

**PRELIMINARY BULLETIN
REGULAR MEETING OF THE OTTO-ELDRED SCHOOL BOARD
Tuesday, May 12, 2020
Otto-Eldred Zoom Meeting
6:30 p.m.**

***An executive session was held on Thursday, May 7, 2020 to discuss personnel matters.**

- I. Pledge of Allegiance**
- II. Roll Call**
- III. Approval of Minutes**
- IV. Public Comment – E. Eckerd will join virtually to discuss updates with our board from PSBA.**
- V. Treasurer's Report**
- VI. Approval of Bill List**
- VII. Cafeteria Report**
- VIII. Schedule of Accounts**
- IX. Athletic Fund Report**
- X. Administrative Reports**
- XI. Old Business**

A. Board Policy Updates

1. The following policies are available for second reading:
 - 006.1 Attendance at Meetings via Electronic Communications
 - 222 and 323 Tobacco and Vaping Products-Pupils/Employees
 - 707 Use of School Facilities
 - 805.2 School Security Personnel
 - 810.1 School Bus Drivers
2. The Extra-Curricular Rules and Responsibilities is prepared for your review and approval.

B. 2019-20 School Calendar

1. At the April board meeting, the last teacher (in-service) day was moved to June 5th, 2020. Mr. Splain suggests no further changes. The final few weeks of school will include a combination of student/teacher closeout and preparations for the 2020-2021 school year.

C. Job Descriptions

1. Mr. Splain is recommending approval of the following two job descriptions:
 - School Counselor
 - School Social Worker

XII. New Business

A. Board Policies

1. The following policies are available for first reading:
 - 335 Family and Medical Leaves (and 3 attachments)
 - 626 Federal Fiscal Compliance (and 5 attachments)

B. School Board Seat Vacancy – Region III

1. Mrs. Kelly Bruno has submitted a letter of resignation from her seat representing Eldred/Ceres Township, effective April 30th, 2020.
2. The Board will have the opportunity to fill the vacancy in Region III. Interested residents have been invited to attend the May meeting.

C. Depositories

1. Mrs. Flexman and Mr. Splain recommend the reappointment of Hamlin Bank and Trust Company of Eldred and PLIGIT as depositories for the General Fund and the Money Market funds for the school district. Mrs. Flexman and Mr. Splain also recommend Hamlin Bank and Trust Company of Eldred as depository for the following funds: Payroll, Cafeteria, Athletic, Activity, and Scholarship. These depositories would be for the period July 1st, 2020, through June 30th, 2021.

D. Solicitor

1. Mr. Splain recommends appointing Christian T. Mattie, III, Esquire, as our Solicitor for the 2020-2021 school year at an hourly rate of \$140.00 and a \$1,500.00 retainer. The hourly rate has not changed in a number of years. This is the first increase in retainer fee in a number of years.

E. Local Auditors

1. Mrs. Flexman and Mr. Splain recommend Buffamante Whipple Buttefaro, PC as local auditors for the 2020-2021 fiscal year.

F. Building Work

1. We have received a quote from Taylor & Armstrong to seal the high school parking lots. Mr. Splain recommends your approval.
2. We will have a cost on the repair of the high school catch basin drainage from Taylor & Armstrong. Mr. Splain recommends your approval. Cost was just under \$800.
3. Mr. Templin has received pricing on a new metal roof for the maintenance building. An estimated cost for materials will be provided at the meeting. Mr. Templin and his crew will complete the work. Mr. Splain recommends your approval.

G. Summer Employment

1. Mrs. Krott requests permission to advertise for the positions of Adult Summer Food Cook, Summer Food Monitor for Rixford and Duke Center sites, and a Summer Food Monitor for the Eldred site in order to run the summer food program through July 31st, 2020. Program will begin based upon our permission to run a summer school program.

2. Mrs. Burns requests approval for the following individuals to fill the Elementary Summer School positions for Kindergarten through 5th grade, with dates to last about 5 weeks, pending permission from the state (green status), running Monday through Thursday.
 - Mrs. Diane Gardner
 - Mrs. Rachel Burkhouse
 - Mrs. Lauren Lawson
 - Mrs. Christine Yingling
3. Mr. Templin requests approval of Chad Obenrader, Owen Flexman and Andrew Sheeler to work as Summer Maintenance/Interns. The positions would begin on June 1st, 2020 through August 7th, 2020 at up to 40 hours per week over 9 weeks at \$10.50/hr. Grant funding received through the PA SLIP program will pay 65% of the labor cost of two positions.
4. Mr. Splain recommends the approval of Asher McDonald to fill the Summer Technology Position. This position would begin on June 1st, 2020 through August 7th, 2020 over 9 weeks at up to 40 hours per week. Grant funding received through the PA SLIP program will pay 65% of the labor cost.

H. Graduation Senior List

1. Mr. Ramsey is seeking approval for a special graduation plan for a student. This would be a waiver of the senior year P.E. course. Mr. Ramsey will provide more detail at the meeting. With approval, this student will graduate with the Class of 2020.
2. Mr. Ramsey requests approval on the attached list of seniors that are graduating on May 29th, 2020. Mr. Splain recommends your approval.

I. Safe Schools Requirements

1. The Otto-Eldred Bullying Prevention Activities Form is required to be updated annually. No changes are recommended.

J. Athletic Trainer Services

1. An updated agreement between UPMC Cole and Otto-Eldred School district for Athletic Trainer services for the 2020-2021 school year is ready for approval. Additional hours may need purchased to fill gaps in June/July. Our current contract was closed out and billed for services through March 13th, 2020.

K. Medical Services

1. Please see the attached proposal from UPMC Cole for medical services for the 2020-2021 academic year.
2. Please see the attached proposal from UPMC Cole for pre-employment medical services to employees.

L. PA-Educator Service

1. A contract with Allegheny Intermediate Unit 3, operator of PA-Educator.net, has been prepared for your consideration. Mr. Splain recommends your approval.

M. PBX Phone Service

1. An updated contract with Zito Media for VOIP phone service is prepared for your consideration. The terms are a decrease in cost for 36 months.

N. McKean County Tax Claim Bureau Repository Sale Sheet

1. Please see the attached Repository Sale Sheet. Consider the bid requests and acknowledge the decision of the School District.

O. Personnel

1. Mr. Tim Decker has submitted his letter of resignation for retirement purposes, effective June 5th, 2020. Mr. Splain recommends approval of his request.
2. Mrs. Hayden has submitted a request to move to half-time status as a professional employee. This would affect the Social Studies staff and course offerings at the high school. Mr. Ramsey can provide more details on this request.
3. Other personnel considerations will be shared with the board at the meeting.
4. The board will need to make a determination of salary for administrative employees, confidential employees and Act 93 employees in accordance with current compensation plans.
5. Mr. Splain has provided the staffing plan for 2020-2021. Administration will be prepared to discuss this in detail at the May meeting.

P. Preliminary 2020-2021 General Fund Operating Budget and Discussion

1. The Preliminary General Operating Budget for the 2020-2021 fiscal year will be presented for approval at Tuesday's meeting.
2. The preliminary budget currently includes a Social Worker. The board can consider the continuation of this position.
3. The Ag Science / General Science search resulted in no qualified applicants in both certification areas. The preliminary budget currently includes a half-time position to fill a minimal need for staffing. The board will be provided with more information at the meeting related to options moving forward.
4. Mr. Splain will discuss options to utilize anticipated CARES Act funding as it relates to incurred expenses and anticipated expenses.

Q. 2020-2021 IU9 Contracts

1. Please see the proposed 2020-2021 contract for Special Education Services to be provided by the Seneca Highlands Intermediate Unit Nine.
2. The 2020-2021 CTC Budget is prepared for your approval. Due to the decrease in Otto-Eldred's quota, the total cost for next year is a decrease. Mr. Splain recommends your approval.