

**Union City Area School District**  
**SPECIAL SCHOOL BOARD MEETING**  
**Middle School/High School Large Group Instruction Room**  
**July 9, 2020**

President George Trauner called the meeting to order at 6:00 p.m. The salute to the flag and a moment of silence were observed.

**Motion to Appoint Secretary Pro-Tem**

Mr. Gilbert moved, Mr. Hopson seconded to appoint Mischeal Knapp as Secretary Pro-Tem for the remainder of tonight's 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.

Mrs. Knapp took her seat at the Board table.

**Roll Call by the Secretary Pro-Tem**

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

**Others Present**

Matthew Bennett, Amy Coleman, Tara Lineman, Melissa Tomcho, Daniel Keefer, Adam Shroul, Steve Thompson, Stacey Mulson, Nathan DeSimone, Krista Byler, Mischeal Knapp, Mike Swanson, Thomas J. McCall, Amy Kent, Kristen Ahl, John Murphy and Matt Moon.

**Superintendent's Report**

Mr. Bennett acknowledged the hard work and support of the administrative team, COVID committee members, staff, Board and a special thanks to Mr. Swanson for technology assistance. He added that, to his knowledge, we are the only school district who has a plan for how to bring everyone back during a yellow or green phase. He presented a video prepared to highlight what our plan will look like when we are all back in school. He asked Mr. Swanson to send the link to all School Board members so they could watch it again at their convenience. He stated that the video is a visual of the 45-page plan he is asking the School Board to approve tonight. If approved, it will be submitted to the Pennsylvania Department of Education tomorrow. Mr. Bennett distributed the parent letter and flyer that will be mailed to all School District families tomorrow morning if the plan is approved. [See Supplementals enclosed in the Minutes Book] Additionally, tomorrow morning the video link and plan will be emailed to families and posted on the website, and a Global will go out on Monday ensuring parents received the emails, giving directions of how they can update their information if they did not get the email, and reminding families to complete the survey choosing the option that is best for each of their children. The survey will be open through the end of the week. Any family who does not respond will be called.

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Mr. Bennett opened the floor for questions from the Board. (Mr. Bennett's responses are in parentheses following each question.)

1. If a student chooses to learn from home then decides later they'd like to return to school, do they have that option? (Yes.)
2. Will the School District relax a little on the reasons for students driving to school this year? (Yes)
3. Is it correct that teachers will be handing off meals and will students have extra time to eat since required distancing will obviously slow things down? (Teachers will be handing off breakfasts to the students which will be in a bag. Lunch will be pre-boxed and served in the cafeteria. The Administrators are looking at adding a few minutes to each lunch to allow for cleaning and spacing of students in line. It is likely the current will need to be adjusted.)
4. Can the District do anything to help seniors get their SATs scheduled? (The colleges are struggling as well and they've had to change with the times. Mr. Bennett believes that until the SATs are up and running adequately, they will not be a requirement for post-secondary colleges.)
5. Will art, chorus and band be held? (Art – yes, but students may each be issued a bag of their own supplies – crayons, etc. It was just announced today that Crawford County Schools are eliminating Band and Chorus. We still have both currently scheduled; Chorus will be held in the Middle School/High School LGI and Band in the Auditorium.
6. Will teachers be required to wear masks? (As long as they keep their 6 ft. barrier, it will be their choice as to whether they wear the mask. As long as the 6 ft. distance is maintained, anyone contracting COVID-19, fourteen-day quarantining will not be required. Once the distance is closer than 6 ft., the masks will be required.)
7. As per the renovation handbook, classrooms will only be able to hold 16-17 students socially distanced. How will we accommodate classes of 23 students? (There will not be classes larger than can be appropriately socially distanced. Larger classes will need to use larger spaces – LGI, Auxiliary Gym, etc. The administrators have charted each classroom and how many students each room can accommodate. The plan includes \$100,000 of federal money to utilize two COVID aides in the Elementary building and two in the Middle School/High School. They will help cover the larger classes which need to split the class into two rooms where the teacher will instruct and on the active board next door overseen by an aide. Also, should a child get sick, the plan is to take them to a separate room where the COVID aide will wait with them for the parent to arrive.

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8. Is PIAA responding to the CDC or Governor? (Right now they're in a hold; only summer workouts are permitted at this point.)
9. Is there a plan if a student chooses to do our cyber program to give them support? (With the UC Cyber program, they are still our students. The guidance counselors are available to give support and help with any mental health needs, etc. They can opt out of the UC Cyber program, but only at the end of the quarter.)
10. Will face shields be offer in place of masks (so students can see the teacher's lips move)? (Face shields have been order and about 200 have arrived. However, the face shields do not offer respiratory protection; they only protect the eyes. They do not replace the masks.
11. Will more runs be added to the bussing? (No, we will need to be creative on busing. Students cannot all be dismissed at the same time and they will be assigned dismissal at different doors to limit the amount of students exiting each area at a time. There will be a standard arrival, and students will go directly to their first class. The results of the survey will determine how many students will be utilizing our busing service.)
12. Please explain accountability for each phase. (The committee must account for various areas for all three phases – red, yellow and green. They have a plan on how to account for attendance for each group as well as what the grading will look like. Everyone will be on the same grading scale, no matter what pathway they choose. If we return to the red phase, that will be the biggest difference from last year. Details are still being worked on.)
13. Can a student opt for Option 1 and 2? (They are working on figuring that out and are awaiting state approval. Initially they were saying days would not count if students were learning virtually even in the red phase. The agenda includes a motion for the Board to approve those days to count toward the 180 required days.
14. What about families that have poor internet service? Is there help for these families? (Yes, hot spots were added and they every student will have one-to-one technology. Our area is being looked at to upgrade bandwidth and connectivity.
15. Is there the possibility of shortening the school year, adjusting holidays and vacation days, esp. if we return to the red phase? (Originally, it was discussed moving the school year up to July. Eleven schools share Erie County Technical School, alternative services, etc. we need to stick with the calendar that we have to be unified. Approval by the Board tonight will allow flexibility for adjustments. As new information comes, it will be examined, shared with the Board and offer solutions and options.

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Mr. Bennett and staff were commended for going above and beyond in preparing for our upcoming school year.

**Grant Money**

Mr. Bennett stated that a good amount of money was received through the CARES Act. Mrs. Lineman reviewed a chart of the money received from the CARES Act as well as from the PCCD grant, showing breakdown of items purchased or yet to be purchased. It was asked that with the receipt of these funds if that allows for some wiggle room in the District budget to which she replied that it does. [See Supplemental enclosed in the Minutes Book]

Mrs. Coleman was asked what the Teacher Toolbox is (on Mrs. Lineman's chart). Mrs. Coleman explained it's an online curriculum component or resources and tools that can be used by teachers with their learning management system or on their smart board in class.

**CAOLA - District Cyber Program**

Mrs. Coleman distributed a sheet explaining the CAOLA (Capital Area Online Learning Association) District Cyber Program which we will join through a consortium. It is similar to the previous cyber program the District offered with many additional features including a management system to better track student progress. They will assist with marketing, to draw back students who've gone to charter schools. These students will still receive a UC diploma and be able to participate in school functions and it's less costly than charter schools. There is a large variety of courses offered. She was asked about the cost. Mrs. Coleman explained that being a small school and joining the consortium would be between \$4,000 and \$5,000 so the cost per course would be about the same as it was with Educere. We are better able to monitor the students' progress and now the parents can also see the progress. Our teachers are not currently teaching but a teacher not currently a homeroom teacher will be assigned to track attendance. In the future we may have our teachers also teach these courses. This has been shared with the Association and some teachers are interested in this option, but the turnaround time to start it at the beginning of this school year is not feasible – perhaps next school year or January. It was asked if we have a huge number of students who want to participate in this program, what do we do with our current classroom teachers who might be displaced? Mr. Bennett stated that we have to see what the number are. Previously, there were approximately 100 students interested in some type of cyber program but the recent survey shows about 90% want to return to school. If the numbers increase, they will come up with a plan so as not to displace teachers. The turnaround time will not allow for that discussion at this time. It was asked how many of our students last year were enrolled in cyber? Mrs. Coleman stated there were about 15, but only about six were full time. Mr. Bennett added that many more were on PA Cyber. The cost to join will be the same regardless of how many students participate. It was asked how much money the District will save if students return from Cyber-Charter schools and Mr. Bennett replied it would be about \$450,000. It was asked what the COVID Tracking System is (in Mrs. Lineman's chart). Mr. Bennett stated that this is an app that we will track temperatures.

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There have to be tracers whenever anyone comes up positive and the Department of Health stated that it is unlikely that they will have enough people to cover this so it will fall on the schools to track. The program goes with the thermometers that will be distributed to the families. The temperatures are tracked through a program. The amount listed is less than what the cost is so the difference will need to come out of the budget. If families choose not to use these thermometers, there is no way to enforce it at this time.

**Executive Session**

Mr. Trauner called for a recess for an Executive Session for the purpose of personnel discussion at 7:08 p.m. The meeting reconvened at 7:45 p.m.

**Approval of Agenda**

Mr. Hopson moved, Mrs. Thomas seconded to approve the agenda with the exception of tabling the Girls Basketball Assistant Coaches under Co-Curricular motion #2 with the exception of the Assistant-9<sup>th</sup> Grade Coach and the Jr. High - 7<sup>th</sup> and 8<sup>th</sup> Grade Coach.

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. Gilbert seconded to approve the Construction Project Checks for Board Approval – July 9, 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.

***ITEMS FOR APPROVAL***

**Academics**

UCASD Health and Safety Plan

Mr. Gilbert moved, Mr. Hopson seconded to approve the Union City Area School District Health and Safety Plan, as presented. [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.

Mr. Gregor moved, Mrs. Thomas seconded to approve the following Academic items:

CAOLA Contract

1. The Northwest Tri-County Intermediate Unit 5 - CAOLA contract and pricing guide, effective immediately. [See Supplementals enclosed in the Minutes Book]

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Flexible Instruction  
Resolution

2. That flexible instruction will count for the 180 days and 900/990 hours and the following resolution:

**WHEREAS**, Section 520.1 of the School Code provides flexibility in the event of an emergency that prevents a school entity from being able to provide for the attendance of all pupils or usual hours of classes; and

**WHEREAS**, PDE considers the World Health Organization-declared Coronavirus disease (COVID-19) global pandemic an emergency as contemplated by section 520.1; and

**WHEREAS**, the Board has the authority to enact temporary provisions as set forth in section 520.1 during the period of the pandemic response; and

**WHEREAS**, the Board desires to authorize the Administration to implement temporary measures to provide for the continuity of education in the event that the COVID-19 pandemic and response impacts the District’s ability to deliver in-person instruction for all pupils;

**NOW, THEREFORE**, the Board finds the COVID-19 pandemic to be an emergency within Section 520.1 of the School Code and approves the following temporary provisions for the delivery of instruction for students enrolled in the District:

1. The Superintendent is authorized to develop and implement, as deemed necessary and appropriate, a program of instruction, including in-person, remote instruction using synchronous or asynchronous formats or both, or a hybrid combination thereof, for students and to develop and/or amend the District’s Health and Safety Plan accordingly.

2. The Superintendent’s plan for the provision and delivery of the District’s planned instruction shall align with the relevant academic standards set forth in Chapter 4 of the State Board of Education regulations, under the supervision of certified teachers of the District, providing equity of access to instruction for all students, and including the provision of FAPE.

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3. The Superintendent’s plan shall develop and have in place a method to track student attendance while engaged in remote instruction out of school that is similar to attendance in the school building and which provides total instruction time to satisfy the statutory requirements of providing a minimum of 180 days of instruction and a minimum of 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level.

4. The temporary provisions may remain in effect, as necessary for the duration of the COVID-19 pandemic emergency declaration, but not exceeding four years from the date hereof.

5. The Board hereby approves any temporary instructional provisions, as authorized herein, as satisfying the District’s obligations regarding the minimum number of days and hours of instruction.

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.

**Co-Curricular**

Dr. Miller moved, Mr. Gregor seconded to approve the following Co-Curricular items:

**2020 Fall Athletic  
Supplemental  
Positions**

1. The 2020 Fall Athletic Supplemental positions, as presented. The extra-curricular and athletic coaching position salaries/stipends shall be payable only if the position is filled and the activity is conducted, as determined by Board action, and further that, if the activity/season is discontinued after it begins, the salaries/stipends would be paid on a prorated basis. [See Supplemental enclosed in the Minutes Book]

**Girls Basketball  
Assistant Coaches**

2. Motion to approve the Girls Basketball Assistant Coaches as follows: Assistant-9th Grade - Kristen Ahl (\$4,230) and Jr. High (7th and 8th Grade) - Tyler Eastman (\$3,855 - pending receipt of remaining employment documents).

(Co-Curricular motions continued, next page)

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**Wrestling Assistant  
Coaches**

3. The Wrestling Assistant Coaches as follows: Assistant George McGuire (\$4,823, pending receipt of remaining employment documents), Jr. High #1 - Steve Shields (\$4,280); Jr. High #2 (splitting stipend) Mike Wydro (\$2,090) and Tim Ward (\$2,115), and Volunteers - Garrett Reinwald, pending receipt of remaining volunteer documents and Andy Dylon.

**Suspend Policy 707**

4. To suspend Policy 707 (Use of School Facilities) and not grant the use of school facilities to individuals and community groups as provided therein during the period of the declaration of the pandemic emergency by the Governor of Pennsylvania, except that use of school facilities may be granted as follows: (1) for the use of outdoor facilities for exercise and recreation with appropriate social distancing; (2) for the use of indoor facilities by school-affiliated organizations only, provided the organization agrees to adhere to the District's health and safety plan including masking and social distancing and agrees to clean and disinfect the facilities after such use in accordance with the District's plan.

**Resocialization of  
Marching Band  
Recommendations  
and Waiver**

5. The Union City Area School District Resocialization of Marching Band Recommendations and the Waiver for Band Participation. [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.

**Finance**  
**Response and CAP,  
Performance Audit**

Mr. Hopson moved, Mr. Gregor seconded to adopt and approve the District's Response and Corrective Action Plan to the finding contained in the Performance Audit Report issued by the Commonwealth of Pennsylvania, Department of the Auditor General, as per the related resolution. [See Supplementals 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.

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**Personnel**

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

**Brannon–  
Secondary Math**

1. Mallory E. Brannon as Secondary Mathematics Teacher effective with the 2020-2021 school year, Step 1, Bachelor’s Degree, \$45,610.00, pending receipt of remaining employment documents.

**Bartholomew and  
Spaich, full-time  
custodians,  
2020/2021 only**

2. Wendy Bartholomew and Richard Spaich as full-time custodians at an hourly rate of \$9.00 for the remainder of the 2020/2021 school year only

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.

**Other Business**

It was asked that with the two custodians just approved if that will bring Mr. Thompson’s department up to full staff. Mr. Thompson replied affirmatively.

**Adjournment**

Mr. Hopson moved to adjourn the meeting, seconded by Mr. Gregor.

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.

Mr. Trauner adjourned the meeting at 7:50 p.m.

Respectfully Submitted,

Mischeal Knapp  
School Board Secretary Pro-Tem

Ann Sill  
School Board Secretary