

**SHARPSVILLE AREA SCHOOL DISTRICT**  
**Special Meeting**  
**December 21, 2020**

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The special meeting of the Sharpsville Area School Board was held virtually on Monday, December 21, 2020, at 4:00 p.m. with President Jerry Trontel presiding. The following members were present: Ron Barnes, Darla Grandy, Nicholas Hanahan, Michael Lenzi, Janice Raykie, Mary Sternthal, Joseph Toth, and Jerry Trontel. Deanna Thomas was absent.

Also virtually present were Superintendent John Vannoy, Business Manager/Board Secretary Jaime Roberts, and Solicitor Robert Tesone. There were no guests.

**ADOPTION OF THE AGENDA**

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There was a motion by Mr. Hanahan, seconded by Mrs. Grandy, to approve the meeting agenda.

Motion carried.

**PERSONNEL REPORT**

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Chairperson Janice Raykie recommended the following action:

**COMPENSATION ADJUSTMENT**

There was a motion by Mrs. Raykie, seconded by Mr. Barnes, to adjust the compensation of Aaron Meardith, Assistant to the Technology Integrator/Data Specialist to the rate of \$50,000 effective January 1, 2021 and approve the job description, the same being attached to and a part of these minutes.

Approved: Barnes, Grandy, Hanahan, Lenzi, Raykie, Sternthal, and Trontel

Opposed: Toth

Motion Carried.

**ELIMINATION OF SPONSOR AND ADVISOR POSITIONS**

There was a motion by Mrs. Raykie, seconded by Mr. Hanahan, to approve the elimination of the following Sponsor and Advisor positions effective January 1, 2021:

1. Webmaster
2. Social Media Advisor

Approved: Barnes, Grandy, Hanahan, Lenzi, Raykie, Sternthal, Toth, and Trontel

Opposed: None

Motion Carried.

*Mrs. Grandy left the meeting at 4:30 p.m.*

#### **SOLICITOR'S REPORT**

Mr. Tesone reviewed the recent assessment appeal for the property owned by Dean Dairy.

There was a motion by Mr. Trontel, seconded by Mr. Hanahan, to authorize the Solicitor to work with an appraiser to evaluate the property assessment value used in the reassessment appeal, and if significant discrepancies exist, authorize the Solicitor to work with the Superintendent and Business Manager to file an appeal in a timely manner.

Approved: Barnes, Hanahan, Lenzi, Raykie, Sternthal, Toth, and Trontel

Opposed: None

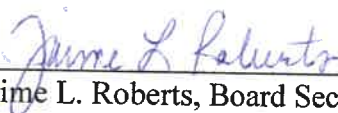
Motion Carried.

#### **ADJOURNMENT**

There was a motion by Mrs. Raykie, seconded by Mrs. Sternthal, to adjourn the meeting.

Motion Carried.

The meeting adjourned at 4:38 p.m.

  
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Jaime L. Roberts, Board Secretary



SHARPSVILLE AREA SCHOOL DISTRICT  
1 BLUE DEVIL WAY  
SHARPSVILLE, PA 16150  
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**SHARPSVILLE AREA SCHOOL DISTRICT  
JOB DESCRIPTION**

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**Position Title:** Assistant to the Technology Integrator/Data Specialist

**Position Summary:** Reports directly to Technology Integrator/Data Specialist

**Qualifications:**

*Education/Experience:*

- High School Diploma required
- Some College experience preferred

*Skills/Knowledge/Abilities:*

- Strong computer skills required including a proficiency in Microsoft Office and the Google platform

**Functions/Duties/Responsibilities:**

*Primary:*

- Manage technology support requests
- Assist and troubleshoot with instructional staff on software issues
- Engage in Professional development opportunities and train District staff when necessary
- Responsible for daily and long term maintenance of all computer related hardware including printers, monitors, etc.
- Trouble shoot and maintain existing labs, classrooms, library, office computers, media center and chromebooks
- Responsible for trouble shooting software issues and conflict resolution
- Responsible for upgrading operating system and application software as needed, including Microsoft Windows, Microsoft Office and virus signatures as well as the Google Suite
- Responsible for ordering, stocking and replacing computer supplies such as: parts, media, consumables, etc.
- Responsible for receiving, resolving and tracking issues regarding repair and chronic problems.
- Assist with inventory of hardware, software and supplies
- Responsible for routine maintenance of the district's website and social media platforms
- Responsible for maintenance of individual, local and global users accounts
- Assist in training of various personnel on an as needed basis
- Other duties as assigned by the Technology Integrator/Data Specialist

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*Secondary:*

- Other duties as assigned by the Technology Integrator/Data Specialist or Superintendent.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform other duties as assigned.

*Physical:*

- Ability to stand, bend, stoop, sit, lift, reach, communicate (vision, hearing, and speech), carry or convey sufficient weight to safely and effectively carry out functions, duties, and responsibilities.
- Ability to independently ambulate in and around school buildings,
- Ability to travel to and from assigned work locations without employer support.
- Lift and/or move a minimum of 25 pounds.

**Terms of Employment:**

- Twelve-month employee
- Benefits as defined in the Administrative Assistant Compensation Plan
- 8 hour work day which may be modified by the Superintendent
- Work year shall be from July 1 thru June 30.

**This job description may be updated and/or altered at the sole discretion of the employer**