

**BLACKHAWK SCHOOL DISTRICT
500 BLACKHAWK ROAD
BEAVER FALLS, PA 15010**

**BOARD OF SCHOOL DIRECTORS' VOTING MEETING
Blackhawk High School Auditorium
April 9, 2015**

MEETING MINUTES

PRELIMINARY MATTERS

Mr. Perry Pander, Board Vice President, called the meeting to order at 7:35PM. Following the Pledge of Allegiance, roll call was taken. Those in attendance were:

Ms. Aquino	Mr. Fleischman	Mrs. Helsing	Mrs. Kaszer
Mr. May	Mr. Pander	Mr. Yankee	Mr. Young

Dr. Rose was absent.

Also in attendance were:

Dr. Kerber – Superintendent
Mr. Ira Weiss – District Solicitor
Mr. John Frombach – Interim Business Manager

Mr. Perry Pander noted that agenda items 7.1 & 7.7 will be voted on this evening.

Mrs. Kaszer made a motion to amend the agenda to include consideration of an Early Retirement Incentive Plan. Mr. Frombach provided the details. Highlights include:

1. Teaching employees with 18 years of service or more in Blackhawk School District will be eligible
2. Age of 55 or older
3. Must submit letter by April 30, 2015
4. Will be provided health insurance until age 65 or Medicare eligible
5. Will need a minimal 5 teachers to accept
6. Will provide a savings to the district as most will not be replaced.

A motion was made by Mr. May to add the Early Retirement option to the agenda for vote. Ms. Aquino seconded.

Verbal Vote: 8 Yes; 0 No; Motion Carried

Mr. Pander opened the meeting up to public comments on this topic.

Mr. Bob Clendennen, asked for the age of the youngest eligible employee and the payout to the teachers. Dr. Kerber addressed; there are 11 eligible employees with the youngest one being 59 ½ years old. The \$20,000 pay out goes into a fund and not paid out to directly to the employees.

Mrs. Bonnie Goehring inquired about the potential to lose curriculum or increase class size. Dr. Kerber responded that no programs will be cut and an attempt to maintain class sizes will be made.

Ms. Aquino questioned the age requirement; Mr. Frombach advised that coverage would be provided until age 65 or Medicare eligible, whichever comes first.

Mrs. Kaszer motioned and Mrs. Helsing seconded the motion to approve the Early Retirement Incentive Plan as discussed.

In Favor	Not In Favor	Absent	Abstain
Mr. May		Dr. Rose	
Mr. Pander			
Mr. Yonkee			
Mr. Young			
Mrs. Kaszer			
Mrs. Helsing			
Mr. Fleischman			
Ms. Aquino			

Roll Call Vote: 8 Yes; 0 No; Motion Carried

A motion was made to approve the minutes from the March 12 and 19, 2015 meetings by Mrs. Helsing. Ms. Aquino seconded.

Verbal Vote: 8 Yes; 0 No; Motion Carried

Mr. Pander noted there was an executive session for personnel matters prior to the Work Session.

Mr. Pander advised that the Voting Session for April will be held April 16, in the High School Auditorium. Dr. Kerber added that this is due to PSSA's being administrated and the LGI room being secured for testing.

PUBLIC RELATIONS AND COMMUNICATIONS

Mr. Fleischman extended congratulations to the Women's Basketball Team and Coaching Staff for winning back-to-back WPIAL and PIAA State Championships.

Congratulations to Chassidy Omogrosso, she was selected Player of the Year in the state of Pennsylvania for the second year in a row. She was also selected Beaver County Times, Pittsburgh Post-Gazette and Tribune Review Player of the Year.

Congratulations to Coach Steve Lodovico, he was selected Coach of the Year in the state of Pennsylvania for the second year in a row. He was also selected Beaver County Times, Pittsburgh Post-Gazette and Tribune Review Coach of the Year for Girls' Basketball.

Congratulations to the men's bowling team in their first year of existence, accomplishing the following:

- a. Finished 2nd in the Section with a 7-3 record
- b. Qualified for WPIBL Playoffs
- c. Finished 5th in the WPIBL Playoffs, which qualified them for the Regional Tournament
- d. Finished 6th in the Regional Tournament, which qualified them for the PIAA State Playoffs
- e. Finished 12th in the WPIAA State Playoffs
- f. Shayne Remler qualified for the WPIBL Men's Individual Playoffs.

At this point, cast members from the Addams Family provided a vocal performance of "When You're an Addams". Mr. Fleischman thanked the cast as well as acknowledge all who assisted with the musical.

Tickets for the 2015 School Picnic at Kennywood will be sold in all schools on May 1, 2015. Information on the sale will be announced in all schools.

PUBLIC COMMENTS

Ms. Jodi Weister, South Beaver, provided an update on Blackhawk's three hockey teams and their success for the year.

Mrs. Ziegler, Chippewa Township, on the agenda and its accuracy; asked that if the agenda is going to be projected during the meeting that the file on the website be correct.

Mr. Bob Clendennen spoke on a change invoice of \$23,000 (VEBH) that was tabled in November. Inquired as to the status. Mr. Pander noted that it is being investing. This is for extra hours, above the contracted amount, to which there is no documentation. The district is currently awaiting the breakdown.

Mr. Clendennen also spoke on the flyer received in the mail from the district which noted a capital project fund accrued balance of \$419,000. He noted that he has a document used to tract the payments made dated November 14, 2013. At that time the balance was \$411,659.66. He is aware of additional expenses. Mr. Frombach addressed: the number in the flyer was provided from the audit report as of 6/30/2014. The Capital Project fund balance of accounts payables was \$411,183 and there was only a cash balance \$50,626. Therefore, account transfers need to be done. Part was completed in September and the balance will be transferred next month.

Mr. Clendennen spoke about the Reserve Fund and how it appears in the budget. Not sure if the terminology is correct but can be somewhat misleading.

Lastly, Mr. Clendennen spoke on the local tax revenue for 2013-2014, the tax revenue was actually \$12,957,391 and the projected budgeted was \$12,776,000. This year's is \$13,376,722. Looks like the tax revenue is going up approximately \$400,000 per year. The homestead farm numbers are staying the same.

Mr. McCowin, Chippewa, on behalf of the teachers thanked the board for passing the ERI. It was nice to come together on this savings opportunity.

Mr. McCowin inquired about the air quality test results for Northwestern Primary. Mr. Pander deferred to Mr. Ira Weiss. The Board will be receiving the report within the next week or so.

FINANCE COMMITTEE

Mr. Yonkee reviewed the items to be recommended for approval at the April 16, 2015 voting meeting. This included:

- Approval to accept the Financial Report for March.
- Approval for the payment of bills.
 - a. Fund 10 – General Fund: \$
 - b. Fund 32 – Capital Projects Fund: \$0
 - c. Fund 51 – Cafeteria Fund: \$

d. Fund 66 – UPMC Health Fund: \$0

e. Fund 67 – UPMC Dental: \$

f. Fund 68 – UPMC Vision: \$

Payroll: March \$

- The Monthly Insurance Report for March was provided as an Information Item. Mr. Frombach addressed the need to look at the Health Care fund. Mr. Yankee commented that currently the health fund is in good shape but need to stay on top.
- The committee is recommending approval for the budget transfers as presented. Mr. Frombach spoke on 4 pages of transfers. Currently the amount of transfers is at \$179,000 but not finished reviewing all accounts. Will have information for next week.

Mr. Yankee referred the update on the Intermediate Unit Budget for the 2015-16 school year to Ms. Aquino. Ms. Aquino advised that the district's share of the budget is the same as last year. Dr. Kerber provided background information on the IU as well as the 2015-16 budget. The initial budget called for an 89% increase which the county superintendents would not approve.

The committee will be recommending approval to accept the final 2013-14 audit as presented.

The committee will be recommending approval to contract with Cottrill Arbutina & Associates for local tax collector audit services.

The committee will be recommending approval to contract with Cottrill Artuitna & Associates for Blackhawk School District audit services.

The committee will recommending approval to for participate in a Cooperative Purchasing Agreement with AIU#3 for diesel fuel and gasoline. Mr. Frombach explained that this is an opportunity to lock into gas pricing tax free through the AIU#3. Blackhawk has participated in this program in the past and McCarter's is familiar.

The committee will be recommending approval to review the employee life insurance and long term disability insurance policy. Mr. Frombach noted that currently Blackhawk is using MetLife. Their recent proposal represented a significant increase. District brokers were able to receive another proposal through the Pennsylvania School Board Association. This proposal will result in an annual savings of \$7,984. Both new plans will begin July 1, 2015.

Mrs. Kaszer noted that she has been reviewing the Finance Policies. She addressed policy 618; student activity funds. According to this policy, a quarterly report is required for each student activity account. Noting that this has been an area of deficiency in the audit, Mrs. Kaszer requested the completion of this report resume this quarter.

PERSONNEL COMMITTEE

The committee will be recommending approval for the following substitutes:

- a. Michelle Hilton
- b. Shelby Beck

Approval will be recommended for the following seasonal grass-cutters at a rate of \$9.00 pending clearances.

- a. David McCowin
- b. Tyler Nicholson (pending clearances)

Mr. Pander requested that this item be voted on this evening due to the need to begin these services. The motion to employ was made by Mrs. Helsing and seconded by Mrs. Kaszer.

Verbal Vote: 8 Yes; 0 No; Motion Carried

The committee will be recommending approval to grant Cara Pertile's request for sick leave on or about May 1, 2015 until the end of the 2014-15 school year.

The committee will be recommending finalizing the Blackhawk High School Assistant Principal position and the Highland Middle School Principal position. Mr. Pander requested that this item be tabled pending a review of salaries and practices.

EDUCATION COMMITTEE

The committee will be recommending approval of the following field trips:

- a. BHS/HMS Orchestra (140), Nate Goodrich, High Notes Festival, Kennywood, May 22, 2015. (\$600 expenses budgeted)
- b. National Art Honor Society/Art Class (45), Laura Hahler, Art Trip – National Gallery of Art, Washington D.C. May 1, 2015. (\$2,020. Expenses collected from students)
- c. Accounting 1 (14), Kelli Ambler, Accounting Competition, Geneva, April 24, 2015. (no expenses)
- d. Patterson Primary First Grade (75), Donald Bunney, Carnegie Science Center, May 1, 2015. (\$460 expenses budgeted and collected from students)
- e. Science Students (4), Kim Baker, Science Lab Challenge, Penn State Beaver, April 10, 2015. (no expenses)
- f. Third Grade (162), Laurel Brest, Pirates Education Days, PNC Park, May 27, 2015. (\$920 expenses budgeted)
- g. Northwestern First Grade (112), Beth Walkins, Children's Museum, Pittsburgh, May 28, 2015. (expenses collected from PTO)
- h. Fifth Grade Alto Recorder Ensemble (17), Krsten Neeley, Elmcroft Assisted Living, May 26, 2015. (no expense)
- i. Jr. Chamber Players (6), Nate Goodrich, Chippewa Elmcroft Performance, May 26, 2015. (no expense)
- j. HMS PRIDE (4), Tracy Yowler, Living Treasures, May 11, 2015 (expenses collected from other).
- k. Fourth Grade (181), Gina Lansberry, Carnegie Science Center, May 15, 2015. (Expenses paid by PTO)

The committee will be recommending approval for a district operated summer school.

The committee will be recommending approval for the following student teacher:

- a. Jessica Kendall, with Nathan Goodrich, Orchestra Director and String Instructor.

BUILDING AND GROUNDS/REAL ESTATE

Mrs. Kaszer reported that during the work process at Highland Middle School, Climatech held up Tower Engineering in completing their phase of work and therefore cost Tower more hours. As a result there was an additional cost of \$22,000. The Buildings & Grounds committee did not feel that the district should be held responsible and both Climatech and Tower Engineering were asked to work with the district on a reasonable solution. Upon review, Climatech and Tower decided to drop the charge, saving the district \$22,000.

Members were advised that at the voting meeting there will be a vote to approve payment for the remaining balances on the Highland Project. At this point, the district will be ready to move forward with Plancon J requirement.

Mrs. Kaszer provided an update from the Navigate conference call held on April 7th. Pictures of all classrooms, offices and supplemental rooms as well as entrances have been uploaded and linked to their appropriate location on the school floor plan. Additional items have also been uploaded. First responders will be notified of Blackhawks' progress and will be given access to the appropriate portal for their use should an emergency situation arise. Some pieces still need to be customized and completed, however, overall the project is moving along.

The committee will be recommending approval for the DMS Facility Management System annual service contract for the HVAC services for Northwestern, Patterson and the Intermediate school at a cost of \$3,336 from FIT Optimized Solutions. The current one year service contract expired in February.

Mr. Pander received a quote from Eackles Engineering for a feasibility study, and on the HRG quote for the septic system with Mr. Craig Baker. The amounts were \$17,000 and \$4,000 respectively. A feasibility study will be needed prior to any work being completed as the 2009 study is out dated. Recently, there was a leak in the pipe under the girls' restroom. To fix the leak, with abatement, the cost was \$4,000. Mr. Pander asked Dr. Kerber to have quotes copies for the board vote next week. It is the goal to have the feasibility study completed for Northwestern Primary within 2 months so that a decision can be made on which direction to move forward.

Mr. Pander advised that the results from the radon test at the high school are back and the numbers are fine. The report will be posted on the website.

Mr. Pander Thanked Mr. Ziegler for meeting with him to address the electrical and snow issues encountered during play. Those are being addressed to resolve.

ATHLETICS COMMITTEE

The committee is recommending approval to appoint David Miller as volunteer coach for the men and women's' golf team for the 2015 season. Mr. Fleischman address the need for the coach to begin work with the team and therefore made a motion to approve this evening. Mr. May seconded the motion.

Verbal Vote: 8 Yes; 0 No; Motion Carried

The committee will be recommending approval to accept the resignation of Mary Ann Miller as the head coach of swimming and diving, BSDT and pool manager.

Congratulations were extended to the Women's Swim Team, they placed second in the MAC Championships. Erin Bain, Caitlyn Peace, Skye Fogle, Marcella Puglia, Elizabeth Bigley, Jessica Heyman,

Carly Campbell and Abbey Uebelacker qualified for WPIAL Championships. Erin, Caitlyn, Skye and Marcella qualified for PIAA State Championships.

Congratulations to Corbin Fry, a member of the Men's Diving Team, who qualified for the WPIAL Championships.

Congratulations to Marcella Puglia, member of the Women's Swim Team, she set a new school record in the 200 Freestyle Race with a time of 1:58.52.

Congratulation to Jonah Cooper, he won the Men's Tennis, Section 2, Singles Tournament for the second year in a row. This qualifies him to play in the WPIAL Singles Tournament on Tuesday, April 7, 2015.

The committee is recommending approval to appoint Nick Kaszer as volunteer baseball coach for the 2014-15 school year. Mr. Fleischman addressed the need for coaches to begin working with the team and therefore made a motion to approve this evening. Mr. May seconded the motion.

Verbal Vote: 7 Yes; 0 No; 1 Abstention: Mrs. Kaszer abstained from voting due to relationship. Motion Carried

Congratulations to Joe Campagna, he was named Student Athlete of the Week for baseball by the Pittsburgh Post-Gazette and the Tribune Review.

ADMINISTRATIVE LIAISON

Dr. Kerber advised that PSSAs will be beginning next Monday, April 13, 2015. These will be ongoing for approximately 2 weeks.

Dr. Kerber has attended the session with South Fayette for The Global Passport event. Blackhawk's event will be held May 25th, at which time they will be presenting to First Energy.

Dr. Kerber advised that on April 24th there will be a legislative forum at the IU. This is open to the board.

Information on summer school for the elementary and high school students as well as special education students is in the meeting folders. Currently planning on holding the Primary School at Northwestern but this will depend on any activity at Northwestern.

Two letters are in the meeting folders from state representatives regarding the state budget. Schools are requested to provide an outline on how an increase in revenue will be spent.

The Comprehensive Plan, which was revised in 2012 and is now a three year plan without the need to be put on display. This plan is to be consistently reviewed. Last week, Dr. Kerber met with the authors of the plan, Mr. Clendennen and other community members that have expressed interest. A copy of the Comprehensive Plan is included in the meeting folders and will have its first reading this evening.

TRANSPORTATION COMMITTEE

No Report

FOOD SERVICE COMMITTEE

No Report

NEGOTIATIONS COMMITTEE

No Report

POLICY COMMITTEE

Mr. Young provided the first reading of the revisions to the following policies:

- 547 – Workers’ Compensation Transitional Return-To-Work Program.
- 100 – Comprehensive Plan

Mr. Young noted that the first reading of Policy 007 – Student Representative to the School Board – be put on hold pending some additional information / review for the District’s legal counsel.

BOARD/STAFF ENRICHMENT

The committee will be recommending approval for the following conferences:

- a. Carol Sprinker, Rebecca Freyvogel, PAFP Title 1 Conference, Seven Springs, May 3, 2015. (\$1,650 expenses budgeted)
- b. Janice Robinson, OPT Cyber Workshop, Seneca Valley High School, May 26, 2015. (no expense)
- c. Janice Robinson, PA Hybrid Learning Summit, April 14, 2015. (no expense)
- d. Joshua Bears, 2015 Nike Basketball Clinic, Robert Morris University, April 17-19, 2015. (\$420 expenses budgeted)
- e. Elizabeth Walker, Jeff Cienik, National Athletic Training Symposium, St Louis, MO, June 23, 2015. (\$1,382 expenses budgeted)
- f. Jake Anderson, Heather Stein, Laurel Brest, Sue Badzik, Improving Written Responses in Math, IU 4, May 1, 2015. (\$650 expenses budgeted)
- g. Sam Nardone, 2015 WPIAL Golf Coaches Clinic, Belle Vernon, May 21-22, 2015. (\$325 expenses budgeted)

VOCATIONAL-TECHNICAL SCHOOL

Mrs. Kaszer reported that she attended the March 26, 2015 Beaver County Career & Technology Center’s Joint Operating Committee Meeting. One of the main topics was their 2015-16 budget, which is \$5,566,766.81. This represents about a 10% increase over last year’s budget. Breaking it down to the district level, the percent increase to each districts’ share is approximately 5.58%. The increase to the district share was kept minimal due to the increase in revenue received through the Adult Daytime Program. The Blackhawk Board will be asked to approve this budget at a future meeting.

Mrs. Kaszer reported on a few of the recent activities within the BCCTC and their success stories:

- Students from Logistics & Materials Management attended Pennsylvania DECA State Conference in Hershey in February. Of the 5 attending 2 were from Blackhawk and one, Elizabeth Ayres, received a 1st place award on her research paper regarding the Transportation Industry.
- Machine Tool Technology students are preparing for competition later this month at California University.

- 29 Health Occupations Students of America participated and competed in various events at the State Leadership Conference in Lancaster, PA in March. Although no one placed in the top three areas of competition, this was their first year and they did make a mark. 17 students received Barbara James Recognition Certificates for their volunteer work in healthcare. The total hours volunteered by these students this year to date is 890 hours.

PSBA LEGISLATIVE COMMITTEE

No Report

BEAVER COUNTY REGIONAL COUNCIL OF GOVERNMENTS

No Report

ADDITIONAL BUSINESS

Visitors

Mr. Bob Clendennen, Patterson Township, noted that he had not received copies of the agenda or supporting documentation for tonight's meetings. This was an oversight in the central office and an apology was given.

Mr. Clendennen also spoke on Plancon J and reminded the board that a project audit needs to be completed prior to submitting the closing documentation.

Mr. Clendennen inquired if the feasibility study is for all buildings or just Northwestern. Mr. Pander advised that it is district wide. Mr. Clendennen noted that the previous study cost the district over \$50,000.

Mr. Clendennen noted that at the direction of Dr. Rose, he has filed a Right To Know request to obtain the details on the settlement of JW. He spoke on confidentiality clauses.

Mr. Clendennen read the PSBA code of conduct and requested that the board take resolution to adapt.

Mrs. Ziegler, Chippewa Township, spoke on the Beaver County Times article regarding the football coach search and asked who is on the interview committee. Dr. Kerber responded, members include: JD Campbell, Greg Fusetti, Judge Manicini as community members. From the athletic office were Rick Ford and Jack Fullen. From the Board were Dean Fleischman, Kathy Helsing, Perry Pander and Missy Kaszer. Dr. Kerber provided the background of the process.

Mrs. Ziegler also spoke on the agenda and asked to have the agenda accurately available for the public to review before the meeting. Dr. Kerber advised that the policy states that the Board have the agenda by Monday of the meeting week. Agenda items are consistently evolving and changing.

Mrs. Ziegler noted that she has heard from several people at the various schools that there is a shortage of paras, and her fear that children with IEPs that are not being covered. Dr. Kerber addressed the building level problems with attendance.

Mrs. Autumn Giocondi, Patterson Township, reminded everyone of the Donkey Basketball game on May 12th to benefit the Blackhawk Foundation.

Mrs. Giocondi also inquired about the feasibility study for Northwestern and how this will affect the budget. Dr. Kerber noted that with the early retirement passed this evening puts the district in a pretty good position.

Administration

Mr. Fromback provided an update on the following items:

- PlanCon J; an extension was received until September 25, 2015. Will be moving forward in working with auditor and complete the necessary paperwork for submission once final payments have been made.
- The 2013-14 audit has been completed and has been provided to the board this evening. Total document is over 100 pages and will be posted on the website once approved. Highlights include:
 - General Fund revenues were \$32,364,000, while expenses were \$32,618,000. Over spent by approximately \$253,977 which drops the reserve fund from \$1.9M to \$1.6M. Typically the fund should be 8% of the budget; currently Blackhawk is at 4% of budget.
 - Capital project fund was over extended by \$369,000 and transfers will be initiated
 - 9 of the 10 significant deficiencies are considered materials weakness
 - The Blackhawk School District was determined to be a “High Risk Auditee”. What does this mean? This can have a significant impact on the rating agencies in New York. Any future borrowing will be at higher interest rates and bond insurance could be required.
 - Proper payroll fund has not been balanced appropriately. This resulted in a large penalty by the IRS. In working with local state representatives, was able to received part of the \$26,000 fine back however due to another infraction and penalty in September 2014 the district has only received about \$3,000 back.
 - Credit card policy has been put in place. Will be setting up a preapproved debit card (Procurement Cards). Will develop a policy.

Mr. May left the meeting at this time.

- Both the Middle School and High School activity funds lacked internal controls.
- A lack of ‘Checks & Balances’ of internal controls exists. Will be adjusting the responsibilities of staff.
- As of March 27th, the district has taken over the cafeteria funds. Pleased to report that there is a profit of approximately \$10,000 so far. In the audit, it was found that the district lost government subsidies due to errors being recorded.

Mr. Yonkee inquired about the \$26,721 penalty. Mr. Frombach explained that the penalty was reduced to approximately \$9,000 however, due to another delinquent reporting in September another penalty was received of approximately \$6,000. A check was received for about \$3,000. ACH transfers are set-up but calculations and approval are still needed.

Solicitor

No Comments

School Directors

Ms. Aquino noted that she will be assisting with the Donkey Basketball game benefiting the Blackhawk Foundation and asked others to do as well.

Ms. Aquino also thanked Mrs. Kaszer for her note taking and minute preparation adding her appreciation of the details.

Mr. Young requested that Dr. Kerber provide revised copies of the new Comprehensive Plan Policy for the next meeting.

Mr. Pander addressed the article in the Beaver County Times regarding a replacement for the football coach. He noted that 80% of the candidates that applied were lost due to no available teaching positions. The committee spent well over 12 hours interviewing and Mr. Fullen has run a professional process. Picking a good coach to replace Coach Hamilton is not an easy task. The article was misleading.

Mr. Pander thanked Nancy DiRuscia for her due diligence and assistance in completing the punch list on the Highland Middle School project.

Next Meetings – April 16, 2015, High School Auditorium, 7:30PM.

Meeting adjourned at 9:51PM

Submitted by Missy Kaszer
Blackhawk School Board Secretary