

**MONTOURSVILLE AREA SCHOOL DISTRICT
AGENDA FOR SCHOOL BOARD MEETING
May 10, 2016**

I. Roll Call

II. Flag Salute

III. Approve Minutes of Previous Meetings

April 12, 2016 – Regular Meeting

April 26, 2016 – Work Session

IV. Recognition/Awards/Presentations (15 minutes)

V. Prior Presentation Period (5 minutes/person)

The following individual(s) have submitted written requests to address the Board:

Pastor Owen White from the Twin Hills Church of the Nazarene

Public Comment Regarding Agenda Items (3 minutes/person)

Speaker should state their name, address, and identify the specific agenda item they wish to comment on.

VI. Action Items

A. Finance:

1. Treasurer's Report

- a. General Fund
- b. Cafeteria Fund

2. Inter-fund Transfers – None

3. Approve Bills for Payment

a. General Fund (Attached)

Approve list of bills per attached list:

Amounts paid since last meeting	\$	576,033.48
Amounts paid from Liquid Asset Account	\$	2,074,574.70
Amounts to be paid at this meeting	\$	<u>411,950.60</u>
Total	\$	3,062,558.78

b. Cafeteria Fund (Attached)

Approve list of bills per attached list:

Amounts paid since last meeting	\$	73,602.27
Amounts to be paid at this meeting	\$	<u>0.00</u>
Total.....	\$	73,602.27

c. Capital Project Fund (Attached)

Approve list of bills per attached list:

Amounts paid since last meeting	\$	2,130.61
Amounts to be paid at this meeting	\$	<u>1,310,775.52</u>
Total	\$	1,312,906.13

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VI. Action Items

B. Report of Superintendent

1. Personnel Matters

- a. Request board approval for the following **resignation** from a member of the support staff:

Colleen Bolton, aide, C.E. McCall Middle School, effective April 29, 2016.

- b. Request board approval for the following **additions** to the support staff:

Linda Platt, cafeteria worker, Loyalsock Valley Elementary School, at an hourly rate of \$8.15, 2.5 hours per day, effective May 11, 2016. (Replacement for **Mildred Hill**)

Loriane Snell, cafeteria worker, Montoursville Area High School, at an hourly rate of \$8.15, 4.5 hours per day, effective May 11, 2016. (Replacement for **Michelle McCracken**)

Teresa Kessler, cafeteria worker, C. E. McCall Middle School, at an hourly rate of \$8.15, 3.5 hours per day, effective May 11, 2016. (Replacement for **Sharon Clees**)

- c. Request board approval for the following **additions** to the substitute teacher list for the 2015-2016 school year:

Courtney Philbin, Grades PK-4, St. Bonaventure University
Daniel Cunningham, Jr, Math 7-12, Lycoming College

- d. Request board approval for the following **additions** to the guest teacher list for the 2015-2016 school year:

Steven Amrom
Dexter Bush
Harriet Villiarimo

- e. Request board approval for the following **salary adjustment** for a member of the coaching staff for the 2016-2017 school year:

JoAnn Reeves, head coach, girls' tennis, at a stipend of \$3,000. (This is an increase of \$1,200)

2. Student Matters

- a. Request board approval for graduation of those members of the senior **class of 2016** who will have met all state and district requirements as of **June 1, 2016** (143 potential graduates as of May 5, 2016). Special dates for the senior class are as follows:

- 1) **Baccalaureate – Thursday, May 26, 2016** at 7:00 PM in the high school auditorium.
- 2) **Commencement & Awards – Thursday, June 2, 2016** at 7:00 PM Memorial Stadium, weather permitting.

3. Curriculum Matters

- a. None

4. Policy Matters

- a. Request board approval of revised policy No 137, **Home Education Programs**, for the second reading. (Attachment VI-B-4a)
- b. Request board approval of revised policy No 808, **Food Services**, for the first reading. (Attachment VI-B-4b)
- c. Request board approval of new policy 827, **Conflict of Interest**, for the first reading. (Attachment VI-B-4c)
- d. Request board approval of new policy 626, **Federal Fiscal Compliance**, for the first reading. (Attachment VI-B-4d)
- e. Request board approval of new policy 626.1, **Travel Reimbursement – Federal Programs**, for the first reading. (Attachment VI-B-4e)

5. Conference Requests

- a. Board Members

Name	Event	Location	Dates	Days	# Students	Expense
None						

2015-2016 Budget for Board Members	=	\$1,000.00
Actual Expenditure (as of 4/30/2016)	=	0
Balance (as of 4/30/2016)	=	\$1,000.00

- b. Festival and/or Tournament Participation

Name	Event	Location	Dates	Days	# Students	Expense to District
Ashley Heckrote	ES Field Trip	Montoursville High School	5/19/2016	1	4	0
Ashley Heckrote	Transition to HS	Montoursville High School	5/13/2016	1	1	0
Ashley Heckrote	Transition to HS	MHS/Mall	5/23/2016	1	1	0
Ashley Heckrote	Transition to HS	MHS/Five Below	5/26/2016	1	1	0

Craig Kurtz	Band/Chorus Recruitment	McCall Middle School	5/12/2016	1	113	0
Craig Kurtz	Native American Artifacts Trip	Montoursville	TBD	1	112	0
Craig Kurtz	Chorus Trip	Presbyterian Church, Montoursville	5/20/2016	1	100	0
Jason Cott	Mystery Tour	Weis Markets, Montoursville	5/18,19,20/2016	3	106	0
Craig Kurtz	Agricultural Mobile Lab	MHS	5/9/2016 to 5/13/2016	5	430	0
Eric Comini	Rage in the Cage	Lycoming Mall	4/23/2016	1	5	\$100.00
Susan Earl	Law Trip	Lycoming County Court House	4/25/2016,4/27/2016,5/6/2016	3	10	0
Cindy Wentzler	Prom Set Up	Williamsport	5/6/2016	1	20	0
Ben Hepburn	State Enviorthon	Susquehanna University	5/24/2016 and 5/25/2016	2	5	0

6. Miscellaneous Matters

- a. Request board approval of the election of Scott W. Konkle as temporary school board president for the purpose of signing his son's high school diploma.
- b. Request board approval for the **addition** of Competitive Spirit to the list of sponsored sports by Montoursville Area School District, at no additional cost.
- c. Consider approval change order in the credit amount of \$701,200.00 to Lobar Inc., the credit amount of \$20,000.00 to Farfield, the credit amount of \$33,578.50 to Silvertip, and add amount of \$20,000.00 to Lecce Electric for not demolishing the existing 1931 stone building and eliminating the District Administration Office addition, as defined in Alternate Bid items GC-18, HC-6, PC-8, and EC-16.
- d. Consider approval change order in the amount of \$33,637.00 to Lobar Inc. for reducing the scope of food service equipment.
- e. Consider approval change order in the credit amount of \$8,339.00 to Lobar Inc. for reducing the scope of work of the stage rigging.
- f. Consider approval change order in the credit amount of \$10,000.00 to Farfield for replacing ball valves with butterfly valves for HVAC isolation valves 2 ½" or larger.
- g. Consider approval Plan con Part 1 for the previously approved change orders exceeding plus or minus \$19,400.00, including associated Plan Con part F revisions.
- h. Consider resubmission of the revised Land Development plans associated with keeping the existing 1931 stone building to the Borough of Montoursville, along with associated fees.

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VI. Action Items

C. Report of the Business Manager

1. Bidding Procedures – Attachment VI-C-1(a)

- (a) Recommend approval of the student transportation proposal from **James A. Campbell** to provide trips between the Montoursville Area School District's buildings and facilities (e.g. high school, middle school, and elementary schools) at a fixed price of \$100.00 per round-trip (one-way trips will be paid at one-half of the round trip rate) and to provide trips (excluding trips among the Montoursville Area School District's buildings and facilities) at a price of \$3.30 per mile with a minimum of \$160.00 per trip and an additional \$20.00 per hour for trips over four hours, both for the period from August 1, 2016 to June 30, 2017.

2. Resolutions, Contracts, and Agreements – Attachment VI-C-2(a)

- (a) Recommend approval of the 2016-2017 **Proposed Final Budget**, which is a work-in-progress budget that will be made available for public inspection in the format prescribed by the Pennsylvania Department of Education no later than twenty (20) days before adoption of the Final Budget, as well as approval to provide public notice of the intent to adopt the **Final Budget** no less than ten (10) days prior to the proposed final budget adoption date, June 14, 2016.

Resolutions, Contracts, and Agreements

- (b) Recommend awarding the Montoursville Area School District's insurance coverage for the commercial package, umbrella, and school leaders' legal liability to **Liberty Mutual Insurance** at a total cost of \$75,876 for the period July 1, 2016 through June 30, 2017. (The premium for 2015-2016 was \$73,413.)

Resolutions, Contracts, and Agreements

- (c) Recommend awarding the Montoursville Area School District's insurance coverage for the workers' compensation to **Pennsylvania Insurance Consortium for Schools (PICS)** at a total cost of \$52,564 for the period July 1, 2016 through June 30, 2017. (The premium for 2015-2016 was \$53,736. Note: The Workers Compensation experience modification changed from 0.9790 to 1.002)

Resolutions, Contracts, and Agreements – Attachment VI-C-2 (g)

- (d) Recommend approval to award the student accident insurance plan to **American Management Advisors, Inc.** for the period August 1, 2016 through July 31, 2017.

All Sports Coverage	\$24,578.00
Voluntary Student Accident – School Time	\$30.00
Voluntary Student Accident – 24 Hour	\$116.00

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Resolutions, Contracts, and Agreements – Attachment VI-C-2 (h)

- (e) Recommend approval of a resolution confirming Montoursville Area School District has entered into an agreement with the **Lycoming County Emergency Management Agency** and the **Lycoming Chapter of the American Red Cross** regarding the use of the school district's buildings and facilities during disaster emergencies.

3. **Requests and Communication – Attachment VI-C-3-(a)**

- (a) Consider a request from Jamie Yonkin, **Montoursville Wrestling**, for use of the C.E. McCall Middle School facilities to conduct an end of season banquet on Sunday, May 22, 2016. (Group 1 – Free)

Requests and Communication – Attachment VI-C-3-(b)

- (b) Consider a request from Tesa McKibben, **All For One Training**, for use of the school district soccer fields to conduct soccer camps during June 2016 and July 2016. (Group 1 – Free)

4. **Miscellaneous Matters**

- (a) Recommend the nomination and election of **George E. Hagemeyer** as Treasurer for the 2016-2017 fiscal year.

Miscellaneous Matters

- (b) Recommend approval of the following bank signatories for school district accounts as listed for the 2016-2017 fiscal year:

Santander Bank General Fund:

- Ronald E. Snell
- William D. McCleary
- Brandy N. Smith
- George E. Hagemeyer

Santander Bank Food Service Fund:

- Ronald E. Snell
- William D. McCleary
- Brandy N. Smith
- George E. Hagemeyer

PSDLAF Payroll Fund:

- Brandy N. Smith
- George E. Hagemeyer

PSDLAF Investment Account:

- Ronald E. Snell
- William D. McCleary
- Brandy N. Smith
- George E. Hagemeyer

PSDLAF Capital Reserve Fund:

- Ronald E. Snell
- William D. McCleary
- Brandy N. Smith
- George E. Hagemeyer

PSDLAF Capital Project Fund:

- Ronald E. Snell
- William D. McCleary
- Brandy N. Smith
- George E. Hagemeyer

PSDLAF Financial Security Account:

- Ronald E. Snell
- William D. McCleary
- Brandy N. Smith
- George E. Hagemeyer

PSDLAF 2016 Bond Proceeds Account:

- Ronald E. Snell
- William D. McCleary
- Brandy N. Smith
- George E. Hagemeyer

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Muncy Bank and Trust Co.
High School Activity Fund:

- Daniel D. Taormina
- Christopher R. King
- Karen McCourt
- Brandy N. Smith

Muncy Bank and Trust Co.
Middle School Activity Fund:

- Jeffrey W. Moore
- Curtis Myers
- Denise M. Schoch
- Brandy N. Smith

Muncy Bank and Trust Co.
Memorial Gardens Care Fund:

- Ronald E. Snell
- William D. McCleary
- Brandy N. Smith
- George E. Hagemeyer

FNB Lockbox Checking:

- Ronald E. Snell
- William D. McCleary
- Brandy N. Smith
- George E. Hagemeyer

Miscellaneous Matters

- (c) Recommend approval of **Santander Bank, Muncy Bank and Trust Co., FNB Bank, Pennsylvania School District Liquid Asset Fund (PSDLAF), and RBC Capital Markets** as bank depositories to be used for checking, savings, and investments of school district funds for the 2016-2017 fiscal year.

Miscellaneous Matters

- (d) Recommend approval of a \$0.10 increase to the school lunch prices effective for the 2016-2017 school term. This increase is required under the "Equity in School Lunch Pricing" provisions (Section 205) of the Healthy, Hunger Free Kids Act.

Proposed Rates:	Lunch
Elementary Schools	\$2.40
Middle School	\$2.55
High School	\$2.55

Miscellaneous Matters

- (e) Recommend affirmation of the approval of the following previously authorized change orders for the renovations and alterations to Montoursville Area High School:

GC-1 Revise general condition requirements	\$23,200 decrease
GC-2 Repair steel beam in boys' locker room	\$9,961 increase
GC-3 Winterization for in place construction	\$56,063 increase
GC-4 Winterization for in place construction	\$54,060 increase
GC-5 Provide quartz tile flooring in lieu of terrazzo	\$418,806 decrease
MC-1 Eliminate return air duct (plenum return)	\$19,000 decrease
PC-1 Relocate water lines in maintenance building	\$939 increase
PC-1 Revise gas piping in Area E	\$3,523 increase

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VII. Reports of Committees:

- (a) Buildings & Grounds – Mr. Logue –
- (b) Co-Curricular – Mr. McCleary –
- (c) Finance –
- (d) LCTC Representative – Mr. Hagemeyer –
- (e) Intermediate Unit Representative – Mr. Ruffing –
- (f) Student Representatives –

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VIII. Informational Items

A. Superintendent's Informational Items

1. Conference Approvals

a. Professional Staff

Name	Conference	Location	Dates	Days	Est. Exp.	Sub. Exp.
Michelle Metzger	Wildlife Study	Little Pine State Park	5/14/2016	1	\$25.00	0

2015-2016 Budget for Professional Staff = \$17,500.00
 Actual Expenditure (as of 4/30/2016) = \$12,566.18
 Balance (as of 4/30/2016) = \$3,256.68

b. Administrative Staff

Name	Conference	Location	Dates	Days	Est. Exp.
None					

2015-2016 Budget for Administrative Staff = \$10,500.00
 Actual Expenditure (as of 4/30/2016) = \$284.24
 Balance (as of 4/30/2016) = \$10,215.76

c. Students

Name	Conference	Location	Dates	Days	Est. Exp.
None					

2015-2016 Budget for Board/Students = \$1,000.00
 Actual Expenditure (as of 4/30/2016) = 0
 Balance (as of 4/30/2016) = \$1,000.00

d. Coaching Clinics/ Athletic Travel Expenses

Name	Clinic	Location	Dates	Days	Est. Exp.	Sub. Exp.
None						

2015-2016 Budget for Coaching Clinics = \$11,500.00
 Actual Expenditure (as of 4/30/2016) = \$11,335.97
 Balance (as of 4/30/2016) = \$164.03

2. Report of the Director of Curriculum & Instruction (Attachment VIII-A-2)
3. Presentation of relevant information on federally funded programs: Title I and Title II
4. Report of Technology Coordinator (Attachment VIII-A-4)
5. Report of the Supervisor of Special Education (Attachment VIII-A-5)
6. Presentation of relevant information from the building principals
 - a. Loyalsock Valley Elementary: Darrin Feerrar (Attachment VIII-A-6a)
 - b. Lyter Elementary: Craig Kurtz (Attachment VIII-A-6B)
 - c. McCall Middle School: Jeff Moore & Curtis Myers (Attachment VIII-A-6c)
 - d. High School: Dan Taormina & Chris King (Attachment VIII-A-6d)

B. Business Manager's Informational Items

Presentation of relevant information from the Business Manager, Robert Saul

IX. Prior Presentation/Public Comment (time permitting)

X. Adjournment – 9:00 p.m.

(unless extended for one (1) thirty-minute period by unanimous consent of board members present)