

Union City Area School District
REGULAR SCHOOL BOARD MEETING
Elementary Large Group Instruction Room
April 16, 2020

President George Trauner called the meeting to order at 6:00 p.m. He welcomed those in the room and those attending online and gave the following announcement:

- Tonight's meeting is being broadcast as a live YouTube stream via the link in the banner of the home page of the District website. Additionally, Zoom is hosting and being utilized by those providing public comment.
- My fellow Board members and the Administrators are attending via Zoom or by phone from their homes to comply with the social distancing requirements. A test was conducted through both mediums prior to tonight's meeting for technology set-up only and no business was discussed.
- As always, an opportunity for Public Comment will take place tonight during the meeting. Due to tonight's format, those wishing to comment to the Board are asked to pre-register no later than 6:10 p.m. tonight by accessing the Zoom registration information located in the link in the banner at the top of the homepage of the District website (www.ucasd.org).
- Tonight's meeting is being recorded and will be available on the District website by next Monday, April 20, via a link under the Quick Links box from the home page.
- If the May meetings also require social distancing, the format will be the same as tonight's meeting and will be publicized live on our website.

Mr. Trauner then led the salute to the flag and a moment of silence.

Roll Call by the Secretary

Blain Blakeslee, Stephen Gilbert, Brian Gregor, Douglas Hopson, Lori Lewis, Barbara Miller, David Robinson and Kimberle Thomas were present via Zoom or speakerphone. George Trauner was physically present.

Others Present

Matthew Bennett, Ann Sill, Glenn Shaffer and Michael Swanson were physically present.

Motion to Suspend

Mr. Blakeslee moved, Mr. Gregor seconded to suspend the operation of the provision of Policy 006.1 which states "A majority of Board members shall be physically present at a Board meeting when Board member(s) attend through electronic communication." This suspension shall be in effect until the next meeting of the Board.

Roll Call Vote: Blain Blakeslee, Stephen Gilbert, Brian Gregor, Douglas Hopson, Lori Lewis, Barbara Miller, David Robinson, Kimberle Thomas, and George Trauner voted yes. Motion carried.

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Administrative Reports [See Supplementals enclosed in the Minutes Book]

Mrs. Lineman was asked why the state subsidy was low. She replied that it came in on time but it comes in every other month. All payments have been received.

Mrs. Tomcho was asked about the yearbooks to which she replied that a virtual meeting is scheduled with the consultant tomorrow. The submission was sent in on time and they will be confirming production and delivery. Once they arrive, distribution could be coordinated with the meal and/or packet pickups or delivery arranged. She praised the students and Miss Jenkins for getting these completed in a timely manner.

Mr. Thompson was asked about the roof leak and if that was part of the new construction. He stated that there was not a leak in a new area recently. The last water issue was in the auditorium due to a heating system leak.

Kudos were given by several Board members to Mrs. Byler, her staff and all those who help prepare and distribute the meals to students.

Representative Reports

Northwest Tri-County Intermediate Unit Board of Directors

Mr. Trauner reported that their March meeting was canceled and they have a Zoom meeting planned for next Wednesday.

Erie County Technical School Joint Operating Committee

Mr. Gilbert reported that he's had no correspondence from anyone since the school was closed on March 13.

Presentations

1. Social Studies Department – Textbooks for 2020-2021

Mrs. Coleman explained the printed information the Board had received. It is integrated with Google Classroom and the students will be able to access it from their Chromebooks. It is downloadable so students don't need the internet to access their textbook. Pictures, videos and resources are included along with the History Channel. It can read the text for students who need that option and has an online feature for note taking as well as a highlighting capability. For the teachers there are downloadable PowerPoint presentations as well as online professional development. It can also be downloaded to their smart phone, tablet or other such devices. The Social Studies teachers were nearly unanimous on these choices. The cost came in just under what was budgeted (\$38,000). [See Supplemental enclosed in the Minutes Book]

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2. *Course Description Book for 2020-2021*

Mrs. Coleman stated that this course book for high school is similar to those in the past. She said they are encouraging students to take their required electives, such as Health, Physical Education, Modern Living, and Computer Applications early in their high school years so if they choose to go to ECTS in 10 grade they won't need to do an independent study for these classes. They are highlighting that some classes will only be offered either in the odd or even years which will help the students for planning purposes. They will be stressing more differentiated classes (mainly English) to eliminate the need for applied classes so students aren't limited to a certain path. Drafting is being reinstated at Mr. Berlin's request. Mrs. Coleman was thanked for the redesign of the required electives which helps the ECTS students immensely. She was asked about the graduation credit change to which she replied that it was readjusted so Social Studies which will be taken all four high school years instead of three years with 3-1/2 credits for Social Studies (the 1/2 credit is Economics taken in their senior year) and 1/2 less credit for a STEM elective. The four books for each of the four grade levels. Additionally, the one book from Pearson will be used by all four grades. It comes with about 30 online licenses and is an AP book so an advanced course could be offered in the future. Finally, she was asked if the books would be obsolete within a certain number of years. She stated that this is a six-year license with continued updates and full accessibility. Our textbooks are set up on a cycle. In six years Social Studies will be reevaluated. [See Supplemental enclosed in the Minutes Book]

3. *Server Updates – Computer Solutions, Mr. Mike Swanson*

Mr. Swanson explained that the current servers are aging and some run on Windows 2003 which has been out of support for five years. The plan is to purchase two new servers, one for each building, with a 2019 operating system. District Security is a high priority and the current printing system will be changed so students will need to log in to print with permissions. The servers selected will more than adequately meet District needs and allow for expansion down the road.

Superintendent's Report

Mr. Bennett reported the following:

1. **COVID-19** - In response to COVID-19 he thanked everyone, stating that it has been nothing short of incredible with what our team has accomplished under these circumstances and that it's been a true team effort from the Board, Administrators, Staff and the community members who have been a great encouragement. He added that this is the first time in our lifetime that anything like this has been thrown at our communities and schools. We are finding ways to improve our procedures and instruction each week, and thank everyone for their flexibility during this time.

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Mr. Bennett then read the following timeline:

- Friday the 13th of March - Governor shuts us down at end of day.
- Over 14,000 meals have been distributed since we have been shut down. A very special thank you to Krista and all our ladies in the cafeteria for a job well done!
- Week 1 (3/16-3/20) - we had to let lawyers and Department of Education sort things out
- Week 2 (3/23-3/27) - We posted enriching resources on website specific to grade levels K4-12
- Week 3-4 (3/30-4/13) - We distributed and made available online Individualized learning packets. Teachers began office hours. Tracfones were distributed to Special Education Teachers and Special Education packets were distributed.
- Weeks 5-6 (4/14-4/24) - We distributed and made available planned learning opportunities for every student. Office hours continue - Guidance Counselors also received Tracfones to work with students.
- Weeks 7-8 (4/27-5/8) - We are working on planned instruction for grades 9-12 - online for those that can do so; jump drive with same lessons and material for those that can't get high speed internet. Mrs. Coleman and Mrs. Lineman are working on hotspots as well although connectivity may still not be a possibility for some students. Also seeing what we can do with MS, and Elementary. Resources are a current hurdle.
- Office hours continue for emails, Zoom calls, & Tracfones. Mrs. Coleman has also written a grant through the state for \$50,000 to help with these additional expenses and fees.

Senior Events

➤ Graduation

- We are working hard behind the scenes. Some districts are planning parades/drive-in movie theatres/virtual graduations. We are being patient and seeing how things unfold. Our hope is to have the ceremony at a later date in the summer. We will know more by mid-May and by being patient it will give our seniors the best opportunity to hold these events.

➤ Prom

- Some districts have already cancelled. We are being patient and seeing how things unfold. Our hope is to have Prom at a later date in the summer as well.

Other Events

- Athletic Awards Assembly – This has not been forgotten. We will hold the athletic awards assembly but it possibly could be held virtually.
- Academic Awards Assembly is the same. That is being worked on behind the scenes.

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Cancelled – The following events have been cancelled: 8th Grade Career and Recognition Night scheduled for May 18; Senior Project Night scheduled for May 19th and all Spring Musical Concerts. They are working their best to be sure students miss out on the least amount of opportunities but they are continuing to come up with new ideas.

Mr. Bennett then asked if the Board had any questions. They were as follows:

In confirming that spring sports have been cancelled by PIAA, he replied that there is a difference of opinion as to when practices can resume. He added that he attends Zoom conferences twice a week of which this is one topic. The response will be communicated once he has an answer.

In regard to Mr. Bennett's earlier statement about finding more resources for the Elementary and Middle School students, it was asked if he was referring to Chromebooks to which Mr. Bennett replied that they would like get more Chromebooks, but they are currently hard to find. Hot spots are also hard to get, but Mrs. Lineman and Mrs. Coleman are hopeful. One problem remains in that where some families live they cannot get connected. Facts have been shared; the District contains dead spots and whatever process is decided upon, all students have to have access to the educational process.

Mr. Bennett acknowledged the administrative team and faculty for all that they are accomplishing and doing their best for the students. The teachers were praised for the wonderful job they're doing and being accommodating in replying to the students even when it's outside of their assigned office hours, as well as for coming up with resources for students without internet access. The packet pickup was praised which has gone smoothly and is very organized. Finally, he was thanked for not cancelling prom and graduation just because other area school districts have.

2. Potential Projects

Mr. Bennett continued with his reporting by stating that last month we discussed possible projects to get done out of our capital projects and the balance of the renovation fund. In light of the uncertainty of state revenue, we have removed the following items for bid: Extended paving (approximately \$296,000), Colortran (approximately \$85,000), and Drainage and waterproofing foundation near Auxiliary gym (approximately \$80,000) for a total of about \$461,000. In an attempt to address the drainage by the auxiliary wall, the maintenance crew will cut swale to see if more water can be drawn away from the building in addition to some of the measures that have been taken.

Mr. Bennett asked the Board if they had any questions on this segment of his report. He was asked where the water was coming from since it wasn't a problem previously to which he replied that it has been an issue and a structural engineer was hired last year to determine the safety of that part of the building. The building was safe but it was recommended that it should be addressed in the future. He said if the question was in reference to the water that's coming onto the cement project that's being done right now that's running out of the walls, there is a sump pump under the stage that's been handling water for many years. He's grateful it was been discovered so it can be corrected which

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will help in the long-term life of the building. He was asked if by delaying on the drainage repairs around the auxiliary gym it would cause more harm. Mr. Bennett replied that according to the structural engineer's advice, he feels there is time to see if the remedies so far will work. If there is still water leaking into the basement, he will come back to the Board. He was asked if this would be from the capital improvement funds and not Plan Con. Mr. Bennett replied that there will be a balance left because we'll be coming in under budget on the renovation, so that excess money can be designated to the capital improvement fund. Mrs. Lineman concurred. Mr. Bennett was then asked if the contract was pulled from the previous bidders to which Mr. Bennett replied that is not the case, but these items were not part of the project. They were removed from the project at the beginning to reduce the cost. This was going to be put out to bid but was not, so no one was awarded this work. Tara was asked if all of the Plan Con money has been received from the state. She replied that a payment will be submitted in May, and then the reimbursement can be submitted to the state which she expects to be around May 15 with the reimbursement received shortly thereafter which will be the last payment for Plan Con for this school year.

Hot Tub

The hot tub has another leak which appears to be in the bottom drains. We would need to get all new seals for all the jets, bottom drains, etc. and basically rebuild it. The bills and expenses for the hot tub are mounting. Approximately \$3,600 spent since February 2019, and it has been down most of the time. The lowest amount to get it up and running this time is \$1,500. He recommends shutting it down until further notice but wanted the Board's input. It was recommended that after pumping thousands of dollars into the hot tub, it be shut down permanently. The current membership was questioned; Mr. Bennett will find out, but he feels since it has to continue to be maintained to keep the chemical levels up, it's best right now to drain it and address the permanency of the hot tub later on. One suggestion was that since it's not used technically by the students perhaps it can be a STEM project to test humidity, etc. The Board was in agreement to shut it down and drain it for the time being.

Transportation Reimbursement

When the state reviewed our transportation during the state audit they found that the number of kids reported as "non-reimbursable" was incorrect. This inaccuracy was found in our records prior to this audit all the way back to 2007. The information that was reported was thought to be accurate by Mrs. Butcher, as she was instructed by the person reporting this information prior to her taking over transportation. The state said they will allow us to correct audit years 2014/2015 to present. We are currently working on the corrections with the state auditor. We do not yet have the total amount of funding we will receive back due to these errors. We should be able to report that information in May.

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Cares Act

The projected allocation to UCASD is \$332,883. Pennsylvania is estimated to receive \$471 million (from the Elementary and Secondary School Emergency Relief Fund). Each LEA's share of this funding is proportional to its share of the most recent Title I, Part A funding. He explained that eligible uses for the funds will help our budget in the upcoming year. They are as follows:

1. Any activity authorized by ESSA, IDEA, Adult Education and Family Literacy Act, Perkins Career and Technical Education Act, or McKinney-Vento Homeless Assistance Act (subtitle B of title vii only)
2. Coordination of preparedness and response efforts related to coronavirus
3. Providing principals and other school leaders with necessary resources
4. Activities (such as outreach and service delivery) to address the unique needs of low-income students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth
5. Developing and implementing procedures and systems to improve the preparedness and response efforts of local educational agencies
6. Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases.
7. Purchasing supplies to sanitize and clean the facilities of a local educational agency, including buildings operated by such agency
8. Planning and coordination for long-term closures, especially related to meals, technology, and IDEA support
9. Purchasing educational technology (hardware, software, and connectivity)
10. Providing mental health services and supports
11. Planning and implementing activities related to summer learning and afterschool programs
12. Other activities that are necessary to maintain the operation and continuity of services

It is anticipated that this money will be available for 2020/2021.

Approval of Agenda

Mr. Blakeslee moved, Dr. Miller seconded to approve the agenda as presented.

Roll Call Vote: Blain Blakeslee, Stephen Gilbert, Brian Gregor, Douglas Hopson, Lori Lewis, Barbara Miller, David Robinson, Kimberle Thomas, and George Trauner voted yes. Motion carried.

Approval of Minutes

Mr. Hopson moved, Mr. Gilbert seconded to approve the minutes of the March 5, 2020 Committee of the Whole meeting and the March 12, 2020 Regular Board meeting.

Roll Call Vote: Blain Blakeslee, Stephen Gilbert, Brian Gregor, Douglas Hopson, Lori Lewis, Barbara Miller, David Robinson, Kimberle Thomas, and George Trauner voted yes. Motion carried.

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Approval of Treasurer’s Report

Dr. Miller moved, Mrs. Thomas seconded to approve the Treasurer's Report for March 2020. [See Supplemental enclosed in the Minutes Book]

Roll Call Vote: Blain Blakeslee, Stephen Gilbert, Brian Gregor, Douglas Hopson, Lori Lewis, Barbara Miller, David Robinson, Kimberle Thomas, and George Trauner voted yes. Motion carried.

Approval of Check List

Mr. Gregor moved, Mr. Robinson seconded to approve the Checks for Board Approval– April 14, 2020, Checks Between Board Meetings– March 2020, Athletic Checks– March 2020, Procurement Card Listing – March 2020, Construction Project Checks – March 2020 and Construction Project Checks for Board Approval – April 16, 2020. [See Supplementals enclosed in the Minutes Book]

Mr. Trauner announced that he would be abstaining from Vendor Check 4053 to Bethesda Lutheran Services.

Roll Call Vote: Blain Blakeslee, Stephen Gilbert, Brian Gregor, Douglas Hopson, Lori Lewis, Barbara Miller, David Robinson and Kimberle Thomas vote yes. George Trauner voted yes for all items except for Vendor Check 4053 from which he abstained. Motion carried.

ITEMS FOR APPROVAL

Academics

Mr. Trauner asked for motion for Academic items 1-2 if there were no objections. There were none.

Mr. Robinson moved, Mr. Hopson seconded to approve the two motions:

Purchase of Social Studies Textbooks

1. The following Social Studies Textbooks for use beginning with the 2020-2021 school year: from Houghton Mifflin Harcourt (American History: Reconstruction to the Present, High School World History, High School Government, and High School Economics), in the amount of \$24,835.00, and from Pearson (The Cultural Landscape: An Introduction to Human Geography) in the amount of \$5,465.41. [See Supplemental enclosed in the Minutes Book]

High School Course Description Book

2. The 2020-2021 High School Course Description Book, as presented. [See Supplemental enclosed in the Minutes Book]

(vote, next page)

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Roll Call Vote: Blain Blakeslee, Stephen Gilbert, Brian Gregor, Douglas Hopson, Lori Lewis, Barbara Miller, David Robinson, Kimberle Thomas, and George Trauner voted yes. Motion carried.

Finance

Mr. Trauner asked for a motion to approve Finance items 1-7 if there were no objections. There were no objections.

Mr. Blakeslee moved, Dr. Miller seconded to approved the following motions:

**Plan Con Part I
Revision**

1. Plan Con Part I revision (Interim Reporting) for the renovations for the Union City Area Middle School/High School and District Administration Office and subsequent submission to the Pennsylvania Department of Education for approval. [See Supplemental enclosed in the Minutes Book]

**ESS Northeast LLC
Agreement**

2. The substitute staff placement agreement with ESS Northeast LLC, effective for the 2020-2021 School Year.[See Supplemental enclosed in the Minutes Book]

**UCASD 2020/2021
Preliminary General
Fund Budget**

3. To accept the Union City Area School District 2020-2021 Preliminary General Fund Budget in the amount of \$19,469,821 and as partial support, re-enact the ACT 511 Earned Income, Realty Transfer and Per Capita Taxes (\$5), Section 679 tax on person (\$5), and also as partial support, enact Real Estate Tax millage rates as listed, and further, that notice of this resolution be properly advertised: Union City Borough and Union Township: 11.81 mills and Bloomfield Township 44.40 mills. Further, the Board of Directors directs its Business Manager to make the School District's 2020-2021 Preliminary General Fund Budget available to the public at least thirty (30) days prior to its adoption by the Board. [See Supplemental enclosed in the Minutes Book]

**Single Audit Report
for year ending
6/30/19**

4. To accept the Monahan & Monahan, CPA, Single Audit Report on financial statements of the Union City Area School District for fiscal year ending June 30, 2019. [See Supplemental enclosed in the Minutes Book]

**AFR for year ending
6/30/19**

5. To accept the Annual Financial Report (AFR) submitted by the District to the Pennsylvania Department of Education for fiscal

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year ending June 30, 2019. [See Supplemental enclosed in the Minutes Book]

Increase Cyber Liability Insurance Coverage

6. The increase in Cyber Liability Insurance coverage to \$2 million, effective immediately.

Server Equipment from Computer Solutions

7. The purchase of server equipment from Computer Solutions in the amount of \$13,000.

Roll Call Vote: Blain Blakeslee, Stephen Gilbert, Brian Gregor, Douglas Hopson, Lori Lewis, Barbara Miller, David Robinson, Kimberle Thomas, and George Trauner voted yes. Motion carried.

Personnel

Mr. Trauner asked for a motion to approve Personnel items 1 and 2 if there were no objections and there were none.

Mr. Hopson moved, Mr. Robinson seconded to approve the following motions:

Additional District Volunteer

1. Kurt Himrod as District Volunteer for the remainder of the 2019-2020 school year.

Keefer- to be hired as Asst. Principal upon receipt of certification

2. The hiring of Daniel N. Keefer as Middle School/High School Assistant Principal (currently Middle School/High School Dean of Students) upon issuance and receipt of his Pennsylvania Principal PK-12 Administrative Provisional Certificate.

There was a question on what the cyber liability insurance was for on Finance motion #6 to which Mrs. Lineman replied that it would cover any hacking for those logging into our server remotely.

It was questioned why a volunteer would be approved for the remainder of the school year when school is now closed. Mr. Bennett explained that Mr. Himrod had already submitted his paperwork with all current documents before the school was known to be closed the rest of the year. He will only need to apply as a returning volunteer next year, if so desired.

Roll Call Vote: Blain Blakeslee, Stephen Gilbert, Brian Gregor, Douglas Hopson, Lori Lewis, Barbara Miller, David Robinson, Kimberle Thomas, and George Trauner voted yes. Motion carried.

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Policy

Dr. Miller moved, Mrs. Thomas seconded to approve the following resolution:

Superintendent given authority to temporarily suspend any policy/provision not mandated to carry out work of District during COVID-19 crisis

RESOLVED that the Board of School Directors, for a period of one year and for the reasons stated in the attached rationales, grants the Superintendent authority to temporarily suspend, as needed, any policy or any policy provision that is not a legal mandate to effectively carry out the work of the District during the COVID-19 crisis. Further, that the Board of School Directors directs that this motion be published as part of the Policy Manual for the year that this motion remains in effect (through April 16, 2021). [See Supplemental enclosed in the Minutes Book]

Roll Call Vote: Blain Blakeslee, Stephen Gilbert, Brian Gregor, Douglas Hopson, Lori Lewis, Barbara Miller, David Robinson, Kimberle Thomas, and George Trauner voted yes. Motion carried.

Financial Reports

The financial reports were presented. [See Supplementals enclosed in the Minutes Book]

Other Business

Mr. Trauner announced that on behalf of himself and the other Board members he wished to thank the Administration and staff. Particularly, Mr. Bennett who has gone above and beyond to support the families and District staff. This was followed by a round of applause from the Board.

Mr. Gregor also added his appreciation to the kitchen staff and wished the 2020 seniors well, hoping they get their time in the limelight.

Executive Session

Mr. Trauner announced that following adjournment an Executive Session will be held for the purpose of personnel and legal discussion with no business taking place afterward.

Adjournment

Mr. Hopson moved to adjourn the meeting, seconded by Mrs. Thomas. The motion to adjourn was unanimously approved.

Mr. Trauner adjourned the meeting at 6:57 p.m.

Respectfully Submitted,

Ann Sill
School Board Secretary