

# Conneaut School District

## PUBLIC WORK SESSION

### Minutes

Wednesday, May 2, 2018

7:00 PM

The Conneaut School Board of Directors met Wednesday, May 2, 2018 at the Conneaut Valley Middle School library.

The meeting was called to order at 7:00 p.m. by Board President Mrs. Dorothy Luckock.

The following members answered to roll call:

Mr. Burnham	Mr. Ellis	Mr. Hornstein
Mr. Jacobs	Mrs. Krachkowski	Mrs. Luckock
Mr. McQuiston	Mrs. Miller	

It is noted Mrs. Klink arrived at 7:20 pm.

#### **Administrators Present-**

**Superintendent:** Jarrin Sperry

**Business Manager-** Greg Mayle

**Director of Special Education-** Susy Walters

**Director of Buildings and Grounds-** Frank Kimmel

**Technology Coordinator –** Rick Kelly

**Principals:** John Hines, Kevin Burns and Adam Jardina.

#### **Visitor Recognition**

Mrs. Luckock now offered a Visitor Recognition on any item as per Policy 903 – Public Participation in Board Meetings. Noting that all visitors who are recognized during the Visitor Recognition are allotted a maximum of five (5) minutes to address matters of their concern, unless otherwise determined by the Board President. Visitor recognition is to be limited to thirty (30) minutes unless otherwise decided by the Board.

No one approached the podium.

#### **Discussion Items-**

##### **Video Presentation-**

Mr. Jardina presented a video which the Conneaut Valley Elementary School 4<sup>th</sup> grade has been conducting using technology and equipment purchased through grants, many specifically through the Eagles Foundation. They are using Twitter to communicate with parents and home with the teacher excited she has 19 followers.

Mr. Jardina feels there probably not too many classrooms in this area who have the equipment we have. Equipment such as green screen, 3 D printer and much more. He is pleased to see students are really getting exposed to news casting, reporting and really liking it.

The second video is of a 3<sup>rd</sup> grade classroom communicating to parents on what they did in class that day. They too are using social media in a positive way and created a Twitter page. Each student had permissions and sign offs from their parents.

Mr. Jardina feels very blessed to have the teachers with the passion for helping students. He is very proud of the community events which reflect the positivity parents have. His parking lot is full and they often have to have a shuttle people from the middle school.

It is noted Mrs. Klink arrived at 7:20 pm.

*Business Manager Updates... Mr. Mayle  
2018/2019 SY Preliminary Budget*

Mr. Mayle walked the Board through the preliminary budget starting off with Capital Projects Fund. He noted it is a governmental fund and that it is separate from the general fund; consists mostly of transfers from the general fund and these funds can never be transferred back to the general fund. There is no legal requirement for budgeting but is good as a planning tool.

In reviewing a 5 year plan for capital projects he projected a fund balance at June 30, 2018 of \$841,324. With the planned expenditures through 2023 it is noted there would be a shortfall of \$1,943,176. Therefore, he is recommending transferring in 18/19 sy \$1,950,00.00 to the fund.

Mr. Mayle reviewed. The Debt Service noting 4 debt issuances consisting of 2007B; 2012; 2013 and 2015 and a total debt service payments from 2081 to 2036 of 471,679,537.00. This is the combined principal balances of \$33,945,000 and total debt service payments 2018 to 2036 of \$71,679,537.

The cafeteria fund is a proprietary fund which follows traditional accounting procedures. It s assistance from the general fund is allowed with no legal budgetary requirement, but a good planning tool. So what's new for 2018-2019? He recommended transfer from general fund due to sustained financial losses in the cafeteria fund.

There will be a renewal with Nutrition, Inc recommendation on the agenda next week. Budgeted los of (\$57,763) Nutrition guarantee of fees on losses exceeding that amount. No price increase is recommended. After school dinner program being explored, not included in budget at this time. Community Eligibility Provision implementation not recommended at this time.

The Cafeteria 2018-2019 budget net position ....page 5 show these figures.

**Cafeteria 2018-2019 Budget**

**Net Position**

- Net Position at 6/30/2017 – (21,612)
- Budgeted decrease for 17/18 - (38,247)
- Estimated net position at 6/30/18 (59,859)
- Budget decrease in net position (loss) for 18/19 (57,763)
- Estimated net position at 6/30/19 (117,622)
- Recommended transfer from GF 117,622
- Budget net position at 6/30/19 w/ transfer 0.00

Real estate tax historical millage rates review, there is very little increase in millage rate increases. We currently have the lowest millage in the county. The Budget Committee is proposing for the new school year a proposed increase of 1 mill from 50.55 to 51.55. 1 mill equals \$1 per 1,000 assessed value and CSD homestead median of \$25,000, increase of \$25 on median household. That number comes from the county/median household number. Their system does not calculate median overall, just farmstead properties, the vast majority are considered homestead/farmstead property category.

Mr. Mayle provided an overview of the Act 1, noting the highest the District could raise is 3.3 percent. His recommendation is to not use the entire index but just the middle of the road which would raise it by 1 mill.

Real Estate Taxes measures of inflation the percent increase in millage rate from 08/09 to 17/18 is 5.140%. The Increase in SS Monthly payment for 09 to 18 is 11.28%, increase in CPI in 09 to 18 is 17.393 % and overall inflation from 90 to 18 is 16.300%. Therefore, raising 1 mill does not even cover the increase for PSERS.

Impact of five year projections in annual increase or decrease in fund balance from 2018 through 2024 was reviewed and a summary of the revenue and expenditures and how the increases or decreases to the fund balance would affect the district through 18/19 school year.

With that said Mr. Mayle highlighted what has changed to include expenditures from the March 20, 2018 presentation to now. Key changes include beginning balance of \$39,578,392, capital projects transferred, payroll adjustments, cafeteria transfer, adjustment to intermediate unite contract, Title 1 and IIA adjustments, building cuts and adds and net, insurance adjustment.

What changed in reviews include, the beginning revenue of \$38,377,091.00 and the proposed tax increases, increase in ACCESS funding, adjustments to local revenue, adjustments to title, adjustment to increase, adjustments to PSERS subsidy, increase in SHARRS, adjustments to SS subsidy, adjustment to transportation.

The breakdown of general fund deficit, overall budget deficit has been reduced to \$2,713,810 is related to the operating deficit in the amount of \$646,188

Staffing recommendations include 1 additional teachers and 4 additional aides, previously thought 6 aides. This is a \$50,000 increase in the budget. We also looking at absorption of office aide, this is a retirement this year. Recommending for next year to absorb and 2 elementary schools share one. With decision board has to make down the road, one position less and schools feel they can do it. Also retirement in business office confidential secretary, end of comp plan year and coming as PASBO business office take on more work with routing and transportation so looking at retooling it and bumping it to a traditional accounting role. Dot added teacher retiring rescinded so no teacher retirees.

Our Budget timeline to adopt a on proposed final budget May 9<sup>th</sup> will then be available for public inspection no later than May 24<sup>th</sup>. He will publish the Districts intent to adopt a final budget no later than June 1st and adopt final budget at the June 13<sup>th</sup> regular meeting.

#### *Business Office Changes-*

Mr. Mayle moved on to some business office changes he is recommendation. Along with PASBO's recommendation we received last month. PASBO recommended our business office take more interest with Anderson by purchasing routing software. We would own it and oversee it but Anderson would do the daily functions. The Auditor General is really looking at districts owning routing and efficiency so with that recommendation it is difficult to have anyone in the office now take that task. A few years ago one of the three bookkeeper positions was absorbed. This is working fine but both bookkeepers are working at full

capacity now. Also, the Confidential Secretary to the Business Manager, who is retiring, the position typically does not have an accounting mindset. So he looked at the option of eliminating that position, the business manager would not have a secretary but creating an accountant position. This person would work with functions that secretary did such as Free and Reduced allocations and some more accounting functions, with an ad hoc, and we would own the transportation component. There would be a slight bump in salary with a net increase no more than \$10 or \$15,000. The job description is on agenda to approve and has been reviewed by the District Solicitor. Mr. Mayle would post after approved with an anticipated start date of July, 2018.

#### *PSBA Membership Renewal-*

It is that time again to review the renewal of Pennsylvania School Board Association. We have many options from the base membership, add on components all the way up to the All Access membership. Mr. Mayle is asking for guidance on the desired level of membership. Previously we have had the standard membership and added some extras; policy maintenance and subscription packages.

It was questioned if we pieced it together or purchased the All Access package which comes with additional trainings and services and self-assessment services, which would be cheaper. The difference at last years level and all access package comes to \$554 difference. Mrs. Luckock reminded everyone the online learning through PSBA there is no additional charge per class if one is an All Access member. This is only a one year decision and we can change next year.

There was no general consensus at this time.

#### *Maintenance...Mr. Kimmel*

##### *HVAC Service Agreement*

In talking with Gary Jacobs from Smart Edge we are wanting to have service related in place with HVAC for energy upgrades. He looked at what we have and suggested we split out the bids. One item mentioned is the fact that we have an overlay of newer system verses older systems which have a proprietary. This is overrun by newer systems but causes problems. The older equipment will, in 5 years, be hard to replace if breaks down. The newer equipment is much easier to come in and work on for any contractor. The old equipment we would have to replace, and is included in the five year plan to update them. Smart Edge can't even work on the older equipment. Once the older system is upgraded into the newer system we would be fine. If broken out into two separate RFP's, his recommendation is to separate them out in RFP's and not go through the same hassles of last year.

Mr. McQuiston asked talking about breaking out mechanical and separate controls. Yes, Mr. Kimmel replied, into two bids. Mr. McQuiston offered if the old stuff is running and can replace portions as it fails? Mr. Kimmel was thinking more in the lines of replacing a wing. Once a building is replaced, we have the older components to use as backup in case of failure. Mr. McQuiston admitted to liking the competition factor.

Mr. Burnham asked over course of years we have had a lot of members questioned the light after hours at the buildings, he asked if Mr. Kimmel has looked at that to downgrade these lights. Mr. Kimmel replied he has through automation which has curbed some of the issues. Some are due to power failure, brown outs, and security so it depends on which lights Mr. Burnham is referencing. At the high school the security we have during graduation he feels there are too many dark areas. Mr. Burnham suggested using motion detectors. Mr. Kimmel offered to contact the architect. Mrs. Luckock thought Smart Edge lights put in dimmed down some as it got to a certain time of the night. Mr. Kimmel said he can dim but with LED lighting there is not much saving in electricity, they use very little electricity and really are not meant to be dimmed. Mr. Kimmel thought last year we saved \$88,000 in electricity.

In reviewing the Plan projects Mr. Burnham asked about the trucks. Mr. Kimmel stated they are 1992 trucks and are getting very close to be more of a liability. Mr. Kimmel feels it is worth looking into replacing them as the expenses are increasing and we are fast approaching cheaper to buy new.

Mr. Burnham asked about the cameras installation throughout the schools; Mr. Kimmel stated some are for at the middle schools but most at high schools.

Mr. Kimmel also stated the District needs to start planning on asphalt repairs, this winter was pretty rough on our parking lots and drives and we have not sealed in a long time.

Mr. Kimmel plans on replacing the carpet with tile with the reason due to due to cleanliness/ mold issue at the buildings. He is going to do some test areas and see how they hold up before proceeding with a large project.

*Graduation...*Mr. Sperry reminded the Board, the high school will need to know who is going to graduation and who would like to pass out diplomas.

*Superintendent's Report...*Mr. Sperry provided his updates as stated below. Afterwards, Mrs. Miller offered some ideas to include in his report.

1. Happy Star Wars Day Friday. (May the 4<sup>th</sup>) (May the 4<sup>th</sup> be with you)
2. The Crawford County Round Table was held on April 5<sup>th</sup>. Local District Magistrates, Judge Vardaro, juvenile probation, and many other local organizations attend this quarterly meeting. It was discussed at the meeting to have a longer summer meeting to develop a focus for the group moving forward. Since its inception, the group has focused on truancy and with congruent documents across the county being developed, we are now developing the next project to tackle.
3. I attended the Superintendent's Summit at Grove City College on April 6<sup>th</sup>. The Keynote Speaker was Michael Dorn. Mr. Dorn is an international authority who has keynoted from Virginia to Vietnam and from Trinidad-Tobago to Toronto, Mr. Dorn serves as the Executive Director of Safe Havens International Inc., a non-profit global school safety center. His talk was about school safety and was so impressive that we are having him come to IU5 in October for a presentation to school police officers and other administrators. In the afternoon Carl Moore (local attorney from Knox law firm in Erie) presented on cases that are affecting school districts in PA currently. Carl's opening comment was, "This has been the craziest year in his career."
4. CCCTC PAC meeting was held on April 10. Finalizing plans for next year as well as working on the possibility of starting Aviation Mechanics as early as fall of 2019 and also a new program coordinated with the OVR.
5. Don, Cheryl, Tim and I (along with numerous other board members and superintendents from around the area) met with, Dan Laughlin, Brad Roae, Kurt Sonney, Pat Harkins, and a representative from Michelle Brooks office at IU5 on April 12<sup>th</sup> for the annual legislative roundtable. Talk centered around pension, cyber charters, and the budget and how to meet with and talk to legislators to get your message across.
6. The IU5 SAC meeting was April 13<sup>th</sup>. Bill Hall presented the Millcreek School District Safety Plan that received national attention after miniature bats were passed out to staff. (The bats were supposed to be symbolic) according to Bill. There was a lively discussion centered on athletics in Pennsylvania and how we should either have a private class AND a public class or designate private classes in some other manner than strictly by student count. The possibility of cyber legislation and the PA future ready index were also discussed.
7. Kurt and I met with Bill Vonada (Superintendent from Cranberry SD) about having a school police officer versus a school resource officer or a program where a school district would contract with local police or the state police. Cranberry had a program years ago with the state police, but it has since ended, and Bill wants to start something like we have here at Cranberry.



8. Our students in the welding shop at CVMS made the legs for this Lego table for kids at CVES. Carl Kline (maintenance) made the top.

*PSBA Updates...*

Mr. Ellis provided an overview of upcoming events and legislation.

*Agenda Review...*

The Board reviewed the draft agenda.

Mrs. Luckock announced the Board would be going into an **EXECUTIVE SESSION** immediately following the meeting to review and discuss agency business which, if conducted in public, might lead to disclosure of information protected by law, issues might include middle school student and education records of the student concerns.

The Board adjourned the meeting at 9:44 pm.



Mrs. Dorothy Luckock, Board President



Mr. Greg Mayle, Board Secretary