

PENN CAMBRIA SCHOOL DISTRICT  
201 6<sup>TH</sup> STREET  
CRESSON, PENNSYLVANIA 16630

BOARD OF EDUCATION  
Regular Meeting  
July 27, 2020

MEMBERS: Pat Albright, Jenny Guzic, Terry Krug, Rudy McCarthy, Guy Monica, George Pyo,  
Patricia Pyo, Justin Roberts, Michael Sheehan

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A Regular Meeting of the Penn Cambria School District Board of Education was called to order by George Pyo, President, at 7:00 P.M., Monday, July 27, 2020 in the Cafeteria of the Penn Cambria High School.

ROLL CALL WAS TAKEN:

MEMBERS PRESENT:

Mr. Pat Albright  
Mrs. Jenny Guzic  
Mr. Terry Krug  
Mr. Rudy McCarthy  
Mr. Guy Monica  
Mr. George Pyo  
Miss Patricia Pyo  
Mr. Justin Roberts  
Mr. Michael Sheehan  
TOTAL. . . . . 9

MEMBERS ABSENT:

TOTAL. . . . . 0

QUORUM PRESENT.

AMONG OTHERS PRESENT:

William Marshall, Superintendent  
Jill Francisco, Business Administrator  
Krystal Edwards, Solicitor – Beard Legal Group, PC  
Jeanette Black, Director of Curriculum & Instruction  
Lewis Hale, Network Administrator

Kaitlyn Kalwanaski, High School Principal  
Dane Harrold, Middle School Principal  
Joseph Smorto, Elementary Principal  
Jacquelyn Mento, Recording Secretary

OTHERS PRESENT VIA ZOOM:

Sarah Adams, Stefanie Adams, Deb Baker, Monica Ball, Kristin Baudoux, Amanda Beck, Dave Beck, Linda Beiswenger, Amanda Bender, Rick Berkheimer, Mary Borlie, Mary Jo Colian, Andrea Conrad, Carrie Conrad, Victor Costlow, Diana Crossman, Jenny Damin, Sean Davison, Cristy Detrick, Colleen Drenning, Christine Duff, Lindsay Eckenrode, Jennifer Erculiani, Michelle Erculiani, Valerie Fieni, Angela Focht, Deb Giraud, Ronda Golden, Brenda Kalwasinski, Carrie Kick, Lacey Kittell, Tony Kittell, Michael Kline, Brenda Koval, Rick Koval, Courtney Kuncelman, Dawn Lidwell, Katie Lloyd, Caytlin Lusk, Michelle Mardula, Dawn McCloskey, Kimberly McCloskey, Tom McConnell, Stephanie McGowan, Alyssa Mostick, Douglas Nelen, Sarah Nelen, Susan New, Kerry Nileski, Veronica Noll, Bree Oldham, Lisa Pileski-Scott, Rebekah Podrasky, John Prebish, Natalie Prosser, Tonee Rice, Aimee Riggelman, Suzanne Riley, Rebecca Roberts, Paul Roberts, Christopher Rose, Debra Rose, Brad Rossman, Jennifer Schilling, Frank Scott, Roxann Seymore, Marge Seymour, Cindy Sheehan-Westrick, Gregory Shingle, Kerri Tracy, Carrie Vinglish, Jeniene Watt, Christine Weber, Lee Ann Weslager, Heidi Wheeler, Charles Wilkinson, and Michelle Wysong

Following the Pledge of Allegiance, the following were the items of business and discussion.

**ANNOUNCEMENT** - Mr. Pyo asked the board and participants of the public meeting to render a moment of silence for the family of Jim Lenz. Jim was a long-time employee of the Penn Cambria School District, since 2005.

*Moment of silence*

### **HEARING OF VISITORS**

Charles Wilkinson questioned the Board of Directors on the requirements of wearing masks and maintaining proper distancing on buses, in hallways, cafeterias, and classrooms.

Anthony Kittell inquired about the mechanics of the Health and Safety Plan, which included: screening of the students, policies for students that show up sick, the district's planned enforcement of social distancing and mask wearing and how they will handle those that refuse, the number of faculty and staff over the age of 55 and, of that group, how many have underlying health conditions that put them at a higher risk, the number of staff with a family member or close associate that is at risk, and who will be informed if positive cases do occur within the walls of the school district.

William Marshall, Superintendent, informed the guest speakers that all information will be in the Health and Safety Plan as it is released. The plan is focused on the health, safety, and welfare of everyone in the Penn Cambria family; the students, faculty, staff, and bus drivers. This plan considered all of those individuals and it is a plan in progress. What is adopted tonight could be antiquated tomorrow, based on the Governor's, CDC's, and the Department of Health's guidelines. The plan really considered everything.

### **APPROVAL OF MINUTES**

A motion was offered by Miss Pyo, seconded by Mr. Krug, and approved unanimously by voice aye vote, to accept the following resolution:

**RESOLVED:** That the minutes of the regular meeting held June 16, 2020, be approved as recorded in the copies mailed to the Board prior to this meeting.

### **SOLICITOR'S REPORT**

Ms. Krystal Edwards updated the Board of Directors regarding COVID-19. The CDC released new guidance on July 23<sup>rd</sup> and the Secretary of Health, Dr. Levine, stated that there will be additional guidance within the next 6 weeks from the CDC for the state level. She mentioned that the requirements are constantly changing, and adjustments will be made as needed. She also reminded the Board of Directors to keep in mind the changes under Title IX that were issued as described in the Education Law Report that was distributed last week.

### **SUPERINTENDENT'S RECOMMENDATIONS**

A motion was offered by Mr. Albright, seconded by Mrs. Guzic, and approved unanimously by voice aye vote, to accept the following resolution:

**RESOLVED:** That the Superintendent's recommendations be approved as follows:

#### **A. PERSONNEL ACTIONS**

##### **APPROVE APPOINTMENTS, EFFECTIVE IMMEDIATELY**

Matt Gueguen, Volunteer Varsity Football Coach

Lucas Rosemas, Volunteer Boys Soccer Coach

Todd Bennett, from IU08 Substitute to Substitute Teacher

Erika Link, Substitute Aide

##### **APPROVE EXTRA DUTY PC CYBER ACADEMY MENTORS, EFFECTIVE IMMEDIATELY**

Robert Speicher, Grades 6-12

Nicole Stohon, Grades K-5

Amy Walters, Grades K-12

##### **ACCEPT RESIGNATIONS**

Francis Bednarski, Van Driver, effective May 28, 2020

John Bianconi, Middle School Health and Physical Education Teacher, effective July 21, 2020

Sarah Stanley, High School Aide, effective June 15, 2020

Caleb Yahner, Middle School Custodian, effective July 31, 2020

Jordyn Platt, IU08 Substitute, effective July 13, 2020

Tracy Teno, IU08 Substitute, effective July 13, 2020

Patrick McKinney, Assistant Varsity Football Coach, effective July 7, 2020

Randall Beers, Varsity Football Volunteer, effective immediately

Perry Tsikalas, Junior High Football Volunteer, effective immediately

**ACCEPT RETIREMENT**

Catherine Davison, Intermediate School Food Service Worker, effective August 3, 2020, after 29+ years of service

**B. APPROVE STUDENT HANDBOOKS FOR THE 2020-2021 SCHOOL YEAR**

**NEW BUSINESS**

A motion was offered by Mr. Monica, seconded by Mr. McCarthy, and approved unanimously by voice aye vote, to accept the following resolution:

**COVID-19 DECLARED AS AN EMERGENCY**

**RESOLVED:** That the Board of Directors hereby approve a resolution that the Penn Cambria School District finds and declares that the COVID-19 pandemic is an emergency within the meaning of Section 520.1 of the Pennsylvania School Code. *Mr. Marshall noted that this resolution will allow the District to modify the 990 hours of instruction in the secondary schools, 900 hours of instruction in the elementary schools, and the 180-day requirement for days in session. (See Addendum "A")*

**Mr. Marshall**, Superintendent, informed the Board of Directors on the district wide priorities that the pandemic response team considered when developing the Health and Safety Plan. First of all, the District is planning for a total re-opening for all students and staff, with the availability of a cyber option through the Penn Cambria Cyber Academy. Plans for total re-opening include:

- modifying arrival times to buildings,
- increasing the number of entrances with faculty assigned to monitor them,
- propping entrances open to decrease high touch points,
- obtaining breakfast via grab and go,
- students reporting directly to their homerooms in lieu of high-density areas,
- maintaining 6-foot social distancing to allow for the removal of masks,
- extending the time between class changes to 10 to 12 minutes to allow for social distancing as 990 hours is no longer a requirement,
- training students on how to effectively move through the halls with social distancing practices in place,
- extending lunch times so students can safely remain six feet apart as they move through the buildings,
- reviewing classroom settings to allow 6-foot social distancing in the classes. In instances where that cannot be achieved, alternate sites for classrooms will be made available,
- collaboration between teachers in every building to develop a schedule to allow for frequent classroom breaks and restroom breaks; this will ensure that there is only one classroom at a time in those locations,
- encouraging the opening of classroom windows and doors when the weather permits to allow for maximum ventilation, which is one of the best ways to combat COVID-19 from what CDC guidelines suggested,
- adjusting the custodial staff hours (eliminating third shift for custodians in lieu of first shift and modified first shift) to allow for complete cleaning and fogging of buildings immediately after dismissal,
- focusing on mental health of all of the students, faculty, and staff; Carrie Conrad, Director of Special Education, and Courtney Kuncelman, School Psychologist, are developing age-appropriate mini lessons that we will be utilized to help facilitate discussions with the students about their mental well-being and the new normal practices and procedures,
- providing a quarantine room in every building for faculty, staff, and/or students that may exhibit symptoms while they are at school,
- distributing mailers from each principal to all families in their building which outline the specifics of the plan for that individual building,
- and disconnection of all water fountains and purchasing of water bottle filling stations so individuals can effectively fill their own water bottle without touching anything; students, faculty, and staff are encouraged to bring their own containers.

The goal is to create social distancing opportunities, so while the students are in the classroom, the students and staff will not be required to wear a mask. This is according to the current mandate and can change at any time.

**Mr. Smorto**, Elementary Principal, summarized the Health and Safety Plan for the reintegration of elementary students into school:

- Changing 3rd and 4th grade from being departmentalized to self-contained; this will decrease the amount of transitions throughout the day and will also allow students to form a closer bond and learn structure from one teacher rather than multiple ones.
- Guided Reading for 1st and 2nd grade will be implemented in the homerooms instead of switching classes.
- Second Step Social Emotional Program will be implemented one day a week and will focus on improving emotional management, situational awareness, and academic achievement; some target areas of the program are: focusing attention, following directions, feelings, handling anger, and staying on task.
- Scheduled restroom breaks for each of the classes so they are not congregating at one time near the restrooms; when students are using the restroom, classroom teachers will use frequent reminders to wash hands.
- The Nurse or Health Room Assistants will be coordinating handwashing lessons with the teachers during the first week of school.
- Posters will be visible throughout the school focusing on reminders for good hygiene and social distancing.
- Remain 6 feet apart when traveling in the hallway and utilize the right side when walking.
- No students will be sharing lockers; at the end of the day the teachers will dismiss their students in a staggered manner so students will be able to maintain appropriate distance between one another.
- Desks will be arranged according to the district/PDE recommendations for social distancing; students will not face each other and will have ample amount of space between them.
  - Classrooms with all tables were replaced with individual desks.
- Students will not be able to use recess equipment; there will only be one class at a time allowed in certain areas for recess.
  - Students will be required to wash hands before and after recess.
  - Recommendations for activities are: sidewalk chalk for each individual student, dance party with portable speaker, walks, created obstacle courses
- Extra tables will be set up during lunch time at PCP and PCPP in the cafeteria, and on the stage area at PCI; these additions will allow for appropriate social distancing and one-way seating.
  - Extra garbage cans will be used and spaced apart to decrease congregation in one area.
- Students will arrive, walk straight to their classrooms, and put belongings in their lockers in a staggered manner.
- The students will no longer congregate in the cafeterias and line up in their bus lines for dismissal; they will remain in their classrooms and the secretary will call each bus down individually.
- As of now, Back-to-School Nights are only planned for grades K, 1, and 3, since they are transitional grades.
  - Orientations will be face-to-face but will be split up into 3 different time slots; this will average about 6 students per timeslot. The number of adults will be limited to 2 per student.
  - Grades 2 and 4 will have virtual orientations via Zoom. Students will be scheduled throughout the night and parents will RSVP through the website or via phone.
  - PCPP is August 24<sup>th</sup>; PCP and PCI are August 26<sup>th</sup>.
- Any conferences that are scheduled with parents will be conducted virtually or by phone.

Mr. Smorto commended the pandemic response team for a job well done and for working very hard at fine tuning all of the areas that must be taken into consideration. He concluded that the modifications and guidelines that were developed might not be ideal for everyone. However, he is confident that this plan, paired with the district plan, will ensure a safe and healthy return for all students and staff at Penn Cambria Elementary Schools.

**Mr. Harrold**, Middle School Principal, outlined a typical school day for a student in grades 5-8 from start to finish in accordance with the Health and Safety Plan.

- Parents are required to take their child's temperature before school and to use the provided self-screener tool.
  - Child should be kept home if he/she has a temperature of 100.4 degrees or higher.
- Students will not be permitted in the middle school building prior to 7:15AM each day.
- Students who ride a bus to school will be dropped off at the front entrance and enter the middle school through the main entrance.
- Students who are being dropped off will enter the middle school through Exit C located at the far-left end side of the middle school building. Therefore, parents must drop them off in front of the Exit C doors and loop around to exit.

- Students will have the opportunity to get a Grab & Go Breakfast each morning; a breakfast cart will be available as they enter the building, whether it is through the Main Entrance or Exit C.
- All students will immediately report to their homeroom once they have entered the middle school building.
- Students who choose to get a Grab & Go Breakfast will take and eat it in their homeroom.
- Students will walk in single file lines on the right side of the hallway and socially distance themselves as they walk to and from classrooms.
- Students will NOT need to carry a hall pass to and from classrooms, restrooms, etc.
- The middle school will operate on a modified block schedule as the 2020-2021 school year begins. On ODD days, students will have periods 1, 3, 5, and 7 for approximately 86 minutes each. On EVEN days, students will have periods 2, 4, 6, and 8 for approximately 86 minutes each.
- All students will eat lunch during 5th period on odd days and 6th period on even days.
- While in class, students will be seated in rows and all students will be facing forward.
- Students are encouraged to bring their own school supplies to limit sharing of supplies.
  - A list of what students need for each class is posted on the Middle School Web Page. To access this list, visit [www.pcam.org](http://www.pcam.org) and click the School tab at the top to be directed to the middle school web page. The list is under “Materials/Items needed for classes 2020-2021.”
- Students are encouraged to bring their own water bottle each day since the water fountains will NOT be in use. Water bottle filling stations will be available.
- Hand sanitizer and cleaning supplies will be available in all classrooms.
- Class dismissal times will be staggered to limit the number of students in the hallways and at their lockers.
- Scheduled restroom breaks will be held in all classes, so students can wash their hands regularly throughout the day.
- Students will not participate in labs, activities, etc. where they cannot socially distance themselves from others.
- Each grade level will be evenly split into two groups; one group will eat in the BIG cafeteria and the other group will eat in the SMALL cafeteria.
- All lunch products will be disposable.
- Lunch tables will be cleaned and wiped before and after each lunch.
- Students will have PE class and free time outside, every day, as much as possible.
- Student dismissal will be staggered so all students are not walking the halls at the same time.
- Students who ride a bus will exit through the main doors or out Exit F (far right of the front of the building).
- Students who are getting picked up will dismiss through Exit B doors (located on left side of the building).
- No bus passes will be issued; all students must ride the bus/van that was assigned to them or be picked up at the school by an adult.

**Mrs. Kalwanaski**, High School Principal, updated the Board of Directors on the changes that will take place at the high school for this upcoming school year:

- Students will enter the building in the morning at one of the three different entrances, depending on how and where they arrive at school.
  - Students that drive to school will enter through door Q in the back of the building.
  - Students who are dropped off in the lower half of the parking lot (towards the Pre-Primary building) by bus will enter door A.
  - Students who are dropped off by their parents/guardians in the drop off zone or by their bus in the upper half of the parking lot (above 5<sup>th</sup> street entrance) will enter the building using door B (by the library).
- When students enter the building, they will get their grab and go breakfast if they choose, go to their locker, and report immediately to their assigned homeroom.
- Students will be seated socially distant from one another and face the same direction while in the cafeteria.
- Students will alternate eating lunches in an assigned classroom or in the cafeteria.
- Desks will be added to the cafeteria to allow for additional rows.
- Disposable trays and utensils will be used in all the lunches.
- Classrooms will alternate dismissals to lunch, to prevent all the student congregating in the halls and the lunch line.
- During classroom transitions, students will be walking single file, using the right side of the hallway, staggering transition times to allow less students in the hall. For students that need to change floors, the first and third set of stairs will be used to go up, while the middle or second set of stairs will be used to go down.

- Bathroom break schedules will be assigned that will utilize bathrooms throughout the building; this will minimize congregation in the bathrooms and teachers will have a chance to encourage better handwashing skills.
- Physical Education is going to be encouraged to be outside and limited from doing activities that multiple students are touching the same piece of equipment.
- Early Childhood course for quarter one will not have preschool students in the building this year. The course is still going to run, and students will still learn the assigned content. In coordination with Mr. Smorto, the students will ZOOM into different elementary buildings to give the high school students the opportunity to display their skills.
- Science courses are being evaluated to avoid the group settings in labs.
- Band and Chorus are being evaluated to ensure that there are safe practices in those areas as well.

**Mr. Harrold** noted that the reason for the middle school going to a block schedule is to reduce the number of transitions in the hallways, which can typically be eight or nine times a day; the block schedule will limit that movement from class to class to four times a day.

**Mr. Marshall** added that Use of Facility requests for outside organizations will no longer be approved. In order to effectively clean all of the buildings, the custodians will need access to those areas from three until seven PM. In addition, tables are going to be added to those multipurpose rooms (cafeterias/gymnasiums) where they had not been used in the past.

He also mentioned that community members have asked if the track will remain open. All students will be supervised if they are in the track area. The District's intent is to keep the track open to the public; it is a space that many community members use because they are able to social distance themselves, get some exercise, and be outside.

A motion was offered by Mr. Sheehan, seconded by Miss Pyo, and approved unanimously by voice aye vote, to accept the following resolution:

**HEALTH AND SAFETY PLAN**

**RESOLVED:** That the Board of Directors hereby approve the Penn Cambria School District Health and Safety Plan. (*See Addendum "B"*)

A motion was offered by Mr. Krug, seconded by Mr. Albright, and approved unanimously by voice aye vote, to accept the following resolution:

**RETURN TO ATHLETICS / EXTRA-CURRICULAR HEALTH AND SAFETY PLAN**

**RESOLVED:** That the Board of Directors hereby approve the revised Return to Athletics/Extra-Curricular Health and Safety Plan. (*See Addendum "C"*)

A motion was offered by Mr. McCarthy, seconded by Mrs. Guzic, and approved unanimously by voice aye vote, to accept the following resolutions:

**INTERMEDIATE SCHOOL TARGETED SCHOOL IMPROVEMENT (TSI) PLAN**

**RESOLVED:** That the Board of Directors hereby approve the Penn Cambria Intermediate School Targeted School Improvement Plan. (*See Addendum "D"*)

**IU08 PRESCHOOL CLASS**

**RESOLVED:** That the Board of Directors approve renewal of lease for classroom space for the Appalachia Intermediate Unit 8 (IU08) Preschool Class at Penn Cambria Pre-Primary for the 2020-2021 school year at the annual sum of \$4,500.

**FITNESS CENTER COORDINATORS**

**RESOLVED:** That the Board of Directors approve the following as Fitness Center Coordinators:

<b>NAME</b>	<b>DATE</b>	<b>STIPEND</b>
James Ronan	August 1, 2020 – November 1, 2020	\$1,500
Joshua Himmer	November 1, 2020 – February 1, 2021	\$1,500
Nicholas Felus	February 1, 2021 – May 1, 2021	\$1,500
Nicholas Wanyo	May 1, 2021 – August 1, 2021	\$1,500

A motion was offered by Mr. Albright, seconded by Miss Pyo, and approved unanimously by voice aye vote, to accept the following resolution:

**AWARD BID**

**RESOLVED:** That the Board of Directors award the bid for the purchase of computers and related equipment for the 2020-21 fiscal year as follows:

Equipment Description	Low Bidder	Unit Cost
HP EliteBook 850 G6 Laptop or Equivalent	Link Computer - Bellwood, PA	\$1,097.50
HP Docking Station and Related Peripherals (Or Equivalent)	Link Computer - Bellwood, PA	\$366.00
Lenovo Laptop (or Equivalent)	MVATION Worldwide Inc. – Glen Cove, NY	\$262.96
30-Bay Charging Cart (or Equivalent)	MVATION Worldwide Inc. – Glen Cove, NY	\$510.00

On behalf of the Board, Mr. Pyo thanked all the administrators, faculty, and key members that participated in developing the safety plan. He noted that there is no doubt that a lot of work went into this plan and there could possibly be many adjustments before the school season starts.

**HEARING OF VISITORS**

Mr. Kittell thanked the principals for their efforts and the staff that contributed to the Health and Safety Plan. He also posed further questions and expressed additional concerns regarding the upcoming school year.

Mrs. Black, Director of Curriculum and Instruction/Technology Coach, responded that the school district will follow the recommendations from the Pennsylvania Department of Health.

Mr. Kittell made further inquiries regarding steps to be taken if a student is waiting on a COVID-19 test; asking if the student transitions to cyber school or if packets of work will be sent home.

Mr. Marshall replied that in the plan, the district may have to go from yellow to red based on contact tracing from the Department of Health. As far as quarantine students, the Superintendent has the ability to offer homebound instruction, which is instruction taught by PCSD teachers. A plan is being developed for those quarantine students; they would remain full time students at the district, but their instruction would be delivered virtually during that quarantine period.

Mr. Kittell also posed questions about substitutes, especially those who substitute at multiple districts, coming into the district; what type of tracking is in place if Penn Cambria gets contacted that the substitute was in a classroom of a suspected COVID case.

Mr. Marshall responded that the district is still waiting on that guidance, in addition to guidance on how to handle those that refuse to wear masks. There are no answers yet. The district has been told that guidance is coming as the start of school approaches. The expectations will be the same for all school districts, it will not be a locally controlled decision. The district is waiting to get those specific details.

Mr. Kittell stated that with the challenges of hiring substitutes, students are possibly going to miss out on their special courses.

Mrs. Black mentioned that the district has faced a substitute shortage for years. The teachers have already been covering for each other as needed. The district is exploring options for trying to add additional substitutes to the list.

Mr. Kittell also inquired about notifications with COVID-19 cases and HIPAA Laws.

Attorney Edwards retorted that with the contact tracing, health officials tell the district who needs notified and that names will not be provided when making those notifications. Regarding privacy rights during a national pandemic, the HIPAA laws are not the same.

Mr. Kittell questioned if information will be coming soon with regards to the cyber school option.

Mrs. Black replied that the cyber academy student handbook will be published online tomorrow for families. Q and A sessions will be offered for any interested families. There are two sessions this week for grades K through 5 and two sessions available for grades 6 through 12. Families that are interested are asked to notify the building principal or Mrs. Black and the zoom link for those meetings will be sent to them. Those meetings will basically answer questions that remain after everyone reviews the cyber academy handbook. Flyers with dates for those sessions are posted on the Penn Cambria website. Individual intake sessions will be scheduled after the Q and A sessions for interested families the week of August 17.

Mr. Kittell commented on directing parents to monitor their children; he believes that it will not work. He mentioned that there are parents that send their kids to school when they are sick.

Mr. Pyo thanked Mr. Kittell and noted that all the information that parents, students, faculty, and staff may need to reference regarding the upcoming school year will be available on the Penn Cambria website.

#### **ANNOUNCEMENT**

William Marshall, Superintendent, announced that if the current orders remain in effect, the August 11, 2020 Committee of the Whole meeting will be canceled and the August 18, 2020 committee and voting meeting will be conducted in the same manner as this evening.

#### **ADJOURNMENT**

A motion was offered by Mrs. Guzic, seconded by Miss Pyo, and approved unanimously by voice aye vote, to accept the following resolution:

**RESOLVED:** That there being no further business, this meeting is adjourned at 8:08 P.M.