Loyalsock Township School District

<u>Meeting of School Directors</u>

January 26, 2011

7:00 p.m.

Board Conference Room 1720 Sycamore Road Montoursville, PA 17754

MINUTES

1. Call to Order – President

2. Pledge of Allegiance

3. Administrative Report/Executive Session Purpose – Mr. Randall Sees, Solicitor

- 01/11/2011 (5:00 p.m. 8:00 p.m.) Student Discipline
- 01/25/2011 (5:00 p.m. 7:45 p.m.) Personnel
- 01/26/2011 (5:00 p.m. 5:45 p.m.) Tour of the Lycoming Memorial Army Reserve Center
- 01/26/2011 (6:00 p.m. 7:00 p.m.) Personnel

4. Roll Call – Mrs. Cheri King, Administrative Assistant

MEMBER

MEMBER

X Edward H. Ade, Jr. – Vice President	X Margaret P. Piper – President
X Maureen Carey	X John B. Raymond
X William P. Carlucci	X Sheila J. Yates
X Stephen M. Dewar – Treasurer	X *Randall Sees, Solicitor
X Denise S. Leete	X *Robert W. Grantier, Superintendent
X Raymond P. McGinnis	<u>ab</u> *Gerald McLaughlin, Business Mgr./Bd.Secretary
	*(Non-Voting Member)

OTHERS

- AB Matthew Reitz, Loyalsock Township High School Principal
- X Jeffrey Hartmann, Assistant High School Principal
- X Robert Gaetano, Middle School Principal
- X John Rhoads, Donald E. Schick Elementary School Principal
- X Charles Greevy, IV, Assistant Elementary School Principal
- AB Sherry Griggs, Supervisor of Curriculum & Instruction
- X Dayne Waller, Supervisor of Special Education
- X Eric Gee, Director of Technology
- X Christina Herman, Director of Student Services & Career Development
- X Amanda Alexander, Williamsport Sun-Gazette

5.

A. <u>Recognition of Guests or Scheduled Speakers/Public Comments</u>

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B. <u>Superintendent's Report/Discussion Items</u>

 School Director Recognition – Mr. Grantier thanked the Board for volunteering many hours to the District. All Board Members received certificates. Cake was enjoyed by those in attendance after the meeting was adjourned.

C. Public Comments Relative to Agenda Items

6. Minutes

A. <u>Minutes</u>

It is recommended the Board combine the minutes into one item for approval.

Motion:Mr. DewarSecond: Mr. CarlucciYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

B. <u>Approval of Minutes</u>

It is recommended the Board approve the Minutes of the following meetings:

- December 6, 2010 Facilities Committee & Finance Committee
- December 8, 2010 Reorganization
- December 8, 2010 School Board
- December 13, 2010 Student Activities Committee

Motion:Mrs. CareySecond: Mrs. YatesYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

7. Finance

A. <u>Approval of Bills – November</u>

It is recommended the Board approve expenditures from November 1, 2010 through November 30, 2010, in the amount of \$2,252,681.62.

Motion:Mr. CarlucciSecond:Mr. McGinnisYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

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B. <u>Treasurer's Report – November</u>

It is recommended the Board approve the attached Treasurer's Report for the month of November 2010.

Motion:Mrs. CareySecond: Mr. McGinnisYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

C. <u>Approval of Bills – December</u>

It is recommended the Board approve expenditures from December 1, 2010 through December 31, 2010, in the amount of \$976,109.75.

Motion:Mr. DewarSecond: Mrs. LeeteYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

D. <u>Treasurer's Report – December</u>

It is recommended the Board approve the attached Treasurer's Report for the month of December 2010.

Motion:Mrs. YatesSecond: Mrs. CareyYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

E. <u>Student Activities Fund Quarterly Report</u>

It is recommended the Board approve the attached Student Activities Fund Quarterly Report for the period ended December 2010.

Mr. Raymond questioned the deficit balance. It was explained that some clubs still have fund raising activities. There is still a balance in the Class of 2010 account as they would like to work out the problems with the caps and gowns before transferring the money. It was requested that more detail be provided on the summary sheet. The board would like a comparison of prior balances.

Motion:Mr. AdeSecond: Mr. DewarYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

F. Authorization to Transfer Funds to Capital Reserve Fund

It is recommended the Board authorize the transfer of funds from the Woodlands General Fund Account (11203262) to the PLGIT Capital Reserve Account (1495025) in the amount of \$300,000.00.

Motion:Mrs. CareySecond:Mr. DewarYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

G. Authorization to Transfer Funds to Food Service Fund

It is recommended the Board authorize the transfer of funds from the Woodlands General Fund Account (11203262) to the Woodlands Food Service Fund Account (11203007) in the amount of \$45,000.00 in accordance with the 2010-2011 General Fund Budget.

Motion:Mr. McGinnisSecond: Mr. AdeYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

H. <u>Authorization to Transfer Funds for Projected Future Retirement Rate Increases</u>

It is recommended the Board authorize the transfer of funds from the unreserved fund balance to the fund balance reserved for projected future retirement rate increases in the amount of \$600,000.00.

Motion:	Mrs. Carey	Second:	Mr. Ade
Yes:	Ade, Carey, Carlucci,	Dewar, Leete,	, McGinnis, Piper, Raymond, Yates
No:	None		
Absent:	None		
Result:	Motion Carried		

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8. School/District Programs and Operations

A. Field Trip Request

It is recommended the Board approve an out-of-state field trip requested by Jennifer Beck, Social Studies Teacher. Ms. Beck is requesting to take students (approximately 25 – AP World History and Drawing & Painting II/Advanced 2D Studio) to the Metropolitan Museum of Art (New York) on May 18, 2011. There is no cost to the district for this field trip.

Mr. Dewar questioned the cost to the district. There will be a cost for two substitutes. The field trip will be on a Wednesday.

Motion:Mr. RaymondSecond:Mr. McGinnisYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

B. <u>Odyssey of the Mind – Volunteer Coaches</u>

It is recommended the Board approve the attached list of Odyssey of the Mind volunteer coaches for the 2010-2011 school year.

Motion:Mr. AdeSecond: Mrs. YatesYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

9. Personnel

A. <u>Substitute Personnel</u>

It is recommended the Board approve the attached list of substitute teachers, guest teachers, secretaries, nurses, aides, etc. for the 2010-2011 school year.

Motion:Mr. AdeSecond: Mrs. CareyYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

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B. <u>Request for Family/Medical Leave – Policy 535</u>

It is recommended the Board approve a request for family/medical leave (on an as-needed basis) in accordance with Policy 535 from Christopher Guthrie, custodian.

Motion:Mrs. LeeteSecond:Mr. DewarYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

C. <u>Request for Family/Medical Leave – Policy 535</u>

It is recommended the Board approve a request for family/medical leave (December 3, 2010 – January 28, 2011) in accordance with Policy 535 from Shirley Remsynder, secretary.

Motion:Mrs. CareySecond: Mr. AdeYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

D. Appointment of Long-Term Substitute – Elementary Teacher

It is recommended the Board appoint Ms. Jennifer Sullivan-Gross, 2914 Heshbon Road, Williamsport, PA 17701, as a long-term substitute assigned as an elementary teacher during a leave of absence requested by Mrs. Zaccaria

Motion:Mr. RaymondSecond:Mr. AdeYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

E. <u>Temporary Part-Time/Substitute Custodial Employee</u>

It is recommended the Board appoint Mr. Robert Schaefer, 310 Grimesville Road, Williamsport, PA 17701, as a temporary part-time/substitute (0-20 hours per week) custodial employee pending documentation. Mr. Schaefer will receive an hourly rate of \$10.60. Page 7 Loyalsock Township School Directors Minutes January 26, 2011

Motion:Mr. RaymondSecond:Mr. AdeYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

F. Appointment of Cafeteria/Playground Monitor

It is recommended the Board appoint Ms. Jane Blaker, 2905 Highland Avenue, Montoursville, PA 17754, as a part-time (0-20 hours) cafeteria/playground monitor effective January 3, 2011, pending documentation. Ms. Blaker will receive an hourly rate of \$7.75.

Motion:Mrs. CareySecond: Mr. AdeYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

G. Appointment of Athletic Personnel

It is recommended the Board appoint the following athletic personnel for the 2010-2011 sports season:

- Girls' Head Track Coach Ashley Argenta; 0 years
- Girls' Assistant Track Coach Rebecca Leid; 0 years

Mr. Ade questioned if we had a boys' track coach. The District will advertise for a boys' track coach. In the interim, the coaches are able to provide conditioning. Mr. Gaetano announced that there are over 100 students (with the majority being girls) signed up for track.

Motion:Mr. AdeSecond: Mr. RaymondYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

H. <u>Transfer of Employee</u>

It is recommended the Board approve the transfer of Ms. Margaret Ratke, 1572 Northway Road, Williamsport, PA 17701, from a part-time personal care aide to a full-time personal care aide effective January 3, 2011.

This position is due to a resignation.

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Motion:Mr. AdeSecond: Mrs. YatesYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

10. Policy

A. <u>Policy 227.1 – Student Drug Testing – First Reading</u>

The Board acknowledges the first reading of Policy No. 227.1 – Student Drug Testing as attached.

Motion:Mr. McGinnisSecond: Mrs. CareyYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

11. Other

A. <u>Act 1 - Resolution</u>

It is recommended the Board adopt the attached Resolution electing to not increase its tax rate above the index for the 2011-2012 school year.

Motion:Mr. McGinnisSecond: Mrs. CareyYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

B. <u>ParentLink</u>

It is recommended the Board approve to purchase ParentLink (notification system) through BLaST for the remainder of the 2010-2011 school year at a prorated cost of \$1,675.00. *It was noted that this is for the remainder of this school year. We would be able to purchase the system for next year if we so desire. Mrs. Carey asked about text notification. Some parents do not have texting plans. Mr. Gee will see what options are available.*

Motion:Mr. CarlucciSecond: Mrs. CareyYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

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C. <u>Community Arts Center - Rental</u>

It is recommended the Board approve to rent the Community Arts Center for the All District Choir and All District Band performances at a total cost of approximately \$1,500.00.

Mrs. Piper thanked Mr. Robert Steele, Mr. Robert Leidhecker, and everyone involved with coordinating the event.

Motion:Mr. RaymondSecond: Mr. AdeYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

D. <u>Act 93 Support Group – Compensation Plan</u>

It is recommended the Board approve the attached terms and conditions of the Act 93 Support Group effective July 1, 2010 – June 30, 2014.

Motion:Mr. McGinnisSecond: Mr. AdeYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

E. <u>Increase in Salary</u>

It is recommended the Board approve to increase the salary of Mr. Brian Bubb, Supervisor of Buildings & Grounds, to \$50,000.00 effective February 1, 2011.

Motion:Ms. CarlucciSecond:Mr. AdeYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

F. <u>Step Adjustment</u>

It is recommended the Board approve to adjust the step for Mr. Jeremiah Jones, maintenance employee, from Step 6-Maintenance (\$13.12/hr.) to Step 9-Maintenance (\$14.11/hr.) effective February 1, 2011. The increase is due to the employee's unique skills.

Motion:Mr. AdeSecond: Mr. DewarYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

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G. Lycoming Memorial Army Reserve Center

It is recommended the Board approve the attached Phase I Design Services contract (Exhibit A) with Larson Design Group, 1000 Commerce Park Drive, #201, Williamsport, PA 17701, for services at the Lycoming Memorial Army Reserve Center. The estimated cost of \$25,260.00 will be divided equally between the Loyalsock Township School District and the Loyalsock Township.

Mr. Ade distributed questions and answers regarding lead paint, asbestos, etc. A copy is attached. Mrs. Piper questioned about an appraisal. It was stated that the facility would have dual ownership between the District and the Township. The District would have approximately 1.5 acres. The Township receives 100% reimbursement and the District receives 80% reimbursement. Mrs. Piper announced that this has been an ongoing project for many years. Attorney Sees discussed the limited damages to the contract price clause.

Motion:Mr. AdeSecond:Mr. DewarYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

H. <u>Multi-Purpose Facility – Bids</u>

It is recommended the Board combine and reject all bids for the Loyalsock Township Multi-Purpose Facility Project:

- <u>General Construction</u>
- <u>Electrical Construction</u>
- <u>Plumbing Construction</u>
- HVAC (Heating, Ventilating, and Air Conditioning) Construction

The bids are being rejected due to the higher than anticipated costs. The Board will look at other options.

Motion:Mrs. YatesSecond: Mrs. CareyYes:Ade, Carey, Carlucci, Dewar, Leete, McGinnis, Piper, Raymond, YatesNo:NoneAbsent:NoneResult:Motion Carried

12. Information Items

A. <u>Administrative Reports - Attached</u>

- Mr. Rhoads thanked the administration and Mr. Greevy for their hard work during his absence.
- Mrs. Herman thanked Amanda Alexander for job shadowing.

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B. <u>Board Comments/Reports</u>

- Lyco CTC Report Mr. Ade
- Recreation Board Mrs. Carey & Mr. Dewar attended the meeting. Mrs. Carey announced the Fall Festival on June 4 & 5 at Short Park. They are looking for vendors.
- Facilities Mr. McGinnis announced a tentative meeting on February 8 to hear from another vendor on modular units.
- IU 17 Report Mr. McGinnis

13. Public Comments

The Board thanked everyone involved with getting the art room finished. A lunch will be provided for maintenance/custodial employees. Thank you letters should be sent to those who donated tiles and time.

14. Adjournment @ 8:20 p.m.

Motion: Mr. Carlucci Second: Mr. Ade

Cheri L. King