

# TYRONE AREA SCHOOL BOARD

## Work Session

January 8, 2019

7:00 p.m.

Board Room

### **\*\* SECTION A -- Separate Voting Items \*\***

#### I. OPENING EXERCISES, APPROVAL OF AGENDA AND MINUTES, AND PUBLIC INPUT

- A. Announcement - Board meeting is being audiotaped.
- B. General Welcome to Those Present and Introduction of Invited Guests. **All guests are required to sign the meeting roster.**
- C. Request Approval of Board Minutes of the December 3, 2018 Regular/Reorganizational Session Meeting. Roll Call Vote.
- D. Public Input - Speakers should identify themselves and any group they represent.

Presentations should be limited to five (5) minutes by the individual or group represented. No questions are to be directed to individual board members, and board members are to limit their questions to requests for clarification.

#### II. ANNOUNCEMENTS & PRESENTATIONS

- A. The board met in executive session following the December 3, 2018 Work Session to discuss personnel issues.
- B. Work Session: Romulus Comly, Director of Boyer & Ritter, LLC of State College, PA 16801 will present the Tyrone Area School District audit report for the fiscal year ending June 30, 2018.
- C. Work Session: Discussion on transportation trends with bus contractors.
- D. Work Session: Monthly Updates by Administrators – Acting Elementary Principal Cathy Harlow; Middle School Principal Kristen Pinter; High School Principal Thomas Yoder, and Director of Curriculum and Instruction Leslie Estep.

#### III. PSBA Employee Relations Contact. Appointment of board member to represent the Tyrone Area School District. (Position currently held by Brian Bressler)

Position that creates an opportunity for dialogue between local school directors and PSBA on the many issues facing boards in their role as an employer. Information, ideas and needs will be solicited from and disseminated through this contact person, in addition to announcements of in-service opportunities.

#### IV. ITEMS TO BE CONSIDERED BY THE BOARD

- A. Pending and Current Committee Reports, as called by the Board President

1. **Public and Student Relations Committee** – Chairperson Mollie Bakhsheshe
  - A. **Academic Spotlight** –
    1. Regular Session – Junior Achievement and Economics students of Cummins McNitt will be present.
  
2. **Financial Operations Committee** – Treasurer Randy Miles
  - A. **Financial Reports for December 2018 and January 2019.** Roll Call Votes.
    - 1) Report #1 – Treasurer’s Financial Reports (Periods ending November 30, 2018 and December 31, 2018)
    - 2) Report #2 – Budget Transfers (No Report)
    - 3) Report #3 – Food Service Operating Statement (Periods ending October 31, 2018 and November 30, 2018)
    - 4) Report #4 – Tax Fund Report
    - 5) Report #5 – Monthly Expenditures (December 2018 and January 2019)
    - 6) Report #6 – Investment Analysis Report (Periods ending October 31, 2018 and November 30, 2018)
    - 7) Report #7 – Student Activities Fund (Periods ending November 30, 2018 and December 31, 2018)
  
3. **Employee Relations Committee** – Chairperson Rose Black
  - A. Request board approval to the following motion. Roll Call Vote.

“The Tyrone Area Board of Education directs that the superintendent and the Central Administration Team:

    - 1) Study the professional district staffing needs based upon instructional program requirements and student enrollment;
    - 2) Determine the minimum professional district staffing needs for the upcoming school year based upon the foregoing studies;
    - 3) Make recommendations to the board during April and/or May of 2019 based upon the considerations set forth in the Public School Code, concerning whether any professional or temporary professional employee position should be maintained, added, reduced or eliminated during the 2019-20 school year;
    - 4) If a recommendation is made for elimination or reduction of positions, implement the established procedures through termination of specific temporary professional employees, suspension of specific professional employees or demotion of specific professional employees, obtaining such approvals from the Department of Education that may be required for the alternation or curtailment of educational programs;
    - 5) Notify any temporary professional and professional employees who may be affected by the recommendation; and
    - 6) Consult with and work with district legal counsel to insure the correctness and completeness of the process.

V. Request board approval to consensus vote of items listed under Section B of the January 15, 2019 Regular Session Agenda. Roll Call Vote.

**\*\* SECTION B - Consensus Vote \*\***

I. ITEMS TO BE CONSIDERED BY THE BOARD

A. Pending and Current Committee Reports, as called by the Board President

1. Student Activities and Services Committee - Chairperson Brian Bressler

A. Request board approval to list of Field Trip Requests previously approved by the Building Principal; Director of Curriculum and Instruction; Business Manager; and Superintendent.

2. Financial Operations Committee – Chairperson Randy Miles

A. Request board approval to resolution for district not to exceed the index for the 2019-20 budget year, thereby removing the district from the accelerated Act 1 Taxpayer Relief Act budget process timelines.

3. Human Resources Committee – Chairperson William Hartsock

A. Retirements/Resignations

Name	Position	Retirement/Resignation	Effective Date
Mike Funicelli	Mock Trial B Team Coach	Resignation	December 14, 2018
Lyla Ammerman	Accounts Payable/ Purchasing Secretary	Retirement	August 31, 2019
Terrance Mater	School to Work Custodian	Termination	January 16, 2019

B. Elections

Name & Address	Position	Assignment	Salary or Rate/Hour	Benefits	Effective Date
Jason Walk 148 Baughman Hollow Tyrone, PA 16686	Custodian	5 Days/Week 8.0 Hours/Day	\$10.42/Hour	Full Benefits 10 Sick Days & 2 Personal Days to be prorated	January 16, 2019
Jessica Chronister Grade 11	High School Café Student Worker	Maximum of 15 hours/week School Year	\$7.25/Hour	No Benefits	January 16, 2019 Pending Receipt of Required Paperwork
Olivia Grugan	Mock Trial Team B Advisor	N/A	\$1,200.44 Stipend	No Change in Current Benefits	January 16, 2019

- A. Request board approval to additions to the 2018-19 Substitute and Long-Term Volunteer List.
- B. Request board approval for decrease in hours from 40 hours to 20 hours for Larissa Dively, Daycare Paraprofessional. Also, adjustment to 5 sick days and 1 personal day to be prorated and no benefits effective January 16, 2019.
- C. Request board approval for the hiring of \_\_\_\_\_ as Tyrone Elementary School Principal at a salary of \$\_\_\_\_\_ prorated for the remainder of the 2018-19 school year and effective January 16, 2019.

4. **Physical Plant and Operations Committee** – Chairperson William Lash

- A. Request board approval for proposed agreement with Gatter & Diehl, Inc., 5 Corporate Drive, Suite 105, Bedford, PA 15522 for Phase 2 – Domestic Water Distribution Bid Documents, Bidding, Commissioning and Construction Administration with costs as follows:
  - Preparation of bidding plans and documents with professional seals - \$20,500
  - Bid solicitation, advertisement and associated services - \$5,500
  - Construction administration services - \$19,500
  - 2015 IECC Code required commissioning professional services – \$1,850 (for water heaters commissioning)

5. **Board Regulatory Activities Committee** – Chairperson David Fusco

- D. Submitted for the first reading and board are the following board policies. Roll Call Vote.
  - 1. Section 600 Policies
    - (a). Policy 601 Fiscal Objectives – Revised
    - (b). Policy 602 Budget Planning – Revised
    - (c). Policy 604 Budget Adoption – Revised
    - (d). Policy 605 Tax Levy – Reviewed with no revisions
    - (e). Policy 613 Cooperative Purchasing – Revised
    - (f). Policy 615 Payroll Deductions – Revised
    - (g). Policy 617 Petty Cash – Revised
    - (h). Policy 618 Special Purpose Funds – Delete
    - (i). Policy 619 District Audit – Revised
    - (j). Policy 620 Fund Balance – Revised
    - (k). Policy 620 Privacy of Individually Identifiable Health Information – Delete
    - (l). Policy 622 GASB Statement 34 – Revised
    - (m). Policy 624 Taxable Fringe Benefits – New
    - (n). Policy 625 Procurement Cards – New
    - (o). Policy 626 Federal Fiscal Compliance – Revised
    - (p). Policy 626.1 Travel Reimbursement – Federal Programs – Reviewed with no revisions
- B. Submitted for the second reading and board adoption are the following revised board policies. Roll Call Vote.

1. Section 100 Policies

- (a) Policy 103 Nondiscrimination in School and Classroom Practices – Revised
- (b) Policy 103.1 Nondiscrimination – Qualified Students with Disabilities – New Policy
- (c) Policy 104 – Nondiscrimination in Employment Practices – Revised
- (d) Policy 113.6 Surrogate Parents – Revised
- (e) Policy 114 Gifted Education – Revised
- (f) Policy 122.1 Equal Access – Revised
- (g) Policy 123 Interscholastic Athletics – Revised
- (h) Policy 123.1 Concussion Management – New
- (i) Policy 123.2 Sudden Cardiac Arrest – New
- (j) Policy 124 Summer School – Delete
- (k) Policy 124 Alternative Instruction – New
- (l) Policy 127 Assessment System - Revised

2. Section 200 Policies

- (a) Policy 200 Enrollment of Students – Revised
- (b) Policy 201 Admission of Students – Revised
- (c) Policy 202 Eligibility of Nonresident Students – Revised
- (d) Policy 203 Immunizations and Communicable Diseases – Revised
- (e) Policy 203.1 HIV Infection – Revised
- (f) Policy 205 Postgraduate Students – Revised
- (g) Policy 206 Assignment within District – Revised
- (h) Policy 207 Confidential Communication of Students – Reviewed with no revisions
- (i) Policy 208 Withdrawal from School – Revised
- (j) Policy 214 Class Rank – Revised

3. Section 700 Policies

- (a) Policy 701 Facilities Planning – Revised
- (b) Policy 702 Gifts, Grants, Donations – Revised
- (c) Policy 703 Sanitary Management – Revised
- (d) Policy 704 Maintenance- Revised
- (e) Policy 705 Safety – Revised
- (f) Policy 706 Property Records – Revised
- (g) Policy 707 Use of School Facilities – Revised
- (h) Policy 708 Lending of Equipment and Books – Revised
- (i) Policy 709 Building Security – Revised
- (j) Policy 710 Use of Facilities by Staff – Revised
- (k) Policy 711 Parking and Traffic Enforcement – Revised
- (l) Policy 716 Integrated Pest Management – Ne
- (m) Policy 717 Cellular Telephones – New
- (n) Policy 718 Service Animals in Schools – Reviewed with no recommended Revisions

**\*\* SECTION C – Student Representatives to the Board \*\***

**I. REPORTS FROM STUDENT REPRESENTATIVES TO THE BOARD**

- A. Hannah Gampe/Grade 12.
- B. Brent McNeel/Grade 11.

**\*\* SECTION D – Closing of Meeting \*\***

**I. ADJOURNMENT**

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