

# **JAMESTOWN AREA SCHOOL DISTRICT**

## **BOARD MINUTES – June 17, 2019**

The Jamestown Area School Board met on June 17, 2019 at 6:00 PM in the Board Room at the Jamestown High School with President Tracie Runyon presiding. Mrs. Runyon led the board in the Pledge of Allegiance and a moment of silence.

Members Present: Jered McElhaney, Jim Owens, Bev Riley, Tracie Runyon, Brenda Stevenson, John Tucker, Dave Volosin and Nicole Zahniser

Members Absent: Ron Sherbondy

Others Present: Tracy Reiser, Superintendent; Kristin Hope, Elementary Principal and Nancy C. Solderich, Business Manager/Board Secretary

There was an executive session on Thursday, June 13, 2019 from 6:44 pm – 7:16 pm to discuss personnel and school safety.

### **MINUTES**

Motion by Mrs. Riley, seconded by Mr. Volosin, to approve the minutes of the meeting held on May 16, 2019. Motion passed by unanimous voice vote.

### **New Business**

### **BOARD**

Second reading of the following board policies (no action required)

POLICY 150 Title I – Comparability of Services  
POLICY 220 Student Expression/Distribution and Posting of Materials  
POLICY 335 Family and Medical Leaves  
POLICY 702.1 Crowdfunding  
POLICY 913 Non-school Organizations/Groups/Individuals

Motion by Mrs. Riley, seconded by Mr. Volosin, to approve the following board policy: Motion passed by unanimous voice vote.

POLICY 249 Bullying/Cyberbullying

Motion by Mr. Volsoin, seconded by Mrs. Riley, to approve Molly Snyder as the Food Services Director as part of a shared services agreement between Jamestown Area School District and Greenville Area School District (Ms. Snyder is employed by Greenville Area School District). Motion passed by roll call vote.

J. McElhaney – yes, Owens – yes, Riley – yes, Runyon – yes, Stevenson – yes, Tucker – no, Volosin – yes, Zahniser – yes

Motion by Mrs. Stevenson, seconded by Mrs. Riley, to approve participating in the Community Eligibility Provision, a provision from the Healthy Hunger-Free Kids Act of 2010, which will allow us to provide free breakfast and lunch to all students at the Jamestown Elementary for the 2019 / 2020 school year (pilot year). Motion passed by unanimous voice vote.

## **ACADEMIC**

Motion by Mrs. Riley, seconded by Mrs. Stevenson, to approve extended school year for speech and language services, Sarah Peters, instructing, estimated a total of 20 hours. Motion passed by unanimous voice vote.

## **PERSONNEL**

Motion by Mrs. Stevenson, seconded by Mr. Volosin, to approve the resignation of the following coaches, effective immediately: Motion passed by unanimous voice vote.

Tracie Runyon	Cross Country- Elementary Head Coach
Tennille McElhaney	Cross Country- Elementary Asst. Coach
Matt McElhinny	Boys Basketball – Elementary Head Coach
Jim Dutko	Boys Baseball – Varsity Head Coach

Motion by Mrs. Stevenson, seconded by Mrs. Riley, to approve the attached coaching contracts, effective the 2019 / 2020 school year: Motion passed by unanimous voice vote.

Melissa Potase	Cross Country- Elementary Head Coach
Jill Jones	Cross Country- Elementary Asst. Coach

Motion by Mrs. Stevenson, seconded by Mrs. Riley, to approve the resignation of the following Club/Class advisors, effective immediately: Motion passed by unanimous voice vote.

Rebecca Bruce	Junior Class co advisor
Heather Harmon	F.I.S.H. advisor
Harry Rohrbacher	Freshman Class advisor
Amy Blasi	Sophomore Class advisor

Motion by Mr. Tucker, seconded by Mrs. Riley, to approve the following Grove City student teacher placements: Motion passed by unanimous voice vote.

Madeline Amon with Melissa Potase – Fall 2019  
Molly Conlon with Leann McClimans – Fall 2019  
Alexis Funderlich – Spring 2020  
Dylan Cramer – Spring 2020

Motion by Mrs. Stevenson, seconded by Mrs. Riley, to approve the following student workers for the Summer of 2019 to be paid for by West Central Job partnership: Motion passed by unanimous voice vote.

Hayley McKay –	Maintenance
Justine Blanchard –	Maintenance
Nicholas Calloway -	Technology

Motion by Mrs. Stevenson, seconded by Mrs. Riley, to approve the retirement of three part time cafeteria workers, effective May 31, 2019: Motion passed by unanimous voice vote.

Cynthia McBroom	Sheryl Nichols	Rebecca Starr
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Motion by Mrs. Stevenson, seconded by Mr. Volosin, to approve the advertising and hiring of part time cafeteria workers. Motion passed by unanimous voice vote.

Motion by Mr. Tucker, seconded by Mrs. Riley, to approve the attached resignation from Samantha Faler, effective August 20, 2019. Motion passed by unanimous voice vote.

Motion by Mrs. Riley, seconded by Mrs. Stevenson, to approve the advertising and hiring of a full-time teacher (replaces Ms. Faler). Motion passed by unanimous voice vote.

## **FINANCE**

Motion by Mr. Tucker, seconded by Mrs. Riley, to approve the financial statements for May 2019. Motion passed by unanimous voice vote.

Motion by Mrs. Riley, seconded by Mr. Tucker, to approve payment of bills for May and June 2019. Motion passed by unanimous voice vote.

Motion by Mrs. Riley, seconded by Mrs. Stevenson, to approve the following budget transfer requests: Motion passed by unanimous voice vote.

\$8,916.17 from 1110-100 Reg. Programs / Salary Expense (account reclass)  
to 1190-100 Fed. Programs / Salary Expense

\$3,736.20 from 1110-200 Reg. Programs / Benefits Expense (account reclass)  
to 1190-200 Fed. Programs / Benefits Expense

\$1,959.01 from 1110-100 Reg. Programs / Salary Expense  
to 1110-600 Reg. Programs / Supplies Expense

\$1,510.00 from 1231-500 Emotional Support / Other Purchased services  
to 1231-300 Emotional Support / Purchased Prof. & Tech services

\$621.00 from 1241-800 Learning Support / Other objects  
to 1241-300 Learning Support / Purchased Prof. & Tech services

\$2,395.62 from 2220-600 Technology Support Services / Supplies Expense  
to 2220-400 Technology Support Services / Purchased property services

\$583.56 from 2220-800 Technology Support Services / Other objects  
to 2220-500 Technology Support Services / Other Purchased Services

\$103.46 from 2250-500 Library Services / Other Purchased services  
to 2250-300 Library Services / Purchased Prof. & Tech services

\$14.98 from 2360-800 Office of the Superintendent / Other objects  
to 2360-600 Office of the Superintendent / Supplies expense

\$1,646.71 from 2380-500 Office of the Principal / Other purchased services  
to 2380-200 Office of the Principal / Benefits expense

\$246.06 from 2380-400 Office of the Principal / Purchased property services  
to 2380-600 Office of the Principal / Supplies expense

\$371.00 from 3250-300 Athletics / Purchased Prof. & Tech services  
to 2610-300 Operations & Maintenance / Purchased Prof. & Tech services

\$2,055.50 from 3250-300 Athletics / Purchased Prof. & Tech services  
to 2610-400 Operations & Maintenance / Purchased property services

\$1,708.12 from 3250-300 Athletics / Purchased Prof. & Tech services  
to 2610-500 Operations & Maintenance / Other purchased services

\$125.00 from 3250-300 Athletics / Purchased Prof. & Tech services  
to 2610-800 Operations & Maintenance / Other objects

\$2,304.65 from 3250-500 Athletics / Other purchased services  
to 3250-600 Athletics / Supplies expense

\$10,000.00 from 3250-100 Athletics / Salaries expense  
to 5251-900 Food Service Transfer / Other uses of funds

\$5,000.00 from 1110-100 Reg. Programs / Salary Expense  
to 5251-900 Food Service Transfer / Other uses of funds

Motion by Mrs. Riley, seconded by Mr. Tucker, to approve the following items with an estimated total of \$56,196 to be paid with Capital Funds: Motion passed by unanimous voice vote.

Maintenance - Snow Plow (1) - \$6,000  
Digital Initiative – New Switch (1) - \$4,585.94  
Digital Initiative – Access Points (8) - \$9,800  
Digital Initiative – Replace Smartboards with TVs & Apple TVs (6) - \$18,675  
Digital Initiative – New Smartboards (3) - \$15,100  
Maintenance – High Speed Burnisher (1) - \$2,025

Motion by Mr. Tucker, seconded by Mrs. Riley, to authorize budget transfers, as necessary, for auditor’s adjustments to close out the 2018-19 fiscal year. Motion passed by unanimous voice vote.

Motion by Mrs. Stevenson, seconded by Mr. Volosin, to approve the district participating in the school-based ACCESS program for the 2019 / 2020 school year. Motion passed by unanimous voice vote.

Motion by Mr. Volosin, seconded by Mrs. Riley, to approve payment of any remaining obligations of the 2018-19 fiscal year. Motion passed by unanimous voice vote.

Motion by Mr. Tucker, seconded by Mrs. Riley, to approve levying the following taxes to support the 2019-20 General Fund Operating Budget: Motion passed by unanimous voice vote.

63.55 mills on real estate in Mercer County (1.82 mill increase)  
46.07 mills on real estate in Crawford County (1.52 mill increase)  
\$5.00 per capita under Section 679  
\$5.00 per capita under Act 511  
One-half percent (.5%) earned income tax under Act 511 (wage tax)  
One percent (1%) real estate transfer tax

Motion by Mr. Tucker, seconded by Mrs. Riley, to adopt the attached Final General Fund Budget for the Fiscal Year 2019-20. The budget contains total Revenues of \$9,417,483, total Expenses of \$10,091,248. Motion passed by unanimous voice vote.

Motion by Mrs. Stevenson, seconded by Mrs. Riley, to renew the following appointments and appropriate bonds for the 2019-20 school year. Motion passed by unanimous voice vote.

Brian Keyser	Custodian of High School Athletics Account Custodian of High School Student Activities Account
Kristin Hope	Custodian of Elementary Athletics Account Custodian of Elementary Student Activities Account

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Nancy C. Solderich     Custodian of General Fund, Cafeteria, Health Care, &  
Capital Reserve Accounts

Beth Boylan             Custodian of Cafeteria Account

Motion by Mr. Volosin, seconded by Mrs. Riley, to approve the board of directors and administrators to travel within the state from July 1, 2019 through June 30, 2020 to participate in various conferences and workshops sponsored by such organizations as PDE, PARSS, PSBA, PASBO, Intermediate Units, and other professional organizations. Motion passed by unanimous voice vote.

Motion by Mrs. Stevenson, seconded by Mrs. Riley, to approve payment of utility bills, insurance premiums, registration fees, loan payments, lease payments and discounted invoices with due dates falling between regularly scheduled board meetings. All payments will be included in the manual payment list presented at the subsequent board meeting. Motion passed by unanimous voice vote.

Motion by Mrs. Riley, seconded by Mr. McElhaney, to approve leasing 61 HP Desktops with an annual lease expense not to exceed \$11,000 a year for 3 years (replaces current lease expiring 6/30/2019 for 60 desktops). Motion passed by unanimous voice vote.

Motion by Mrs. Stevenson, seconded by Mr. Tucker, to approve insurance coverages through Burns & Burns Associates, Inc. for the 2019-20 school year for automobile, worker's compensation, property/liability, school leader's liability and umbrella coverage for a total annual premium of \$57,251 (9.6% decrease). Motion passed by unanimous voice vote.

Motion by Mr. Volosin, seconded by Mrs. Riley, to approve renewal rates for dental insurance coverage for the 2019-20 school year with Core Source – Oasis Trust. (Class I & II coverage is provided by district. Employees electing Class III and IV coverage are responsible for the difference in premium.). Motion passed by unanimous voice vote.

Class I & II Coverage (0% increase)	Individual - \$22.65	Family - \$53.14
Class III & IV Coverage (9% increase)	Individual - \$48.32	Family - \$115.27

Motion by Mrs. Riley, seconded by Mr. Volosin, to approve a transfer to JASD General Fund in the amount of \$46,242.32 from the Health Care Fund for retired health care costs for the 2018 / 2019 fiscal year. Motion passed by unanimous voice vote.

Motion by Mrs. Riley, seconded by Mr. Volosin, to approve the attached agreement to share services for a Director of Food Services with Greenville Area School District, effective July 1, 2019 through June 30, 2022. Motion passed by roll call vote.

Owens – yes, Riley – yes, Runyon – yes, Stevenson – yes, Tucker – no, Volosin – yes,  
Zahniser – no, J. McElhaney – yes

Motion by Mrs. Riley, seconded by Mrs. Stevenson, to approve a federal Food Service Equipment Grant agreement in the amount of \$5,252.40 and the purchasing of a Mobile Heated Cabinet in the amount of \$5,502.65 (difference of \$250.25 will be paid for out of the cafeteria account), effective February 25, 2019. Motion passed by unanimous voice vote.

Motion by Mrs. Riley, seconded by Mr. Tucker, to approve the attached engagement letter with McGill, Power, Bell & Associates, LLP to perform our local audit for the fiscal year 2018 / 2019. Motion passed by unanimous voice vote.

Motion by Mr. Tucker, seconded by Mr. Volosin, to approve hiring a civil engineer to study the water flow at the elementary with a cost not to exceed \$5,000. Motion passed by roll call vote.

Riley – no, Runyon – yes, Stevenson – yes, Tucker – yes, Volosin – yes,  
Zahniser – yes, J. McElhaney – yes, Owens – yes

Motion by Mrs. Stevenson, seconded by Mrs. Runyon, to approve hiring Soltis Excavating to do maintenance work at the elementary on outside drainage with a cost not to exceed \$5,000. Motion to amend the motion made by Ms. Zahniser, seconded by Mr Tucker to add pending results from the water flow study done by a civil engineer. Motion by Ms. Zahniser, seconded by Mr. Tucker to approve hiring Soltis Excavating to do maintenance work at the elementary on outside drainage with a cost not to exceed \$5,000 pending results from the water flow study done by a civil engineer. Motion passed by voice vote with one 7 yes and one no from Mrs. Riley.

Motion by Mrs. Riley, seconded by Mr. Tucker, to approve the attached agreement with Microsoft for volume licensing from June 1, 2019 through July 31, 2024. Motion to amend the motion made by Mrs. Stevenson, Seconded by Ms. Zahniser to approve a 5-year agreement with Microsoft for volume licensing. Motion to approve the amended motion by Mrs. Stevenson, seconded by Ms. Zahniser. Motion passed by unanimous voice vote.

Motion by Mrs. Riley, seconded by Mrs. Stevenson, to approve the following school cafeteria increase for the 2019 / 2020 school year: Motion passed by unanimous voice vote.

Adult Lunch from \$3.50 to \$3.65 (per PDE)

## **TRANSPORTATION**

Motion by Mrs. Riley, seconded by Mr. Volosin, to approve the following individuals as bus drivers for AC Services / Anderson: Motion passed by unanimous voice vote.

Katrina Shollenber and Daniel DiSalvo – Effective April 22, 2019  
Jamest Dailyde – Effective June 13, 2019

## **OTHER / CRITIQUE**

Athletic Committee Meeting ~ Thursday, June 13, 2019 @ 5:00 pm  
PASBO / PASA Budget report

There was an executive session from 6:56 pm – 7:18 pm to discuss legal and personnel matters.

## **ADJOURNMENT**

Motion by Mrs. Riley, seconded by Mr. Volosin, to adjourn the meeting at 7:20 PM. Motion passed by unanimous voice vote.

## **MEETING DATES ~ 6pm**

July 15 – Combined Board Workshop and Board Meeting  
August 8 – Board Workshop  
August 12 – Board Meeting  
September 16 – Combined Board Workshop and Board Meeting  
October 17 – Board Workshop  
October 21 – Board Meeting

*Nancy C. Solderich, PCSBA*  
*Board Secretary | Business Manager*

