

# Loyalsock Township School District

## Meeting of School Directors

July 13, 2016

7:20 p.m.

Board Conference Room  
1605 Four Mile Drive  
Williamsport, PA 17701

## MINUTES

1. Call to Order – President
2. Pledge of Allegiance
3. Administrative Report/Executive Session Purpose – Mr. Christopher Kenyon, Solicitor  
5:30-7:15 p.m. Personnel
4. Roll Call – Mr. M. Daniel Egly, Board Secretary

### MEMBER

x Edward H. Ade, Jr.  
x Maureen Carey  
x William P. Carlucci  
x David P. Hornberger (arrived 6:12 p.m.)  
x Christina L. Kiessling  
x John B. Raymond, Treasurer

### MEMBER

x Paul R. Watson, II  
x Sheila J. Yates, President  
x Paul R. Young, II, Vice President  
x \*Christopher Kenyon, Solicitor  
x \*Gerald L. McLaughlin, Superintendent  
x \*M. Daniel Egly, Business Mgr./Bd.Secretary  
\*(Non-Voting Member)

### OTHERS

x Matthew Reitz, Loyalsock Township High School Principal  
x Brooke Beiter, Assistant High School Principal  
ab Charles Greevy, IV, Middle School Principal  
ab Matthew Johnson, Assistant Middle School Principal  
x Suzanne Foresman, Elementary School Principal  
ab Preston Shellenberger, Assistant Elementary School Principal  
x Eric Gee, Director of Technology  
x Christina Herman, Supervisor of Special Education  
x Katelyn Hibbard, *Williamsport Sun-Gazette*

5. A. Recognition of Guests or Scheduled Speakers/Public Comments
  - Food Service Presentation – Beth Hufnagel



**8. School/District Programs and Operations**

**A. 2015-2016 School Calendar - Revised/Final**

It is recommended the Board approve the attached 2015-2016 school calendar as revised.

Motion: Mrs. Kiessling                      Second: Mrs. Carey  
Yes: Ade, Carey, Carlucci, Hornberger, Kiessling, Raymond, Watson, Yates, Young  
No: None  
Absent: None  
Result: Motion Carried

**B. Approval of Dual Enrollment Memoranda of Understanding**

It is recommended the Board approve the attached Memoranda of Understanding for Dual Enrollment with Harrisburg Area Community College (HACC) and Keystone College.

Motion: Mr. Ade                                  Second: Mrs. Kiessling  
Yes: Ade, Carey, Carlucci, Hornberger, Kiessling, Raymond, Watson, Yates, Young  
No: None  
Absent: None  
Result: Motion Carried

**9. Personnel**

**A. Professional Staff**

It is recommended the Board appoint the following individual (pending documentation) effective August 24, 2016:

- Sarah Arrigone as a Professional Employee assigned as a Special Education teacher. Ms. Arrigone will receive a salary based on Step 9-M (\$59,811.00) of the Teacher Salary Schedule.

Motion: Mr. Young                              Second: Mrs. Kiessling  
Yes: Ade, Carey, Carlucci, Hornberger, Kiessling, Raymond, Watson, Yates, Young  
No: None  
Absent: None  
Result: Motion Carried

**B. Resignation**

The Board acknowledges notice of resignation from the following employee:

- Todd Conner – Chemistry Teacher effective July 8, 2016

A motion was made by Mr. Carlucci with a second by Mr. Ade to collectively discuss Items C, D and E. With all in favor the motion was carried.

**C. Abolish Position – Director of Student Services & Career Development**

It is recommended the Board abolish the position of Director of Student Services & Career Development effective June 30, 2016.

Motion: Mr. Carlucci Second: Mr. Ade  
Yes: Ade, Carey, Carlucci, Hornberger, Raymond, Watson, Yates, Young  
No: Kiessling  
Absent: None  
Result: Motion Carried

**D. Job Description – Supervisor of Special Education**

It is recommended the Board approve the attached job description for the position of Supervisor of Special Education.

Motion: Mr. Carlucci Second: Mr. Ade  
Yes: Ade, Carey, Carlucci, Hornberger, Kiessling, Raymond, Watson, Yates, Young  
No: None  
Absent: None  
Result: Motion Carried

**E. Supervisor of Special Education**

It is recommended the Board assign Christina Herman as Supervisor of Special Education for the 2016-2017 school year effective July 1, 2016, at a salary of \$93,224.00.

Motion: Mr. Carlucci Second: Mr. Ade  
Yes: Ade, Carey, Carlucci, Hornberger, Kiessling, Raymond, Watson, Yates, Young  
No: None  
Absent: None  
Result: Motion Carried

**F.     Substitute Payroll & Benefits Administrator**

It is recommended the Board approve Ann Young as a substitute payroll & benefits administrator to provide coverage and consulting services effective July 1, 2016, at an hourly rate of \$32.00, not to exceed 150 hours during the 2016-2017 school year.

Motion: Mr. Young                             Second: Mr. Watson  
Yes:     Ade, Carey, Carlucci, Hornberger, Kiessling, Raymond, Watson, Yates, Young  
No:      None  
Absent: None  
Result: Motion Carried

**10.   Other**

**A.     AmeriCorps Services**

It is recommended the Board approve the attached Partner Application with STEP AmeriCorps at a cost not to exceed \$8,000.00.

Motion: Mr. Young                             Second: Mr. Watson  
Yes:     Ade, Carey, Carlucci, Hornberger, Kiessling, Raymond, Watson, Yates, Young  
No:      None  
Absent: None  
Result: Motion Carried

**B     Purchase of Bleachers – Track**

It is recommended the Board approve the installation and purchase (in accordance with COSTARS 14-074) of Outdoor Aluminum Bleachers Model DLWE 5-114 from Recreational Resource USA, 425 McFarlan Road, Suite 100, Kennett Square, PA 19348, for the track at a cost of \$51,461.00. This approval is conditioned upon the donation from The Lancer Foundation in the amount of \$39,325.00.

Motion: Mrs. Kiessling                        Second: Mrs. Carey  
Yes:     Ade, Carey, Carlucci, Hornberger, Kiessling, Raymond, Watson, Yates, Young  
No:      None  
Absent: None  
Result: Motion Carried

**C. PSBA 2016 Delegate Assembly – Voting Delegate**

It is recommended the Board appoint Paul Young as a 2016 voting delegate to the PSBA 2016 Delegate Assembly.

Motion: Mrs. Carey    Second: Mr. Raymond  
Yes: Ade, Carey, Carlucci, Hornberger, Kiessling, Raymond, Watson, Yates, Young  
No: None  
Absent: None  
Result: Motion Carried

**D. Easement Agreement – Township of Loyalsock**

It is recommended the Board approve the attached agreement with the Township of Loyalsock regarding an easement for the purpose of the construction of a trail for non-motorized recreational use.

Motion: Mr. Ade    Second: Mrs. Kiessling  
Yes: Ade, Carey, Carlucci, Hornberger, Kiessling, Raymond, Watson, Yates, Young  
No: None  
Absent: None  
Result: Motion Carried

**E. HVAC Equipment – Instructional Technology Room**

It is recommended the Board authorize administration to purchase the necessary emergency HVAC equipment for the Instructional Technology Room.

Motion: Mr. Young    Second: Mr. Ade  
Yes: Ade, Carey, Carlucci, Hornberger, Kiessling, Raymond, Watson, Yates, Young  
No: None  
Absent: None  
Result: Motion Carried

**F. HVAC Service Proposal**

It is recommended the Board approve to contract with Airmen HVAC Service, 405 Airport Road, Montoursville, PA 17754, to provide HVAC services according to the attached Service Proposal.

Motion: Mr. Ade    Second: Mr. Raymond  
Yes: Ade, Carey, Carlucci, Hornberger, Kiessling, Raymond, Watson, Yates, Young  
No: None  
Absent: None  
Result: Motion Carried

**G. Portable Sound System**

It is recommended the Board share costs (not to exceed \$6,100.00) with the Loyalsock Band Boosters for the purchase of a portable sound system. (Funds will come from the General Fund.)

Motion: Mr. Raymond                      Second: Mr. Young  
Yes: Ade, Carey, Carlucci, Hornberger, Kiessling, Raymond, Watson, Yates, Young  
No: None  
Absent: None  
Result: Motion Carried

**H. Athletic Director Services**

It is recommended the Board extend the contract with Ronald Insinger to provide athletic director services for the 2016-2017 school year at an annual rate of \$43,418.00.

Motion: Mrs. Kiessling                      Second: Mr. Ade  
Yes: Ade, Carey, Carlucci, Hornberger, Kiessling, Raymond, Watson, Yates, Young  
No: None  
Absent: None  
Result: Motion Carried

**I. Facility Improvement Project (Maintenance Building) - Bids & Contracts**

**1. General Construction**

It is recommended the Board award the bid and approve the General Construction Contract for the Facility Improvement Project – Maintenance Building to Lundy Construction Company, Inc., 200 Arch Street, Williamsport, PA 17701, in the amount of \$344,200.00.

Motion: Mr. Hornberger                      Second: Mr. Watson  
Yes: Ade, Carey, Carlucci, Hornberger, Kiessling, Raymond, Watson, Yates, Young  
No: None  
Absent: None  
Result: Motion Carried

2.     **Electrical Construction**

It is recommended the Board award the bid and approve the Electrical Construction Contract for the Facility Improvement Project – Maintenance Building, to B. K. Controls, Inc. 1714 Locust Hill Way, Dillsburg, PA 17019, in the amount of \$16,400.00.

Motion: Mr. Hornberger                         Second: Mr. Ade  
Yes: Ade, Carey, Carlucci, Hornberger, Kiessling, Raymond, Watson, Yates, Young  
No: None  
Absent: None  
Result: Motion Carried

3.     **Mechanical (HVAC)/Plumbing Construction**

It is recommended the Board award the bid and approve the Mechanical (HVAC)/Plumbing Construction Contract for the Facility Improvement Project – Maintenance Building, to K.C. Larson, Inc., 97 Eck Circle, Williamsport, PA 17701, in the amount of \$31,900.00.

Motion: Mr. Ade   Second: Mr. Raymond  
Yes: Ade, Carey, Carlucci, Hornberger, Kiessling, Raymond, Watson, Yates, Young  
No: None  
Absent: None  
Result: Motion Carried

4.     **Authorization to Execute Contracts**

It is recommended the Board authorize Gerald McLaughlin or M. Daniel Egly to execute construction contracts relating to the Facility Improvement Project – Maintenance Garage.

Motion: Mr. Hornberger                         Second: Mr. Watson  
Yes: Ade, Carey, Carlucci, Hornberger, Kiessling, Raymond, Watson, Yates, Young  
No: None  
Absent: None  
Result: Motion Carried



**J. Approval of Salaries – Administrative Personnel**

It is recommended the Board approve the attached list of salaries for the Business Manager and Act 93 Administrative Personnel for the 2016-2017 school year retroactive to July 1, 2016.

Motion: Mr. Young                      Second: Mr. Watson  
Yes: Ade, Carey, Carlucci, Hornberger, Kiessling, Raymond, Watson, Yates, Young  
No: None  
Absent: None  
Result: Motion Carried

**K. Approval of Salaries – Act 93 Support Personnel**

It is recommended the Board approve the attached list of salaries for Act 93 Support Personnel for the 2016-2017 school year retroactive to July 1, 2016.

Motion: Mr. Watson                      Second: Mr. Young  
Yes: Ade, Carey, Carlucci, Hornberger, Kiessling, Raymond, Watson, Yates, Young  
No: None  
Absent: None  
Result: Motion Carried

**L. Approval of Salaries – Administrative Assistant to the Superintendent**

It is recommended the Board approve a 3.5% salary increase for the Administrative Assistant to the Superintendent for the 2016-2017 school year retroactive to July 1, 2016.

Motion: Mr. Raymond                      Second: Mrs. Carey  
Yes: Ade, Carey, Carlucci, Hornberger, Kiessling, Raymond, Watson, Yates, Young  
No: None  
Absent: None  
Result: Motion Carried

**11. Information/Discussion Items**

- A. Board Comments/Reports
- B. Administrative Reports

**12. Public Comments**

**13. Next School Board Meeting – August 10, 2016**

**14. Adjournment @ 8:20 p.m.**

Motion: Mr. Young

Second: Mr. Raymond

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M. Daniel Egly