



TITUSVILLE AREA SCHOOL DISTRICT
301 EAST SPRUCE STREET, TITUSVILLE, PA 16354-1785



BOARD OF SCHOOL DIRECTORS
MINUTES

REGULAR BOARD MEETING
TITUSVILLE HIGH SCHOOL BOARD ROOM

MONDAY, June 24, 2019
7:00 P.M.

I. CALL TO ORDER - REGULAR MEETING OF JUNE 24, 2019

President, Lynn Cressman, called the meeting to order at 7:00 P.M.

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, Richard E. Skinner, Jr. and Jean M. Spence

Others in Attendance:

Karen E. Jez, Superintendent; Shawn G. Sampson, Business Manager; Jane McNierney, Secretary to the Superintendent; Sean Ray, *Titusville Herald* newspaper reporter; Herk Kirkpatrick, Michelene Tarr, Sueanne Kirkpatrick, Lillian Gammello

III. MOMENT OF SILENCE

IV. PLEDGE OF ALLEGIANCE

V. EXECUTIVE SESSION – None.

VI. PUBLIC COMMENTS – None.

VII. 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. MINUTES

Motion: Jack Roberts

Second: Jeremiah Morrison

1. Committee Meeting of May 13, 2019, Regular Meeting of May 20, 2019 (Policy 006) A-1

Vote: 9 Ayes 0 Nays 0 Absent
Motion Carried.

B. FINANCIAL ACTIVITIES

Motion: Jack Roberts

Second: Rick Skinner

1. Treasurer's Report (April) (Policy 601) A-2
2. Payment of Bills – (Policy 616) A-3

3. Approval of Insurance Renewals as presented June 10, 2019
4. Approval of Delta Dental Renewal as presented June 10, 2019
5. Approval of Business Manager to Authorize routine matters for July 2019, to process and make payment of expenditures.
6. Approval of LEA Agreement to participate in PA School-Based ACCESS Program for 2019-2020 school year
7. Other

Vote: 9 Ayes 0 Nays 0 Absent

Motion Carried.

C. SCHEDULES OF PERSONNEL ACTIONS – Schedules B, C, H, I, J & K have been updated or added since the June 10, 2019 committee meeting. A-4

Motion: Jack Roberts

Second: Jeremiah Morrison

1. Approval of Schedule A#128 - Resignations
2. Approval of Schedule B #87 – Professional Appointments (Policy 309)
3. Approval of Schedule C #113 – Support Staff Appointments (Policy 309)
4. Approval of Schedule E #146 – Attendance at Professional Meetings (Policy 333)
5. Approval of Schedule H #137 – Leaves of Absence (Policy 339)
6. Approval of Schedule I #123 – Field Trip Authorization (Policy 121)
7. Approval of Schedule J #54 – Change of Degree (Policy 333)

Vote: 9 Ayes 0 Nays 0 Absent

Motion Carried.

D. SCHEDULES OF PERSONNEL ACTION A-4

Motion: Rick Skinner

Second: Jack Roberts

1. Approval of Schedule K #118 – Supplemental Appointments (Policy 122)

Vote: 8 Ayes 0 Nays 0 Absent 1 Abstain (J. Come)

Motion Carried.

VIII. COMMITTEE REPORTS

A. PERSONNEL COMMITTEE – Jean Spence, Chairperson

1. RESOLUTION #2 – APPROVAL OF RENEWAL AGREEMENT & REVISED EXHIBIT A WITH KELLY SERVICES, INC. FOR THE 2019-2020 SCHOOL YEAR

Motion: Jack Roberts

Second: Rick Skinner

RESOLVED, that the Board of School Directors of the Titusville Area School District hereby approves the educational staffing renewal Agreement and revised Exhibit A Pricing Schedule between Kelly Services, Inc. and Titusville Area School District for the period July 1, 2019 through June 30, 2020.

BE IT FURTHER RESOLVED, that the Board of School Directors authorizes Richard E. Skinner, Jr., School Board Secretary, to sign the Agreement on behalf of the Board and the Titusville Area School District. (Policy 818)

Vote: 9 Ayes 0 Nays 0 Absent

Motion Carried.

2. RESOLUTION #3 – APPROVAL OF SUPPLEMENTAL AGREEMENT FOR ATHLETIC DIRECTOR WITH SCOTT V. SALVO

Motion: Jack Roberts
 Second: Kevin O’Neill

RESOLVED, that the Titusville Area School District Board of School Directors approves the renewal of the Athletic Director Supplemental Agreement for the term July 1, 2019 ending June 30, 2020 between Scott V. Salvo and Titusville Area School District.

BE IT FURTHER RESOLVED, that the Board of School Directors of the Titusville Area School District authorizes the President and the Secretary of the Board to sign the Agreement between Scott V. Salvo and the Titusville Area School District on behalf of both the Board and the School District. (Policy 308)

Vote: 9 Ayes 0 Nays 0 Absent

Motion Carried.

3. OTHER

B. TAX/FINANCE COMMITTEE – Jack Roberts, Chairperson

1. RESOLUTION #4 - ADOPTION OF THE 2019-2020 GENERAL FUND BUDGET

Motion: Jean Spence
 Second: Jack Roberts

RESOLVED, that the Titusville Area School District Board of School Directors approves the Adoption of the 2019-2020 General Fund Budget in the amount of \$34,646,428 as presented at the June 10, 2019 committee meeting. (Policy 604) A-6

Roll Call Vote

<i>James Come</i>	<i>Yes</i>	<i>Lynn Cressman</i>	<i>Yes</i>	<i>Charlene Eggleston</i>	<i>Yes</i>
<i>Jeremiah Morrison</i>	<i>Yes</i>	<i>Kevin O’Neill</i>	<i>Yes</i>	<i>Jack Roberts</i>	<i>Yes</i>
<i>Carol Shaffer</i>	<i>Yes</i>	<i>Jean Spence</i>	<i>Yes</i>	<i>Richard Skinner</i>	<i>Yes</i>

Vote: 9 Ayes 0 Nays 0 Absent

Motion Carried.

2. RESOLUTION #5 – APPROVAL OF MILLAGE LEVY FOR THE FISCAL YEAR 2019-2020

Motion: Rick Skinner
 Second: Jack Roberts

RESOLVED, that the Titusville Area School District Board of School Directors approves the following real estate tax levies for the Fiscal Year 2019-2020. (Policy 605)

- Crawford County at 42.18 Mills (+1.19)
- Venango County at 18.62 Mills (+0.53)
- Warren County at 52.43 Mills (+1.31)

Vote: 7 Ayes 2 Nays (C. Eggleston, C. Shaffer) 0 Absent

Motion Carried.

3. RESOLUTION #6 – APPROVAL OF ENACTMENT OF PER CAPITA TAX UNDER SCHOOL CODE OF 1949 FOR FISCAL YEAR 2019-2020

Motion: Jean Spence
 Second: Jack Roberts

RESOLVED, that the Titusville Area School District Board of School Directors approves to enact a \$5.00 per capita Tax for the Fiscal Year 2019-2020 in conformity with Section 679 the Public School Code of 1949, 24 P.S. 6-679. (Policy 605)

Vote: 7 Ayes 2 Nays (C. Eggleston, C. Shaffer) 0 Absent

Motion Carried.

4. RESOLUTION #7 – APPROVAL OF ACT 511 TAXES FOR FISCAL YEAR 2019-2020

Motion: Jack Roberts

Second: Kevin O’Neill

RESOLVED, that the Titusville Area School District Board of School Directors approves to enact a \$5.00 Per Capita Tax, a one (1%) percent Earned Income Tax, and a one (1%) percent Real Estate Transfer Tax for the Fiscal Year 2019-2020 in conformity with Act 511. (Policy 605)

Vote: 7 Ayes 2 Nays (C. Eggleston, C. Shaffer) 0 Absent

Motion Carried.

5. RESOLUTION #8 – APPROVAL OF LOCAL SERVICES TAX FOR FISCAL YEAR 2019-2020

Motion: Jack Roberts

Second: Kevin O’Neill

RESOLVED, that the Titusville Area School District Board of School Directors approves to enact a \$10.00 Local Services Tax per year per person for the Fiscal Year 2019-2020. (Policy 605)

Vote: 9 Ayes 0 Nays 0 Absent

Motion Carried.

6. RESOLUTION #9 - APPROVAL OF HOMESTEAD/FARMSTEAD EXCLUSION RESOLUTION FOR FISCAL YEAR 2019-2020

Motion: Rick Skinner

Second: Jack Roberts

RESOLVED, that the Titusville Area School District Board of School Directors approves the resolution to implement the homestead/farmstead exclusion pursuant to Act 1 of 2006. A-7

Vote: 9 Ayes 0 Nays 0 Absent

Motion Carried.

7. RESOLUTION #10 - APPROVAL OF FUND BALANCE COMMITMENTS FOR FISCAL YEAR 2019-2020

Motion: Jack Roberts

Second: Rick Skinner

RESOLVED, that the Titusville Area School District Board of School Directors approves the Fund Balance Commitments which total \$2,225,242 as listed below: (Policy 601)

Debt Service Stabilization - \$17,095

Carter Field Parking Lot – \$25,000

CSIU Upgrade (Financial & Personnel System) - \$30,000

PSERS Rate Stabilization - \$2,153,147

Vote: 9 Ayes 0 Nays 0 Absent

Motion Carried.

8. RESOLUTION #11 – APPROVAL OF 2018-2019 BUDGET TRANSFERS

Motion: Jack Roberts

Second: Kevin O’Neill

RESOLVED, that the Titusville Area School District Board of School Directors approves Budget Transfers which may be necessary after June 30, 2019, in order to close the Books of Account for the 2018-2019 school year. (Policy 601)

Vote: 9 Ayes 0 Nays 0 Absent
Motion Carried.

- 9. RESOLUTION #12 - APPROVAL TO TRANSFER \$150,000 FROM GENERAL FUND TO THE CAPITAL RESERVE FUND

Motion: Rick Skinner
Second: Jean Spence

RESOLVED, that the Titusville Area School District Board of School Directors approves the transfer of \$150,000 from the General Fund to the Capital Reserve Fund. (Policy 601)

Vote: 9 Ayes 0 Nays 0 Absent
Motion Carried.

- 10. OTHER – No additional items.

C. BUILDINGS & GROUNDS COMMITTEE – Richard Skinner, Chairperson

- 1. RESOLUTION #13 - APPROVAL OF THE MIDDLE SCHOOL DOMESTIC HOT WATER HEATER PROJECT IN AMOUNT OF \$35,500.00 PER COSTARS #008-532

Motion: Rick Skinner
Second: Jack Roberts

RESOLVED, that the Titusville Area School District Board of School Directors approves The Titusville Middle School domestic hot water heater project with Deets Mechanic, Inc. in the amount of \$35,500.00 per Costars #008-532 (Policy 611, 613)

Vote: 9 Ayes 0 Nays 0 Absent
Motion Carried.

- 2. RESOLUTION #14 - APPROVAL TO EXTEND THE WASTE MANAGEMENT AGREEMENT FOR ONE YEAR

Motion: Jack Roberts
Second: Kevin O'Neill

RESOLVED, that the Titusville Area School District Board of School Directors approves the extension Waste Management Agreement for one year, in the amount of \$1,394.91 per month. (Policy 611, 613)

Vote: 9 Ayes 0 Nays 0 Absent
Motion Carried.

- 3. OTHER – No additional items.

D. INSTRUCTIONAL/STUDENT SVCS. COMMITTEE – Lynn Cressman, Chairperson

- 1. RESOLUTION #15 – APPROVAL OF FINAL LIST OF 2019 HIGH SCHOOL GRADUATES

Motion: Jean Spence
Second: Jeremiah Morrison

RESOLVED, that the Titusville Area School District Board of School Directors approves the final list of 2019 high school graduates, as presented at the June 10, 2019, school board committee meeting. (Policy 217)

A-8

Vote: 9 Ayes 0 Nays 0 Absent
Motion Carried.

- 2. RESOLUTION #16 – APPROVAL OF FINAL LIST OF 2019 ADULT DIPLOMA PROGRAM GRADUATES

Motion: Jack Roberts
Second: Char Eggleston

RESOLVED, that the Titusville Area School District Board of School Directors approves the final list of 2019 adult diploma program graduates, as presented at the June 10, 2019 school board committee meeting. (Policy 125)

A-9

Vote: 9 Ayes 0 Nays 0 Absent
Motion Carried.

3. RESOLUTION #17 – APPROVAL OF THE ELEMENTARY TRANSITION PROGRAM

Motion: Jack Roberts

Second: Jeremiah Morrison

RESOLVED, that the Titusville Area School District Board of School Directors approves the Elementary Transition Program to include a teacher and an aide as presented at the May 20, 2019 school board meeting. (Policy 113)

Vote: 9 Ayes 0 Nays 0 Absent
Motion Carried.

4. RESOLUTION #18 - APPROVAL OF “I CAN TALK” TRAINING AGREEMENT WITH AAC INSTITUTE CLINIC FOR THE 2019-2020 SCHOOL YEAR

Motion: Jeremiah Morrison

Second: Char Eggleston

RESOLVED, that the Titusville Area School District Board of School Directors approves the Agreement with AAC Institute Clinic for Augmentative and Alternative Communication services training for the 2019-2020 School Year.

BE IT FURTHER RESOLVED, that the Titusville Area School District Board of School Directors hereby authorizes Karen E. Jez, Superintendent, to execute the Agreement on behalf of the School District. (Policy 113)

Vote: 9 Ayes 0 Nays 0 Absent
Motion Carried.

5. RESOLUTION #19 - APPROVAL OF REVISED PARENT HANDBOOK FOR 2019-2020 SCHOOL YEAR TO INCLUDE CEP FOOD SERVICE PROGRAM

Motion: Rick Skinner

Second: Kevin O’Neill

RESOLVED, that the Titusville Area School District Board of School Directors approves the revised Parent Handbook for the 2019-2020 school year to include Community Eligibility Program (CEP) Food Service Program as presented at the June 10, 2019 committee meeting. (Policy 101)

Vote: 9 Ayes 0 Nays 0 Absent
Motion Carried.

6. RESOLUTION #20 - APPROVAL OF FAMILY ID SUBSCRIPTION AGREEMENT FOR WEB-BASED ATHLETIC SIGN-UP DOCUMENTS

Motion: Jack Roberts

Second: Jeremiah Morrison

RESOLVED, that the Titusville Area School District Board of School Directors approves the Family ID Subscription Agreement, in the amount of \$1,645 a year, for web-based access to athletic sign-up documents as presented at the June 10, 2019 committee meeting. (Policy 611)

Vote: 9 Ayes 0 Nays 0 Absent
Motion Carried.

7. RESOLUTION #21 - APPROVAL OF SOCIAL WORK SERVICES AGREEMENT FOR 2019-2020 SCHOOL YEAR WITH UNITED WAY OF TITUSVILLE REGION

Motion: Jean Spence

Second: Carol Shaffer

RESOLVED, that the Titusville Area School District Board of School Directors approves the Agreement between Titusville United Way and Titusville Area School District for Social Work Services in the amount of \$49,016.10 for the term September 1, 2019 through August 31, 2020.

BE IT FURTHER RESOLVED, that the Titusville Area School District Board of School Directors hereby authorizes Karen Jez, Superintendent, to execute the Agreement on behalf of the School District. (Policy 818)

Vote: 9 Ayes 0 Nays 0 Absent

Motion Carried.

8. OTHER – No additional items.

E. TRANSPORTATION/FOOD SERVICES COMMITTEE – Jean Spence, Chairperson

1. OTHER – No items.

F. POLICY COMMITTEE – Jean Spence, Chairperson

1. OTHER – No items.

G. LEGISLATIVE – Lynn Cressman

1. RESOLUTION #22 - APPROVAL OF TWO (2) VOTING DELEGATES FOR 2019 PSBA LEGISLATIVE POLICY COUNCIL AS PART OF THE LEADERSHIP CONFERENCE

Motion: Rick Skinner

Second: Jeremiah Morrison

RESOLVED, that the Titusville Area School District Board of School Directors approves James E. Come and Lynn Cressman (alternate Jack Roberts) as Titusville Area School District's voting delegates to PSBA 2019 Legislative Policy Council. The Council meets during the PASA-PSBA School Leadership Conference October 16-18, 2019 at the Hershey Lodge.

Vote: 9 Ayes 0 Nays 0 Absent

Motion Carried.

2. OTHER – No additional items.

H. NEGOTIATIONS COMMITTEE – Kevin O'Neill, Chairperson

1. OTHER – No items.

IX. ADMINISTRATION

A. FUTURE MEETING DATES

1. **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.

2. **Buildings & Grounds Standing Committee Mtg** – Monday, August 12, 2019 – 5:30 p.m. Administration Office BR

3. **Committee Meeting** – Monday, August 12, 2019 – 7:00 p.m. – THS BR

4. **Regular Meeting** – Monday, August 19, 2019 - 7:00 p.m. – THS BR

X. OTHER BOARD COMMENTS – None.

XI. OTHER PUBLIC COMMENTS – None.

XII. OTHER BUSINESS – No items.

XIII. ADJOURNMENT

Motion: Rick Skinner

Second: Jack Roberts

Vote: 9 Ayes 0 Nays 0 Absent

Motion Carried.

RESOLVED, that there being no further business, this meeting adjourned at 7:41 P.M.

A reception to recognize Karen Jez, retiring Superintendent, to be held following the meeting with no business to be discussed.

Secretary, Richard E. Skinner, Jr.

President, Lynn J. Cressman