

**RINGGOLD SCHOOL DISTRICT**  
400 Main Street  
New Eagle, PA 15067

**Regular Ringgold Board of School Directors' Meeting**

**Wednesday, February 19, 2020**

**I. CALL TO ORDER**

The Regular Meeting of the Ringgold Board of School Directors, for General Purposes, was held in the Administration Building, 400 Main Street, New Eagle, PA 15067 at 7:05 P.M. Notices of this meeting were sent to all Board Members and it was properly posted and advertised. The meeting was called to order by President William Stein Jr. and the following Board Members were present to the call of the roll.

**II. ROLL CALL**

President  
First Vice President

Mr. William C. Stein, Jr.  
Mr. James R. Dodd  
Ms. Harley Bobnar  
Mr. Jason H. Gerard  
Mr. Gene R. Kennedy  
Mr. Lawrence L. Mauro  
Mrs. Maureen A. Ott

**Absent**

Board Member  
Board Member

Mrs. Sherrie L. Garry  
Mrs. Carol Flament

**Also Present**

Superintendent  
Board Secretary  
and also  
Director of Operations  
& Financial Services  
Solicitor  
Recording Secretary

Ms. Megan Marie Van Fossan  
Mr. Randall S. Skrinjorich

Mr. Timothy R. Berggren  
Mr. Anthony Piscioneri

**III. SUPERINTENDENT'S REPORT – MS. VAN FOSSAN**

-Jim Summerville from PSBA came to present certificates and plaques to four board members for their years of service.

Lawrence Mauro 28 years  
William Stein 16 years  
Gene Kennedy 8 Years  
Carol Flament 8 Years

\*At this time Lawrence Mauro left the board meeting and was no longer present.

-Ms. Van Fossan took time to also honor a few staff members that went above and beyond during emergency situations at their school.

Rosalyn Malarbi  
Robyn Hoover

-Next the following staff members were honored for their efforts towards the Advance Science and Technology Grant

Dave Kostelnik  
Greg Locy  
Dave Molisee  
Jonathan Boscan

-The final staff recognition was in regards to their efforts towards donations for their schools.

Rachel Lint	Susan Culyba
Kathleen Moranelli	Sarah Lesko
Jan Zenobi	Dave Petrosky
Ross Ference	Lindsay Schaffer
Kelli Dellarose	Angela Walsh
Kim Lemal	Ashli Gilbert
Cindy Wood	Alice Prentice
Kristen Scalise	Chelsey Bowker
Melissa Trilli	Janice Zurenski
Nicole Cardis	Donna Vaccari
Megan Tomlinson	Dana Hadsell
Rose Crompton	Leah Augustine
Starsha Malik	Dawn McPherson
Kelly Sherbondy	

-Ms. Van Fossan presented Randall Skrinjorich his PASBO Certificate:

Randy Skrinjorich, Director of Operations and Financial Services has been approved for renewal status as a Pennsylvania Certified School Business Administrator (PCSBA) by the Board of Directors of the Pennsylvania Association of School Business Officials (PASBO).

-Ms. Van Fossan then announced that the annual IU Convention will be held on Tuesday, March 24<sup>th</sup> at the Hilton Garden Inn, Southpointe.

**IV. SECRETARY'S REPORT**

No Report

**V. APPROVAL OF MINUTES**

The Board, by a unanimous voice vote of the six members present, approved a motion by Mr. Kennedy, seconded by Mr. Dodd, to accept the following minutes as presented:

- A. **Regular Board Meeting of Wednesday, January 15, 2020**
- B. **Special Board Meeting of Thursday, January 30, 2020**

**VI. MON VALLEY CAREER AND TECHNOLOGY CENTER REPORT - MR. KENNEDY**

No Report

**VII. INTERMEDIATE UNIT I REPORT - MRS. OTT**

- A. The Board, by a unanimous vote to the call of the roll of the six members present, approved a motion by Mrs. Ott, seconded by Mr. Kennedy, accepting the 2020-2021 Intermediate Unit 1 Budget in the amount of \$549,522.00 with no increase over last year's budget. Ringgold's share of the budget will be \$29,627.95 (a decrease of \$30.54).

**VIII. SHASDA REPORT - MRS. OTT**

Student Forum will be held at South Park High School on Tuesday, March 3, 2020 at 5 p.m.

**IX. PSBA REPORT - MRS. OTT**

- Advocacy Day is March 23, 2020
- Sectional Meetings are your opportunity to learn and network with other members. Experts and district practitioners will present on topics such as school safety and security, insider legislative updates, and crisis communications. The meeting in this area is on April 7, 2020 from 6 - 8 p.m. at Washington School District.

**X. SOLICITOR'S REPORT - MR. BERGGREN**

Mr. Berggren stated that he had nothing to report publicly.

**XI. PRESIDENT'S REPORT - MR. STEIN**

Mr. Stein announced that the Board met in Executive Session prior to tonight's meeting, to discuss the following:

- A. **Personnel (hiring and assignments)**
- B. **Student Discipline**
- C. **Received Legal Counsel & Information**

**XII. VISITORS' REQUESTS TO ADDRESS THE BOARD**

**Rodrick Wilson** of Donora, PA – **Topic:** Mr. Wilson showed appreciation for the building administration and how they helped his son. He attended one of the track events and would like to see some money go to the jersey's for the track athletes.

**Amy Loris** of Finleyville, PA – **Topic:** Ms. Loris came to speak in regards to the Metro Basketball Program in the area and would like Ringgold School District and the Metro Basketball Program to work together to embrace our youth.

**XI. COMMITTEE REPORTS**

**A. Business And Financial Services - Chairperson: Mrs. Flament - Co-chairpersons: Ms. Bobnar, Mr. Gerard and Mrs. Ott**

**1. Treasurer's Reports**

The Board, by a unanimous voice vote of the six members present, approved a motion by Ms. Bobnar, seconded by Mr. Kennedy, to accept the Treasurer's Reports as presented. A copy of the Treasurer's Reports can be found in the Appendix of these Minutes on pages 38241-38247

**2. Payment of Bills**

The Board, by a unanimous vote to the call of the roll of the six members present, approved a motion by Ms. Bobnar, seconded by Mr. Kennedy, to accept the Bills as presented. A copy of the Bills can be found in the Appendix of these Minutes on pages 38248-38273

**3. Acceptance of a Proposal from ePlus**

The Board, by a unanimous vote to the call of the roll of the six members present, approved a motion by Ms. Bobnar, seconded by Mr. Dodd, to accept a proposal from ePlus for an amount not to exceed \$110,386.74, pursuant to the terms and conditions of the PEPPM contract, for the purchase and installation of Cisco Networking Equipment at all schools, contingent upon eRate funding. Pricing is based on the eRate PEPPM mini-bid.

**4. Payment to GeoMechanics, Inc.**

The Board, by a unanimous vote to the call of the roll of the six members present, approved a motion by Ms. Bobnar, seconded by Mrs. Ott, for payment to GeoMechanics, Inc. in the amount of \$1,164.00 for geotechnical inspection services during the construction phase of the cooling tower project at the Ringgold High School. Payment of invoice #1 will be made from the Capital Reserve Fund.

**5. Payment to East West Manufacturing & Supply Co., Inc.**

The Board, by a unanimous vote to the call of the roll of the six members present, approved a motion by Ms. Bobnar, seconded by Mrs. Ott, for payment to East West Manufacturing & Supply Co., Inc. in the amount of \$89,125.20 for the cooling tower replacement at Ringgold High School. Payment of invoice #1 will be made from the Capital Reserve Fund.

**6. Acceptance of a Proposal from Ford Business Machines, Inc.**

The Board, by a unanimous vote to the call of the roll of the six members present, approved a motion by Ms. Bobnar, seconded by Mrs. Ott, to accept a proposal from Ford Business Machines, Inc. in the amount of \$3,550.00 per month for sixty (60) months to lease five (5) copiers. The copiers will be located at Ringgold Elementary School South (2), Ringgold Middle School (2) and Ringgold Elementary School North (1) and authorizing the Administration to execute all necessary documents pending Solicitor and Administration review. Pricing is based on COSTARS contract #001-032.

**7. Payment to Piccolomini Contractors**

The Board, by a unanimous vote to the call of the roll of the six members present, approved a motion by Ms. Bobnar, seconded by Mrs. Ott, for payment to Piccolomini Contractors, approved by the architects HHSDR, in the amount of \$12,230.22 for the modular classroom and church demolition at Ringgold Elementary School North. Payment of invoice #4 will be made from the Capital Reserve Fund.

**8. Deduct change order from Piccolomini Contractors**

The Board, by a unanimous voice vote of the six members present, approved a motion by Ms. Bobnar, seconded by Mr. Gerard, to accept a deduct change order from Piccolomini Contractors, approved by the architects HHSDR, in the amount of (\$4,375.00) for the modular classroom and church demolition at Ringgold Elementary School North.

**9. Exemption of Real Estate Property Taxes**

The Board, by a unanimous voice vote of the six members present, approved a motion by Ms. Bobnar, seconded by Mr. Kennedy, recognizing the tax exempt status of Parcel ID # 640-003-00-00-0070-00 as certified by the Department of Military and Veterans Affairs as being owned by a disabled American veteran. This tax exempt status is effective beginning in the 2019-2020 school year, and the Administration is directed to refund any tax payments received for this period of time.

**B. Personnel And Administration – Chairperson: Mrs. Ott Co-chairpersons: Mrs. Flament, Mrs. Garry And Mr. Dodd**

**1. Employment of Personnel**

The Board, by a unanimous vote to the call of the roll of the six members present, approved a motion by Mrs. Ott, seconded by Mrs. Bobnar, granting permission to employ the following individuals, pending proper documentation:

**Deana Kulbacki** as a full-time Paraprofessional at a rate of \$10.00 per hour effective Thursday, February 20, 2020

**Arianna Nash** as a full-time Paraprofessional at a rate of \$10.00 per hour effective Thursday, February 20, 2020

**Robert Taylor** as a Bus Driver at Ringgold School District effective Thursday, February 20, 2020

**William Gaffey** as a full-time Paraprofessional at a rate of \$10.00 per hour effective Thursday, February 20, 2020

**2. Resignation of Personnel**

The Board, by a unanimous voice vote of the six members present, approved a motion by Mrs. Ott, seconded by Mr. Kennedy, to accept the following resignation:

**Sean Taylor** – English/Language Arts Teacher at Ringgold Middle School.

**3. Additions to the Substitute Rosters**

The Board, by a unanimous voice vote of the six members present, approved a motion by Mrs. Ott, seconded by Mr. Gerard, granting permission to add the following persons to the substitute rosters, pending proper documentation:

**Secretary**

Stephanie Burge  
Sandra Brittain

Finleyville, PA  
New Eagle, PA

**Bus Driver Trainee**

Jeffrey McCullough

Fredericktown, PA

**Cafeteria**

Stephanie Burge  
Sandra Brittain  
Courtnee Snyder

Finleyville, PA  
New Eagle, PA  
Monongahela, PA

**4. Requests to Attend Conference**

The Board, by a unanimous vote to the call of the roll of the six members present, approved a motion by Mrs. Ott, seconded by Mr. Kennedy, granting permission for the following conference request:

<b>Kristen Salamone</b>	<b>AEDY Conference</b> PATTAN Harrisburg
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April 21, 2020  
Harrisburg, PA

<b>TOTAL COST</b>	<b>\$397.10</b>
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**5. Early Retirement Incentive Program for Non-Professional Employees**

The Board, by a unanimous vote to the call of the roll of the six members present, approved a motion by Mrs. Ott, seconded by Mr. Kennedy, to accept an Early Retirement Incentive Program for non-professional employees (District Secretaries, Administrative Assistants, Maintenance Workers and Custodians), contingent upon that individual having at least ten (10) years of service in the Ringgold School District. This retirement incentive would entitle the recipient to a onetime payment of \$5,000.00 or individual health insurance coverage for a period of one (1) year beginning the month following the employee's retirement. Both options are contingent upon the recipient providing an irrevocable letter of retirement to the School District on or before 3:00 p.m. on Thursday, April 30, 2020 with an effective date of the individual's retirement being no later than June 30, 2020.

**6. Early Retirement Incentive Program for Professional Employees**

The Board, by a unanimous vote to the call of the roll of the six members present, approved a motion by Mrs. Ott, seconded by Mr. Dodd, to offer an Early Retirement Incentive Plan to the School District's professional employees offering five annual payments of \$5,000.00 into a qualified Health Retirement Account. Please see attached Incentive plan (Appendix A).

**7. Permission to utilize the Breathe PA Programs**

The Board, by a unanimous voice vote of the six members present, approved a motion by Mrs. Ott, seconded by Mr. Kennedy, to utilize the Breathe PA Program. This is a free program to students and staff of the Ringgold School District.

**8. Permission to add Eddie the Eagle Program**

The Board, by a unanimous voice vote of the six members present, approved a motion by Mrs. Ott, seconded by Mr. Dodd, to add the Eddie the Eagle Program as part of the yearly ALICE training for staff, students and community members.

**9. Pre-Kindergarten Summer Program**

**Background** – The Lil Rams Camp Summer Program is scheduled to operate July 27, 2020 through July 30, 2020 Monday - Thursday and August 3, 2020 through August 6, 2020 Monday – Thursday at Ringgold Elementary School South. There is a need to employ five teachers and instructional aides, as needed, to operate the program. Teachers will work four (4) hours per day at a rate per the teachers’ contract and instructional aides will work four (4) hours per their agreement. Teachers and aides will come in one extra day prior for set up. Funds will be taken from Title I 2019-2020.

The Board, by a unanimous voice vote of the six members present, approved a motion by Mrs. Ott, seconded by Mr. Kennedy, granting permission to post the Lil Rams Camp Summer Program positions for 2020.

**10. Extended School Year Program**

**Background** – The Ringgold School district will need 2 teacher positions, 5 Paraprofessional positions and 1 Nurse Position for the Extended School Year Program. There will be two locations this year, secondary located at Ringgold High School and elementary located at Ringgold Elementary School South. The program will run from June 22<sup>nd</sup> to July 9<sup>th</sup>, Monday-Thursday only. Staff will report from 8:30 am to 12:30 pm.

The Board, by a unanimous voice vote of the six members present, approved a motion by Mrs. Ott, seconded by Mr. Kennedy, granting permission to post the Extended School Year Program positions for 2020.

**11. Police Officer and Permission to Petition the Court of Common Pleas**

The Board, by a unanimous voice vote of the six members present, approved a motion by Mrs. Ott, seconded by Mr. Gerard, to add Frank Mysza as a Ringgold School District Police Officer and authorizing and directing the Superintendent and Solicitor to take the action necessary to petition the Court of Common Pleas to have Mr. Mysza appointed as school police officer for the Ringgold School District.



12. **Request for Sabbatical**

The Board, by a unanimous voice vote of the six members present, approved a motion by Mrs. Ott, seconded by Mr. Dodd, granting a half year Sabbatical Leave of Absence, as per the Contract, to Rachael Graf, a Family Consumer Science Teacher at Ringgold Middle School for the 2019-2020 2<sup>nd</sup> semester and part of the 2020-2021 1<sup>st</sup> semester school year, and granting a half year Sabbatical Leave of Absence, to Keith Miller, a Social Studies Teacher at Ringgold Middle School for the 2019-2020 2<sup>nd</sup> semester and part of the 2020-2021 1<sup>st</sup> semester school year subject to the Administration's determination of the appropriate dates for the sabbatical.

13. **Resolution Supporting Statewide Charter School Funding Reform**

The Board, by a unanimous voice vote of the six members present, approved a motion by Mrs. Ott, seconded by Mr. Dodd, to adopt the following Resolution Supporting Statewide Charter School Funding Reform.

**RESOLUTION CALLING FOR CHARTER SCHOOL FUNDING REFORM  
BY THE BOARD OF DIRECTORS OF THE RINGGOLD SCHOOL  
DISTRICT**

WHEREAS, the average Pennsylvania school district spends millions of dollars in taxpayer money annually in mandatory payments to brick-and-mortar and cyber charter schools; and these payments are calculated in a manner which requires districts to send more money to charter schools than is needed to operate their programs and places a significant financial burden on districts' resources and taxpayers; and

WHEREAS, the current charter school funding formula was established in 1997 under the state's Charter School Law and has not been changed in the 23 years since it was first created; and the formula for regular education programs is unfair because it is based on a school district's expenditures and not what it actually costs to educate a child in the charter school; and

WHEREAS, the calculation for charter special education tuition is unfair because it is also based on the special education expenditures of the school district rather than the charter school; and although the General Assembly revised the special education funding formula in 2014 to more accurately target special education resources for students identified with high, medium and low needs, this formula was applied only to school districts and not to charter schools; and WHEREAS, because the tuition rate calculations are based on the school district's expenses, they create wide discrepancies in the amount of tuition paid by different districts for the same charter school education and result in drastic overpayments to charter schools; and these discrepancies in tuition rates for regular education students can vary by almost \$13,000 per student and by \$39,000 for special education students; and WHEREAS, the latest data from the PA Department of Education (PDE) shows that in 2017-18, total charter school tuition payments (cyber and brick-and-mortar) were more than \$1.8 billion, with \$519 million of that total paid by districts for tuition to cyber charter schools; and WHEREAS, further analysis of PDE data shows that in 2014-15, school districts paid charter schools more than \$100 million for special education services in excess of what charter schools reported spending on special education; and WHEREAS, the costs of charter schools for school districts continue to grow significantly each year; and on a statewide basis are the most identified source of pressure on school district budgets; and

WHEREAS, the need for significant charter school funding reform is urgent; and school districts are struggling to keep up with growing charter costs and are forced to raise taxes

and cut staffing, programs and services for their own students in order to pay millions of dollars to charter schools. NOW, THEREFORE BE IT RESOLVED that the Ringgold School Board calls upon the General Assembly to meaningfully revise the existing flawed charter school funding systems for regular and special education to ensure that school districts and taxpayers are no longer overpaying these schools or reimbursing for costs the charter schools do not incur. We, along with the Pennsylvania School Boards Association, are advocating for substantial change.

14. **Permission to invite Steel City Gamerz**

The Board, by a unanimous voice vote of the six members present, approved a motion by Mrs. Ott, seconded by Mr. Dodd, granting permission to invite Steel City Gamerz to Ringgold High School for the Life Skills, MDS and Game Design Students. Steel City Gamerz will bring a high-tech mobile trailer that contains seating and equipment for 20 students to “game” together. This will be at no cost to the District.

15. **Student Discipline**

The Board, by a unanimous vote to the call of the roll of the six members present, approved a motion by Mrs. Ott, seconded by Ms. Bobnar, to accept the Agreement reached between the Administration and the Parent(s) of Student “A” whereby Student “A” be admitted into the YES Alternative Education Program beginning no later than Tuesday, February 18, 2020 for up to 45 days.

16. **Motion to authorize the President of the Board of School Directors**

The Board, by a unanimous vote to the call of the roll of the six members present, approved a motion by Mrs. Ott, seconded by Mr. Kennedy, to authorize the President of the Board of School Directors to issue letters as recommended by legal counsel for the School District directing Administrators to take certain actions. Any Administrator receiving such a letter is required to comply with the directives contained in any such letter.

C. **Curriculum, Education & Technology – Chairperson: Mr. Mauro Co-chairpersons: Mrs. Bobnar, Mr. Gerard and Mrs. Garry –**

1. **Proposal for print materials from Great Minds, LLC (Eureka Math)**

The Board, by a unanimous vote to the call of the roll of the six members present, approved a motion by Ms. Bobnar, seconded by Mr. Kennedy, to approve a proposal from Great Minds, LLC. to provide Eureka Math print materials for teachers. The quote from Great Minds, LLC. is \$5,191.68.

**2. Adoption of Curriculum**

The Board, by a unanimous vote to the call of the roll of the six members present, approved a motion by Ms. Bobnar, seconded by Mrs. Ott, to adopt the Eureka Math program for K to 12.

**D. Athletics – Chairperson: Mrs. Garry Co-chairpersons: Mr. Gerard, Mr. Kennedy and Mr. Mauro**

**1. Appointment of A Coach**

The Board, by a unanimous vote to the call of the roll of the six members present, approved a motion by Mr. Gerard, seconded by Mrs. Ott, to appoint the following coach. Coaching appointments are subject to contract documents prepared by the Administration and Solicitor and the individuals are required to sign a contract and Coach's Code of Ethics and Conduct documents as a condition of their employment. All clearances and a drug test are mandatory and have been received. The salary is based on the 2019-2020 Budget.

**Winter Coaches**

1. Girls Basketball

- a. Matt Rowland – 5<sup>th</sup>/6<sup>th</sup> Elementary Basketball Coordinator at a salary of \$1,000.00

**Spring Coaches**

1. Baseball

- a. Jeff Lessman – Head Junior Varsity Coach at a salary of 2,000.00 (contract following the head coach)
- b. Cody Gibson – Volunteer Assistant Coach (annual contract)
- c. Walter Cameron – Volunteer Assistant Coach (annual contract)
- d. David Ray – Volunteer Assistant Coach (annual contract)

2. Softball

- a. Bill Sadler – Volunteer Assistant Coach (annual contract)

3. Track & Field

- a. Rhonda Baertsch – Head Middle School Girls Coach at a salary of \$1,820.70 (annual contract)
- b. Jonathan Boscan – Head Middle School Boys Coach at a salary of \$1,820.70 (annual contract)
- c. Chris Buckley – Assistant Middle School Boys Coach at a salary of \$1,530.00 (annual contract)

**Fall Coach**

1. Boys Soccer

- a. Matt Snyder – Head Varsity Boys Soccer Coach at a salary of \$6,000.00

**D. Health and Nutrition & Safety and Security – Chairperson: Ms. Bobnar Co-chairpersons: Mr. Dodd, Mr. Kennedy and Mrs. Flament**

No Report

**F. Facilities, Planning, and Transportation – Chairperson: Mr. Dodd Co-chairpersons: Mrs. Ott, Mr. Kennedy and Mr. Mauro**

**1. Requests for Use of Facilities**

The Board, by a unanimous voice vote of the six members present, approved a motion by Mr. Dodd, seconded by Mrs. Ott, granting permission for the following use of facilities requests.

**A. RHS Life Skills (Catherine Lutes/Lynne Hawkins)**

- a. Use of the RHS cafeteria seating area for a “Family Night” painting event on Wednesday, February 26, 2020 from 5pm to 8:30pm.
- b. Fees – No fees associated with this usage as the request does not require the presence of custodial or security personnel.

**B. Pennsylvania Game Commission (Greg Locy)**

- a. Use of RMS cafeteria for a hunter safety class on Saturday, March 21, 2020 from 7:30am until 4pm.
- b. Fees – No fees associated with this usage as the request occurs during normal operating hours and does not require the presence of additional custodial or security personnel.

**C. Ringgold Area Youth Soccer Association (Leigh-Ann Scheponik)**

- a. Use of Joe Montana Stadium for spring soccer games beginning March 29, 2020, and lasting until June 7, 2020.
  - i. Specific dates and times will be coordinated depending upon availability of facilities
- b. Fees – \$30/Hour Custodial; \$20/Hour Security; \$50/Hour Stadium lights (as needed)

**D. Ringgold Area Youth Soccer Association (RAYSA) – Leigh-Ann Scheponik**

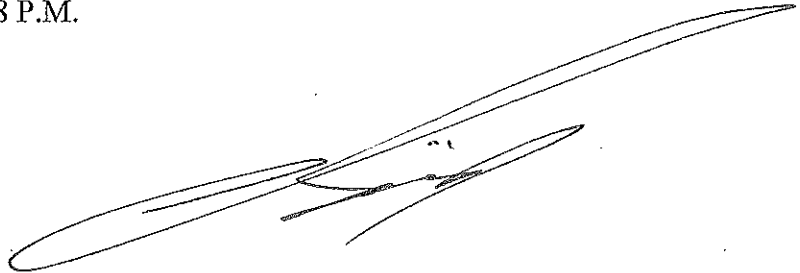
- a. Use of RMS gymnasium for spring soccer pictures on April 15-16, 2020 from 4:45pm to 9pm.
- b. Fees – No fees associated with this usage provided that the request occurs during normal operating hours and does not require the presence of additional custodial or security personnel.

Wednesday, February 19, 2020

**XII. ADJOURNMENT**

The Board, by a unanimous voice vote of the six members present, approved a motion by Mr. Kennedy, seconded by Mr. Gerard, to adjourn.

The Board adjourned at 8:08 P.M.

A handwritten signature in black ink, appearing to read 'Randall S. Skrinjorich', written over a horizontal line.

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**Randall S. Skrinjorich**  
**Secretary of the Board**  
**Ringgold Board of School Directors**

## APPENDIX A

The Board of School Directors of the Ringgold School District is offering an Early Retirement Incentive Program to all qualified professional employees of the School District (collectively referred to herein as "Qualified Employees"). The program will consist of the Ringgold School District making annual payments of \$5,000 into a qualified Health Retirement Account on behalf of the qualified professional employee for a period of five (5) years, being paid in July of each year.

This Early Retirement Incentive Program is offered only to those professional employees who are not presently retired and who are retiring from the Pennsylvania Public School Employees' Retirement System (PSERS) effective on or before the last work day for the School District's professional employees in the 2019-2020 school year, subject to the restrictions stated herein. This Early Retirement Incentive is also subject to the Eligibility Requirements attached hereto, which is made a part of this Early Retirement Incentive Program.

### ELIGIBILITY REQUIREMENTS

In order for a professional employee to be eligible for participation in this Early Retirement Incentive Program and be considered a Qualified Employee, the retiring employee must meet all of the following requirements.

1. The applicant will have completed a total of ten (10) years of full time service in the Ringgold School District as of June 30, 2020. 2. Applicants must be at step 16 or higher of the Salary Schedule for the 2019-2020 school year under the collective bargaining agreement between the Ringgold School District and the Ringgold Education Association.
3. The applicant must retire from the Ringgold School District and the Pennsylvania Public School Employees' Retirement System (PSERS) effective on or before the last work day for the School District's professional employees in the 2019-2020 school year. This Early Retirement Incentive is not offered to any person whose retirement is effective later than the last work day for the School District's professional employees in the 2019-2020 school year.
4. The applicant is not subject to permanent disability retirement.
5. The applicant is not presently retired from the Ringgold School District.
6. The applicant must file an official irrevocable written letter of retirement according to the terms of this Early Retirement Incentive Plan with the Superintendent of Schools no later than 3:00 p.m. on Thursday, April 30, 2020. This letter of retirement must specify that the applicant is requesting to participate in this Early Retirement Incentive Plan, as well as the effective date of their retirement. An applicant will not be eligible to retire under this Early Retirement Incentive if their letter of retirement is not received as provided for herein.