# Loyalsock Township School District

## Meeting of School Directors

June 22, 2011

7:00 p.m.

**Board Conference Room** 1720 Sycamore Road Montoursville, PA 17754

### **MINUTES**

- 1. Call to Order - Vice President
- 2. Pledge of Allegiance
- **3.** Administrative Report/Executive Session Purpose – Mr. Thomas Marshall, Solicitor 6:00-7:00 p.m. Personnel
- 4. Roll Call – Mr. Gerald L. McLaughlin, Business Manager/Board Secretary

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

- X 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
- X Sherry Griggs, Supervisor of Curriculum & Instruction
- X Dayne Waller, Supervisor of Special Education
- X Eric Gee, Director of Technology
- X Amanda Alexander, Williamsport Sun-Gazette

5.

#### Recognition of Guests or Scheduled Speakers/Public Comments A.

- Yearbook Presentation
- Financial/Bond Parameters Resolution -Les Bear, Robert W. Baird & Co., Inc. & Jens Damgaard, Rhoads & Sinon
- Final Budget Mr. McLaughlin

#### B. Superintendent's Report/Discussion Items

• Virtual Learning – 2010/2011 Report

#### C. Public Comments Relative to Agenda Items

#### 6. Finance

#### A. Approval of Bills

It is recommended the Board approve expenditures from May 1, 2011 through May 31, 2011, in the amount of \$928,725.96.

Motion: Mr. Carlucci Second: Mr. McGinnis

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None

Absent: Piper, Yates Result: Motion Carried

#### B. Treasurer's Report

It is recommended the Board approve the attached Treasurer's Report for the month of May 2011.

Motion: Mr. Carlucci Second: Mr. McGinnis

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None

Absent: Piper, Yates Result: Motion Carried

#### **C.** 2011-2012 Final Budget

It is recommended the Board adopt the 2011-2012 final budget with revenues and expenditures of \$18,140,859.00 with taxes as follows:

• Real Estate 13.00 mills

• Realty Transfer 1%

• Earned Income 1.65% (1.15% to Loyalsock Twp. School

District; .50 to Loyalsock Twp.)

• Local Services Tax \$5/per individual employed within Loyalsock

**Township** 

• Business Privilege 1 mill/Wholesale Gross Sales

• Business Privilege 1.5 mills/Retail, Service or Rental Gross

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Motion: Mrs. Carey Second: Mr. Dewar

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None Absent: Piper, Yates Result: Motion Carried

#### 7. School/District Programs and Operations

#### A. <u>2010-2011 School Calendar - Revised/Final</u>

It is recommended the Board approve the attached 2010-2011 school calendar as revised.

Motion: Mr. Dewar Second: Mrs. Carey

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None Absent: Piper, Yates Result: Motion Carried

#### B. <u>Textbook Adoption</u>

It is recommended the Board adopt the attached list of textbooks for the 2011-2012 school year.

Motion: Mr. McGinnis Second: Mrs. Leete

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None Absent: Piper, Yates Result: Motion Carried

#### C. Summer Outreach Opportunities

It is recommended the Board approve summer outreach activities at a cost not to exceed \$2,500.00.

Motion: Mr. Raymond Second: Mrs. Carey

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None

#### D. <u>Summer School – Middle School</u>

It is recommended the Board approve a summer school program at the Loyalsock Township Middle School at a cost not to exceed \$2,000.00.

Motion: Mr. Carlucci Second: Mr. McGinnis

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None

Absent: Piper, Yates Result: Motion Carried

#### E. Spirit Club

It is recommended the Board approve the establishment of the Spirit Club. The Sprit Club is designed to facilitate student participation actively throughout the secondary student body.

Motion: Mr. McGinnis Second: Mr. Carlucci

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None

Absent: Piper, Yates Result: Motion Carried

#### 8. Personnel

#### A. <u>Supervisor of Special Education – Memorandum of Understanding</u>

It is recommended the Board approve to extend the Memorandum of Understanding (approved on June 23, 2010) outlining the number of work days assigned to the Supervisor of Special Education for the 2011-2012 school year.

Motion: Mrs. Carey Second: Mr. Carlucci

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None

#### B. <u>Job Description – Supervisor of Federal Programs/Grants/Subsidies</u>

It is recommended the Board adopt the attached job description for the position of Supervisor of Federal Programs/Grants/Subsidies.

Motion: Mr. McGinnis Second: Mrs. Carey

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None

Absent: Piper, Yates Result: Motion Carried

#### C. Appointment of Supervisor of Federal Programs/Grants/Subsidies

It is recommended the Board appoint Mr. Charles Greevy as Supervisor of Federal Programs/Grants/Subsidies effective July 1, 2011. Mr. Greevy will receive a stipend of \$4,000.00.

Motion: Mrs. Carey Second: Mr. Dewar

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None

Absent: Piper, Yates Result: Motion Carried

#### D. **Building Secretaries**

It is recommended the Board appoint the following secretaries as 203-day secretaries effective July 1, 2011:

- Ms. Michelle Bartley (currently 223-day secretary)
- Ms. Susan Forester (currently 223-day secretary)

Motion: Mr. McGinnis Second: Mrs. Leete

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None

#### E. Temporary Rate Change – Food Service Employees

It is recommended the Board approve the following temporary rate changes effective May 16, 2011:

- Christine Schaefer \$8.85/hr. to \$9.60/hr.
- Marybeth Conroy \$8.40/hr. to \$8.90/hr.
- Kathy Stavoy \$13.40/hr. to \$13.90/hr.

The rate change is due to added responsibilities during the absence of the head cook. The temporary rate changes will remain in effect until the return of the head cook.

Motion: Mrs. Leete Second: Mr. Raymond

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None

Absent: Piper, Yates Result: Motion Carried

#### F. Resignation

The Board acknowledges the resignation of Renee Risbon as a temporary/part-time custodial employee.

#### 9. Policy

#### A. Policy 620 – Fund Balance – Final Adoption

It is recommended the Board adopt Policy No. 620 – Fund Balance.

Motion: Mr. McGinnis Second: Mrs. Carey

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None

Absent: Piper, Yates Result: Motion Carried

#### 10. Other

#### A. Educational Trip Abroad Experience (Costa Rica)

It is recommended the Board approve an educational trip (July 2-10, 2012) to Costa Rica as presented on June 1, 2011 by Rebecca Leid, Spanish Teacher. There is no cost to the District for this request. The District assumes no liability or responsibility for this trip. All participants must purchase the all-inclusive insurance plan.

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Motion: Mr. Raymond Second: Mrs. Leete

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None Absent: Piper, Yates Result: Motion Carried

#### **B.** Future Fund Balance Transfers

It is recommended the Board approve the following future transfers for the 2010-2011 school year, if unassigned fund balance is available:

- From General Fund Unassigned Fund Balance to General Fund Designated Fund Balance
- From General Fund Unassigned Fund Balance to Food Service Fund Balance
- From General Fund Unassigned Fund Balance to Capital Reserve Fund Balance

Motion: Mr. McGinnis Second: Mr. Raymond

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None Absent: Piper, Yates Result: Motion Carried

#### C. GASB 54 Fund Balance Transfers

It is recommended the Board approve the following transfers in accordance with (Governmental Accounting Standards Board) GASB 54 Classification:

- From General Fund Unreserved Undesignated Fund Balance to General Fund Unassigned Fund Balance
- From General Fund Unreserved Designated Fund Balance to General Fund Committed Fund Balance

Motion: Mrs. Carey Second: Mr. Dewar

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None Absent: Piper, Yates Result: Motion Carried

#### **D.** Resolution – Bond Purchase

It is recommended the Board adopt the attached Bond Resolution as presented by Leslie Bear (Robert W. Baird & Co.) and Bond Counsel, Jens Damgaard (Rhoads & Sinon LLP).

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Motion: Mr. Carlucci Second: Mr. Raymond

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None Absent: Piper, Yates Result: Motion Carried

#### E. <u>After-School Child Care Program for the 2011-2012 School Year</u>

It is recommended the Board approve The River Valley Regional YMCA, 320 Elmira Street, Williamsport, PA 17701, to house an After-School Child Care Program, at the Donald E. Schick Elementary School, pending availability of space, for the 2011-2012 school year.

Motion: Mrs. Carey Second: Mr. Carlucci

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None Absent: Piper, Yates Result: Motion Carried

#### F. Contract for HVAC Services

It is recommended the Board approve the attached contract with Siemens Industry, Inc., 5095 Ritter Road, Mechanicsburg, PA 17055, to provide heating, ventilating, and air conditioning services.

Motion: Mr. McGinnis Second: Mr. Carlucci

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None

Absent: Piper, Yates Result: Motion Carried

#### G. Architectural Services – Concession Stand

It is recommended the Board approve the attached proposal from L. R. Kimball, 328 Innovation Boulevard, Suite 222, State College, PA 16803, to provide architectural services for a new concession stand at the high school, at a cost of \$3,000.00.

Motion: Mr. Carlucci Second: Mr. McGinnis

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None

#### H. Real Estate Appraisal

It is recommended the Board approve the attached proposal from Real Estate Appraisal & Marketing Associates, 875 North Fourth Street, Sunbury, PA 17801, to provide a real estate appraisal of the Lycoming Memorial U.S. Army Reserve Center, 1605 Four Mile Drive, Williamsport, PA 17701, at a cost of \$4,500.00.

Motion: Mrs. Carey Second: Mrs. Leete

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None Absent: Piper, Yates Result: Motion Carried

#### I. Purchase of School Van

It is recommended the Board award the school van bid (per bid specifications) to Rohrer Bus Sales, P.O. Box 100, Routes 11 & 15, Duncannon, PA 17020, for the purchase of a 2011 Ford E150XL School Van, at a cost of \$28,748.00. (Funds for this purchase will come from the Capital Reserve Fund.)

Motion: Mr. Raymond Second: Mr. Carlucci

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None

Absent: Piper, Yates Result: Motion Carried

#### J. <u>Lease of Copier – Loyalsock Township Middle School (Faculty Room)</u>

It is recommended the Board approve a five-year lease of a Xerox Work Centre 5775 from Xerox Corporation, 651 East Park Drive, Suite 200, Harrisburg, PA 17111, for the Loyalsock Township Middle School (faculty room) at a cost of \$469.32 per month.

Motion: Mr. Carlucci Second: Mr. Raymond

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None

Absent: Piper, Yates Result: Motion Carried

#### K. <u>Lease of Copier – Loyalsock Township Middle School (Office)</u>

It is recommended the Board approve a three-year lease of a Xerox Work Centre 245 Copier from Xerox Corporation, 651 East Park Drive, Suite 200, Harrisburg, PA 17111, for the Loyalsock Township Middle School (office) at a cost of \$51.24 per month plus \$0.0124/per copy.

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Motion: Mr. Carlucci Second: Mr. Raymond

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None Absent: Piper, Yates Result: Motion Carried

#### L. Memorandum of Agreement – Counselors

It is recommended the Board approve the attached Memorandum of Agreement between Loyalsock Township School District and Loyalsock Township Education Association. The purpose of the Memorandum of Agreement is to authorize summer work days/tradeoff days for counselors.

Motion: Mr. Carlucci Second: Mr. Raymond

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None Absent: Piper, Yates Result: Motion Carried

#### M. Purchase of Food Service Equipment

It is recommended the Board approve the purchase of a Hobart Model No. 2712-1 Electric Food Slicer from Clark Food Service Equipment, 2209 Old Philadelphia Pike, Lancaster, PA 17602, at a cost of \$5,332.14. (Funds for this purchase will come from the Food Service Fund.)

Motion: Mr. Carlucci Second: Mr. Raymond

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None

Absent: Piper, Yates Result: Motion Carried

#### N. Purchase of Food Service Point of Sale – Software

It is recommended the Board approve the purchase of Food Service Point of Sale (POS) software from LunchByte Systems, Inc., 550 Latona Road, Building F, Rochester, NY 14626, at a cost of \$9,065.00. (Funds for this purchase will come from the Food Service Fund.)

Motion: Mr. Carlucci Second: Mr. Raymond

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None

#### O. Purchase of Food Service Point of Sale – Hardware/Equipment

It is recommended the Board approve the purchase of Food Service Point of Sale (POS) hardware/equipment from LunchByte Systems, Inc., 550 Latona Road, Building F, Rochester, NY 14626, at a cost of \$9,593.00. (Funds for this purchase will come from the Food Service Fund.)

Motion: Mr. Carlucci Second: Mr. Raymond

Yes: Ade, Carlucci, Carey, Dewar, Leete, McGinnis, Raymond

No: None Absent: Piper, Yates Result: Motion Carried

#### 11. Information Items

- A. Administrative Reports
- B. Board Comments/Reports
- 12. Public Comments
- 13. Next Meeting Date July 13, 2011
- 14. Adjournment @ 8:50 p.m.

Motion: Mr. Carlucci Second: Mr. Raymond

Gerald L. McLaughlin