

**MONTOURSVILLE AREA SCHOOL DISTRICT  
AGENDA FOR SCHOOL BOARD MEETING  
June 14, 2016**

**I. Roll Call**

**II. Flag Salute**

**III. Approve Minutes of Previous Meetings**

May 10, 2016 – Regular Meeting  
May 24, 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:  
Father Manno from Our Lady of Lourdes.

**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
- c. Middle School & High School Activity Funds (Quarter Ending 3/31/16)

**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 .....	\$ 930,325.03
Amounts paid from Liquid Asset Account .....	\$ 1,428,832.84
Amounts to be paid at this meeting .....	\$ <u>104,004.32</u>
Total .....	\$ 2,463,262.19

**b. Cafeteria Fund (Attached)**

Approve list of bills per attached list:

Amounts paid since last meeting .....	\$ 84,110.04
Amounts to be paid at this meeting .....	\$ <u>0.00</u>
Total.....	\$ 84,110.04

**c. Capital Project Fund (Attached)**

Approve list of bills per attached list:

Amounts paid since last meeting .....	\$ 1,270.61
Amounts to be paid at this meeting .....	\$ <u>1,947,982.17</u>
Total .....	\$ 1,949,252.78

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**VI. Action Items**

**B. Report of Superintendent**

**1. Personnel Matters**

- a. Request board approval for the following **employment agreement** of an acting superintendent, effective July 1, 2016:

**Robert L. Urzillo**, acting Superintendent (Attachment VI-B-1a)

- b. Request board approval for the following **retirement** from a member of the professional staff:

**Stanley Burke**, Health and Physical Education, Montoursville Area High School, effective June 13, 2016.

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

**Jonathan Adams**, Technology Facilitator, effective June 6, 2016

- d. Request board approval for the following **appointment** to the business office staff:

**Sarah Keiser**, Business Office Specialist, effective June 26, 2016, pending receipt of clearances.

- e. Request board approval for the following **transfers** for members of the support staff, effective the start of the 2016-2017 school year:

**Teresa Kessler**, from cafeteria aide to paraprofessional, C. E. McCall Middle School, 4.0 hours per day, at \$10.60 per hour. (Replacement for **Colleen Bolton**)

**Stephanie Lundy**, paraprofessional, Loyalsock Valley Elementary School, 3.5 hours per day to paraprofessional, Lyter Elementary School, 5.0 hours per day.

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

**Darri Bailey**, cafeteria worker, C. E. McCall Middle School, 3.75 hours per day, \$8.40 per hour, effective 2016-2017 school year. (Replacement for **Tia Fisher**)

**Tammi Logue**, cafeteria worker, Loyalsock Valley Elementary School, 2.5 hours per day, \$8.40 per hour, effective 2016-2017 school year. (Replacement for **Mildred Hill**)

**Heather Turner**, cafeteria worker, C. E. McCall Middle School, 3.75 hours per day, \$8.40 per hour, effective 2016-2017 school year. (Replacement for **Teresa Kessler**)

**Daisy Easton**, night custodian, Loyalsock Valley Elementary School, \$12.84 per hour, 8 hours per day, effective June, 29, 2016. (Replacement for **Colleen Eckard**)

- g. Request board approval for the following **maternity leave** from a member of the professional staff:

**Alissa Martin**, English, Montoursville Area High School, from August 22, 2016 to October 28, 2016.

- h. Request board approval of the following **appointments** to the 2016 summer school program to be held at Montoursville Area High School, at an hourly rate of \$24.00:

**Rich DeLong** – CSS  
**Justin Jones** – World History

- i. Request board approval for the following **addition** to the substitute support staff:

**Earl Hampton**, night custodian, effective June 15, 2016, pending receipt of clearances.

2. Student Matters  
None

3. Curriculum Matters

- a. Request board approval to offer a **summer KinderCamp** at both Lyter and Loyalsock Valley Elementary Schools. The camp will consist of 8 sessions with a maximum of 16 hours. All costs for KinderCamp will be covered by Faith United Methodist Church.

4. Policy Matters

- a. Request board approval of revised policy No 808, **Food Services**, for the second reading. (Attachment VI-B-4a)
- b. Request board approval of new policy 827, **Conflict of Interest**, for the second reading. (Attachment VI-B-4b)
- c. Request board approval of new policy 626, **Federal Fiscal Compliance**, for the second reading. (Attachment VI-B-4c)
- d. Request board approval of new policy 626.1, **Travel Reimbursement – Federal Programs**, for the second reading. (Attachment VI-B-4d)
- e. Request board approval of revised policy 815, **Acceptable Use of Digital Technologies**, 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 5/31/16)	=	0
Balance (as of 5/31/16)	=	\$1,000.00

b. Festival and/or Tournament Participation

Name	Event	Location	Dates	Days	# Students	Expense to District
None						

6. Miscellaneous Matters

- a. Recommend to **rescind** the motion approved at the May 24, 2016 meeting approving a change order in the credit amount of \$186,298.55 to Weatherproofing Technologies Incorporated and to approve a change order to Weatherproofing Technologies Incorporated in the credit amount of \$77,450.89, contingent upon PDE approval of Plan Con Part I.

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**VI. Action Items**

**C. Report of the Business Manager**

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

- (a) Recommend awarding bids for the 2016-2017 fiscal year for **Paper Supplies** amounting to \$31,043.90 and for **Athletic Supplies and Equipment** amounting to \$42,902.67, as listed on the attached summary.

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

- (a) Recommend approval of a resolution adopting the **2016-2017 General Fund Operating Budget**.

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

- (b) Recommend approval of a resolution to levy a **14.53 mill Real Estate Tax**.

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

- (c) Recommend approval of a resolution adopting the **2016-2017 Tax Levy**.

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

- (d) Recommend approval of the **2016 Homestead and Farmstead Exclusion Resolution**.

**Resolutions, Contracts, and Agreements**

- (e) Recommend approval to use \$405,600 of the general fund **committed fund balance**, which was established to mitigate fluctuations in the Public School Employees' Retirement System (PSERS) employer contribution rate, during the 2016-2017 fiscal year.

**Resolutions, Contracts, and Agreements**

- (f) Recommend approval of the fiscal year 2016-2017 **salaries and wages** as set forth in the 2016-2017 Budget and Wage book.

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

- (g) Recommend approval of a GASB 45/75 Valuation and Related Services Agreement with the Pennsylvania Trust for **Conrad Seigel Actuaries** to provide an actuarial valuation report to the Montoursville Area School District for compliance with the provisions of the GASB Statement #45.

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

- (h) Recommend approval of an agreement with **BLaST Intermediate Unit #17** for the 2016-2017 IDEA Component III funding.

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

- (i) Recommend approval of an agreement with **BLaST Intermediate Unit #17** to provide special education services during the 2016-2017 school term for Montoursville Area School District.

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

- (j) Recommend approval of a resolution adopting the 2016-2017 **Lycoming Career & Technology Center Budget**.

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

- (k) Recommend approval of the purchase and installation of a new district-wide Voice-Over-IP phone system from **BLaST Intermediate Unit #17** at a total cost of \$43,758 to be paid from Capital Reserve and installed the summer 2016.

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

- (a) Recommend approval of a request from Marty Diaz, **Teachers Fitness Class**, for use of the Lyter Elementary gymnasium to conduct fitness classes throughout June and July 2016. (Group 1 – Free)

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

- (b) Recommend approval of a request from Jon Jean, **Montoursville Youth Football and Cheer**, for use of the Montoursville Area School District facilities to conduct youth football games throughout September and October 2016. (Group 1 – Free)

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

- (c) Recommend approval of a request from Michael Tate, **Lady Warriors Softball Team**, for use of the softball field to conduct practice from June to August 2016. (Group 1 – Free)

4. **Miscellaneous Matters – Attachment VI-C-4(a)**

- (a) Recommend the acknowledgement of receipt of **PLANCON Part F: Construction Documents** (revised per Part I submittal with May 10, 2016 Board action) for PDE Project 3804, Additions and Alterations to Montoursville Area High School, dated May 31, 2016.

**Miscellaneous Matters – Attachment VI-C-4(b)**

- (b) Recommend the acknowledgement of receipt of **PLANCON Part I: Interim Reporting** for PDE Project 3804, Additions and Alterations to Montoursville Area High School, dated May 31, 2016.

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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.
None						

2015-2016 Budget for Professional Staff = \$17,500.00  
 Actual Expenditure (as of 5/31/16) = \$13,477.14  
 Balance (as of 5/31/16) = \$4,022.86

**b. Administrative Staff**

Name	Conference	Location	Dates	Days	Est. Exp.
None					

2015-2016 Budget for Administrative Staff = \$10,500.00  
 Actual Expenditure (as of 5/31/16) = \$284.24  
 Balance (as of 5/31/16) = \$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 5/31/16) = 0  
 Balance (as of 5/31/16) = \$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 5/31/2016) = \$12,072.38  
 Balance (as of 5/31/2016) = -\$572.38

**B. Business Manager's Informational Items**

Presentation of relevant information from the Business Manager, Brandy N. Smith

**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)