.m.
2. **Cancelled:** July 8, 2019 committee; July 15, 2019 regular school board meetings
3. **Policy Standing Committee Mtg** – Monday, July 29, 2019 – 3:30 p.m. Admin Ofc. BR
4. **Special School Board Meeting** – Monday, July 29, 2019 – 5:00 p.m. – THS BR – for the purpose of hiring personnel for the upcoming school year.

B. Events/Other

1. **Sunshine Act & Right To Know Law** - Presentation by the PA Office of Open Records on June 24, 2019 at 5:30 p.m. in the Titusville High School Board Room. Free of charge, registration requested and can be made by contacting the Secretary to the Superintendent.
2. **Other** - Mrs. Cressman invites the public to a reception recognizing Ms. Jez following her last school board meeting to be held June 24, 2019 meeting.

VIII. Adjournment - With no further business, the meeting adjourned at 8:00 p.m.

Secretary, Richard E. Skinner, Jr.

President, Lynn J. Cressman